

Drumglass High School

WORK EXPERIENCE POLICY

Adopted by Board of Governors on: 11th June 2026

To be reviewed on: *June 2027*

Chair of BOG: Janet Dobson

Principal: Mary Shilliday

HOD careers – Daryl Smyth

Written – May 2026

Renew Annually

Introduction and Rationale

The work experience programme implemented within Drumglass High School reflects the school's educational aims as part of a quality Careers Education Information Advice and Guidance (CEIAG) programme. Within this Work Experience Policy, we have indicated a clear statement of how the school will manage the aims and objectives of the work experience programme and sets out monitoring and evaluation procedures for the programme.

The *Work Experience Arrangements for Controlled, Maintained and Irish Medium Schools 2019 (WEA 2019)* developed by the Education Authority (EA) is a mandatory requirement for all controlled, maintained, and Irish medium schools within Northern Ireland who engage in a work experience programme. It is the responsibility of Drumglass High School to support pupils and parents to organise work experience and be satisfied that it adheres to these arrangements.

Visit EA website to view a copy of the *WEA 2019* available at [WEA 2019](#)

This Work Experience Policy will outline how Drumglass High School will implement the *WEA 2019*. If these arrangements are not implemented in full, EA may not be in a position to provide indemnity.

The Board of Governors of Drumglass High School has adopted the *WEA 2019* and has agreed that this school Work Experience Policy meets the individual needs of all pupils within our care.

Work experience is defined in paragraph 63 (3) of the Education and Libraries (NI) Order 1986 as follows:

“the participation of children in employment in industrial, commercial, public authority and statutory undertakings, the object of which is to give the children a greater understanding of the conditions, disciplines and relationships of those undertakings”.

Educational Outcomes of Work Experience

It is envisaged that a pupil who embarks on a work experience placement as part of their Careers education in Drumglass High School will work towards fulfilling the following twelve outcomes.

Overview of the following twelve aims- “The work experience programme at Drumglass High School aims to provide all pupils with meaningful, inclusive and high-quality experiences of the world of work as part of a comprehensive CEIAG programme.”

1. To develop pupils’ understanding of the world of work

- Provide opportunities for pupils to experience real working environments.
- Help pupils understand workplace expectations, relationships and responsibilities.

2. To support informed career decision-making

- Enable pupils to explore different career pathways and employment sectors.
- Raise awareness of skills, qualifications and personal qualities required for future careers.

3. To develop employability skills

- Promote key skills such as communication, teamwork, problem-solving and time management.
- Encourage positive work attitudes such as reliability, initiative and responsibility.

4. To enhance pupils’ personal and social development

- Build confidence, independence and maturity through real-life experiences.
- Develop interpersonal skills and the ability to interact with adults in a professional setting.

5. To link learning with the curriculum

- Reinforce knowledge and skills learned in school through practical application.
- Support vocational and applied learning programmes.

6. To raise motivation, achievement and aspiration

- Increase engagement in education by showing the relevance of school subjects to future careers.
- Challenge underachievement by providing meaningful, personalised learning experiences.

7. To promote equality of opportunity

- Ensure all pupils have fair and equal access to appropriate work experience placements.
- Provide additional support where required (e.g. SEN, social disadvantage) so all pupils can participate fully.

8. To challenge gender stereotyping

- Encourage pupils to consider non-traditional career pathways.

- Provide opportunities across a wide range of sectors regardless of gender.
- 9. To meet individual pupil needs**
- Match placements to pupils' abilities, interests, and career aspirations.
 - Ensure experiences are appropriate, safe and educationally valuable.
- 10. To ensure safe and positive learning experiences**
- Promote awareness of health and safety in the workplace.
 - Ensure all placements comply with safeguarding and EA requirements.
- 11. To support career planning and progression**
- Enable pupils to reflect on their experience and use it to inform future choices.
 - Contribute to pupils' personal career plans and post-16 pathways.
- 12. To strengthen links between school and employers**
- Build partnerships with local businesses and organisations.
 - Enhance opportunities for future placements and employer engagement.

