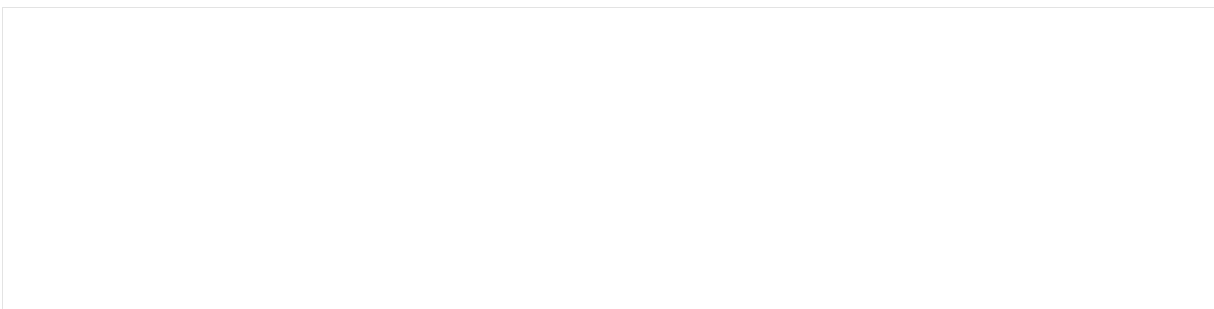




Work Experience Policy

Tees Valley Education Trust

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Definition

Work experience can be defined as: "A placement on an employer's premises in which a pupil carries out a particular task or duty, or a range of tasks and duties, much like an employee, but with the emphasis on the learning aspects of the experience." — Department of Education, 2002

Aims and Objectives

Tees Valley Education promotes work experience placements to pupil, as they provide invaluable opportunities for pupils to learn about the world of work, raise aspirations, and boost confidence. Currently within the Trust, these are pupils who attend Discovery Special Academy.. The academy provides targeted placements to ensure pupil progress and achievement. Work experience placements are viewed as an extension of the curriculum, designed to give pupils a broad perspective on the world, develop employability skills, and prepare them for the transition to an adult work environment.

Work experience placements are designed to:

- Develop pupil' employability skills and other key competencies.
- Promote personal development, motivation, and maturity.
- Assist with careers education and guidance, helping pupil set long-term goals.
- Raise pupil's aspirations and boost their confidence.
- Enhance the curriculum, including vocational courses where appropriate.
- Inform employers about the strengths of pupil.

Identifying Appropriate Placements

Work Experience begins in the primary phase, with pupils being given opportunities to carry out internal duties, such as librarians, lunchtime monitors, playtime buddies and caring for the animals. This develops throughout a pupil's tenure in the academy and they are given more responsibility as their maturity and competence grows.

The Trust and Discovery Special Academy works closely with external partners and organisations, such as, but not limited to, the Department for Work and Pensions, Tees Valley Combined Authority Careers and Enterprise Company, and Teesside University, to identify work experience opportunities. Staff and pupil also suggest companies to approach for work experience placements.

When identifying appropriate placements, a member of SLT visits the potential employer to discuss the opportunities available, conduct a risk assessment to ensure relevant safeguards including retaining copies of: public liability insurance (minimum level of £10m), companies Health and Safety Policy, works experience policy and a designated mentor is identified for each pupil. This visit allows the academy to understand the types of tasks and duties pupils might perform and ensure that the placement meets safety standards. The risk assessment also helps determine the suitability of the placement for our pupils.

Matching Pupil Needs to Placements

When selecting which pupils would be suitable for a particular work experience placement, the academy considers both the needs of the organisation and the individual pupil's long-term goals and aspirations. We assess the pupil's abilities and skills to ensure the placement will be beneficial and appropriate. Pupils on work experience have the status of an "employee" for legal and insurance purposes but must not receive payment for the work they do. Employers can assist with travelling expenses or lunch costs if they wish.

To understand the skills, interests, and abilities of our pupils, we use a combination of observations in lessons, set tasks, and pupil feedback, and parent feedback if appropriate. Based on these findings, we identify which types of placements might be suitable. This could include short-term or long-term placements, either internally within the school (such as in the office, kitchen, or primary department) or with external companies, for example, local shops, hotels, restaurants, or Teesside University. The number of hours worked, pattern of duties, expectations and apparel is decided in partnership with the placement provider.

Roles and Responsibilities

The academy senior leadership team (SLT) is responsible for all aspects of work experience, including Health and Safety. The operational management and organisation of placements are delegated to designated staff members e.g. Assistant Head Teacher for secondary.

Head Teacher

The Headteacher is responsible for the strategic and operational management of the academy, where appropriate the operational lead for work experience placements can be delegated to the HoA/AHT. This includes work experience, with support from the Assistant Headteacher for Secondary. The Headteacher ensures that:

- Health and Safety checks are completed before placements take place.
- Suitable public liability insurance (minimum level of £10m) is in place
- The Work Experience Policy is reviewed annually.
- Staff are trained in aspects related to work experience.
- Work experience complements the curriculum.
- Ensure parents/carers and pupils have access to relevant information about the placement
- Placements have contact details for relevant personnel to provide feedback and/or raise concerns.

If a Health and Safety check cannot be completed, the Head Teacher may require parents or guardians to sign a disclaimer, acknowledging that the academy is not liable for incidents during the placement. If the Head of Academy decides that a placement is not suitable, alternative arrangements are made.

Class Teams and Other Support Staff

Class teams and other support staff support the day-to-day running of work experience placements. This includes transporting pupils, providing support during placements, or assisting with work experience diaries. They must:

- Provide agreed support for work experience placements.
- Understand and follow all work experience policies and related guidance.
- Report concerns, particularly those related to health and safety or safeguarding.
- Support pupils during work experience and assist with their transition.

Related Documentation, Policies, and Guidance

This policy should be read in conjunction with the following policies and guidance:

- Health and Safety policy
- Child Protection and Safeguarding Policy
- Equalities Statement