



Work Placement Policy

This policy was approved and ratified by Cox Green School

On 17th March 2017

| Version | Authorisation | Approval Date | Effective Date | Next Review |
|---------|---------------------|---------------|----------------|-------------|
| V1 | CGS Leadership Team | 17/3/17 | 17/3/17 | March 2020 |
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1. Introduction

Work placements and preparation should be purposeful and meet the individual student's needs. All work placements should be of high quality.

The use of the work placements QAN code should be used for students undertaking work experience as part of their study placement.

Work placement can be part of the enrichment offer.

Work Placement. This is defined as:

- With an employer
- Directly related to the employment sector or career the student may wish to follow
- The employer provides an exit interview relating to the student's performance and potential for working in the employer business
- The placement would include at least one block period in the academic year with an employer

Work Placement

The definition includes:

- Introduction to the student to the world of work
- Experience of a real work placement
- May not be directly linked to the students career aspiration
- May include regular placements – can be a block or a few hours per week
- Can include taster days

Work Preparation

The definition includes:

- Understanding the world of work
- May include a work preparation qualification
- Help with interview and CV writing and interview skills
- Careers and opportunities guidance
- Understanding the behaviours associated within the working environment
- Personal presentation



2. Organisation

The Information and Guidance Officer is responsible for:

- Supporting students to find and assessing the suitability of placements
- Checking that Health and Safety / CRB requirements are met by employers and that risk assessments are in place.
- Guiding students in the preparation of letters of application and CVs
- Overseeing the administration of Work placement documentation
- Informing parents of all matters related to Work placement
- Alerting employers to matters relating to pupils' special needs and/or medical information
- De-briefing pupils after Work Placement and guiding pupils in respect of letters of thanks
- Monitoring and evaluating the impact of Work Placement placements
- Arranging the Work Placement Information assembly for pupils and informing parents
- Ensuring that systems are in place to investigate accidents and to record complaints

3. Payment

Students undertaking work placement as a part of a study programme or traineeships are exempt from receiving the National Minimum Wage. Employers are not required to pay young people for work placement undertaken as part of a study programme or traineeship. Young people doing such work Placement are not in employment and are therefore not entitled to the National Minimum Wage. We encourage, but do not require, employers to consider providing young people with support to meet their expenses such as travel or meal costs.

4. Responsibility of Pupils

All pupils are well prepared before they embark on work placement and they understand that they have a responsibility to:

- Behave at all times in a way that reflects the school's Code of Conduct and Expectations
- Follow directives and guidelines given by the employer
- Maintain an interest in the work provided and strive to learn from successful employees
- Act in accordance with Health and Safety requirements
- Have a good attendance record and to notify the employer and school if they are unable to attend
- Have good punctuality
- Dress appropriately for the job and to promote health and safety
- Alert school immediately if they encounter any problems that they feel they are unable to deal with
- Complete their work placement booklet to a good standard
- Write to thank the employer after the work placement



5. Safeguarding and Prevent

The employer has the primary responsibility for the Health and Safety of students whilst on a work placement. Education or training providers must satisfy themselves that an employer has assessed the associated risks to workers under 18 on their premises and has suitable and sufficient risk management arrangements in place. Checks by education or training providers must be kept in proportion with the risk environment. For low risk environments, assurance can be gained through a conversation with the employer. A physical inspection by education providers or requiring the employer to complete lengthy forms should not take place.

There is no requirement for a separate risk assessment for work placement students where an employer already employs young workers under 18, as the risks should already have been considered. Where work placement students are the first young workers an employer takes on (or the first for some years), the employer should review the existing risk assessment. For some higher-risk environments, the employer will need to consider specific factors where relevant – these are described in the HSE guidance.

If the student is undertaking a work placement in year 10 and under, we will risk assess the work placement via Learning to Work and external company, this is to ensure the placement is suitable and the task being completed compliment the area of work the student is aspiring to study at college/A 'levels'. * see attached documentation appendix 3 .

