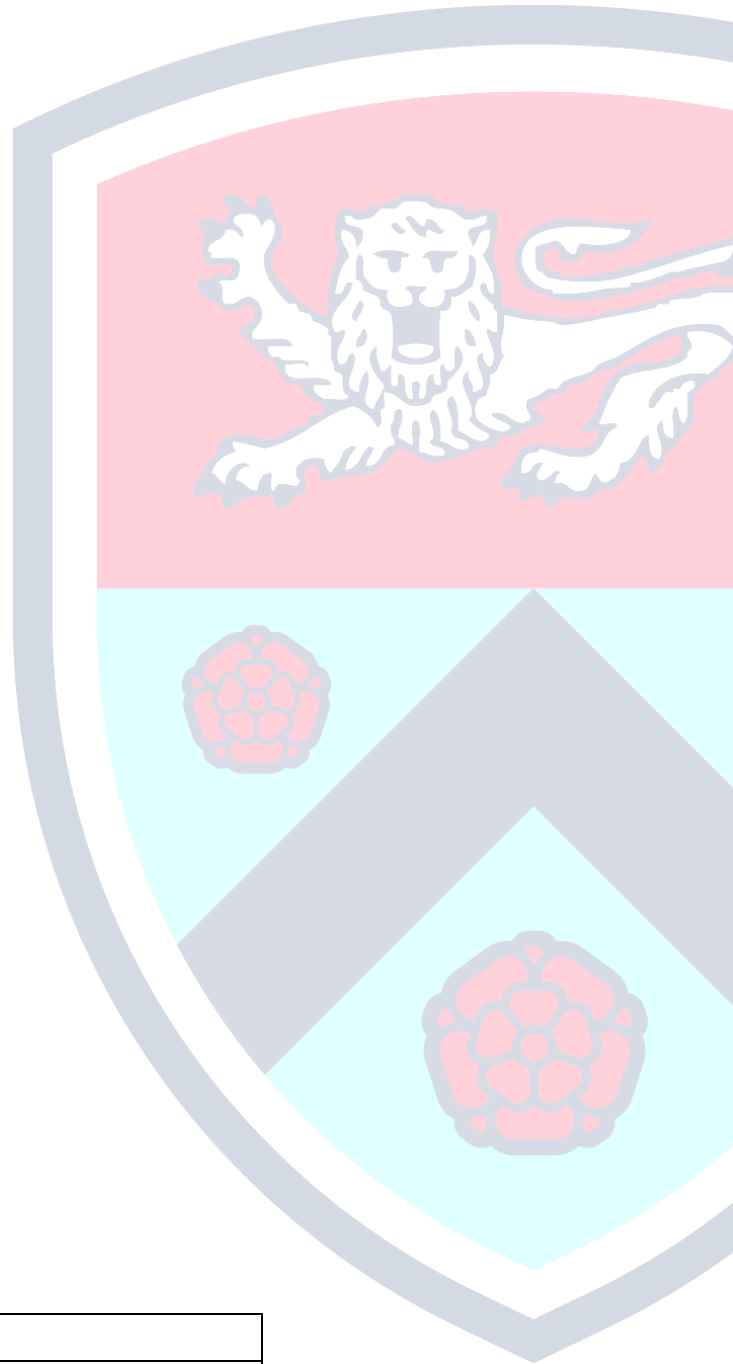




**Carnforth**  
High School

# Work Experience Policy 2024/25



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<b>Governors' Committee</b>	
<b>Next review Date</b>	October 2025

**Confidence    Purpose    Respect**

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## Purpose

This policy outlines the way in which Carnforth High School organises and oversees safe and impactful Work Experience placements for students. These students are primarily in Year 10, going out on placements during our annual Work Experience Week, but this also covers a range of other Work Experience placements that may be organised in conjunction with the school.

