



The **GALLERY** TRUST

A community of special schools

Experience in Work Policy

Written: March 2025

Date of review: March 2027

Bardwell Lead: Hayley Laughlin (Assistant Headteacher)

1. Introduction

Experience in work or work experience, is defined by The Department for Education (DfE) as “a placement on an employer’s premises in which a student carries out a particular task or duty, or range of tasks and duties, more or less as would an employee, but with the emphasis on the learning aspects of the experience.” By law, pupils from year 9 upwards can access work experience.

Experience in work can be classified as either:

- Block - the placement takes place over 5 or 10 consecutive working days.
- Extended - the placement takes place on 1 or 2 days per week over a period of time. Schools must ensure that they comply with the criteria that are designed to safeguard students' entitlement to a broad and balanced curriculum. It is therefore unlikely that extended work experience of more than two days a week will meet this requirement.

For the purpose of this document, the term ‘employer’ has been adopted to refer to the company that is offering *experience in work*. The term ‘employee’ is used to refer to anyone that is employed by this company. The term ‘pupil’ or ‘student’ refers to the young people enrolled at Bardwell school. Support staff from Bardwell such as teaching assistances and teachers are referred to as ‘staff’.

2. Aims and benefits of Experience in Work

At Bardwell, the majority of our pupils are offered access to *experience in work*. This gives them the opportunity to develop their personal and social skills and to directly learn about the world of work. Pupils develop skills necessary to operate in a workplace e.g. appropriate dress, time keeping and social interactions at work. Each of our pupils have individual targets when taking part in *experience in work*, focused around developing their key skills and generalise these skills to a range of settings. At Bardwell, we aim to prepare our pupils for their lives beyond Bardwell and this is just one of the opportunities we provide our pupils to support them with this (additional information on the opportunities we offer pupils can be found in our post-16 curriculum document)..

3. Supporting Experience in Work

The level of support that we provide pupils when they are undertaking *experience in work* is decided on an individual basis and can change across a placement depending on progress and confidence in a placement. Largely, the support we provide falls into the following categories:

- Staff providing 1:1 support
- Staff providing small group support
- Staff closely shadowing a pupil
- Staff shadowing a pupil from a distance
- Staff facilitating travel to and from a place of work but then leaving them to complete the placement independently
- Completely independent placements

4. Organising *Experience in work*

To ensure that we are fulfilling our statutory requirements and appropriately safeguarding pupils that attend *experience in work*, we work alongside Health and Safety 4 Education Ltd. OxLEP supports Bardwell by ensuring employers are offering a safe work environment for pupils, as well as making sure they are following all the legal requirements for a pupil to be placed.

For every placement that pupils attend, the following process is followed:

1. Bardwell source a placement. As part of this, we explain to the employer when we would like our pupils to attend, what we'd like them to achieve, the hours of work and any support or adaptations that will need to be put in place to facilitate the placement. At this point in the process, Bardwell will explain to the employer that Helen Calkin from Health and Safety 4 Education Ltd, will need to complete a health and safety assessment and see their liability insurance certificate before the placement can start.
2. Bardwell will complete a risk assessment for the students whilst on the premises.
3. Bardwell will send home a consent form to parents (Appendix 1) to gain consent for the placement to go ahead.
4. To ensure Bardwell Schools Child Protection and Safeguarding Policies are both adhered to during the placement, Bardwell staff will sign to say they have read and understood the policy (Appendix 2).
5. To ensure the employer adheres to the DofE guidance for 'Keeping Children Safe in Education' during the placement, they will sign a Letter of Assurance (Appendix 3), to confirm they have taken the necessary checks.
6. The first time a pupil attends a placement; they will be given a health and safety induction by the employer. Sometimes this will be conducted on their first shift, but it could also be delivered on a pre-visit. This will be agreed with the employer prior to the placement starting. Both Bardwell supporting staff and the employer will sign a Health and Safety Induction form (Appendix 4) to certify that this has been completed.
7. At this point, pupils are able to regularly attend the placement.
8. Bardwell will keep an open dialogue with employers throughout the placement and will conduct appropriate reviews of the placements to ensure they continue to meet the needs of the students.

