



**13<sup>th</sup> December 2022**

**Work Experience 2023**

Dear Year 10 Students and Carers,

Work experience for Year 10 students will take place this year in the Summer term, from Monday 3<sup>rd</sup> July – Friday 7<sup>th</sup> July inclusive. The purpose of the week is to help students to develop some of the skills and knowledge required to be successful in the workplace.

To make work experience week a positive experience for all students, careful planning is needed from home and school, so please ensure that you read the key information carefully. To help, we have included a [Work Experience Information Booklet](#).

Students and carers, please read through the attached information together and take note of key information.

Students, it is then your job to find your work experience placement. You have twelve weeks until you need to submit the completed documents (see below).

**Paperwork to be completed and submitted by Tuesday 7<sup>th</sup> March:**

1. Students and Carers will need to complete the **Work Experience Placement Agreement Form** (linked [here](#)) together. Section one is to be completed by the student, section two is to be completed by the carer.
2. The Work Experience placement provider (employer) will need to complete the **Placement Provider Agreement Form** (attached alongside this letter). This can either be printed off and completed by hand, or emailed to the employer and completed digitally. In either case, it is the responsibility of the student to have the completed form returned to school by the 7<sup>th</sup> March deadline. Paper copies can be handed to Front Office, whereas digital copies can be forwarded to [careers@allhallows.net](mailto:careers@allhallows.net)

Thank you in advance to all parents and carers for supporting your child towards finding a quality placement. With your support and an organised approach from students, we can look forward to work experience being an enjoyable and rewarding time for all.

Yours sincerely,

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Careers Lead

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## Work Experience Information Booklet

### Contents

1. [Basic information and considerations](#)
2. [FAQs](#)
3. [Advice and tips for finding a placement](#)
4. [Parent and carer information](#)
5. [Placement provider information](#)

## **Basic information and considerations**

It is the responsibility of the student to find their work experience placement. Students will need to do some research and will need to think about the type of role they would like, and the type of organisation it will be in. Then they can ask parents, family and friends, for contacts or use Google to find local companies to approach. A direct introduction is best, so see if anyone known to the student can offer an introduction.

If students are struggling to find a placement they can contact Mr Carney for support. It's best to do this well before the March 7<sup>th</sup> deadline date.

Basic information and considerations:

- Students (with support from parents) have responsibility for travel to a placement.
- Not all job roles are suitable for work experience so students need to be realistic in their choice.
- Work Experience placements are to find out more about the world of work in general rather than a definitive career choice.
- Some sectors are very competitive and so it may not always be possible to find a placement in a particular field; be prepared to look at a range of work placements.
- Some employers now offer virtual work experience rather than in-person work experience. If you find a virtual placement that really interests you, you are welcome to apply.
- Very few places will be unable to offer work experience due to Health and Safety reasons. If this is cited as a precluding factor please feel free to share the placement provider information contained in this booklet, as this is often a source of widely held misconceptions when it comes to work experience. Whereas in fact, with regards to insurance and safety, the vast majority of employers will already be covered to accept students on work experience without having to do anything outside of their normal processes.
- Students cannot have work experience with people working from home (unless they are parents/carers of the student).
- If for any reason students do not get a placement (and we cannot help you source one either), the student will need to attend All Hallows for the week, where we will provide work related learning activities.

## **Frequently Asked Questions**

### **How will I know that my child will be safe whilst on their placement?**

Firstly, all employers will be required to provide full details of their employer liability insurance on the work experience form that the students ask them to fill in.

Secondly, employers will need to identify potential risks according to risk bandings set out by the Government Health and Safety Executive guidance. Where any notable risk is identified, this will be stated on the form, allowing you (and the school) to contact employers directly for more information about their safety procedures and judgements about the placement suitability can be made from there.

If the school decides to cancel a placement on these grounds, we will do our utmost to find students an alternative appropriate placement.

### **If an emergency happens and students need to contact school urgently whilst on placement what should they do?**

Students should ring the school reception on **01252 319211**.

### **Will the normal school rules regarding mobile phones apply whilst the student is on work experience?**

No. For the work experience week students will be allowed their mobile phone, but should remember that they are in a place of work. Therefore, during working hours phones should not be seen or heard. It could make a very bad impression on the employer if students are seen using phones or listening to music when they should be working.