Pupil Entitlement

Drumglass High School is committed to ensuring that every effort is made to provide pupils with access to high-quality and meaningful work experience opportunities as part of their Careers Education, Information, Advice and Guidance (CEIAG) programme. All pupils will, wherever possible, be offered a work placement where there is clear educational value and benefit, and where the experience will contribute positively to their personal, social and career development.

Placements will be considered on an individual basis, taking into account the pupil's interests, abilities, aspirations and specific needs, ensuring that each opportunity is appropriate, worthwhile and supports the intended learning outcomes of the programme.

However, the school reserves the right, following careful consideration, to withhold or defer a work experience placement in certain circumstances. This may include situations where there are significant concerns relating to a pupil's behaviour, health and safety considerations identified through risk assessment, safeguarding issues, or where there is doubt regarding the pupil's ability to understand, follow and adhere to workplace rules and expectations. In such cases, alternative supportive provision may be explored to ensure the pupil continues to receive appropriate careers-related learning.

Work Experience Organisation- Work Experience in Drumglass High School is organised as follows:

Block Placement

Key Stage 4 pupils undertake a block placement over a five-day period, which takes place either during Term 3 (June) of Year 11 or at the beginning of Year 12 (Term 1). The placement is normally completed over five consecutive working days within one

organisation in order to provide a consistent and meaningful experience of the workplace.

Extended Placements

Extended placements are not routinely encouraged due to staffing and monitoring requirements. However, they may be facilitated on a case-by-case basis where there is a clear educational need. In such instances, placements will be carefully planned to meet the individual requirements of the pupil and to align with relevant curriculum provision.

Framework for Placements

Drumglass High School is indemnified by EA on the understanding that the requirements of the *WEA 2019* are implemented in full. The factors pertaining to all types of placements are referenced below are from Section 5.2 of the *WEA 2019*.

Drumglass High School takes account of the factors below before agreeing to any placements:

The following factors pertain to all types of placement. They have been put in place in order to meet requirements set down in legislation and for the general health, safety, and welfare of pupils.

- (a) Pupils must not be paid for work undertaken as part of the school's work experience arrangements.*
- (b) Under normal circumstances pupils must not be asked to work outside the hours of Monday to Friday 9.00am to 5.00pm unless there are justifiable reasons to the contrary, **alternative arrangements must be agreed between the school, those with parental responsibility, the pupil and the employer; these should be noted on the employer consent form.***
- (c) Under no circumstances should pupils be asked to work more than 36 hours per week; this does not include travel or lunch breaks.*
- (d) Pupils should not work for more than 5 days in any consecutive 7-day period.*
- (e) Pupils must not drive, manage, control, or move mechanically propelled vehicles of any description.*
- (f) Pupils should not normally be placed in an establishment where they have a part-time job or with those who have parental responsibility.*

- (g) *EA does not permit young people under the age of 18 to undertake work placements:*
- *in a tattoo studio.*
 - *in a body piercing studio.*
 - *on water (for example small boat, fishing boat, trawler etc.);*
 - *in the air (for example hot air balloons, helicopters, gliders etc.);*
 - *in gambling locations – amusement arcades, betting shops, casinos;*
 - *behind the bar of public houses selling alcohol;*
 - *in an off-licence;*
 - *with businesses selling or using guns – e.g. gun shop, gamekeeper;*
 - *in a fireworks outlet or a company managing a fireworks display*
 - *at any height e.g., at window cleaning or on scaffolding; or in confined spaces, e.g., storage tanks and mines; or with dangerous substances;*
 - *e cigarette/vapour shops;*
 - *labouring on a building site.*
- (h) *Working in an abattoir – placements for pupils in years aged 16 years and under is not permitted. Placements for pupils in years 11 and 12 may be appropriate in certain circumstances, though duties should be restricted, and a thorough risk assessment must be undertaken.*
- (i) *For pupils undertaking work experience as part of collaborative arrangements or organised by an external provider, pupils must be indemnified by their registered school.*

This list is not exhaustive and there may be some exceptions to some of the above. The school will contact EA if they have any queries regarding appropriate placement provision.

