



Beacon Academy Trust

A COMPELLING VISION FOR SUCCESS

BMAT WORK EXPERIENCE POLICY **(PRE AND POST-16)**

Approving Body	Trust
Date of Last Review	March 2018
To be Reviewed	March 2021
Statutory (Y/N)	N

1. Work experience can form a valuable part of a well-rounded, applied education:
 - a. It provides students with real insight into the world of work; and
 - b. It presents students with a first-hand opportunity to develop the skills they will need to successfully make the next step in their career or education;
2. Work experience may comprise work experience, internships, taster days, academic projects, or specific programmes to enable SEN students to prepare for adult life.
3. Period and timing of work experience:
 - a. Every BMAT student should complete a minimum period of a week of work experience by the end of Year 12.
 - b. Work Experience will normally take place during defined periods in Year 12, but should valuable opportunities arise, BMAT will do its best to accommodate them.
 - c. In exceptional circumstances, BMAT will accommodate KS4 students in undertaking work experience opportunities.
 - d. BMAT may accommodate students at KS4 in undertaking work experience opportunities, depending on the value and nature of the placement; the effect it will have on the student's education; the reliability and performance of the student; and any other relevant factors.
4. Procedure:
 - a. Students are encouraged to organise work experience themselves; BMAT will advise and help oversee the process. This encourages students to use their initiative to find suitable placements, to contact employers and generally to negotiate with adults about issues to do with work experience.
 - b. BMAT reserves the right to refuse placements if there are significant concerns relating to poor behaviour, attendance or attainment.
 - c. The Work Experience Form (Appendix A) must be signed by the employer, parent(s)/carer(s), the student and a member of SLT from the relevant BMAT school.
 - d. The form is designed to provides evidence that important checks have been carried out (such as a check on insurance and risk assessments) and that all parties have agreed to the conditions and aims of the placement.

- e. DBS checks are not required for post-16 work experience (Paragraph 142, *Keeping Children Safe in Education*, DfE).
- f. Schools and providers have responsibilities under the Health and Safety at Work Act 1974 and should refer to the HSE health and safety guidance. They must, for example, take reasonable steps to satisfy themselves that the placements they arrange will be safe (the Work Experience Form – Appendix A – is designed to meet this requirement).
- g. If a placement is deemed to be of higher risk or the student classed as vulnerable then a health and safety check from EBP will be required (www.the-ebp.co.uk/access-employability/work-experience)
- h. Where a student has special educational needs, a disability, an illness or any other condition that might affect his/her wellbeing on work experience, the school will seek to inform the employer of this condition in writing. In each case, permission to disclose this information to the employer will be sought from the student concerned.
- i. Completed forms should be signed by a member of SLT at least four weeks prior to the start date of the placement, so that teachers can be informed and students can prepare to catch up on any work that will be missed. Shorter notice periods will be considered for valuable work experience opportunities.
- j. Any problems that arise during a placement, on the part of the student or the provider, should immediately be referred to the member of SLT who signed the Work Experience Form.
- k. If students are ill during their placement they must ring their school and their employer.
- l. Any serious or significant problems will be referred to the appropriate School Principal.

5. Additional procedure: Pre-16 work experience:

- a. In addition to the standard procedure for work experience, as above, *Keeping Children Safe in Education* (DfE) states that barred list checks by the DBS *might* be required on some people who supervise a child under the age of 16 on a work-experience placement (Paragraph 140).
- b. Schools decide what checks are necessary, based on the circumstances (including the nature of supervision and the frequency of the activity).

- c. Schools should have specific regard to whether the person(s) supervising a child will be unsupervised and in frequent contact with the child. If yes, then the work is likely to be regulated activity, meaning the school should ask the employer to ensure that the individual providing the instruction/supervision/training is not a barred person.

APPENDIX A - BMAT WORK EXPERIENCE FORM

Section A – To be completed by student:

Student's name and tutor group	
Student's date of birth	
Student's contact details	Address: Postcode: E-mail: Contact number:
Emergency contact details	Name: Relationship: Contact Number:

Section B – To be completed by host/employer

Contact details:	Organisation name:
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	<p>Lead contact name and position:</p> <p>Address:</p> <p>E-mail:</p> <p>Contact number:</p>
<p>Type of work to be undertaken/duties:</p>	
<p>Agreed dates of experience:</p>	
<p>Do you have employer liability insurance? Please provide a scanned copy with this form or give details of insurer, policy number and expiry date:</p>	
<p>Do you consider this placement to be of low, medium or high risk? (High risk placements included</p>	

construction, agriculture and manufacturing, motor vehicle workshops & garages)	
Do you employ people under the age of 18?	
Have you hosted work experience students before?	
Will the induction process include sharing of appropriate risk assessments/risk management strategies?	
Will there be adequate supervision if the placement requires the student to leave the main premises?	
Will there be times when the student is working with someone who is classed as a lone worker?	
Will the work placement involve working with vulnerable adults/children?	
Has the company been advised by the HSE not to take work experience students?	
Further information you may feel is relevant:	

General information:		Dress code: Working hours: Break arrangements: Who to report to on first day:	
Employer name:	Employer Signature:	Date:	
Parent/Carer name:	Parent/carers Signature:	Date:	
Student name:	Student Signature:	Date:	
Section C – To be completed by member of BMAT SLT			
Placement agreed by SLT (tick)	Yes	No	
Name and position:			
School e-mail address:			
School direct line:			
Specific information to be provided to employer (if any):			

Section D – For pre-16 work experience only.

Does the school consider it necessary for a DBS check to be carried out, based on guidance from the DfE in *'Keeping Children Safe in Education'* (2016), and Paragraph 6 of the BMAT Work Experience Policy?

Yes

No

If yes, has the employer completed a DBS check and provided a copy to BMAT for its records?

Yes

No

