



**Bexhill**  
Academy

# Work Experience Policy

Updated: May 2021

Next Review: May 2022

## **INTRODUCTION**

### **DEPARTMENT FOR EDUCATION**

The Government's careers strategy, published on 4 December 2017, sets out a long-term plan to build a world-class careers system that will help young people and adults choose the career that is right for them. This statutory guidance has been updated to expand on the aim set out in the strategy to make sure that all young people in secondary school get a programme of advice and guidance that is stable, structured and delivered by individuals with the right skills and experience.

To achieve this aim, the careers strategy sets out that every school and academy providing secondary education should use the Gatsby Charitable Foundation's Benchmarks to develop and improve their careers provision. This statutory guidance has been restructured around the Benchmarks with information on what schools need to do to meet each one. (Careers Guidance and Access for Education and Training Providers, October 2018).

### **Our Values:**

At Bexhill Academy, every student has access to a high quality education. We encourage a life-long love of learning through the delivery of a broad curriculum designed to challenge all learners; a wealth of knowledge designed to develop curious, confident students who are critical and independent in their thinking. Our culture of aspiration and respect shapes purposeful, perceptive young people who are equipped to contribute positively to a rapidly changing world as happy, healthy individuals. All students are encouraged to Be Brilliant Today, Show Respect and Be the Best You.

To reflect these values we offer Work Experience as part of the curriculum for ALL students in Year 10 during Term 6.

We follow the Gatsby Benchmarks as core aspects of our good careers and enterprise provision and refer to these throughout our Careers Programme. Gatsby Benchmark 6 states that:

- Every student should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks - By the age of 16, every pupil should have had at least one experience of a workplace, additional to any part-time jobs they may have. By the age of 18, every pupil should have had one further such experience, additional to any part-time jobs they may have

The programme has the full support of the Executive Principal, Head Teacher, Governors and the Senior Leadership Team.

### **PARTNERSHIP ARRANGEMENTS**

To ensure that the Quality Standards recommended by OFSTED and ESCC Audits are met Bexhill Academy works in partnership with East Sussex County Council Work Experience Team (WEX) to ensure the safe experience expected for our students. Health & Safety Executive guidelines are also followed at all times to ensure maximum safety at the placements.

### **RESPONSIBILITIES**

It is the responsibility of the Careers Adviser, in conjunction with the Senior Leadership Team, to ensure the fulfilment of our obligations to the principles endorsed by Bexhill Academy, and as agreed by the Governors, for the safe and effective completion of five working days, or more if needed in relevant placements, whether as part of a course or for general Year 10 Work Experience.

## **PLACEMENTS**

Students are asked to find their Own Placements, which is the preferred route, but if they are uncertain, they can make choices from the Aspire database, East Sussex County Council. All placements will be vetted for Health & Safety purposes by The WEX Team at East Sussex County Council. All other measures suggested East Sussex County Council to ensure the suitability of both the student for the placement and placement itself will be complied with, including the relevant order of events, paperwork and maintenance of records.

Students are provided with a Work Experience 'Guide to Students'. Copies are available on our website: <http://www.bexhillacademy.org/media/documents/WEX%20-%20Guide%20for%20Students%202019-2020.pdf>

## **INSURANCE**

All placements must have evidence of present Employers' Liability Insurance.

## **MONITORING VISITS**

These are completed by a team of staff for the majority of students. Visits are recorded and then referred to when placing future students.

## **SAFETY**

All placements are organised with due regard to the most relevant guidelines from East Sussex County Council and take into account any other advice or considerations that may affect the safety of the student. Any concerns must be made known immediately to the Careers Adviser and to the Work Experience Team at East Sussex County Council.

## **SAFEGUARDING**

No work experience placement (of any duration) should proceed unless proper consideration of child protection matters has been made. This includes:

- East Sussex County Council Work Experience team vetting the employer
- the school/ setting providing the placement assessment to the pupil and parents/guardians
- the school/ setting is satisfied that a pupil has been prepared sufficiently to:
  - avoid potential situations where they may be vulnerable;
  - be able to respond appropriately should they have concerns, or if an incident occurs.

Every employer visited by East Sussex County Council is advised of and asked to sign an Endorsement of Principles relating to child protection.

Barred list checks by the DBS might be required on some people who supervise a child under the age of 16 on a work experience placement. We will consider 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. More specific guidance, can be found in the DfE's guidance 'Keeping children safe in education: Statutory guidance for schools and colleges', September 2019.

Monitoring visits for CP students will be undertaken by a member of the Safeguarding Team from Bexhill Academy.

### **PARENTAL INVOLVEMENT**

At all stages of preparation and completion parental involvement and agreement is expected in contributing to the success of this enterprise. Parents are sent a 'Guide for Parents/Carers/and Guardians' and information is provided on our website: <http://www.bexhillacademy.org/media/documents/WEX%20-%20Guide%20for%20Parents%202019-2020.pdf>

Parents are also asked to complete a Work Experience Student Medical Information and Accident/Emergency Contact Form.

### **COMMUNITY LIAISON**

An integral part of the departments' function is liaising with many organisations within the community. This will be completed in a professional manner at all times in accordance with Bexhill Academy guidelines.

### **STUDENT DESTINATIONS**

The Careers Adviser will liaise with all relevant internal and external organisations to ensure the correct and appropriate progression for students who are continuing with their education, finding apprenticeships or employment.