The Parkside School
learn grow thrive

Work Experience Policy

Approved by:	Mrs C Ellis-Gage Head Teacher	**Date:** April 2026
Signed:		
Next review :	April 2027 Mrs D Wicks Careers Lead	

Introduction

Parkside School and Pathways College are committed to supporting pupils and students to develop skills for adulthood, independence and employment. Work experience provides valuable opportunities for learners to develop confidence, experience real workplace environments and build employability skills.
This policy outlines the arrangements for organising and supporting work experience placements for students.

Aims

The aims of work experience at Parkside School and Pathways College are to:

- Provide meaningful experiences of the workplace
- Support preparation for adulthood and future employment
- Develop confidence, independence and communication skills
- Enable pupils to experience different working environments
- Support learners to understand expectations of the workplace

All work experience is organised with the individual needs, abilities and aspirations of the pupil or student in mind.

Eligibility

Pupils and students may take part in work experience from Year 11 onwards where it is considered appropriate and beneficial for the individual.
Participation in work experience will be discussed as part of the learner's transition planning and Annual Review process.

Organisation of Placements

Work experience placements are arranged by the school Careers Team.
The Careers Team consists of:

- The Careers Leader, who is also the school Careers Adviser and a teacher
- The Job Coach

Placements are organised to meet the individual needs of the pupil or student. The length of the placement, number of days and working hours will be agreed in consultation with the employer, the learner and their family where appropriate.

Support during Placements
Support during placements will be determined according to the needs of the learner.

Support may include:

- Full support from the school Job Coach
- Partial support from the Job Coach
- Support from other appropriate school staff where necessary

Some students may gradually move towards more independent placements where appropriate.

Health and Safety
The safety and wellbeing of pupils and students is a priority when arranging placements.
All placements are checked and approved by the Careers Team before a placement begins. Checks are completed using the Work Experience Placement Information Form.
This includes confirmation of:

- Employer's Liability Insurance
- Workplace risk assessments
- Supervision arrangements
- Health and safety procedures
- Safeguarding arrangements
- First aid provision and emergency procedures
- A young person's risk assessment completed by Parkside staff.

Monitoring Placements
Work experience placements are monitored by the Careers Team.
The Careers Leader and Job Coach maintain contact with employers and visit or check in with placements where appropriate to ensure that the placement remains safe, suitable and beneficial for the learner.
Any concerns raised during the placement will be addressed promptly.

Safeguarding
Parkside School and Pathways College are committed to safeguarding and promoting the welfare of pupils and students.
Employers hosting placements are expected to provide appropriate supervision and maintain a safe working environment. Any safeguarding concerns must be reported immediately to the school in line with safeguarding procedures.

Roles and Responsibilities

Careers Leader and Job Coach

The Careers Leader and Job Coach share responsibility for the organisation and delivery of work experience placements. The Careers Leader has overall responsibility for the work experience programme. Shared responsibilities include:

- Arranging placements
- Ensuring appropriate checks are completed
- Monitoring placements
- Supporting pupils and students during placements
- Liaising with employers
- Supporting the development of workplace skills

Employers

- Providing a safe and supportive working environment
- Ensuring appropriate supervision
- Following health and safety and safeguarding procedures

Review

This policy will be reviewed annually to ensure it continues to reflect good practice and meet the needs of pupils and students at Parkside School and Pathways College.