5. Health and safety

To ensure that pupils are safe within their placements, a number of checks take place. This includes Health and Safety 4 Education Ltd, completing a health and safety assessment (Appendix 5). This check is completed by their qualified health and safety inspector and it ensures that the following are checked:

- That contact details such as their address, email and telephone information are all correct.
- Who is responsible for health & safety at the business and who will be supervising the student
- That there is a Health and Safety policy in place (if there is more than 5 employees)
- That the employer will complete a Health and Safety induction for the student on day one or before
- That a Health and Safety poster is displayed (if more than 5 employees)
- That there is a fire evacuation procedure in place, fire exits are clear, extinguishers provided, and relevant signage is displayed (if applicable).
- That first aid arrangements are in place, accidents are recorded and investigated.
- That written risk assessments exist for the business (if more than 5 employees)

- What personal protective equipment is provided and what the student will need to provide themselves (Most employers provide all PPE unless there is a requirement for safety shoes/boots and then the student is usually expected to provide their own).
- That welfare facilities are available i.e. toilets, washing facilities, drinking water, rest areas/somewhere to eat.
- Identify with the employer what hazards the student may be exposed to and the control measures in place to reduce risk.
- That the employer is aware of child protection issues and that, to their knowledge, no one who will come into contact with the student has been disqualified from working with children. Although, it isn't usually required that employers are DBS checked, they note if they already have a DBS in place.
- Collect any specific information relevant to the opportunity being provided i.e. job description, dress requirements, hours of work, meal times/breaks, transport (most employers require the student to get there under their own steam). They also ask if there are any other requirements i.e. medical conditions which might preclude the student from the placement.
- A physical check that they have current employer liability insurance in place which will cover the student. Also if the student is travelling in a company vehicle, OxLEP confirm that they have business use insurance covering the vehicles.

To further ensure safety of our pupils at these placement, we provide support from our school staff, based on their individual need (as described above).

6. Safeguarding

To ensure that our pupils are continually safeguarded from harm, we ensure that employers are fulfilling their legal duties prior to sending pupils to a placement (as detailed above). We also share information with employers about what to do if they have any concerns about the wellbeing of pupils. We provide employers a contact details sheet, which shares the details of the teacher that they are dealing with, alongside information about the safeguarding lead and how they can contact them (see appendix 3).

Health and Safety 4 Education Ltd ensures that employers are aware of child protection issues and collect information about the employees to make sure there is no risk to our students from those that have been barred from working with children. Although it is not standard practice to ask employers to be DBS checked, we recognise cases where a DBS is necessary, for example if a pupil that is under the age of 16 is attending without support from Bardwell staff or in placements that may require pupils to work in a secluded area on a 1:1, or for placements where a student will be attending long term, working closely with an employee there on a 1:1 basis. Bardwell and Health and Safety 4 Education Ltd will work together to decide when a DBS is necessary. It is Bardwell School's responsibility to initiate the DBS checks if we feel that one is necessary for the placement.



APPENDIX 1 – Experience in work - Parental consent

Dear Parents/Guardians,

We would like to offer _____ a weekly work experience at _____. During their time at _____, students will be _____ while developing their social skills and confidence.

This will take place from _____ to _____, between the hours of _____. Student **will or will not** require lunch.

In order for your child to attend this enriching placement, can you please return this consent from before _____.

You can contact me on: hayleyl@bardwell.oxon.sch.uk if you require any additional information.

Yours sincerely,

Hayley Laughlin

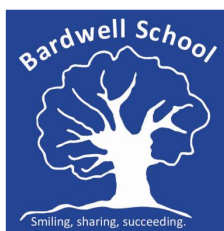
Name of student: _____

I give consent for my child to attend work experience at _____ on _____ between the hours of _____.

- I consent to my child having their photo taken and being used on social media.
- I do not consent to my child having their photo taken and being used on social media.

Signed: _____ Print name: _____

Date: _____



APPENDIX 2 – Safeguarding

All staff have signed to confirm that have read and understood the Bardwell School Child Protection and Safeguarding Policy (attached)

All students are supervised when completing work experience at the Bicester Fridge by Teaching Assistants and/or the class teacher, at no point are students left unsupervised.

Staff confirm that they understand their safeguarding responsibility in line with our policy when out in the community.

Staff Name	Signature

Jade Levine
Pastoral and Safeguarding Manager and DSL

E: jlev0231@bardwell.oxon.sch.uk

M: 07984 095374

T: 01869 242182



APPENDIX 4 – Experience in Work Information Health and Safety Induction

Location: _____

Work experience duration and hours: _____ to _____

Induction date: _____

Pupils involved: _____

Induction details:

I certify that the above pupils have attended an induction which was provided by _____. During this induction period, all pupils were shown a health and safety video and given a safety tour of the premises.

