



Work Experience Policy

Written October 2017 – Review November 2023

1.0 **Aims:**

- 1.1 In Year 10 students with the help of their parents should be considering their long-term futures and the calling of God on their lives. The experience of work may help in many ways to increase the pupil's perceptions of work in general, and of particular occupations as well as possibly helping to clarify God's calling on their lives.
- 1.2 Year 10 students will undertake a week of work experience during the Autumn term. Parents will be asked to research a placement for their child over the summer term whilst they are in Year 9 and inform the school (using Annex A) before the school holidays of the details of the intended placement to enable all necessary checks to be completed in a timely fashion.
- 1.3 School will then liaise with prospective employers and ask for copies of their public liability insurance certificate and Health and safety policy, and ask what risk assessments are in place for young persons in the work place. (Most of the information will have been provided through Annex A)
- 1.4 The aim of the placement is to promote personal development in a pupil's character including: -
 - Growth in self confidence
 - Ability to communicate with a wider range of ages and types of people.
 - Ability to appreciate the nature of the secular work environment.
 - Development of initiative.
- 1.5 It enables students to practice a range of core vocational skills in a working environment.
- 1.6 It enables students to perceive the levels of competence and expectation, which are regarded, as adequate for the demand of work.
- 1.7 It assists students in developing a realistic view of their potential and career prospects.
- 1.8 It tests the ability to co-operate with others in the teamwork that most forms of employment require.
- 1.9 It provides an opportunity to taste the world of work, followed by debriefing and further careers guidance.

2.0 **The school will: -**

- 2.1 Have a named person responsible for coordinating work experience this involves sending and collating Health and Safety forms (Annex A) on arranged placements and ensuring that paperwork is signed and agreed by all parties. At Bradford Christian School this person is Mr Mark Prothero.
- 2.2 Ensure that students and parents are fully involved in the process by them locating and arranging a placement, and parents ensuring that the information required by the school relating to the employer has been completed.

In the unlikely event that a placement is clearly unsuitable, a decision will be made between the school and the parents as to the course of action to follow. Either for the placement to continue with increased input and liaison from the school or for the placement to be terminated and an alternative found where possible.
- 2.3 Encourage student input into the experience through preparation of a C.V. to be sent to the placement provider and interactive discussion sessions aimed at raising awareness of the work place.
- 2.4 Prepare students for their placement. There will be brief sessions prior to initial interviews for the placements, to give students advice on what to expect and how to conduct themselves. In some cases students may be asked to provide a C.V, or brief paragraph stating their interests in, and abilities in a particular area.
- 2.5 A session solely covering Health and Safety to ensure that students are fully aware of their responsibilities in this area.
- 2.6 Contact the student and placement provider during the placement.
- 2.7 Provide an opportunity for the student to be debriefed after the placement. Students will be expected to keep a diary of their experiences, and the debriefing will take place on their return to school. Students will also be required to write a letter of thanks to the employer for the time they have spent with them.

3.0 **The placement provider will: -**


- Adhere to the relevant legislation guidelines.
- Allow students to make a preliminary visit.
- Have a planned induction programme which covers health and safety and conditions of work.
- Through the students, supply the parents with information about risks to health and safety and measures taken to prevent or control them.
- Discuss and review the student’s learning objectives.
- Provide the student with a mentor.
- Provide a worthwhile and relevant experience.
- Supervise the student at all times.
- Provide written feedback to the student and teachers.
- Seek feedback on the quality of the placement.

4.0 Review

4.1 This policy should be read in conjunction with:

- Health and Safety Policy
- Careers Policy
- Safeguarding Policy

4.2 This policy will be reviewed on an annual basis, this latest review taking place in **January 2023**. This policy will next be reviewed in November 2023

Formally agreed through compliance:	19th January 2023
Signed Jane Prothero – Head Teacher	
Review Date:	November 2023

Y10 Work Experience Health and Safety Form

Student Name:	Student Date of Birth:
Placement Company Name:	Contact Telephone Number:
Placement (type of company/nature of business)	Placement Address:
Contact name:	Contact e-mail:
I agree to attend this placement for the 5 days agreed and complete it to the best of my ability. Student Signature: Date:	I agree to my son/daughter attending this placement. Parental/Carer Signature: Date:

For the Employer to complete:

Name of person in the company responsible for the student during their work experience:	Employers Liability Insurance Company Name:
Employers Liability Insurance Expiry Date:	Employers Liability Insurance Policy Number:
Does your company have a risk assessment in place specifically pertaining to the needs of a young person in the work place? Yes <input type="checkbox"/> No <input type="checkbox"/>	Employers are required to provide work experience students with a suitable induction to their work place at the start of their placement. Please confirm if this will be done: Yes <input type="checkbox"/> No <input type="checkbox"/>
Does your company have a Health and Safety Policy? Yes <input type="checkbox"/> No <input type="checkbox"/>	Does your company have a Fire Safety Policy? Yes <input type="checkbox"/> No <input type="checkbox"/>
Are there any risks associated with working within your company that the school and student need to be aware of?	Is there anything that the student needs to complete before taking up their work placement?
Please provide the following information: Start and finish times: Days of work: Dress Requirements:	
Employer Declaration: I confirm that the information above is correct. I undertake responsibility for the Health and Safety and Welfare of the young person during the period of their work experience. Signed: _____ Dated: _____	