



ST PAUL'S ACADEMY

WORK EXPERIENCE POLICY

Date Adopted: APRIL 2025

Next review: October 2026

For more information please call 0208 3113868 or email Reception@stpauls.greenwich.sch.uk

Notes:

Lewisham Education Business Partnership will be known in this policy as LEBP

St Paul's Academy will be known as SPA

Work Experience will be known as WEX

Health and Safety will be known as H&S

Work Experience at St Paul's Academy – An Overview

St Paul's Academy runs a comprehensive Work Experience Programme for Year 10 students in partnership with LEBP, a division of Lewisham Council. This initiative is led by the Career Lead and Vice Principal of Inclusion, with oversight from the Principal.

Year 10 students participate in a structured one-week work experience block, scheduled at a designated time that may be adjusted based on the academic priorities of the year group. In certain cases, and depending on course requirements, work experience may take the form of an Extended Work Placement, involving day-release over several weeks or partial-day placements tailored to student needs. Additionally, students may engage in work experience as part of a broader enrichment program or through collaborations with external partners.

Aims of the St Paul's Academy Work Experience Programme

1.1 Preparing Students for the Future

Work experience is a crucial aspect of a young person's development, equipping them with the skills and confidence needed for the transition from school to the workplace. It provides students with firsthand exposure to the expectations and responsibilities of professional life while reinforcing the practical applications of their school-acquired knowledge and skills.

1.2 Personal Growth and Development

The programme fosters holistic personal development by immersing students in a structured work environment. It helps them understand the discipline and teamwork required in the workplace, instilling a strong work ethic and promoting a mature, positive attitude toward learning. By stepping outside their usual academic setting, students gain confidence, experience success in a real-world setting, and develop a greater appreciation for their education.

1.3 Informed Career Choices

Through hands-on experience, students can explore potential career paths, enabling them to make informed decisions about their future aspirations, including choices of educational pathways at Post-16. By testing out vocational preferences before committing to a specific career or field of study, students gain valuable insight that can shape their long-term choices. Active learning in a professional setting enhances motivation and engagement, often influencing their overall academic and personal growth.

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1.4 Integration into the Careers Programme

Work experience is an integral part of St Paul's Academy's Key Stage 4 careers programme, ensuring that students receive a well-rounded education that prepares them for further education, apprenticeships, or direct entry into the workforce.

Objectives of Work Placements

2.1 Learning Outcomes and Benchmarks

During their work experience placements, St Paul's Academy students will achieve learning outcomes aligned with the curriculum and Gatsby Benchmarks, including:

- **Gatsby Benchmark 2:** Learning from career and labour market information
- **Gatsby Benchmark 4:** Linking curriculum learning to careers
- **Gatsby Benchmark 5:** Encounters with employers and employees
- **Gatsby Benchmark 6:** Experiences of workplaces

2.2 Key Skills and Personal Development

Students will also develop:

- **Employability and key skills** – Gaining insights into workplace expectations and essential skills such as teamwork, communication, ICT proficiency, problem-solving, and risk assessment.
- **Careers education and guidance** – Understanding the evolving job market and its implications for their future career paths.
- **Vocational knowledge** – Enhancing their understanding of vocational subjects, gaining practical experience, and collecting real-world examples for coursework.
- **Personal and social development** – Building confidence, improving motivation, and strengthening interpersonal skills in a professional environment.
- **Academic enhancement** – Applying classroom learning to real-world contexts, with exposure to topics like health and safety, business, citizenship, and ethical decision-making.

2.3 Areas of Focus and Improvement

Students will have the opportunity to refine key competencies, including:

- **Decision-making** – Making informed choices about future education and career paths based on their work experience.

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- **Self-confidence** – Strengthening communication skills, participating in mock and pre-placement interviews, crafting CVs, and interacting with professionals in a workplace setting.

2.4 Alignment with Provider Access Legislation (2023)

The work experience programme at St Paul's Academy aligns with the **Provider Access Legislation (2023)**, ensuring students have at least six encounters with approved providers of apprenticeships and technical education. These include:

- Two encounters in **Year 10/11**

This framework enables students to explore a wider range of post-secondary options, including **apprenticeships, T Levels, and Higher Technical qualifications**, supporting informed career decision-making.

