



**Allerton
High School**

Enabling young people to achieve success

King Lane
Leeds
West Yorkshire
LS17 7AG

T. 01132034770

E. info@allertonhigh.org.uk

W. www.allertonhigh.org.uk

Headteacher: Mrs E. Silson BA (Hons), M.Ed, NPQH

Allerton High School

WORK EXPERIENCE POLICY

Reviewed and adopted by the Governing Body
Spring 2025

Allerton High School Work Experience Policy

March 2025

Introduction:

Allerton High School recognises the importance of providing high quality Careers Education, Information Advice and Guidance (CEIAG) to develop students' interpersonal skills as well as their ability to prosper in formal working environments, so that students can gain employment in the future and be successful in their chosen pathway. Work experience provides an important opportunity to foster these skills and attributes. The following outlines the school's approach to supporting students to find and secure a work experience placement.

Work experience placements will:

- be accessible to all students wherever possible
- be relevant to vocational pathways where appropriate
- have appropriate safeguarding/health and safety checks in place before a placement is undertaken (see Appendix Item A)
- be monitored by relevant staff to ensure the placement remains high quality and is engaged with appropriately by students
- comply with DfE/National Careers Strategy guidance (see Appendix Item B)
- meet Gatsby Benchmark 5: encounters with employers and employees and Gatsby Benchmark 6: experiences of workplaces (see Appendix Item C)

Planning and preparation:

Student should follow the below procedure when securing a work experience placement.

- Year 12 students will receive information about work experience during their induction week and throughout Half Term 1a. This is so that students understand the process of engaging with placements as well as how to log their progress against securing a placement on Unifrog
- Student must then make initial contact with their intended placement. The coaching programme supports students with this, providing discussion about formal communication as well as email templates to ensure students can communicate well with placement providers
- If an employer accepts a placement request, the student **must** log the placement contact details on Unifrog. This is a vital stage, as an automated sequence of contact is initiated when a student enters the placement information onto the Unifrog platform, as follows
 - 1 – an "Employer Form" is sent to the placement provider
 - 2 – the placement provider completes the form confirming their adherence to safeguarding procedures, detailing relevant insurance information and providing up to date risk assessments. This also asks placement providers to provide a placement itinerary
 - 3 – upon return of the completed Employer Form to the Unifrog platform. Parent/Carers are automatically issued with the placement's completed Employer Form and asked to provide parental consent for the placement taking place.
 - 4 – upon receipt of parental consent via the Unifrog platform, the school's Career's Co-ordinator will review all information before approving the placement

Students should not use work experience week as a means to gain additional paid work with a previously existing employer.

Supporting students to acquire a placement

Nationally, we appreciate that students often find it challenging to secure in-person work experience placements, largely due to the recent increase in remote working. We ask students to prepare for work experience using the framework above, so that they can increase their chances of safely accessing a good quality in-person placement.

Whilst we appreciate the importance of supporting students with their work experience placements via the below, it is an important part of the process that students work proactively as they approach, engage with, and secure placements. In doing so, students will begin using the key skills that work experience aims to foster. For this reason, students are not assigned a placement from a bank of local providers and are expected to work pragmatically during Year 12 to find and secure an appropriate placement.

- Students are supported throughout the year to secure a work experience placement via the information disseminated in assemblies and in the coaching programme. Students will receive individualised support from their Post 16 Coaches with regards to work experience during their 1-to-1 coaching meetings
- Our Careers Co-ordinator and Post 16 Coaching/Personal Development Lead are also available to meet with students to support their contact/engagement with potential placements. Particularly in instances where students have tried to contact a number of placement and have initially been unsuccessful
- If a student has exhausted the above and is still unable to secure an in-person placement, our Careers Co-ordinator will provide a blend of online experiences and internal placements so that students are still able to foster key skills and utilise their experiences in their future applications. Activities may include virtual work experience, online work tasters, social action projects or enterprise activities. Additionally, students may engage in activities that increase exposure to Post 18 pathways such as Massive Open Online Courses (MOOCs) via Unifrog, as well as working within our different departments in school

We understand that students will usually want to secure a placement that is aligned with their Post 18 pathway and school will support this via the above framework wherever possible. However, students who are finding it difficult to secure a full week of in-person work experience are asked to consider widening their placement choices to include placements that are not as closely related to their chosen Post 18 pathways. This is because we appreciate that *all* work experience placements will be valuable in allowing students to foster key skills which can be transferred to a range of Post 18 pathways.



