



Policy Area:	Work experience Policy		
Date:	November 2025	Policy code:	W2
Last reviewed:	November 2025	Reviewed by:	Esmá Izzidien
Next review:	November 2026	<i>(For all review dates see end of document)</i>	

This policy comprises four sections:

Section one: Policy information

Section two: Guidance for parents

Section three: Guidance for placement providers

Section three: Summary for students

SECTION ONE: POLICY INFORMATION

1. Introduction

Work experience is an integral part of students' entitlement to high-quality Careers Education, Information, Advice and Guidance (CEIAG). It directly supports **Gatsby Benchmark 6: Experiences of Workplaces**, which states:

Every pupil should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities and expand their networks.

(The Gatsby Benchmarks – <https://www.goodcareerguidance.org.uk/the-benchmarks>)

Work experience provides young people with valuable insight into the world of work, helps raise aspirations, and supports the development of employability skills. It bridges the gap between education and employment, enabling students to make informed decisions about their future pathways while developing confidence, independence and resilience.

All students are offered the opportunity to participate in work experience by the end of their compulsory education. Students are encouraged to secure placements that reflect their interests, skills and strengths, and which are free from stereotypes. The school actively challenges discrimination and promotes equality of opportunity.

Students with Additional Learning Needs (ALN) will be appropriately supported through close liaison with parents/carers, the Additional Learning Needs Co-ordinator (SENCO), relevant pastoral staff and placement providers.

2. Aims of Work Experience

Work experience aims to:

- Enhance students' understanding of the world of work
- Develop employability skills, including communication, teamwork and problem-solving
- Provide insight into the skills, qualities and attitudes required by different sectors and employers
- Support personal and social development, including self-confidence, time management, organisation and resilience
- Prepare students for future employment, education or training
- Enable students to make meaningful cross-curricular links
- Support the school's CEIAG provision
- Provide opportunities for reflection and self-evaluation

3. Provision

- A **three-day work experience placement** is offered to all **Year 10 students**.
- All placements require the designated supervisor to hold an **enhanced DBS check**.
- Parents are given the opportunity to arrange work experience placements themselves but a list from school will also be provided for anyone struggling to find a suitable placement.

4. Management and Coordination

Approval of all work experience placements rests with the school. The school requires all placements paperwork to be completed as specified.

Placements may be sourced in a variety of ways, including personal contacts, but must be approved by the school before confirmation.

The school follows all relevant national legislation and guidance issued by the **Health and Safety Executive (HSE)** and the **Department for Education (DfE)** to ensure students' health, safety and safeguarding. Only placements that meet the school's safeguarding and health and safety requirements will be authorised.

5. Health and Safety Considerations

The school follows HSE guidance for work experience and placements, which can be found at: <https://www.hse.gov.uk/young-workers/index.htm>

This guidance is shared with relevant staff and placement providers.

6. Considerations for the School

HSE guidance states:

Those organising placements should simply ask sensible questions, in proportion to the level of risk, to satisfy themselves that arrangements are in place. Schools do not need to

complete extensive health and safety checks or risk assessments of their own, nor do they need to hire third parties to do so.

The school therefore adopts a proportionate approach to health and safety, based on the level of risk associated with the placement.

7. Considerations for Placement Providers

Under the **Health and Safety (Training for Employment) Regulations 1990**, students on work experience are treated as employees for health and safety purposes. Placement providers therefore have the same duty of care to students as they do to their own employees.

Providers must ensure that students are protected from risks arising from:

- Lack of experience
- Limited awareness of hazards
- Their stage of physical, emotional or cognitive development

Existing workplace risk assessments and Employer's Liability Insurance normally cover work experience placements.

8. Assessing Risk and Preparing Students

8.1 Risk Management by Placement Providers

Placement providers are expected to provide an appropriate induction and supervision, in line with HSE guidance:

- **Low-risk environments** (e.g. offices, shops): existing arrangements for employees are usually sufficient.
- **Moderate-risk environments** (e.g. light assembly, packing): additional induction, supervision, site familiarisation and protective equipment may be required.
- **Higher-risk environments** (e.g. construction, agriculture, manufacturing): providers must carefully consider tasks, supervision, training and control measures.

Risk assessments should consider students' inexperience and developmental stage. Where appropriate, relevant information (e.g. care plans) may be shared with employers, following consultation with the Head of Secondary and where appropriate the ALNco or intervention teacher.

8.2 Preparing Students in School

Before placements begin, at CMS we will:

- Deliver assemblies and/or tutor sessions explaining the purpose and benefits of work experience
- Provide guidance on health and safety and safeguarding expectations
- Clearly explain reporting procedures for concerns

These messages will be reinforced through the pastoral system immediately prior to placements.

Placement providers are expected to brief students on health and safety during their induction on the first day.

