

# Denefield School

## Policy for students on work experience placements

Date of issue	March 2026
Date of next review	March 2027
Review cycle	Annual
Type of policy	Non statutory
Policy owner	DSL and Careers Lead
Location of policy	Website

# Policy for students on work experience placements

## 1. Purpose

This policy outlines the expectations and procedures for students completing work experience placements arranged and managed through **Unifrog**. It ensures that placements are safe, meaningful, and beneficial for students' personal and career development.

## 2. Use of Unifrog

- All work experience placements must be recorded, managed, and approved through the **Unifrog Placement Tool**.
- Students are responsible for submitting placement details, employer information, and required documentation on Unifrog by the deadlines set by the school.
- Parents/carers must provide consent through Unifrog before a placement can be approved.

## 3. Student Responsibilities

During their placement, students are expected to:

- Arrive punctually and maintain a high standard of attendance.
- Follow all employer policies, including health and safety procedures.
- Conduct themselves professionally and represent the school positively.
- Notify the employer and the school immediately of any absence, illness, or concerns.
- Complete any logs, reflections, or tasks set by the school on Unifrog.

## 4. Employer Responsibilities

Employers are required to:

- Provide a safe working environment and appropriate supervision.
- Offer meaningful tasks suitable for the student's age and ability.
- Report any accidents, concerns, or safeguarding issues to the school promptly.
- Complete the necessary Unifrog employer checks and agreement forms.
- Inform the school with suitable notice if a student over the age of 16 years requires a DBS for the placement, and if the employer requires the school to arrange this.

## 5. School Responsibilities

The school will:

- Review and approve placements submitted through Unifrog.
- Ensure all safeguarding and health and safety requirements are met.
- Support students in preparing for their placement.
- Act as point of contact for employers and parents/carers during the placement.

## 6. Safeguarding

- All placements must meet the school's safeguarding standards.
- Any safeguarding concerns raised by students, employers or school staff will be addressed following school policy and statutory guidance.
- Where a student or young person attends Denefield School for a work placement, they will be managed in accordance with our code of conduct for visitors. An enhanced DBS will be arranged if the student or young person is over the age of 16 years old.

## 7. Monitoring and Evaluation

- Students may be contacted or visited by school staff during their placement.
- After completing the placement, students are required to upload reflections or evaluations on Unifrog.

Should you have any questions about this policy, please contact Joanna Jackson, Careers Leader (and work experience co-ordinator) on [jjn@denefield.org.uk](mailto:jjn@denefield.org.uk) or Anna Williams, Designated Safeguarding Lead on [aws@denefield.org.uk](mailto:aws@denefield.org.uk).

### Linked policies

[Safeguarding and Child Protection Policy](#)  
[Parent Carer and Visitor Code of Conduct](#)