

Eastern Education Group – SEND Cluster – Work Experience (WEX policy)			
Current Status:	Operational	Last Review:	June 2025
Policy Owner:	Trust Careers CIAG Adviser	Next Review:	June 2026
Roles Responsible for Review:		Originated:	June 2025
Approved by:	SEND Curriculum & Quality	Committee:	SEND EEC
Type of Policy:	Staff / Students / External	Quality Assured by:	Policy Team

1. Summary

1.1. This policy applies to all staff, volunteers and any other personnel associated with Eastern Education Group Trust (EEGT), which includes:

- Chalk Hill
- Duke of Lancaster School
- Priory School
- Stone Lodge Academy
- Sunrise Academy

2. Definition

‘Modern work experience will help young people to make informed choices and improve career readiness and employability by offering multiple, variable and targeted experiences throughout their education journey’.

[Modern Work Experience | The Careers and Enterprise Company](#)

Work experience will provide students with the skills and experience necessary to stand out to potential employers, as well as helping them choose the right sector to work in. It is a chance to try things out to see if work related activities suit the students and so they can find out what a company is like to work for, or what doing a certain job is like, before doing it for real. Students will learn and use a range of transferable skills, personal qualities and competencies that will contribute towards their future employability. Students will also gain knowledge to enhance their job applications and interviews, as they will be able to talk more confidently and ask questions that resonate with a potential employer. Students can see first-hand what employers and higher education establishments look for and how the subjects that they study in school can link to jobs.

Eastern Education Group promotes the use of work experience as an extension

to the curriculum and aims to enable all students to undertake a meaningful internal or external placement, with appropriate support, where needed. These placements are designed to enhance students' personal development, employability skills, and readiness for adulthood.

3. Aims and Objectives:

Eastern Education Group aims to provide all the students with an opportunity to enhance their school learning experience by undertaking some work-related learning.

We aim to give our students a broad view of the world, develop employability skills and to help prepare them for their transition to an adult work environment by:

- Providing students with an opportunity to relate school studies with workplace contexts
- Preparing students for the demands and expectations of the working world
- Helping students make informed career decisions by assessing their aptitudes and interests, and exploring potential careers
- Acquainting students with non-gender stereotyped occupations
- Preparing students with the knowledge and tools for equal opportunity in the workplace
- Giving students insights into the nature of diversity of employees in the workplace
- Improving students' maturity, confidence and self-reliance
- Providing a link between school and local community
- Providing opportunities for students to become more informed about the current labour market
- Providing students with appropriate knowledge, skills and attitudes concerning both paid and unpaid work
- Informing students of opportunities and awareness for Post 16 and Post 18 destinations

Curriculum links and careers education while students are at school will provide them with:

- The opportunity to develop students' employability, key skills, personal development, maturity and increase motivation to achieve
- Offer Careers Education, Information, Advice and Guidance (CEIAG)
- Provide Personal and Social Education (life and living skills)

4. Roles and Responsibilities:

The Chief Executive Officer (CEO), in conjunction with the Head of School is responsible for all aspects of work experience, including Health and Safety. The Trust acknowledges its responsibilities under Common Law to act as would a reasonable parent, acting "in loco parentis".

Responsibility for the management of work experience placements is delegated to the Employer Engagement Officer and overseen by the Assistant Head and

Careers, Information, Advice, Guidance and Education Advisor (CIAEG Advisor and the trust Careers Lead).

Work experience placements are arranged using the Notification of suitability for work related activities document which considers key tasks, significant risks, and control measures; Work related learning Letter of understanding to employers; Work Experience interview with student, employer and Employer Engagement officer; Sharing of Risk Assessment record; Certificate of employer's liability insurance.

CEO Responsibilities:

The CEO has overall responsibility for the management of the school, including work experience.

The CEO will ensure that:

- The Health and Safety of students is safeguarded throughout work experience placements organised through the school.
- Adequate resources are available for safe work experience practices.
- Appropriate liability insurance is in place to cover students and staff, including staff visits to placements.
- These responsibilities will be delegated to the Employer Engagement Officer on an operational Day to Day basis.

Head of School's Responsibilities:

The Head of School is responsible for the operational management of the school, including work experience.

The Head of School will liaise closely with the Assistant Head, Engagement Officer and CIAEG Advisor to ensure that adequate Health and Safety checks are carried out before allowing work experience to take place.

The Headteacher and CEIAG adviser, with the Assistant Head and Employer Engagement Officer will decide the appropriate process for organising work experience placements, including the use of external bodies.

The Headteacher will ensure:

- Training is provided for the Assistant Head and Employer Engagement Officer in all aspects of their roles.
- Work Experience complements the curriculum of students.
- The Work Experience Policy and Health and Safety Policy are reviewed annually.

5. Assistant Head teacher Responsibilities:

The Assistant Head and Employer Engagement Officer are responsible for the work experience placements.



The Assistant Head and Employer Engagement Officer will liaise closely with

the Head of School to decide the appropriate process for organising work experience placements.