Safeguarding Procedures:

The school will take reasonable steps to ensure students are safe and have a positive experience whilst on their work experience placement. School will always defer to the statutory safeguarding procedures outlined in Keeping Children Safe in Education (see Appendix Item D).

The school asks relevant stakeholders to adhere to the following procedures:

School staff will:

- only authorise an absence from school in order to allow a student to attend their work experience placement where the appropriate safeguarding/health and safety documentation has been seen by our Careers Co-ordinator and logged on Unifrog. This is the case even when students are attending placements involving family or family friends.
- conduct placement visits, either in-person or via telephone conversation with the staff on the work experience placement. This promotes good student attendance and engagement during the placement. It also allows school to check placements are providing a safe working environment and also allows us to conduct safeguarding/welfare checks with students.
- provide information to employers about how to report a safeguarding concern
- prioritise documentation checks/visits for new placements, so we can be sure students will be safe when working with a new provider.
- ensure there is a point of contact in school for placement providers, students or their families to contact where necessary. This would usually be the Careers Co-ordinator, member of the year team or member of SLT.
- ensure students who are entitled to FSM are provided with vouchers for the duration of their in-person placements if required.
- ensure bursary students are supported with transportation to/from placement if required.
- respond promptly to safeguarding concerns raised whilst students are on placement and take the appropriate action to ensure students are safe. This may involve termination of a placement at short notice as well as working with appropriate external safeguarding bodies if there are serious concerns.
- any record of such intervention will be recorded on CPOMS, as per our whole-school safeguarding policy.
- liaise with placement providers to ensure relevant young person's risk assessments are in place for students under 18 years old and also to ensure reasonable adjustments are able to be catered for where students have additional needs

Students will:

- attend their placements consistently and punctually, so that their whereabouts can always be verified during the work experience week
- behave maturely with staff/customers etc. whilst on placement. School reserves the right to terminate a placement where students do not behave appropriately. In such instances, parent contact will be made and students will engage in internal activities for the remainder of the school week
- not enter into activities that are prohibited from a health and safety perspective e.g. climbing ladders or lifting heavy objects. Students should communicate their concern to school if they feel under pressure to do any such activity whilst on placement. More information in relation to this will be given in the relevant health and safety documentation
- complete any preliminary documentation that may be needed prior to a placement commencing e.g. Children's Barred List Check (done via DBS) if attending a primary school placement (see Appendix Item D).
- comply with the abovementioned procedure for securing a work experience placement so that all necessary checks are complete before a placement is attended

Placement providers will:



- provide a safe and appropriate environment in which the student can experience work, including making reasonable adjustments required for students with additional needs
- ensure a young person's risk assessment is in place for students under the age of 18
- ensure there is a designated staff member that school can contact in relation to a student's placement, to ensure students are adequately safeguarded
- use the information provided by school to make disclosures promptly and effectively if they have a safeguarding concern about a student attending their placement
- comply with relevant safeguarding/health and safety checks when completing the employer forms and liaise with the school to ensure any associated documentation is completed and returned before the placement commences
- ensure students are managed by a supervisor for the duration of their in-person placement
- contact school in instances where students have not attended their placement without a verified reason
- report any accidents to the school that have resulted in student injury

Parent/carers will:

- support students in attending their placements punctually each day
- verify authorised absences for reasons such as illness or family bereavement etc.
- liaise with school promptly in instances where students return home from placement and communicate a concern

We recognise it can be frustrating when employers agree to a placement but dictate a narrow date range that falls outside of the school's work experience week. However, school cannot authorise absences for work experience placements that take place outside of the designated work experience week. This is because this would clash with students' scheduled lessons and we are not in a position to conduct the safeguarding checks as above. In such instances, we advise families to liaise with the employer to see if they will allow the placement to take place in either the work experience week or the school holidays.

Appendix:

A - UK's Health & Safety Executive on placements

<https://www.hse.gov.uk/young-workers/employer/work-experience.htm>

B - DfE: work experience and related activities in schools and colleges

https://assets.publishing.service.gov.uk/media/5a82c3f240f0b6230269c95d/Work_experience_and_related_activities_in_schools_and_colleges.pdf

C - Gatsby Benchmarks 5+6:

<https://www.gatsby.org.uk/education/focus-areas/good-career-guidance>

D – Keeping Children Safe in Education

https://assets.publishing.service.gov.uk/media/66d7301b9084b18b95709f75/Keeping_children_safe_in_education_2024.pdf

To be reviewed by Full Governors on Spring 2027

