Policy Name	**Meaningful Work Experience Policy**
Policy Number	**LFTSFQ/0043**
Date of Issue	**September 2026**
Reviewed by	**Mr S Carter**
Date of next review	**September 2027**

This policy, alongside Landau Forte Academy Trust QEMS and Tamworth Sixth Form's (LFATQSF) Career Programme, will be reviewed on an annual basis.

(1) Contact

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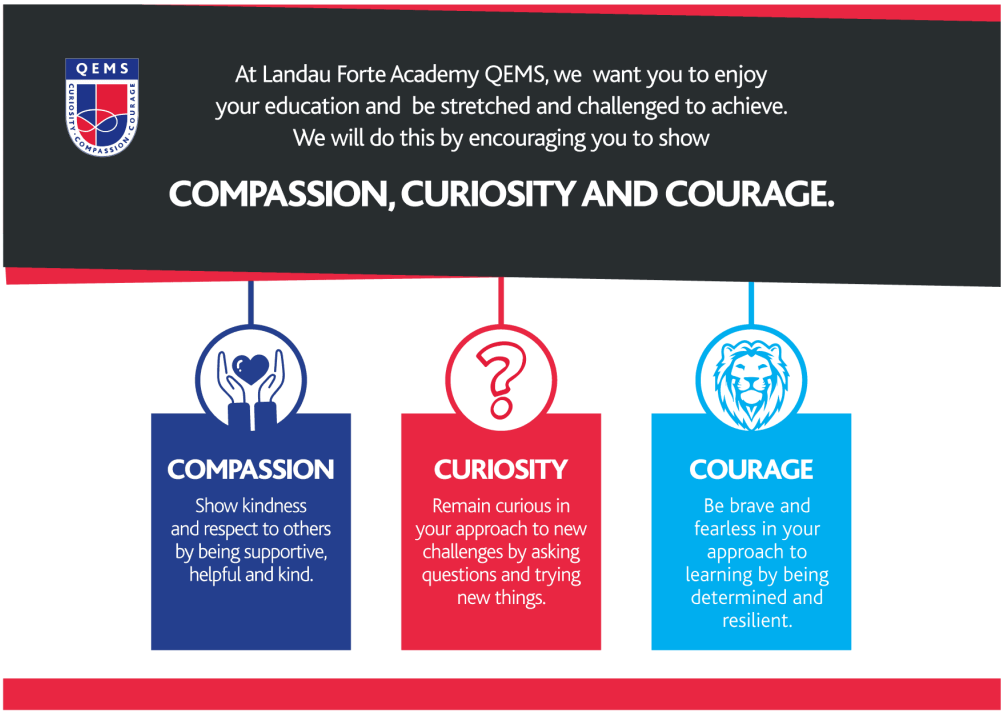
(2) Introduction

LFATQSF policies are designed to support the school and the vision and values it upholds. LFATSFQ Places emphasis on the value of the relationships formed with the parents and carers. A working partnership is vital to ensure that students are well supported at our school.

Our vision and Values



We strive to achieve this vision and values in all that we do, and staff, students, parents, governors, other school stakeholders and partners are all an important part of making this happen.

(3) Aims of Policy

This policy outlines the procedures, legal responsibilities and statutory requirements for meaningful Work Experience to ensure the safety, welfare, and quality of the placement for every student.

(4) Meaningful Work Experience

Meaningful work experience is an integral part of the school's careers education for students, providing valuable insight into the world of work. The placement is educational, not employment. Meaningful, as

defined by the Gatsby Benchmarks, is giving the young person the opportunity to explore what it is like to work in that environment, what skills are valued in the workplace, their recruitment processes and what it takes to be successful.

Regardless of Key Stage, a meaningful work experience programme will:

- have a clear purpose, which is shared with the employer and the young person
- be underpinned by learning outcomes that are appropriate to the needs of the young person
- involve extensive two-way interactions between the young person and employees
- include opportunities for young people to meet a range of different people from the workplace
- include opportunities for young people to perform a task set by the employer or to produce a piece of work relevant to that workplace
- include the employer providing feedback to the young person about their work
- be followed by opportunities for the young person to reflect on the insights, knowledge or skills gained through their experience

(5) Aims and Learning

The aim of Work Experience is for students to experience a workplace to help them better understand the essential skills that employers desire.