Recognising Successful Outcomes from the Work Experience Programme

3.1 Monitoring and Evaluation During Placements

Every student will receive contact from a member of St Paul's Academy staff to assess their placement experience. During this contact, staff will conduct separate interviews with the student and employer to identify and address any concerns. Each contact will be documented using a standardized Visit Form, which will be reviewed by the academy to ensure a high-quality placement experience.

3.2 Post-Placement Reflection and Recognition

Upon returning to school, students will complete a Work Experience Evaluation Form to reflect on their experiences. Feedback from tutors and employers will be reviewed, and outstanding achievements will be acknowledged in a Work Experience Celebration Assembly. Certificates of merit will be awarded to recognize students' efforts and accomplishments. Additionally, employers will provide formal evaluations of each student's performance, with any concerns addressed by the Career Lead and Year 10 Pastoral Team.

3.3 Sharing Experiences and Inspiring Future Students

Students will be encouraged to share their positive work experience stories with younger cohorts through social media and face-to-face interactions. These testimonials will serve to inspire and guide future students as they prepare for their own work placements, fostering a culture of aspiration and achievement within the academy.

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Preparing for Work Experience

4.1 Providing Essential Information

Prior to the commencement of their work experience, students and their parents/carers will receive comprehensive information regarding their placements. This will include guidance from both St Paul's Academy and LEBP, ensuring all participants understand expectations, responsibilities, and key details about the program.

4.2 Communication and Support

A detailed **Work Experience Timeline** will be developed based on the allocated placement dates. This information will be prominently displayed on school noticeboards, the school website, and shared through letters to parents, school assemblies, and tutor time. Regular updates will be communicated via news bulletins, emails, and phone calls, with opportunities for discussion at Parent's Evenings.

Students will also have direct access to the **Career Lead** to raise any concerns or queries during school breaks, ensuring they feel fully supported in the lead-up to their placements.

Health & Safety in the Workplace – Preparation with Students

5.1 Health & Safety Training

Before starting their placements, all students will undergo **Health & Safety in the Workplace** training during assemblies and tutor time. They will also review essential health and safety materials via Unifrog, ideally with a parent or carer at home. Additionally, students will be instructed to review their employer's **Company Health & Safety Procedures** on their first day at work.

5.2 Legal Responsibilities and Best Practices

Students will be made aware of key legal requirements and best practices designed to ensure workplace safety. A fundamental area of focus will be:

- **Health and Safety at Work Act – The Health and Safety (Training and Employment) Regulations 1990** classify students on work experience as **employees** for the purposes of workplace health and safety legislation.

5.3 Student Responsibilities as Workplace Employees

Under this legislation, students must:

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- Take responsibility for their own health and safety, as well as that of others who may be affected by their actions.
- Follow all employer instructions and cooperate on health and safety matters.
- Refrain from interfering with or misusing any safety equipment provided for their well-being.

Health & Safety Procedures and Checks by LEBP

6.1 Health & Safety Compliance for Work Placements

LEBP is responsible for conducting thorough **Health & Safety and Risk Assessments** for each work experience placement. A placement will not be approved unless it meets the required safety standards. As part of these checks, designated officers will review:

- The employer's **Risk Assessment**
- The **Employers' Liability Insurance Certificate**
- The overall **Health & Safety protocols** of the workplace

Assessments are carried out at intervals ranging from **one to three years**, depending on the level of risk associated with the placement. Officers will also verify that employers have an active **Health & Safety Policy** and that key aspects of this policy are reviewed with students at the start of their placement.

6.2 Non-Compliance and Alternative Arrangements

- If Health & Safety checks are **not completed** before the placement begins, the student **will not be permitted** to attend and will remain in school to complete learning on our career platform Unifrog. This will be a reduced school day.
- Students **may not** substitute their scheduled work placement with a personal part-time job or alternative work arrangement.
- If a student's original placement is unavailable due to safety concerns, St Paul's Academy will attempt to secure an alternative **LEBP-approved** placement through external partners. If no such placement is available, the student will be required to remain in school.