Work Experience for students is a key part of a 'stable careers programme' (Gatsby Benchmark 1) and most directly supports 'experiences of workplaces' (Gatsby Benchmark 6). We believe the organisation of, and taking part in, Work Experience placements helps our students to develop valuable life skills that are key to their personal development.

## Work Experience Process

Students need to organise their own Work Experience placements and are supported in doing this through our Unifrog platform, as well as lessons and workshops in organising placements in school time. The process involves:

- Students (with support from parents/carers) identify and make contact with potential employers
- Students enter the details of the employer that has agreed to take them on placement onto Unifrog (a guide for how to do this is on the school website: <https://www.carnforthhigh.co.uk/school-life/careers/>)
- Unifrog contact the employer to confirm that they have agreed to take the student and that the employer has relevant insurance in place, will follow safeguarding and health and safeguarding requirements, etc.
- Unifrog contacts the students' parent/carer to share the details of the placement and confirm that they agree to allow their child on the placement
- The above elements should be completed by the deadline, which, for 2024/25 is Friday 28<sup>th</sup> February 2025
- Unifrog contacts the school to confirm the placement once all the above confirmations have been received
- Mr McGauran will approve placements if the correct conditions are met (see 'Placement Approval Conditions' below)
- Mr McGauran and Ms Sherlock work with the students who have not managed to source their own placements to support them in trying to find a suitable placement

## Placement Approval Conditions

In line with legal advice, the school will only approve placements on Unifrog under the following conditions:

- The employer has stated that they have (or will have at the time of the placement) **Employers' Liability Insurance (ELI)** which covers a young person working at the organisation and have provided the policy details (this can only be waived in the case of working with an 'immediate family member,' which is a sibling, parent or grandparent)
- The employer has stated that they have a **risk assessment** and a **health and safety policy** in place which cover a young person working at the organisation (if the placement is higher than 'low risk' this must be provided and seen)
- The employer has confirmed that they agree to follow the **Safeguarding policy** provided to them, which includes notifying the school immediately if they have any concerns and if the students does not arrive for placement on any day
- The employer has confirmed that the student will not be **left alone** with one employee for extended periods of time (or that, if they are, this person has a DBS check or similar)
- The **parent/carer has confirmed** that they approve the placement details and conditions, which they will be emailed by Unifrog after the employer has completed their part

Where one or more of these criteria are **not** met the school may not approve the placement and therefore the student will not be authorised to go. However, the school will assess this on a case-by-case basis, considering such factors as the school's previous relationship with the employer, etc. This means that some placements may only be approved after the employer has sent copies of documents such as those stated above as proof that these are in place for the young person's safety, or a visit has been made by the school. The school may also withdraw a student from a placement at any time before or during the placement if there is a concern around risk, etc. Employers also have the right to withdraw their offer of a placement but must contact the school about this.

## **Work Experience Week 2025**

We intend that all students in Year 10 of the academic year 2024/25 will be out of school and in an in-person Work Experience placement during our Work Experience Week. This is Monday 23<sup>rd</sup> June – Friday 27<sup>th</sup> June. Students and their parents/carers will organise Work Experience placements themselves, with the support of Mr McGauran, the school's Careers Leader. We will be using the online Careers platform 'Unifrog' to facilitate this.

