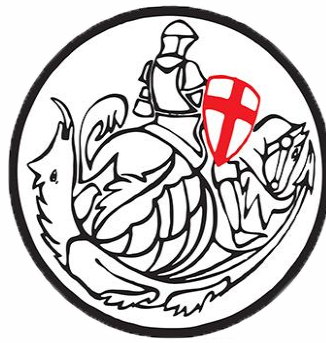




Saint George's
Church of England School

Work Experience Policy

July 2026

Unique Reference Number (URN):	137609
Approved By:	Full Governing Body
Adopted On:	July 2026
Date of Next Review:	July 2027
Review Period:	One Year





Intent of the Policy

To maintain the health and safety of students on placement within our schools as well as with external providers giving opportunity for all to flourish in our community.

This document details the health and safety responsibilities for Saint George's C of E School and external organisations who are involved in work experience placements.

Saint George's C of E Schools accepts work experience students from a range of secondary schools and we also support, where appropriate, for our students to attend work experience opportunities. This exposure to work is a significant step in preparing young people for adult and working life by developing their personal and social skills as well as the key skills they will need for the world of work.

External Work Experience for Saint George's Students

Students are expected to identify and apply for work experience and are supported in lesson time with the knowledge and skills to do so. The Work Experience Team does encourage local employers to advise on availability of work placements and will make this information available to parents and students as and when we receive this information. Part of the value of work experience is the application process and developing the resilience to continue to make applications in the face of rejection.

The Work experience team will work closely with the SEND team to ensure that reasonable adjustments can be made for SEND students as well as supporting finding appropriate placements.

Intent of Work Placements

Work experience should be an integral part of a young person's development and should prepare them for the transition from life at school to work, where appropriate and adult life. It will enable the pupils to experience the demands and expectations of the adult world of work and provide the opportunity to put into practice and see the relevance of skills learned at school.





Work Experience Entitlement

The school is committed to ensuring that all students have access to high-quality, meaningful workplace experiences that support the development of employability skills, raise career aspirations and enable informed decisions about future education, training and employment. As part of this commitment, all students will undertake a one-week block work experience placement in Year 10 and a further one-week placement in Year 12.

From the 2026–27 academic year, the school will begin implementing the Modern Work Experience programme in accordance with the statutory careers guidance published by the Department for Education in June 2026. This programme provides a guaranteed entitlement to the equivalent of two weeks of meaningful workplace experiences for all students in Years 7–11. The existing Year 10 block placement will constitute one of these weeks, with the remaining entitlement delivered through a planned programme of meaningful workplace experiences during Years 7–9.

To ensure effective implementation, the additional week of workplace experiences for students in Years 7–9 will be introduced on a phased basis. Students entering Year 7 in September 2026 will be the first cohort to receive the full entitlement. As a result of this phased introduction, students entering Year 9 in September 2026 will continue to receive the Year 10 block placement but will not receive the additional Year 7–9 workplace experience week before progressing to Year 10. This approach will allow the school to establish a sustainable programme while maintaining the quality and relevance of all workplace experiences provided.





Objectives of Work Placements

Saint George's C of E Schools students/ Placement Pupils will be provided with the opportunity to focus on and to improve in the following areas:

- Decision-making: to make realistic, informed choices about future education opportunities and possible career pathways based on the skills, knowledge and experience gained at the placement.
- Self-confidence: in mock interviews, pre-placement interview, letters of application, writing a CV where applicable, communication skills and dealing with adults.

The student must agree to observe all safety, security, safeguarding and any other instructions given by the school/employer, and also not to disclose any information confidential to the employer obtained during the placement.

Saint George's C of E Schools utilises the online platform to manage the work experience process. Through this process student's are responsible for logging their placements with details of contact name and details of the employer. The employer will then via Unifrog be asked to upload to the Unifrog platform:

- Employer Liability insurance details;
- confirmation of Health and Safety Policy and Risk Assessment;
- Confirmation of supervisor
- Other information e.g risk assessment.

Once this is done the Unifrog platform will send an email to parents/carers so they can review the information and satisfy themselves that they are happy for their child's placement to take go ahead.

Once these steps have taken place the school will review the placement and the necessary paperwork and authorize. Only after his final step has taken place will the placement be considered to be approved.





Impact

The impact of the placement will be monitored through a student Work Experience Journal and through employer feedback. From these reflections, students will be able to use for supporting personal statement for both apprenticeships and university applications.

Health and Safety Policy

By law, employers with five or more employees must have a written Health and Safety Policy and Risk Assessment. Employers with fewer than five employees, such as sole traders, are not legally required to have these documents in writing, but they must still consider and manage health and safety risks. On the Unifrog Placements tool, employers are asked to upload their Health and Safety Policy and Risk Assessment if they are hosting a student for the first time, the workplace is considered above low risk, or the student has additional needs, illnesses, injuries, or medical conditions that may affect the placement. Employers who are exempt from certain legal requirements, such as some sole traders or NHS organisations, can declare their exemption through the system.

Risk Assessment

The employer should be asked to confirm that a risk assessment will be completed for the duties being undertaken by the student, taking into account the age and limited experience of the young person and that the key findings will be communicated to the student before the commencement of the placement. The employer should be informed of any medical conditions the student has, which could result in an increased risk to the student or an employee's health and safety during the placement. The employer will then be able to identify any significant risk and the necessary control measures put in place to ensure the safety of the student. Parents should be aware of the risk assessment and feel confident about the process.





Insurance

The employer will arrange for Employer's Liability Insurance, Public Liability and Motor Vehicle Insurance (where applicable) and will confirm that the student is covered by each policy. The employer will accept, or insure against liability for loss, damage or injury caused to or by the student, whilst on work placement, to the employer's property (material damage), other employees or third parties, in the same way as for paid employees. The employer will notify their insurer of student participation in work experience.

Employer's and Public Liability Insurance

Employer's Liability Insurance covers the firm's legal ability for injuries sustained by employees (including students on work experience) whilst at work. Confirmation should be requested and received that the prospective 'employer' does have both Employer's and Public Liability Insurance in force and that the latter does not exclude abuse. The employer must notify their insurers that they participate in work experience placements. If the employer does not confirm that these Insurances are in place, students should not attend such establishments. It should be noted that Sole Traders have no requirement for Employers' Liability Insurance and a student would not have the protection available under such insurance. Placements with Sole Traders should therefore be avoided unless such insurance was confirmed as being in place.





Child Protection

The employer is responsible for the welfare of the student during a work placement and is aware of child protection issues, particularly responsibility under the Criminal Justice and Court Service Act 2000 to disclose the names of individuals who are disqualified from working with children, where known to them.

Placement Monitoring

Saint George's C of E School staff will monitor the placement progress of our students through phone calls at the start of the placement. Students attending their placement within our school are the responsibility of their establishment and they will follow their own procedures to monitor the progress of the placement. As placements are monitored and must comply with UK employment law, work placements in countries outside of the UK will not be authorised.

Statutory Obligations

Saint George's C of E School agrees to observe all relevant current legislation, in particular that relating to Health and Safety, and legislation in respect of Sex Discrimination, Equality and Discrimination, Race Relations, Disability and the Children Act & Safeguarding.

Data Management

Employer, parent and student information is collected by form for processing and authorisation. This data will be managed in line with [Aletheia Academies Trust Policy](#)





Work Experience Team:

Heather Knowles: Personal Development Coordinator

Jonna Stevens – Careers Leader

Sam Lane: Assistant Headteacher – Personal Development and Raising Standards

