



## **Careers & Work Experience Policy** Brighton Forward

<b>Contents</b>	<b>Page</b>
1. Introduction	2
2. Our aims	2
3. Provision	2
4. Management and coordination	2
5. Safety considerations	3
6. Considerations for the placement provider	3
7. Assessing the risks	3
8. Safeguarding our students	4
9. Monitoring and evaluation	6
Appendix 1 - Employer guidance and procedure	7
Appendix 2 – Employer guidance letter	8

Brighton Forward is committed to reviewing its policy and good practice annually.

This policy was reviewed on 3<sup>rd</sup> January 2026  
Laura Vallone  
Managing Director

## **1. Introduction**

Work experience is an integral part of our students' entitlement to CEIAG (Careers Education, Information, Advice and Guidance) and this clearly 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.*

<https://www.goodcareerguidance.org.uk/the-benchmarks>

Work experience gives young people vital insights into the world of work, encourages them to aspire to be contributing members of their communities, and helps them to prepare for their future. It bridges the gap between college and work and helps young people make decisions about their future and develop new and existing skills.

The opportunity to participate in work experience or community projects is provided to all students by the end of their third year. Students are encouraged to find placements linked to career paths that suit their interests, skills and strengths with the absence of stereotypes, which are actively challenged.

Brighton Forward students, having special educational needs or disability and social, emotional and mental health difficulties will be supported appropriately through liaison with parents, staff and the placement provider.

## **2. Our aims**

Work experience should:

- Enhance students' knowledge of the world of work
- Develop students' employability skills
- Provide an insight into the skills, qualities and attitudes required by particular sectors and employers
- Provide opportunities for personal and social development – including self confidence, time management, personal organisation and resilience
- Help prepare students for the world of work
- Enable students to make cross-curricular links
- Support the School's CEIAG provision
- Provide students with an opportunity for self-evaluation

## **3. Provision**

The opportunity to engage in community and/or work experience for a day per week over a prolonged period, preferably a term, is offered to all third-year students. However, some second-year students may also participate if it is deemed beneficial for their development.

## **4. Management and coordination**

The College is responsible for approving placements and managing all related documentation. Placements can be sourced through a number of different methods including personal contacts, college contacts or external provider contacts, e.g. The Education People or Careers Enterprise Company.

National legislation from the HSE and the DfE will be followed to ensure the health, safety and safeguarding of students whilst on work experience. The College only authorises placements which have met all of our safeguarding requirements (see below).

## **5. Safety considerations**

The HSE guidance for work experience and placements is invaluable and should be shared with staff and placement providers. It can be found at <https://www.hse.gov.uk/young-workers/employer/work-experience.htm>

The College will ask sensible questions to ensure safety arrangements are in place without duplicating employer risk assessments, in line with HSE advice.

## **6. Considerations for the placement provider**

Under HSE guidance (the Health and Safety (Training for Employment) Regulations 1990), students on work experience are treated as employees for health and safety purposes. The placement provider has the same duty of care to the students as it does to its own employees.

The provider must ensure that any young person on placement is protected from any risks which are a consequence of their lack of experience or an absence of awareness of existing or potential risks or the fact that a young person has not fully matured.

Existing employer risk assessments and liability insurance are generally sufficient.

The placement providers will conduct appropriate inductions and risk assessments, tailored to placement risk levels.

## **7. Assessing the risk**

Employers are required to have risk assessments for their employees, although small employers (with fewer than five employees) do not have to have them written down. We will ask placement providers to carry out an appropriate workplace induction, which may include undertaking the risk assessments with students, in accordance with the HSE guidance:

- For placements in low-risk environments, such as offices or shops, with everyday risks that will mostly be familiar to the student, we consider that existing arrangements for other employees should suffice.
- For environments with risks less familiar to the student (e.g. in light assembly or packing facilities), we will ask the placement provider to make arrangements to manage the risks. We consider this should include induction, supervision, site familiarisation, and any protective equipment needed.
- For a placement in a higher-risk environment such as construction, agriculture and manufacturing we will ask the provider to consider what work the student will be doing or observing, the risks involved and how these are managed and to satisfy themselves that the instruction, training and supervisory arrangements have been properly thought through and that they work in practice.
- In addition to this, we will ask that the risk assessments take into account the student's potential inexperience, lack of awareness of risks and their stage of development. Where it is appropriate to do so, relevant information (such as a care plan) may be sent to the employer to allow them to consider how best to provide safe

methods of working. The advice of the College Lead and other relevant staff shall be sought in such cases before information is sent from the college.