Employer

Signed:

Name:

Job title:

Date:

Bardwell Support Staff:

Counter signed:

Name:

Job title:

Date:



APPENDIX 5 – Experience in Work Health and Safety Assessment Example

Work Experience Placement Health and Safety Assessment	
Part one: Health and Safety questionnaire - completed by the employer	
Students Name	Various
Name of Employer	TESCO - Lakeview site
Business Address	Lakeview Dr, Bicester OX26 1DE
Contact's name	Simon - Community Coordinator
Work experience placement job title	Work Experience
Main tasks and duties to be undertaken by student	The students will be undertaking various tasks depending on their areas of interest.
Brief description of the working environment	Large retail space
Dress code	Smart casual
Working hours	9 - 11 and 12 - 14:00
Lunch arrangements	They are welcome to use the staff canteen for their breaks
Any additional information students may need?	N/A
Employer Liability Insurance company	Chubb European Group
Employer Liability Insurance policy number	UKCASD44066
Employer Liability Insurance expiry date	28th February 2025
Please confirm Public Liability Insurance is in place	Yes
How big is your organisation	300+
Has the organisation taken a work experience student before?	Yes
Do you consider this placement to be High, Medium or Low Risk?	Low

will comply with all safety legislation and standards as if the student were my employee.	
Date form completed	30th April 2024

Part two: Site Visit	
Date of inspection	30/04/24
Location of site visit	Lakeview Dr, Bicester OX26 1DE
Description of the working environment:	
The site covers the retail shop floor, warehousing, office space, communal rooms and welfare facilities.	
Tasks undertaken by the students:	
The students have already had a familiarization walk around the site and expressed areas that they would be keen to work in. There are opportunities within the warehouse, helping sort out the F&F clothing. On the tills. Stacking low risk items on the shop floor. TESCO are happy to accommodate any low risk placement that a student shows interest in. They will not be able to accommodate students in the chiller or freezer, in the bakery, in the meat section and stocking high risk items such as COSHH products.	
Has visual evidence of the company's employer liability insurance	Yes
Who is responsible for health and safety in your organisation	Simon
Does the student induction include?	
• Safety Arrangements	Yes
• Supervision	Yes
• Safe use of PPE	N/A
• First aid arrangements	Yes

Does the person who has responsibility for the work experience student hold a current DBS check	yes
Please confirm that reasonable steps are taken to prevent accidents, and relevant precautions are taken to reduce risk (risk assessments); and that this risk information will be shared with the student.	yes
Please confirm that you have someone in the organisation overseeing health and safety for students on work experience.	yes
Please confirm that you have a health and safety policy in place and that health and safety information is shared with the student.	yes
Please confirm that the student will receive an induction on their first day and that ongoing instruction, supervision and training will be given throughout the time of the placement.	yes
Please confirm that the student will be given or instructed to bring personal protective equipment (PPE) if needed.	yes
Please confirm that reasonable steps are taken to reduce the risk of infectious diseases including COVID 19 and that any positive cases within your organisation that may impact the health of the student are notified to the school.	yes
Please confirm that first aid and fire safety arrangements are in place and these will be communicated to the student.	yes
Please confirm that the school will be notified of any incidents or accidents that may occur involving the student, and accidents records will be kept.	yes
Please confirm that there are suitable welfare facilities for the student to use.	yes
To provide reasonable access for the purpose of monitoring the student.	yes
To inform the school if there have been any significant changes since a student from the school last had a placement with the organisation.	yes
To maintain the confidentiality of health information (where the school has disclosed any necessary health information in relation to the Student) and only disclose this information to another party if treatment is required for a known medical condition or in the case of a medical emergency.	yes
The Employer Agreement - I agree that the information I have provided on this form is correct at the time of asking. I have primary care for the student's health, safety and welfare during the placement. I understand and	yes

• Accident reporting arrangements	Yes
• Fire safety arrangements	Yes
Is there any work at height?	No
Is there any moving and handling large loads?	No
Is there any working with COSHH products?	No

Comments:
There will be a member of the Bardwell team supporting the student throughout their placement, they will also be supervised by TESCO staff. The students will undertake an induction programme consisting of a presentation on the safety arrangements of the store. The staff are aware of the various needs of the students and will present the H&S information accordingly.

Visual evidence seen of:	
• Health and Safety instruction	Yes
• Health and Safety policy	Yes
• Risk Assessments	Yes
• First aid arrangements	Yes
• Suitable welfare facilities	Yes
• PPE being used correctly	N/A

Comments:
There is clear evidence of good Health and Safety practices throughout the store. The students will be offered the use of a quiet space if needed.
Does the person who has responsibility for the work experience student hold a current DBS check