

Hungerhill School Work Experience Policy

AIMS

Work experience is an integral part of a young person's development and it should prepare them for the transition from life at school to work. It is important for students to be given the opportunity to discuss and explore in detail the world of work and/or be given the opportunity to experience the demands and expectations of the adult world of work and provide the opportunity to put into practice and see the relevance of skills learned at school.

GENERAL

The Department for Education (DfE) defines work experience as a placement on an employer's premises in which a student carries out a particular task or duty, or a range of tasks and duties, more or less as would an employee, but with the emphasis on the learning aspects of the experience.

Work Experience can be classified as either:

- **BLOCK** – the placement takes place over 5 consecutive working days.
- **EXTENDED** – the placement takes place on 1 or 2 days per week over a period of time during the school year.

PLACEMENTS

Work experience will take place for a one-week period of time during the school year. During this time, students will attend a place of employment where they will experience first-hand, the world of work.

This will help them to understand:

- Working alongside someone in a work situation
- Learning about equipment used in the workplace and how to operate tools and machinery, whilst adhering to Health and Safety regulations
- Following routines and schedules of the working day
- Following instructions in a work situation
- Communicating and interacting with colleagues
- Working independently or as part of a team
- Self-assessment and keeping a record of progress
- A working environment outside the classroom
- New skills, appropriate to that work place and to learn work processes at first hand
- Where appropriate, the requirement to wear a specific uniform

Additionally, work experience may give students the opportunity to:

- Move towards developing personal skills, qualities and interests
- Make some connections between what students can learn at school and the world of work

Part of the process of finding and starting on a placement may involve students in:

- Attending a pre-placement interview
- Dressing appropriately for the job
- Being punctual
- Completing a log/diary of the experience
- Notifying the person in charge and school, if they are unable to attend through illness

PROCEDURES AND PRACTICE

- The placement will be chosen by the student themselves, however the work experience coordinator may work in conjunction with the students if needed.
- All placements are monitored by the work experience co-ordinator in school, including the Risk Assessment procedures.
- Details of employers are kept by the work experience co-ordinator on a school database.
- Parental approval is required by law for all placements. Parents/carers must sign an acceptance form before commencement of placement.
- Students will be briefed on Health and Safety at Work procedures and will be inducted by the Employer on these procedures.
- The school and the Employer reserve the right to terminate the placement if any student is deemed to have behaved in an inappropriate manner or the placement is no longer considered appropriate.

There are certain legal requirements and recommended best practices that are in place to ensure the safety of all parties involved in a work placement.

The main areas to be aware of are:

The Working Time Regulations (1998) which applies to students under the age of 16 on work experience and states:

- Children under 16 may work up to 8 hours a day and 40 hours a week if they are on an approved work experience or educational programme where the work is not harmful to their health, safety or development.

“Health and Safety at Work” The Health and Safety (Training and Employment) Regulations 1990

These regulations state that all those receiving training or work experience from an employer in the workplace are deemed to be ‘employees’ for the purposes of Health and Safety legislation. This legislation imposes responsibilities on the employer but also on the student as an ‘employee’:

- To take responsibility for their own health and safety and that of others who may be affected by what they do or do not do.
- To co-operate with the employer and to follow instructions on Health and Safety.
- Not to interfere with or misuse anything provided for their health, safety or welfare.

The employer should be asked to confirm that they have a current Health and Safety Policy and that they will go through the relevant sections with the student at the start of the placement. It is important that this is confirmed.

HEALTH, SAFETY, WELFARE AND SECURITY

The employer recognises that a student on work placement is to be regarded as an employee for the purposes of Health and Safety legislation and the associated duty of care. A current health and safety policy will be maintained and there will be compliance with the provisions of the Health and Safety at Work Act 1974 and its relevant statutory provisions.

The employer will undertake a suitable and sufficient risk assessment in relation to the health and safety of the student while on the placement, taking into account the student's inexperience, immaturity and lack of awareness of risks. At the start of the work placement, the employer will provide students with a health and safety induction, which will include workplace hazards and their control, fire, emergencies, first aid, accident reporting and security arrangements.

Students will not do work prohibited by law, operate dangerous machinery, carry out any manual handling tasks identified as being a risk to the student's health and safety, or be exposed to dangerous substances, radiation, extreme heat or cold, noise or vibration or any other work environment that may endanger their health and safety.

Where appropriate, students will be provided with and instructed on the correct use of personal protective clothing and equipment (PPE) and its use will be enforced.

The employer will notify the parents/guardian and school, by telephone and as soon as practicable, of any accident, of any case of ill health or any other incident which relates to the student's work placement. When appropriate, the employer will comply with the provisions of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. The employer will have access to adequate first aid facilities as required under the Health and Safety (First Aid Regulations 1981).

