



BELLE VUE
GIRLS' ACADEMY

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Work Experience Policy

Reviewed by	Approved by	Date of Approval	Next Review Date
SCR/VDU	LGB	Autumn 2026/27	Autumn 2027/28

Introduction

The Department for Education (DfE) defines work experience as "a placement on an employer's premises in which a student carries out a particular task or duty, or range of tasks and duties, more or less as would an employee, but with the emphasis on the learning aspects of the experience." A placement that takes place on an employer's premises gives our students the opportunity to carry out a range of tasks in much the same way as an employee, with the emphasis on learning from the experience. Work experience provides opportunities for learning about the skills, behaviours, careers, roles and structures that exist within a workplace or organisation.

Year 7–9 Work-Related Learning (KS3 Provision)

In line with updated requirements, all students in Years 7, 8 and 9 will complete the equivalent of one week of activities-based work-related learning across the three years. This progressive programme is designed to gradually introduce students to the world of work in an age-appropriate and engaging way. Each year, students will take part in a range of activities such as employer-led workshops, workplace visits, careers insight sessions, and project-based learning that simulate real workplace challenges. By spreading the experience over three years, students build their employability skills step by step, developing teamwork, problem-solving, communication, and resilience, while also increasing their awareness of different career pathways and the connections between school learning and future aspirations.

Our Year 10 students are offered a one-week work placement.

Year 12 students are offered a one-week work placement in an area relevant to their future aspirations.

Belle Vue Girls' Academy's Work Experience Programme

The Belle Vue Girls' Academy work experience programme is managed through **Unifrog**. Unifrog supports the administration and approval of all work experience placements, including the collection of key employer information and documentation such as Employer's Liability Insurance (ELI), health and safety information, risk assessment details and parental consent.

All placements are reviewed by the school before final approval is granted.

The school reserves the right to decline or withdraw approval for any placement where suitable safeguarding, health and safety, insurance or supervision arrangements cannot be verified.

For all placements, employers must have a valid and up-to-date Employer's Liability Insurance certificate. Without this, the placement cannot be authorised.

Students are responsible for entering placement details into Unifrog and monitoring the progress of their placement approval. Employers, parents/carers and the school must complete the relevant stages of the process before the placement can commence.

Aims of the Programme

Through our work experience programme, we aim to meet **Gatsby Benchmarks 3, 5 & 6:**

- **Benchmark 3:** Addressing the needs of each student – seeking to raise the aspirations of students.
- **Benchmark 5: Encounters with Employers and Employees** - Schools and colleges should organise for students to speak with employers and employees.
- **Benchmark 6: Experiences of Workplaces** - Each student should have the opportunity to experience the world of work first-hand. This will enable students to explore different career pathways and extend their network.

To achieve this, we aim to provide all Year 10 and 12 students with the opportunity to learn from direct experiences of the workplace. We will:

- Provide opportunities for students to develop knowledge and understanding of employers and employment.
- Develop employability skills (e.g., problem-solving activities, work simulations, and mock interviews).
- Ensure a coordinated and systematic approach to work experience.
- Provide opportunities for students to evaluate their placement.
- Record evidence of work experience on Unifrog.

Student Entitlement

Our students are entitled to receive:

- Work experience appropriate to their learning needs
- Work experience in an employment area of their choice where possible (Year 10)
- Work experience in an employment area relevant to their future aspirations (Year 12)
- A learning programme designed to prepare them for placement
- Guidance and support while on placement
- Students and parents have the right to expect that all precautions will be taken to ensure the placement fulfils health and safety requirements. **Our students' health and safety is paramount during their placement.**

Objectives and benefits for students

Through the work experience programme, students should:

- Improve their self-knowledge regarding their own strengths enabling them to see their own place within the working community
- Improve their social skills appropriate to work - e.g. teamwork, mixing with adults other than teachers, self-presentation and punctuality.
- Improve their self-confidence
- Be able to make more informed decisions and choices regarding their future career pathway
- Give employers and businesses a positive view of **Belle Vue Girls' Academy** and encourage employers to approach the school directly when they have opportunities and vacancies available.