The Assistant Head and Employer Engagement Officer will ensure that:

- All placements are risk assessed and comply with the School's Health and Safety Policy and risk assessments are completed by members of staff that visit such employers when work placements are identified.
- The Assistant head is responsible for liaising with the Employer Engagement Officer and sharing information, as well as recommendations for each student.
- With the guidance of the Assistant Head all students should complete learning activities on Health and Safety and preparing for a work placement before commencing placements. This should include how the students safeguard themselves while on their work experience placement.

Students and parents are provided with all relevant information regarding work experience placements.

Employer Engagement Officer Responsibilities:

- To take action that is reasonably practicable to ensure students are placed in a working environment where there are no significant risks to their health and safety. To carry out suitable checks on employers (placement providers) health and safety management systems.
- To provide the students with any relevant information about the employer and the site conditions that may affect their health and safety.
- To ensure employers are prepared for induction, health and safety instruction and training in relation to any risks that they are likely to be exposed to during their placement.
- To provide employers with relevant information about students by sharing Risk Benefit Assessments (RBA's).
- To ensure that work placement is arranged according to current legislation.
- To obtain risk assessments from prospective employers (placement providers).
- To obtain records from the employer and ensure that any accidents or incidents during work placements are recorded in the appropriate manner and that this information is provided to the school immediately after the event.
- To ensure that work experience placements match the aspirations and interests of the student.

Employer (Placement Providers) Responsibilities:

As prescribed in the Health and Safety at Work Act 1974, employers have a duty to ensure so far as is reasonably practicable the health, safety and welfare at work of all their employees. By virtue of the Health and Safety (Training for Employment) Regulations 1990, students on placement are effectively employees of the organisation for the duration of work experience.

Employers should ensure that:

- Appropriate risk assessments are carried out to determine suitable tasks and working situations for students.
- Control measures are introduced to eliminate or minimise risks.
- Students are informed of safe working practices upon induction into the organisation and supplied with appropriate training and protective clothing or equipment to carry out their duties.
- Immediately informing school if there are any safeguarding incidents or accidents at work.

Parental Responsibilities:

To support students on work experience placements, especially in regard to providing transport or meeting transport costs. (Parents may seek assistance from the school, should they require financial support).

To provide written consent for students to access their work experience placement.

Parents and carers are encouraged to support their child during the initial stages of the work experience process, including attending the introductory meeting with the employer to help ensure a successful and supportive placement.

Parents are encouraged to have positive communication with the Employer Engagement officer throughout the work experience placement.

Student Responsibilities:

Students will be representing themselves and the school, whilst on work experience, we expect the highest standards of punctuality, attendance, good manners, behaviour and reliability.

Students need to make sure that they arrive at their placement on time each day looking clean, tidy and ready to work hard.

Students should try their best and take pride in the job they are doing by:

- Attending an initial appointment/interview with the support of the Employer and Engagement Officer and their parent/carers, of their prospective employer before placement commences
- Showing enthusiasm and interest in what is going on
- Develop positive working relationships with their work colleagues
- Listen carefully and ask questions if they do not understand something
- To complete the duration of the work experience placement with their employer and participate positively in a variety of different work tasks
- Students will be given a Work Experience Logbook to record their experiences; There is an expectation that students complete their reflections in a timely manner with appropriate school support.

- Students must look after their own safety and make sure their actions don't put others at risk during their work experience

6. Safeguarding Guidance for Work Related Learning including Work Experience

The Trust must consider the specific circumstances of the work experience, in particular 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 to the young person will be:

- Unsupervised; and
- Providing the teaching/training/instruction frequently (at least once a week or on more than 3 days in a 30-day period, or overnight).

If these conditions are met or if other risk factors are present, the Trust should consider the following:

- Additional safeguards may be necessary when there are certain risk factors present, such as:
 - Where the young person may be vulnerable (including complex needs, immaturity, abuse or neglect, substance misuse, etc.).
 - Where the nature of the business means that the young person is likely to be, or will be, alone with an adult as part of the work placement.

It is necessary to ensure that any other off-site provision meets the school's Safeguarding and Pre-Employment checks as part of the vetting process for employees including:

- Employment history and reference checks.
- Where a requirement exists and Enhanced DBS check is carried out including checks against the DBS Children's Barred List.
- Confirmation of staff safeguarding training.
- Liability Insurance checks
- Clear commitment to health, safety and welfare.
- Significant hazards have been identified.
- Have appropriate HR (Human Resources) procedures in place for safeguarding.
- Full induction where policies procedures, hazards and risk assessments are explained
- procedures in place for reporting and recording near misses and accidents.
- The site/premises safe and suitable with welfare facilities.
- A clear commitment to Equality and Diversity.

The health and safety of our learners is paramount. To ensure all Students are working in a supportive and legally compliant organisation we complete an assessment before any learning begins. The items above clarify what organisations legally must have in place and how they need to support a

students Work Experience placement. If anything is not in place, we can support and signpost to allow you to improve and meet regulations.

Revision History – Eastern Education Group – SEND Cluster – Work Experience (WEX policy)

Revision date	Reason for revision	Section number	Changes made
June 2025	Trust Policy		New Provider Access Policy Statement