

WORK EXPERIENCE POLICY STATEMENT

This document sets out the work experience policy for St Helen and St Katharine and describes the responsibilities, aims and objectives, procedures, organisation and process of the work experience scheme currently in place. Copies of the relevant working documents referenced in the main body of the policy are included in the Appendices.

INTRODUCTION

St Helen and St Katharine is committed to encouraging pupils to explore a variety of experiences of work to complement their academic studies. These will normally be limited to opportunities for Year 11 (Yr11) and above. Where the School is involved in the arrangements for a work experience placement it endeavors to comply with current guidance issued and updated by the Department of Education and the Health and Safety Executive.

Sixth Form pupils are encouraged to undertake their work experience placements during school holiday periods. The School recommends that each Year 11 pupil completes a minimum of one week of work experience, although many pupils choose to undertake more than the suggested minimum.

RESPONSIBILITIES

The Headmistress and Governors have overall responsibility for the work experience programme. The Work Experience Co-ordinator is responsible for organising, developing and implementing the programme with the support of the Work Experience Administrative Assistant, overseen by the Head of Careers.

AIMS AND OBJECTIVES

The work experience programme has been put in place in order to enable students to:

- a. gain first-hand experience of the workplace in an area of their interest
- b. investigate careers and opportunities
- c. assist their career planning
- d. support university applications through the demonstration of relevant experience
- e. help build self-confidence, self-esteem and interpersonal skills

PROCEDURES

- **Year 11 pupils – under Minimum School Leaving Age (MSLA)**

MSLA – the last Friday of June in the school year in which a pupil becomes 16 years of age:

Pupils in Year 11 will be under the MSLA when they undertake their work experience at the end of the Trinity Term, therefore, the School must be involved with work experience

arrangements. Under the MSLA rules pupils are only permitted to undertake activities according to child employment law. If the School organises and/or approves the placement we are able to use the 1996 Education Act, which enables the child to assume the temporary status of a 'young person' in employment law. This enables pupils to undertake a full time work experience placement. Also, the School's insurers will cover the pupil whilst she is undertaking her work experience placement.

The School will:

- a. request the Employer enters into a tripartite agreement between Employer/Parents/Pupil and provide a Job Description and any other necessary details relating to the work experience offered
- b. obtain and forward to parents a Young Persons' Risk Assessment from the Employer prior to the commencement of the work experience placement
- c. send a Letter of Understanding to the Employer detailing expectations for the placement
- d. send Child Protection Guidance to the Employer and assist with DSB checks if required by either side
- e. confirm the Employer has current Employers' Liability (Compulsory) Insurance

▪ **Sixth Form - pupils over Minimum School Leaving Age:**

1. If parents wish the School to assist in the arrangements for their daughter's work experience the School is very happy to be involved. Vetting the placement means that the School's insurers will also cover their daughter during her placement providing the employer has Employers' Liability (Compulsory) Insurance.

The School will:

- a. request the Employer enters into a tripartite agreement between Employer/Parents/Pupil and provide a Job Description and any other necessary details relating to the work experience offered
 - b. obtain and forward to parents a Young Persons' Risk Assessment from the Employer prior to the commencement of the work experience placement
 - c. send a Letter of Understanding to the Employer detailing expectations for the placement
 - d. send Child Protection Guidance to the Employer and assist with DSB checks if required by either side
 - e. confirm the Employer has current Employers' Liability (Compulsory) Insurance
2. If parents decide to organise independently a work experience placement for their daughter once she has completed Year 11 and during the Sixth Form, this is acceptable providing the placement is suitable and lawful for a young person (i.e over MSLA). The School requests notification from parents outlining the arrangements for information purposes only. It asks parents to send the School an employer reference, for its records, as this is valuable information for use when compiling university references.

Parents are advised that they must ask the employer to:

- a. read the relevant HSE guidance at www.hse.gov.uk/pubns/indg364.pdf
- b. confirm they have Employers' Liability (Compulsory) Insurance
- c. provide a Young Persons' Risk Assessment for their daughter prior to the commencement of her placement

The School recommends that parents ask the employer to:

- a. provide a reference for their daughter once her placement is completed (some universities are now asking for this)
1. Sixth Form work experience would normally take place during the School holiday periods. If your daughter is offered a work experience placement during term time then special permission must be obtained from the Headmistress.

▪ **Some Employers will insist that the School is involved:**

Regardless of age, many companies and organisations request documentation from the School and seek assurances regarding insurance cover and we are happy to provide the information required. However, in these instances, the School's insurers will also require certain assurances from the employer eg Employers' Liability (Compulsory) Insurance.

▪ **Overseas placements**

The School is aware that many exciting opportunities for work experience exist outside the UK. In such circumstances the School makes every effort to comply with UK legislation and guidance relating to work experience. The Department for Education considers that work experience abroad should be limited to pupils in Sixth Form (officially referred to as Years 12 and 13). This is due mainly to the frequency of accidents where there has been a language barrier to the understanding of health and safety instructions together with necessary instruction and training required by the pupil. This is clearly not an issue for St Helen and St Katharine pupils returning to their country of origin. A second issue is where other countries do not have high standards of health and safety at work and some also where there may be no compulsory requirement for the equivalent of Employers' Liability Insurance. Consequently parents organising placements outside the UK are advised to ensure their daughters are not exposed to unsafe working environments, that the placement is suitable for their age, maturity and abilities and that the equivalent of UK Employers' Liability Insurance is in place. Employers must be confident that pupils are able to undertake their duties according to the employment law of the host country.

