Campion School
Work Experience Policy
(WEP)

Aspire Engage Achieve

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Introduction to the Campion School Work Experience Policy (WEP)

Welcome to the **Campion School Work Experience Policy (WEP)**.

This document outlines the framework, procedures, responsibilities, and expectations for the Work Experience Programme—a vital component of career education for students in **Year 10 and Year 12**.

At Campion School, we recognise the importance of work experience in preparing students for the modern workplace. The WEP is designed to offer students practical exposure to different industries, helping them explore potential career paths, develop essential skills, and make informed decisions about their future educational and professional trajectories.

Key Commitments and Programme Structure:

- **Timing:** The WEP occurs annually, with placements taking place for one week in **June / July**.
- **Coordination:** Year 10 students are divided into two bands (**Group A** and **Group B**), ensuring efficient support and safety monitoring.
- **Flexibility:** While Year 12 students are encouraged to participate in June, provisions are made for them to complete placements at alternative times if required for their university or career applications.
- **Safety and Coordination: The policy ensures the entire process is well-coordinated and that the safety and well-being of all participating students are prioritised, providing reassurance to parents, staff, and employers about student protection**.

The Equalex Policy Mandate:

Campion School is fully committed to upholding the principles of the **new Equalex Policy**. This means we are committed to promoting **equality, diversity, and inclusion** throughout the Work Experience Programme. We will actively work to ensure that all students have equitable access to a diverse range of high-quality placements and that their workplace experience is free **of bias or discrimination.**

This policy serves as a mandatory guide for all stakeholders: students, parents/guardians, employers, and school staff.

Campion School Work Experience Policy (WEP)

1. Purpose and Scope

At Campion School, we recognise the importance of work experience in preparing students for the modern workplace. Our Work Experience Programme offers students in Year 10 and Year 12 practical exposure to different industries, helping them explore potential career paths and develop essential skills. This programme aligns with our commitment to equipping students with the knowledge and abilities to make informed decisions about their future.

The Work Experience Programme occurs annually in June and lasts one week. Year 10 students are divided into two bands, each group completing their placements two weeks apart. Year 12 students also undertake placements in June, but may complete them outside this timeline if they align with their career or university requirements. This policy outlines the procedures, responsibilities, and expectations for students, parents, employers, and school staff involved in the programme. It ensures the process is well-coordinated and that students' safety and well-being are prioritised.

In accordance with the new Equalex Policy, Campion School is committed to promoting equality, diversity, and inclusion throughout the Work Experience Programme. We will actively work towards ensuring that all students have equitable access to a diverse range of placements and that the programme is free from bias.

2. Aims of the Work Experience Programme

The Work Experience Programme is designed to:

- Provide students with insights into various industries and career options.
- Help students develop practical communication, teamwork, and time management skills.
- Expose students to professional expectations and responsibilities in a real-world setting.
- Aid students in reflecting on career aspirations and making informed decisions about their future.
- Encourage students to apply classroom learning practically, enhancing their overall learning experience.
- **Implement the principles of the Equalex Policy by actively seeking out placement opportunities that represent a breadth of industries and provide a non-discriminatory experience for all participants.**

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3. Key Dates

- Work Experience Duration: One week in June for each group.
- Year 10 Students: Divided into two bands.
    - Group A: First week of June
    - Group B: Third week of June
- Year 12 Students: Encouraged to participate in the June week, but may arrange placements outside this period if relevant to their career goals or university requirements.

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4. Securing a Placement

Each student is responsible for finding their work experience placement, which helps build their confidence and independence, making the process more meaningful for students and reassuring for parents and staff.

Each student is responsible for finding their work experience placement. Still, the school encourages students and parents/guardians to seek support or raise concerns during the planning process to promote transparency and address issues promptly.

- Contacting employers (e.g., drafting letters or emails).
- Preparing for interviews or meetings with employers.
- Exploring potential industries that align with career aspirations.
- Parents and guardians are encouraged to assist, but students should take the lead in securing their placements, an essential part of the learning experience.

- **The school will actively monitor and address any placements that do not meet safety or inclusivity standards, ensuring the process aligns with the Equalex Policy and maintains high standards for all participants.**

4.1 Year 12 Flexibility

Year 12 students can complete work experience outside the designated June week under the following conditions:

- The placement is relevant to the student's career or university application.
- The placement meets health and safety requirements and provides necessary documentation (risk assessments, insurance).
- Students should contact the Work Experience Coordinator to discuss and get approval for alternative placements.

