SUTTON VALENCE SCHOOL
SINCE 1576

Work Experience Policy for Sixth Form

(Senior School)

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Context

- The School aims to encourage 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.

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 pupil and family should make the arrangements and organise the logistics of the work placement. Parents are therefore responsible for the safety and well-being of the child whilst on a work placement.

We recommend that parents:

- Check all employers 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 into 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.
- The School cannot be held accountable for the outcome of any of these recommendations.

Confirming the placement

The pupil will confirm their own placement. It is the responsibility of pupils and parents to provide the employer with any relevant information about any medical conditions that may impact the health, safety and welfare of the pupil, of co-workers and of the public.

Monitoring – during the placement

- In the first instance, the School contact (Mrs Emily Court-Wilson, (Head of Sixth Form) via the School Office) will be available for both the employers and pupil 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.

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.

Safeguarding and 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 pupil's safety, please contact the School's Designated Safeguarding Lead (Ms Lauren Austen). We recommend that parents contact the DSL if they want to consider a DBS check.

The following documents were referred to when compiling this policy:

https://www.hse.gov.uk/young-workers/employer/work-experience.htm
https://www.hse.gov.uk/young-workers/employer/law.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