



WORK EXPERIENCE POLICY

2025-2026

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Introduction

Work experience is an integral part of our students' entitlement to CEIAG (Careers Education, Information, Advice and Guidance) and this clearly supports Gatsby Benchmark 6 Experiences of Workplaces:

Every pupil should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities and expand their networks.

Gatsby Benchmarks Explained

Work experience gives young people vital insights into the world of work, encourages them to aspire to great things, and helps them to prepare for their future. It bridges the gap between school, college and work and helps young people make decisions about their future and develop new and existing skills.

The opportunity to participate in work experience is provided to all students by the end of Year 10. Students are encouraged to find placements linked to career paths that suit their interests, skills and strengths with the absence of stereotypes, which are actively challenged.

Students with Special Educational Needs or Disability (SEND), or any other additional needs, will be supported appropriately through liaison with parents and carers and relevant staff such as the Special Educational Needs Co-ordinator (SENCO) and the placement provider.

Our aims Work experience should:

- Enhance students' knowledge of the world of work
- Develop students' employability skills
- Provide an insight into the skills, qualities and attitudes required by sectors and employers
- Provide opportunities for personal and social development – including self confidence, time management, personal organisation and resilience
- Promote equality and opportunity challenging stereotypes.
- Help prepare students for the world of work
- Enable students to make cross-curricular links
- Support the School's CEIAG provision
- Raise students' aspirations.

Provision Students will have the opportunity to:

- Engage in a preparatory programme with an emphasis on Health and Safety
- Complete up to a five-day work placement in Year 10
- Students will have the opportunity to:
 - o Develop personal and social skills through active learning situations
 - o Relate to adults other than family and college staff with greater confidence
 - o Identify the skills and knowledge associated with a particular pathway via a specific occupation
 - o Participate in debriefing and feedback activities
 - o Record their experience and skills used in a work experience diary
 - o Widen their awareness of opportunities in the community to make informed choices about education, training and employment

Management and coordination

Approval of work placements is the responsibility of the school, and the school manages all documentation for placements internally for Year 10.

National legislation from the HSE and the DfE will be followed to ensure the health, safety and safeguarding of students whilst on work experience. The school only authorises placements which have met all our safeguarding requirements.

Safety considerations

The HSE guidance for work experience and placements is invaluable and will be shared with staff and placement providers.

Guidance for:

Placement providers: <https://www.hse.gov.uk/young-workers/employer/index.htm>

Schools: <https://www.hse.gov.uk/young-workers/schools-colleges.htm>

Considerations for the school

For those organising placements, they should simply ask sensible questions, in proportion to the level of risk, to satisfy themselves that those arrangements are in place. They should not be second-guessing employers' risk assessments or requiring additional paperwork. This means that schools do not need to complete extensive health and safety checks or risk assessments of their own, nor do they need to hire third parties to do so." (See HSE Guidance on Work Experience links above).

The school will ensure that every student on work experience is checked at the placement at least once, to check attendance, wellbeing, and progress. All checks must be recorded, and a log kept by the school.

Any concerns should be reported immediately to the relevant senior staff member and, if necessary, the Designated Safeguarding Lead (DSL). All reported concerns must be documented, with evidence of actions taken and the outcome, in line with Keeping Children Safe in Education (KCSiE) 2025.

Considerations for the placement provider

Under HSE guidance - the Health and Safety (Training for Employment) Regulations 1990, students on work experience are treated as employees for health and safety purposes. The placement provider has the same duty of care to the students as it does to its own employees. The provider must ensure that any young person on placement is protected from any risks which are a consequence of their lack of experience or an absence of awareness of existing or potential risks or the fact that a young person has not fully matured.

Employers' existing workplace risk assessments may already cover the risks that work experience students may be exposed to. Employer's Liability Insurance and Public Liability Insurance will need to be place and details shared with school.

Assessing the risk

Employers are required to have risk assessments for their employees, although small employers (with fewer than five employees) do not have to have them written down.

We will ask placement providers to carry out an appropriate workplace induction, which may include undertaking the risk assessments with students, in accordance with the HSE guidance.

- Students should never be left unsupervised within the workplace.
- For placements in low-risk environments, such as offices or shops, with everyday risks that will mostly be familiar to the student, we consider that existing arrangements for other employees should suffice.
- For environments with risks less familiar to the student (e.g. in light assembly or packing facilities), we will ask the placement provider to make arrangements to manage the risks. We consider this should include induction, supervision, site familiarisation, and any protective equipment needed.

- For a placement in a higher-risk environment such as construction, agriculture and manufacturing we will ask the provider to consider what work the student will be doing or observing, the risks involved and how these are managed, and to satisfy themselves that the instruction, training and supervisory arrangements have been properly thought through and that they work in practice.
- In addition to this, we will ask that the risk assessments consider the student's potential inexperience, lack of awareness of risks and their stage of development. Where it is appropriate to do so, relevant information (such as a care plan) may be sent to the employer to allow them to consider how best to provide safe methods of working. The advice of the SENCO, Head of Year and other relevant staff shall be sought in such cases before information is sent from the school.

