



ST PHILIP HOWARD CATHOLIC HIGH SCHOOL

WORK EXPERIENCE POLICY

Approved: RC 13 th October 2015	For review: Autumn 2018
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Background:

As part of St Philip Howard's vocational education programme, all Year 10 students take part in a week's Work Experience during the Spring Term, usually at the beginning of March. Year 12 students also undertake a week's Work Experience in the Summer Term, after their AS examinations.

Young people need to be prepared for the world of work. Employability skills cannot be fully developed in the classroom so experience in the workplace is essential. Work Experience can support students in a number of ways including:

- Increasing confidence, self-esteem and independence
- Giving an opportunity to demonstrate personal qualities
- Learning new skills
- Raising aspirations
- Working with adults other than teachers
- Understanding Health & Safety in the workplace
- Providing evidence for employment, further education or higher education applications and interviews
- Confirming an interest in a particular career area. However, from previous experience we know that any purposeful, structured work experience is of benefit to young people as it contributes to their employability skills and personal development regardless of whether they are intending to follow that particular career path.

The School

The governing body and the Headteacher will ensure that:

- The Health & Safety of students is safeguarded throughout work experience placements sanctioned and organized by the school including the completion of adequate Health & Safety checks by a trained member of school staff or external bodies, as appropriate.
- Adequate resources are available for safe work experience practices to be carried out e.g. pre-placement HASP checks and monitoring of placements by staff.

The Co-ordinator of Vocational Education will ensure that:

- Parents / carers and students are aware of the basic Health & Safety regulations regarding work experience placements.
- Employers are aware of their responsibilities towards young people in the workplace. This will be undertaken at the time of pre-placement visits carried out by trained school staff or external bodies.
- Employers are aware of any special needs of individual students before a placement is agreed.
- Parents and students are provided with a job profile before a placement starts, indicating any particular risks associated with that placement.
- Students receive a Health & Safety briefing before they commence their work experience.

- All placements are monitored, either by a staff visit or by telephone, during the course of the work experience placement. If feasible, Skype or Facetime will be used to contact students.

Employers must:

- Be on a database of approved placements or agree to a pre-placement visit being carried out by a qualified person
- Carry out an induction either before or at the start of the placement in order to explain their expectations of the student, outline tasks to be carried out and inform of Health and Safety requirements.
- Ensure that the student is supervised at all times

Parents / carers are asked to:

- Provide any information regarding special needs, including medical, which arises further to that already held by the school, in order that this may be passed on to employers.
- Assist in the organisation of placements for their child, including acquiring the appropriate Health and Safety and insurance information.
- Note that any placement must be subject to the appropriate Health and safety checks being carried out. Where such checks are not possible or where the placement is checked but deemed unsuitable, the school cannot sanction the placement and if their child does attend the workplace in question he / she will not be insured and the employer will also be at risk.

Students are expected:

- to take reasonable care of their own health and safety, and that of others who may be affected by their actions during the course of the placement.
- to cooperate fully with their employer and behave in a manner befitting their workplace, as representatives of the school.

Extended work experience

Occasionally it may be deemed appropriate for a student to undertake a period of extended work experience e.g attending a workplace for a day a week for a set period of time. Such students would be identified by Year Heads and Senior Management. Parents / carers will be contacted and appropriate placements and outcomes discussed. Extended placements are subject to the same Health and Safety requirements outlined above.

The school will ensure that DBS/CRB Enhanced Disclosures are in place in the workplace for students who are:

- deemed vulnerable due to immaturity, educational, medical, behavioural or home circumstances and those who have special educational needs
- on placements lasting more than 15 days

Charging

The school will pay for job profiles furnished by and any Health & Safety checks completed by Chichester College. Should parents wish their child to take up a placement out of the area covered by the College, they will be asked to pay the difference between the charge made by Chichester College and that made by the appropriate organization in the area concerned. Parents will be advised of the cost before any request is made for an out of area visit.