



# Tibshelf Community School

Personal Development

## Work Experience Policy

Review Period: 1 year



## Tibshelf Community School Work Experience

Work experience provides an important introduction to the world of work and creates links between the school and local employers. It enables students to enhance their interpersonal skills, develops their understanding of the world of work and gives them transferrable skills. It plays an important role in helping students to identify potential career and training pathways and sometimes creates further opportunities for employment or sponsorship.

Since 2017, work experience has been flexible and offers between one and five days in order to ensure compliance with paragraph 141 of 'Keeping Children Safe in Education 2016', additional checks will be undertaken with employers to ensure that those providing training/instruction to students are supervised and explore the nature of that supervision. Where necessary, the school will ask the employer to ensure that the person providing the instruction or training is not a barred person. The student is usually responsible for finding the placements.

The school conducts pre-placement checks on employers offering work experience which are usually done by a third party through Derbyshire County Council. The purpose of these checks is to ensure that:

- the nature of the placement and the tasks that the student will undertake are suitable and safe
- the employer understands his/her responsibilities in taking on a student
- the student will receive an appropriate induction
- the necessary health and safety policies and insurance are in place

The school, where possible, arranges to visit students on work experience. The purpose of the visit is to ensure students' well-being; that they are safe, well supported and that the educational aims of the placement are being achieved. It is also to make a personal connection with the employer, to check with them that the placement is working from their perspective and to thank them for providing it. Since 2017, visits have been conducted on a sample of placements. Students who do not receive a visit, will be provided with online support and will have the facility to request a visit if one is not planned.

The school does not allow placements where students are overseas or in placements that are at such a distance from the school that the student is unable to reside at their home. Neither does it allow students to be placed with employers who require night-time working from students undertaking work experience. In all cases, the placement will not be able to proceed unless the relevant preplacement checks have been conducted. Students will receive in school preparation prior to undertaking a work placement as a part of the Personal Development programme. This is important in preparing them for their experience and ensuring their safety.

Topics covered will include:

- Health and safety in the workplace
- Workplace expectations (punctuality, dress, politeness, online activity, use of mobile phones etc)
- Employer/employee relationships
- Employer's responsibilities
- The range of tasks students might be asked to undertake
- What to do if they are feeling concerned or uncomfortable about any aspect of their work experience.

### **Evaluation**

Students and employers are asked to complete an evaluation proforma. This is designed to enable the student to reflect on the experience and their learning; flag up any concerns and identify any potential health and safety or safeguarding issues; help the school to improve future provision.

The school as a provider of work experience placements will not provide work experience placements for young people under the age of 18 (other than its own students). It will provide placements for young people over the age of 18, subject to it having the capacity to supervise them effectively. In accordance with paragraph 144 of 'Keeping Children Safe in Education 2016' it will require an enhanced DBS check for anyone undertaking a placement. It will also require a school/college or university reference that addresses the issue of the young person's suitability to work with children and young people. The cost of the DBS check will be borne by the young person and not by the school.