

## **Earlscliffe (Sussex Summer Schools Ltd)**

### **WORK EXPERIENCE POLICY**

#### **Introduction**

The school recognises that short periods of work experience for pupils, can prove valuable as students decide upon the course of study which they wish to study at university. Work experience enables students to gain an insight into the qualities which are useful to employers and an understanding of the value of interpersonal, communication and team-working skills.

#### **Organising Work Placements**

We help pupils make work experience links, often with parents and former pupils, and we are always grateful for the offer of placements and always pleased when new placements become available. Pupils are encouraged also to make independent contacts, some pupils preferring to organise work experience placements outside the UK, for example in an overseas location where the pupil's family is based. Whether a work experience placement is organised through school or independently, it is important for pupils to undertake arrangements responsibly and with minimal support from adults. We prefer work placement to take place during the Mid-Course Summer period.

#### **Work Placement Records**

Pupils are required to keep a record of each work placement, and a register of placements is maintained at school by the Deputy Head.

#### **Risk Assessments**

Before a work experience placement is undertaken, the school asks pupils to make preparation including a briefing on the value of work experience, ways of making use of the experience and Health and Safety issues. The school liaises with placement providers to ensure that documentation is completed as needed. In particular, placement providers need to complete the Work Placement Agreement. An employer needs to be mindful of the following areas when agreeing to host a student for one or two weeks on a temporary basis:

- vetting
- monitoring
- pupil job descriptions
- induction training
- supervision arrangements
- prohibited activities
- adequate liability insurance

The school works closely with work placement providers, with the aim being for work experience placements to be of value for all concerned.

#### **Insurance**

For insurance purposes, pupils on work experience are considered as employees of the companies in which they are placed. It is therefore an integral part of our procedure that we receive proof of both public and employers' liability cover before pupils undertake any work experience placement organised by the school.