



Work Experience Policy

Date of approval	September 2026
Approved by	A Henderson (Principal) R Gear (Governor for Careers)
Owner	Fiona Havill (Careers Leader)
Review date	September 2028

Purpose

Work experience provides students with meaningful exposure to the world of work. It helps them understand workplace environments, explore future career roles and develop key employability values and skills. It forms part of St John's wider Careers & Guidance programme and supports Gatsby Benchmark 6. All documentation can be accessed at

<https://www.stjohns.excalibur.org.uk/life-at-st-johns/careers/> or from the St John's careers office.

Aims and objectives

- To identify, support and develop qualities, attitudes and skills required within the world of work.
- To improve student's knowledge of different job sectors and work roles, including labour market information and future changes in the workplace.
- To develop an increased knowledge of an area of work or role that a student might be considering in the future.
- To encourage personal and social development: motivation, interpersonal skills and self-confidence.
- To demonstrate the link between the academy curriculum and the working world in respect of economic and business issues; health and safety issues; citizenship; the environment and moral and social issues including support for diversity and inclusion for all students.

Structure of work experience

Placements may only take place within the United Kingdom. Programmes offered:

- **Year 10:** One-week block placement
- **Year 12:** Work shadowing days
- **Years 10, 11, 12:** Extended weekly placements for identified students
- **KS3:** Early options currently being developed in line with Gatsby Benchmarks

Definitions

Work Experience - Students carry out real workplace tasks with a learning focus. This may be a one-week block or weekly extended placement.

Workplace Visit - Students observe a workplace, see processes first-hand and speak with staff.

Work Shadowing - Students follow an employee to observe job roles that cannot be actively undertaken due to complexity, security or age restrictions.

<https://resources.careersandenterprise.co.uk/browse-category/gatsby-benchmarks/gatsby-benchmark-6>

Administration [**Work Experience - St John's Marlborough**](#)

- All work experience, work shadowing, extended/voluntary work experience in years 10 and year 12 requires the online placement details to be completed on Unifrog, by the employer, student and parent/carer.
- Students are responsible for sourcing their own placements with support from St John's careers office. Programmes are communicated to students through assemblies and tutor group

sessions. Parents (Year 10) are offered an information presentation and receive programme details by letter. Students receive a work experience guide.

- The employer is responsible for workplace health and safety and that of students on placement with them. Employers are given a handbook in advance and asked to complete an end of placement report for their student on completion of the work experience week.

Own placement

Students arrange their own placements, providing the following:

- Complete all relevant information on Unifrog – St John's online placement system.
- The employer must have employers' liability insurance.
- The placement is not undertaken at the home of an employer.
- Placements considered to be of high risk e.g. construction, agriculture or manufacturing, require a placement visit (every 3 years) and distance from St John's is limited to approximately a 10-mile drive. Low and Medium risk placements may be permitted outside the local Wiltshire area unless a more detailed risk assessment is required.
- St John's reserves the right not to approve any placement.

Hours and payments

1. Students will not work more than **eight hours per day**.
2. Students should not work for more than **five consecutive days** in a seven-day period.
3. Employers should make no payment to students whilst on work experience.

Visiting and briefing arrangements – Year 10

- Pre-placement assembly including health and safety briefing.
- Students are contacted or visited by staff at their placement.
- Students complete a logbook.
- Employers complete an end of placement report.
- Review of work experience completed on return to school through tutor group /Well-Being lessons.

Student engagement

Students on work experience placements are expected to fulfil the requirements of their job role in line with their workplace health & safety guidelines and working conditions. They must complete a logbook during their placement and return their completed booklet to school. Students will receive an employer report after completing their placement and are recommended to keep these as a record of their work-related activities.

Parental engagement

Parents are invited to an Information Evening with details on how to help students organise a placement covering:

- Purpose and aims of work experience
- Dates and placement guidelines
- Nature of the work involved

- That the employer has been encouraged to provide information to parents via the student interview of any significant health and safety risks of the placement
- That the parent is encouraged to provide information to the employer in advance of the placement regarding any significant health issues relevant to the work placement
- The Careers Co-ordinator, Miss R Magee, rmagee@stjohns.excalibur.org.uk

Work Shadowing – Year 12

The term 'Work Shadowing' is used when a student follows an individual employee going about their normal activities, allowing close observation of jobs which for reasons of complexity, security or age of the student cannot be actively undertaken.

- Parents/carers/employers will complete placement forms providing details of the placement and permission.
- The school will decide whether placements are suitable.

