



Batley Girls' High School
Visual Arts College

Achievement • Respect • Transformation

Key Stage 5 Work Experience Policy

Batley Girls' High School – Visual Arts College

Next review due: September 2020

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Reviewed by: IA/DC

Benefits of Work Experience	3
Health and Safety	3
Governing Body	4
KS5 Student's Responsibilities	4
Safeguarding	4
Monitoring and Evaluating Work Experience	4
Appendix A - Sixth Form Work Experience Agreement Form	5

Benefits of Work Experience

Work experience placements at Batley Girls' High School, provide invaluable learning opportunities. The school promotes the use of work experience as an extension to the curriculum. There are five main curriculum areas to which a work experience programme can be linked.

These are:

1. Vocational courses: better understanding of the value of vocational areas being studied, the opportunity to investigate real examples for coursework and the opportunity to gather evidence of vocational skills developed.
2. Employability and key skills: insights into skills and attitudes required by particular sectors and employers and an opportunity to develop, practise and demonstrate key skills in a work setting. In particular, working and communicating with others.
3. Careers education and guidance: better understanding of changes in the world of work and the implications these have for students' own careers.
4. Personal and social development: development of increased maturity, with improvements in motivation, self-confidence and interpersonal skills.
5. Curricular aspects: work experience provides opportunities to enhance students' understanding of the economic and business issues, citizenship, environmental concerns and moral and social education.

Batley Girls' High School aims to provide Key Stage 5 work experience opportunities where relevant.

Health and Safety

Schools and providers have responsibilities under the Health and Safety at Work Act 1974 and should refer to the HSE health and safety guidance. They must, for example, take reasonable steps to satisfy themselves that the placements they arrange will be safe. These considerations apply equally to cases where students have arranged their own placement or where arrangements are made through an intermediary organisation or individual such as a governor. Since October 2013, the Health and Safety at Work Act has been amended so that a civil action for breach of health and safety legislation can only be brought where it has been proved that the employer has been negligent.

It is important that:

Students are properly prepared and briefed on safety in the workplace, what to do if they feel that they are at risk, and what is expected of them in terms of attendance, punctuality and standards at the work experience placement.

Employers and other employees with whom the student will be working should know what is expected of them in terms of proper work experience, equal opportunities and race relations.

Working with younger children – students should always be supervised by member of staff who holds a full Disclosure Barring Service (DBS).

Schools should consider the cost of teachers carrying out risk assessments prior to their placement, when centrally coordinated schemes do this at very much reduced cost.

The school appreciates that it is acting in loco parentis and it must ensure that in arranging placements for students and introducing them to health and safety at work those placements are safe and free from any form of abuse.

All students on work experience placements will be issued with a briefing booklet to ensure they are aware of health and safety requirements. This booklet will provide further information.

BGHS will endeavour to access a meal for students who are eligible for FSM on a full day's placement.

Governing Body

The Governing Body in conjunction with the Co-Heads is responsible for all aspects of work experience, including health and safety (except in instances where placements are arranged without the support of the school). The school acknowledges its responsibilities under common law to act, as would a reasonable parent, "in loco parentis".

Responsibility for the management of work experience placements is delegated to the Careers Leader.

The Careers Leader will ensure all students on placements have had all the relevant paperwork filled from the employer, students and parents.

KS5 Student's Responsibilities

- Students are responsible for finding their own placements, attending interviews and an induction session for their placements.
- Students are expected to take reasonable care of their own health and safety and that of other people who may be affected by their actions throughout the duration of their placement.
- Students are expected to cooperate fully with their employer and behave in a manner befitting their work place, as representatives of the school.
- Students are expected to complete the Work Experience Agreement Form (please see Appendix A) and return this to the Careers Leader.
- Students and/or parents/guardians are expected to declare any medical or health related information that may affect their work experience placement. This information must include any medication that student requires and information on how to treat the student if an medical incident/emergency was to occur during their time with the employer.

Safeguarding

This policy must be read in conjunction with BMAT's Safeguarding and Child Protection policy. This can be found on the school website by clicking [here](#).

Monitoring and Evaluating Work Experience

- Staff visits students on placements.
- Interview students and employers.
- Evaluations in the students booklet.
- Review of policy and work experience procedures with the Co-Heads.

Appendix A - Sixth Form Work Experience Agreement Form

A work placement is a vital part of the development of the students' profile at this school. Your daughter has arranged a placement at the workplace indicated below.

Students are expected to attend all sessions of the specified period. If there is an unavoidable reason for the absence, both school and the employer should be notified, as soon as possible. As always, punctuality and reliability are essential.

**Please complete the following details (PRINT ONLY) and return it to Mrs Ahmad, Careers Leader.
For more information please contact Mrs Ahmad on (01924) 350091 or at jahmad@batleygirls.co.uk**

<i>Student Information</i>			
Student's full name:			
Form group:		Date of birth:	

<i>Work Experience Information</i>			
Company name:			
Company address: <i>(include postcode)</i>			
Company telephone number:			
Start date:		Finish date:	
Start time:		Finish time:	
Public Liability Insurance - Company Name:			
Policy number:			
Commencement date:		Expiry date:	
Has a risk assessment been conducted? YES / NO <i>(please circle)</i>			
Will our student receive a health and safety induction relevant to the requirements of the post? YES / NO <i>(please circle)</i>			



<i>For completion by the employer</i>	
We confirm that the remaining information provided on our initial health and safety pre-visit remains current and we will notify Batley Girls' High School of any changes.	
Contact name:	
Signature:	
Date:	

<i>For completion by the student</i>	
As the below named student, I agree to take part in this work experience scheme. I also agree to hold in confidence any information about the Employer's business which I may obtain during this work period and not disclose such information to any other person without the Employer's permission.	
I also agree to observe all safety, security and other regulations laid down by the employer and made known to me either by the Employer's representative or by displayed instructions. I will pass on to my parent or guardian any information given to me by my employer, which may affect my personal health, safety and welfare.	
Student name:	
Signature:	
Date:	

<i>For completion by the student's parent/guardian</i>	
As the parent/guardian of the student named above I can confirm that I have read and understood this form and any other accompanying documents.	
I agree to my daughter taking part in this scheme and undertake that she will observe the conditions set above.	
I confirm that she does not have any medical condition which could result in unnecessary risk to her health or safety or to the safety of another person. I am also aware that my daughter will be responsible of her own travel arrangements to the placement.	
Parent/guardian name:	
Parent/guardian signature:	
Date:	

Please return this form to Mrs Ahmad.