### **Who is responsible for travel to and from the placement?**

This is the responsibility of home to fund and arrange safe travel to and from the placement. Sometimes companies are prepared to help towards travel expenses. This is a matter that students can speak to their employers about if they wish. We would ask any students who are in receipt of free school meals and who wish to apply for travel costs to contact us at school.

### **Who is responsible for feeding students?**

Again, this is the responsibility of home to arrange for food, or money for food, to be taken to the placement. Like with travel expenses, some companies will offer lunch vouchers or tokens but students should not assume this is the case. We would ask any students who are in receipt of free school meals and who wish to have this arrangement continued whilst on placement to contact us at school.

### **If a student has a part time job already, can they go there for work experience?**

Only in exceptional circumstances. A major part of work experience is the opportunity for students to get a taste of something new. Simply attending a current part-time job does not achieve this goal. It is also very good for personal and social development for students to be exposed to an environment where they do not know people and have to make a good impression on them. If the part-time job is related to the field of work that the student is absolutely determined to explore as a career, then of course we won't stop them going there on placement, but even in such instances, it is still a very good idea to look at an alternative area of work for a week because the students might decide they like it even more!

**Will students be visited by school staff whilst on work experience to see how they are getting on?**

Hopefully yes. It is a very rewarding experience for students to show their teachers how well they are doing on work experience and likewise teachers get great satisfaction from seeing students making progress in the real world. However due to timetabling constraints we will not be able to cover all placements, especially those that are a long distance away from school.

**My child doesn't know what they want they want to do for a career, should they still find a work experience placement?**

Definitely! We would assume that most students don't know what they would like to do for a career at this point. What's more, even those students that have an idea might change their mind and most of our students will end up having many jobs/careers over the course of their working life anyway. Work experience provides students with many ubiquitous skills applicable to all jobs, and also introduces students to the processes involved in finding and maximising opportunities available to them; a key life skill.

If you have any other questions, please do not hesitate to the school by emailing [careers@allhallows.net](mailto:careers@allhallows.net)

## Advice and tips for finding a placement

### What is Work Experience & why should I do it?

A work placement is your opportunity to spend a period of time outside the classroom, learning about a particular job or area of work.

Work experience can help you decide on your options for what comes next.

You will also get the chance to develop self-confidence, communication, and independence.

### How do I get ideas for Work Experience?

You are expected to find your own placements.

**Think:** what do you want to do?

What are your **favourite subjects**? Ask for help making a list of related jobs.

**English:** Newspapers, Libraries, Press Officer, Teacher, Solicitors, Advertising, TV & Film, radio

**Maths:** Banking, Accountancy & Finance, Engineering, Meteorology

**Geography:** Environmental services, Development organisations, Charities, Politics

What do you **enjoy doing**? Ask for help making a list of related jobs.

**Sports:** Coaching, sports academies, Leisure Centres, Sports Clubs, Sports Venues

Do you have a **favourite shop/company or brand** where you might like to work?

Is there a shop that you like, or an organisation you pass on the way to school which looks interesting?

**Family and close family friends** are often a good source for finding placements.

Ask parents/guardians, aunts, uncles, grandparents, and close family friends. Often, they can offer a placement where they work or may know someone who can.

Do you have an older brother, sister, or cousin who already completed a work experience placement and can tell you how he/she did it?

### I have an idea. What do I do next?

Create a list of 5-10 companies.

Make sure you are able to travel to the company location

Add the company name, phone number, and postcode to your list

If you need help coming up with a list of companies use Google or yell.co.uk

Search the type of work you are looking for and the location. Some examples:

- *Design Engineering near GU12 4DN*
- *Childcare in Fleet*
- *Pharmacies in Farnborough*
- *Accountants in Farnham*

## **Have your list of 5-10 companies? Great, start contacting them!**

The **quickest way with least amount** of effort is to **ring the company...**

*"Hello, do you offer work experience placements?"* They will tell you what to do next...

If they say no or they cannot accept any more placements, ask if they know any other companies who might. (Often you can get some great recommendations.)

If you get voicemail, leave a message. Speak clearly & slowly. *"Hello, I'm phoning about the possibility of a work placement. My name is xxx. Please call me back on 0000 000 000."*

If you can't get through to the company on the phone, **visit them if they are nearby.**

Wear your school uniform and look smart (shirt tucked in, tie done up, etc...)

*"Hello, do you offer work experience placements? I'm a Year 10 student at All Hallows Catholic School in Farnham."*

Prepare in advance what else you will say.

