



## Careers Information and Guidance and Work Experience Policy

### 1. Policy Statement on Provider Access

#### Introduction

This policy statement sets out the Academy's arrangements for managing the access of providers to learners at the Academy for the purpose of giving them information about the provider's education or training offer. This complies with the Academy's legal obligations under Section 42B of the Education Act 1997 and the statutory guidance on Careers Guidance and access for education and training providers issued in October 2018. It has been written with the following DfE guidance in mind focusing on: *Statutory guidance for governing bodies, school leaders and school staff*.

Section 42A of the Education Act 1997 requires governing bodies to ensure that all registered at the school are provided with independent careers guidance from Year 8 (12-13 year olds) to Year 13 (17-18 year olds).

The Academy Council must ensure that the independent careers guidance provided:

- is presented in an impartial manner, showing no bias or favouritism towards a particular institution, education or work option;
- includes information on the range of education or training options, including apprenticeships and technical education routes;
- is guidance that the person giving it considers will promote the best interests of the learners to whom it is given.

#### Learner entitlement:

All learners in Years 8 -12 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

#### Management of provider access requests

##### Procedure

A provider wishing to request access should contact:

Ms. Ann Evans, Careers Co-ordinator/Leader Telephone: 01782 987150

Email: [aevans@blackfriars.shaw-education.org.uk](mailto:aevans@blackfriars.shaw-education.org.uk)

## **Opportunities for access**

A number of events, integrated into the Blackfriars careers programme, these will offer providers an opportunity to come into the academy to speak to learners and/or their parents/carers; please see the careers plan and the published calendar.

Students will be offered opportunities and should approach Mrs Evans or their teacher to identify the most suitable opportunity.

## **Premises and Facilities**

Blackfriars will make the main hall, classrooms or private meeting rooms available for discussions between any provider and students, as appropriate to the activity. The academy will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with Mrs Evans or a member of the staff team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature which will be shared with students, where appropriate and key publicity displayed.

## **Approval and Review**

Policy written July 2018 by Ann Evans, approved October 2018 by Governors at the Curriculum and Standards Committee

<b>Next Review:</b>	September 2019
<b>Chair of Academy Council Steve Cropper</b>	<b>Academy Principal Alison Parr</b>
<b>Signed:</b>	<b>Signed:</b>
<b>To be reviewed annually on the policy review schedule</b>	

## Careers Information and Guidance (CEIAG) at Blackfriars Academy

Careers Education at Blackfriars Academy is an area which is delivered throughout KS3 and KS4 through bespoke lessons and events. The programme delivered is centred around the eight Gatsby Benchmarks of good careers guidance. These are as follows:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

These are addressed in the following ways:

<b>Benchmark</b>	<b>Addressed by:</b>
1. A stable careers programme	Key annual events: <ul style="list-style-type: none"> <li>• KS3 - A Day in the Life of ....</li> <li>• KS3 Farm visit</li> <li>• KS4 Which Way Now – careers day investigating questioning techniques, job opportunities, interview skills and creating a bespoke career plan.</li> <li>• KS4 Skills Workshop and Work Experience Day</li> <li>• KS4 Work experience</li> </ul>
2. Learning from career and labour market information	<ul style="list-style-type: none"> <li>• KS4 Which Way Now – jobs carousel</li> </ul>
3. Addressing the needs of each pupil	<ul style="list-style-type: none"> <li>• Annual Review in KS4 focus on 'Which way now?' attended by County Careers Service</li> <li>• Bespoke career plan</li> <li>• Bespoke KS4 Work experience</li> <li>• Independent careers advice from county service</li> </ul>

