



**Holmer Green Senior School**

**Experiences of the Workplace  
Policy**

**February 2025**

## **Introduction:**

This policy provides a framework to ensure that students can access work experience placements that are carefully managed, monitored and provide a safe environment. This includes the purpose and organisation as well as health, safety and safeguarding requirements of the work experience programmes for our students.

## **Purpose of the programme:**

- To undertake a meaningful, relevant placement with genuine insight into the working world
- Gain valuable employability skills
- A positive reference for use in applications
- Offers challenge under the direct supervision of a supervisor

## **'Definition of meaningful work experience:**

- *Purposeful, substantial, offers challenge and is relevant to the young persons' study programme and/or career interests/aspirations.*
- *It is managed under the direction of a supervisor to ensure that the student obtains a genuine learning experience suited to their needs.*
- *It ensures that time is well spent: the employer has prepared a structured plan for the duration of the experience that provides tangible outcomes for the student and employer.*
- *It provides up-front clarity about the roles, responsibilities and the expectations of the student and employer.*
- *It is reviewed at the end: the employer provides some form of reference or feedback based on the young person's performance during their time on the work placement'.*

Department for Education (June 2013)

## **Timeframe:**

Autumn 2	<p>Introduce Work Experience programme to students &amp; parents Explain rationale &amp; relevance of WEX in terms of experience &amp; reference Encourage students to start thinking about what/where Show &amp; tell with group of Y13 students Identify any students hoping for experience of the workplace in the NHS (requires early application) Early communication to parents to include talks at information evenings, supported by additional information mailed out to parents/carers notifying them of the purpose and how they can support their child to find opportunities. Introduce Unifrog as a means of communication for the administration of the placement for students, employers and parents.</p>
Spring 1	<p>Identify organisations for placement and make initial approach by Half Term (Help students requiring assistance) Students to be given guidance on making initial introduction</p>
Spring 2	<p>When a placement has been secured, students complete the 'student initial form' through the placement tool on Unifrog. The Unifrog platform will then automatically email the employer inviting them to fill in the 'Employer initial form'. The completion of this will confirm: Risk Assessment, Health &amp; Safety, GDPR compliance, safeguarding, and Insurance. Once completed, the platform will then automatically email the parents inviting them to complete a parental / guardian agreement. As soon as the parent/guardian marks the Parent/guardian agreement as complete, this form is emailed to the school placement coordinator.</p>

The Placement coordinator then agrees for the placement to go ahead.

- Summer 2
- Students receive a series of briefings on 'How to Get the Best out of your Work Placement'
  - Students issued documentation to log activity and feedback during placement
  - Students on placement during agreed final week of the Summer term
  - Staff check in with students/employers during placement
  - Students return all completed paperwork to be logged by sixth form team
  - Careers adviser logs all employer placement providers for future reference
  - Letter sent to organisation from the student/school thanking them for their support.

### **How Students will find their work placement:**

Students should consider what employment sector or type of work they are interested in and start doing some research into local organisations and business in related fields.

With the support of parents and School, students are encouraged to source their own placements, provided they meet the full requirements detailed below (legislation). Students should ask around family and friends who might know about local companies and organisations they could contact

- Talk to Year 13s who might have similar career interests and aspirations, and find out what work experience they have done
  - Talk to subject teachers who might have some useful ideas and suggestions to research
- Ask for help: Sixth Form Work Experience Coordinator can provide help and support

### **Legislation**

Revised Government directive advises schools that the effectiveness of the employer's risk management arrangements is what matters. Employers should already be managing the risks in their workplaces and are best placed to assess whether they need to do anything additional for a new young person joining them.

Schools and colleges, or those organising placements, should simply ask sensible questions, in proportion to the level of risk, to satisfy themselves that those arrangements are in place.

<http://www.hse.gov.uk/youngpeople/workexperience/index.htm>

With this in view, the school will ensure that all employers confirm that they have:

- Employer's Liability, Public Liability Insurance cover of at least £2 million
- A written Health & Safety Policy, which the student will be briefed on arrival

The placement provider has primary responsibility for the health and safety of the student and should be managing any significant risks. Students are therefore to be included under the company's Public and Employers' Liability Insurance policies. These insurances cover the student should a claim be made against them, or where an injury is sustained by the student during the course of the placement.