(Section 5.2 WEA 2019 pgs. 8-9)

Planning and Implementation of the Work Placement

1. Prior to Placement (See Section 7.1 WEA 2019, p.13)

Overall Responsibility

The CEIAG Co-ordinator has overall responsibility for coordinating Work Experience, working in conjunction with the Senior Leadership Team (SLT) to identify and agree an appropriate time for placements within the school calendar.

Responsibilities Prior to Placement

Prior to the commencement of Work Experience, the CEIAG Co-ordinator is responsible for:

- Informing pupils of the requirements, expectations, rules and procedures relating to Work Experience.
- Ensuring pupils and parents/carers are given sufficient notice and time to plan placements and complete all required documentation.
- Overseeing compliance with EA guidance and school procedures.

Role of Teaching Staff

Teaching staff are expected to support Work Experience through participation in monitoring visits during the placement period.

Where a member of teaching staff is unable to carry out visits, any periods freed due to the absence of their usual class should be used to facilitate cover for another staff member undertaking visits.

Planning – Careers Teachers and Learning Support Centre (LSC) Staff

Careers Teachers

The Work Experience programme is coordinated by Year 11 Careers Teachers during timetabled Careers lessons. This includes:

- Exploring work placement options with pupils.
- Supporting pupils to identify suitable employers and sectors.
- Guiding pupils in making informed and appropriate placement choices.
- Supporting pupils through the completion of Work Experience paperwork.
- Identifying pupils with SEN or additional needs and liaising with relevant staff to ensure suitable placements are secured.

Pupils in Learning Support Centre (LSC)

Pupils supported by the Learning Support Centre will be offered the opportunity to participate in Work Experience.

LSC staff will:

- Work closely with pupils and parents/carers to complete necessary paperwork and gain permission from parent to share SEN info about their child.
- Ensure relevant disclosure information relating to SEN, medical or behavioural needs is shared appropriately with employers prior to placement acceptance.
- Ensure employers are fully informed of pupils' needs in advance of completing the WE5 Risk Assessment.
- Consider carefully the suitability of placements to ensure they match pupils' abilities and provide clear educational value.
- Ensure risk assessments are sufficiently detailed to meet pupils' individual needs.
- Once WE5 risk assessment has been returned it is advised that LSC staff complete a site visit/ employee visit to assess tasks and environment for risk. During the visit it is advised that LSC meets the employee in charge of the placement to discuss any concerns .

Where a pupil normally has full-time Classroom Assistant (CA) support in school, the necessity for CA support during the placement will be assessed and implemented where appropriate.

LSC staff will visit pupils during the Work Experience block. Pupils with additional needs should be visited more than once where possible.

- The first visit should ideally take place on day one or two to check progress.
- In some cases, daily contact with the employer by telephone may be required to monitor progress and address concerns promptly.

Sharing Special Category Data

Where a pupil has specific medical, behavioural or learning needs, or a Statement of Special Educational Needs, employers/placement providers must be informed only of information necessary to ensure pupil safety and appropriate supervision once consent has been given by the parent.

- Relevant information must be shared in advance of the employer completing the WE5 Risk Assessment.
- Information must be transmitted securely by the school after a placement has been confirmed.
- Where email is used, all documentation must be password protected to safeguard special category data.

A Special Category Data Sharing Template is available via the EA website:
<https://www.eani.org.uk/work-experience-arrangements>

All employers/placement providers must comply with UK GDPR and the Data Protection Act (DPA) 2018, ensuring personal data is processed lawfully and stored securely.

2. Preparing Pupils *(See Section 7.2 WEA 2019, p.14)*

The CEIAG Co-ordinator, in collaboration with Careers Teachers, is responsible for preparing pupils for their placement.

Preparation includes:

- Delivery of the Work Experience Scheme of Work during Careers lessons.
- Explicit teaching of Work Experience procedures, expectations, rules and safeguarding responsibilities.
- Two formal information assemblies/presentations delivered by the CEIAG Co-ordinator.

This preparation forms part of the school's Careers Education curriculum.

3. Monitoring Visits *(See Section 10 WEA 2019, p.18)*

In line with WEA 2019 requirements:

- Pupils on block placements will be visited at least once by a member of Drumglass High School
- Pupils on extended or tailored placements will be visited monthly.