	<ul style="list-style-type: none"> <li>• Link visits to potential colleges to achieve aspirations</li> </ul>
4. Linking curriculum learning to careers	<ul style="list-style-type: none"> <li>• KS3 - A Day in the Life of ....</li> <li>• KS3 Farm visit</li> <li>• KS4 Which Way Now – careers day investigating questioning techniques, job opportunities, interview skills and creating a bespoke career plan.</li> <li>• KS4 Skills Workshop and Work Experience Day</li> <li>• BTEC Work Skills programme</li> <li>• Duke of Edinburgh programme</li> <li>• Creative practitioners lead workshops for students with dual purpose (Arts &amp; Jobs!)</li> </ul>
5. Encounters with employers and employees	<ul style="list-style-type: none"> <li>• Assemblies and visiting speakers</li> <li>• KS3 - A Day in the Life of ....</li> <li>• KS3 Farm visit</li> <li>• KS4 Which Way Now – jobs carousel</li> <li>• Work experience</li> </ul>
6. Experiences of workplaces	<ul style="list-style-type: none"> <li>• KS3 - A Day in the Life of ....</li> <li>• KS3 Farm visit</li> <li>• Work experience</li> </ul>
7. Encounters with further and higher education	<ul style="list-style-type: none"> <li>• Assemblies and visiting speakers</li> <li>• Link visits to potential colleges to</li> </ul>

	achieve aspirations
8. Personal guidance	<ul style="list-style-type: none"> <li>• Bespoke career plan</li> <li>• Bespoke KS4 Work experience</li> <li>• Independent careers advice from county service</li> <li>• Link visits to potential colleges to achieve aspirations</li> </ul>

### Safeguarding and Keeping Children Safe:

In line with new 2018 Act, CEIAG complies with the key aims of this policy by:

- Ensuring all partners who enable the delivery of CEIAG and work experience are DBS compliant.

On work experience placements students will:

- Be provided with a link person to whom they can go to
- A contact card which has both school and home contacts in the case of emergency

Further details are provided in the section on Work Experience.

### Work Experience

#### Introduction

Work experience may be defined as “a placement on employers’ premises in which a learner carries out a particular task or duty, or range of tasks or duties, more or less as would an employee, but with the emphasis on the learning aspect of the experience”.

Young people are able to undertake work experience as part of their work related learning entitlement throughout Key Stage 4, the placement length can vary according to the student’s age. Work experience also makes an important contribution to a range of vocational qualifications, including the BTEC.

This policy aims to ensure that all work experience placements organised by Blackfriars Academy are of a high quality, successful and safe.

This policy is divided into two parts:

**Part 1 – Health & Safety** – this section identifies practice that Blackfriars Academy **must** comply with.

Blackfriars Academy has a duty of care to ensure the health and safety of all students undertaking a work experience placement whether this is organised by the school directly, an associated organisation or through a Parent. Section 560 of the Education Act 1996, as

amended by section 112 of the School Standards and Framework Act 1998, enables young people to participate in schemes of work experience. Blackfriars Academy **must** comply with health and safety regulations as part of this policy. These regulations are attached as Appendix 1.

**Part 2 – Quality Standard for Work Experience** – this section identifies good practice that Blackfriars Academy should have due regard to when organising or commissioning work experience placements.

The Quality Standard for Work Experience (see Appendix 2) provides a tool that schools should have due regard to when organising or commissioning in work experience placements. Ofsted will take the standard into account during their inspections where institutions offer a work experience programme.

The standard comprises six elements<sup>1</sup>:

- Policy
- Roles & Responsibilities
- Planning
- Delivery
- Review
- Systems & Processes<sup>2</sup>

## Appendix 1

### Health & Safety Regulations

	Criteria	Who is responsible
1	There must be a named work experience co-ordinator who is responsible for all aspects of work experience including health and safety.	Blackfriars Academy
2	Students are properly briefed before taking part in work experience. This should include their responsibilities for health and safety. Students should have a named person to contact if they have any health and safety or safeguarding issues during the placement.	Blackfriars Academy
3	Students should be effectively supported during the placement and debriefed afterwards.	Blackfriars Academy
4	The suitability of all placements is assessed in advance by conducting a check on the health and safety arrangements. This should be organised directly by Blackfriars Academy	Blackfriars Academy
5	A risk assessment needs to be carried out by the	Employer

---

<sup>1</sup> The standard is currently under review and this policy will be updated upon its completion.

<sup>2</sup> Full document is available at [www.teachernet.gov.uk/publications](http://www.teachernet.gov.uk/publications)

employer.

