



Castle View Enterprise Academy

Work Experience Policy

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SIGNATURES:

Principal	<i>Mrs J. Owens</i>
Chair of Governors	<i>Mrs H. Mottram</i>

Work experience is an integral part of our students' entitlement to careers education which supports Gatsby Benchmark 6 'Experiences of Workplaces' which states:

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

A meaningful experience gives the young person the opportunity to explore what it is like to work in that environment, what skills are valued in the workplace, their recruitment processes and what it takes to be successful. This could be achieved through visits to workplaces, work shadowing and/or work experience. Throughout the careers programme these experiences could be in person or a combination of in person and virtual, where appropriate.

Both the young person and employers should be supported to prepare for the experience. Additional or different support may be needed for vulnerable and disadvantaged young people and for young people with special educational needs and disabilities (SEND).

A meaningful experience will:

- *have a clear purpose, which is shared with the employer and the young person*
- *be underpinned by learning outcomes that are appropriate to the needs of the young person*
- *involve extensive two-way interactions between the young person and employees*
- *include opportunities for young people to meet a range of different people from the workplace*
- *include opportunities for young people to perform a task set by the employer or to produce a piece of work relevant to that workplace*
- *include the employer providing feedback to the young person about their work*
- *be followed by opportunities for the young person to reflect on the insights, knowledge or skills gained through their experience*

Academics, colleges and independent training providers (ITPs) can take into account any part-time work a young person may have, if it genuinely offers them a meaningful experience.

Provision

The opportunity for a work experience placement is offered to all year 10 students in the summer term. There are additional opportunities for experiences of the workplace in each academic year.

Management and Co-ordination

Approval of work placements is the responsibility of the Academy. Guidance from the HSE, the DFE and the ABI will be followed to ensure the health, safety and safeguarding of students whilst on work experience. Placements are managed by the Careers Leader with support from the Academy administration team. The Academy only authorises placements which meet all our safeguarding requirements.

Health and Safety

Under the Health and Safety (Training for Employment) Regulations 1990, students on work experience are classed as employees for health and safety purposes. This means that the placement provider is responsible for ensuring the student's health and safety. Employers have a duty of care to the students, just as they do to their employees. Employers' existing workplace risk assessments may already cover the risks that work experience students may be exposed to. Their existing Employer's Liability Insurance will cover work experience students. Any work placement provider must ensure that the specific activities that students engage in take account of any restrictions and prohibited work aligned to age.

The insurance industry has agreed that students on work experience placements should be treated as employees for the purposes of insurance. Such placements must conform to the requirements of the Education Act 1996 and any other regulations in force at the time. Most Employers' Liability policies will have a definition of "employee" that covers students on work experience placements. If the provider does not have Employers' Liability insurance, and the student is not a member of their family, then the provider must take out Employers' Liability insurance for the duration of the work experience in order to be covered. Public Liability insurance policy does not cover students when they are at work.

The Academy will

- take reasonable steps to ensure that the employer is managing risks (for example, if an employer is new to taking on students for work experience).
- work with parents to ensure employers know in advance about students who might be at greater risk or require additional support. Information is requested on Unifrog and additional needs are checked with the SENDCO and DSL prior to the placement.
- check that students know how to raise any concerns when they are on their work experience placement.

For low-risk environments (with everyday risks that will mostly be familiar to the student), the Academy will speak to any new employer to confirm that the risks are low. A note of the conversation will be added to Unifrog.

For medium-risk environments (with less familiar risks), the Academy will speak to the employer to confirm that they have arrangements for managing risks (covering induction, supervision, site familiarisation and any protective equipment that might be needed). A note of the conversation (including measures to be taken) will be added to Unifrog.

For higher-risk environments (for example, construction, agriculture, or manufacturing) the Academy will discuss with the employer what work the student will be doing / observing, the risks involved and how these risks will be managed. An external H&S check may need to be carried out.

Barred list checks by the DBS might be required on some people who supervise a student under the age of 16 on a work-experience placement. The Academy should consider the specific circumstances of the work experience. Consideration must be given in particular to the nature of the supervision and the frequency of the activity being supervised, to determine what, if any, checks are necessary. These considerations would include whether the person providing the teaching/training/instruction/supervision on work experience will be unsupervised themselves or providing the teaching/training/instruction frequently. If the person working with the student is unsupervised and the same person is in frequent contact with the student, the work is likely to be regulated activity relating to children. If so, the Academy could ask the employer providing the work experience to ensure that the person providing the instruction or training is not a barred person.

Implementation

Students are encouraged to take an active role in seeking out their own placements and will be supported by the Careers Leader, Careers Co-ordinator, tutors and Head of Year. Tutors guide students through the initial preparation procedures in selecting suitable placements. Tutors are supported by the Careers Leader during registration periods and at year team meetings.

Unifrog is used to manage work experience placements. Once a placement has been secured and the relevant checks have been completed, students and employers will receive an email from Unifrog confirming the placement details. If the provider does not have Employers' Liability insurance, and the

student is not a member of their family, then permission for the placement will not be granted. If a parent decides to proceed with the placement, they will be informed that this will be recorded as an unauthorised absence.

During the placement, all students will receive either a visit or a telephone call from Academy staff during their placement.

Equality and Diversity

The opportunity to participate in work experience is provided to all students and provision is made to allow all students to access work experience placements. Students are encouraged to find placements linked to career paths that suit their interests, skills and strengths with the absence of stereotypes. Students with SEND will be supported appropriately through liaison with parents, the SENCO and the placement provider. This may include supported placements.

Monitoring and evaluation

The work experience programme is reviewed by the Careers Leader. This review is based on evidence from student and placement provider evaluations of their experiences.

This policy will be reviewed by the Careers Leader every two years to ensure that it continues to meet the needs of students, parents and staff and that it is in line with HSE and DfE advice and guidance.