



Work Experience Policy

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| Audience | Staff, Governors, Parents |
| Date for renewal/updates/review | Annually |
| Named person responsible for monitoring | Head of Progression & Independent Learning |
| Agreed by Quality Assurance Committee | |
| Agreed by Governing Body | 13 February 2013 |

Government policy in the area of work-related learning and work experience is currently being formulated. Work-related learning is defined as 'planned activity designed to use the context of work to develop knowledge, skills and understanding useful in work'. It includes learning through the experience of work, learning about work, working practices and learning skills for work and can take place at all key stages.08/11/2012

Hampstead School is committed to the United Nations Convention on the Rights of the child and particularly endorse:

Article 29 – Goals of education

Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures and the environment.

Article 32 - Child labour

Governments must protect children from work that is dangerous or might harm their health or education.

All our students are currently provided with the opportunity to complete one week of Work Experience in both KS4 and KS5.

All of our students have an equal entitlement to work experience although the format of this may vary to suit individual needs. No student should be disadvantaged either in terms of access to work experience per se or to any particular types of placement.

Hampstead School follows the latest guidance from Local Authority, Department for Education and the Health and Safety Executive to ensure the health, safety and welfare of our students on Work Experience.

The school will:

1. Treat work experience as a key aspect of the curriculum as it plays a vital part in the preparation of young people for adult life.
2. Use the experience to develop employability skills
3. Provide a preparation and debriefing programme, which includes Health and Safety advice.
4. Prepare the students to effectively plan and record their learning.
5. Enable students to attend pre-placement visits and interviews.
6. Provide student information to employers to enable effective matching and programme planning.
7. Provide data on student choice which will help with equal opportunities monitoring.
8. Ensure that arrangements are made to check each placement for Health and Safety and Employer's Liability Insurance.
9. Ensure any 'self-found' placements are suitable on health and safety, insurance and legal grounds.
10. Ensure that written parents/carers consent has been obtained for each student

11. Ensure that all aspects of the programme are thoroughly evaluated and that the findings are shared and acted upon.

Signed: _____
Chair of Governors

Date: _____