- |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                     |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| 6  | <p>All employers must have employers' liability, and should have public liability insurance in place. Employers need to ensure that their insurance company is informed of the employer's intention to take on work experience students. Where a young person will be travelling in a vehicle for work purposes, the vehicle insurance must cover them.</p>                                                                                                                                                                                         | Employer            |
| 7  | <p>Employers are given all relevant information about students, for example, relating to health or other factors (e.g. LDD) which might impact on the health, safety and welfare of the learner in the placement, co-workers and the public. Consent must be obtained from parents/carers to provide medical, personal or other sensitive information. An <b>individual</b> risk assessment must be completed for all students with health or other factors such as behaviour or learning difficulties which might affect the placement.</p>        | Blackfriars Academy |
| 8  | <p>Safety equipment and clothing is provided to students where required from the risk assessment.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                               | Employer            |
| 9  | <p>All placements are monitored through staff visits, with particular emphasis on higher risk placements. Staff who carry out this monitoring must be competent to do so.</p>                                                                                                                                                                                                                                                                                                                                                                       | Blackfriars Academy |
| 10 | <p>Students must be informed of the significant findings of the risk assessment and the controls put in place for their safety. If under minimum school leaving age, parents/carers must be informed and give their consent in writing.</p>                                                                                                                                                                                                                                                                                                         | Blackfriars Academy |
| 11 | <p>Staff undertaking health and safety checks on placements must be competent to do so, and have access to technical assistance where necessary<sup>3</sup><br/>They need to be satisfied that the employer has:</p> <ul style="list-style-type: none"><li>• Systems in place to ensure the health, safety and welfare, so far as is reasonably practicable, of the student while under their control</li><li>• Competence to manage health and safety in relation to the placement</li><li>• Supervision of work experience by competent</li></ul> | Blackfriars Academy |

---

<sup>3</sup> A good standard is that staff are trained to IOSH Managing Safely, and at least one member of staff is trained to NEBOSH Certificate for consultation on the more technical aspects.

staff

- |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                     |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| 12 | In carrying out health and safety checks, reasonably practicable measures should be taken to arrive at an informed opinion about health, safety and welfare arrangements at the placement and to assess the suitability of a placement provider.                                                                                                                                                                                                                          | Blackfriars Academy |
| 13 | Work experience placements and the specific activities that learners undertake must take into account any: <ul style="list-style-type: none"><li>• Restrictions on work for young people<sup>4</sup></li><li>• Prohibited work for young people</li><li>• Working time requirements specific to young people</li></ul>                                                                                                                                                    | Blackfriars Academy |
| 14 | The same health and safety regulations apply to students who find their own placements or are placed within their own family business.                                                                                                                                                                                                                                                                                                                                    | Blackfriars Academy |
| 15 | Repeat visits to assess the health and safety and risk of a placements should be in proportion to the original risk. It is recommended that the following timeframe is applied: <ul style="list-style-type: none"><li>• High risk placements – visit annually</li><li>• Medium risk placements – visit every 2 years</li><li>• Low risk placements – visit every 3 years</li></ul> <p>An extra visit may be required if placing a young person with additional needs.</p> | Blackfriars Academy |
| 16 | A system should be in place to provide feedback from students and teachers about health and safety shortcomings in a placement.                                                                                                                                                                                                                                                                                                                                           | Blackfriars Academy |
| 17 | The placement provider must ensure, so far as is reasonably practicable, that their employees, including students on work experience, are not exposed to risks to their health and safety.                                                                                                                                                                                                                                                                                | Employer            |
| 18 | Students participating work experience are regarded as the placement provider's employees for the purpose of health and safety. Placement providers should take into account any extra precautions required for young persons, taking account of their immaturity, inexperience and lack of awareness of risks.                                                                                                                                                           | Employer            |

---

<sup>4</sup> *The Education Act 1996 and local bylaws place limitations on the type of work which young people can do. Wherever possible young people should work the normal hours of the firm (providing they do not exceed 37 hours in one week). Young people are not permitted to work night shifts or before 6am or beyond 10pm.*



