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# TIME

## Work Experience Policy

Reviewed February 2023  
To be reviewed February 2026

## **Work Experience Policy**

This document details the aims and objectives, processes and responsibilities for the management of work experience placements for students in Key stage 4.

### **Work Experience Placements**

The Gatsby Benchmarks 5 and 6 highlight the importance of encounters with employers and experiences of the workplace as vital elements of student development in terms of their own personal development and making informed choices on their future career and study pathways. For this reason, TIME offer work experience to all Years 10 and 11 students, recognising and celebrating the personal development opportunity it gives young people.

### **Aims of Work Placements**

To provide firsthand, meaningful experiences of a workplace in order to:

- Familiarise them with the expectations and routines of a work environment (attendance, appearance and attitude)
- Raise awareness of responsibilities for health and safety for themselves and others
- To develop skills for the workplace, including working with a range of people.
- To reflect on the experience and make informed choices with regards to future study

### **Staffing**

Megan Baker (Careers Lead)

Kerrie Boswell (SLT Link)

### **Roles and responsibilities**

#### School

- The school will undertake to support finding a suitable placement for each student. This will be achieved through liaison with student, parent/carer and employer as necessary.
- The school will liaise with employers /training providers to support them in providing high quality, safe placements.
- The school will satisfy itself that employers offering placements are managing risk, understand they have primary responsibility for the student's health and safety and have appropriate insurance in place to cover the student. Each placement will be assessed for suitability and safety by the employer, careers lead and trained health and safety officers.

#### Parents/carers

- Parents/carers will undertake to support in sourcing a suitable placement and abide by the information given by the school.

- Parents/carers will need to give consent for work experience and supply contact and medical information to be shared with the employer in case of emergency and for risk assessment purposes.
- Parents maintain their responsibility to notify the school (and employer) of any absences.

### Students

- Students will agree to attend the placement punctually, with the right equipment, clothing and attitude
- Students will work toward personal targets during the placement. These will be set out with the organiser before the placement commences
- Students will keep a daily journal to document their experience and how they are meeting their personal targets.

### Employers

- Employers will undertake to provide a meaningful, positive work placement to the young person and conduct a risk assessment for parents.
- Employers will have the appropriate insurance (Employer Liability Insurance) welfare and safeguarding protocols in place.
- Employers agree to safe practices, complying with safeguarding, GDPR and HSE regulations , for example, Be Safe- An Introductory Guide to Health and Safety <https://www.hse.gov.uk/youngpeople/workexperience/index.htm>
- High risk placements (building sites, factory and workshops) are visited as necessary by qualified health and safety staff to assess the hazards and risks whilst on site.
- The employer will ensure the student is inducted on the first morning and has a named supervisor overseeing their programme of activities whilst on site.
- Employers will discuss appropriate lunch time arrangements with pups in advance of the placement.
- Every employer is given child protection information and each placement is assessed by the Careers Lead for safeguarding risks. If a young person is working in isolation with an adult for an extended period of time, a DBS check will be carried out on the adult/employer.
- If a student is being transported between sites, the employer should have business insurance to carry them.
- Incident reporting: The employer will notify the parent/carers and the school, by telephone and as soon as practicable, of any accident, of any case of ill health or any other incident which relates to the student's work placement. The employer will have access to adequate first aid facilities as required under the Health and Safety (First Aid Regulations 1981) **Equal opportunities:**

This opportunity to experience the world of work is an entitlement for all, so the school endeavours to support students in accessing a placement that meets their needs. Working with parents/carers, wider school staff and suitable employers, we are able to match students to the right placement.

## **Opportunities for work experience at TIME**

- Year 10 students are found work experience placements within the school in areas such as reception, school kitchen and maintenance. These placements are offered at appropriate times and initially run for one day a week for 12 weeks.
- Where appropriate Year 10 students can progress to external placements with support from school staff.
- Year 11 students are offered external work placements. This will be matched to their hobbies and interests where possible.

## **How do students find placements?**

The careers Lead has a database of local employers/training providers in which placements can be arranged. Advice and support is given to students seeking placements and will 'match' students to employers and accompany on preplacement visits.

## **Preparation for placements:**

Parents/carers and students sign an agreement form that establishes parental permission and confirmation that the student will attend and abide by health and safety and behaviour protocols. Students undertake a module in Employability lessons to include interview techniques, health and safety and behaviour expectations in the workplace.

## **On placement:**

Students are visited by school staff to ensure appropriate behaviour and progress is being made. Issues or concerns can be addressed at the time or followed up as appropriate later. All students will record their experience and reflections in a daily diary.

## **Following the placement:**

At the end of the placement parents/carers, students and employers will complete and evaluation questionnaire and hand in their completed diaries.

## **Sharing success:**

The school work experience award scheme enables students to be awarded a certificate depending on the duration and personal development during the work experience process. These awards will be announced at the annual awards ceremonies.

## **Monitoring and evaluation:**

The school aims to ensure every child has a positive experience on placement and this is monitored in a number of ways:

- Staff visits: staff visit students whilst on placement and complete a record of progress of the student and suitability of the environment and tasks that the student is undertaking.
- Questionnaires: Students, parents/carers and employers complete a questionnaire on the success of the placement. This feedback informs the Careers Lead for future planning.
- Careers lead visits: Visits made by the school will provide information on which to make a judgement and assessment on the suitability of a placement for students.