



Student Work Experience Placement Policy 2026

Date of Policy: **27th March 2026**
Policy Responsibility: **Sam Gibbs (Principal)**
Updated or reviewed: **Annually**

PERFORMERS THEATRE COMPANY

PURPOSE

Performers Theatre Company is committed to supporting the development of young people interested in theatre, performing arts, production, and arts administration. This policy outlines the procedures and responsibilities for hosting students undertaking work experience placements with the company.

The aim of the placement is to provide meaningful insight into the performing arts industry while ensuring the safety, wellbeing, and educational value of the experience.

SCOPE

This policy applies to:

- Secondary school students completing formal work experience placements
- College or further education students undertaking short placements
- Any young person aged 14-18 participating in a structured work experience programme at Performers Theatre Company

All placements must be arranged through the student's school, college, or approved educational institution unless otherwise agreed.

PRINCIPLES

Performers Theatre Company will ensure that all work experience placements:

- Provide educational value and industry insight
- Take place in a safe and supportive environment
- Comply with health and safety regulations
- Follow safeguarding and child protection procedures
- Do not replace paid employment or regular staff roles

Students will be treated with respect and included as part of the company where appropriate.

PLACEMENT STRUCTURE

Placements will normally include exposure to several aspects of theatre operations, which may include:

- Assisting with rehearsal preparation
- Observing acting or musical theatre classes
- Supporting backstage or technical teams
- Helping with costume, props, or set organisation
- Administrative tasks
- Marketing or social media observation
- Front-of-house support where appropriate

Students may also be given opportunities to:

- Ask questions about careers in the performing arts
- Observe rehearsals or performances
- Reflect on what they have learned during their placement

Students will be supported to reflect on their learning and development throughout the placement.

SUPERVISION

Each student will be assigned a **designated supervisor** who will:

- Provide an induction on the first day
- Explain health and safety procedures
- Allocate suitable tasks
- Ensure the student is supported throughout the placement
- Act as the main point of contact for the school/college

Students will be appropriately supervised at all times and will not be placed in situations where their safety or wellbeing may be compromised.

SAFEGUARDING

Performers Theatre Company is committed to safeguarding all children and young people.

All work experience students will:

- Be treated in accordance with the company's Safeguarding and Child Protection Policy
- Be supervised by appropriate staff at all times
- Not be placed in situations that compromise their safety or wellbeing

All staff supervising work experience students will be appropriately vetted in line with safeguarding requirements, including enhanced DBS checks where applicable.

Any safeguarding concerns must be reported immediately to the Designated Safeguarding Lead (DSL) in line with the Safeguarding Policy.

HEALTH AND SAFETY

Students participating in work experience must:

- Attend a **health and safety briefing** at the start of their placement
- Follow all company safety procedures
- Use equipment only when supervised and authorised
- Wear appropriate clothing for practical activities

Students will not be asked to undertake tasks that involve:

- Heavy lifting
- Hazardous equipment
- Working at height
- Any activity unsuitable for their age

A risk assessment will be completed prior to the placement where required.

Emergency contact details for all students will be obtained prior to the placement.

WORKING HOURS

Work experience students will normally work:

- Between **9:00am and 5:00pm**
- No more than **6-7 hours per day**
- With appropriate rest breaks

Evening or performance attendance may be permitted with **parental and school consent**.

Students will not work unsociable or unsafe hours.

BEHAVIOUR AND EXPECTATIONS

Students are expected to:

- Be punctual and reliable
- Dress appropriately for a theatre environment
- Follow instructions from staff
- Maintain respectful behaviour at all times
- Respect confidentiality within the company

Students are expected to follow the Performers Theatre Company Code of Conduct at all times during their placement.

Failure to follow these expectations may result in the placement being ended early.

INSURANCE

Performers Theatre Company holds **Employer's Liability and Public Liability Insurance**, which covers approved work experience students during their placement.

CONFIDENTIALITY

Students may observe rehearsals, creative development, or internal processes. All participants must respect:

- Company confidentiality
- Intellectual property
- Privacy of performers, staff, and students

Photography or social media posting during the placement is not permitted without permission. Any personal data must be handled in line with our GDPR Policy.

EQUALITY, INCLUSION AND DIVERSITY

Performers Theatre Company welcomes students from all backgrounds and is committed to providing equal opportunities. Placements will be offered regardless of:

- Gender
- Race or ethnicity
- Disability
- Sexual orientation
- Religion or belief
- Socioeconomic background

Reasonable adjustments will be made where possible to support accessibility.

FEEDBACK AND EVALUATION

At the end of the placement:

- Students may be asked to provide feedback about their experience
- Schools or colleges may request a short evaluation report
- Staff may provide guidance for students interested in careers in the performing arts

POLICY REVIEW

This policy will be reviewed annually to ensure it remains compliant with safeguarding regulations and best practice in arts education.