Year 10 Programme Outline

July	Launch assembly at the end of Year 9 (in July) detailing work experience programme and workshops around making choices. Students given information about how to source their own placement and record the details on Unifrog.
October	• Assembly reiterating the details of the work experience programme and deadlines given. • Students complete a work experience preferences form and begin sourcing their own placement using guidance provided by school. Staff will support students who require assistance in securing a placement. • Ensure all required student and parental consent processes are completed through Unifrog. • •
April/May	• Preplacement update and pre-preparation assembly • Health and Safety talk • Placement information given to students. • Initial contact made by the students to arrange preplacement visit. • Work experience documentation and approvals completed through Unifrog.
June	• Tutor presentation before placements commence (reinforcing health and safety and expectations). One week placements attended and monitored • Debrief session • Employers to receive a thank you letter from the students. • Students to receive a certificate of attendance and appreciation from school

Year 12 Programme Outline

September / October	• Launch assembly detailing the importance of work experience for their future education and careers journeys. • Students given information about how to source their own placement and record the details on Unifrog. • Students given details of additional experience opportunities with Bradford Teaching Hospitals Medic Mentor Speakers for Schools, Springpod and Unifrog etc • Students to complete Unifrog Get work experience ready course • Students use the CV and cover letter completed as part of the Progression Module to source their own placements.
April /May	Students to complete Unifrog course Preparing for the workplace

June	• Final assembly before placements commence (reinforcing health and safety and expectations). • One-week placements attended and monitored. • Debrief session. • Employers receive thank-you letters from students.
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Placement preparation

All pupils participating in a work experience placement will complete preparatory work prior to a placement. This will include:

- A detailed explanation of the work experience programme, its purpose, and expectations.
- Health and Safety training delivered by a school staff member.
- Unifrog courses (Year 12 only)
- Pre-placement visit/interview.
- Information on maintaining a placement diary/journal.

Allocating Placements

Year 10

- Students are encouraged to source their own work experience placement.
- Placement details must be entered into Unifrog.
- Employers complete the required checks and upload relevant documentation through Unifrog, including Employer's Liability Insurance information.
- Parents/carers provide consent through Unifrog.
- The school reviews all information and gives final approval before the placement can take place.
- Where students require support in securing a placement, the school will provide guidance and assistance.

Year 12 (Self-Sourced Placements Required):

- All Year 12 students are required to independently arrange their work experience placement.
- As with Year 10, placement details must be uploaded to Unifrog. Employers complete the required checks and documentation, parents/carers provide consent, and the school gives final approval before the placement can take place.

Placement Approval and Confirmation

Once a placement has been approved through Unifrog, students will have access to placement information, employer details and any relevant risk assessment information. Students must make contact with their placement provider before the placement begins and, where appropriate, arrange a pre-placement visit.

No student will attend a placement until:

- All health and safety and insurance checks have been made
- All documentation is signed by the student, the employer and a parent/guardian.

A placement is not considered fully confirmed until **all required stages of the process** have been completed. The Unifrog platform facilitates this process in a clear and structured way:

1. Student Submission

- The student completes and submits the initial placement form via Unifrog, entering all relevant employer details.
- 2. **Employer Verification**
 - The employer receives an automated notification and is required to confirm that they meet best practice standards in the following areas:
 - a. Appropriate **insurance coverage**, including Employer's Liability Insurance.
 - b. **Health and safety** procedures.
 - c. A suitable **risk assessment** for the placement.
 - d. **Safeguarding** measures appropriate for young people.
 - e. **Data protection** compliance (e.g. adherence to the UK GDPR).
- 3. **Parental/Guardian Consent**
 - Parents or guardians are contacted via Unifrog to provide **formal consent** and are kept informed throughout the process.
- 4. **School/College Final Approval**
 - The designated school or college work experience coordinator reviews and **confirms the placement**, maintaining oversight of the entire process for all students involved.

Equal Opportunities for all students

All pupils regardless of culture, gender, ability, social background or physical ability must have equal access to work experience and to all available placements. A student's medical or health condition will be taken into consideration prior to organising a work experience placement if it is in their best interest. Students with additional needs may attend placement on a reduced schedule and be accompanied by a member of school staff to ensure their wellbeing and safety.

