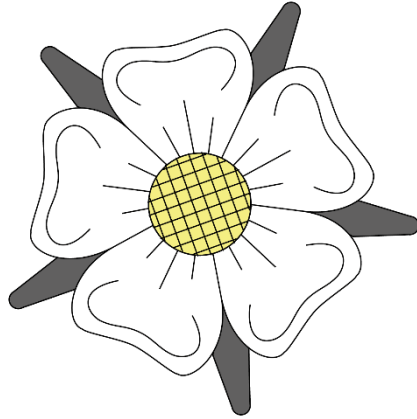




John Taylor Free School

Work Experience Procedure

John Taylor Free School

In the Summer Term your child will be completing a week's compulsory work experience. This is an educational activity planned to increase students' awareness of the real world of work. The following guide explains the aims and learning outcomes, details regulations for work experience and clarifies what your child needs to do next.

The Aims of Work Experience are:

- To offer students a meaningful insight into the real world of work.
- To support the development of essential skills and personal attributes valued by employers, such as communication, teamwork, and initiative.
- To prepare young people for future engagement in adult working life by encouraging responsibility and building independence.
- To highlight the connection between academic learning and real-world applications in various career paths.
- To enhance participants' overall employability through exposure to practical experiences and professional expectations.
- To support individuals in making informed decisions about their career and educational pathways.
- To develop self-confidence, resilience, and personal growth.
- To inspire ambition and broaden horizons regarding future career possibilities.

The Key Learning Outcomes

Throughout their placement, students will engage in a range of learning experiences designed to support their personal and professional development. By the end of the placement, students should be able to:

- Recognise, reflect on, and begin to develop key employability skills and positive workplace attitudes.
- Understand the key differences between the school environment and the world of work.
- Demonstrate awareness of health and safety practices relevant to the workplace.
- Understand the principles of equal opportunities and fair treatment in employment.
- Explore a variety of career pathways and gain insight into future education and employment options.

IMPORTANT INFORMATION

Please read the following information and ensure that you and your child are familiar with the regulations surrounding their work experience

Health and Safety

All work experience placements must complete every stage of the Unifrog placement tool before they can be approved to proceed.

Young people may face increased risks in the workplace due to limited experience and developing awareness of professional environments. As such, schools have a legal and moral duty of care to ensure students are safe during all school-related activities, including work experience.

As part of the preparation process, students will receive guidance on the importance of health and safety in the workplace. This includes understanding potential risks, how to stay safe, and what to do if they have concerns during their placement.

Insurance

In the UK, students undertaking work experience are considered employees for insurance purposes. As such, most employers are required to hold valid **Employer's Liability Insurance (ELI)** to host a placement. This insurance provides essential protection in the event of an accident or injury involving the student. It is important that employers check their policy documentation to confirm that their ELI covers young people, who may be less familiar with workplace environments. If there is any uncertainty, employers should contact their insurer or broker for clarification.

At John Taylor Free School, we prioritise student safety and wellbeing. **Therefore, all placements are expected to have appropriate ELI in place.** Where this is not possible, employers are encouraged to obtain temporary cover for the duration of the placement.

In exceptional circumstances, a placement may proceed without ELI if the following conditions are met:

- The working environment is assessed as low-risk and suitable for the student's age and experience.
- Written parental consent is obtained, acknowledging the absence of insurance.
- Final approval is granted by the school's careers lead or designated staff member.

Placements with close family friends may be considered under these conditions, subject to individual review. For further details, please refer to the *School's Employers Liability Insurance Policy*.

On the Unifrog Placements tool, for an in-person placement:

For in-person placements, employers must confirm they hold Employers' Liability Insurance (ELI) and upload a valid certificate via the Unifrog Placements tool. If the insurance expires before or shortly after the placement begins, they must commit to updating it in advance. Unifrog will automatically send a reminder email on the expiry date to prompt renewal.

Risk Assessments

Employers hosting a student for work experience are responsible for providing a safe working environment. This includes completing a Risk Assessment to:

- Identify potential workplace hazards
- Evaluate the likelihood and impact of those risks
- Outline measures to minimise or control them

In the UK, businesses with fewer than five employees are not legally required to produce a written Risk Assessment, though it remains best practice. Regardless of documentation, employers must assess risks and take appropriate steps to manage them.

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As a school, we request that all placement providers complete a basic Risk Assessment—even if not legally required. A simple template is available to support this. This ensures safeguarding and health and safety standards are met before we approve any placement.

Employers must ensure their Risk Assessment is suitable for their setting. When hosting a young person, they should consider additional risks related to age, inexperience, or unfamiliarity with the workplace. While the assessment doesn't need to specifically reference young people, it should reflect any extra precautions necessary to keep all individuals safe.