Responsibilities

- The CEIAG Co-ordinator will provide staff with relevant information and guidance prior to visits.
- The objectives of monitoring visits are to ensure:
 - The placement is safe and suitable.
 - The experience is valuable and educational.
 - Child protection requirements are fully adhered to.
- Visiting staff must:
 - Record visit outcomes using the agreed review documentation.
 - Complete a request for cover sheet and avoid exam classes where possible.
 - Contact the CEIAG Co-ordinator immediately if any concerns arise.
 - Make sure they have appropriate business insurance on their car insurance policy.

Every effort will be made to visit all pupils in person.

In exceptional circumstances (e.g. distance, daily travel between sites), a telephone review with both the pupil and employer may be carried out as an alternative.

4. Post-Placement Debrief, Review and Evaluation *(See Section 11 WEA 2019, pp.19–20)*

The CEIAG Co-ordinator is responsible for organising the post-placement debrief, typically delivered through an assembly or group presentation. This will:

- Highlight the value of Work Experience.
- Focus on skills developed and learning gained.
- Encourage pupils to record reflections in their logbooks.

Careers Teachers will:

- Review placements during Careers lessons.
- Support pupils in reflecting on experiences and linking learning to future career planning.

Work Experience evaluations will be used to inform pupils' Personal Career Plans. The CEIAG Co-ordinator will collate feedback from pupils, staff and employers to evaluate:

- Placement quality.
- Suitability and effectiveness of employers.
- Overall programme effectiveness.

Monitoring and Evaluation Procedures

Drumglass High School endeavours to ensure all pupils access placements that match individual needs, abilities, aptitudes and age, enabling pupils to meet the aims and objectives of the Work Experience programme.

To support this:

- Pupils complete an online placement review via Google Classroom at the end of day one and day three, identifying learning and raising any concerns.
- Parents/carers are encouraged to discuss progress with their child and contact the school immediately if concerns arise.
- Pupils complete a final online evaluation survey following the placement.

All learning and evaluations are recorded in pupils' Careers Development folders and stored securely on the shared staff drive.

Administration During Placement

Prior to placement

The administrative work associated with Work Experience will be carried out by office staff, who are responsible for collecting documentation and following up on any missing or incomplete forms. Once all necessary documentation has been submitted, the paperwork will be reviewed and approved by the **CEIAG Co-ordinator** to ensure that risk assessments and placements comply with the relevant guidance and requirements.

During the Work Experience placement period:

- Office staff will record pupil attendance and absences each day.
- Any absences or concerns will be reported promptly to the CEIAG Co-ordinator and the relevant member of staff responsible for undertaking monitoring visits.
- All Work Experience-related enquiries will be directed to the school office, which will forward information to the appropriate staff member as necessary.

Record Retention and Storage

The school office will retain all Work Experience documentation in a central, secure file storage system, with access restricted to authorised staff only. In line with Education Authority (EA) guidance and the Department of Education Records Management Schedule, Work Experience records are retained as follows:

EA-Accepted Retention Period

- Minimum retention period: 7 years from the end of the placement
- All Work Experience documentation is retained for a minimum of seven years because:
- Schools must be able to provide documentary evidence in the event of a safeguarding concern, accident, complaint or legal claim.
 - Personal injury or safeguarding claims may arise several years after a placement.
 - EA may request access to records where issues relating to indemnity or legal proceedings occur.

Where an incident, safeguarding concern or claim arises, records will be retained until the matter is fully resolved, even where this extends beyond the minimum retention period.

Documentation Covered by Retention Requirements

This retention requirement applies to, but is not limited to:

- WE1 Employer Form of Indemnity
- WE2 Employer Consent Form
- WE4 Duty of Care Agreement
- WE5 Risk Assessments
- Employer Liability Insurance documentation
- Parental consent forms
- Monitoring visit records
- Pupil reviews and evaluations
- SEN disclosures and related correspondence (stored securely and in accordance with UK GDPR)

All records are stored and managed in line with UK GDPR and the Data Protection Act (DPA) 2018.

Drumglass



High School
Careers Department