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Managing Work Experience

Policy Lead	Emily Abberley
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Date of next review	Sep 2022
Approved/reviewed by	Headteacher



Process for Setting Up a Placement

The Work Experience Coordinator liaises with Mploy Solutions, who arrange placements on behalf of the school. Students receive a letter home to explain the programme in greater detail and the time commitment. They also complete an 'interests' form and a copy of the contract which both parent/carer and pupil sign. A copy is returned to school for records. The placements sourced include the establishment of a generic Job Book of Opportunities for students along with bespoke requests.

Once a work experience opportunity has been identified by Mploy Solutions, the pupil is notified and can see all relevant details by logging in to their student account via www.mplysolutions.co.uk. This contains details of their placement including job description, employer location and contact details. At this point the pupil can sign the electronic placement agreement form. Parents can sign their agreement form by accessing the site at home.

Work Experience Interview

The student will be expected to contact the work experience provider to make initial contact and agree on a start time and date.

Commencement of a Placement

Students will only be allowed to attend work experience once the Studio has received the completed Placement Agreement Form. Once the placement commences the Form Tutor will be the students' primary point of contact in school to discuss concerns or worries.

School Based Induction

We aim for students to be fully prepared for placement. We arrange a school-based induction. This includes a focus on self-presentation; working with others, safe working practices and basic expectations.

Monitoring a Placement

The School and Mploy Solutions monitor work placement attendance and notify parents/carers and form tutors of any absences on the day of the placement. The supervisor at the placement will be advised of their key points of contact, i.e. Mploy Solutions, the school and parents.

Work Experience Visits

The Work Experience Coordinator, Head of Year, SENCO and the Student Support Team will agree work experience visits, their frequency and duration according to the needs of the individual students. It is expected that all students who have been identified as having additional vulnerabilities, such as Cared for Children or those with a Special Need, will be visited more frequently. Work experience visits undertaken by staff will be recorded (see appendix 5) and attached to the student's SIMS record.

Monitoring Attendance

All placements are monitored by MPloy Solutions, who call placements every time that students are there to check that they have arrived safely and a brief check everything is ok. All information is recorded on a central database which school staff can access. This also includes a full record of their attendance. If MPloy Solutions are informed that a student has not arrived, it is immediately reported to the school. Attendance monitoring is completed via www.mployolutions.co.uk and registers in school are updated regularly during the morning once attendance has been confirmed.

Online Log

Students are encouraged to complete their online log (www.mployolutions.co.uk) to review their placement. Tutors use this to discuss the placement with the student.

Student Reflection & Evaluation

Students complete an evaluation at the end of their work experience through their learning log, and in discussion with their form tutor. Feedback is also forwarded to the employer and MPloy as appropriate.

Safeguarding & Child Protection

The school complies with the government guidance 'Keeping Children Safe in Education.

Prior to work experience being considered the Work Experience Coordinator and Head of Year will liaise with the SENCO and the Student Services Team in order to identify vulnerable students and to ensure risks and vulnerabilities are appropriately addressed and mitigated where possible.

MPloySolutions evaluate any safeguarding risk as part of their initial visit. During this visit they follow their employer programme to check and develop employer understanding of safeguarding requirements when working with children. MPloySolutions staff assess working conditions and practices and flag up any safeguarding risk of concerns of isolated working or inappropriate working conditions.

Staff will monitor closely students, and if staff or students identify a safeguarding concern these should be referred immediately to the DSL or Deputy DSL in accordance with the Studio's safeguarding policy. Issues identified that are not considered a safeguarding risk should be referred at the earliest opportunity to the Head of Year in order to identify a suitable response which may result in the suspension of the placement if deemed necessary.

Student Briefing / Induction

As part of the work experience induction at school, students are briefed about safeguarding themselves in the workplace; who to contact should they have any concerns; arrangements for safe travel to and from the placement; appropriate work dress code; appropriate communication, e.g. addressing colleagues, and social skills. Form Tutors, Head of Year and student support check in with students before and after being out on placement on a regular basis.

DBS Checks

With reference to DBS checks, MPloy Solutions work within current guidelines where their assessors consider each visit on a case-by-case basis to judge if the employer(s) require a check. DBS checks are considered where students have been identified by schools as vulnerable, where placements last for more than 15 days particularly where there is regular lone working over long periods, where the placement is in an isolated environment and those placements which include a high degree of travelling.

Health and Safety

All placements organised by MPloy Solutions are subject to a full health and safety (H&S) assessment and risk assessment which are carried out by full NEBOSH (National Examination Board in Occupational Safety and Health) qualified staff. Sample quality assurance checks of their visits are also taken monthly.

The Health & Safety form is compatible with the Health and Safety Procurement Standards. The risk assessment is also compiled with the employer taking in to account the hazards, associated risks and control measures including any prohibitions. Employers read and sign a letter of understanding regarding health and safety.

Concerns

Any concerns about the suitability of the placement should be referred to the Work Experience Coordinator/Head of Year. The Designated Safeguarding Lead may request DBS checks and barring enquiries to be undertaken in accordance with Keeping Children Safe in Education.

Placement Review

The Head of Year, the SENCO, the Student Support Team and the DSL will meet termly to review work experience and to ensure placements remain high quality and appropriately monitored.