- Know the work experience dates, Monday 3<sup>rd</sup>- Friday 7<sup>th</sup> July
- Know why you are interested in that company
- If the person you need to see is not available, say you don't mind waiting.
- If they say it will be a long while, ask when it would be convenient to come back.

**Email is great way to follow up** a successful phone call or visit, but try phoning first.

Emailing, applying online, and writing letters is most time consuming way of making first contact, but it can be worth it if the company is not local or only accepts online applications.

**Follow up! Don't leave it longer than 24 hours** unless the company gave you a specific date or time to call back.

If you left a voicemail, call again the next day.

If you visited a company, visit again the next day.

If you have been waiting longer than 5 days, contact the company again.

**Don't ask for a friend too.** Competition for work experience can be tough, and many companies will only take 1 student at a time. Asking for two places might mean the company says no when they would have offered 1 place.

## **I still need help!**

If you need help, the school will support you.

Come to a drop-in session with Mr Carney in the Careers Office (Found next to the reception desk in the Sixth Form) during Wednesday lunchtimes.

Speak to Ms Evelyn-Wood at the Sixth Form office

Ask your Form Tutor during registration

The following are available. Speak to Mr Carney if you need them:

- Email Template – to send an email to a prospective company
- Official Letter – for companies needing the school to confirm a request

## **Parent and carer information**

There are very few work activities that a student cannot do due to health and safety law. If you are advised that a particular placement is not possible due to health and safety, you can question this by contacting the Government [Health and Safety Executive](#) department.

Any employer must tell parents and carers if there are any significant workplace risks to a child (under 16) or young person (under 18) and how they are controlled. This can be done in whatever way is simplest and suitable, including a quick chat.

If your child has any medical or behavioural conditions, for example asthma, you should let All Hallows and the placement provider (who has the duties of an employer in law) know.

## **Useful Information**

### HOURS OF WORK

Students are treated as young workers when on work experience, so it is expected that:

- There is a maximum of an 8-hour day (not including breaks/travel)
- Students should not usually work before 7am or after 7pm
- Students are entitled to a rest break (of at least 30 minutes) after 4.5 hours worked
- Students should have a rest period of not less than 12 consecutive hours in each 24-hour period. We suggest that working hours are clearly agreed by the employer and student/parent in advance of the placement.

### PAYMENT

Work experience is part of the school curriculum and employers should make no payment for work experience to students. Payment would cause issues with child employment law, however, employers may offer expenses for lunch and/or travel at their discretion.

### LUNCH ARRANGEMENTS

Students will follow the employers' usual lunchtime arrangements. If parents would prefer students not leave the employers premises at lunchtime, please contact the employer directly to notify them of this.

### STUDENT ABSENCE

Parents must notify employers within 30 minutes of usual start time if a student is to be absent. You must also notify All Hallows of any absence. If a student fails to appear after 30 minutes, employers are instructed to contact the school.

### REPORTING OF INCIDENTS/ACCIDENTS

Employers must contact the school immediately if a student is involved in an incident, and also the student's emergency contact if involved in an accident. Accidents must also be recorded in line with HSE guidance and a written report given to the school. In cases of accident or sickness, employers agree to take action and offer First Aid facilities to students, or notify the emergency services if appropriate.



## CONFIDENTIALITY

Students must hold in confidence any information about the employing organisation that they may obtain during work experience and such information may not be disclosed without employer's permission. Please be cautious of sharing information about work experience on social media. Negative comments should not be shared on social media and any issues encountered should be raised with school in the first instance.

## HEALTH AND SAFETY

It's most likely that employers will already have everything needed in place for health & safety and insurance to accommodate a work experience student. The key points are:

- Employers must meet current legal standards for health & safety at work.
- The employer has primary responsibility for the health and safety of the student on placement and should be managing any significant risks.
- Employer Liability Insurance must be in place.
- Employers must be given any student medical information to be considered for risks assessments directly by parents.
- Employers must share risk assessment information directly with parents prior to placement start date.

### **Further Information**

Whilst the above information hopefully covers most people's queries, the information below may also be of some use.

#### **Insurance -Employer Liability Insurance:**

Under health and safety law, work experience students are employees and employers existing employers' liability insurance (ELI) policy will cover them on work placements. If an employer is a family business or sole trader, they may not have ELI. If a family business takes on an employee who is not closely related to the employer, or if a sole trader takes on an employee, then there is a requirement to have ELI in place for work experience to take place. Placements cannot occur without it.

