

Careers and Work Experience Policy

Written by:	TM September 2018
Reviewed by:	MB, BM, MW, JM, SV
Applicable to:	All Staff and members of resident boarding staff households.
For review:	June 2019

Alongside academic studies it is important for students to build on their employability skills during their time at Slindon College.

Year 7 and 8

A programme of study is part of the PSHE curriculum which gives the students options to start to think about careers use of a variety of discussion points from the Connexions Steps; A career planning and personal development portfolio. Completing the sections on Self Awareness in Year 7 and Decisions & Choices in Year 8.

Year 9

As above but year 9 is an important time for options and choices moving towards the students choice of subjects to take to GCSE and Exam options, career pathways are important at this point to move forward to work experience. Completing the section on Action Planning based around their options.

Year 10 and 11

Students have a huge focus on GCSE and exam subjects, during PSHE lessons the students continue to build on the Steps portfolio: World of Work.

Students continue to during year 10 and 11 on how to use Information and produce a Personal Profile including the start of a CV, pending exam results.

A careers/work experience interview will take place during year 11 to move onto options for Sixth form and choices for the future.

Sixth form

During year 11 or prior to Sixth Form, all students complete a sixth form Work Experience interview with the Head of Careers and Work Experience. Work experience is very much based around the individual student. Therefore it may take the form of 1 day a week though out the year, or a variety of hours which fit in with their school timetable depending on the individual's needs and interests in their future careers. Key skills are taught to all Sixth form and contain a variety of skills needed for the future including CV writing and careers support and advise. We provide a range of guest speakers who will come and talk to students about the importance of interview skills, preparing for the world of work, life after sixth form, and general advice and guidance. This is supported by the Aldingbourne Trust.

We ask students to treat their work placement as a responsible adult would treat paid employment in the world of work. This way the student can really get the best out of their placement; asking questions, using initiative, learning on the job and taking responsibility for their actions.

Work experience plays a vital role in enhancing a number of areas for our pupils including:

- Enriches a CV
- Enhances a UCAS application & personal statement for higher education
- Builds confidence

- Increases communication skills
- Gives a greater understanding of the world of work in their desired area
- Helps build links for future employment opportunities
- Provides a referee from a reputable company
- Opens a student's eyes to new areas of employment they may not have previously considered.

LEGAL REQUIREMENTS AND RECOMMENDED BEST PRACTICES

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:

1. "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.
 - not to interfere with or misuse anything provided for their health, safety or welfare.The employer should 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.
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.
3. 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. 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.
4. 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. **Employer's and Public 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 both Employer's and Public Liability Insurance in force and that the latter does not exclude abuse. The employer must notify their insurers that they participate in work experience placements. If the employer does not confirm that these Insurances are in place, students should not attend such establishments. 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.

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.

Monitoring by:	Head Teacher Deputy Head Teacher Bursar
Evidenced by:	Speaking to Pupils and students Speaking to staff Visual inspection of school and site

Policies are subject to continuous monitoring, refinement and audit by SLT. The Chairman of Governors undertakes an annual review of policies and of the efficiency with which the related duties have been discharged by the date stated or earlier if changes in legislation, regulatory requirements or best practice guidelines so require.

This policy has been reviewed by SLT to ensure it does not undermine British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs and that it actively educates against any material or behaviours that could promote radicalisation or extremism.

