

Appendix 4 Work Experience Policy

Context

The strengthened Gatsby Benchmark 6 states that:

Every learner should have first-hand experiences of workplaces to help their exploration of career opportunities and expand their networks.

For schools:

- *by the age of 16, every pupil should have had meaningful experiences of workplaces*
- *by the age of 18, every pupil should have had at least one further meaningful experience*

We acknowledge that in addition to one week of work experience in Year 11, students should also receive one weeks' worth of work experience activities in years 7 to 9.

This policy primarily relates to Year 11 work experience but will be reviewed, if necessary, to include work experience activities in Years 7-9.

Work Experience Activities in Years 7 to 9 currently

- Year 8 students participate in 'Take Our Daughter to Work' day with preparatory sessions in PSR beforehand and give presentations to their class afterwards.
- HOC has in September 2025, gathered information from departments around employer encounters/experiences of workplaces, so will disseminate this information here in due course.

Other activities that could be adapted,

- Year 7 students work in groups to interview members of school staff to find out more about different career pathways and to practice their interviewing and presentation skills
- Students in Year 9 upwards participate in our Biennial Careers Fair where they can talk to and learn from various employers and employees.
- Students in Year 9 participate in a careers related, hands on session to develop their awareness of occupations, pathways and the wider world; last year students took part in a trading game delivered by BP volunteers
- Students in Year 9 participate in a 'Looking Ahead' Careers session including external speakers and a chance for students to explore careers/sectors, find out about pathways and participate in hands on activities alongside further developing practical career management skills including CV writing and interview technique
- All students have either a NAW or NCW assembly, often delivered by an external speaker to share pathways or their career journey.

Year 11 Work Experience

Year 11 Work Experience is embedded in our vision for CEIAG at SHS which is to implement a Careers Programme that ensures students are individually ready for the future, as undertaking in-person work experience enables students to,

- develop a keen sense of self-awareness to aid with choosing next steps and thinking about the future,
- recognise their transferable skills alongside confidently evaluating and recording them.

Work Experience forms a key part of our Careers Programme and students undertake one week of work experience immediately after completion of GCSEs. It gives students valuable insight into the world of work, helps to broaden their knowledge about the variety of jobs available and awareness of the many directions in which the subjects they enjoy may lead.

Work Experience is a chance for students to develop practical career management skills and qualities through the process of finding a placement, writing a CV/cover email and developing resilience,

optimism and confidence. On a placement students develop key transferable skills and qualities including communication, teamwork, confidence & independence.

Head of Careers is responsible for the management and co-ordination of the various aspects of work experience. She delivers a briefing session to students prior to work experience and co-ordinates a debrief session afterwards. In addition, students are asked to share their experiences of work experience with the new Year 11 cohort in the following Autumn term.

The PSR teacher supports the work experience programme through delivery of Year 10 PSR lessons on CV writing and looking at the local labour market. Students are further supported in Year 10 and 11 by sessions around upskilling their CV, the importance of work experience, generating ideas and strategies for finding work experience. In Year 11 students are given time to research and send covering emails to employers.

Year 11 Tutors supports the work experience programme through encouraging students to actively seek work experience and contact potential placements.

LRC can provide administrative support to the work experience programme and if required, will be given training in how to use the Unifrog Placement Tool.

Management of Work Experience – key personnel

Mrs Lorraine Lenaghan	HOC/Work Experience Coordinator
LRC staff	Work Experience administrative support
Mrs Hannah Patterson	PSR Lead
HOY 11	
Ms Elizabeth Clark	DH: Pastoral & DSL

Procedure

Work Experience placements will be arranged by the pupils but must conform to the requirements of the 1974 Health and Safety at Work Act.

Sutton High School has previously worked with Education Business Partnerships to provide our work experience programme but for 2025 we will be using the Unifrog Placement Tool which will enable us to execute our legal duty to take reasonable steps to ensure that the employer will provide a safe placement.

