



Sherburn High School



Achievement for all

Work Experience Policy

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Work Experience Policy

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1. Introduction

Sherburn High School supports practical experiences through work experience placements. Work experience is defined as a “placement with an employer in which a young person carries out a range of tasks in much the same way as an employee with the emphasis on learning from experience”. Although ‘work experience’ is the generally used term, it is important to recognise that it is not the same as a temporary job, as, by definition, it is a period of unpaid work. It is an arranged opportunity for a student to gain an insight into the variety of work carried out by any given employer in a workplace setting. The SLT members with responsibility for Careers and Sixth Form have day to day responsibility for the Work Experience programme, along with the administrative duties and liaison with our careers platform, Unifrog.

The different types of placements referred to in this policy are:

- Block – where a placement takes place over 5 consecutive days (typically Monday - Friday placement)
- Extended – where a placement takes place 1 or 2 days per week/fortnight over a agreed period of time

2. Aims and Objectives

- To motivate students towards a career pathway/post 16 or 18 destination through the experience of the World of Work.
- To identify and develop employability skills and understanding of the realities of work. Students with Special Educational Needs or Disability (SEND), or any other additional

needs, will be supported appropriately through liaison with parents, Special Educational Needs Co-ordinator (SENCO), Careers and/or Pastoral leads and the placement provider. Sherburn High School follows guidance provided by the Health and Safety Executive (HSE) at www.hse.gov.uk/youngpeople/workexperience/

3. Provision Criteria

Work experience placements are only permitted by law for students during Key Stage 4 and above. Work Experience placement opportunities are available for Sherburn High School students who meet the following criteria:

KS3 - Sherburn High School is committed to providing students in Years 7, 8 and 9 experiences of the workplace in a school setting. This could include inviting employers into school to lead workshops, providing students with opportunities to visit workplace or carrying out virtual work experience.

KS4 - An individual student who is following a bespoke learning KS4 pathway with a reduced timetable - approved by the Senior Leadership Team.

KS4 - Y10 students - Sherburn High School is currently planning to meet the government's requirement that Year 10 students undertake a week's worth of work experience in the workplace. These placements must be arranged in conjunction with the employer, the student, the parents and carers of the student and the careers lead.

KS5 - Year 12 - All students undertake a week's placement during the end of the Summer Term. Students secure their own placements independently. Placements should be relevant to a student's career interests and/or support post-key stage destinations. On the offer of a placement, an agreement form needs to be completed and signed by the student, the parents/carers and the employer.

4. Approval, management and coordination

Final approval of work placements is subject to Health and Safety Risk assessment approval. The school manages all documentation for approved placements. Authorised time off for placements

will only be granted for placements which have met all of the Health and Safety checks along with safeguarding requirements (see below).

Placements within a family business:

All placements, regardless if the student is related to the family of the business owner, require employers' liability insurance (ELI). A placement can only be authorised where ELI is in place. This is NOT the same as Public Liability Insurance (PLI).

Out of county placements: Sherburn High School are unable to provide the necessary Health and Safety checks to authorise a placement outside of local county boundaries. A placement can only be authorised via our checks for placements taking place in North or West Yorkshire. If a student wishes to undertake work experience outside of our defined area, then this would be classed as a non-school approved agreement, with the necessary health and safety checks becoming the responsibility of the student's parent/carer, along with arrangements for travel and accommodation.

Placements with Sole Traders can only be approved where the appropriate insurance and safeguarding procedures have been approved.

5. Health and Safety

Checks on the placement are carried out through the engagement of our Careers Platform and Sherburn High School. The placement provider has primary responsibility for the health and safety of the student and managing any significant risks, along with providing induction, training, supervision, site familiarisation and any protective equipment that might be needed etc and informing students how to raise any health and safety concerns. Students on work experience are classed as employees for health and safety purposes. The Health and Safety at Work Act 1974 places a duty on employers to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its employees.

6. Safeguarding

Where the nature of the placement's business means that a student is likely to be, or will be, alone with an adult as part of the work placement or working alone, this may deem the placement

as unsuitable. Please note that a placement cannot go ahead if a concern is raised following a health and safety risk assessment visit. If at any time a safeguarding issue is raised prior to or during a period of work experience the Safeguarding Lead at Sherburn High School must be informed and would make the decision on whether the placement can take place or continue.

7. Data Protection

The disclosure of student information provided by the agreement form is shared with the employer and our Careers Platform. Placement records are stored online via Unifrog's secure work experience database. Data is held for 10 years from placement, after which it will be securely deleted. By signing this Work Experience Agreement Form, the student gives permission for their data to be processed for the purposes of work experience, in accordance with the Data Protection Act 2018. Students' personal details are confidential and safeguarded in accordance with the Data Protection Act 2018. In addition, student personal information may also be collected through employer assessment and student evaluation forms and on visits made to students who are on placement. Details of the work placement are kept by the school for future reference.

8. Infection Control

Students engaging in work experience will be expected to adhere to national, local and/or employer guidance on infection control and prevention.