In addition, work experience may give students the opportunity to:

- Learn about equipment used in the workplace
- Follow routines and schedules of the working day
- Follow instructions in a work situation
- Use tools and equipment in the workplace
- Use self-assessment and keep a record of progress
- Identify health and safety measures and hazards in the workplace
- Experience routine of a normal working day or shift
- Experience learning outside the classroom
- Improve confidence of unfamiliar situations
- Work with people of different backgrounds and ages
- Develop self-confidence, career management skills and resilience.
- Make a connection between what they learn at school and the world of work

(6) Work Experience – Key Stages

From September 2025, all institutions **should** adopt the strengthened work experience Gatsby Benchmark (Benchmark 6). The Governments long-term commitment is to introduce a guarantee of two weeks' worth of modern work experience for every young person. Every learner **should** have first-hand experience of workplaces to help their exploration of career opportunities and expand their networks.

- By the age of 16, every learner **should** have had two weeks' worth of meaningful experiences of workplaces
- By the age of 18, every learner **should** have had at least one further meaningful experience.

Key Stage 3
The careers team are developing strategic and operational plans to comply with and adopt the strengthened work experience Gatsby Benchmark to provide students with 5 additional days' worth of meaningful work experience prior to year 10.

Key Stage 4 and 5
In Key Stage 4 all students are expected to source and complete a one-week placement during the second half of the summer term. The Administrative Health and Safety element of this is reviewed internally alongside the use of Unifrog platform.

Students will be supported by:

- Work experience launch assembly during the first half term of the winter term
- Parent/carer communication
- Pastoral team CPD
- Tutor time activities dedicated to seeking and securing work experience (including how to contact employers and secure work experience, as well as workplace etiquette)
- One to one or small group guidance appointments with careers adviser if needed
- Support from the Careers Lead, Tutors, Head of Year, SSO or Student Facing Support Staff
- Access to the Unifrog employer database

Students are expected to fit into their working environment and attend for the whole duration of the placement. Part of the process of finding and starting on a placement **may** involve students:

- Attending a pre-placement interview
- Dressing appropriately for the job
- Being punctual
- Notifying the person in charge if they are unable to attend through illness or other reason. Students are supported to achieve these tasks.

No lessons will be taking place for year 10 students during meaningful work experience week. If a suitable placement cannot be arranged or collapses without enough time to arrange another, the student will be expected to attend school during normal school hours where they will engage in a range of activities considered meaningful. We do expect however for a very small number of students in this instance.

No lessons will be taking place for year 12 students during meaningful work experience week. If a suitable placement cannot be arranged or collapses without enough time to arrange another, the student is expected to engage in online/virtual work experience and career related activities for the week. Students will be guided towards these.

Year 12 students who possess part time employment are given enough time and expected to make suitable arrangements for the meaningful work experience week so that their work experience can take place without obstruction.

(7) Policy Compliance and Procedures

Unifrog placements tool is used as to complete the administration and management of work experience processes.

A placement can only proceed once the following legal and policy requirements have been met:

- Parental Consent: Written consent form has been received by the school.
- Placement Vetting: The school has successfully vetted the placement, confirming suitability.
- Insurance Confirmation: The school has confirmed that the employer's Employers' Liability Insurance covers the student.
- Risk Assessment: A completed and reviewed risk assessment, carried out by the employer and reviewed by the school, is on file.
- Placement Agreement: A formal agreement outlining the placement details, working hours, supervision, and contacts is in place between the school, the employer, and the student.

If any of the above statutory or policy requirements are not met, the school reserves the right to cancel or relocate the work experience placement with the principal retaining the ability to make the final decision.

(8) Legal Status and Key Responsibilities

For the purposes of health and safety law, a student on a meaningful work experience placement is treated as an employee of the employer, meaning the employer has the primary responsibility for the student's health, safety, and welfare during the placement hours.

Party	Statutory/ Legal Responsibilities
The School (as the Organiser)	• Vetting and checking the suitability of the placement (including a check on the employer's procedures, facilities, and the planned activities). • Ensuring a statutory risk assessment for the placement has been carried out by the employer and reviewed by the school, paying attention to the student's age, inexperience, and capacity. • Confirming the employer holds adequate Employers' Liability Insurance that covers the work experience student (this is a statutory requirement for most employers*). • Obtaining written parental/guardian consent for the placement (through Unifrog). • Providing a point of contact for the student, family, and employer during the placement. • Ensuring relevant safeguarding procedures are in place (all under-18s are legally considered children for safeguarding purposes). *Employers liability insurance is not required for sole traders who employ fewer than 5 staff. A student may only be accepted on a work experience placement of this kind if the employer is a direct family member (this list could include but is not exclusive to the following relationships; your husband, wife, civil partner, father, mother, grandfather,