### **Key Dates**

- **29<sup>th</sup> November 2024:** Work Experience will be launched to Year 10 students on Enrichment Day 1, with all students accessing Unifrog and being given their 'Student Help Sheet'
- **29<sup>th</sup> November 2024:** Work Experience will be launched to the parents/carers of Year 10 students with a first letter about the process being sent home
- **31<sup>st</sup> January 2025:** Second letter sent to be sent to parents/carers of Year 10 students by this date explaining deadlines, as well as reminding them of the process and pointing them towards the Work Experience section on the Careers area of the school website
- **28<sup>th</sup> February 2025:** Initial deadline for students and their parents/carers to organise self-placements
- **1<sup>st</sup> March 2025:** Third letter sent to parents/carers of Year 10 students by this date with an extended deadline if necessary
- **7<sup>th</sup> June – 13<sup>th</sup> June 2025:** Students given support in contacting their employers to ensure they are being expected and to ask any final questions
- **16<sup>th</sup> June 2025:** Fourth (and final) letter sent to parents/carers about expectations, etc. for the Work Experience Week
- **16<sup>th</sup> June – 20<sup>th</sup> June 2025:** All Year 10 students to have a lesson about Work Experience (including how to behave on Work Experience, how to record key information on Unifrog, and important information around safeguarding, including how to contact the school in case of concern or absence, etc.) to ensure that they are supported in getting the most from their placement
- **23<sup>rd</sup> June – 27<sup>th</sup> June 2025:** Work Experience Week 2025 to take place, with the aim of all students being visited at their placement by a member of staff from Carnforth High School by the third day of the placement
- **30<sup>th</sup> June – 4<sup>th</sup> July 2025:** All Year 10 students to have a lesson in Life Skills on Unifrog to complete their review of Work Experience Week.

**NOTE:** There will also be regular updates on Work Experience through the 'Plans in Place' feature of the school newsletter.

# The Unifrog Platform

Students all have access to the Unifrog platform. This is a platform that they can use for a wide variety of careers-related tasks, including those shown here:

The screenshot displays the Unifrog platform interface with several categories of tasks and progress indicators:

- Quizzes:**
  - Interests profile:** ✓ Quiz last taken 26 Feb 23: E and C and I
  - Skills profile:** ✓ Quiz last taken 30 Oct 24
- Recording:**
  - Activities:** ✗ Recorded at least 10
  - Skills:** ✗ Completed all 12
  - Interactions:** ✗ Missing 5 Interaction types
- Searching:**
  - No tools in this category are tailored to you this year - click 'All tools' to see everything
- Applications:**
  - Post 16 Intentions:** ✓ Plan A and Plan B complete
- Exploring:**
  - Careers library:** ✓ Careers favourited
  - Subjects library:** ✓ Subjects favourited
  - Know-how library:** ✗ Guides favourited
  - Courses:** ✗ No courses added
  - Placements:** ✓ 1 placement added, 1 completed
- Materials:**
  - CV / Resumé:** ✓ Tweak your CV for each role

It is also through Unifrog that students and their parents/carers organise their placements. They must input their chosen Work Experience provider's details onto Unifrog to begin the process (as outlined above; more details seen in the appendix documents).

A key part of the process is that Unifrog will contact the employer directly to ask a wide range of important questions related to health and safety, insurance and safeguarding. These are *some* of the key questions/requests related to the placement that employers are asked:

- Is the student likely to ever be with only one adult, without another adult present?
- If yes to the above, does the person they would be alone with hold a criminal records (e.g. DBS) check?
- Is PPE or other special safety equipment required?
- Can you confirm that your Employers' Liability Insurance policy covers work placements?
- Please provide the name of your insurance provider, the policy number and expiry date.
- Can you confirm that you have a Risk Assessment that is up to date and appropriate (including taking into account having a young person working at the organisation)?
- Can you confirm that you have a Health & Safety policy that is up to date and appropriate (including taking into account having a young person working at the organisation)?
- You must ensure that you follow the Safeguarding Policy which we provide.

The answers to these questions are shared with parents/carers before their approval for the placement is given. Chiefly, the answers are also shared with the school before the final approval is given. If the Careers Leader or Careers Advisor are unhappy with any of the answers, or ask for proof of the information declared (such as a copy of the insurance document) which is then not provided, they will follow this up and may not grant approval.

