

Rugby High School

Work Experience Policy

Work experience provides an important introduction to the world of work and creates links between the school and local employers. It enables students to enhance their interpersonal skills, develops their understanding of the world of work and gives them transferrable skills. It plays an important role in helping students to identify potential career and training pathways and sometimes creates further opportunities for employment or sponsorship.

As an employer, Rugby High School offers work experience to young people considering a career in teaching or in a support role in school. In doing this, it has a responsibility both to safeguard its students and also those young people that it accepts on placement.

The Nature of Work Experience

Students currently have opportunities to undertake a week of work experience in Year 11 and a week in Year 12. In addition, Sixth Form students may undertake regular volunteering or work experience as a part of the enrichment curriculum. From 2017, Year 11 work experience will be reduced to three days in order to ensure compliance with paragraph 141 or 'Keeping Children Safe in Education 2016'. In 2016, additional checks will be undertaken with employers to ensure that those providing training/instruction to students are supervised and explore the nature of that supervision. Where necessary, the school will ask the employer to ensure that the person providing the instruction or training is not a barred person.

Placements

In Year 11, the school is usually responsible for finding the placements and matching students with employers. In doing this, the school will take account of the students' preferences and the accessibility of the placement to the student e.g. whether it is reachable by public transport.

In Year 12, the student usually arranges the placement. This is a reflection of the growing degree of students' independence.

The school conducts preplacement checks on employers offering work experience. The purpose of these checks is to ensure that:

- the nature of the placement and the tasks that the student will undertake are suitable and safe;
- the employer understands his/her responsibilities in taking on a student;
- the student will receive an appropriate induction;
- the necessary health and safety policies and insurance are in place.

The school arranges to visit Year 11 students on work experience. The purpose of the visit is to ensure students' well-being; that they are safe, well supported and that the educational aims of the placement are being achieved. It is also to make a personal connection with the employer, to check with them that the placement is working from their perspective and to thank them for providing it. From 2017, visits will be conducted on a sample of placements. Students who do not receive a visit, will be provided with online support and will have the facility to request a visit if one is not planned. The school will also visit a sample of Year 12 placements.

The school does not place students overseas or in placements that are at such a distance from the school that the student is unable to reside at their home. Neither does it place students with employers who require night-time working from students undertaking work experience. Occasionally parents may arrange a placement for their daughter overseas or at a distance from home. In these circumstances, the school will make parents aware of the safeguarding and health and safety concerns associated with these placements. It is the parent's and not the school's responsibility to satisfy themselves of the suitability and the safety of the placement. **In all other cases, the placement will not be able to proceed unless the relevant preplacement checks have been conducted.**

Preparation

Students will receive in school preparation prior to undertaking a work placement as a part of the PHSE programme. This is important in preparing them for their experience and ensuring their safety. Topics covered will include:

- Health and safety in the work place
- Work place expectations (punctuality, dress, politeness, online activity, use of mobile phones etc)
- Employer/employee relationships
- Employer's responsibilities
- The range of tasks students might be asked to undertake
- What to do if they are feeling concerned or uncomfortable about any aspect of their work experience.

Evaluation

Students and employers are asked to complete an evaluation proforma. This is designed to enable the student to reflect on the experience and their learning; flag up any concerns and identify any potential health and safety or safeguarding issues; help the school to improve future provision.

The School as a Provider of Work Experience Placements

The school will not provide work experience placements for young people under the age of 16 (other than its own students).

It will provide placements for young people over the age of 16, subject to it having the capacity to supervise them effectively. In accordance with paragraph 144 of 'Keeping Children Safe in Education 2016' it will require an enhanced DBS check for anyone undertaking a placement. It will also require a school/college or university reference that addresses the issue of the young person's suitability to work with children and young people. The cost of the DBS check will be borne by the young person and not by the school.