	grandmother, step-father, step-mother, son, daughter, grandson, granddaughter, step-son, step-daughter, brother, sister, half-brother or half-sister).
The Employer	• Ensuring the student's health, safety, and welfare as far as is reasonably practicable (Health and Safety at Work Act 1974). • Providing a placement that aligns with strict legal limits on working hours (see Section 3). • Provide evidence of Employers Liability Insurance (except in cases of exemption) • Providing an induction covering health and safety, fire procedures, and workplace rules. • Providing appropriate supervision by a named, competent person at all times. • Informing the school and parents/carers of any significant workplace risks identified in the risk assessment and the measures taken to control them. Young people at work: Risks to young people at work - HSE • Adhering to relevant child employment laws (where applicable), including restrictions on certain types of work (e.g., working with toxic substances, high-risk machinery, excessive noise/heat/cold, or working at height above two metres).
The Student/Family	• The student has a duty to take reasonable care for their own health and safety and that of others who may be affected by their actions. • The student must follow the employer's safety instructions and rules. • The student must always demonstrate positive behaviours. • Parents/Carers must provide written consent for the placement. • Parents/Carers must inform the school and the employer of any relevant medical conditions, learning difficulties, or other specific needs that may affect the student's capacity or the risk assessment. • Parents/ Carers are responsible for the attendance of the student, and the transport arrangements.

(9) Key Statutory Requirements and Legal Limits

Hours of Work (Students under Minimum School Leaving Age (16))

The placement must adhere to legal limits for young workers, which generally include:

- Maximum Hours: No more than 8 hours per day and 40 hours per week.
- Rest Break: A minimum of 1 hour rest break is required after every 4 hours and 30 minutes of work.
- Daily Rest: At least 12 consecutive hours between working days
- Time Restrictions: Students should not normally work:
    - Before 7:00 am or after 7:00 pm.
    - For more than one hour before school on a school day.
    - Weekend Work: If weekend work is agreed (with parental consent), it must not exceed the legal limits for young people.

Hours of Work (Students 16-18 year olds)

The placement must adhere to legal limits for young workers, which generally include:

- Maximum Hours: No more than 8 hours per day and 40 hours per week.
- Rest Break: A minimum of 30 minutes rest break is required after every 4 hours and 30 minutes of work.

- Daily Rest: At least 12 consecutive hours between working days
- Time Restrictions: Students should not normally work:
    - Before 6:00am am or after 10:00 pm.
    - Weekend Work: If weekend work is agreed (with parental consent), it must not exceed the legal limits for young people.

Pay and Expenses

- Payment: Students of compulsory school age (Year 10) are not entitled to the National Minimum Wage for an educational work experience placement.
- Expenses: While not a legal requirement, employers are encouraged to contribute towards expenses such as travel and lunch. Any payment for work done may inadvertently create an employment relationship and potentially invalidate insurance, so this should be avoided.

Insurance

The employer is legally required to hold Employers' Liability Insurance which must cover the work experience student as an "employee" for the duration of the placement. The school will seek confirmation of this coverage. The only case where an employer does not require employers liability insurance for a student work experience to take place is if the employer is a sole trader and is a direct family member (this list could include but is not exclusive to the following relationships; your husband, wife, civil partner, father, mother, grandfather, grandmother, step-father, step-mother, son, daughter, grandson, granddaughter, step-son, step-daughter, brother, sister, half-brother or half-sister).

Prohibited and Restricted Work

Students are legally restricted from certain high-risk activities or environments. Placements must **not** involve:

- Work that may be harmful to their health, well-being, or education.
- Exposure to toxic substances or radiation.
- The use of complex or dangerous power-driven tools and machinery.
- Work in confined spaces (e.g., mines, chimneys).
- Working at a height above two metres (e.g., on scaffolds or unprotected high ladders).
- Work in certain industries (e.g., abattoirs, tattoo/piercing studios, or behind a bar).

Approval and review

Approved [Insert Date] by Governors at Curriculum and Standards Committee

Next review: *31 August 2026*

LANDAU FORTE CHARITABLE TRUST

Date	**September 2026**
Change Made	**New Policy**
Made By	**Mr Sean Carter**