Monitoring

In accordance with Health and Safety Executive (HSE) requirements, all work experience placements must be monitored. Monitoring is carried out through teacher visits or, where necessary, telephone contact with the student and/or employer. These visits provide an important opportunity to ensure that students are engaged in appropriate tasks and receiving adequate supervision and training. Staff should ask students about their duties, the level of supervision, and any health and safety concerns they may have. If any aspect of the placement, including supervision or safety practices, is found to be insufficient, this must be raised immediately with both the employer and the school so that appropriate action can be taken. A written record must be made for every visit or phone call, using the designated checklist to ensure consistency and to document all relevant health and safety information.

Year 10 and Year 12

- A phone call will be made during the first or second day of the placement to ensure the student has arrived safely, is attending as expected, and to arrange a monitoring visit where appropriate.

Students are asked to complete a Work Experience Journal detailing:

- Placement and Employer details
- Day to day diary
- Training received
- Employer comments/assessment
- Personal reflection

Debriefing Programme

Once back in school the students are encouraged to reflect on their work experience and think about the differences between school and the workplace. Students are encouraged to write a thank you letter to their employer.

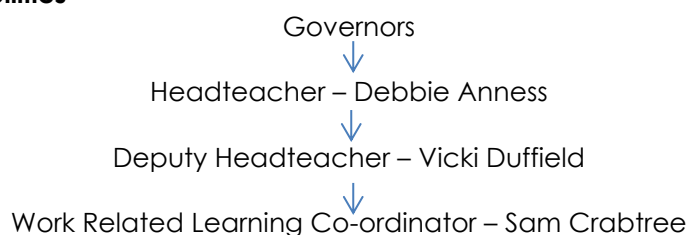
Reporting

On successful completion of a work experience placement, students will record their placement and reflections within Unifrog as part of their career's portfolio.

Evaluation

The Work-Related Coordinator will prepare an Evaluation Report evaluating all aspects of the programme outlining those aspects that have worked well and those for development which can form part of the next years Action Plan.

Roles and responsibilities



Our **Governing Body** is responsible for ensuring that the school meets its statutory obligations in relation to **health and safety** and **curriculum requirements**. The **Headteacher** is accountable for ensuring that adequate resources are allocated to support these responsibilities. The **Work-Related Learning (WRL) Co-ordinator**, in collaboration with the **Deputy Head**, is responsible for ensuring that the WRL programme is developed and delivered in a fully integrated manner across the curriculum. The WRL Co-ordinator also oversees all aspects of programme delivery, including the design of the learning programme, ensuring compliance with health and safety requirements, and the development of relevant policies.

Health and Safety

The school is committed to ensuring that all work experience placements are safe, suitable, and compliant with statutory requirements. To this end:

- All employers must hold current and valid **Employer's Liability Insurance** prior to accepting a student on placement.
- The school will provide all students with a **comprehensive health and safety briefing** before their placement begins, outlining expectations and safe working practices.
- Students are expected to **adhere to all health and safety procedures**, demonstrate appropriate behaviour in the workplace, and avoid actions that could pose a risk to themselves or others.
- **Parents or guardians** are required to inform both the school and the placement provider in the event of illness or if the student is unable to attend their placement.
- **Employers** must notify the school immediately of any incidents, absences, or concerns relating to the student's health, safety, or conduct.
- A **designated School Emergency Contact** will be listed in the student's **Work Experience Logbook** and should be used by students or employers in case of an emergency.
- The school holds a policy that provides **Personal Accident Insurance** cover to all pupils undertaking activities related to the school curriculum, which includes participation in the work experience scheme.
- For students with **additional needs or medical conditions**, individual **Risk Assessments** will be completed in consultation with relevant staff and parents/carers. These assessments will be **shared with the employer prior to the start of the placement** to ensure appropriate support and safety measures are in place.

Links to student guidance and development

Work experience is an integral part of the **Careers Education, Information, Advice & Guidance** CEAG at Belle Vue Girls' Academy. We recognise the unique value of well-organised work experience on employers' premises as an important part of the school curriculum.

Our aim is to educate confident future citizens, and this is achieved by providing students with opportunities to take part in workplace visits, work experience, work shadowing, mentoring, enterprise and extra-curricular clubs, employer talks and FE presentations. Where appropriate, we will arrange visits for pupils to different work environments, local colleges, work-based education and training providers and universities. These providers will also visit the school to facilitate presentations, assemblies and focused activities. This will assist students in making informed decisions about their future career. Participation in the work experience programme helps prepare the Year 10 and Year 12 students for their 1-1 guidance interviews and aid students when exploring and making choices for further study.