#### **Risk assessment:**

If employers already employ young people or have taken work experience students before, they can simply use existing arrangements for risk assessments and management of risks to young people. If not, they must review/ update their risk assessment before the student starts. Employers need to explain to parents/carers of students what the significant risks are and what has been done to control them. This can be done in whatever way is simplest and most suitable, including verbally. Employers must also remember to share any COVID risk assessment details with students.

#### **Induction, Instruction, Supervision:**

Risks should be covered with the student in an induction on day one. This is an opportunity for the supervisor to go through risk assessment and other general health and safety information, including fire safety, first aid procedures, welfare facilities and use of Personal Protective Equipment. Other policies employers may have such as mobile phone use or confidentiality

issues can also be covered at induction. Students should receive clear instruction and should be supervised by a competent named person, taking account of the age and lack of knowledge and experience of the student. The student should not operate machinery/carry out tasks unless adequate instruction and competent supervision can be provided for it to be used/done safely. However, with suitable training, instruction and supervision, and risks managed, students can carry out most tasks. Discussing what skills the student already has when they make contact with the employer prior to the placement, will give employers a better idea of what students are already capable of and what tasks they can be allocated.

### **General Data Protection Regulations (GDPR):**

Employers are required to meet current GDPR standards when handling student and parent data.

### **Safeguarding and Child Protection:**

Employers are reminded of their role in safeguarding and child protection for work experience and the school's expectations of employers offering work experience placements are shared with employers.

### **Complaints and issues:**

If you have any issues or concerns about any aspect of work experience across the year please contact the school in the first instance. Email: [careers@allhallows.net](mailto:careers@allhallows.net)

## **Placement provider information (employers)**

Taking on work experience students should be straightforward; It should not be about generating unnecessary paperwork.

Many employers have considerable experience of successfully employing young people or taking on work experience students.

Your existing employers' [liability insurance policy](#) will cover work placements provided your insurer is a member of the [Association of British Insurers](#), or [Lloyds](#), so there is no need for you to obtain any additional employer's liability insurance if you take on work experience students. The [ABI](#) website confirms this.

In accordance to the guidance provided by the [Government Health and Safety Executive](#) and under health and safety law, work experience students are your employees. As such, they need treating no differently to other young people you employ. If an employer has never employed a young person (under 18) before, there are just a [few steps that they need to take](#).

### **What you need to do:**

- Complete the '**Placement Provider Agreement Form**'. This should have been provided by the student in either soft copy or hard copy form. In either case, this should be returned to the student who will then submit it to the school.
- For most employers simply using your existing arrangements for assessments and management of risks to young people will be sufficient. However, we have provided some more detailed information on the next page to ensure that potential employers feel confident in providing such a valuable opportunity for our students. Please read the information to help complete the 'Placement Provider Agreement Form'.

## **Placement provider detailed information**

- If you have fewer than five employees you are not required to have a written risk assessment.
- Avoid repeating your assessment of the risks if a new student is of a broadly similar level of maturity and understanding, and has no particular or additional needs (the organiser or parent should tell you if they have).
- If you do not currently employ a young person, have not done so in the last few years or are taking on a work experience student for the first time, or one with particular needs, review your risk assessment before they start.
- If in any doubt, discuss the placement in advance with All Hallows and take account of what they and the parents or carers tell you of the student's physical and psychological capacity and of any particular needs, for example due to any health conditions or learning difficulties. Please feel free to contact Luke Carney (at [careers@allhallows.net](mailto:careers@allhallows.net)) at All Hallows if you have any questions.
- Keep any additional paperwork in proportion to the environment:
  - for placements in **low-risk environments**, such as offices or shops, **with everyday risks** that will mostly be familiar to the student, your existing arrangements for other employees should suffice
  - for **environments with risks less familiar** to the student (eg in light assembly or packing facilities), you will need to make arrangements to manage the risks. This will need to include induction, supervision, site familiarisation, and any protective equipment needed
  - for a placement in a **higher-risk environment** such as construction, agriculture and manufacturing you will need to:
    - consider what work the student will be doing or observing, the risks involved and how these are managed
    - satisfy yourself that the instruction, training and supervisory arrangements have been properly thought through and that they work in practice
    - You may, in particular for **higher-risk environments**, need to consider [specific factors](#) that must be managed for young people, including exposure to radiation, noise and vibration, toxic substances, or extreme temperatures. Where these specific factors exist in your workplace, you should already have control measures in place. This will also apply to [legally required age limits on the use of some equipment and machinery](#) (e.g. forklift trucks and some woodworking machinery). Consider whether you need to do anything further to control the risks to young people
- Explain to parents/carers of children what the significant risks are and what has been done to control them. This can be done in whatever way is simplest and suitable, including verbally, and is very often done via the school or college
- When you induct students, explain the risks and how they are controlled, checking that they understand what they have been told
- Check that students know how to raise health and safety concerns

