



Work Experience Policy

Work experience forms an integral part of the Careers, Education, Information and Guidance (CEIAG) programme at Thomas Alleyne's High School.

Innovating today, educating for tomorrow.

Document History

Version	Version Date	Author	Summary of Changes
V0.1	May 2025	Selina Wyatt	Policy reformatted using new template
V0.2	May 2025	Emma Young	Updated content, names and checked links
V0.3	November 2025	Emma Young	Updated with new legislation and staffing names

This policy was approved as follows:

Approver:	Helen Major	Date:	February 2026
Owner:	Helen Major	Version:	0.2
LAC adoption date:	February 2026	Review frequency:	Annually
Status:	FINAL	Next review date:	November 2026

Contents

1. Introduction.....	1
2. Work Experience Placements	1
3. Aims of Work Placements.....	2
4. Work Experience Team.....	3
5. Roles and Responsibilities.....	3
5.1 School	3
5.2 Parents/Carers.....	3
5.3 Students.....	4
5.4 Employers.....	4
6. Equal Opportunities.....	5
7. Opportunities for work experience at Thomas Alleyne’s High School	5
7.1 Online and Virtual Work Experience	5
7.2 How do students find placements?	5
7.3 Preparation for Placements	6
7.4 On Work Experience Placement.....	6
7.5 Following the Work Experience Placement.....	6



1. Introduction

Work experience forms an integral part of the Careers, Education, Information and Guidance (CEIAG) programme at Thomas Alleyne's High School. This document details the aims and objectives, processes and responsibilities for the management of work experience placements for students in Key Stage 3 and 4 and Year 12 (Key Stage 5). Students must be able to attend 10 days of meaningful work experience encounters between the Years of 7 and 11, with 5 of these days whilst students are in Key Stage 4.

This policy is supplementary to our CEIAG policy, which is in turn informed by national guidelines including the 8 Gatsby Benchmarks and the CDI Framework. It is also in line with our school policies on safeguarding and the use of IT.

2. Work Experience Placements

The Gatsby Benchmarks 5 and 6 highlight the importance of encounters with employers and experiences of the workplace as vital elements of student development in terms of their own personal development and making informed choices on their future career and study pathways.

Gatsby Benchmark 6 'Experiences of Workplaces' states:

"Every pupil 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"

www.gatsbybenchmarks.org.uk

Our aim is to offer our students a high quality and meaningful engagement with employers to give them a valuable experience of the work environment and develop their employability skills. We aim to fully involve students in this experience by encouraging them to seek their own relevant work experience. It is Thomas Alleyne's High school's policy that all work experience is unpaid, as the employer is providing the opportunity for the student to gain new skills/knowledge in exchange for their time.

Thomas Alleyne's High school is committed to offering the opportunity for all students in all years 9-13 to undertake work experience. General Work Experience placements are only permitted by law for students during the last two years of compulsory education and post-16.

For years 10 and 12 the time allocated to work experience is designated at the beginning of the academic year and is calendared accordingly.

- Year 12 will complete five school days work experience in November (Autumn Term).
- Year 10 will complete five school days work experience in July (Summer Term).
- Year 13 students are permitted to undertake pre-arranged work experience for no more than five school days provided that it is related to their future

intentions, and cannot be undertaken in the designated work experience window e.g., Medicine placements.

To support inclusion, students with Special Educational Needs or Disability (SEND), or any other additional needs, will be supported appropriately through liaison with parents/carers and relevant staff i.e., the Special Educational Needs Co-ordinator (SENCO) and the work experience coordinator. Support may include a pre-placement visit.

3. Aims of Work Placements

At Thomas Alleyne's High School, we believe that work experience placements should be meaningful encounters, whatever the needs of our young people, or the type of placement (real, simulated, school-based). Where a young person takes part in a work experience placement, Thomas Alleyne's High school aims to ensure that the placement:

- Enhances the knowledge that young people have of the world of work.
- Develops the employability skills of young people.
- Provides an insight into the skills, qualities and attitudes required by particular sectors and employers.
- Familiarise students with the expectations and routines of a work environment (attendance, appearance and attitude).
- Raise awareness of responsibilities for health and safety for themselves and others.
- Provide opportunities for personal and social development – including self-confidence, self-regulation, time management, personal organisation and resilience.
- Helps prepare young people for the world of work.
- Enables young people to make cross-curricular links.
- Provide young people with an opportunity to develop their self-reflection skills.
- Supports the School's CEIAG provision.
- Allow the opportunity to reflect on the experience and make informed choices with regards to future study and/or employment.

4. Work Experience Team

- Strategic Lead for Careers – Helen Major (Assistant Headteacher)
- Careers and Work Experience Coordinator – Holly Irving
- Sixth Form Careers and Work Experience coordinators – Ollie Scattergood and Claire Varga
- Careers Adviser - Sarah Precious
- Careers support – Richard Graham (Head of Business)

5. Roles and Responsibilities

5.1 School

- The school will provide all students at Thomas Alleyne's Unifrog as a platform to plan and record work experience for all pupils.
- Training and support sessions will be offered to all students and their parents/carers so that they are fully informed of the Thomas Alleyne's High Schools work experience process.
- The school will support students in finding a suitable placement only after students have explored this independently. This will be achieved through liaison with student, parent/carer and employer as necessary.
- The school will liaise with employers in personal and via Unifrog to support them in providing high quality, safe placements.
- The school will satisfy itself that employers offering placements are managing risk, understand they have primary responsibility for the student's health and safety and have appropriate insurance in place to cover the student.
- Each placement will be assessed for suitability and safety by the employer, careers lead and where appropriate, trained health and safety officers.