9. Safeguarding Our Pupils

9.1 DBS and Safeguarding Requirements

In line with **Keeping Children Safe in Education** and DBS guidance:

- Pupils under 16 cannot be DBS checked
- Any placement lasting more than three days requires the designated supervisor to hold an **enhanced DBS check, but we ask that all placement supervisors hold this.**
- For students aged 16+, placements in “specified places” (e.g. schools, childcare, healthcare) should consider enhanced DBS checks

Maintaining **reasonable supervision** is central to safeguarding both students and service users.

All placement providers will receive safeguarding guidance prior to the placement commencing.

9.2 School Safeguarding Responsibilities

The Trust Safeguarding and Child Protection Policy applies to all work experience undertaken during term time, in line with **Keeping Children Safe in Education (September 2023, paragraphs 329–334)**.

Students must know that they can report concerns at any time to a Designated Safeguarding Lead (DSL) or any member of school staff by phone, email, text or in person. This must be made explicit before placements begin.

9.3 Responsibilities of Placement Providers

Placement providers must agree in writing to follow safeguarding procedures if a student discloses a concern, including:

- Listening carefully and taking concerns seriously
- Explaining the duty to report concerns
- Not promising confidentiality
- Recording the disclosure accurately
- Contacting the school as soon as possible

A written follow-up report will be requested.

10. Monitoring and Evaluation

All students will be given the opportunity to evaluate and reflect on their work experience upon return, through formal evaluation and pastoral activities.

The member of staff responsible for work experience, Yusuf Aboulgassem, will review the programme annually and share this within SLT. The review will consider:

- Achievement of stated aims
- Health and safety issues

- Placement completion rates
- Student-sourced placements
- Reasons for non-completion
- Areas for improvement to inform CEIAG development

11. Related Policies and Guidance

- Keeping Children Safe in Education
 - Trust Safeguarding and Child Protection Policy
-

SECTION TWO: GUIDANCE FOR PARENTS

Why work experience matters

Work experience is an important part of your child's education and forms part of their Careers Education, Information, Advice and Guidance (CEIAG). It gives students first-hand experience of the workplace, helping them develop confidence, independence and employability skills, and supports informed decision-making about future education, training and careers.

Who takes part?

All Year 10 students are offered a three-day work experience placement during the school year.

Safeguarding and safety

Your child's safety and wellbeing are our highest priorities.

- All placements must be approved by the school before they can go ahead.
- Placements follow national Health and Safety Executive (HSE) guidance.
- Placement providers have a duty of care to students, as they would to employees.
- Any placement requires the designated supervisor to hold an enhanced DBS check.
- The school's Safeguarding and Child Protection Policy applies throughout the placement.
- Students are reminded who to contact if they have any concerns and can report worries at any time.

Students with Additional Learning Needs (ALN) will be supported through close communication between parents/carers, the ALNCO, school staff and placement providers.

Your role as a parent or carer

Parents and carers play a vital role in supporting students to secure a suitable placement. This may include helping your child make contact with employers, discussing expectations and encouraging professional behaviour.

Tips for choosing a suitable work experience placement

When helping your child choose a placement, we recommend considering the following:

- Interest and relevance – Choose a placement linked to your child's interests, strengths or possible career ideas where possible.

- Learning opportunities – A good placement allows students to observe, ask questions and develop new skills, not just carry out repetitive tasks.
- Safety – The workplace should be appropriate for a young person, with suitable supervision and clear health and safety procedures.
- Travel and practicality – Consider realistic travel arrangements, working hours and location.
- Positive environment – The placement should provide a supportive and respectful working environment.
- Avoid stereotypes – Students are encouraged to explore a wide range of sectors and roles, regardless of gender or background.

Before the placement begins

The school will:

- Provide students with guidance on conduct, safeguarding and health and safety.
- Confirm approval of the placement and necessary documentation.

We ask parents/carers to:

- Complete all required paperwork in accordance with deadline for placements.
- Discuss expectations and behaviour with their child.
- Ensure your child understands how to raise concerns.
- Inform the school of any relevant medical or additional needs.

After the placement

Students will be given opportunities to reflect on and evaluate their work experience. This reflection helps them recognise skills developed and informs future career planning.

If you have any questions

If you have questions or concerns about work experience, please contact Yusuf Aboulgasem, Head of Secondary.

SECTION THREE: GUIDANCE FOR PLACEMENT PROVIDERS

Thank you for offering a work experience placement to one of our Year 10 students. Your support plays a vital role in helping young people develop confidence, employability skills and a better understanding of the world of work.

This guidance outlines your role and responsibilities and helps ensure that the placement is safe, positive and beneficial for both the student and your organisation. A brief form will also need to be completed in order for the placement to be approved by the school.

