



THE MINSTER SCHOOL

WORK EXPERIENCE PROTOCOL

School Lead:	Assistant Head (Careers)
Governor Lead:	Chair of SD&P Committee
Last reviewed	Spring 2019
Approved	Summer 2021
Date of next review	Summer 2023

Signed by Chair of Governors or Chair of the SD&PC:

Date: 08.06.21

*This document has been written with due regard to the Minster School internal equality policy and considered with relation to each of the following protected characteristics:
Age; Disability; Gender; Gender reassignment; Marriage and Civil Partnership; Pregnancy and maternity;
Racial groups; Religion or belief; Sexual orientation.*

This document has no adverse impact on any of the aforementioned groups.

Work Experience Protocol

16 to 19 study programmes (including A level courses) should include work experience and non-qualification activities, which complement the other elements of the programme and support the student to progress to further or higher education or to employment. The time spent by students on work experience is funded at the same level as qualifications taught in the classroom.

DfE: 16 to 19 study programmes: guidance (2020 to 2021 academic year)

Aims and principles

Students in the Minster School will undertake a 5-day work experience placement in Year 10, and a 5-day work experience placement in Year 12. These placements will take place within the school term, although students' hours of work will be reflected by the working hours of the employer, and therefore may not take place during usual school hours.

The aim of work experience is to enable students to enhance their employability skills through gaining real experiences and knowledge of the workplace. The school's careers and tutor programmes will incorporate a range of activities designed to prepare the students for work experience, introduce the tasks they will complete whilst at the placement and provide detailed feedback on their progress at the end of the placement.

Work experience must be purposeful and planned. It should give students the opportunity to develop vocational and employability skills in real working conditions. This will help students to decide on future careers or study options and at 16+ years students are better placed to begin preparation for progression into employment or higher education. Therefore, it is important to assess the individual needs of students and to ensure that the opportunities to engage in work experience present appropriate level of challenge.

The aims of the Work Experience programme which are shared with students are to:

- Enable students to learn about and prepare for 'the world of work',
- Develop effective employability and communication skills,
- Allow students to develop a deeper understanding of an industry in which they may wish to pursue a career in later life,
- Support students' motivation and enthusiasm for learning as a foundation for employment,
- Develop effective relationships with local employers.

Leadership

Work Experience is led by the Careers Lead and reviewed as part of the Line Management structure by a member of the Leadership team.

Administration of placements is undertaken by the Careers Lead for the majority of students, and Futures where detailed assessment of a placement is required, such as in high-risk environments.

Entitlement and organisation

Year 10 students are expected to undertake a 5-day work experience placement in the Spring Term.

Year 12 students are expected to undertake a one-week external placement in the Summer Term. Students are also encouraged to undertake several work placements within their own time during the course of their Post 16 studies.

Students are responsible for securing their own work experience placement. Guidance is shared with students and parents about how to select and approach organisations. Once a placement has been secured, details are submitted to the school who then:

- approve the suitability of the placement based upon students' future career intentions and learning programme,
- liaise with the organisation to arrange the placement,
- check that safeguarding of students (through health and safety policies and appropriate insurance) is undertaken.

Equal Opportunities

All students have the entitlement to undertake a Work Experience placement that is appropriate for their aspirations and likely progression route.

Students with SEND who have an EHCP will receive additional support from their Key Worker in securing a placement. A risk assessment will be undertaken by the student's key worker for the placement where appropriate. In some situations, where it would not be safe and/or appropriate for a student to undertake a placement, they may be supported by a member of staff or parent, participate in a reduced placement or may undertake a placement within school, as appropriate to their needs. The Careers Lead will liaise with parents and SEND staff to devise a suitable placement for these individuals.

Disadvantaged students (such as those in receipt of pupil premium funding, looked after/previously looked after children) will be monitored by the Careers Lead and PSA and support will be offered where required to ensure that these students secure a placement of equal value to other groups of students.

High quality work experience

Common principles of a high-quality work placement are that it:

- is purposeful, offers challenge and is relevant to the young person's study programme and career aspirations
- allows the student to apply the technical and practical skills learned in the classroom/workshop
- is managed under the direction of a supervisor to ensure the young person obtains a genuine learning experience suited to their needs
- has a structured plan for the duration of the placement which provides tangible outcomes for the student and employer
- has clear roles, responsibilities and expectations for the student and employer
- is followed by some form of reference or feedback from the employer based on the young person's performance.

Responsibilities of parties for Work Experience:

- Primary responsibility for the management of the Health and Safety of a student while on placement lies with the employers (i.e. workplace) (under Section 2.1 of the Health and Safety at Work Act 1974: 'It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees).
- Employers should already be managing the risks in their workplaces and are best placed to assess whether or not they need to do anything additional for a new young person joining them. (www.hse.gov.uk/youngpeople/workexperience)
- The student will be treated as equivalent to one of the organisation's own employees in relation to Health and Safety matters.

- The student has responsibilities to follow instructions and act sensibly to protect their own Health and Safety and that of others (as set out in Sections 7 and 8 of the Health and Safety at Work Act 1974) for non-employees.
- Schools are required to 'simply ask sensible questions, in proportion to the level of risk, to satisfy themselves that those (risk management) arrangements are in place'. (www.hse.gov.uk/youngpeople/workexperience)

During the week, students, parents and employers will be informed of key contacts within the school. Teachers who would usually be teaching the year group at this time will undertake visits while students are on their placement. These visits may be virtual via telephone or Teams, or may be in person. The overall aim is that all students will receive a visit from a member of staff throughout the week.