- 19 A placement provider (this includes family members providing work experience) is only suitable if they: Employer
- Comply with Health and Safety at Work Act and its relevant statutory provisions.
  - Comply with any restrictions or prohibitions on work for young people.
  - Comply with requirements under the Working Time Regulations.
  - Carry out induction training, including telling the student about:
    - Work activities and any associated significant risks
    - Health and safety instruction and training
    - Names of supervisors, health and safety representatives and any other people taking overall responsibility for health and safety during the placement.
  - Assess the suitability of adult role models on site and their competency to supervise the students who will be placed with them.
- 
- Complete a risk assessment, outlining the risks and control measures for the activities the student will be undertaking. The risk assessment must take into account any specific needs of the young person with regard to medical conditions, behaviour, or learning difficulties.
  - Notify insurers that a work experience student has been employed (placement providers must have employers liability insurance). This insurance is not required for employees who are closely related to the employer and work in a family business not incorporated as a limited company.
- 20 It is the responsibility of the employer to report any accidents, incidents or dangerous occurrences that occur on site following their normal procedures for such reporting covered by the Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) 1995 Regulations. Any such accidents or incidents must be communicated to the school, which should inform the parents/carers. Employer

## Appendix 2

### Quality Standard for Work Experience

#### 1. Policy

	<b>Criteria</b>	<b>Who is responsible</b>
1a	Work experience policy forms part of Blackfriars Academy development plan, and is regularly reviewed and updated.	Blackfriars Academy
1b	Blackfriars Academy must put in place committed senior managers who understand their legal and moral duties in relation to work experience.	Blackfriars Academy
1c	Blackfriars Academy governors are committed to work experience and understand their liabilities.	Blackfriars Academy
1d	Blackfriars Academy must ensure that there are adequate resources for work experience in terms of staff time and budget allocation.	Blackfriars Academy
1e	Service level agreements with any organisers external to the school/college are in place and reviewed regularly to take account of any curriculum, legal or guidance changes.	Blackfriars Academy
1f	Equal opportunities are promoted and gender stereotyping challenged.	Blackfriars Academy
1g	All parties fulfil legal requirements and recognised guidance for work experience.	Blackfriars Academy / employers

#### 2. Roles and Responsibilities

	<b>Criteria</b>	<b>Who is responsible</b>
2a	Blackfriars Academy staff have specific and clear responsibilities for work experience administration and organisation. A member of the teaching staff manages learning outcomes and curriculum support.	Blackfriars Academy
2b	Parents and carers are involved in the choice of	Blackfriars Academy

	placement, including giving their consent.	/parents/ Carers
2c	Employers are given all relevant information about any special needs or medical conditions the learner may have and which might impact on the health, safety and welfare of the learner in the placement, co-workers and the public.	Blackfriars Academy /parents/ carers
2d	Employers understand they are responsible for the health, safety and welfare of the learner during the placement and that the school retains a duty of care.	Employers/ Blackfriars Academy

### 3. Planning

	<b>Criteria</b>	<b>Who is responsible</b>
3a	Learners participate in the process of identifying the types of placement that will meet their learning needs, including any employability and enterprise skills needs, capabilities and ability to get to and from the placement.	Blackfriars Academy
3b	The school/college and employer work together to prepare for the placement including discussing the learning objectives, including any employability and enterprise skills needs, of the placement in advance of it starting.	Blackfriars Academy
3c	Learners receive information, advice, and guidance about suitability of placement choices.	Blackfriars Academy
3d	Learners are effectively briefed before the placement, including health and safety as part of work experience preparation	Blackfriars Academy
3e	The parties involved operates checks in line with HASPS standards.	Blackfriars Academy
3f	The employer holds employer's liability compulsory insurance and public liability insurance and has advised their insurers they are involved in work experience schemes.	Blackfriars Academy
3g	The placement job descriptions are comprehensive and include "hands on" meaningful tasks. A job description is issued to the learner, parent, employer and placement supervisor before the placement starts.	Blackfriars Academy / Learners/Parents/carers

3h	Progression is built in for post-16 learners taking account of earlier experience of work, including part time and voluntary work.	Blackfriars Academy /learners
3i	Special needs learners are carefully matched to placements by experienced staff and effectively supported during their placement.	Blackfriars Academy
3j	Parents are notified of the specific arrangements for their child's placement, including dates, work times, dress code, contact details, location and activities to be undertaken.	Blackfriars Academy
3k	Emergency contact arrangements are in place between the appropriate parties, including out of school hours provision.	Blackfriars Academy
3l	Blackfriars Academy and employers are aware of the requirements relating to the learner being appraised of (a) the significant risks of the work, (b) the control measures to reduce the risks, and (c) where learners are below the minimum school leaving age the placement is required to also inform the parents/carers - all before they start work.	Employers/parents
3m	Learners are provided with a means of completing a record of the tasks, achievements and challenges of their placement.	Blackfriars Academy

