



*Saint Joseph's*  
CATHOLIC SCHOOL

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# **Work Experience Policy**

**Version 1.0 June 2022**

ST JOSEPH'S CATHOLIC SCHOOL  
CHURCH ROAD  
LAVERSTOCK  
SALISBURY  
SP1 1QY

## Success Criteria:

### Context/Aim:

We believe that all students should experience the world of work.

In line with Gatsby Benchmarks 5 and 6 (encounters with employers and experience of the workplace), work experience at St Joseph's aims to support students:

- To gain experience of work.
- To test their career plans.
- To develop employability skills for the workplace.
- To gather evidence to support academic studies.
- To understand the health and safety implications of the workplace.
- To provide evidence for future applications to post-16 or Higher or Further Education or employment.

## Monitoring Procedures:

### By Whom:

Governors' Pastoral Committee

### When:

Biannually

### How:

Reports to the Pastoral Committee of Governors

## Evaluation:

### By Whom:

Headteacher and Careers Advisor, Careers Leader, and Careers Coordinator

### When:

Biannually

### How:

Careers Advisor, Careers Leader, and Careers Coordinator to review provision

## Revision History:

<u>Version</u>	<u>Approved and Ratified</u>	<u>Review Date</u>	<u>Additional Notes</u>
V 1.0	TBC	June 2024	New policy

## **Vision Statement:**

St Joseph's is a co-educational, 11-16 Catholic voluntary-aided school in the diocese of Clifton and the county of Wiltshire. Our aim is to provide a caring educational environment where each person is valued and is given the dignity due to a child of God.

At the heart of our school is the Christian vision of the human person. We want each member of our community to grow as an individual witness to the gospel values of love, truth, and justice. We want each pupil to be healthy in mind, body, and spirit.

Each member of our community should feel safe and secure in the learning environment. We aim to develop a sense of self-discipline and responsibility in our pupils. Everyone in our community should show respect for themselves, respect for others and respect for the environment.

We believe that each pupil should have the opportunity to enjoy and achieve to their full potential. We are committed to praising and celebrating achievement. We want our pupils to have high expectations of themselves to understand the value of service to others and our responsibility as stewards of the environment.

Everyone has a contribution to make in helping to build the common good. We aim to equip our pupils with the ability to make good choices in their lives based on the positive relationships and values they have learned in St Joseph's.

We aim to help each of our pupils to develop morally and spiritually. We want them to achieve economic well-being while being mindful of the needs of others who are less fortunate. We are committed to aspiring for excellence in all that we do for the sake of the Gospel.

Head teacher

## **Other SJCS Policies that relate to this Policy:**

Policy for Careers Education, Information, Advice and Guidance (CEIAG)

Provider Access Policy

## School Aims

St Joseph's Catholic School is a comprehension school which aims to maintain high academic standards and cultural achievement within a caring environment. We seek to encourage responsibility and personal fulfilment so that students attain their maximum potential. The school is dynamic and works with the community to prepare its students for life-long learning and adult independence in part through the work-related curriculum.

St Joseph's Catholic School values and respects all students equally and aims to provide equality of opportunity wherever possible.

St Joseph's Catholic School is committed to safeguarding and promoting the welfare of children. The school fulfils its responsibilities as laid out in the following key documents: Working Together to Safeguard Children, Keeping Children Safe in Education and the procedures of the Safeguarding Vulnerable People Partnership.

**Safeguarding links/risks associated with this policy:** The nature of work experience means that students will come into contact with people outside of day-to-day school life. All risk assessments must be conducted with the safeguarding of students in mind and this policy must be implemented in conjunction with the Safeguarding and Child Protection Policy. H&S assessment of all workplaces is undertaken.

## Entitlement

Experience of the world of work is co-ordinated across the year groups to provide a cohesive and progressive experience for all.

The School aims to:

- Provide work experience for all students in Year 10 as an integral part of their study programme, including virtually if needed.
- Ensure all students have an equal opportunity to take part in the Work Experience Scheme regardless of their ability, disability, race, religion, belief, or sexual orientation.

## Year 10 work experience

All students in Year 10 will have the opportunity to participate in a work experience placement the summer term. The Careers Leader, Careers Adviser and Careers Coordinator will brief the students on specific requirements for work experience.

The placement will last one week. Students are asked to work for at least 37 hours and if the placement falls short of this, they are expected to spend additional time in school. If a student has completed at least 37 hours of work experience during the course of the year in an extended

placement they do not have to complete the summer work experience, although they will be strongly encouraged to do so.

## Coordination of placements

- Work experience is overseen by CSW, the Assistant Head (Careers Leader) and the Work Experience Coordinator, who is a member of the support staff, and who oversees all of the administration.
- It is supported and evaluated through the PSHE programme, students' assessments of placements, as well as teacher visits.
- Placements will be coordinated through the school, but students will be encouraged to take responsibility for sourcing a placement through their own research and contacts.
- All students will be visited by teachers and further suitability and health and safety checks are noted on the teacher visit report sheet. During the visit, members of staff should talk to employers and students separately where possible, complete the teacher visit report sheet and report any perceived problems to the Assistant Headteacher (Careers Leader), and the Work Experience Coordinator on return to school.
- Out of area placements (generally more than one hour's traveling time from Salisbury) will be identified on the spreadsheet of placements, and discussed during the risk assessment process (see below) and for these placements a telephone contact will be acceptable

No placements will be agreed until a signature of parental approval has been received.

