



Sutton Valence
Senior School

svs.org.uk

**Work Experience Policy and
Procedures for Sixth Form**



1. Context

- The School aims to facilitate a high quality experience of the world of work which will support pupils in exploring possible career options and choosing university courses. Work experience is mandatory for veterinary science, medicine, dentistry, teaching and law but it also enables all pupils to use and develop their skills contributing towards the eventual transition between education and employment; The School has a partnership with a company called InvestIN which offers immersive work experience programmes across a broad range of professions which are also available online.
- Work experience is currently a choice for Sixth Formers during the period when they have finished their summer examinations and in their own time during the summer holidays.

2. Health and Safety

Assessment and preparation – before the placement commences.

The School will, in good faith, endeavour to provide links with employers offering work shadowing or placements using an alumni database www.svsfoundation.org.uk which enables pupils to search for suitable placements. The School will not arrange the placement. The student and family should make the arrangements and organise the logistics of the work placement, parents therefore have the responsibility for the safety and well-being of the child whilst on a work placement.

We recommend that parents:

- Check all employers (see attached check list) have employer's liability insurance in place (and have advised their insurer they are involved in a work experience scheme) and have carried out a risk assessment taking in to account the age and inexperience of the young person;
- Assess the health and safety suitability of all locations prior to the pupil taking up the placement;
- When a pupil has a placement within their family business we would advise the need to comply with the general health and safety requirement to carry out a risk assessment and confirm employer's liability insurance;
- Remind their child that they are responsible for their own safety and that of others whilst on placement.

3. Confirming the placement

The pupil will confirm their own placement and provide the employer with any relevant information about any medical conditions the pupil may have which might impact on health, safety and welfare of the pupil on placement, co-workers and the public.

4. Monitoring – during the placement

- In the first instance, the School contact (Luke Ellmers, Head of Sixth Form via the School Office) will be available for both the employers and student to contact if there is an issue that needs resolving;
- Pupils will be encouraged to keep notes to compile a record of tasks, achievements and challenges during their placement.

5. Review – after the placement

- Each pupil is encouraged to reflect on their experience, especially their achievements and challenges by completing an evaluation form;
- Pupils will be encouraged to thank, in writing, the employer who provided them with a placement and ask for feedback regarding how they fared in the world of work.

6. Child protection

- In the majority of placements if the employer does not have regular unsupervised access to young people at work there is no need for a DBS check. However, a parent may want to consider a DBS check in the following circumstances:
- On placements lasting more than 15 days, especially where these involve regular lone working with an employer over long periods, and placements located in isolated environments;
- Placement which include a residential element. Such a decision has to be parent-based and will depend on assessment of the overall potential risks posed to a young person and will take into account any systems in place to minimise these risks;
- If parents need advice on Child Protection or wish, in advance of the placement, to discuss aspects of the student's safety, please contact the School's Designated Safeguarding Lead.

The following documents were referred to when compiling this policy:

<https://www.hse.gov.uk/youngpeople/workexperience/index.htm>

<https://www.hse.gov.uk/youngpeople/law/index.htm>

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

<https://www.gov.uk/government/publications/work-experience-and-related-activities-in-schools-and-colleges>

<https://www.gov.uk/government/news/new-guidance-on-work-experience-published>

Author: Becci Ball

Policy Date: September 2021

Approval Date by Governors: November 2021

Review Date: September 2022