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5. Alternative Work Experience – Springpod

For students who cannot secure a traditional work placement, the school provides virtual work experience through Springpod.

5.1 What is Springpod?

Springpod is an online platform offering virtual work experiences across multiple industries. If a student cannot attend an in-person placement, they will complete a Springpod programme during the same week.

This virtual platform ensures that all students have an equitable opportunity to gain valuable experience, in line with the Equalex Policy.

This virtual experience includes:

- Career insight sessions with industry professionals.
- Interactive, real-world tasks and projects.
- Mentorship opportunities.
- A final reflection reports.

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6. Work Experience Outside of the Set Timeline

Year 12 Students may complete work experience outside of June if the placement relates to career aspirations or university requirements. The following conditions must be met:

- The placement provides relevant experience.
- All required health and safety checks must be completed, including documentation (risk assessments, public liability insurance).
- The placement must be logged via Grofar, the school's work experience management platform.

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7. Logging Work Experience via Grofar

Campion School uses the Grofar platform to manage and monitor all work experience placements. This system tracks placement details and meets health and safety requirements.

7.1 Student Responsibilities on Grofar:

- Log placement details (company name, contact info, health and safety officer) into the system.
- Upload confirmation letters or emails from the employer.

7.2 Parental/Guardian Responsibilities on Grofar:

- Verify placement details, including employer contact information and health and safety provisions.
- Ensure that public liability insurance and risk assessments are provided.

7.3 Employer Responsibilities on Grofar:

- Complete risk assessments and submit a copy of Public Liability Insurance.
- Ensure student supervision and provide accurate contact details.

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8. Health and Safety Requirements

Ensuring student safety is a priority. All work placements must meet the required health and safety standards.

8.1 Risk Assessments

Employers must complete and submit risk assessments through Grofar before the placement begins, detailing potential risks and control measures. Public Liability Insurance must also be uploaded to confirm coverage.

8.2 Health and Safety Site Visits

School staff may conduct a pre-placement site visit for higher-risk environments to ensure all risks are managed appropriately.

Health and Safety, in line with the Equalex Policy, will also include a check on the employer's commitment to providing an environment free from discrimination and harassment.

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9. Requirements for All Work Placements

9.1 Expectations of Students:

- Dress Appropriately: Follow the dress code suitable for the role, ensuring professionalism and safety.
- Punctuality: Arrive on time and adhere to scheduled breaks.
- Engagement: Show interest, be proactive, and ask questions.
- Health & Safety Compliance: Follow workplace safety guidelines.
- Professional Behaviour: Maintain a positive and respectful attitude.
- Respect for Property: Treat all employer property with care.
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9.2 Prohibited Actions:

- Machinery: Do not operate machinery without specific training and supervision.
- Safety Equipment: Do not tamper with Personal Protective Equipment (PPE) or safety tools.
- Inappropriate Communication: Avoid personal contact via social media or phone with employers unless work-related.

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10. Payment

Under the Work Experience Act 1974, students are classified as children in education, not employees. Therefore, they are not entitled to payment. Employers must ensure students engage in meaningful tasks without replacing regular employees.

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11. Hours of Work

Students should follow the business's regular working hours, which must comply with Child Employment Legislation. This means no work before 7:00 AM or after 7:00 PM. Students with prior commitments should discuss scheduling conflicts during the pre-placement interview.

12. Post-Placement Review

After their work experience, students must complete a review reflecting on their learning and employer feedback.

13. Year 10 Banding

To ensure smooth coordination, Year 10 students are divided into two bands and staggered in two parts:

- Group A:
- Group B:

This staggering ensures adequate support and efficient health and safety checks.

14. Compliance and Accountability

All students, parents, employers, and school staff must comply with this policy to ensure the Work Experience Programme runs smoothly.

- Compliance is explicitly extended to include adherence to the principles of the Equalex Policy, specifically regarding non-discrimination in placement selection, experience, and feedback.

14. Compliance and Accountability

All students, parents, employers, and school staff must comply with this policy to ensure the Work Experience Programme runs smoothly. Concerns should be reported to the Work Experience Coordinator, Michael Wilson, at:

- **Email**: michaelw4@campion.warwickshire.sch.uk
- **Phone**: 01926 743229

Campion School: Work Experience Policy

Provision of career information at schools and other institutions.

Ownership: Campion School

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