

King Edward VI High School for Girls Work Experience Policy

KEHS WORK EXPERIENCE POLICY

INTRODUCTION

At KEHS, we believe that a short period (1 week) of compulsory work experience for U5th students (Year 11) provides an invaluable experience for our students, as they decide what courses they might wish to study and potential future careers. It enables them to gain an insight into the qualities and skills which are useful and essential to employers and to understand the value of interpersonal, communication and team working skills in the world of work.

ORGANISING WORK PLACEMENTS

At KEHS, U5th students are given introductory advice on seeking work experience. The policy is that they use their own initiative to find a work placement, whilst the Careers Department offers every help, advice and exemplars of CVs and Application Letters. Students are advised to network and make use of their own, and their families', contacts. Where this is not possible, the Careers Department helps individuals find a placement, wherever possible, from its own, well established contacts, including those of former students.

LEGAL REQUIREMENTS AND BEST PRACTICE

There are certain legal requirements and recommended best practices that are in place to ensure the safety of all parties involved in a work placement. All placements for KEHS students are verified through research and both insurance cover and risk assessments are required.

a) Health and Safety at Work

The Careers Department works to ensure that all students are protected from harm during their work placement by taking proper account of all relevant legislation and requiring the employer to confirm they will give due regard to the need for health and safety. The Health and Safety (Training for Employment) Regulations 1990 state that all those receiving training or work experience from an employer in the workplace are deemed to be 'employees' for the purposes of Health and Safety legislation. Employers therefore owe a duty of care to the student, just as they do to any employee.

This legislation imposes responsibilities on the employer but also on the student as an 'employee' to:

- Take responsibility for their own health and safety and that of others who may be affected by what they do or do not do.
- Co-operate with the employer and to follow instructions on Health and Safety.
- Not to interfere with or misuse anything provided for their health, safety or welfare.

The employer should have a current Health and Safety Policy and must go through the relevant sections with the student at the start of the placement. It is important that this is confirmed.

b) Working Time Regulations

Under the Working Time Regulations 1998 for young workers (those that are over compulsory school age but under the age of 18):

- Young workers may not work for more than 8 hours in any one day and 40 hours in any one week.
- Young workers are entitled to a daily rest of 12 consecutive hours, a weekly rest of 48 hours and a rest break of 30 minutes where daily work time is more than 4 ½ hours.
- The employer must not require the student to work in excess of the limits set out above.

c) Risk Assessment

All employers are required to carry out a risk assessment before the student commences the work experience placement.

- The employer must confirm that a risk assessment will be completed for the duties being undertaken by the student, taking into account the age and limited experience of the young person.
- The employer should be informed of any medical conditions the student has, which could result in an increased risk to health and safety during the placement.
- The employer must identify any significant risk and the necessary control measures put in place to ensure the safety of the student.
- Parents/guardians of children on work experience should be informed of any particular risks identified by the employer and control measures taken before the child starts work.

d) Safeguarding and Child Protection

Safeguarding and child protection procedures ensures that children are protected against all forms of abuse, including sexual abuse, physical and emotional abuse and neglect, and applies to all young people under 18. Employers are asked, when preparing a programme of work experience for a young person, to take responsibility for their social and physical welfare. All parties involved in setting up and monitoring of work experience placements should be familiar with and comply with safeguarding procedures.

e) Disclosure and Barring Service (DBS)

Barred list checks by the DBS might be required on some people who supervise a child under the age of 16 on a work experience placement. The Careers Department will ask the employer whether anybody will be working with the child without supervision and on a frequent basis. If this is the case the School will ask the employer to ensure that the person providing the instruction or training is not a barred person. This is in keeping with the latest version of the Government document Keeping Children Safe in Education. In some instances where students are 16 years of age and working with children, it may be necessary for students to have a DBS check. The School will assist in this process.

f) Employer's and Public Liability Insurance

Students are covered by the organisation's Employer Liability Insurance. All employers who take part in the Work Experience Programme must confirm that they hold the necessary insurance coverage. In particular cases, the school is able to seek advice from a member of staff at the Foundation Office, who arranges Indemnity Insurance where appropriate. Please note that without confirmation of Employer Liability Insurance coverage, a company cannot be used as a work experience provider.

PARENTAL CONSENT

Parental consent must be provided for a student to participate in the Work Experience Programme. The Work Experience Agreement must, therefore, be completed and submitted to the Careers Department in order for the placement to be confirmed.

THE ROLE OF WORK EXPERIENCE

1. Work experience gives a direct introduction to working life in an employer's establishment. It introduces girls to the requirements, disciplines, challenges and satisfactions of a job and it may help them to make a more realistic assessment of their own interests and capabilities.
2. Work experience should also help girls by:
 - Increasing their self- confidence in dealing with new situations
 - Developing their ability to establish relationships with adults
 - Developing their ability to communicate with others
 - Giving them a sense of the importance of self-discipline, punctuality and presentation
 - Forming part of their personal statement in applications for higher education.
3. The work experience week may be divided between more than one employer.
4. While on work experience girls complete a daily diary, keeping a record of tasks undertaken, with comments they make on their own performance, aptitude and enjoyment.
5. School seeks feedback from all employers on all students. This takes the form of a questionnaire, which is recorded and filed for use in the Sixth Form.
6. After the Work Experience week, the whole year group meets to give feedback to their peers of their week's placement. This is a valuable debriefing session for students, Careers Adviser and other colleagues able to attend.
7. The Careers Adviser is responsible for all aspects of the Work Experience Policy and implementation. This colleague is the contact point for students, parents, employers and any other parties involved.

Reviewed November 2017 (to be reviewed September 2018)

The Careers Adviser is responsible for the Work Experience Policy and reports directly to the Vice Principal (Pastoral). The Policy is presented to and reviewed by the ISGB each year.