Where the employer has no Employer's Liability and Public Liability Insurance or is unwilling to confirm that the Insurance will cover the student during the placement, then the placement cannot take place.

Where appropriate, employers may be made aware of students who might be at great risk, for example due to health conditions or learning difficulties.

### **Safeguarding**

Our Duty of Care extends to all students, including those who undertake work experience.

We will consider the specific circumstances of the work experience, particularly the nature of the supervision, to determine suitability.

Through the Unifrog platform, parents are made aware of where students will be spending their work placement week, and the students will be provided with clear advice and a point of contact at School should any problems arise.

## **Disclosure and Barring Service (formally CRB)**

From July 2012 providers are no longer required to carry out enhanced Disclosure and Barring Services checks on employers/staff supervising young people aged 16 to 17 on work experience.

For young people intending to undertake work experience in the Health Care and Early Years Sector, they will need to have an enhanced DBS check before starting on their placement. Providers will need to factor in these costs to the total programme cost and plan for the time it takes to complete an application (which could be up to 4 weeks).

Employers are asked when preparing a programme of Work Experience for a young person to take responsibility for their social and physical welfare. (DCSF Guidance on the Employment of Children, August 2009). Employers must ensure that their employees' relationships with young people are appropriate to age and gender (other needs?). Attitude, behaviour and language all require careful thought. Letters including contact details for the school have been sent via student to the employer. PREVENT information has also been shared with the companies offering placements.

## **Equal Opportunities**

According to the Disability Discrimination Act, the definition of disability is 'a physical or mental impairment which has a substantial and long-term adverse effect on an individual's ability to carry out normal day to day actions'.

HGSS ensures that pupils with disability are appropriately placed and that they have the same opportunities as their peers. This may involve close liaison with Learning Support and the creation of a pre-work experience programme that is appropriately differentiated.

## **The Responsibility of the School (Sixth Form Team and Work Experience Coordinator):**

- Inform students and parents about the work experience programme and what it involves
- Assist students with finding placements, where necessary
- Liaise with potential placement employers where necessary, including securing assurances on Health & Safety and Insurance liability (through Unifrog)
- Ensure parents are aware of where their students will be/what they will be doing for the period of their placement (through Unifrog)
- Prepare the students for their placement week
  - Being organised, getting there, how to behave, how to get the best out of the experience
  - Provide students with a Skills booklet to log skills and experiences
- Check in with students/employers during the work placement to ensure all parties are happy
- Provide a direct point of contact for students in case of emergency
- Post event work with students to ensure Skills Booklet is completed and references secured, and letter of thanks issued to employers
- Log all employer contact details for future placement opportunities
- Build industry contacts to foster relationship between school and local business
- Monitor and evaluate the work experience programme to amend and improve where appropriate

## **Responsibility of Students:**

All students are well prepared before they embark on Experience of the Workplace and they understand that they have a responsibility to:

- Always behave in a way that reflects the school's Code of Conduct and Expectations
- Follow directives and guidelines given by the employer

- Maintain an interest in the work provided and strive to learn from successful employees
- Act in accordance with Health and Safety requirements
- Have a good attendance record and to notify the employer and school if they are unable to attend
- Have good punctuality
- Dress appropriately for the job and to promote health and safety
- Alert school immediately if they encounter any problems that they feel they are unable to deal with
- Complete their Work Experience booklet to a good standard
- Write to thank the employer after the Work Experience

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**Further Guidance:**

**Government guide:**

[Not just making tea: a guide to work experience - GOV.UK](#)

[Making work experience work: Guide for employers | CIPD](#)

**Work Experience general:**

[16 to 19 study programmes guidance: 2023 to 2024 academic year](#) and [Careers guidance and access for education and training providers](#)

**Safeguarding**

Paragraphs 329 to 334 (inclusive) of [Keeping Children Safe In Education \(KCSIE\)](#)  
[Keeping children safe in out-of-school settings](#)

**Health and safety**

The Health and Safety Executive has produced some useful guidance (**HSE Guidance**) regarding work experience - see:

[Young people at work - work experience - HSE.](#)

[Young workers – Advice for schools and colleges \(hse.gov.uk\)](#)

[our guidance on work experience](#)

**Insurance**

[guidance for employers](#)