Briefing our students in school:

- The school will deliver a lesson in their PSHE hour, prior to the students going out on placement, which reiterates the importance of work experience and its benefits. This lesson will also be used to explain about health and safety in the workplace and confirms the procedure for raising any health and safety, as well as safeguarding, concerns.
- The school will reinforce these messages in the final few days before the students go out on placement, through the PSHE session
- We request that the placement provider brief students on their first day of induction on health and safety; how to identify hazards and control measures that can be put in place to reduce risk of injury or accident.

Safeguarding our students

All placement providers will be given guidance prior to the commencement of the placement which highlights good practice for safeguarding staff and how to report a safeguarding concern.

Students below the age of 16:

Guidance from the Disclosure and Barring Service (DBS) and the Department for Education in the document Keeping Children Safe in Education presents the following expectations. Schools and colleges organising work experience placements should ensure that the placement provider has policies and procedures in place to protect children from harm

Children's barred list checks via the DBS might be required on some people who supervise a child under the age of 16 on a work experience placement. The school should consider the specific circumstances of the work experience. Consideration must be given to the nature of the supervision and the frequency of the activity being supervised, to determine what, if any, checks are necessary.

These considerations would include whether the person providing the teaching/training/instruction/supervision to the child on work experience will be:

- Unsupervised themselves, and
- Providing the teaching/training/instruction frequently (more than three days in a 30- day period, or overnight).
- If the person working with the child is unsupervised and the same person is in frequent contact with the child, the work is likely to be regulated activity relating to children. If so, the school or college could ask the employer providing the work experience to ensure that the person providing the instruction or training is not a barred person.

- Schools and colleges are not able to request that an employer obtains an enhanced DBS check with children's barred list information for staff supervising children aged 16 to 17 on work experience.

Students aged 16 or over:

If the activity undertaken by the child on work experience takes place in a 'specified place', such as a nursery, school or sixth form college, and gives the opportunity for contact with children, this may itself be regulated activity relating to children. In these cases, and where the child doing the work experience is 16 years of age or over, the work experience provider - e.g. school or sixth form college - should consider whether a DBS enhanced check should be requested for the child in question. (Keeping Children Safe in Education 2025)

- It is not a requirement for employers to be DBS checked when working with work experience students over the age of 16.

The Trust Child Protection and Safeguarding Policy

This policy applies in work experience arrangements which take place during term-time and have been organised by the school, in line with the guidance set out in Keeping Children Safe in Education (2025 edition), paragraphs 335–340.”

Young people must know they will be listened to and believed if they report any concerns. They must know that when on work experience, they can report to a DSL in their school or any member of staff by calling the school during school hours, email or in person, at any time. The member of staff arranging the work experience must ensure this is understood by the student beforehand.

Disclosures to an employer

Schools must ask employers/providers to provide signed agreement to show they understand what to do in the event of a disclosure that gives reason to suspect that students may be at risk of harm. This is included in the Employer Work Placement Checklist.

Online work experience

Most online work experience involves multiple participants organised by companies/organisations such as the NHS, national banks, British Gas, tech companies, the armed services. These provide valuable insights and opportunities for young people to find out more about the workplace and future careers. Risks to personal safety are low.

On some occasions, a young person may be invited to a 1:1 online meeting with a provider. If this happens within school hours, the school must take all reasonable steps to ensure that, if such a meeting is organised:

1. the school is aware when the meeting is taking place and the length of the meeting.
2. parental consent has been given; if consent is verbal this must be logged so that there is a record.
3. the young person knows who to report to if they have any concerns.
4. the option of having a member of staff present has been discussed.

The school is not responsible for online meetings arranged independently by a young person or their parents/carers without consulting the school, and for those which are privately arranged and take place in the evenings, at weekends or in school holidays. Young people must, however, be reassured that they can report any concern to a member of staff regardless of when it took place, in line with our Safeguarding Policy.

Private arrangements for work experience

Where students undertake work experience which has been privately arranged by the parent or carer, it is the responsibility of the parent or carer to ensure that the child is kept safe. The school will seek an assurance in writing that the parent or carer is satisfied that the work placement is appropriate.

10. Monitoring and evaluation

All students who access the work experience programme will be asked to evaluate and reflect on their experiences immediately after they return from their placements. This will take place in their PSHE lesson.

In addition, the work experience programme is reviewed by the school Careers Adviser responsible for work experience. This review is based on evidence from students and placement providers and will be presented to the senior leadership team as part of the CEIAG reporting procedures.

The review will:

- consider the extent to which the programme meets the stated aims
- consider any health and safety issues that have arisen, including from the induction provided
- calculate the percentage of students arranging their own placement
- calculate the percentage of students completing a placement
- consider reasons for failure to complete a placement
- identify areas for improvement, which will be incorporated into the CEIAG development plan.

Other policies and documents which are relevant to this policy:

1. Keeping Children Safe in Education 2025
2. Child Protection and Safeguarding Policy