

The Charter School North Dulwich

THE CHARTER SCHOOL NORTH DULWICH WORK EXPERIENCE POLICY 2025/27

Author (s):	Assistant Headteacher, Personal Development
Functional area:	Personal Development
Scope:	School wide
Reviewer (s):	Headteacher
Approver (s):	Local Governing Body
Version:	V01
Effective Date:	November 2025
Next review date:	July 2027

1. Introduction

1.1. In line with the Education Act 1996, the Charter School North Dulwich 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. At the forefront of the policy is the implementation of the eight Gatsby benchmarks of Good Career Guidance:

- A stable careers programme
- Learning from career and labour market information
- Addressing the need of each pupil
- Linking curriculum learning to careers
- Encounters with employers and employees
- Experience of workplaces
- Encounters with further and higher education
- Personal guidance

1.2 Work experience forms part of our personalised curriculum for students in Key Stage 4/5. It is an integral part of our Key Stage 4 and Key Stage 5 programmes and offers students a valued opportunity to practice key skills and career management skills learned in other areas of the curriculum including the PSHE programme. The programme allows a tailored approach to students' learning needs.

1.3 This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- DfE 'Careers guidance and access for education and training providers' 2023
- Section 42A and 45A of Education Act 1997
- Education and Skills Act 2008
- Apprenticeships, Skills, Children and Learning Act 2009 • Equality Act 2010
- Education Act 2011
- Children and Families Act 2014
- Technical and Further Education Act 2017
- Careers strategy: making the most of everyone's skills and talents December 2017.

1.4 Definition

Work experience is not the same as a temporary job, as by definition it is a period of unpaid work, usually for a week or 5 working days. 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.

1.5 Cross references

This policy has taken into consideration and has links with the following:

- Careers policy
- School Development Plan
- Positive Discipline Policy
- Child Protection and Safeguarding Policy
- SEND Policy
- Equalities Objectives
- Pupil Premium Statement
- Curriculum Intent

1.6 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.

1.7 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:

- Improves students' self-knowledge
- Increases students' employability skills
- Increases students' motivation to learn
- Gives relevance to the work students do in school
- 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. If they do not know about it – they cannot aspire to it!

2. Work Experience Programme

2.1 Student entitlement

Our students are entitled to receive at least one experience of a workplace (commonly referred to as work experience) during their time in KS3/4, then once again during KS5. The aim is that all year 10 and year 12 students will complete a one-week work experience placement in year 10 and year 12.

2.2 Process

The work experience programme is launched in October to our Year 10 and Year 12 cohort. Students are prepared and guided in their choices for work experience. The onus is on students to finding their own placement by contacting potential employers by letter, visit or phone call. All students are required to complete a CV on the school's careers platform, Unifrog. Students who are unable to find a placement and can evidence the actions they have taken, will receive support from the school's in-house careers team. Priority will be given to our students from disadvantaged backgrounds and students with special educational needs.

Once students have found a work experience placement, they must enter the details on Unifrog and a message will be sent to the employer, parents and the schools asking each to approve the placement. Attendance at the work experience placement will not be approved unless this process is completed. Employers will be required to supply their insurance details and confirm that they have and will send the school a copy of their employer's liability insurance policy, risk assessment document and health and safety policy.

All employers and students will be contacted by a member of staff during the work experience placement to ensure that the placement is progressing as planned. Students will be expected to write their employer a letter of thanks once the placement is completed.

3. Equal Opportunities for all students

3.1. 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.

4. 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.

5. "Health and Safety at Work"

5.1 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.
- Not to interfere with or misuse anything provided for their health, safety or welfare.

The employer will be asked to confirm that they have a current Health and Safety Policy and that they will go through the relevant sections with the student at the start of the placement. It is important that this is confirmed.

5.2. 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.

5.3 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, whilst travelling or where the placement has a residential element. The employer is responsible for identifying if a DBS check is required and for organising it.

5.4 Employer's Liability Insurance

Employer's Liability Insurance covers the firm's legal liability 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. Placements with Sole Traders should therefore be avoided unless such insurance was confirmed as being in place. In some cases, parents may be given the option of signing a parental disclaimer if they agree to their child undertaking a work experience placement where the aforementioned documents cannot be produced.

5.6. 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.

6. Arrangements for assessment, recording and reporting

6.1 Work experience diary

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

6.2 Evaluation

All year 10 students are visited or contacted by teaching staff and/or Teacher Assistants while they are on placement. Staff are required to provide informal feedback and evaluation after the visit or contact. 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.

6.3 Sixth Form

The sixth form work experience programme follows a very similar process to the one outlined above. Students research their own placement and are asked to submit confirmation of the placement details on Unifrog. Some students may be asked to complete a DBS check depending on the nature of the placement. All forms are collected and stored securely on Unifrog for 7 years after the students have left as per GDPR protocol. Students who might have a class of dates with the Duke of Edinburgh Silver Award expedition will be asked to complete work experience at another point in the summer holidays, or, earlier, during the summer half-term holiday.

7. Policy processes

This policy will be reviewed as per the policy renew cycle.