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| This review: | February 2024 |
| Next review: | February 2025 |

SENDAT Work Experience (WEX) policy

[This policy should be read alongside the SENDAT Statement of Intent](#)

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1. Definition

Work Experience can be defined as:

“A placement on an employer’s premises in which a student carried out a particular task or duty, or range of tasks and duties, more or less as would an employee, but with the emphasis on the learning aspects of the experience” (Department of Education 2002)

Work experience is an opportunity for the students to experience working in an adult environment, with its different disciplines, routines, procedures, technology and social structures, whilst they are still at school. It will provide students with the skills and experience necessary to stand out to potential employers, as well as helping them choose the right sector to work in. It is a chance to try things out to see if they suit the students and they can find out what a company is actually like to work for, or what doing a certain job is like, before doing it for real. Students will learn and use a range of transferable skills, personal qualities and competencies that will contribute towards their future employability. Students will also gain knowledge to enhance their job applications and interviews, as they will be able to talk more confidently and ask questions that resonate with a potential employer. Students can see first-hand what employers and higher education establishments look for and how the subjects that they study in school link to particular jobs.

SENDAT promotes the use of work experience as an extension to the curriculum and aims to enable all students in Key Stage 4 and 5 to undertake an internal or external placement depending on their special educational needs and ability.



Work experience takes place across the academic year for different year groups (Key Stage 4 and 5). Students will have pre-arranged visits and interviews before commencing their placements. For those students who cannot complete a work experience placement independently they will be offered supported work experience with a member of staff from SENDAT.

2. Aims and Objectives:

At SENDAT we aim to provide all the students with an opportunity to enhance their school learning experience by experiencing some work-related learning.

We aim to give our students a broad view of the world, develop employability skills and to help prepare for the transition to an adult work environment by;

- Providing students with an opportunity to relate school studies with workplace contexts
- Preparing students for the demands and expectations of the working world
- Helping students make informed career decisions by assessing their aptitudes and interests, and exploring potential careers
- Acquainting students with non-gender stereotyped occupations
- Giving students insights into the nature of diversity of employees in the workplace
- Improving students' maturity, confidence and self-reliance
- Providing a link between school and local community
- Providing opportunities for students to become more informed about the current labour market issues
- Providing students with appropriate knowledge, skills and attitudes concerning both paid and unpaid work
- Providing an opportunity to extend the theoretical learnings of the classroom into practical applications in the workplace
- Forging stronger links between education, industry and the wider community

(Benchmark 6 – Experience of workplaces DFE January 2018)

Curriculum links and careers education while students are at school will provide them with;

- The opportunity to develop students' employability, key skills, personal development, maturity and increase motivation to achieve
- Offer Careers Education, Advice and Guidance
- Provide Personal and Social Education (life and living skills)

3. Roles and Responsibilities:

The Directors, in conjunction with the Headteacher is responsible for all aspects of work experience, including Health and Safety. The Trust acknowledges its responsibilities under Common Law to act as would a reasonable parent, acting "in loco parentis".



Responsibility for the management of work experience placements is delegated to the Employer Engagement Officer and overseen by the Careers, Information, Advice, Guidance and Education Advisor (CIAEG Advisor and the trust Careers Lead).

Work experience placements are arranged using the Notification of suitability for work related activities document which considers key tasks, significant risks, and control measures; Work related learning Letter of understanding to employers; Work Experience interview with student, employer and Employer Engagement officer; Sharing of Risk Assessment record; Certificate of employer's liability insurance.

Directors' Responsibilities:

The Directors have overall responsibility for the management of the School, including work experience.

The Directors will ensure that:

- The Health and Safety of students is safeguarded throughout work experience placements organised through the school
- Adequate resources are available for safe work experience practices
- Appropriate employer/public liability insurance is in place to cover students and staff, including staff visits to placements
- These responsibilities will be delegated to the Employer Engagement Officer on an operational Day to Day basis.

Head teacher's Responsibilities:

The Headteacher is responsible for the operational management of the school, including work experience.

The Head teacher will liaise closely with the Assistant Head, Engagement Officer and CIAEG Advisor to ensure that adequate Health and Safety checks are carried out before allowing work experience to take place. In exceptional circumstances when there is no opportunity for H&S checks and the student still wishes to attend, then the school will require parents or guardians to sign a disclaimer in full knowledge that the school has no liability should anything happen.

The Headteacher, with the Assistant Head and Employer Engagement Officer will decide the appropriate process for organising work experience placements, including the use of external bodies.

The Headteacher will ensure:

- Training is provided for the Assistant Head and Employer Engagement Officer in all aspects of their roles
- Work Experience complements the curriculum of students
- The Work Experience Policy and Health and Safety Policy are reviewed annually



4. Assistant Head teacher Responsibilities:

The Assistant Head and Employer Engagement Officer are responsible for the work experience placements.

The Assistant Head and Employer Engagement Officer will liaise closely with the Headteacher to decide the appropriate process for organising work experience placements.