6.3 School-Based Alternatives

Students who remain in school during the Work Experience period **will not** follow their usual class schedule, as Year 10 teachers will be engaged in work placement admin. Instead, they will participate in **alternative work-related learning activities** within the academy, such as working within specific Unifrog activities to gain virtual experience in a structured environment.

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7) Working Time Regulations

7.1 Legal Working Hours for Young Workers

Under the **Working Time Regulations 1998**, young workers (those over the compulsory school age but under 18) are subject to strict working time limits:

- **Daily Limit:** A maximum of **8 hours per day**
- **Weekly Limit:** A maximum of **40 hours per week**
- **Rest Periods:**
 - **12 consecutive hours** of daily rest
 - **48 consecutive hours** of weekly rest
 - **30-minute break** if working more than **4.5 hours in a single day**

Employers must adhere to these regulations and ensure that students are not required to work beyond these limits.

8) Risk Assessment

8.1 The employer must confirm that a comprehensive risk assessment will be conducted for the tasks the student will perform, considering the student's age and limited experience. Additionally, the employer should ensure that the key findings of the assessment are shared with the student before the start of the placement.

8.2 The employer should be informed of any medical conditions the student has that could increase the risk to their own or others' health and safety during the placement. This will allow the employer to identify potential hazards and implement the necessary control measures to safeguard the student's well-being.

8.3 Prior to the placement, the employer will receive a "Pupil Profile" from St Paul's Academy. This profile will include emergency contact information provided by the student and allow the form tutor to share any relevant background details about the student that may impact the placement.

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9) Disclosure and Barring Service (DBS)

9.1 A DBS check is required if the student will have significant unsupervised contact with an employee or supervisor on a one-to-one basis, especially in isolated settings, while traveling, or for placements that include a residential component. The employer is responsible for determining whether a DBS check is necessary (note: students under the age of 16 are currently exempt).

10) Employer's and Public Liability Insurance

10.1 Employer's Liability Insurance covers the employer's legal responsibility for injuries sustained by employees, including students on work experience. Employers must confirm that they hold both Employers and Public Liability Insurance, ensuring that the Public Liability Insurance specifically covers abuse. The employer is also required to inform their insurers that they participate in work experience placements. If the employer cannot provide confirmation of these insurances, students should not be placed at that establishment. Note that Sole Traders are not required to have Employer's Liability Insurance, meaning students would not be covered under such policies. Therefore, placements with Sole Traders should only be considered if such insurance is confirmed.

10.2 If a student wishes to undertake a work placement with a family member, the LEBP must still carry out a Health & Safety check of the workplace. The family member must have the appropriate insurance in place, and proof of this insurance will be required.

10.3 Students will not be permitted to undertake work experience placements in foreign countries, as we are unable to carry out the necessary Health & Safety checks required for these placements.

10.4 LEBP will ensure that all placements have the necessary insurance coverage prior to a student attending. Placements without the required insurance documentation will be rejected.

10.5 If there are any concerns regarding a placement, St Paul's Academy will withdraw the student immediately, and the student will return to school.

11) Motor Vehicle Insurance

11.1 If a student is required to travel with an employee or supervisor during the placement, it is essential that the vehicle is appropriately insured to cover the student for business-related travel.

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12) Work Placement Duties

12.1 Students will perform meaningful work in line with the duties agreed upon for their placement. A designated responsible person will plan the work and ensure the welfare and supervision of the student throughout the placement. The employer must provide a list of the student's duties at the time of the work experience request, documenting them on the Own Find Form. LEBP will ensure that these duties are communicated to the student, and the job specification will be part of the parent/carer agreement, which must be signed by the guardian before the student begins the placement.

12.2 Students will not receive payment for their work. Students will not be asked to work unreasonable hours, and the employer must comply with the relevant provisions of the **Working Time Regulations**. The employer should also consider any relevant medical information or details of physical and learning disabilities when implementing risk controls to ensure the safety of both the student and employees.

12.3 Each student is required to inform their employer of any medical conditions prior to the start of the placement, and where possible, at the time of securing the placement.

12.4 All tasks assigned to the student must comply with the laws governing the Employment of Young People and Work Experience (as outlined in the Education Act 1996), as well as any other statutory requirements. The employer must be registered with the Health and Safety Executive or the relevant Local Authority, as applicable.

