

# Work Experience Policy

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Policy Owner	Deputy Principal Inclusion & Student Experience
Approval Level (committee)	Trust Board
Applies To (job roles relevant to)	Careers Team, Curriculum Staff
Next Review Due	September 2028
Equality Impact Assessment	Date

## Policy Purpose:

The Work Experience Policy sets out the arrangements, responsibilities and expectations for all work experience activity undertaken by students within the Lighthouse Learning Trust. Work experience is a vital part of preparing young people for adulthood, enabling them to gain insight into the workplace, develop employability skills and make informed decisions about future careers.

For the purpose of this policy, work experience includes:

- Placements onsite with employers
- Industry placements
- Virtual placements
- Taster days
- Experiences of workplaces and other employer experiences

The college is committed to meeting the Gatsby Benchmarks, in particular Benchmark 5: Encounters with Employers and Employees and Benchmark 6: Experiences of Workplaces, by ensuring that every student has meaningful opportunities to engage with employers and the world of work.

The college recognises its legal and moral obligation to safeguard the health, safety and welfare of all students undertaking work experience, in line with the Health and Safety at Work Act, associated Young Person Regulations, and the Lighthouse Learning Trust framework for managing work experience and placements.

## Work placement

The college will work proactively with employers to ensure a wide range of high-quality placements and workplace encounters.

To ensure compliance and safety:

- Placement providers must complete the Work Experience Letter of Engagement and return all required health and safety documentation before a placement is approved
- Employers must acknowledge and meet their responsibilities for supervision, training and safeguarding
- The college will maintain appropriate communication with employers throughout the placement

## College Responsibilities

Careers Team

- Coordinates work experience processes across the college
- Sends employer engagement documentation and collects required evidence
- Supports risk assessment, categorisation of placements, and student briefing prior to placement
- Records compliance and authorises placements in line with Trust procedures
- Ensure students have guidance on staying safe whilst on a work placement

Teaching staff

- Identify and support students requiring placements
- Ensure risk assessments are completed
- Maintain communication with students during placements

Employers

- Provide a safe working environment and adequate supervision
- Deliver induction training tailored to the role
- Ensure that students understand expected standards of behaviour, confidentiality and safeguarding
- Report any accidents, concerns or issues to the college immediately

Students

Students must:

- Participate in all preparation activities and briefings
- Follow workplace rules, health and safety instructions and safeguarding expectations
- Carry out only tasks appropriate to their capabilities
- Report concerns promptly to the employer and/or the college

## Parents

- Support in sourcing a suitable placement
- To complete all relevant paperwork including consenting to the placement and informing the college of any medical and additional needs

## Risk Assessment

The college will ensure placements are appropriately risk assessed.

- Additional detailed risk assessment for higher-risk placements
- Student briefing
- Placement approval and notification to all parties
- Students will not be permitted to begin a placement until all safety requirements are met

## Inclusion

The college is committed to ensuring that SEND students, including those with an Education, Health and Care Plan (EHCP), have equitable access to work experience opportunities.

- All placements will consider individual needs, adjustments, risks and support requirements.
- Students with disabilities or additional needs will be supported to access placements that match their abilities, aspirations and health and safety requirements.
- Personalised planning, preparation and review will be undertaken to ensure that SEND learners experience a safe and meaningful placement, consistent with Gatsby Benchmark 3: Addressing the Needs of Each Pupil.
- All students who have an EHCP are offered the opportunity to work with a member of the Careers Team to draw up a Vocational Profile to help them identify potential work experience placements or future jobs.

Parents/carers must inform the college of any medical, learning or behavioural needs that may impact placement arrangements, as outlined in the Trust guidance.

## Post Placement Review

Following completion of a placement:

- The college will review employer feedback, student reflections and any concerns raised
- Issues will be logged and considered before future placements are approved
- Students will be supported to evaluate the experience and link learning to future career plans, supporting Gatsby Benchmark 8: Personal Guidance

## Monitoring and Evaluation

The policy will be reviewed every three years in line with the Lighthouse Learning Trust processes.

## Links to other policies:

- Student Privacy notice
- Careers Policy
- Work Experience Strategy
- Safeguarding and Child Protection Policy
- Safeguarding and Child Protection Procedure
- Curriculum Framework

## Document History

Version	Purpose/Change	Author	Date
1.1	New document	JCH	08/12/2025