The Assistant Head and Employer Engagement Officer will ensure that:

- All placements are risk assessed and comply with the School's Health and Safety Policy and risk assessments are completed for members of staff that visit such employers during the work placements. These assessments should include lone working arrangements
- In exceptional circumstances when there is no opportunity for H&S checks and the student still wishes to attend, then the school will require parents or guardians to sign a disclaimer in full knowledge that the school has no liability should anything happen

The programme is developed, delivered and integrated into the Key Stage 4 and 5 curriculum:

- All pupils complete learning activities on Health and Safety and preparing for a work placement before commencing placements. These tasks contribute to the OCR Life and Living Award in Key Stage 4; ASDAN Employability or BTEC WorkSkills in Key Stage 5. (Benchmark 4 – Linking curriculum DFE January 2018)

Students and parents are provided with all relevant information regarding work experience placements, including sight of risk assessments

Students will be visited during their placement

Employer Engagement Officer Responsibilities:

- To take action that is reasonably practicable to ensure students are not placed in a working environment where there are significant risks to their health and safety. To carry out suitable checks on employers (placement providers) health and safety management systems
- To provide the students with any relevant information about the employer and the site conditions that may affect their health and safety
- To ensure students have received adequate health and safety instruction and training in relation to any risks that they are likely to be exposed to in the course of their placement
- To provide employers with relevant information about students by sharing Risk Behaviour Assessments (RBA's)
- To ensure that work placement is arranged according to current legislation
- To obtain risk assessments from prospective employers (placement providers)
- To obtain records from the employer and ensure that any accidents or incidents during work placements are recorded in the appropriate manner and that this information is provided to the school immediately after the event



Employer (Placement Providers) Responsibilities:

As prescribed in the Health and Safety at Work Act 1974, employers have a duty to ensure so far as is reasonably practicable the health, safety and welfare at work of all their employees. By virtue of the Health and Safety (Training for Employment) Regulations 1990, students on placement are effectively employees of the organisation for the duration of work experience.

Employers should ensure that:

- Appropriate risk assessments are carried out to determine suitable tasks and working situations for students.
- Control measures are introduced to eliminate or minimise risks.
- Students are informed of safe working practices upon induction into the organisation and supplied with appropriate training and protective clothing or equipment to carry out their duties.

Parental Responsibilities:

To support students on work experience placements, especially in regard to providing transport or meeting transport costs. (Parents may seek assistance from the school, should they require financial support).

Student Responsibilities:

Students will be representing themselves and SENDAT Academy whilst on work experience, we expect the highest standards of punctuality, attendance, good manners, behaviour and reliability.

Students need to make sure that they arrive at their placement on time each day looking clean, tidy and ready to work hard.

Students should try their best and take pride in the job they are doing by;

- Attending an initial appointment/interview with the support of the Employer and Engagement Officer of their prospective employer before placement commences
- Showing enthusiasm and interest in what is going on
- Develop positive working relationships with their work colleagues
- Listen carefully and ask questions if they do not understand something
- Expected to fully complete the duration of the work experience placement with their employer and participate positively in a variety of different
- Students will be given a Work Experience Logbook to record their experiences; this record contributes to the OCR life and living, ASDAN Employability or BTEC Workskills awards
- Students are expected to take reasonable care of their own health and safety, or that of other people who may be affected by their actions throughout the duration of their placement

All students visit their work experience placement with the Employer Engagement Officer and are interviewed by their prospective employer before placement commences.



Students are expected to cooperate fully with their employer, and behave in a matter befitting their work place, as representatives of the School

After each visit to the work experience placement all students complete a diary sheet. This record contributes to the OCR Life and Living, ASDAN Employability or BTEC WorkSkills awards

5. Safeguarding Guidance for Work Related Learning including Work Experience

Including:

- Alternative and Vocational Placements
- Adults who Supervise Students on Work Experience

SENDAT must consider the specific circumstances of the work experience, in particular the nature of the supervision and the frequency of the activity being supervised, to determine what, if any, checks are necessary. These considerations would include whether the person providing the teaching/training/instruction/supervision to the young person will be:

- Unsupervised; and
- Providing the teaching/training/instruction frequently (at least once a week or on more than 3 days in a 30 day period, or overnight)
- DBS checks, including a barred list check, might be required on some people who supervise a child under the age of 16 on a work experience placement. (Safeguarding Vulnerable Groups Act 2006, as amended in the Protection of Freedoms Act 2012).
- Any potential risks to the young person from the placement should be considered as part of an initial risk assessment of general suitability which looks at health, safety and welfare.
- Additional safeguards may be necessary when there are certain risk factors present:
- Where the young person may be vulnerable including complex needs, immaturity, abuse or neglect, substance misuse etc.
- Where the nature of the business means that that the young person is likely to be, or will be, alone with an adult as part of the work placement

6. Alternative/Vocational Provision

It is necessary to ensure that any other off-site provision meets the school's Safeguarding and Pre-Employment checks as part of the vetting process for employees including:

- Verification of identification checks
- Right to Work in the UK checks
- Where applicable, overseas Police checks
- Where applicable, relevant qualifications & registration checks
- Employment history and reference checks



- Where a requirement exists and Enhanced DBS check is carried out including checks against the DBS Children’s Barred List
- Occupational health check
- A contractual obligation to inform the employer if they receive a reprimand, final warning, caution or conviction by the Police or Courts
- Confirmation of staff safeguarding training
- Employer/Public Liability Insurance

The above must be confirmed, in writing, on letter-headed paper and including the names of the organisation’s employees who will be having contact with our pupils. Alongside this, copies of the organisation’s Safeguarding, Health and Safety Policies, evidence of Employer/Public Liability Insurance and any site Risk Assessments must be provided.

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| Author: | Shirley Dixon |
| Issued: | February 2024 |
| Reviewed by: | Senior Leadership Team (Pending) |
| Next review: | February 2025 |
| Governors: | This document was accepted at whole governing body meeting – DATE? This document needs to be referred to the governing body following significant changes. |