

Easton Royal Academy: Work Experience Policy



Status: Non-Statutory

Last Review: September 2025

Review: September 2026

1. Aim:

To provide a positive and rewarding experience for both work experience student and pupils at Easton Royal Academy.

2. Statement:

Work experience is one way in which young people (in secondary or further education) can sample the social interaction, professional values, daily routines and demands that typify a job. In addition to the benefits that they derive, young people on work experience also have a contribution to offer the school. Their enthusiasm and practical help can add interest to classrooms and support learning in a practical manner. It is, therefore, our policy to provide opportunities for work experience within our school.

It is important that the number of young people who are on work experience in the school does not become intrusive. Work experience should never be to the detriment of our own children's care and education.

Work experience/work-related learning should be made equally available to all, in line with our Single Equalities Policy.

3. The decision to accept a work placement student will be based on the following criteria:

- The Principal considers it appropriate for the school at that particular point in time
- The teacher / member of staff is happy to accept a student
- The additional adult/young adult presence would not hinder the smooth running of the class
- No child in the class is related to the student
- The student provides suitable documentation (if required)

Whilst working in school, the student will be covered by the school's liability insurance.

4. Roles and Responsibilities

The Principal will:

- Acknowledge the request for a placement in school, providing the applicant with a copy of this policy and its procedures.
- Check with the secondary school/college, members of staff at this school (and elsewhere if applicable) with regard to the appropriateness of the placement at Easton Royal Academy, before making a final decision and informing the applicant.

- Conduct a risk assessment. Risks to young workers must be assessed before they start work, and the parents/carers of any students informed of the key findings of the risk assessment and control measures. The risk assessment must take into account specific factors such as immaturity, inexperience and lack of awareness, and medical conditions, physical and learning disabilities.
- Issue the student with the school's Code of Conduct (to be signed before they begin the work placement).
- Meet with the work placement student on the first morning and carry out an induction process (see the chart below)

The teacher (or immediate supervisor) will:

- Supervise the student on a day-by-day basis
- Inform the head teacher of any important issues, as necessary
- Provide support and advice for the student
- Ensure the work is within the capabilities of the young person, in line with the risk assessment, and will cause no undue stress or harm.

5. Relationship to other policies/procedures:

Health and Safety Policy
 Safeguarding & Child Protection Policy
 First Aid Policy
 Evacuation Plan
 Conduct
 Anti-bullying Policy

Fire
 Code of
 Behaviour Policy