Briefing our students in College:

- A member of the SLT will meet with the student, prior to the student going out on placement, and they will reiterate the importance of work experience and its benefits. This meeting will also be used to explain about health and safety in the workplace and confirms the procedure for raising any health and safety, as well as safeguarding, concerns.
- The college will reinforce these messages in the final few days before the students go out on placement.
- We request that the placement provider brief students on their first day of induction on health and safety; how to identify hazards and control measures that can be put in place to reduce risk of injury or accident.

## **8. Safeguarding our students**

**8.1** Guidance from the Disclosure and Barring Service (DBS) and the Department for Education in the document "Keeping Children Safe in Education" indicates:

- Students below the age of 16 cannot have a DBS check undertaken.
- It may be appropriate for barred list checks to take place on individuals who supervise such a placement. Consideration should be given to whether the person providing the supervision will be unsupervised and how frequently they are providing the supervision. If it is more than 3 days in a 30-day period then it is likely to require a check. This check can be in the form of a barred list check.
- For students aged 16 or over, where the placement is in a "specified place" (such as a school, children's home, childcare premises), the placement provider "should consider whether a DBS enhanced check should be requested."
- Separate government guidance suggests that students aged 16 and over, who will be undertaking a placement in Health Care or the Early Years sector should have an enhanced DBS check. Time should be allowed for this to be undertaken in advance of the placement commencing. (This refers to "Post-16 work experience as a part of 16 to 19 study programmes and traineeships" published by the DfE in March 2015). It is recognised that the issue of safeguarding refers both to the students undertaking the placement as well as service users who attend such specified places. Whichever way it is viewed, the advice of maintaining "reasonable supervision" should be considered central to protecting both parties.

### **8.2 Written Confirmation from Placement Providers:**

College must obtain written confirmation from the placement provider that appropriate safeguarding checks have been carried out on individuals working at the establishment (including those who supervise students).

Placement providers should agree to inform the college of any staff changes that might affect safeguarding so that the college can ensure checks on new staff are completed. This aligns with the responsibility college retains for safeguarding when placing students externally.

### **8.3 Ongoing Safeguarding Responsibilities:**

The College remains responsible for safeguarding students placed in alternative provision or work experience.

There must be clear communication channels between the college and placement provider to report any safeguarding concerns promptly.

Should students enter into an agreement to continue their work experience placements during College closure times (e.g., holidays, lockdowns), the responsibility for safeguarding during these periods will rest with their parents or carers. The College will not hold safeguarding responsibility outside of authorised placement times.

#### **8.4 Recruitment of Staff Involved in Work Experience:**

Those responsible for organising and managing work experience have completed appropriate safer recruitment training, in line with Part Three of the statutory guidance.

If external providers or volunteers are involved in supervising students, their recruitment and vetting checks should meet the standards outlined in the guidance.

All placement providers will be given guidance prior to the commencement of the placement (see appendix 1) which highlights good practice for safeguarding staff and how to report a safeguarding concern.

**8.5** Young people must know they will be listened to and believed if they report any concerns. They must know that when on work experience, they can report to a DSL in their college or any member of staff by phone, email, text or in person, at any time. The member of staff arranging the work experience must ensure this is understood by the student beforehand.

**8.6** College must ask employers/providers to provide signed agreement to the following:

If, whilst on work experience, a student discloses anything that gives you reason to suspect that they may be at risk of harm, you should:

- Listen carefully and take what is being said seriously;
- Tell the student you have a duty to report concerns;
- Tell the student you cannot promise confidentiality;
- Write down what the student says in their own words and record the date of the conversation;
- Contact the student's college as soon as possible;
- The college will ask you to follow this up with a written report with details of the time, date and what happened.