The School requests notification from parents outlining their arrangements for information purposes only. We ask that they send us an employer reference, for our records.

Parents placing students outside the UK are made aware of the difficulty the School and our insurers have in approving placements. However, the School is willing to make enquiries if parents' request us to do so.

ORGANISATION

The St Helen and St Katharine Work Experience Scheme is introduced to Year 11 and new Lower Sixth pupils at the beginning of the Michaelmas Term and a copy of the Work Experience Guide is given to pupils. The Guide is also available on the School website together with accompanying documentation.

In September parents are sent a letter of introduction outlining the Procedures, Aims and Objectives and are also directed to the Guide posted on the School's website.

The Work Experience Co-ordinator is available to offer advice, assistance and support and girls seeking assistance are requested to make an appointment in the Careers Library. The Work Experience Co-ordinator has a huge number of contacts and employer links together with the contact details of Parents (current and past), and Old Girls, who are willing to offer work experience. Girls are also encouraged to undertake independent research for work experience and to aim high with their aspirations. Pupils are also encouraged to organise their work experience as a matter of urgency as many placements become booked early in the academic year on a first come first served basis.

Once the School is notified of a confirmed work experience placement the necessary documentation is sent to the Employer:

- a. Letter of introduction
- b. Agreement Form signed by both pupil and parent/guardian
- c. Letter of Understanding
- d. Child Protection Guidance

The Employer is requested to complete and return the Agreement and Risk Assessment. If it is deemed necessary the Work Experience Co-ordinator will visit a placement prior to the commencement of the work experience.

Once the School has approved the placement copies of the Agreement and Risk Assessment are sent to parents/guardian for discussion with the pupil prior to the commencement of the placement together with:

- a. Work Placement Health and Safety Induction Check List – to be completed with the employer on arrival at the placement
- b. Employer Assessment Form – to be completed by the employer and returned directly to the pupil or posted to School
- c. Work Experience Evaluation – to be completed by the pupil at the end of her work experience and returned to School

During the work experience placement pupils are monitored either by a visit from the Work Experience Co-ordinator or a member of staff, and if this is not possible by email or telephone.

Once the placement is completed Employers are requested to complete and return an Assessment Form.

Finally, pupils are requested to complete an Evaluation Form after their work experience and to offer feedback to other students.

A timetable outlining the steps in more details is included as Attachment A

Attachment A

Timetable for organisational tasks:

Autumn/Spring Term	<p>Each Year 11 pupil and new entrants into Lower 6 attend an introduction to the work experience programme. Each pupil is given a Work Experience Guide and a letter outlining the scheme is sent home to parents and pupils are encouraged to finalise work experience arrangements as a matter of urgency as many places become booked early in the academic year.</p> <p>Pupils research possible work experience opportunities and decide upon a suitable placement either themselves or with the assistance and support of the Work Experience Co-ordinator.</p> <p>Pupils arrange a placement and submit a 'Notification Form' to the School with details of their placement plans.</p>
Prior to commencement of placement	<p>Employers sent a letter together with documentation for information and for completion and return to School. This includes: an Agreement Form signed by the pupil and a parent/guardian, Risk Assessment Form, Letter of Understanding and Child Protection Guidance.</p> <p>Completed documentation is appraised by the Work Experience Co-ordinator. Placement visit and further correspondence undertaken if considered necessary.</p> <p>Work Experience Co-ordinator discusses Health and Safety in the work place with pupils undertaking work experience. Information booklets are distributed by email.</p> <p>A copy of the Work Experience Agreement and Risk Assessment together with any further documentation received from the employer are sent to parents for discussion with their daughters before the work experience takes place.</p>
During/after placement	<p>Pupils undertake their work experience placement</p> <p>An induction checklist is completed by the pupil at the commencement of the placement.</p> <p>The Work Experience Co-ordinator monitors pupils undertaking their work experience placement.</p> <p>An evaluation form is completed by pupils and a letter of thanks is sent by the pupil to the work placement.</p> <p>Employers are requested to provide a reference confirming placement dates.</p> <p>Pupils are requested to feedback their experiences to pupils in the year below.</p>

APPENDICES:

1. Letter to Parents Introducing Work Experience Scheme
2. Student/Employer Details/Job Description/Agreement
3. Year 11 Work Experience Notification Form
4. Sixth Form Work Experience Notification Form
5. Work Placement Health and Safety Induction Form
6. Work Place Evaluation Form
7. Employer Assessment Form
8. Template Letter to Employer
9. Risk Assessment Form
10. Letter of Understanding
11. Child Protection Guidance
12. Template Letter to Parents forwarding documentation re placement

Last reviewed:	Trinity 2016
Next review due:	Trinity 2018
Person responsible for review:	Head of Sixth Form
Audience:	Staff/Parents