

	ST ALBANS GIRLS' SCHOOL
Work Experience Policy	
Full Governing Body	
Co-ordinator: Mrs J Flint	
Last Reviewed: Spring 2026	Next Review: Autumn 2027
	
Signed by: Paul Kershaw Headteacher	Signed by: Claire Barnard Chair of Governors

1. RATIONALE	
1.1	Work experience is seen as an integral part of the school curriculum to develop the skills and attitudes necessary for life-long learning. This policy should be read in conjunction with the following documents: • AET Careers Education, Information, Advice and Guidance (CEIAG) Policy • Careers Related Learning Provision at STAGS 2025-2026
2. AIMS	
2.1	The main aims of work experience in St Albans Girls' School are: • to improve the quality of learning in careers education and guidance by meeting the requirements of the Gatsby Benchmarks numbers 4, 5 and 6; • to make the school curriculum more meaningful and significant to students and thereby to raise their levels of achievement; • to improve speaking and listening skills; • to have an impact on the behaviour of students and their relationships with adults; • to enable students to develop their knowledge and understanding of the world of work; • to improve students' attitudes relevant to employability; • to enhance the level of maturity and personal and social skills of students; • to improve students' employability skills such as: ○ Communication ○ Numeracy ○ Information technology ○ Problem solving and dealing with change ○ Teamwork

3. PROCEDURES	
3.1	Work Shadowing or Work Experience All students participate in work shadowing activity day during Year 7. Year 10 students take part in a week of work experience during which placements are arranged by the students and recorded on Unifrog or via Services for Young People. Support is available for students should they require it, and the person responsible for Work Experience will prioritise support and placements provided by Services for Young People for vulnerable learners Year 12 Students participate in work experience in the summer term. All placements in Year 10 and 12 are arranged by the students and agreed through Unifrog. Placements are agreed by an appropriate and experienced member of STAGS staff by assessing the risk assessments and insurance documents provided through Unifrog. All placements that need further Health and Safety checks are referred to Hertfordshire SfYP. Students going on work experience are made aware of the health and safety laws designed to protect them and about their own responsibilities for health and safety. Work experience reflects the school's equal opportunities policy which is committed to achieving equality of opportunity for all.
3.2	Extended Work Experience Placements Extended (long term) work experience may form part of a personalised learning programme for individual students at Key Stage 4. Students may also undertake extended work experience during Years 12 and 13.
3.3	Virtual Work Experience When available, virtual opportunities to learn about the workplace and complete challenges and/or tasks set by an employer are also promoted to students in Years 10-13. These opportunities take place outside of school hours, usually lasting one day. The organisers of these opportunities have shared their safeguarding policies with the school. Current providers of virtual work experience that are encouraged by STAGS are through Springpod, NHS Trusts, and the Speakers for Schools Virtual Work Experience Hub. Any new providers of virtual work experience will be required to share their safeguarding policy and procedures prior to the school promoting them to ensure the safety of all students.
4. MONITORING	
4.1	Students on an extended (long term) work experience placement are visited regularly by a member of staff during their placement and regular feedback is sought from the employer. If unwell or unable to attend their placement the student must contact both the school and employer for each day of absence. Each day of the extended work experience the school's Attendance Administrator will contact the employer to ensure that the student is attending the placement. Prior to Year 10 Work Experience all placements are checked either by a member of school staff using details entered on Unifrog or Hertfordshire SfYP for Health and Safety and also to ensure that the placement provider has policies and procedures in place to protect children from harm in accordance with KCSIE 2025. During Year 10 Work Experience week, a member of staff will visit the student at their work placement or carry out a virtual visit. The member of staff will meet with the student and their supervisor to evaluate how the placement is going. If a student is going to be absent from their placement, they are required to contact both the school and employer for each day of their absence.

	If a student is absent from their Year 10 Work Experience week placement without notice, the employer is asked to inform the school by either telephone or email. The Careers Lead will then contact the parents/carers to find out the reason for their absence, and then contact the employer to confirm the absence. Throughout the week, the Attendance Administrator, Careers Lead and Work Experience Administrator will also make spot-check calls to check the attendance of students at the workplace. Prior to starting their placement, all students are given a briefing on Health and Safety, including personal safety. They are advised on how to contact the school, and which member of staff to contact if they have a concern about their safety. The Careers Lead is able to provide a mobile phone number that the students and parents/carers can call in an emergency. Students are asked to contact the employer and school if they need to be absent from the placement due to illness or for any other reason. Students attending Work Shadowing or limited Work Experience will be given written and oral feedback on their experience through the use of Work Experience Journal which is issued to all students prior to the start of their work experience or work shadowing activity.
4.2	St Albans Girls' School monitors and reviews its policies and procedures on a regular basis to ensure that there is compliance.