



# Malton School

A Specialist Science School

Stronger For Being  One

## Work Experience Policy

Document Status		Staff Responsible	Committee
Previously updated	May 2023	Student Progress Leader	Student Matters
Date of review	January 2024	Assistant Head (Pastoral)	Student Matters

### Introduction

Malton School believes in providing students with learning opportunities which aim to equip them for adult life. The school strives to introduce students to a range of teaching and learning opportunities, which offers them practical experience in many aspects of life. For many students, active learning is the key to motivation and has an impact on other aspects of their school life.

Work experience forms part of the school's personalised curriculum for students in Key Stage 5.

It is an integral part of the school's programme and offers students a valued opportunity to practise key skills and career management skills learned in other areas of the curriculum. The programme allows a tailored approach to students' learning needs. Students are able to link the skills they learn at school to the requirements of employers.

Work experience can be classified as either:

- Block – the placement takes place over a number of consecutive days up to 10 days.
- Extended – the placement takes place on 1 or 2 days per week over a period of time.

It is an arranged opportunity for a student to gain an insight into the variety of work carried out in any given enterprise, to see the way the enterprise is managed and ideally to participate in some aspects of the work.

### The aims of work placements:

Work experience should be an integral part of a young person's development and should prepare them for the transition from life at school to work and adult life.

- It will enable the student to experience the demands and expectations of the adult world of work and provide the opportunity to put into practice and see the relevance of skills learned at school.
- It will promote the development of the 'whole person' by providing an insight into the nature and discipline associated with the work environment, which revolves around the product or service offered and not the individual.
- It will stimulate a more mature and positive attitude to learning and education and enhance academic achievement.
- It will build confidence by enabling students to experience success in an environment other than that at school.
- It will enable the students to make more realistic and enlightened job choices by allowing them to try out a vocational preference before committing themselves to it.

### **Benefits of work experience**

Work experience is an integral part of a student's personal development and an opportunity to develop employability skills. Appropriate experiences of the world of work will benefit students, school, and employers.

Advantages of work experience for students:

- Increases students' employability skills.
- Increases students' motivation to learn.
- Encourages students to consider the wide range of careers available.
- Gives students an insight into the workings of business and industry.
- Highlights the skills, qualifications and experience needed by employers.
- Supports social mobility as work experience gives students the opportunity to come in contact with experiences that are not available through contacts and connections at home.

### **Work Experience programme**

Student entitlement

- 6<sup>th</sup> form students are entitled to experience a block placement as part of their vocational courses. These placements form an integral part of the student's course engagement.
- Year 11 Extended work experience of 1 to 2 days a week is offered to selected Year 11 students who are struggling with the demands of attending school for five days and have issues associated with access to the Curriculum.

Year 12 and 13 students have the opportunity to request:

Extended or block Internship (work experience) - focus on Primary Education, Nursing, and other NHS roles.

Year 10 have access to in-school encounters with employers through the careers and mock interview programme which is held each year. Year 10 students also have access to virtual opportunities that are available through the trust's partnerships with external providers, examples being Speakers for Schools. These opportunities are communicated on the Year 10 Careers team on Microsoft Teams.

## **Equal Opportunities for all students**

All students are given an equal opportunity to access the preparation before and debriefing after Work Experience. All students are given an equal opportunity to access placements. Work experience is seen as an effective means of challenging stereotypical choices. Students are encouraged to try activities, which would not normally lie within their scope of interest.

## **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. The main areas to be aware of are:

- "Health and Safety at Work" - The Health and Safety (Training and 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. 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.
  - To co-operate with the employer and to follow instructions on Health and Safety.

Under the Management of Health and Safety at Work Regulations 1999, an employer has a responsibility to ensure that young people employed by them are not exposed to risk due to:

- lack of experience
- being unaware of existing or potential risks and/ or
- lack of maturity

An employer must consider:

- the layout of the workplace
- the physical, biological, and chemical agents they will be exposed to
- how they will handle work equipment
- how the work and processes are organised
- the extent of health and safety training needed
- risks from particular agents, processes and work

- Working Time Regulations - Under the Working Time Regulations 1998 there are stringent daily and weekly working time limits for young workers (those that are over compulsory school age but under 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 also 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 4½ hours. The employer should comply with the Working Time Regulations and should not require the student to work in excess of the limits set out above.
- Risk Assessment - The employer should be asked to 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 and that the key findings will be communicated to the student before the commencement of the placement. NYBEP will arrange and carry out the risk assessment. The employer

should be informed of any medical conditions the student has, which could result in an increased risk to the student or an employee's health and safety during the placement. The employer will then be able to identify any significant risk and the necessary control measures put in place to ensure the safety of the student.

- Disclosure and Barring Service (DBS) - In the vast majority of placements, as the employer/employees involved will not have regular unsupervised access with the student there is no need for DBS checks to take place. However, a DBS check is required where a student will have substantial unsupervised contact with an employee or supervisor on a 1:1 basis, particularly if located in an isolated environment.
- Employers Liability Insurance - Employer's Liability Insurance covers the firm's legal ability for injuries sustained by employees (including students on work experience) whilst at work. Confirmation should be requested and received that the prospective 'employer' does have Employer's Liability Insurance. The employer must notify their insurers that they participate in work experience placements. It should be noted that Sole Traders have no requirement for Employers' Liability Insurance and a student would not have the protection available under such insurance.
- Motor Vehicle Insurance - If the student will travel with an employee or their supervisor during the placement, it is essential that the vehicle is insured appropriately to cover the work experience student for business travel.

### **Arrangements for assessment, recording and reporting**

The student work experience logbook is used to set and review individual learning targets. Students self-assess their work experience and they record this in their diary/logbook. The employer's evaluation of the student's performance is also used to assess performance. Evidence of work experience diary and logbook will also form part of their progress file.

Evaluation - All students are visited by school staff while they are on placement. Staff are required to provide informal feedback and evaluation after visit. This feedback including employer feedback is reviewed at the end of the summer term. Any gaps in the programme which have been identified as a result of the evaluation are considered in the planning of the programme for the following year.

### **Policy processes**

This policy will be reviewed as per the policy renew cycle. The review will involve the School's Career Leader, and Assistant Head Pastoral.