



# King's College

## TAUNTON

### **Work Experience Policy**

**Policy Date:** September 2024

#### **Responsibility**

**Individual:** Deputy Head Academic

**Review Cycle:** (2 Yearly)

**Next scheduled review:** September 2026

**Last interim review:** October 2024

## INTRODUCTION

At King's College, we believe that short periods of work experience for pupils in the Fifth and Sixth Form can provide invaluable help for our pupils in deciding upon their future careers and the course that they may wish to study 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. They become aware of the necessary disciplines of the workplace while feeling that they are growing up and becoming a part of the adult world.

## ORGANISING WORK PLACEMENTS

We think that it is important for our pupils to develop initiative and where possible to make the arrangements for themselves, although we will provide advice and support through our online platform, Beyond King's. This is a network of 2,000 ex pupils who have offered to mentor and support our current pupils.

As a predominantly boarding school, work experience in the main takes place when the pupils are not under the School's jurisdiction.

Traditionally, there has been a week allocated for Fifth Form work experience after the end of GCSE examinations before the end of term, however the exam dates now mean for many this is not possible. Therefore, we recommend that pupils organise their placements in the holidays. Increasingly, work experience in the holidays after the Lower Sixth year makes more sense, as this can be directly linked to UCAS applications and gets around many companies' restrictions on under 16s.

We would encourage pupils to make use of their own and their families' contacts. Work experience is not confined to the UK or even to the EU. The variety and complexity is extensive and the School recognises the limits to its contacts.

Those pupils, who are non-EU residents and need a Tier 4 Visa to study in the UK, due to the requirements that come with the visa, will need to conduct their work experience placement in the summer holidays when back in their country of residence.

## RISK ASSESSMENTS

The insurance and safeguarding situation regarding work experience placements is very complicated. If the school directly organised placements we would also need to undertake safeguarding checks on some or all of the employees in that business.

Due to this we ask all pupils to organise their own work experience placements. As a result, the School accepts no responsibility or liability concerning any problems met on a work experience placement, and therefore we do advise that parents ensure that their child's chosen placement has the necessary insurance cover. Firms carrying out work placements should provide a risk assessment.

Statistically, farms are dangerous places to work; and there have been difficulties when pupils in other schools have worked on friends' farms and adequate insurance has not been in place.

### FOLLOW UP

Pupils are encouraged to discuss their work experience placement with their tutors and the Head of Futures in the context of their long-term plans. In many cases a different placement follows in the Lower Sixth. Diaries of work experience kept by pupils and feedback forms from employers can be later used in preparation of UCAS forms. Using Unifrog, pupils are encouraged to record activities, achievements and the demonstration of competencies during their work experience. This helps with the writing of their CVs, applications and personal statements.