





THE COOPERS' COMPANY  
AND COBORN SCHOOL

*Love as Brethren*

 	Name of School	The Cooper' Company and Coborn School
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	Who Reviewed this policy?	Mrs K Palmer
	Careers Link Governor	Mrs Caroline Day
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## Work Experience Policy

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## **Introduction**

Work experience is one of the most important links between employers and schools. This exposure to work is a significant step in preparing young people for adult and working life by developing their personal and social skills as well as the key skills they will need for the world of work. This document outlines the work experience programmes promoted at The Coopers' Company and Coborn School and details the responsibilities for school staff, parents, students and external organisations involved in work experience placements.

## **Intent Statement**

The Coopers' Company and Coborn School is committed to promoting work experience programmes in Year 10 and Year 12 to help students make well-informed and realistic decisions about their next steps after secondary and further education, successfully transition into the world of work.

Our work experience programmes provide the following benefits to students:

- Enhancing knowledge of the demands and expectations of working life.
- Preparing for the world of work, including developing employability skills.
- Granting an insight into the competencies (e.g. knowledge, skills, and qualities) required for particular jobs, industries, and employers, and how studies are relevant towards developing these.
- Providing an opportunity to experience success in a workplace environment.
- Enabling opportunities for professional, personal, and social development, including self-reflection and-evaluation of performance and learning.
- Allowing them to try a vocational preference to support realistic and informed post-16 and post-18 decision making.

As part of the school's wider careers programme, our work experience programmes are mapped to the Gatsby Benchmarks of good careers guidance and the Career Development Institute's (CDI) Career Development Framework.

Information about additional work experience opportunities, including those delivered virtually, is shared with students and parents via the careers section of the school's website and within the weekly edition of the student careers newsletter.

## **Statutory Requirements**

This policy complies with our statutory obligations and guidance under:

- The Departments of Education careers guidance and access for education and training providers  
<https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools/careers-guidance-and-access-for-education-and-training-providers>
- The Health and Safety Executive's guidance for work experience organisers  
<https://www.hse.gov.uk/young-workers/organisers.htm>

## **Year 10 Work Experience Programme**

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The year 10 work experience programme is a block placement, taking place over 5 consecutive days during the final week of the summer term.

The BEP Group are employed as the placement organiser to ensure all of the placements are in accordance with the Department of Education standards for work experience and the Health and Safety Executive guidelines. **All placements are to be UK based only.**

There is a small financial cost attached to the Year 10 work experience programme. This cost is subsidised by the school, with a reduced fee payable by parents and carers.

Students are encouraged, with support from the school, to independently source a work experience placement, known as an “own placement” which suitably meets the individual needs of the student. Students who are unable to find a suitable placement will have the opportunity to select a placement from the BEP Portal.

Students who do not take part in the work experience programme are expected to attend school for this week and partake in virtual work experience activities.

### **School staff**

The Head of Careers is responsible for;

- coordinating the work experience programme, liaising with student, parents, school staff and BEP, ensuring the programme details are communicated effectively.
- monitoring and tracking all participants ensuring administrative deadlines are met.
- coordinating check in phone calls and visits to students whilst on placements.
- ensuring that a suitable virtual work experience programme is in place for students who do not participate in the work experience programme.

The Careers Administrator will support the Head of Careers with all administrative tasks.

Teaching and Pastoral Staff support the Head of Careers with delivering a work experience tutor programme to help students prepare for and reflect on their placements. This includes providing information about health and safety in the workplace and employee and employer rights and responsibilities.

Staff across the school support with telephone and in-person visits during work experience week.

The Head Teacher reserves the right to refuse any placement deemed inappropriate.

### **The Placement Organiser - BEP**

- Ensure that placement providers hosting students on placement have been approved based on a robust health and safety inspection, and there is evidence of employer's liability insurance and risk assessment in place, so the student is not subject to unacceptable risks.
- Assess the suitability and approve all placement providers with regards to health and safety and child protection.
- Ensure that health and safety inspections are carried out by a competent person.

- Ensure that placement providers understand their responsibilities regarding child protection.
- Comply with the school's incident reporting procedure and contact the Head of Careers immediately if an accident occurs whilst a student is on placement.