## Assessing the suitability of work placements

The school follows the HSE Guidelines for assessing the suitability of work placements, which offers clear and transparent advice on the responsibilities of the work placement organiser. The relevant document can be found here:

<http://www.hse.gov.uk/youngpeople/workexperience/organiser.htm>

Therefore:

- The Work Experience Co-ordinator and Assistant Headteacher (Careers Leader) will have regular and appropriate health and safety training, through a recognised body, such as the IOSH or through online learning platforms.
- All employers will be asked to send details of their employers' liability insurance (see WEX form).
- All placements will be assessed by the Headteacher, working with an external health and safety adviser where necessary, for the suitability of the placement for the student, and health and safety more generally.

- A risk assessment will be carried out by CSW and contact made with employers to discuss any perceived risks and in the case of a higher risk placement a site visit will be carried out, normally in conjunction with an external adviser.
- If the health and safety check cannot be carried out in time or the placement is deemed unsuitable, parents will be notified at the earliest possible opportunity and an alternative placement sought where possible.
- The Assistant Headteacher (Careers Leader) and/or Careers Coordinator will refer to the medical records and the SEN register and alert employers to any necessary information to support the success of the student's placement.

## **Preparation for students**

Preparation is included within the PSHE programme and assemblies. Pupils will:

- Evaluate their learning and the experiences they have gained following the completion of the placement.

## **Preparation for employers**

This is the responsibility of CSW Ltd, our work experience providers.

## **Key responsibilities**

Work Experience Co-ordinator is responsible for all aspects of administration:

- Student presentations.
- All paperwork, including the distribution of WEX forms and information booklet. Uploading placements onto the CSW database and ensuring all paperwork is completed in a timely manner.
- All liaison with pupils/employers/parents regarding work experience.
- Preparing the paperwork for teacher visits.
- Preparing evaluation paperwork.
- Being a pupil point of contact during the work experience week.
- Assistant Headteacher (Careers Leader) is responsible for:
  - Monitoring and updating the policy (see below). Quality, efficacy and evaluation of work experience

## **Monitoring**

This Policy will be monitored by the Assistant Headteacher (Careers Leader). An annual audit is carried out by the Careers Leader and the Work Experience Coordinator, and this will inform future planning and delivery of the programme. The action points from the annual review will be added to the school improvement plan and careers improvement plan and any significant points will be reported to governors.

## **Evaluation**

The programme is evaluated by the pupils following work experience, by the employers who completes a written report, by staff who visit and by the Work Experience Co-ordinator. Upon completion this form should be immediately handed to your school Work Experience Co-ordinator.

## **Work Experience Placement Assessment Record**

### **Letter of Understanding**

#### **THE JOB**

1. The learner will carry out meaningful work, as described in an agreed job description. The employer will ensure that the work will be planned by a responsible person and the student will receive appropriate induction, instructions and supervision during the period of the work experience.
2. Students attached to a school's work experience programme will not receive any payment for this work, in accordance with the current Education Act.
3. The learner will work the hours shown on the agreed job description, which will be in accordance with employment regulations for Young Persons

#### **HEALTH, SAFETY, WELFARE AND SECURITY**

4. The employer recognises that a student on work experience is regarded as an employee for the purposes of Health and Safety legislation and the associated duty of care. The employer will ensure that the student does not operate any hazardous machinery, or carry out work of an unsuitable nature, and that any protective clothing/equipment is supplied where necessary and instruction given on its use. The employer undertakes to restrain any animal likely to cause harm to a student while undertaking work experience.
5. The employer recognises the need for risk assessments to be carried out for students before the placement, and that if appropriate these are communicated to the parent/carer. The employer also undertakes to monitor and modify risk assessments during the placement to take account of an individual student's capabilities and any changes to working practices.

6. For school's work experience, the learner's parent/carer will be expected to confirm that they are not suffering from any medical or other condition that will create a hazard either to the student or to those working with him/her.

7. In case of absence, accident or sickness the employer will immediately notify the educational establishment. The learner will have access to welfare and other staff facilities including first aid.  
**CHILD PROTECTION**

8. The employer is reminded of his/her duty of care, through CSW, towards young people and to consider the suitability of staff who work with them. The employer endorses the statement of principles contained in the Child Protection Guidance. The employer is also reminded to disclose staff, where known, who are disqualified from working with children, where appropriate, in accordance with The Criminal Justice and Court Services Act 2000.

### **INSURANCE**

9. The employer has or will have in place employer's liability (compulsory) insurance, public liability insurance and vehicle insurance (where relevant) and will confirm that pupils on work related learning schemes are covered by each policy before the placement commences.

### **DATA PROTECTION**

10. The employer gives permission to process employer personal details for the purposes of work experience and Education Business Link Activities. In accordance with the Data Protection Act 1998, learner's personal details are confidential and should be safeguarded.

### **STATUTORY OBLIGATIONS**

11. The employer agrees to observe all relevant/current legislation, in particular relating to health & safety, and discrimination, race relations, disability and The Children Act.

## **COVID-19 Addendum**

Gatsby benchmark 5: St Joseph's is able to continue to ensure that all students have a 'meaningful' encounter with employers in 2021-22 through virtual events.

Gatsby benchmark 6: All 'physical' work experience or 'physical' meaningful experiences of the workplace are unlikely to happen this year. For 2021-22, some employers are offering virtual work experience. As a member of the Wiltshire and Swindon Careers Enterprise Hub, SJCS gets notice of all Wiltshire-based virtual work experience provision which is shared with students in relevant year groups very regularly.



<b>Reviewed by</b>	<b>Date of Review / Approval</b>	<b>Review Cycle</b>	<b>Next Review Date</b>	<b>Statutory / Non-Statutory</b>	<b>Website</b>
Curriculum	Spring 2022	Annually	Summer 2023	Non statutory	Yes

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