About the placement

- The placement is for a Year 10 student (aged 14–16)
- Placements typically last three days
- Students are on placement as part of their school curriculum

Your role as a placement provider

During the placement, you are asked to:

- Act as a positive role model and mentor
- Provide meaningful tasks and learning opportunities appropriate to the student's age and experience
- Treat the student with respect and professionalism
- Ensure appropriate supervision at all times
- Promote equality, diversity and inclusion

Health and safety responsibilities

Under Health and Safety Executive (HSE) guidance, students on work experience are treated as employees for health and safety purposes.

You are asked to:

- Ensure the student's activities are safe and suitable for their age and experience
- Follow your existing workplace health and safety arrangements
- Provide a clear induction on the first day, including:
 - Fire procedures and emergency arrangements

- First aid arrangements
- Any relevant hazards and control measures
- Provide any necessary training, instruction or personal protective equipment (PPE)
- Ensure appropriate supervision throughout the placement

Safeguarding responsibilities

Safeguarding is everyone's responsibility.

You are asked to:

- Maintain professional boundaries at all times
- Ensure interactions with the student are appropriate and transparent
- Avoid one-to-one situations in isolated areas where possible
- Ensure the student knows who their supervisor is and who to speak to if they have concerns

If a student shares information that causes you concern, you must:

- Listen carefully and take what is said seriously
- Reassure the student that they have done the right thing by telling you
- Explain that you cannot keep the information confidential
- Record the concern using the student's own words, including date and time
- Contact the school as soon as possible

DBS checks

- Students under 16 cannot be DBS checked
- We ask that the the designated supervisor to hold an enhanced DBS check

Working hours and conduct

- Working hours should be reasonable and appropriate for a young person and must fall within school hours unless for exceptional circumstances
- Students should not work excessive hours or unsupervised
- Students should not be asked to undertake tasks that are unsafe or inappropriate

Supporting a positive experience

We encourage placement providers to:

- Explain the purpose of tasks and activities
- Encourage questions and reflection
- Give constructive feedback
- Allow the student to observe a range of roles where possible

If issues arise

If there are any concerns regarding attendance, behaviour, safety or wellbeing, please contact the school immediately so that we can support you and the student.

Thank you once again for supporting our students and helping to inspire the next generation.

Appendix 1 Template letter to employers

Dear (name of contact at work experience placement),

In order to ensure the safeguarding of our students we require written confirmation that you:

- 1) have policies and procedures in place to protect children from harm.
- 2) Hold an enhanced DBS check for the person responsible for supervising the placement
- 3) understand that it is your duty to respond if one of our students discloses something to you which is a safeguarding concern.
- 4) Have read our guidance document on work experience placement

Please complete the table below and then sign and return this letter to confirm the above points and that you agree to the guidance provided..

Name of student	
Work experience placement location (full address)	
Details of times and dates of the placement	
Supervisor for placement	
Does the supervisor hold a valid enhanced DBS?	Yes / No. Please attach or send a copy to the school.
Have you read our guidance document and agree to comply with it?	Yes / No.
What work will the student do during the placement?	
What are the relevant	

<p>precautions being taken to prevent risks and harm?</p>	
<p>What are the planned arrangement for induction, training and supervision of the student</p>	
<p>Please confirm you have employers liability insurance and whether it covers work experience students as employees</p>	<p>Yes/ No</p> <p>Please attach or send a copy to the school.</p>

To be completed by workplace placement provider:

Print name of employer:

Signed by employer: _____

Date: _____

To be completed by Cardiff Montessori School:

Print name of designated safeguarding lead (DSL):

Signed by DSL: _____

Date: _____

Placement experience authorised by Head of Secondary:

Print name of Head of Secondary:

Signed by Head of Secondary: _____

Date: _____

SECTION THREE: GUIDANCE FOR STUDENTS

What is work experience?

Work experience is your chance to spend time in a real workplace, learn about jobs, and build skills for your future. Work experience helps you decide what you might like to do in the future and gives you skills employers value.

What will I do?

- Take part in a three-day placement
- Learn how workplaces operate- this will involve observing, listening and hands on work. It is also a great opportunity to ask questions.
- Develop confidence, teamwork and communication skills

What is expected of me?

- To uphold the school values at all times: Be kind, honest, respectful, responsible and act in accordance with Montessori principles.
- To arrive on time and listen to instructions given to you.
- To work hard. Ensure you complete all tasks according to your best ability, with a positive attitude.
- Enjoy the experience and try to get as much out of it by asking questions and thinking about what you want to learn and discover from the placement.

Staying Safe:

- You will be given health and safety guidance before you go
- You will have a supervisor at your placement
- If anything worries you, tell your school immediately. You can contact: Your head of secondary- Yusuf Aboulgasem. The designated Safeguarding Lead (DSL): Anthony Thomas

Review of policy dates:

Date of review	Reviewed by	Notes
01/2026	Esma Izzidien	
