

PUPIL PAID WORK AND WORK EXPERIENCE POLICY

Issued by:	First Deputy
Last review:	New Policy
Next review due:	May 2023
Most recent edit:	6 June 2022
Circulation: (please highlight relevant circulation)	Staff Governing Council Website Parents Students

Pupil paid work and work experience during term time

The purpose of this policy is to provide guidance to employees of Benenden School (Kent) Limited and its subsidiaries (collectively 'Benenden' or 'the School').

The School believes that undertaking paid work, or unpaid work experience, can be a valuable part of a pupil's overall education but is mindful of the fact that such work should not undermine any pupil's academic education or overall experience of the School.

The following guidance applies only to Sixth Form pupils, both because they are likely to be the only pupils whose timetable might allow them to undertake regular work outside of the School but also because it is important that any pupil undertaking this work has the maturity and experience to manage their time effectively and thrive in a workplace setting.

Process for pupils to apply to undertake work during term time

Any Full Boarder wishing to take on regular work during term time should have parental agreement first and then email the First Deputy, copying in their tutor, HM and parent(s), to outline the nature of the work they wish to do and the School times in which it would happen. If parents are not supportive then the application will not be considered. For Day Boarders wishing to undertake work or work experience during 'free' periods this same process would apply, but would not apply outside of the academic timetable unless it created a conflict with any other School commitments (such as being a member of a sports team or music ensemble).

The First Deputy will then liaise with the pupil's teachers to check that they are on top of all of their academic work and will also check the pupil's timetable on SOCS to ensure that the proposed work does not clash with any of their lessons or wider School commitments. The First Deputy will also have a discussion with the pupil's HM to consider any impact on the pupil's House routines and discuss any potential impact on their ability to socialise within the House.

Should the First Deputy be satisfied that taking on the work will not be detrimental to the pupil's academic work or wider School experience then provisional permission will be given, with the understanding that if the standard of their work were to drop, or other negative impacts noted, then the permission would be revoked.

It is unlikely that permission would be given for work on more than one weekday each week (which would not be expected to be for the whole day), though it may be possible for a pupil to undertake work on a weekday as well as at the weekend. Any work or work experience would only be allowed within reasonable hours, which would certainly mean pupils not being out during times at which House alarms are on.

Responsibilities

The School cannot guarantee being able to provide travel, via our usual suppliers, for any work or work experience and the responsibility for this ultimately lies with parents. The School is also not in a position to assess the suitability of any particular employer, though may feel that certain industries are not appropriate for someone still in school, and so the onus is on the pupil's parents to be satisfied with any such arrangements.

The School would not be in a position to be involved in any discussions around problems with the employment, except where a safeguarding concern is raised. While it can potentially give advice to parents, the responsibility would still rest with them, and they should also satisfy themselves that any potential employer had appropriate liability cover in place.