5.2 Parents/Carers

- Parents/carers will undertake to support in sourcing a suitable placement and abide by the information given by the school.
- Parents/carers will contact the school if they are having difficulty in securing an appropriate placement, so that timely support can be offered.
- Parents/carers will need to give consent for work experience and supply contact and medical information to be shared with the employer in case of emergency and for risk assessment purposes.
- Parents/carers are responsible for organising safe travel for their child to and from the placement and for covering any travel costs.
- In the event of a student being unable to attend their work experience placement due to sickness, the parent/carer should contact the employer directly to inform them and also email the school directly via office@tahs.i2e.org.uk

5.3 Students

- Students will agree to attend the placement punctually, with the right equipment, clothing and attitude and will not bring the school into disrepute whilst undertaking the work experience placement.
- Students will work toward personal targets during the placement. These will be set out with the organiser provided by Thomas Alleyne's High School before the placement commences.
- Students will keep a daily journal to document their experience, and how they are meeting their personal targets.
- Students will ensure that they are aware of all health and safety requirements of the workplace.

5.4 Employers

- Employers will undertake to provide a meaningful, positive work placement to the young person and conduct a risk assessment for parents/carers.
- Employers will have the appropriate insurance (Employer Liability Insurance) welfare and safeguarding protocols in place.
- Employers agree to safe practices, complying with safeguarding, GDPR and HSE regulations, for example, BeSafe - An Introductory Guide to Health and Safety which can be found at: [Young people at work: Work experience - HSE](#)
- High risk placements, for example, building sites, factory and workshops are visited as necessary by qualified health and safety staff to assess the hazards and risks whilst on site.
- The employer will ensure the student is inducted on the first morning and has a named supervisor overseeing their programme of activities whilst on site.
- Employers will discuss appropriate timings of the working day and lunch time arrangements with students in advance of the work experience placement.
- Every employer is given child protection information and each placement is assessed by the Careers Lead for safeguarding risks. If a young person is working in isolation with an adult for an extended period of time, a DBS check will be carried out on the adult/employer.
- If a student is being transported between sites, the employer should have business insurance to carry them.
- Incident reporting: The employer will notify the parent/carers and the school, by telephone and as soon as practicable, of any accident, of any case of ill health or any other incident which relates to the student's work placement. The employer will have access to adequate first aid facilities as required under the Health and Safety (First Aid Regulations 1981)

6. Equal Opportunities

The opportunity to experience the world of work is an entitlement for all, and to this end. Thomas Alleyne's High School endeavors to support students in accessing a placement that meets their needs. Working with parents/carers, wider school staff and suitable employers, we are able to match students to the right placement.

7. Opportunities for work experience at Thomas Alleyne's High School

By prior arrangement and with the agreement of the careers lead, students may be able to undertake work experience on the school site in areas such as:

- SEND Department
- As Teaching Assistants in the classroom
- Site Team/Maintenance
- The school farm

7.1 Online and Virtual Work Experience

It may not be possible for students to secure a face-to-face work experience placement in their chosen field, and therefore may need to consider online or virtual work experience opportunities as a suitable alternative. Online work experience provision may also be available to students as a range of third-party organisations work to provide this.

Whilst the Careers team cannot recommend specific organisations to students and their families, they will endeavor to make students and parents aware of available opportunities.

If students take up online and virtual work experience, they should ensure that they and their parents/carers are aware of, and act in accordance with School policies on ICT use and e-safety.

An IT suite will be provided on site for the duration of the calendared year 10 and 12 work experience for students to access their online and virtual work experience in school.

7.2 How do students find placements?

Students are strongly encouraged to independently source their own work experience placements as there are many transferable skills such as communication and planning that can be developed as part of the process of arranging and setting up a work experience placement.

The careers team has a database of local employers in which placements can be arranged. Advice and support is given to all students and their parents/carers in seeking

placements, and will 'match' students to employers and accompany preplacement visits for some students if required.

7.3 Preparation for Placements

Parents/carers and students sign a digital consent form on Unifrog which establishes parental permission and confirmation that the student will attend and abide by health and safety and behaviour protocols.

7.4 On Work Experience Placement

- During the work placement students will be contacted by school staff at least once, to ensure appropriate behaviour and progress is being made. Issues or concerns can be addressed at the time or followed up as appropriate later.
- All students will record their experience and reflections in their work experience journal.

7.5 Following the Work Experience Placement

- At the end of the placement parents/carers, students and employers will complete and evaluation questionnaire on Unifrog.
- All students will hand in their completed journals to form tutors for checking.
- Students may have the opportunity to share their successes with others.