More information about managing risks is available in [Health and safety made simple](#).

Find out more about [work experience responsibilities](#).

## What the law says about young people at work

Under health and safety law, every employer must ensure, so far as reasonably practicable, the health and safety of all their employees, irrespective of age. As part of this, there are certain considerations that need to be made for young people.

Abiding by the following guidance means those involved in employing young people for work or work experience will be doing what the law requires.

### Definitions of young people and children by age:

- **A young person** is anyone under 18 and
- **A child** is anyone who has not yet reached the official minimum school leaving age (MSLA). Pupils will reach the MSLA in the school year in which they turn 16.

### Management of Health and Safety at Work Regulations

The [Protection of young people](#) provides further advice on making the necessary considerations contained within these Regulations.

Under the Management of Health and Safety at Work Regulations 1999, an employer has a responsibility to ensure that young people employed by them are not exposed to risk due to:

- lack of experience
- being unaware of existing or potential risks and/or
- lack of maturity

An employer must consider:

- the layout of the workplace
- the physical, biological and chemical agents they will be exposed to
- how they will handle work equipment
- how the work and processes are organised
- the extent of health and safety training needed
- [risks](#) from particular agents, processes and work

These considerations should be straightforward in a low-risk workplace, for example an office.

In higher- risk workplaces the risks are likely to be greater and will need more attention to ensure they're properly controlled.

Employers need to consider whether the work the young person will do:

- is **beyond** their physical or psychological capacity
- This doesn't have to be complicated, it could be as simple as checking a young person is capable of safely lifting weights and of remembering and following instructions.
- involves harmful exposure to substances that are toxic, can cause cancer, can damage or harm an unborn child, or can chronically affect human health in any other way
- Be aware of substances a young person might come into contact with in their work, consider exposure levels and ensure legal limits are met.
- involves **harmful** exposure to radiation
- Ensure a young person's exposure to radiation is restricted and does not exceed the allowed dose limit.

- involves risk of accidents **that cannot reasonably be recognised or avoided** by young people due to their insufficient attention to safety or lack of experience or training
- A young person might be unfamiliar with 'obvious' risks. An employer should consider the need for tailored training/closer supervision.
- has a risk to health from **extreme** cold, heat, noise or vibration
- In most cases, young people will not be at any greater risk than adults and for workplaces that include these hazards it is likely there will already be control measures in place.

A child must never carry out such work involving these risks, whether they are permanently employed or under training such as work experience.

A young person (under 18), who is not a child (under 16), can carry out work involving these risks if:

- the work is necessary for their training
- the work is properly supervised by a competent person
- the risks are reduced to the lowest level, so far as reasonably practicable.

Providing supervision for young workers and monitoring their progress will help employers identify where additional adjustments may be needed.

Employers must let the parents or guardians of any child know the possible risks and the measures put in place to control them. This can be done in whatever way is simplest and suitable, including verbally.

An employer will already be familiar with the risks associated with their workplace and should be in a position to consider what is or is not appropriate.

Employers with fewer than five employees are not required to have a written risk assessment.

### **Other issues you need to consider**

There are other agents, processes and work that should be taken into account when employing a young person. This is a non-exhaustive list and, if relevant, more information can be found through the links provided:

- [biological agents](#)
- [working with chemicals](#)
- [working with lead and lead processes](#)
- [asbestos](#)
- [working with explosives, including fireworks](#)
- [working with compressed air](#)
- [construction, including demolition](#)
- [electrical safety](#)
- [agriculture](#)
- [manufacturing](#)

### **Working hours and young workers**

Work Experience students should work a maximum of 8 hours a day.

More information can be found on the [gov.uk website](#).