### **Placement provider**

- Provide evidence of employer liability insurance and risk assessments.
- Provide the work experience student with a safe system of work, facilitated by induction, supervision, site familiarisation, and any protective and operational equipment needed.
- In accordance with normal practice, observing and abiding by all current relevant legislation, including approved codes of practice relating to health and safety, equal opportunities, and child protection.
- Notifying the school and placement provider of student absence in accordance with the schools' absence policy.
- Provide feedback on students' performance in accordance to the role.

### **Parent/Carer**

- Ensuring payment and consent are provided via Parent Pay.
- Ensuring own placement forms are completed in full, with parental signature.
- Adhering to all administrative deadline.
- Taking responsibility for their child observing the conditions of their work experience placement as described by the placement provider.
- Accepting responsibility for any charges accrued should their child cancel their work experience placement after it has been confirmed.
- Notifying the school and placement provider of student absence in accordance with the schools' absence policy.
- Accept and understand that all work experience placements must take place in the UK.

### **Student**

- Independently sourcing a suitable "own placement" work experience placement.
- Adhering to all administrative deadline.
- Contacting placement provider prior to the placement start date.
- Fully cooperating with and demonstrating respectful and professional behaviour towards their placement provider, including observing and abiding by all health and safety, security, and other regulations as directed.
- Completing the work experience logbook to support professional, personal, and social development, including self-reflection and-evaluation of performance and learning.
- Notifying the school and placement provider of student absence in accordance with the schools' absence policy.

## **International work placements**

UK statutory legislation does not apply to international work experience placements. Therefore, any request for non-UK “own placement” will not be agreed by the Coopers’ Company and Coborn School.

## **Year 12 Work Shadowing Programme**

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The year 12 work experience programme is a block placement, taking place over 5 consecutive days during the final week of the summer term. To meet employer demands a limited degree of flexibility with placement dates can be discussed. Students should complete a leave of absence form via the school website, if dates were to fall outside those permitted. The Head Teacher reserves the right to refuse any placement deemed inappropriate. **All placements are to be UK based only.**

Students should independently arrange a suitable work shadowing placement in a place of employment that links with their career aspirations or A-level study programme. At post 16 level, students/parents are advised to ensure that placements meet The Health and Safety Executive guidance for work experience, including having current employer liability insurance and risk assessments in place. Independently sourced placements do not undergo on-site inspection and are not risk assessed by the school. This is made clear to parents/carers at the start of Year 12 and written consent is required to accept this point.

Students who are unable to independently source a work shadowing placement are expected to complete a volunteering placement or virtual work experience. Details of how to secure a volunteering placement are shared with students.

If students are unable to secure either then they will be expected to attend school fully for the last five days of the Summer Term and complete virtual work experience, supervised by school staff.

There is no financial cost attached to the work shadowing programme. Some placements may require a DBS check to take place; if so, any cost is met privately by the student/parent independently of the school.

## **School staff**

The Head of Careers is responsible for:

- coordinating the work shadowing programme, liaising with students, parents and school staff ensuring the programme details are communicated effectively.
- Ensuring that via the sixth form agreement booklet, it is communicated to students, parents and carers the importance of employer liability insurance and risk assessments being in place by the placement provider when students independently arrange a work shadowing placement.
- ensuring that a suitable virtual work experience programme is in place for students who do not participate in the work experience programme and who do not secure a volunteering placement

The Careers Administrator is responsible for liaising with placement providers and monitoring placement information.

### **Placement provider**

- In accordance with normal practice, observing and abiding by all current relevant legislation, including approved codes of practice relating to health and safety, equal opportunities, and child protection.
- It is recommended that placement providers share risk assessment and employer liability insurance details with the student/parent.
- Providing feedback on students' performance in accordance to the role is best practice.

### **Parent**

- Support student to arrange an independent and suitable placement.
- Encourage student to adhere to administrative deadlines in place.
- Understand and accept that the school would not approve any non-UK based placement
- Complete the 6<sup>th</sup> Form Agreement Booklet which details parental responsibility concerning the safety of a placement – e.g. ensuring parents/carers are happy with risk assessment and public liability arrangements

### **Student**

- Independently arrange work shadowing placement.
- Inform the school of the placement via the Google Form
- Adhere to administrative deadlines in place.
- If unsuccessful in securing a work shadowing placement, students should independently organise a volunteering role or partake in virtual work experience.