13) Health, Safety, Welfare, and Security

13.1 The employer acknowledges that a student on work placement is considered an employee under Health and Safety legislation, and therefore subject to the same duty of care. The employer will maintain an up-to-date health and safety policy and ensure compliance with the Health and Safety at Work Act 1974, along with its relevant statutory provisions.

13.2 The employer will conduct a thorough and appropriate risk assessment regarding the student's health and safety during the placement, taking into account the student's inexperience, immaturity, and lack of awareness of potential risks. At the start of the placement, the employer will provide a comprehensive health and safety induction that covers workplace hazards and their control measures, fire safety, emergency procedures, first aid, accident reporting, and security protocols.

13.3 Students will not be asked to perform work that is prohibited by law, operate hazardous machinery, engage in manual handling tasks that pose health and safety risks, or be exposed to dangerous substances, radiation, extreme temperatures, excessive noise, vibration, or any other environmental factors that could jeopardize their health and safety.

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13.4 When necessary, students will be provided with personal protective clothing and equipment (PPE) and will receive proper training on its use. The use of PPE will be strictly enforced. Any risks associated with the placement will be assessed and addressed before approval is granted by LEBP.

13.5 In the event of an accident, illness, or any other incident related to the student's work placement, the employer will promptly notify the student's parents/guardians and the school by phone. The employer will also comply with the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (RIDDOR) 1995 when applicable. The employer must ensure that adequate first aid facilities are available, in accordance with the Health and Safety (First Aid) Regulations 1981.

14) Insurance

14.1 The employer is responsible for arranging Employer's Liability Insurance, Public Liability Insurance, and Motor Vehicle Insurance (where applicable) and must confirm that the student is covered by these policies. The employer will accept liability for any loss, damage, or injury caused to or by the student while on the placement, including any harm to the employer's property, other employees, or third parties, under the same terms as for paid employees. The employer must notify their insurer of the student's participation in the work experience. All insurance requirements are managed by LEBP, and EHS will not allow a student to participate in a work experience placement unless appropriate insurance is in place.

15) Child Protection

15.1 The employer is responsible for the welfare of the student during their work placement and must be aware of child protection issues, particularly the requirements under the Criminal Justice and Court Services Act 2000. This includes the obligation to disclose the names of individuals disqualified from working with children, should the employer be aware of any such individuals.

16) Placement Monitoring and Complaints

16.1 St Paul's Academy staff will monitor the progress of each student on their work placement through regular visits and telephone calls. Our goal is to visit each student on placement unless the location is too far, in which case, a telephone call will be made to both the employer and the student to conduct the necessary monitoring.

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16.2 If a student is sent home from their placement due to behavioral or attendance issues, they must return to school until an alternative placement is arranged or an online WEX programme is implemented on site. Under no circumstances will students be allowed to stay at home or take up paid employment during this period. If necessary, the student will be provided with career-related or academic work and will remain in a designated area within the school. If the student's return is due to poor behavior, they will be required to provide a full explanation for their actions and write an apology letter to their employer. Behaviour sanctions may be applied upon conclusion of the investigation with the employer.

16.3 If a student is found to be unsuitable for their placement for unforeseen reasons, St Paul's Academy will make every effort to find an alternative placement. If no alternative is available, the student will stay in school to undertake duties or academic work. In the event of a complaint against a student, the complaint will be directed to the Career Lead and the Senior Leader who is their line manager, who will visit the workplace to meet with both the employer and student or forward the complaint to the appropriate school staff, such as Safeguarding or Pastoral Care. St Paul's Academy is committed to investigating and resolving complaints in a timely and efficient manner, and a report will be compiled detailing the findings. Parents will be informed of any allegations or complaints made against students. If a student fails to attend their work placement and the absence is reported by the employer, the School Attendance Officer will follow the standard attendance protocol.

Statutory Obligations

St Paul's Academy will adhere to all relevant legislation, particularly those concerning Health and Safety, Sex Discrimination, Equality, Race Relations, Disability, the Children Act, and Safeguarding. The student must agree to follow all safety, security, and safeguarding instructions provided by both the school and the employer. Additionally, students must respect confidentiality and refrain from disclosing any sensitive information obtained during their placement.

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