Before work experience

*This tool is designed to help with the administration of placements **after** the placement has already been agreed with the employer. After this is done, the student gets the ball rolling by adding a new placement in the Placements tool; from then onwards the system does the running for you, making each person in the chain fill in the right form at the right time. (Unifrog)*

- Students will be asked to enter details of their work experience placement into the Unifrog Placement Tool including details of any special needs, illnesses or injuries that might affect the placement.
- This triggers an email to the employer who is asked to provide further information including details of what the student will be doing, student induction, details of their employers' liability insurance and health and safety policy.
- If an employer has never hosted a placement before, the workplace represents above average risks, and the student has indicated that they have special needs, illnesses or injuries that might affect the placement then employers are automatically asked to provide a risk assessment.

- Parents are then sent details of the placement to give permission for their child to attend and are also asked for details of any special needs, illnesses or injuries that might affect their child's health and safety whilst on the placement *e.g., ability to follow instructions or undertake specific tasks or severe allergy*.
- Placement information input onto the Unifrog Placement Tool by the school deadline will be looked at by HOC to ascertain whether they are high, medium or low risk. Placement checks (telephone or in person), that have been undertaken by Sutton EBP are valid for 3 years.
- If a placement is high risk, HOC will decide whether any further information from the employer is required, will talk to relevant staff to ascertain the maturity of the pupil attending along with any medical or physical conditions or special educational needs, before deciding whether a visit is necessary.
- Some placements, including schools and some medical settings, do not require a check due to the nature of the provision they will already have in place.
- A placement is not authorised until school permission is given and parents/carers have received the final Unifrog email stating this.

We will share information with the employer about how safeguarding concerns should be dealt with during the period of the placement, including sharing the contact details of our DSL.

When in the workplace, the responsibility for a pupil's safety is taken on by the employer.

Where parents arrange placements, the placement will be treated in the same way as any other in terms of checks.

Virtual Work Experience

The aim of our Work Experience Programme is to see all Year 11 students out on in-person placements. Even if not in a student's anticipated field of work, it still provides a first-hand experience of a workplace and will enable a student to develop skills and qualities.

We are aware that the landscape of the world of work has changed since Covid-19, many companies offer hybrid working and there are some excellent virtual work experience opportunities available. If a student has been unable to secure a work experience placement for our designated week, they will be asked to source virtual work experience instead and input these details onto the Unifrog Placement Tool.

All students are encouraged to source virtual work experience in the areas that they are interested in, in addition to in person work experience.

During work experience

During the placement, students can record what they are doing and skills gained through their Work Experience Logbook. Each student should be contacted by a member of staff to ensure the placement is going well. It is appropriate to telephone a recognised placement, but where possible new placements should be visited. Staff are expected to write/type up a brief report on all visits.

After work experience

After the work experience has taken place, there will be a debrief session where students will be encouraged to share their experiences and think about skills gained. Students will be asked to share their experiences with future Year 11 students.

This is just the start of a student's work experience journey, and they will continue to be encouraged to aim high and seize opportunities both inside and outside of school to gain further work experience, go on work visits and attend insight events.

The suitability or otherwise of different work experience placements will be reviewed annually and the findings taken into consideration for the following year.

Employers will be requested to give feedback on all placements through the Placement tool.

Working with Employers and Alumnae

The Unifrog Placement Tool will capture employers/alumnae willing to participate again.

HOC will ask when inviting employers/alumnae to the biennial Careers Fair in Spring, whether they would be willing to host a work experience placement.

Any employers and alumnae who make contact throughout the year are asked if they might be willing to host a work experience placement.

Linked Documents & Policies

This policy should be read in conjunction with Sutton High School's

- **Careers Programme Brochure**
- **Student Entitlement Statements**
- Senior School Curriculum Policy, Equal Opportunities Policy, Safeguarding and Child Protection Policy, SEND and ALN Policy.

This document has been reviewed in line with and takes account of,

- **GDST Work Experience guidance**, <https://gdsto365.sharepoint.com/sites/gdst-hub/Lists/Policies/DispForm.aspx?ID=413>
- The **Gatsby Benchmarks** for Good Careers Guidance, [Implementing the Gatsby benchmarks](https://goodcareerguidance.org.uk) (goodcareerguidance.org.uk)
- <https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools/careers-guidance-and-access-for-education-and-training-providers#benchmark-6-experiences-of-workplaces>
- <https://www.unifrog.org/student/know-how/direct/placements-the-legals-explained>