A template for a signed agreement from employers is available in Appendix 2.

#### **8.7 Online work experience**

Most online work experience involves multiple participants organised by companies/organisations such as the NHS, national banks, British Gas, tech companies, the armed services. These provide valuable insights and opportunities for students to find out more about the workplace and future careers. Risks to personal safety are considered to be low.

On some occasions, a student may be invited to a 1:1 online meeting with a provider. If this happens within college hours, the college must take all reasonable steps to ensure that, if such a meeting is organised:

1. the college is aware when the meeting is taking place and the length of the meeting;
2. parental consent has been given; if consent is verbal this must be logged so that there is a record;
3. the students knows who to report to if they have any concerns;
4. the option of having a member of staff present has been discussed.

The college is not responsible for online meetings arranged independently by a student or their parents/carers without consulting the college, and for those which take place in the evenings, at weekends or in college holidays. Students must, however, be reassured that they can report any concern to a member of staff regardless of when it took place.

## **9. Monitoring and evaluation**

All students who access the work experience programme will be asked to evaluate and reflect on their experiences immediately after they return from their placements. This will take place through, but will not necessarily be limited to, an informal catch-up discussion with the Careers Lead.

In addition, the work experience programme is reviewed by the Operations Manager. This review is based on evidence from students and placement providers and will be presented to the SLT and as part of the CEIAG reporting procedures.

The review will:

- Consider the extent to which the programme meets the stated aims
- Consider any health and safety issues that have arisen, including from the induction provided
- Calculate the percentage of students completing a placement
- Consider reasons for failure to complete a placement
- Identify areas for improvement, which will be incorporated into the CEIAG development plan.

Other policies and documents which are relevant to this policy:

1. Keeping Children Safe in Education 2025
2. SEND Code of Practice
3. Child Protection and Safeguarding Policy
4. Health & Safety Policy
5. Safer Recruitment Policy
6. Equality & Diversity Policy
7. Data Protection & Confidentiality Policy
8. Online Safety Policy
9. Attendance & Behaviour Policy

## **Appendix 1**

### **Employer Guidance:**

Positive role models: During the work experience, the employer acts in a mentor capacity and, therefore, needs to act as an appropriate role model with due regard for appropriate conduct with learners. It is therefore important to:

- Act as an appropriate role model
- Value a learner's contributions and opinions
- Encourage them to reach their desired goal
- Listen to the learner and discuss relevant topics
- Ensure the learner feels supported and safe in the working environment

It is also important that work experience supervisors are not put in a vulnerable position, so it is suggested that where possible liaison with learners should:

- Take place in an open space with other people present where possible
- Be within appropriate working hours
- Consider if questions asked about personal or family life are of an appropriate nature.

### **Disclosure from a learner:**

If you have concerns about the protection of a young person you are working with (for example something the learner has said) then immediately contact the College and speak to either:

Aine McGeough, Designated Safeguarding Lead  
Laura Vallone, Deputy Safeguarding Lead  
Shoreham: 07534 871154  
Worthing: 07535 176079

## Appendix 2

Dear (*name of contact at work experience placement*),

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

i) have policies and procedures in place to protect children from harm; ii) understand that it is your duty to respond if one of our students discloses something to you which is a safeguarding concern.

We ask that you:

- Listen carefully and take what is being said seriously;
- Tell the student you have a duty to report concerns;
- Tell the student you cannot promise confidentiality;
- Write down what the student says in their own words and record the date of the conversation;
- Contact the student's college as soon as possible;

The College will ask you to follow this up with a written report with details of the time, date and what happened.

This is in the best interests of both yourself and our students, in line with Keeping Children Safe in Education 2025; WSCC and BHCC safeguarding policies; and good safeguarding practice.

Please sign and return this letter to confirm that you agree to this guidance.

Print name of employer: .....

Signed by employer: .....

Date: .....

Print name of designated safeguarding lead (DSL):

.....

Signed by DSL: .....

Date: .....