

Olive Academies Work experience policy

Document control table	
Title	Work Experience Policy
Date approved	31 August 2025
Approved by	OA central
Date of next review	December 2026
Updates/revisions included:	This policy is currently being reviewed.
Each academy to check this policy and to discuss with OA central should the procedures outlined not be the practice.	

Contents

Templates available for use:

- a) Work Experience Pupil & Parent Form
- b) Work Experience Employer Form
- c) Employers Agreement
- d) Work Experience Employment Risk Assessment Form
- e) Pupil Evaluation Form
- f) Employers Evaluation Form

This policy should be read in conjunction with the equality policy. No one will unlawfully be disadvantaged on the grounds of age, race or ethnicity, disability, gender and marital status, gender identity, sexual orientation, religion or belief under the operation of this policy.

Statement of Intent

At Olive Academies, we recognise the importance of supporting our students with providing careers guidance and opportunities to learn about work and experience career options. We are committing to

meeting the [Gatsby benchmarks](#) which set out what high-quality careers guidance looks like. One of these benchmarks (no:6) concerns the provision of experiences of workplaces to students. in an OA context, this means:

- We aim to provide every KS4 student with at least one first-hand experience of a workplace by the time they are 16

Work experience placements within an OA academy provide invaluable learning opportunities. The academy promotes the use of work experience as an extension to the curriculum and recognises that work experience is a vital part of helping many of our students prepare themselves for the future. Every student within an Olive academy is supported to consider the relevance of engaging in a work experience placement, and to identify the most appropriate pathway for their needs and ambitions. Within OA, we recognise the work experience placements may not be relevant or possible for all those who attend our academies, but where it is an option, we will work with the young person to enable them to access the relevant placement.

Legal Frameworks

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- The UK General Data Protection Regulation
- Data Protection Act 2018
- DfE 'Keeping children safe in education'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Social Media Policy
- Equality, Equity, Diversity and Inclusion Policy
- ICT and Online Safety Policy
- Health and Safety Manual, includes the visitor policy

2. Period and timing of work experience

Work experience is ideally offered to Key Stage 4 students, for whom it would be suitable. The length of the placement and the time period each week is decided in discussion with students and their parents/carers and the prospective employer. Placements may be extended should they prove to be successful and all parties wish for them to continue.

3. Work experience procedures

Within each academy a work experience coordinator is identified who is the first point of contact for all students and providers and is responsible for organising and supporting placements.

The work experience coordinator will work with employers and young people to identify suitable placements, complete relevant risk assessments, and collate any relevant paperwork, including risk assessments, consent forms, and insurance. A flow chart showing steps to be taken when organising a work experience placement is provided on the next page.

Work Experience Process

Pupil and Parent meeting completing Work Experience Pupil and Parent Form



Work Experience Health and Safety Check and Risk Assessment completed (either by OA staff or by provider, e.g. Form the Future)



OA staff member meets with employer and completes Work Experience Employer Form and Employers Agreement



All forms and confirmation of DBS/Insurance saved in a central folder under the pupil's name and on CPOMS notifying the Headteacher/Head of School all is in place



Regular reviews are made by OA to check progress of work experience placement by:

Gaining feedback from work experience placement each half-term

Supporting the pupil to complete logbooks/journals/diaries regularly to show what has been learnt, new skills developed and how this might help them in the future

It is important that the placement provider understands that they have primary responsibility for the health and safety of the student and should be managing any significant risks. The work experience coordinator should take reasonable steps to satisfy themselves that they are doing this, whilst maintain a sense of proportion. To support with this, the work experience coordinator within the academy will complete an online 'Health and Safety in the workplace' course. Guidance on supporting placement providers with health and safety considerations is available on the HSE website here:

<https://www.hse.gov.uk/youngpeople/workexperience/index.htm>.

In organising the placement, it may be appropriate to write a job description for the work experience placement to support the young person in their placement and prepare them better for the world of work.

An initial meeting is held between the employer, parents/carers, student and the work experience coordinator at the employment site to discuss and agree the plan ahead.

When the placement starts, it is the responsibility of the young person or their parent/carer to inform the employer and the school if they are not able to attend and give the reason why. Attendance is monitored by the academy office, and non-engagement followed up by the office as relevant.

Regular monitoring visits are made to the employer by the work experience coordinator – at these meetings, the employer is asked to provide a progress report on how the placement is going. On completion of a placement, employers are asked to complete a feedback form, which is placed on file for the students.

On completion of the placement, the young person receives a certificate which is added to their portfolio of work achieved. If a student is due to leave school, and has been on placement for a while, and there is an opportunity for an apprenticeship, the OA work experience coordinator will do what they can to support this process.

On completion, students will have the opportunity to discuss their placements with their teacher and might wish to send a letter of thanks to the employer. The work experience coordinator will also send a letter of thanks on behalf of OA.

Where a student has special educational needs, a disability, an illness or any other condition that might affect his/her wellbeing on work experience, the academy will inform the employer of this condition in writing. In each case, permission to disclose this information to the employer will be sought from the parents/carers of the student concerned and the headteacher.

4. Safeguarding children on work experience

The work experience coordinator should ensure that the placement provided has procedures in place to protect children from harm. The work experience coordinator will ensure that those supervising the student and the student themselves understand OA safeguarding procedures and report any concerns in line with them. The coordinator will make sure that the supervisor has contact details to use.

Enhanced DBS checks with barred list information may be required on some people who supervise a child under the age of 16 on a work-experience placement. The decision on whether checks are needed should be made by the academy Designated Safeguarding Lead (DSL) in consultation with the trust safeguarding lead should there be any doubt. In deciding this, the DSL must take into account the nature of the supervision and the frequency of the activity and where the person supervising the child will be:

- unsupervised
- providing the activity overnight or frequently (more than 3 days in a 30-day period)

If the person is unsupervised and in frequent contact with the child, their work is likely to be regulated activity and the work experience coordinator should ask the employer providing the work experience to ensure that the individual is not a barred person. Further information on this is provided in Keeping Children Safe in Education.

5. Documentation

The work experience coordinator will compile and manage OA templates to support the organisation of placements. Templates currently in use are listed at the beginning of this document – they are made available on the shared drive within each academy.

6. Troubleshooting

The academy's work experience coordinator will, in the first instance, be responsible for resolving any problems or difficulties that arise during the period that work experience runs, i.e. from planning through to evaluation. The coordinator will be required to refer any serious or significant problems to the headteacher as appropriate. Employers, parents/carers and students will be given the name and contact details of the work experience coordinator.

7. Monitoring and evaluating work experience:

The academy's work experience coordinator will ensure this policy and the work experience programme is monitored and reviewed by:

- regularly visiting students on work placements
- interviewing students and employers
- completing evaluations in the student's portfolio
- reviewing the policy and work experience procedures with the headteacher and other work experience coordinators in OA.