

LEICESTERSHIRE COUNTY COUNCIL

# **HIGHGATE PRIMARY SCHOOL**

**WORK EXPERIENCE  
POLICY**

**2019-2022**

**Work Experience Policy Oct 2019**

## **Work Experience Policy for Placement Providers**

**This policy sets out the organisation's commitment to work experience for young people and vulnerable adults and is modelled on the Leicestershire Education Business Company's work experience policy.**

Work experience is defined by the Department for Children, Schools and Families (now DfE) as:

"...a placement on an employer's premises in which a pupil carries out a particular task or duty, more or less as would an employee, but with the emphasis on the learning aspects of the experience".

Quality work experience placements make an important contribution in ensuring that learners receive a broad, balanced and coherent curriculum.

This policy has been drawn up for the purpose of work-related learning participation and the content applies to all young people under the age of 18 and vulnerable adults under the age of 25.

- This organisation values the role of work experience in the learning and development of young people/vulnerable adults and will do all it reasonably can to support this process.
- This organisation endorses the view that the main purpose of work experience/work-related learning placements should be as a means of achieving learning outcomes and developing skills.
- The organisation accepts its responsibility for a duty of care, both legally and morally, for young people/vulnerable adults on work experience.
- Work experience/work-related learning should be made equally available to all, irrespective of academic ability, race, gender, age, disability, religion and belief, ethnicity, national origin or sexual orientation.
- Learners will have a specific risk assessment undertaken for them taking into consideration their age, inexperience, immaturity, lack of awareness and any medical/health conditions, disabilities and learning difficulties they may have.
- Learners will be given an induction on the first day which will include Health, Safety & Welfare.
- Learners will be supervised at all times by an appropriate, competent, responsible and experienced person.
- Learners will be given meaningful work (where appropriate curriculum specific) suitable for their age, ability, physical limitations and maturity.

**Written & updated by Troy Jenkinson - Oct 2019**