

Work Experience Policy

Rewritten: November 2025 – Next Review: November 2026

1.0 Aims of Work Experience

Work experience provides Key Stage 4 students (Years 10 and 11) with a valuable opportunity to explore potential career pathways and develop essential life and vocational skills. For students considering their futures and the calling of God on their lives, this experience serves as a practical, real-world development opportunity.

1.1 Student Development Goals

The Work Experience placement aims to promote significant personal development, including:

- **Growth in Self-Confidence** and maturity.
- Enhanced **Communication skills** with diverse age groups and types of people.
- **Workplace Awareness**, fostering an appreciation of the nature and expectations of the professional environment.
- Development of **Initiative** and independent working habits.
- Application of **Core Skills** in a working environment.
- **Realistic Expectations** regarding the competence and expectation levels required for work.
- **Career Insight**, assisting students in developing a realistic view of their potential and future prospects, potentially clarifying God's calling.
- **Teamwork**, testing the ability to co-operate with others.
- Structured **Guidance**, providing an opportunity to taste the world of work, followed by structured debriefing and further careers guidance.

1.2 Placement Details and Timeline

- **Duration and Flexibility:** Key Stage 4 students are expected to undertake work experience activities **equivalent to one week's worth of placement**. This experience may be delivered as a continuous week, or **spread across multiple days or weeks, at any point during Years 10 and 11**. Placements should be in person unless exceptional circumstances are agreed upon by the school.
- **Arrangement:** Parents and students are primarily responsible for researching and securing a suitable placement.
- **Confirmation Deadline:** Parents must inform the school of the intended placement details (using **Annex A: Work Placement Compliance Form**) before the school summer holidays of Year 9. This deadline is critical to allow the school adequate time to complete all necessary **due diligence**,

safeguarding, and compliance checks.

- **Compliance Check:** The school will then liaise with prospective employers to formally request and verify essential documentation, including their **Employers' Liability Insurance (ELI) certificate** and **Health and Safety Policy**.

2.0 The School's Responsibilities

The school is committed to ensuring all placements are safe, compliant, and educationally valuable, in line with *Keeping Children Safe in Education (KCSiE)* and Health and Safety legislation.

2.1 Coordination and Compliance

A named member of staff is responsible for coordinating the Work Experience programme. At Bradford Christian School, these people are **Mrs Kelly Walmsley and Miss Grintals, Work Experience Coordinators**.

The Coordinator's role involves:

- Liaising with providers to ensure appropriate **safeguarding arrangements** are in place.
- Requesting confirmation of ELI and Health and Safety Policies.
- Determining the necessity of **safeguarding checks** on a case-by-case basis (see 2.2).

2.2 Safeguarding Checks (Critical Statutory Update)

The school will undertake a **risk-based approach** to determine the necessary safeguarding checks for any supervisor working with a student on a placement:

- **For Students Aged Under 16:** If a supervisor will be unsupervised themselves and providing teaching, training, or instruction **frequently** (more than 3 days in a 30-day period, or overnight), this work is likely to be **Regulated Activity** relating to children. In such cases, the school will request the employer ensures the supervisor is **not a barred person**, which may require an Enhanced DBS check with barred list information.
- **For Students Aged 16–17:** The school **cannot request** that an employer obtains an enhanced DBS check with children's barred list information for staff supervising students aged 16 or 17 on work experience. We will, however, ensure the placement provider has appropriate safeguarding policies and procedures in place.
- **Placement Providers' Policies:** We will ensure that placement providers have appropriate **safeguarding policies and procedures** in place to protect children from harm.

2.3 Due Diligence and Quality Assurance

- **Risk Assessments:** The school will provide the employer with any relevant information (e.g., **specific health needs** or **SEND requirements**) to enable them to complete a thorough risk assessment **before the pupil starts**.
- **Unsuitable Placements:** In the event a placement is deemed unsuitable after compliance checks, a decision will be made between the school and parents. This may involve increased school liaison or termination of the placement to find an alternative.

2.4 Preparation, Training, and Debriefing

- **Preparation:** Students will be encouraged to prepare a C.V. or Personal Statement. They will receive a dedicated **Health and Safety briefing** and interactive discussion sessions on professional conduct.

- **Monitoring:** The Coordinator will contact the student and provider at least **once during the placement** to check on the student's welfare, progress, and safety.
- **Debriefing:** Students must keep a **daily journal/diary**. A debriefing session will take place on their return, and they will be required to write a formal letter of thanks to the employer.

3.0 The Placement Provider's Responsibilities

The employer must adhere to all relevant UK legislation and guidance for the protection of young persons. The placement provider will:

- **Compliance:** Complete and return the school's **Annex A: Work Placement Compliance Form** prior to the placement commencing.
- **Safeguarding:** Have appropriate safeguarding policies and procedures in place to protect children from harm.
- **Risk Assessment: Complete a risk assessment** specifically for the young person's placement before it starts, taking into account the student's age, maturity, and any specific needs provided by the school.
- **Induction:** Provide a planned and thorough induction programme on the first day, covering **Health and Safety**, fire safety, and conditions of work.
- **Supervision:** Provide the student with a designated mentor/supervisor and ensure **appropriate supervision at all times**, with the level and nature of supervision clearly agreed upon with the school via Annex A.
- **Experience:** Provide a worthwhile and relevant learning experience that supports a clear purpose and defined learning outcomes relevant to the pupil's study programme and career aspirations.
- **Feedback:** Provide written feedback/reference to the student and the school's Coordinator.

4.0 Policy Review and Related Documents

4.1 Related Policies

This policy must be read and implemented in conjunction with the following school documents:

- Child Protection and **Safeguarding Policy**
- **Health and Safety Policy**
- **Careers Policy**

5.0 Version Control

Date of Adoption of this Policy	21 November 2025
Date of last review of this policy	November 2023
Date of next review of this policy	November 2026
Policy Owner (SLT)	Hannah Pickles

Annex A: Work Placement Compliance Form

Student Name:	
Student Date of Birth:	
Placement Company Name:	
Contact Telephone Number:	
Placement (type of company/nature of business):	
Placement Address:	
Contact Name (for school):	
Contact E-mail:	

Student Agreement

I agree to attend this placement for the agreed days and complete it to the best of my ability.

Student Signature: _____ Date: _____

Parent/Carer Agreement

I agree to my son/daughter attending this placement.

Parental/Carer Signature: _____ Date: _____

For the Employer to Complete

Name of designated supervisor for the student:	
Employers Liability Insurance Company Name:	
Employers Liability Insurance Expiry Date:	
Employers Liability Insurance Policy Number:	

Safeguarding Arrangements:

Does your organisation have a Safeguarding Policy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does your organisation have procedures for reporting concerns about young people?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does your organisation have a designated Safeguarding Lead?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Risk Assessment & Supervision:

| Have you completed a risk assessment specifically for this young person's placement (taking into

account their age and any information provided by the school)? | Yes | No |

| Risk Assessment Completed Date: | _____ ||

| Will the designated supervisor be unsupervised themselves when working with the student? | Yes | No |

| How frequently will the supervisor work with the student (e.g., constantly, daily checks, etc.)? | _____ ||

| Will you provide a suitable induction that covers Health and Safety and conditions of work? | Yes | No |

Logistics:

Start and finish times:	
Days of work:	
Dress Requirements:	
Are there any specific 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 (e.g., online training)?	

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, in line with relevant legislation and guidance.

Signed: _____ Dated: _____