

Oakmoor School Work Experience Policy 2025-2026

1. Introduction

This policy provides a framework for the work experience program offered to students of Oakmoor School, ensuring that all parties—students, employers, and the school—are clear about their responsibilities and expectations.

Work experience provides students with the opportunity to gain practical skills, explore career interests, and enhance their employability.

With recent updates in the Gatsby benchmarks “the next 10 years” we will be working towards enhancing our work experience offer for years 7-11 from Sept 2025 onwards.

Types of work experience available at Oakmoor School:

- Block placement (year 10) – 5 days in 1 establishment – undertaken during term time and organised by the careers team.
- Extended placement (years 10 and 11) – Work experience undertaken in a specific placement over a longer period (examples include 1 day per week for 1 term).
- Flexible/ Modern experiences of the workplace (KS3/4) - including springpod village, virtual WEX, employers activities, enrichment week activities and curriculum-based learning and activities

2. Aims and Objectives

- To give students an opportunity to apply theoretical knowledge in a practical work setting.
- To provide students with hands-on experience in different industries and professions.
- To develop essential skills for employment such as communication, teamwork, problem-solving, and time management.
- To enhance students' understanding of career options and help them make informed decisions about their future.
- To meet the Gatsby Benchmarks and ensure inclusive, high-quality work-related learning

3. Eligibility Criteria

Universal and Inclusive Access

(Supports Gatsby Benchmarks 3 & 4: Addressing the needs of each pupil & Linking curriculum learning to careers)

- All students from **Years 7 to 11** are eligible to participate in work experience or workplace-related activities.

- Provision will be **inclusive and equitable**, taking into account the needs of students with SEND, EAL learners, and those requiring additional support.
- We will proactively ensure that no student is excluded from participation due to barriers such as socioeconomic status or additional learning needs.
- All students in year 10 will undertake a planned 1-week work experience placement as part of their planned academic programme and preparation for the world of work.

Structured, Flexible and Modern Opportunities

(Supports Gatsby Benchmark 6: Experiences of workplaces)

- Students will access a **range of meaningful experiences** including:
 - Traditional in-person work placements
 - Virtual work experiences
 - Employer-led projects
 - Industry visits, job shadowing and taster days
- Opportunities will reflect **modern and emerging industries**, and be adaptable in format and timing to suit student needs and local context.

4. Roles and Responsibilities

4.1 School Responsibilities

- **Preparation & Placement:** The school will provide students and parents/carers with appropriate guidance and support in finding an “own placement” opportunity to participate in during the planned work experience week in year 10.
- **Risk Assessment:** The school will appoint EBP South to carry out necessary risk assessments for placements and ensure compliance with health and safety standards.
- **Support & Monitoring:** School staff will provide ongoing support during the placement, including pre-placement preparation, guidance during the experience, and post-placement debriefing. This will occur as part of the tutor programme, PSHE lessons and via Mrs Green/Mrs McBrown
- **Safeguarding:** The school will ensure that all placements comply with safeguarding regulations and that students are protected while on work experience.

4.2 Employer Responsibilities

- **Workplace Health and Safety:** Employers must provide a safe work environment in accordance with relevant health and safety legislation.
- **Supervision and Mentoring:** Employers must assign a qualified supervisor to oversee the student’s activities, ensuring they are supported and trained appropriately.
- **Equal Treatment:** Employers must treat students fairly and avoid discrimination, ensuring a positive and inclusive experience.
- **Feedback:** Employers are expected to provide feedback on the student’s performance at the end of the placement, which will help in assessing their development.

4.3 Student Responsibilities

- **Professional Conduct:** Students must adhere to the school's behaviour policy and expectations, demonstrating professionalism, punctuality, and respect in the workplace.
- **Attendance:** Students must attend their placement for the 5 days that they are on block placement. Should a student be unable to attend they must notify the school and employer of any absences in advance.
- **Learning and Engagement:** Students are expected to actively participate in tasks and seek to learn from the experience, asking questions and showing initiative.
- **Confidentiality:** Students must respect any confidential or sensitive information they encounter during their placement.

5. Health and Safety

- All placements will be risk-assessed to ensure the health and safety of students- this process will be undertaken by EBP South as directed by the school.
- Students will receive a briefing on health and safety expectations, including emergency procedures at the start of their placement. Any potential hazards/ equipment requirements will be raised prior to a student commencing a placement.
- Any health concerns or special requirements (e.g., allergies, disabilities) should be communicated to the school who will in turn inform the placement prior them commencing.

6. Insurance and Liability

- Employers will confirm their own insurance policies cover work experience students. A certificate of insurance will be provided to EBP South prior to the placement starting.

7. Evaluation and Feedback

- Upon completion of the work experience, both students and employers will be asked to provide feedback on the experience – this will be undertaken via the completion of a WEX booklet that the students will be provided.
- Feedback will be used to evaluate the success of the placement and inform future placements.
- Students will reflect on their experience via PSHE sessions upon their return to school following the end of the placement.

8. Confidentiality and Safeguarding

- All personal data of students and employers will be handled in accordance with data protection regulations.
- The school will maintain a policy of confidentiality regarding any issues arising during the placement, unless the health, safety, or wellbeing of a student is at risk.

- Safeguarding protocols must be followed by all parties to ensure students' welfare is protected.

9. Policy Review

This policy will be reviewed annually to ensure its relevance and effectiveness.

Conclusion

The work experience program at Oakmoor School is designed to help students build essential skills and explore potential career paths. Through collaboration with employers, students will gain invaluable insights into the professional world, enhancing their future employability and readiness for post-school life.