



CITY OF LONDON
SCHOOL FOR GIRLS

WORK EXPERIENCE POLICY

This policy should be reviewed annually and as required by legislation.

Action	Reviewer	Date	Completed
Review		Jan 2019	✓
Approved by Governors		Feb 2019	✓
Date for next internal review		Jan 2020	
Date for next Board of Governors' approval			

Notes:

Review policy to be published:	
On website	✓
On portal	✓
In Dropbox	✓

CITY OF LONDON SCHOOL FOR GIRLS

WORK EXPERIENCE POLICY

At CLSG, we believe that short periods of work experience for pupils in Year 11, 12 and 13 provide an invaluable help in deciding upon the course of study that they wish to pursue at university. It enables them to gain an insight into the qualities which are useful to employers and to understand the value of inter-personal and communication skills as well as experiencing team-working in the work place. We have a two-week window in which Year 11 week long placements are arranged but for Year 12 and 13 placements are organised on an individual basis.

RELEVANT LEGISLATION

Relevant legislation includes:

- The Employment of Women, Young Persons and Children Act 1920
- The Health and Safety at Work Act 1974
- The Health and Safety (Training for Employment) Regulations 1990
- The Education Act 1996
- The Management of Health and Safety at Work Regulations 1999

ORGANISING WORK PLACEMENTS

At CLSG, we believe that it is important for our girls to develop the initiative and to make the arrangements themselves, although we are able to provide a helping hand in the case that an individual has difficulty securing placement. We have access to a number of potential work places via the school community. However, now that work experience is no longer confined to the UK, or even to the EU, and the variety and complexity is so extensive, the school recognises the limits to its contacts and expertise in this field.

DOCUMENTATION

We are able to support girls' applications for work experience by providing references at the application stage. We have a school work experience diary which is available to any girl undertaking work experience in order to help her focus her time at her placement. Once completed, these, plus any references received by employers are kept on file for use in future references for university and employment.

HEALTH & SAFETY

The effectiveness of the employer's risk management arrangements is what matters. Employers providing the placement should already be managing the risks in their workplaces and are best placed to assess whether or not they need to do anything additional for a new young person joining them.

The Governors in conjunction with the Head are responsible for all aspects of work experience in Year 11, including Health and Safety (except in instances where placements are arranged without the support of the school, outside of the set dates, outside the M25 or where parents opt to assume responsibility for their child on placement). The School

acknowledges its responsibilities under common law to act, as would a reasonable parent, acting “in loco parentis”. The school’s aim should be to ask sensible questions, in proportion to the level of risk, to satisfy themselves that those arrangements are in place.

For girls undertaking placements in Year 12 and 13, if these placements are organised via a school contact, then the school’s online forms need to be completed by the employer and the student undertaking the placement. This information then must then be sent to the other party but parents must then take responsibility for their daughter for the placement to take place. The school will not be able to visit these students whilst on placement. For privately organised placements in Year 12 and 13, students can submit paperwork to be kept on file (such as diaries and references) but students are not required to inform the school in advance of any such placement.

In order to ensure that a work experience placement satisfies all legal requirements and that girls are insured under the school insurance, girls and employers must complete relevant documentation which must then be approved by the school and sent to parents before a placement can take place. The school should not be second-guessing employers’ risk assessments or requiring additional paperwork for any work experience placement and therefore the online form below must be fully completed by any employer offering a placement to any CLSG student who is wanting to be covered by the school’s insurance.

Student:

<https://www.surveymonkey.co.uk/r/WKEXPSTU2019>

Employer:

<https://www.surveymonkey.co.uk/r/wkexpemployer2019>

Once this documentation has been completed and the Head has given authorisation then the placement may take place.

If a placement planned is out of London or on dates which are not those specified then parents are able to take responsibility for their daughters by sending an email containing the following wording to the Head of Careers. This can also be found here:

<https://www.cslg.org.uk/careersparentalresponsibility>

Dear Miss Perkins

I am writing to confirm that I accept full responsibility for my daughter (Daughter’s name) whilst she is on this work experience placement, which I have arranged independently and is outside the school’s arrangements (in respect of dates and/or location*) and requirements. I agree that I will satisfy myself that the work environment in which my daughter will be placed will be safe and suitable. I have read the school’s policy on work experience, which includes guidance in the form of enquiries that should be made of an employer, but appreciate that I do not need to complete the school’s paperwork for work experience placements. I also accept that my daughter will not be visited by a member of staff whilst on placement and that the school will not be liable for any damages arising from or in consequence of the placement.

The details of my daughter’s placement are as follows:

Dates:

Location:

Regards

(Parent name)

* delete as appropriate

For students in Year 12 and 13, work experience organised independently can take place without school being informed. Where a placement is finalised through a school contact then

the student and the employer must complete the online forms and the school must send the information to the other party. The parents must email to take responsibility as the student is not covered by the school's insurance.

INSURANCE COVER

The Year 11 girls covered by the City of London Corporation's personal accident insurance as long as their placements are in London during the set dates specified by the school, but by law, the placement should also have Employer's Liability cover in place. Teachers from school will visit (or occasionally call) each student during the week that they are on placement in order to check that all is going well from the student and employer perspectives.

Summary of Work Experience Policy

1. Girls in Year 11 to complete one week of work experience after GCSE in last week of June or first week of July.
2. Girls to try and find own placements between September and December.
3. Girls to be given support from Careers Department to find placements from January until mid-March.
4. All placements to be organised and paperwork completed by 14th March 2019.
5. Girls to complete online student form with details which will be sent to employer once placement approved. <https://www.surveymonkey.co.uk/r/WKEXPSTU2019>
6. Once placement found, girls to send online link to school form which needs completing by employer re risk assessment and student activities. <https://www.surveymonkey.co.uk/r/wkexpemployer2019> Employer to complete this by 14th March 2019.
7. Copy of this information to be sent to parents with a cover letter during the Easter Holidays. Parents to have the opportunity to return a reply slip to say they have seen and do not agree for their daughter to attend the placement. If no permission slip returned then parental agreement to be assumed.
8. School monitoring to be completed by Careers Dept. or Support staff to show all paperwork has been seen and recorded.
9. Hard copy documents to be given to Head/ Bursar who signs and returns to Careers Dept.
10. All work experience addresses to be collated and staff to pick a student (possibly two) to visit in June.
11. Staff to visit girls on placement in June/July to check all is going well from Employer perspective and from student's perspective. Staff to complete short checklist of when at the work experience site.
12. Girls to complete a diary of work experience and email to Careers Dept.
13. Employer to complete a reference and email to Careers Dept.