



EdStart- Specialist Education Ltd.

WORK EXPERIENCE POLICY

Policy Reviewed	October 2023
Review date	September 2024

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This policy provides a framework to ensure that students who take part in work experience as part of their education provision at Edstart access placements that are carefully managed, monitored and which provide a safe environment. This includes the organisation of the placement as well as health, safety and safeguarding requirements of all work experience programmes.

1. RESPONSIBILITIES

Governors

The local governing body will ensure:

- that the health and safety of students is safeguarded throughout work experience placements organised through the school
- that adequate resources are available for safe work experience practices
- that appropriate public liability insurance is in place to cover students and staff involvement, including staff visits or at least a call to the work experience placement

Headteacher

The Headteacher will ensure that:

- adequate health and safety checks are carried out before allowing work experience to take place
- an appropriate process for organising work experience placements is implemented, including the use of external bodies, where appropriate

Employer

Under the Management of Health and Safety at Work Regulations 1999, an employer has a responsibility to ensure that young people employed by them are not exposed to risk due to:

- lack of experience
- being unaware of existing or potential risks and/or
- lack of maturity

An employer must consider:

- the layout of the workplace
- the physical, biological and chemical agents they will be exposed to
- how they will handle work equipment
- how the work and processes are organised
- the extent of health and safety training needed
- risks and assessment of particular agents, processes and work

Parents/Carers

The school is only able to provide information regarding additional educational needs when these are supplied by parent/carer. It is therefore the responsibility of parents/carers to

ensure that details regarding additional educational needs are provided to the school as soon as they arise.

Parent/carers should support students on work experience placements, especially in regard to providing transport or meeting transport costs. Out of area placements may incur a cost for the Health and Safety check that would need to be carried out by that area provider which could cost £50-£100 per pupil. If this is the case an invoice will be sent to the parent/carer for the additional cost.

Students

Students are expected to take reasonable care of their own health and safety, or that of other people who may be affected by their actions throughout the duration of their placement. Students are expected to cooperate fully with their employer, and behave in a manner befitting their workplace, as representatives of the school.

2. SCHOOL-ARRANGED WORK EXPERIENCE

Parents/carers will be provided with all relevant information regarding the work experience placement via communication by letter and/or text and through student information.

Before embarking upon school-arranged work experience we will ensure:

- that students are provided with any relevant information about the employer and the site conditions that may affect their health and safety
- that students have received health and safety instructions and in relation to any risks that they are likely to be exposed to in the course of their placement
- that students are provided with details of a school contact who they can contact should they encounter any problems or concerns during their work experience

3. WORK EXPERIENCE ARRANGED BY THE STUDENT OR FAMILY

Work experience placements arranged by the student are still subject to the appropriate health and safety checks and all details must be provided by parents/carers with the return of the own arrangements form. All placements **MUST** have Employers Liability Insurance. This is **NOT** the same as Public Liability Insurance.

4. HEALTH & SAFETY

Throughout the placement the school retains a 'duty of care' at all times, and will ensure:

- students are not placed in a working environment where there are significant risks to their health and safety
- placements are vetted, in accordance with health and safety procurement standards (HASPS)
- risk assessments from prospective employers are checked by Worcestershire EPB
- students do not work excessively long hours (no more than an 8 hour day, 40 hours per week, 5 days per week), or unnecessarily unsocial hours

- systems are in place to ensure the health, safety and welfare, so far as reasonably practicable, of placements, i.e. health and safety policy, risk assessments, communications and consents
- students are supervised at all times by competent people whilst on work experience
- specific activities that students undertake on a work placement take account of any restrictions and prohibited work aligned to age
- employers are provided with relevant information about students, e.g. their health and factors that might affect their ability to understand and respond to information and instructions about health and safety at work e.g. learning disabilities or language problems

5. SAFEGUARDING

Our 'duty of care' extends to all students, including those who undertake work experience. To assist in this, we will:

- ensure that employers or training providers hosting our students endorse our safeguarding policy
- identify actions to be taken, when and by whom, if any child protection issues are raised prior to, during or after the placement
- provide students with clear advice and a point of contact at the school in case of problems

We will consider any potential risks to students to see if any additional safeguards are needed in the case of:

- any student who is vulnerable, e.g. special needs, immaturity, is known to have experienced abuse or neglect, substance misuse
- any student who is likely to be alone with an adult as part of the work placement, e.g. sole trader, journey person, self-employed person working from home

6. DBS REQUIRMENTS

DBS clearance forms are not required for work experience by the student or the employer as no student is to be left on their own or unsupervised at any time whilst on placement. This is the responsibility of the employer to ensure trained, responsible members of staff are providing mentoring and supervision at all times for the period of the placement.

For those students who are identified as vulnerable due to special educational needs/behavioural issues; they will be mentored at the placement by a qualified member of staff from the school according to their individual needs. The employer will be made aware of this before commencing placement.

7. WORK EXPERIENCE TIMELINE

Briefing before the placement the student will be made aware of:

- health & safety and their responsibility in the workplace
- what to do if unable to attend or if ill

- things to do in certain situations ('What if?' scenarios, particularly in relation to Safeguarding issues)

Parents/carers must make employers aware of any health issues-e.g.

- medical conditions
- learning difficulties
- physical disability
- behavioural needs

8. DURING THE PLACEMENT

We will monitor the progress made by an individual student on a placement.

A suitably briefed member of school staff will call every day to ensure the student(s) have arrived and are settled and safe. The member of staff will arrange a suitable visit during day 4 or 5.

A personal log is completed by the student during the placement to complete. This has fact finding, questions and answers to put to the employer and also a daily diary to complete. Along with this a feedback sheet is completed by the employer and returned to the work experience co-ordinator to evaluate.

We are responsible for the student's attendance on the placement although the employer will need to monitor it for us. Students are required to contact the school if they cannot/does not attend that day.

The student is also required to let their placement know if they cannot attend as they would if they were employed and as common courtesy.

9. FEEDBACK, EVALUATION & REVIEW

There will be a formal review between us and the employer to:

- consider the success of the placement
- identify the student's achievements
- suggest the next stage for the student within the programme
- consider how the placement might be improved in the future.
- a reflective practice survey is given out to students on return to evaluate overall experience and how we can improve year on year