Placement in Holidays

Students can be advised how to arrange a work experience in holiday time if they wish to do so. However, no formal programme will be offered. It is a parent / carer's responsibility to undertake any Health and Safety checks and the school does not require placement forms.

Employers and Health and Safety

- The careers staff liaise with all employers to ascertain placements and risk level. This is an internal risk assessment process, with relevant employers contacted by phone or in person. The level of risk for each placement is assessed on an individual basis. Placements of high risk will involve a placement visit or alternative check depending on the regular use of the placement. Low risk placements are not visited prior to any placement. As St John's offers a variety of programmes, the strategy adopted to meet the above varies on the maturity of the students, the detail of the programme involved and the workplace.
- Under health and safety law, there is no requirement for a separate risk assessment for work experience students, as employers should already be managing any health and safety in their workplaces. Employers new to work experience are made aware of Health and Safety Executive's (HSE) guidance for employers.
- All placements are confirmed in advance to employers by the Careers Co-ordinator and sent an employer information booklet.
- Employers are responsible for informing work experience students about any general arrangements, workplace hazards, general safety precautions and emergency procedures.
- Students will be asked to record these details in their logbooks and to show these to their parents.

The risk level of a student's placement is supported by the following branding guidance:

Occupational Risk Banding		
High	Medium	Low
Agriculture Animal Nursing Catering (Kitchen) Chemical & Chemical Products Construction Engineering Equestrian Fishing Forestry Horticulture Manufacturing/Craft Mining/Quarrying Outdoor Pursuits Repair of Motor Vehicle & Motorcycles Security Transport Utilities	Animal Care (including retail) Care Electronics Hairdressing & Beauty Hotel & Restaurants (non-catering) Printing Sport, Recreation and Leisure Textiles/Clothing Wholesale Warehousing	Administration Education (incl. Nursery) Retail Trade Sales

Organisation Risk Banding (Definition for Placements)	
Low Risk:	Demonstration of high standard of health & safety. Detailed evidence of compliance with health & safety contractual requirements.
Medium Risk:	Demonstration of basic standard of health & Safety. Minimum level of compliance with health & safety contractual requirements. Improvements required in accordance with an agreed development plan.
High Risk:	Demonstration of poor standards of health & safety. Insufficient compliance with health & safety contractual requirements. Significant improvements necessary, unacceptable until a Development Plan with strict timescales has been agreed and initiated.
Unacceptable:	The organisation's attitude and/or non-compliance with health and safety requirements determine the placement unacceptable. Unable to agree Development Plan.

The purpose of vetting is to ensure that the learner is placed in a safe environment and is not exposed to undue risks.

Learner NOT to be placed with an employer with a combined risk band of unacceptable.

The Risk Banding is determined during the Health and Safety check. It is important to include a judgement regarding the employer's attitude towards health & safety, safety and welfare before deciding on the organisation's risk band.

Insurance

- The Association of British Insurers have agreed as a matter of convention that students on work experience should be treated as employees for the purposes of insurance against personal injury and will be covered by the employers' liability insurance policy. This will also apply to extended work experience, provided that the employer has notified their insurance company. <https://www.hse.gov.uk/young-workers/employer/work-experience.htm> and the [Association of British Insurers \(ABI\) work experience students guidance](#)
- A student is not permitted to undertake a placement without the employer providing details of current employers' liability insurance.

Child Protection/student safety

- In line with HSE recommendations, DBS checks are not necessary UNLESS in the opinion of the Careers Co-ordinator that the student is likely to spend a large amount of time with an individual employee.
- Vulnerable students (as advised by the Head of Year) will not be allowed placement in situations where a DBS check would become necessary.
- Parents/carers will be encouraged to take responsibility for checking the safety of the placement - parents/carers will be provided with a copy of the employer information.
- Transport- employers have a duty of care for all their employees including work experience students and are legally bound to ensure that any transport used as part of their business is adequately insured and roadworthy. Parents/carers are encouraged to support students with the safe transport arrangements to and from their placement.

Responsibilities

- Vice Principal (Designated Safeguarding Lead) – S Cartland
- Careers Leader – F Havill
- Careers Co-ordinator- R Magee

This policy was completed with reference to:

- <https://www.hse.gov.uk/young-workers/index.htm>
- <https://www.hse.gov.uk/young-workers/employer/work-experience.htm>
- <https://www.hse.gov.uk/young-workers/parents-carers.htm>