#### 4. Delivery

	<b>Criteria</b>	<b>Who is responsible</b>
4a	Competent people support learners at all times during their placement.	Employers
4b	Learners are given clear instructions about what they are being asked to do during the placement. Competent people check they understand, bearing in mind the learners age, experience and maturity.	Supervisor/learners
4c	The employer or representative will conduct an induction on the first day of the placement including health and safety matters. This will include the location of the welfare facilities and evacuation procedures.	Employers
4d	The employer supports the learner in recognising and developing the skills and qualities regarded as important in the workplace. There should be a structured programme with variety and a number	Employers

of “hands on” meaningful tasks.

4e	Learners, supported by employers, compile a record of tasks, achievements and challenges during their placement.	Learners/employers
4f	Learners behave in ways appropriate to the workplace and follow the instructions given to them by the employers.	Learners
4g	Blackfriars Academy supports and monitors all types of placement through visits and/or telephone contact with both the workplace supervisor and the learner to discuss achievements, challenges, and to resolve issues.	Blackfriars Academy

## 5. Review

	<b>Criteria</b>	<b>Who is responsible</b>
5a	Feedback from employers, parents and learners is gathered and concerns and/or issues raised are followed up and resolved.	Blackfriars Academy
5b	Employers contribute to the end of the placement reviews in discussion with the learner to record achievements and areas for development.	Blackfriars Academy
5c	Learner debriefings take place to review the extent to which learning aims have been met, employability skills developed and to make links back to curriculum subjects.	Blackfriars Academy
5d	Employers are given feedback about the outcome of the placement including the extent to which learning aims were met, employability skills developed and any other results.	Learners
5e	Evaluation outcomes from schools and colleges, learners and employers are used as part of the review processes to inform the next cycle of the business planning.	Blackfriars Academy
5f	Positive work experience achievements are celebrated within the school, with employers, and with parents and carers.	Blackfriars Academy /learners/ parents
5g	Good practice is identified during the	Blackfriars Academy

process of review and shared with others.

## 6. Systems and Processes

	<b>Criteria</b>	<b>Who is responsible</b>
6a	Blackfriars Academy work together to forecast learner demand and to plan placements throughout the year in order to make best use of the placements available.	Blackfriars Academy
6b	Employers are provided with timetables and schedules for Blackfriars Academy work experience programmes	Blackfriars Academy
6c	Systems and procedures are in place to ensure effective communication between work experience co-ordinators and others involved in work experience within the school/college.	Blackfriars Academy
6d	Processes are in place to match learners to placements that meet their learning needs, capabilities and the practicalities of getting to and from the placement.	Blackfriars Academy
6e	There is a robust system to manage the approval of placements in terms of health, safety and learner welfare.	Blackfriars Academy
6f	Systems are in place to check and record that all learners have received a briefing, including health and safety, prior to placements commencing.	Blackfriars Academy
6g	Safeguarding systems and procedures are in place and where appropriate DBS and ISA (Independent Safeguarding Authority) checks are undertaken in line with national guidance.	Blackfriars Academy
6h	Systems and procedures are in place to investigate any accidents or incidents in accordance with health, safety and welfare assessment for work experience placements.	Blackfriars Academy
6i	Processes are in place to ensure that employers understand the risk assessment requirements and where the learner is	Blackfriars Academy

under the minimum school leaving age  
these are communicated to the parents.

- |    |                                                                                                                               |                     |
|----|-------------------------------------------------------------------------------------------------------------------------------|---------------------|
| 6j | Systems and procedures are in place to handle, record and process feedback and complaints from employers and others involved. | Blackfriars Academy |
| 6k | Systems and processes are effective in providing learners with a supply of work experience placements that meet their needs.  | Blackfriars Academy |

Signed:

Assistant Head

Date: **November 2018**

Date for next review: November 2019