



Work Experience Policy (Senior School)

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ISI Reg:	2e
Other related policies and documents:	WBS Careers Policy WBS Provider Access Policy

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1. Introduction

Work experience operates on a two tier system:

2. Tier One – OWs with OWs:

- No health and safety measures needed as everyone has left school. This is simply a way for them to gain from each other's experiences. Graduway may be used.
- Work experience organised externally by parents or OWs

3. Tier Two – OWs/parents and current pupils over the age of 16:

- If work experience is asked for and a contact can be given, a **Work Experience Form** should be completed by the student and the employer. The School is checking:
 - a. Employer's Liability Insurance
 - b. Health and Safety practices in place
- **Work experience is not authorised during term time**
- The School keeps a copy of these until after the placement. If the parent has further questions, they can contact the OW/parent to discuss possible further checks/concerns.
- If the student is under the age of 16, the School cannot provide contacts. If the parents wish for work experience, they can arrange this themselves.

Alternatively, sometimes:

- Provide contact for current students. No work experience is implied – it is simply a way to introduce current students to OWs who are working within a profession in which they show an interest. This enables the students to ask pertinent questions and establish connections. This could be via phone, email or in person depending on what is needed and possible. Again, this is only with students over 16.

4. Compliance and Monitoring arrangements

This policy will be subject to a thorough review process including consideration at the Education Committee on an annual basis. This will ensure that practice across the Senior School is in line with *this* policy, the Complaints procedure and with current guidance and legislation.