# **Safeguarding**

## **Unifrog Agreement**

Students' safeguarding is paramount in the Work Experience process. Safeguarding is a key part of the process of organising placements. When employers are contacted by Unifrog about the placement they are given the following directive:

*"Your organisation will abide by the safeguarding policy:*

*The Employer placement lead (and whoever else is directly interacting with the young person on the placement) should be mature in their attitudes and able to establish good professional relationships with young people;*

*Physical contact should be avoided where possible, with the understanding that sometimes it is unavoidable, for example when it is necessary to show someone how to operate machinery;*

*If a student doesn't show up to their placement, or they have an accident during the placement, or the student commits a significant act of indiscipline, you must let the School placement coordinator know right away;*

*If a young person confides to an adult personal information that gives rise to concern for the young person's safety or the safety of others, the adult should:*

*- Be open to listening and be non-judgemental;*

*- Not promise to keep anything secret;*

*- Write down what the young person said in as much detail as they can, and as soon as possible pass on the information to the School placement coordinator."*

And are asked to confirm this by clicking the following affirmation:

*"Yes, I confirm our organisation will abide by the safeguarding policy."*

This information is also discussed in detail with students in the preparation for Work Experience Week and is also shared with parents/carers, in particular the duty for school to be informed about any student absences during the week. This must be reported by the student to the school and/or parent/carer on each day of absence. Employers must also contact the school if a student is absent.

## **Work Experience Visits**

All students on Work Experience will receive a visit from a member of CHS staff (barring those for whom the distance of the placement is too great, which will be agreed in advance with parents/carers). These visits will take place within the first three days of the placement.

The team of staff taking part in visits will be small and will be trained by Mr McGauran, the school's Careers Leader, to ensure that they know what they are looking for on visits and how to report any concerns. The chief purpose of the visit is to ensure the wellbeing of the student. This may include looking at employer documents such as health and safety risk assessments, insurance policies, safeguarding routines, etc. where there are any concerns.

On return to school, a report about each visit will be made by the member of staff on Unifrog. Any concerns around safeguarding will immediately be made to the school's Designated Safeguarding Lead and the school's Careers Leader.

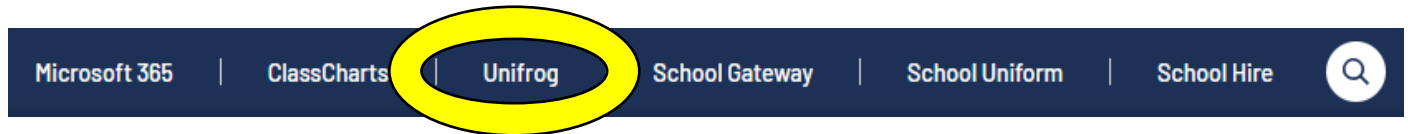
## Appendix 1: How to Reset Your Unifrog Password

### How to Reset Your Unifrog Password

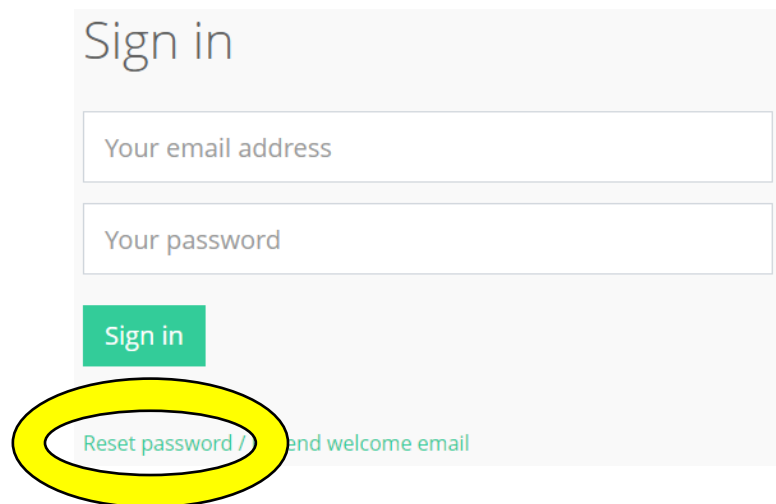
2024/25



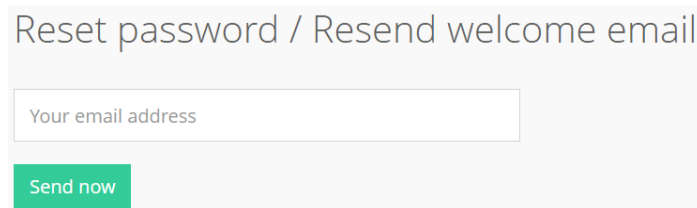
You can log into Unifrog from the school website by clicking 'Unifrog' at the top of the page:



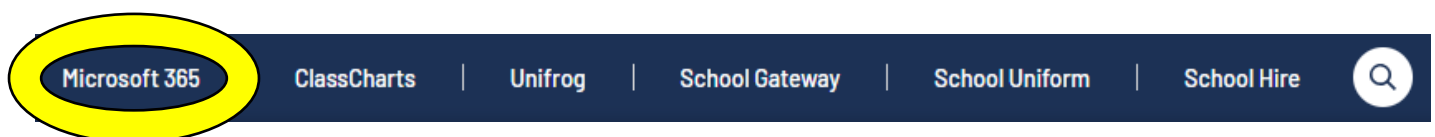
This takes you to the Unifrog sign in page. **You need to log in with your school email address** (this begins with the year you started school and will look something like this: 20bsmith@carnforthhigh.co.uk). If you have forgotten your password, click on 'Reset password:'



This will take you to the password reset screen, where you must input **your school email address** (this begins with the year you started school and will look something like this: 20bsmith@carnforthhigh.co.uk):



Clicking 'Send now' will send an email to your school email address. You can sign in to your school emails from the school website by clicking 'Microsoft 365' at the top of the page:



**Click on the email from Unifrog and follow the instructions to reset your password.**

## Appendix 2: Student Work Experience Help Sheet

### Work Experience – Student Help Sheet



Carnforth  
High School

Name: \_\_\_\_\_

Our Work Experience Week is **Monday 23<sup>rd</sup> to Friday 27<sup>th</sup> June 2025**. This sheet is designed to help you **think** about what sort of placement might suit you, **research** placements in your area, **contact** employers to arrange a placement and **record** your placement details on Unifrog.

### Thinking About Placements

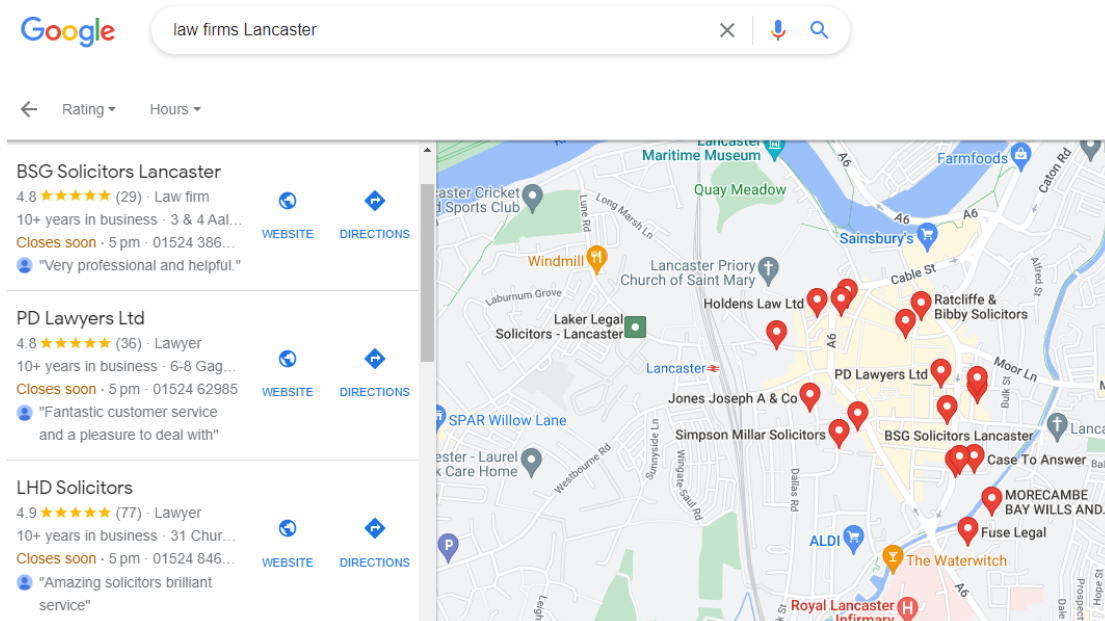
The key to a good Work Experience placement is that it's *useful* to you. This means that it's something you have an **interest** in now or is linked to a **career path** you're thinking about in the future – hopefully it's both of these! So, think about the following:

**1, What are you interested in?** If you like horse riding, could you work at an equestrian centre? If you like thinking about how things are planned or made, could you work with an architect or engineer? If you like sport could you work for one of the local sports clubs or teams?

**2, What career would you like to have in the future?** If you're thinking of a career in child care, could you work in a nursery or school? If you're thinking of a career in law could you work with one of the many local solicitor firms? If you're thinking of a career in construction could you work with one of the many local construction firms?

### Researching Placements

Once you've made a list of your interests and possible career paths you need to **get Googling!** In the example below, I wrote 'law firms Lancaster' and got 21 results. From here you can click on the 'website' to find out more about each result. You can also **get their contact details**, such as address, phone number and email address. Knowing their address is important as you need to consider whether you can actually get there on time every day for the week (and how you'll do this!).



There's a section over the page in which you can record some of the placements you've found.



## Contacting Employers

	OPTION 1	OPTION 2	OPTION 3
NAME			
ADDRESS			
TELEPHONE			
EMAIL			

Once you've identified potential placements you need to **make contact**. The *best* way to do this is to head into the business and ask to speak to the manager, however you could also telephone or send an email. Whichever way you do it, make sure you're **polite!** Here are the **main things you need to say**:

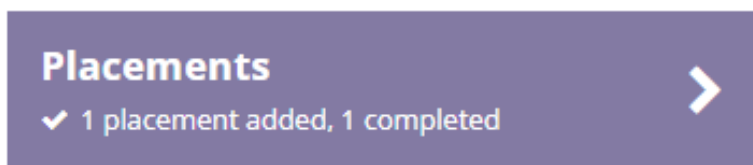
- I'm a student from Carnforth High School
- We have a Work Experience Week from 23<sup>rd</sup>-27<sup>th</sup> June 2025
- Would you be able to offer me a placement with your business for that week?
- If so, can I please get your name and email address (the most important bit!) so that the people organising Work Experience can contact you to confirm everything.

## Recording Placement Details on Unifrog

Placement details must be recorded on Unifrog by **Friday 28<sup>th</sup> February**. You can login from the school website homepage or by going here: <https://www.unifrog.org/sign-in>

Your username is your school email address and you created your own password. Select 'reset password' from the login screen and they will send an email to your school email address for this if needed.

From your Unifrog home page you need to click on the 'Placements' tool, which looks like this (below, left):



### Student initial form

You're adding a Student initial form for a placement

Fill in the information below carefully. When you're done tick 'finished' at the bottom of the form. Afterwards we'll ask the placement lead at the employer to fill in the next form.

\* In person or Virtual  In person

**Placements tool or Activities tool?** The Placements tool is for administering 'real' work experience, where - whether it's in person or virtual - you have **direct, personal interaction** with the employer. If you're instead looking to record doing a webinar, presentation or online course which has a work theme, use the **Activities tool instead**.

**Virtual or in person?** If the experience you are adding involves **any** in person time with the employer, add it as 'in person' and not 'virtual'.

\* Placement coordinator  This is the school / college staff member who will be coordinating the placement from your school's / college's side.

\* Name of placement business / organisation

\* Placement start date

Placement end date

\* Describe the time commitment

You then add the details to the form that appears (above, right).

After this, Unifrog will contact the employer to confirm they've agreed to take you and to check things such as insurance paperwork (which must be in place), they'll then contact your parents to make sure they agree to the placement, and finally they'll contact the school to confirm all of this. We can then finally 'sign off' on the placement for you. You can check the status of your application on Unifrog.

## Good Luck!

More help and support with Unifrog and recording your details can be found on our school website here: <https://www.carnforthhigh.co.uk/school-life/careers/>

## Appendix 3: Parent Letter 1 (November 2024)

### Work Experience Process 2024/25



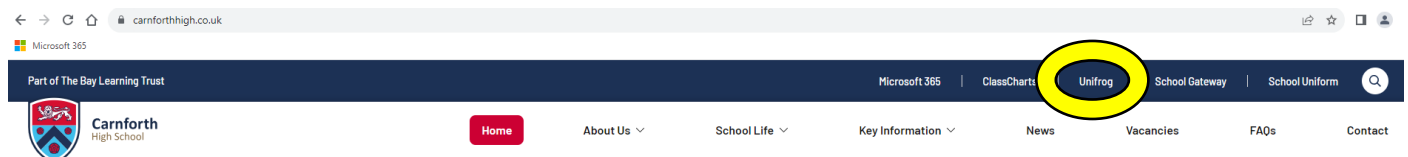
November 2024

Dear parent/guardian,

We are using 'Unifrog' for the administration of Year 10 Work Experience this year. **Placements must be organised by the student and yourself.** Through Enrichment Days, assemblies, form times, our newsletter, information on our website and other events in school, we will also support the students with this process. Students can also find me in my office across from T2 or email me at: [emcgauran@carnforthhigh.co.uk](mailto:emcgauran@carnforthhigh.co.uk).

**All students need to be out on work experience during the work experience week.** The student must identify and make contact with employers that they would like to have a placement with for the week, which is **Monday 23<sup>rd</sup> – Friday 27<sup>th</sup> June 2025**. If the employer initially agrees to the placement, the student will need to make note of their contact details, including name and email address.

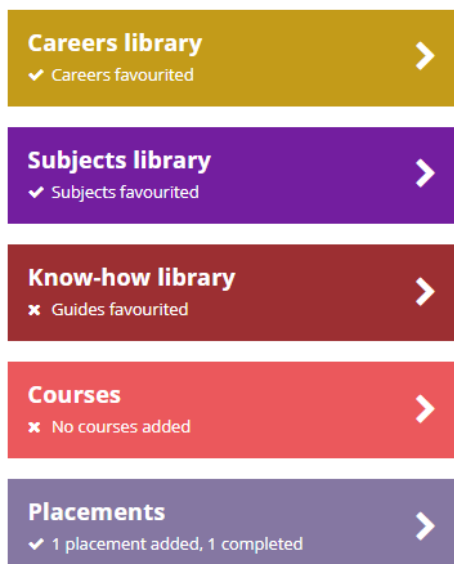
On Enrichment Day 1 on Friday 29<sup>th</sup> November, all Year 10 students in school have a lesson on using Unifrog and thinking about how to identify potential work experience placements. **They can sign in at any time on any device to Unifrog at: [www.unifrog.org/sign-in](http://www.unifrog.org/sign-in)** or via the link on the homepage of our school website:



Welcome to Carnforth High School

If they forget their password, they can reset it from the login page and will receive an email to their **school** email address.

Once the student is logged in, they can see the following options. They need to click on the 'Placements' tool to enter the details of the work experience placement they are hoping to go on.



Once they click on 'Placements' they will see this screen.

## Placements

Here you can add work experience placements, fill in your forms, and check the progress of employer, parent and school coordinator forms. Want an overview of how organising a placement works? [See the whole process >](#)

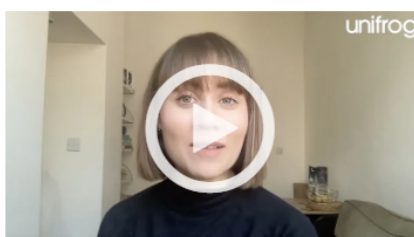


### 0 placements added so far

Only add a placement **after** you've been in contact with the employer, and they have agreed to host you.

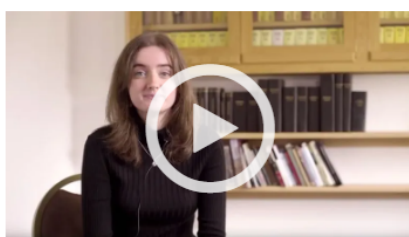
[+ Add new placement](#)

Some inspiration from the Know-how library



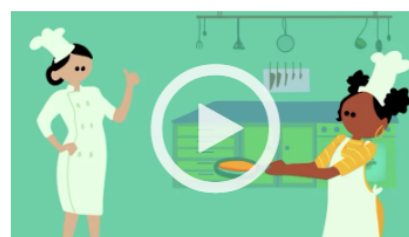
#### For employers: how to run a successful placement

Top tips for employers on how to run a placement that makes everyone happy



#### For students: a guide to placements / work experience

Students: how to find it and how to be successful on it



#### How to... use the Placements tool

Here's how our Placements tool works

Here there are videos aimed at employers, students and parents/guardians explaining the process. **As a parent/guardian, you can also view without having to sign into Unifrog here:**

<https://www.unifrog.org/placement/parent-guides>

By clicking on '+ Add new placement' you can add all the key details of the employer that has agreed to the placement:

## Student initial form

You're adding a Student initial form for a placement

Fill in the information below carefully. When you're done tick 'finished' at the bottom of the form.

Afterwards we'll ask the placement lead at the employer to fill in the next form.

\* In person or Virtual

---- select ----

\* Placement coordinator

---- pick one ----

This is the **school / college** staff member who will be coordinating the placement from your school's / college's side.

\* Name of placement business / organisation

eg Lottie's little bakery

\* Placement start date

-- day --

-- month --

-- year --

The first two boxes should be completed as follows:

\* In person or Virtual

\* Placement coordinator

This is the **school / college** staff member who will be coordinating the placement from your school's / college's side.

And the dates are as follows (unless a different arrangement is being proposed, in which case school should be consulted first):

\* Placement start date

Placement end date

After this there are more areas to fill in, including questions around how the student will get to the placement, whether the student has any needs/illnesses/injuries that the placement should be aware of, etc. The student will also need to add *your* email address as parent/guardian.

They then must confirm the following:

**Do you agree to:**

- Unifrog sending your details to the employer email address you've provided;
- Abiding by any confidentiality policies held by the employer;
- Observing all safety, security and other policies laid down by the employer;
- Informing the employer and school/college as soon as possible of any absences?

\* Agree  Yes, I agree to **all four points** above.

---

Form finished?  mark this form as finished and notify employer to fill in their initial form

After this, Unifrog will contact the employer, you as parent/guardian and the school to gather key details. This will include the employer's insurance details (which are a legal requirement) and your permission for your child to go on the placement. If everything is completed satisfactorily after this, the placement will be confirmed.

We have aimed to launch Work Experience early this year to give our students an advantage in identifying and arranging the best placements for them. **Please do let us know as soon as possible if you need any help or advice finding placements**, as places will be competitive and other schools may opt to have their work experience at the same time.

Work Experience is a vital part of the school experience, and a great tool for preparing students for their post-16 pathways, which is why all Year 10 students are expected to complete this week.

Thank you in advance for your support,

**Emmet J. McGauran**  
Assistant Headteacher  
Carnforth High School