In the rare case where an accident may happen on an employer's premises, the employer would be liable if the provider has taken the steps described in HSE's guidance to satisfy themselves that the employer has put in place measures to manage the associated risks in their work place, prior to the placement.

6. Disclosure and Barring Service (formally CRB)

- a. From July 2012 providers are no longer required to carry out enhanced Disclosure and Barring Services checks on employers/staff supervising young people aged 16 to 17 on work placement.
- b. For young people intending to undertake work placement in the Health Care and Early Years Sector, they will need to have an enhanced DBS check before starting on their placement. Providers will need to factor in these costs to the total programme cost and also plan for the time it takes to complete an application (which could be up to 4 weeks).
- c. Employers are asked when preparing a programme of work placement for a young person to take responsibility for their social and physical welfare. (DCSF Guidance on the Employment of Children) August 2009. Employers must ensure that their employees' relationships with young people are appropriate to age and gender. Attitude, behaviour and language all require careful thought. Letter including contact details of the safeguarding officer Mrs Hannam have been sent via student to the employer. PREVENT information has also been shared with the companies offering placements.

7. Equal Opportunities

According to the Disability Discrimination Act, the definition of disability is 'a physical or mental impairment which has a substantial and long term adverse effect on an individual's ability to carry out normal day to day actions'.



Cox Green School ensures that pupils with disability are appropriately placed and that they have the same opportunities as their peers. This may involve close liaison with Learning Support and the creation of a pre-work placement programme that is appropriately differentiated.

Review of Policy

This policy shall be reviewed by the Senior Leadership Team of Cox Green School.



Appendix 1 Example of paper work sent to parents prior to the weeks work placement.

Dear Parent, Carer

Year 12 work placement

This year we are looking at encouraging our year 12 students to attend a week’s work placement in order to enhance their education and prepare them for the world of work.

Students are encouraged to find their own placements via personal contacts or by writing to companies which are of interest.

The main objectives of work placement are to help students:

- Understand how industry and commerce operate
- Find placements related to their choice of career or university course to increase motivation
- Prepare for their personal statements, university or apprenticeship applications or curriculum vitae

As it is the student’s responsibility to find and arrange their own work placement, the school will not vet or carry out any checks in relation to the placement provider, either before or during the placement. Parents and students must ensure that they are happy with the work placement arrangements.

The health and safety executive recommends that anyone who organises work placements should satisfy themselves about the Health and Safety and insurance arrangements of the placement provider. More information about work placement can be found at <http://www.hse.gov.uk/youngpeople/workexperience/> .

Please can you sign the attached form to confirm that you have read and understood the position regarding work placement and return it to the attention of Mrs McKay or Miss Burchmore by

Yours faithfully

Mrs McKay

Careers Advisor

For the attention of Mrs McKay

I give permission forTutor Group.....to take part in work placement from.....to

My child will be (name of company).....

Under the supervision of or contact name.....



Supervisor's (or contact) email address.....

Supervisor's telephone number.....

Please sign each of the following statements:

1. I confirm that I have read the school's letter dated xx and understand I am responsible for organising the work placement for my son/daughter.

2. I understand Cox Green has not under taken any health and safety, safeguarding or insurance checks in relation to the work placement and does not vet employers or visit the premises either before or during the placement.

3. I understand that I am responsible for ensuring that the work placement is safe and appropriate form my son/daughter and accept that the arrangements are made entirely at my own risk.

Signed.....Parent/Carer

Emergency Telephone Number.....



Appendix 2 Paper work sent to parents prior to the weeks work placement.

Cox Green School Year 12 Employers Work Placement - Dates

Thank you for offering a placement to one of our students at your place of work. The aim of this placement is to enhance their education and prepare them for the world of work.

