



Ravenshall

all different | all equal | all important

TITLE	Work Experience Policy
VERSION	1.1
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APPROVED BY HEAD TEACHER	July 2025
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PURPOSE OF THIS POLICY

This policy provides a framework to ensure that students who take part in work experience as part of their education at Ravenshall School access placements that are carefully planned and monitored and take place in a safe environment. This includes the organisation of the placement as well as health and safety and safeguarding requirements of all work experience programmes.

RAVENSHALL SCHOOL CURRICULUM INTENT:

We want our learners to be:

- *Effective emotional and social communicators*
- *As independent as possible*
- *Healthy in body and mind*
- *Able to form healthy and safe relationships*
- *Skilled in numeracy and literacy*
- *Happy, engaged and included members of their community*
- *Confident and committed to lifelong learning*

KEY SCHOOL STAFF RESPONSIBLE FOR ENSURING SAFE AND PURPOSEFUL WORK EXPERIENCE PLACEMENTS

- Careers Leader
- Designated Safeguarding lead and the safeguarding team
- Headteacher
- Phase Leaders for key stage 4 and Post 16

WHO TAKES PART IN WORK EXPERIENCE?

Pupils only in Y10 and above have the option to take part in work experience placements.

The needs and abilities of each individual student are considered to ensure that a work experience placement is both safe and purposeful.

WORK EXPERIENCE TIMES

Ravenshall work experience week takes place in the summer term.

Most pupils will access a one-week block placement.

Each daily placement will be from 10am-2pm so that it is within school hours, allowing for transport time. In some cases, the time may be extended if parents/ carers are able and willing to collect their child.

Pupils will have 30 minutes for lunch and any additional breaks will be provided as required.

INTERNAL AND EXTERNAL WORK EXPERIENCE

Students who are able and willing to take part in external work experience placements are given the opportunity to do so.

Some students take part in internal work experience placements in a range of shadowing/ support roles within Ravenshall School, for example SLT, caretaker, Business Support Team.

RESPONSIBILITIES OF THE SCHOOL AND EMPLOYER

SCHOOL RESPONSIBILITIES

- School will share information with students and their families about the placement.
- School will ensure that students' voice is paramount in selecting and planning placements.
- School will ensure that risk assessments are completed, and all insurance is in place. All risk assessments will be uploaded to Evolve for school approval. School use the 'XPERIENCE' service to carry out checks and complete specific risk assessments for work experience providers.
- Parents/carers will receive a copy of the specific work placement risk assessment, job description and confirmation from which they will need to consent to the placement going ahead.
- All students will be supported on a pre-visit with the careers lead/ and or familiar school staff. This will ensure that they are introduced to key people; are familiarised with the physical layout (including where key places like toilets are) and take part in a health and safety briefing.
- School will (with student and parent/ carer consent) ensure that information about pupil needs is shared e.g. medical, physical, emotional regulation, communication and specific related vulnerabilities. This is shared as an overview with information taken from the EHCP and/or school/ health documentation.
- School will ensure that students have a specific named and available person to speak to if they need support and wish for school staff to be contacted.
- School will ensure that students are prepared and understand expectations and who will be providing support for them (as part of the pre-visit).
- School will inform the employer as early as possible if the student is absent/ unable to attend the placement.
- School will have a direct phone number for the employer to be able to contact the identified key person at the workplace at all times (preferably a mobile phone number).

EMPLOYER RESPONSIBILITIES

- The employer will ensure that agreed safety plans according to the risk assessments are followed and any concerns/ information is shared with school straight away.
- The employer will contact the school immediately (and within 15 minutes max) if they or the student have any concerns.

- The employer will ensure that the student only participates in tasks that are agreed as safe and appropriate. They will contact school if they have any questions regarding this.
- The employer will read, sign and agree to follow this policy and procedures.
- The employer agrees to be fully contactable throughout the placement.
- The employer will ensure that students are always treated respectfully and will take steps to remove them from situations that may pose a risk to their wellbeing.
- The employer will ensure that the student does not work alone with a single member of staff.

TRANSPORT

- Students will come to school first and then be transported to each placement on school vehicles.
- Students will be transported by the career's leader or a driver and another additional member of staff.

SAFEGUARDING

School has a duty of care for all students on placement. This will be ensured through following these guidelines:

- Ensuring the work experience provider can support the needs of each student.
- Keeping in close contact with the employer and the student. The student will be supported by the employer and visited by school staff at least once a week or in most cases daily.
- Parents and carers will be contacted through class dojo at the end of each day to check how the student feels about the work experience and to share any positives or concerns.
- When collected, a set of key questions will be asked to ensure pupils felt safe and are happy to return the next day.
- Ensuring the work is manageable and appropriate.
- Employers are provided with specific and necessary information about pupil needs.
- No student will be left alone with an adult.
- Should the work experience staff have any concerns at all, they will contact the school careers leader (following our 15-minute rule), so that it can be addressed immediately.
- A member of the school safeguarding team will visit the pupil or follow up concerns by phone as required straight away. The pupil will be collected and brought back to school if needed.

This policy must be signed by a school representative and the employer.

School representative:

Date:

Work experience provider:

Date: