



# Tomlinscote School

An Academy within The Prospect Trust



## Work Experience Policy

<b>Document Title</b>	Work Experience Policy
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<b>Version Number</b>	Version 2
<b>Approved by</b>	AQC
<b>Effective from</b>	1st September 2025
<b>Due for Revision</b>	1st September 2026

## **The School's aims for Work Experience**

All students have an entitlement to Careers Education, Information Advice and Guidance (CEIAG) that will enable them to achieve personal and economic well-being and manage the lifelong process of career planning and progression. We firmly believe that work experience is an important element in helping students to develop and to make themselves stand out in a competitive world and clearly supports Gatsby Benchmark 4 “*Encounters with Employers and Employees*” and Gatsby Benchmark 6 “*Experiences of Workplaces*”

<https://www.gatsbybenchmarks.org.uk/understanding-the-gatsby-benchmarks/>

Work experience gives young people vital insights into the world of work, encourages them to aspire to great things, and helps them to prepare for their future. It bridges the gap between school, college and work and helps young people make decisions about their future and develop new and existing skills. It helps to develop the following key skills:

- Enhance students' knowledge of the world of work
- Develop students' employability skills
- Provide an insight into the skills, qualities and attitudes required by particular sectors and employers
- Provide opportunities for personal and social development – including self-confidence, time management, personal organisation and resilience
- Enable students to make cross-curricular links
- Support the School's CEIAG provision
- Provide students with an opportunity for self-evaluation

## **Provision**

The opportunity to participate in work experience is provided to all students in year 10. This will take place in the summer term for 1 week. Students are encouraged to find their own placements linked to career paths that suit their interests, skills and strengths with the absence of stereotypes, which are actively challenged. They will be supported with this via The Prospect Trust Work Experience team.

Students with Special Educational Needs or Disability (SEND), or any other additional needs, will be supported appropriately through liaison with parents and relevant staff i.e. the Special Educational Needs Co-ordinator (SENCO) and the placement provider.

## **Grofar Platform**

The school uses the award winning work placement software platform Grofar ([www.grofar.com](http://www.grofar.com)) to support the student and the work experience team with the management and processing of placements.

## Work Experience Process

In order to create a standardised approach to Work Experience, a clear and robust process has been created. The process is communicated to staff, students' and parents' at the start of the academic year to ensure that all parties are aware of their responsibilities to secure a successful work experience placement.

- All students will be automatically signed up to the Grofar platform in Year 10.
- Introductions on how to login and use the platform will be delivered by The Prospect Trust Work Experience team in school in conjunction with the **Careers Leader and Tutors**.
- Information on the processes that need to be followed will be delivered by The Prospect Trust Work Experience team.
- Work Experience drop in clinics will be offered in school and coordinated by the Careers leader and delivered by The Prospect Trust Work Experience Team.
- Students will be encouraged to source their own placements as this helps to develop important skills, such as researching and communication. **It also leads to a more successful placement for the student and the employer.**
- Students and parents will be advised of the work experience dates at the start of the academic year.
- In order for all health & safety checks and paperwork to be completed, all placements must be submitted 4 weeks prior to the student attending their placement.
- Students will be advised of the important cut off dates via the **Careers Leader** in school.

## Health and Safety

Students on work experience are treated as employees for health and safety purposes. The placement provider has the same duty of care to the students as it does to its own employees. The Prospect Trust Work Experience team will ask to see evidence of the employers most up to date Employers Liability Insurance.

Under the Management of Health and Safety Regulations 1999, employers have a responsibility to ensure that young people employed by them are not exposed to risk due to lack of experience, being unaware of existing or potential risks and/or lack of maturity, physical capability etc.

The Prospect Trust Work Experience team on behalf of the school will take reasonable steps to ensure that employers are managing any risks to a student during a work placement by communicating with them to find out what the job description is, and confirm the employer has arrangements in place to manage the risks. Checks will be made in proportion to the working environment, but will include an on-site visit to all high risk placements.

Students will be advised that their placement is added to Grofar before attending so it can be authorised, avoiding any safeguarding risks. We are unable to take responsibility for the safety of any student if we are unaware of the arrangements that have been made.

## **Work experience with a family member/friend**

Work experience placements taking place with a family member or family friend are still subject to the appropriate health and safety checks which will be carried out by The Prospect Trust Work Experience team.

## **Safeguarding and Welfare**

Our 'duty of care' extends to all students, including those who undertake work experience. The Prospect Trust Work Experience team on behalf of the school will ensure that employers or training providers hosting our students endorse the safeguarding policy and identify actions to be taken, when and by whom, if any child protection issues are raised prior to, during or after the placement.

## **Briefing our students in school**

The school will deliver an assembly, prior to the students going out on placement, which reiterates the importance of work experience and its benefits. This assembly will also be used to explain about health and safety in the workplace and confirm the procedure for raising any health and safety, as well as safeguarding, concerns.

The school will reinforce these messages in the final few days before the students go out on placement. We require that the placement provider brief students on their first day of induction on health and safety; how to identify hazards and control measures that can be put in place to reduce risk of injury or accident.

## **Management and Staffing**

The Prospect Trust Careers Services Team is managed by the Head of CEIAG and Careers Leader Nikki Coleman. Work experience is planned and implemented by the Work Experience Team Leader Jan Brade and the work experience coordinators.

The work experience programme is planned and implemented at Tomlinscote School by Helene Livesey (Assistant Principal- Transition and Progression) in conjunction with the Prospect Trust Work Experience Team.