The main objectives of this placement are to help students:

- Understand how industry and commerce operate
- Find placements related to their choice of career or university course to increase motivation
- Prepare for their personal statements, university or apprenticeship applications or curriculum vitae

In order for us to allow our student to be able to participate in their work placement at your company we require confirmation of the following:

- Confirmation that you have a Health & Safety Policy
- Confirmation that you have a risk register, if applicable
- A copy of your Public Liability certificate. Please could this be emailed or sent to s.mckay@coxgreen.com or the school address marked for my attention.

I would also like to draw your attention to the enclosed leaflets we would like to share with you on Prevent and Safeguarding. We would be grateful if you could read those before our student begins their work placement with you.

Thank you in advance for providing this invaluable experience.

Yours sincerely

Mrs McKay

Careers Advisor

For the attention of Mrs McKay:

I give permission forto take part in a work placement at
.....(name of company)
from.....2016....to2016

Under the supervision of or contact name.....

Supervisor’s (or contact) email address.....



Supervisor's (or contact) telephone number.....

Public Liability Documentation provided Yes/No

We do have a Health and Safety policy Yes/No

We do have a risk register Yes/No

I have read and understood the Prevent and Safeguarding leaflet:

Signed..... PositionDate.....2016

Please return via the student prior to the placement, email to s.mckay@coxgreen.com or send to: Cox Green School Highfield Lane, Cox Green, Maidenhead SL63AX



Appendix 3 EXAMPLE Learning to Work Risk Assessment year 10 and below :

| | | | |
|------------------|--|-----------------------|--|
| Employer: | Manor Green School Elizabeth Hawkes Way MAIDENHEAD Berkshire SL6 3EQ | Contact: | |
| | | Telephone: | |
| | | Email Address: | |
| | | Web Site: | |

| | |
|--|---|
| Job Title: | Classroom Support Assistant (Nursery & Primary) |
| Company Profile / Aims: | Manor Green School moved to its brand new campus in 2010 and we all feel truly grateful and privileged to work and learn in such a wonderful environment. Manor Green School is a good school with many outstanding features [Ofsted, 2013]. In our work with the students, we follow the principles of working in small classes with high levels of teaching and support staff who offer intensive pastoral support and guide the teaching, learning and therapy process. To gain an insight into working with children with special needs. |
| Tasks: | Classroom assistant working Early Years pupils. Preparation of activities depending on class, including playground duties. |
| Company Requirements: | Genuine interest in children with Special Educational Needs (SEN) Aprons & gloves may be required for certain activities - these will be provided by the school. |
| Additional Information if applicable: | Email reference from School must be sent prior to interview/discussion. Working to support the Education of Others |

| Where advised, the following Skills Profile relate to this placement | |
|---|---|
| Communicating with staff Following rules on health and safety Following security procedures Carrying out good housekeeping activities Laying out and storing away equipment Helping children to settle to an activity Helping to supervise games and activities | Explaining a game or activity Encouraging constructive play Reading stories to the children Encouraging children to talk Displaying children's work Helping to set up and clear away equipment Helping at mealtimes |

| Where advised, the following Key Skills & Curriculum relate to this placement: | |
|---|---|
| A - Working Inside D - Organising & Planning F - Talking to Customers I - Using Writing Skills L - Using Creative Skills N - Caring for People | C - Working as part of a team E - Practical Work / Work with Tools H - Working with Computers J - Working with Numbers / Figures M - Problem Solving O - Working with Children |

Conditions and Health & Safety Information:

| | | | |
|--------------------------|--|----------------------------|-----|
| Student Clothing: | Clothing: practical, smart, ie trousers. Flat shoes essential, can be black trainers, but must be comfortable.No dangly jewellery. No low tops or cut off tops or hipster trousers. No jeans | | |
| Working Hours: | Tuesday afternoons 2.15pm - 3.15pm | Lunch Arrangements: | N/A |
| Transport: | Student to make own way to placement | Interview Required? | Yes |