



EdStart- Specialist Education Ltd.

WORK EXPERIENCE POLICY

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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 the placement start middle and end periods.

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

10. STANDARD OPERATING PROCEDURES

Careers Advisor

The Placement Organiser is responsible for the following duties:

- ensure that placement providers hosting students on placement have been approved based on a robust health and safety inspection, and there is evidence of Employer's Liability Insurance and Risk Assessments in place, so the student is not subject to unacceptable risks;
- assess the suitability and approve all placement providers with regards to health and safety and child protection;
- ensure that health and safety inspections are carried out by a competent person.
- ensure that placement providers understand their responsibilities with regards to health and safety and when undertaking a risk assessment, that they take in to account any additional needs the student may have;
- ensure that placement risk assessments are made available to schools, in order that it can be sent to parents/carers;
- ensure that placement providers comply with the School's accident protocol and that all parties understand their responsibilities;
- ensure that placement providers understand their responsibilities regarding child protection;
- ensure that **all** placements are subject to a risk rating exercise following employer entry on Unifrog. Any placement that are deemed to be high risk should be visited prior to any placement taking place.
- ensure that, before approving a placement, they are satisfied that the Placement Provider has put in place the requirements set out in paragraph 3.5;
- consent forms and the risk assessment are sent to parents/carers and that a copy of this document is signed and returned before the placement begins;
- liaise with school staff regarding any additional needs that students might have, and provide all placement providers with this information in order that a specific risk assessment can be completed for the student and sent to the parent/carer before the placement begins;.
- the person responsible for mentoring the student, and visiting teachers, are provided with a copy of the risk assessment prior to the placement taking place;
- comply with the School's incident reporting procedure and contact the Careers Advisor immediately if an accident occurs whilst a student is on placement

Senior Leader / Head of School with overall responsibility for work experience

The Careers Leader Senior Leadership Team is responsible for ensuring that procedures in relation to work experience are carried out in line with this policy. In particular, they will ensure that:

- health and safety requirements for Work Experience are carried out; key staff understand their roles and responsibilities in relation to work experience;
- procedures are in place to use the risk assessments when matching students with placement;

procedures are in place to send consent forms and risk assessment to parents/carers and that a copy of this document is signed and returned before the placement begins;

- all guidance issued by the Careers team are implemented and monitored
- students are given any necessary health and safety instruction and training; clear communication and consultation are in place with all key parties involved with the work placement;
- Health and Safety updates relating to work experience are communicated to appropriate staff;
- procedures are in place to ensure that students are visited on placement – once for a block placement and every five to six weeks for an extended placement;
- staff visiting students for monitoring visits are provided with a risk assessment for the placement and provided with any personal protective
- equipment deemed necessary in the risk assessment;
- relevant staff comply with the School's incident reporting procedure and that all parties understand their responsibilities.

Head of School / Key Worker School Staff monitoring Work Experience Placements

The School Staff responsible for monitoring work experience placements will ensure that:

- they are familiar with the risk assessments for placements being visited and that any identified personal protective equipment or clothing is worn;
- records are kept of the monitoring visit;
- a visit takes place once for a block placement and every five to six weeks for an extended placement. Where it is not possible to make a visit due to location of the placement, phone contact takes place and is recorded;
- ensure where there are any concerns, this is reported as soon as possible to the Careers team and more frequent visits made. Any concerns should also be fed back to the team;
- ensure child protection and health and safety procedures are followed.

Placement Providers

The Placement Provider is the employer that has agreed to take a student on placement. The Placement Provider must comply with the following requirements:

- contact their insurance company to advise them that they are taking a student for work experience and ensure that Employer's Liability Insurance is in place;
- assess the risks to their young workers (i.e. under 18 years of age) including students on work experience, before they start work;
- ensure that a risk assessment completed and takes into account specific factors such as immaturity, inexperience and lack of awareness, as well as any additional needs the student may have.
 - This document must be forwarded to the school so that parents/carers can receive a copy prior to the placement commencing;
- Introduce and implement control measures to eliminate or minimise the risks and ensure that these are implemented, including the wearing of personal protective equipment or clothing;
- ensure the student receives adequate training and health and safety instructions

prior to commencing the placement/first day;

- nominate a mentor or suitable person to work with the student;
- provide adequate supervision as detailed on the risk assessment; ensure students are made aware of the work activities involved and any associated significant risks;
- ensure that students are informed of who has day to day responsibility at the workplace for supervising them, and who (if different) has overall responsibility for their health and safety during their work experience;
- inform the Careers team and parents/carers of any accident/incident as soon as practicable; and
- report the incident/accident according to current school policy, and/or report as a RIDDOR to HSE in the event of serious accident/incident in line under required under RIDDOR.

The Careers Advisor and School Leader must ensure that they are satisfied that the Placement Provider has these processes in place before approving a placement.

Responsibilities of parents and/or carers

Parents or carers of a child have no specific responsibilities under health and safety legislation, except when they provide work experience for members of their own family. In this case they will have the same health and safety responsibilities as other placement providers.

Parents or carers of a child can provide useful information about their child's medical or behaviour conditions, or particularly any potential health and safety problems that may relate in the placement. This information must be passed on to the placement provider so that s/he is able to carry out an effective risk assessment prior to the commencement of the placement.

Risk Assessment

The Management of Health and Safety at Work Regulations 1999 states that employers must assess the risks to their young workers, including students on work experience before they start work.

Risk assessments should be undertaken by the placement provider as soon as the placement details have been agreed in conjunction with the school and **before** the student takes up the work placement. Placement providers should be informed in advance by the school about any individual students who may be at greater risk, for example because of any specific medical needs/behavioural needs or learning difficulties.

The risk assessment must take into account the following factors;

- inexperience and immaturity of students;
- lack of awareness of existing or potential risks;
- the fitting and layout of the workplace and/or workstation;
- the nature, degree and duration of any exposure to physical, biological and chemical agents;
- the form, range and use of work equipment and the way in which it is handled;
- the organisation of processes and activities;
- the extent of the supervision to be provided to the student;

- the extent of the health and safety training provided, or to be provided, to the student concerned;
- risks from agents, processes and work listed in Appendix A; and
- any issues relating to students medical, behavioural, physical and/ or learning needs.

The extent of the risk will determine whether to restrict the work or the activities of the work experience student. If the placement provider concludes, that as a result of a risk assessment, there is a significant risk to the student undertaking this activity, the student must be prohibited from doing it.

The placement provider must ensure that the control measures identified on the risk assessment are implemented. The person responsible for mentoring the student must be provided with a copy of the risk assessment.

There is, however, an extra requirement on the employer to provide the parents/guardians of children at work (including those on work experience) with information on the key findings of the risk assessment and control measures taken before the child starts work. Where the placement provider employs five or more staff, the significant findings of the risk assessment must be recorded, including work experience risk assessments.

In order to fulfil the legal requirements relating to risk assessment, schools must implement a procedure to ensure that consent forms and the risk assessment are sent to parents/carers and that a copy of this document is signed and returned before the placement begins.

Suitability of the Placement

The School must be satisfied that the placement providers:

- have suitable systems in place to ensure the health, safety and welfare, so far as is reasonably practicable, of the student while under their control;
- are competent to manage health and safety in relation to the placement;
- will use competent people to supervise work experience.
- a student is below the minimum school leaving age (pre-16). This consent should be obtained after the parent has sighted the risk assessment.
- The commissioning of a Placement Organiser can support the school in the delivery of a work experience programme.
- If another Placement Organiser is commissioned to undertake this service, schools must ensure that the responsibilities contained within the above are fulfilled, and that these are evidenced within the service provision.