



Saint Paul's Catholic High School

Moving forward together. Achievement for all!

Work Experience Policy



Journeying together with Jesus Christ, we learn to love and love to learn.

Document Record	
Title	Work Experience Policy
Date	March 2023
Supersedes	
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Edited	SLT April 2023
Review Date	March 2025
Date Adopted by School	March 2023

Saint Paul's Catholic High School is a Voluntary Academy in the Diocese of Shrewsbury for boys and girls aged 11-16. Staff and students work together to create a vibrant and caring Christian community, focused on excellent teaching and learning together with high aspirations for what we can be and become. All are welcome in our school, which is inspired by faith and especially by the person. Our Mission Statement reminds us that life is connected to loving and learning and to following Jesus in the journey that is life:

"Founded on the love of Christ, and recognizing the unique worth of each individual, Saint Paul's exists to foster, with care and compassion, personal, spiritual and academic growth, extending into the community and beyond."

All students in Year 10 are given the opportunity to complete a one-week work experience placement during the Summer Term. Although work experience is no longer compulsory we recognise the positive impact the opportunity has on students, and supports our statutory duty around CEIAG.

AIMS OF THE WORK EXPERIENCE PROGRAMME

There are many benefits to work experience. These include:

- Gaining an insight into the working environment
- Strengthening college or job applications, allowing students to discuss experiences
- Further developing students understanding of "career"
- Building on students' skills, knowledge and confidence
- Help build confidence in handling new situations and working with a team of adults

Work experience is defined as:

"Students placed with an employer to carry out a range of tasks, with an emphasis on learning." (Health and Safety Executive)

Policy

The school's work experience policy is part of a wider commitment to jointly deliver, in partnership with employers, a range of quality activities which will enable students to participate in a varied and progressive range of experiences. The Headteacher and senior leadership team are regularly kept informed of progress, developments and changes by the Careers Lead.

Guidelines

1. The Careers Lead and team, develop and support work experience activities throughout the school.
2. Work experience is an integral part of the Careers Education and Guidance Programme.
3. Students are encouraged to find their own placement. When this isn't possible, schools will try to secure a placement on their behalf with Our Futures responsible for the checking of Health and Safety and the appropriate nature of the placement.
4. All students regardless of culture, gender, ability, social background or physical ability must have equal access to work experience and to all available placements. However, health considerations and disability may make some placements unsuitable for some students. A student's medical condition, or emotional and social need, should be

taken into consideration prior to organising a work experience placement. Additionally, if a student has poor conduct it is at the school's discretion to withhold their work experience and the student will be required to attend school as normal.

5. We broker all our placements through Our Futures Ltd, who are tasked with running Health and Safety checks and collating information about the nature of each placement. All students and parents/carers have access to their platform, to check on details of their placement and complete required tasks.
6. Students are informed on appropriate behaviour, dress code, punctuality and the importance of observing Health and Safety guidelines appropriate to their particular placement. The school has several assemblies (staff visiting from Our Futures), before students go out on placement to review expectations and requirements.
7. Students must complete pre -placement activities to help prepare for a successful placement, whilst reflecting on their imminent learning opportunity. During placement a work experience diary is required. All documents and details are found on our supporting company's platform "Our Futures". Link on our school website- Careers Provision.
8. Students will be awarded certification depending on completion of work experience.
9. Staff visiting students on their placement are fully informed of procedures before their visits to the workplace.
10. All students are provided with a report from both the visiting member of staff and the employer which can be accessed as part of their action plan. Employers and parents are kept fully informed of the legal requirements and Health and Safety regulations of the placement by the work experience team and online access to their platform.
11. Special need learners and LAC children are carefully matched to an employer and effectively supported during their placement. Individual needs are discussed with the SENCO. Where students are deemed too vulnerable to go off site, opportunities are made available within the school setting. Where the one- week option to work outside of the school is not appropriately matched to the student, they may choose a one- day work experience as part of a group accompanied by staff. The student may need to stay in school if a work experience option is not currently viable for them at this stage of their education.
12. Employers are given all relevant information about any special needs or medical conditions the student may have and which might impact on the health, safety and welfare of the student in the placement, co-workers and the public.
13. There is a full student evaluation completed when students return to school and this is shared with all students during an assembly to reflect on what students have gained from the experience.

St Paul's RC High School retains a 'duty of care' at all times, and we will ensure:

- Placements are vetted by an external company (Our Futures Ltd) in accordance with health and safety standards.
- We will ensure our students are matched carefully to the placement and support the student when they are on a placement with a visit from a staff member and the Careers Team being available to contact to discuss any issues.
- Our students are prepared and briefed about health and safety and understand how to identify hazards and the sort of control measures that can be put in place to reduce the risk of injury or accident.
- Our students develop a set of safe behaviours, so that they play an active part in the process and acquire practical, transferable skills from their experience.
- Students must not work excessively long hours, no more than 8 hours per day, 40 hours per week, 5 days per week with no unsocial hours.
- Systems are in place to ensure the health, safety and welfare, so far as reasonably practicable of placements i.e. H&S policy, risk assessments, communications and consent.
- Students are supervised whilst on work experience by staff at the placement who are recorded on Our Futures Ltd placement paperwork.
- If there are any safeguarding concerns please contact the school's Safeguarding Team.
- Parent/Carers should contact the Careers Lead to discuss withdrawal at least 8 weeks before work experience begins. If the decision is made to withdraw, the student will be required to attend school.
- Parents/Carers will be given the opportunity to provide confirmation that they have read and accept the work experience policy through letter on ParentApp or hard copy 8 weeks before work experience begins. If this is not received, your child will remain in school during the week of work experience on a modified timetable.
- We will remain aware of and respond to; legislation and guidance documents relating to work experience published by the Department of Education and the Health and Safety Executive and update this policy as appropriate.