



## Work Related Learning Policy

<b>Audience</b>	Staff, Governors, Parents
<b>Date for renewal/updates/review</b>	Annually
<b>Named person responsible for monitoring</b>	Head of Progression & Independent Learning
<b>Agreed by Curriculum &amp; Assessment Committee</b>	22 January 2019
<b>Ratified by Governing Body</b>	11 February 2019

*The Gatsby Benchmarks for Good Career Guidance recommend 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.*

*Every pupil should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.*

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 students are currently provided with the opportunity to complete one week of Work Experience during term time in Year 10 and Year 13. In addition, students studying a vocational course in Year 12 are provided with placements as part of their study programme that complement and extend their learning.

All of our students have an equal entitlement to first-hand experiences of the workplace and the format of this may vary to suit individual needs and parental requests. As such, not all Key Stage 4 students will undertake work experience at a placement outside school, but no student will 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 allow students to develop and evidence their 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 comprehensive placement information to enable effective matching and programme planning and to ensure that employers are aware of any relevant medical or special educational needs.
7. Provide data on student choice which will help with equal opportunities monitoring.
8. Ensure that all placements are planned activities, including “own find placements”, have been authorised by an external Health & Safety Inspector and that all placements are covered by Employer’s Liability Insurance.
9. Ensure that written parental/carer consent has been obtained for each student.
10. Ensure that all aspects of the programme are thoroughly evaluated and that the findings are shared and acted upon.

Signed: \_\_\_\_\_ *Anne Clarke* \_\_\_\_\_ Date: 11 February 2019  
*Chair of Curriculum & Assessment Committee*