Safeguarding

[Keeping children safe in education 2025](#)

John Taylor Free School is committed to ensuring the safety and wellbeing of all students during work experience placements. In line with the Department for Education's *Keeping Children Safe in Education 2025* guidance, certain safeguarding checks may be required depending on the nature of the placement. Specifically, a **Children's Barred List check via the Disclosure and Barring Service (DBS)** may be necessary if:

- The adult supervising the student will be working **unsupervised**, and
- The placement will last **more than three days**.

If both conditions are met, the guidance advises that a DBS check **should be considered**, though it does not mandate that one must be in place. In such cases, the school will consult with the parent or carer to discuss the nature of the placement and any associated risks. Final permission for the student to attend the placement will rest with the parent or carer.

DBS Requirements

DBS clearance is not required for students under the age of 16 undertaking work experience placements. For students aged 16 and over, DBS checks are also not typically necessary, as students must not be left unsupervised at any time during their placement.

It is the responsibility of the employer to ensure that students are always supervised by trained and responsible members of staff. Appropriate mentoring and oversight must be maintained throughout the duration of the placement to ensure a safe and supportive environment.

Health, Medical and Learning Needs

It is essential that both the school and placement providers are aware of any health conditions, medical requirements, or learning needs that may affect a student during their work experience. Students and parents/carers are given the opportunity to share this information when completing the placement section on Unifrog.

The school can only pass on information about additional educational needs if it has been provided by the parent or carer. **Therefore, it is the responsibility of parents/carers to ensure that any relevant details are**

communicated to both the school and the employer. This information will be shared with the placement provider prior to the start of the placement to ensure that appropriate support and reasonable adjustments can be put in place.

Travel, Pay and Hours

Students will be expected to cover their own travelling expenses for their placement.

Students participating in the work experience must not receive payment for their placement. The programme is an educational activity and does not constitute formal employment. Any form of payment may invalidate the employer's liability insurance, which is essential for the placement to proceed.

Students are expected to follow the standard working hours of their placement provider, which may differ from the school's usual timetable. However, to ensure student wellbeing and compliance with legal guidelines, the following limits must be observed:

- Students must not work more than **8 hours per day** or **40 hours per week**.
- Placements must not require students to start before **7:00 am** or finish after **7:00 pm**.

These restrictions are in place to protect students and promote a safe, balanced experience. Employers are expected to adhere to these limits when planning work schedules.

Timekeeping and attendance

Students are expected to arrive on time each day of their work experience placement. If a student is going to be late or absent for any reason, it is their responsibility to inform **both the employer and the school** as soon as possible, explaining the reason for their absence. Failure to notify the school will result in the absence **being recorded as unauthorised**.

To report an absence or lateness, please contact the Attendance Team by phone at [01283 247823](tel:01283247823) option 1 email at attendance@johntaylorfreeschool.co.uk.

Dress Code

Students are expected to dress appropriately for the environment in which they are placed. Specific guidance regarding dress code or any required protective clothing for health and safety purposes will be provided by the employer and included in the placement details on **Unifrog**. Students must review this information carefully prior to the start of their placement to ensure they are suitably prepared.

Reflection

The Employer is invited to complete an Employer Review where they can provide feedback on Unifrog. Student Evaluation Forms can then be completed on the Placement Unifrog Tool.

Responsibility

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During a work experience placement, the employer has primary responsibility for the student. Legally, students are treated as employees for the purposes of health and safety and must be covered by the employer's relevant policies and insurance.

The **school's role** is to take **reasonable steps** to ensure the employer is acting responsibly. This includes confirming that appropriate insurance, health and safety policies, and risk assessments are in place. For students under 18, parental/guardian consent is also required.

The Unifrog Placements tool supports this process by:

- Collecting key information from employers
- Providing guidance to help employers run safe and meaningful placements
- Making it easy for parents/guardians to give consent

Placements with Family Members

If a student is placed with a family member (e.g. parent, aunt, uncle), the school's duty of care remains the same. We must still check that:

- Suitable insurance is in place
- Health and safety policies are followed
- A risk assessment has been completed

Employers' Liability Insurance (ELI) - There is often confusion around ELI for family placements. In the UK:

- Family-run businesses where all employees are related may be exempt from ELI
- This exemption **does not apply** to limited companies
- In most cases, **ELI is still required**, even if the host is a relative

Each case will be reviewed carefully to ensure compliance, as set out in the *School's Employers Liability Insurance Policy*

Self-Employed Family Members

If a student's placement is with a self-employed family member, **ELI is not legally required** if the host does **not employ anyone else** and is **not a limited company**.

However, to ensure student safety and meet our duty of care, the school will follow a structured approach, as outlined in the *School's Employers Liability Insurance Policy*

- **Low Risk Environment.**
- **Parental Consent.**
- **School Discretion**

For more details, please refer to our full school policy on *School's Employers Liability Insurance*

If you have any more further questions, please do not hesitate to contact the Careers Team on careers@johntaylorfreeschool.co.uk