Students will complete a short range of self-reflection tasks throughout the week, which will be shared with tutors upon their return to school.

Employers will be asked to complete an evaluation and reference of students at the end of the placement, which will be shared with tutors upon their return to school.

Health and Safety Checks and Risk Assessments

When students submit their work experience placement details, they are asked to provide the following information (in addition to contact details) which will be used to assess the level of risk of their placement:

- The name of their organisation
- A description of their role while on their work experience placement
- The Employers' Liability Insurance policy number for the employer (if available)
- A list of tasks that their role may involve (this includes 'risk-based' activities such as working in an outdoor environment, working within a hospital/doctor's surgery/veterinary surgery/pharmacy, working on a construction site, working with animals, and an 'other' option)
- Whether there are any risks associated with the workplace or role.

A decision will then be made by the school regarding whether the placement is low, medium or high risk, and an assessment of risk and provision for the student is then undertaken as follows:

Low risk: Organisations that are likely to have already undertaken risk assessments to safeguard their employees, such as schools and larger organisations. In addition to this, the student has not identified any risks within their role or the workplace.

Medium risk: Organisations where the risk assessment process is yet unknown, or where the student has identified a risk, or a small number of risks, within their role or the workplace.

High risk: Organisations which have not yet undertaken a risk assessment, or placements where the student has already identified a significant risk or a large number of risks within their role or the workplace.

The school will undertake risk assessments for students who have proposed low risk work experience placements. In addition, the school will also only administrate those placements where students have not identified any risk-based roles or specific risks associated with their placement. Employers will be asked to identify whether any risks (as above) exist in the role or workplace. If such a risk is identified, a further assessment will be undertaken by Futures.

Futures will undertake the administration of all medium and high-risk placements, in addition to those which were originally administrated by the school but where employers have.

In the case of a placement not being authorised by the school or by Futures, the student and parents will be informed that they may not undertake the placement. Support will be offered to help the student to secure an alternative placement.

Futures-led administration of placements:

Once a student has submitted the details of their placement and it has been identified as medium or high risk through the process outlined above, the details of the placement will be shared with Futures for them to undertake a health and safety check. Once authorised (or not) by Futures, this will be communicated with the school to allow records to be updated and, in the case of non-authorisation, an alternative placement to be sought.

For more information about the process of risk-assessment undertaken by Futures in order to authorise Work Experience placements, please refer to the Futures Work- Related Learning Service Level Agreement for the current academic year. Copies of this document are held by the School Business Advisor and the Assistant Head with overall responsibility for Work Experience.

School-led administration of placements:

Once a student has submitted the details of their placement and it has been identified as low risk through the process outlined above, the school will contact the employer to:

- 1) Confirm that a placement has been offered by the employer
- 2) Gain authorisation from the employer that:
 - a. They will hold Employer's Liability Insurance at the time of the placement
 - b. They have risk assessment procedures in place which safeguard their employees (which will include the student for the duration of the placement)
 - c. There are no remaining risks associated with the role after risk assessment and the undertaking of any necessary action.
 - d. There are no remaining risks associated with workplace after risk assessment and the undertaking of any necessary action.

When confirmation has been given by the employer that the above criteria have been met, a copy of the confirmation (likely to be an email) will be saved and the placement will be marked within the central Work Experience spreadsheet as 'authorised'.

If the employer identifies that there are risks associated with either the role or the workplace that have not yet been mitigated, the placement will then be administrated by Futures.

Funding for the administration of placements:

For those placements which are being administrated by the school, staff within the school will undertake administration and school will therefore cover these costs within their staffing budget.

For those placements which are being administrated by Futures (outside of Nottinghamshire, and medium or high-risk placements), parents and carers will be required to pay for the cost of the Health and Safety checks. This will be communicated to parents and carers and to student at the start of the academic year, and prior to any checks being undertaken.

Timeline of procedures and communications:

Week commencing:	Students	Employers	Parents
Start of term			Communication of dates to parents for WEX. Information to parents about WEX via parent handbook.
October	WEX launch: (tutor session) WEX Tutor sessions to assist with placements (ongoing support from tutors from this point)		WEX launch: (virtual event) <u>Letter to parents 1:</u> outlining our aims of WEX, timeline of events throughout the year and costs of placements outside of Nottinghamshire
December	Students to submit placement details by this date via google forms link. Those students who have not submitted details will be supported by tutors.		
After receipt of placement details from student.		<u>Letter to employers 1:</u> thanking them for placement, explaining our aims of wex, 'best practice' guidance, mythbusting information from HSE website, an outline of who will next be in touch and when.	
Ongoing throughout Autumn and Spring Terms.		School/Futures to contact employers and undertake health and safety and safeguarding checks. Spreadsheet to be updated.	Parents invoiced if placement is outside of Nottinghamshire – finance to let CW know when this has been paid.
February	Skills for the workplace: Friday p3 session to introduce safe working practice and communication and employability skills.		
May/June	Work Experience preparation session: Health and safety, logistics, work experience booklet, what to expect, teacher visits.	<u>Letter to employers 2:</u> Reminding them of placement details (student name and job title), aims of WEX, copy of resources used by student, detail about how to fill out employer feedback form and how this will be details of who to contact in case of any issues, information about teacher visits.	<u>Letter to parents 2:</u> Reminder of WEX week, expectations for absence/illness/concerns, outline of student booklet.
Following placement	Students to hand in Work Experience booklet to tutor. Student to complete Work Experience evaluation form	<u>Letter to employers 3:</u> thanks for placement, feedback from students, link to employer evaluations, details of how to become involved in other school events	