



**ILKLEY GRAMMAR SCHOOL**

A MOORLANDS LEARNING TRUST ACADEMY



## **Operational guidance for the monitoring of students whilst on Work Experience**

It is a requirement of the HSE that all work experience placements are monitored. All visits provide a useful opportunity to ask students if they have any health and safety concerns and to discuss the practical ways in which risks are controlled.

### **Who will conduct visits?**

During work experience placements students will be visited by a member of IGS staff who has been suitably briefed for the specific visit. Visits will be undertaken by the Work Experience Coordinator, the Student & Family Outreach Specialist or a member of Ilkley Grammar School teaching and Associate Staff for wellbeing and safeguarding checks. Visits to placements which could constitute a higher risk will be made by a suitably experienced and qualified member of staff.

### **Visit frequency**

This will depend on the length of placement, type of placement and student's needs.

All Year 12 students will have a visit on every 6<sup>th</sup> session on placement for long term placements. Attendance will be confirmed every session by the Work Experience Coordinator.

Students following an Alternative Provision will be visited every fourth time they are at placement. Attendance will be checked by the attendance team.

Year 10 and 12 students on a 5-day placement in Challenge and Celebration week in July will have 1 visit. Attendance will be monitored by the Work Experience Coordinator.

Students in receipt of an EHCP will have a transition visit before a placement begins and will be visited a minimum of twice during Challenge and Celebration week and every 3rd session on long term placements by support staff or the Work Experience Coordinator who are aware of the student's needs.

### **Record keeping**

All visits will be recorded by the member of staff via a Microsoft Form that will be monitored by the Work Experience Coordinator and Careers Leader. The form will support staff with prompt questions that covers interactions with the student and employer.