INSURANCE

The employer will arrange for Employer's Liability Insurance, Public Liability and Motor Vehicle Insurance (where applicable) and will confirm that the student is covered by each policy. The employer will accept, or insure against liability for loss, damage or injury caused to or by the student, whilst on work placement, to the employer's property (material damage), other employees or third parties, in the same way as for paid employees. The employer will notify their insurer of student participation in work experience.

RISK ASSESSMENTS

The employer should be asked to confirm that a risk assessment will be completed for the duties being undertaken by the student, taking into account the age and limited experience of the young person and that the key findings will be communicated to the student before the commencement of the placement.

The employer should be informed of any medical conditions the student has, which could result in an increased risk to the student or an employee's health and safety during the placement. The employer will then be able to identify any significant risk and the necessary control measures put in place to ensure the safety of the student.

EMPLOYER'S AND PUBLIC LIABILITY INSURANCE

Employer's Liability Insurance covers the firm's legal liability for injuries sustained by employees (including students on work experience) whilst at work. Confirmation should be requested and received that the prospective 'employer' does have both Employer's and Public Liability Insurance in force and that the latter does not exclude abuse.

The employer must notify their insurers that they participate in work experience placements. If the employer does not confirm that these Insurances are in place, students should not attend such establishments. It should be noted that Sole Traders have no requirement for Employers' Liability

Insurance and a student would not have the protection available under such insurance. Placements with Sole Traders should therefore be avoided unless such insurance was confirmed as being in place.

PROGRAMME DELIVERY

October	Work experience programme is launched to Year 10's and they begin to select their placements.
November	Form tutors prepare the students and guide them in making choices.
November to March	Students continue to secure placements contacting employers by letter, visit or phone call.

Once they have secured a placement, the employer completes initial work placement documents, including Insurance/Health and Safety/Risk Assessment and Job Description details. Inspection visits will be carried out where deemed necessary.

March to June	Work Placement contracts are drawn up and sent to employers, parents and students to sign. Focus on students who have not found a placement.
July	Students go on one-week placement. Phone calls and or visits will be made by selected staff.

AFTER WORK EXPERIENCE

The employer will complete an end of placement evaluation and the student will review their progress at the end of the placement, using their log/diary of the experience. These will be used during Year 11 to help them to create a CV and Personal Statement.

15th October 2019

Dear Parent/Carer

Year 10 Work Experience, Week Commencing 13th July 2020

In order to prepare for the world of work, all of our Yr10 students are given the opportunity to undertake a period of Work Experience to support their studies. I am writing to outline the process at Hungerhill School. Students will experience a one- week placement during week commencing 13th July 2020. This valuable experience will help your son/daughter to build key skills that employers will be looking for in the future.

All students are tasked with finding their own work placements and they can do this by: -

1. Using their own personal contacts for example – friends, family.
2. Contacting local employers – this can be done by email/phone call or by calling in personally

It should be emphasised that work experience is not intended to represent a student's career choice, but rather an opportunity for them to experience the discipline of the 'world at work'.

- Students will be required to work the usual hours of the employee at the workplace (this may include weekends and late nights depending on the placement).
- All employers offering work experience placements must have Employer Liability Insurance and be checked to ensure that they meet Health & Safety requirements.
- During the week of the placement, employers will be contacted by a member of school staff to monitor the student's progress.
- If students fail to attend their placements, they must attend school.
- It is the responsibility of the parent/carer to inform both the school and the employer if the student is unable to attend the placement on any day.

Attached is a Student Arranged Placement application form which needs completing and signing by employers, parents and students and must be returned to school by Friday 28th February 2020 at the latest.

Work experience presents a new challenge for students, who will hopefully benefit from their placement on a personal level, and be better prepared to cope with the demands that they will face in adulthood. I trust you will encourage your child to make a success of the experience and support Hungerhill School in delivering this important aspect of your child's curriculum.

If you require any further clarification or wish to discuss work experience for your child, please do not hesitate to contact me or Mrs Gratton in the Careers Department.

Yours faithfully



Mrs J Monk
Head of Careers and Examinations

STUDENT DETAILS (BLOCK CAPITALS PLEASE)	
School Name: Hungerhill	
Student Name:	Form:
Student Signature:	
COMPANY DETAILS (BLOCK CAPITALS PLEASE OR ATTACH BUSINESS CARD/COMPLIMENTS SLIP)*	
Company Name:	
Address:	
	Postcode:
Telephone:	Fax:
WWW:	Email:
COMPANY CONTACT DETAILS (BLOCK CAPITALS PLEASE)	
Contact Name:	Contact Name:
Telephone:	Telephone:
Email:	
JOB DETAILS (BLOCK CAPITALS PLEASE)	
Job Title:	Dates: FROM: Mon 13th July 2020 TO: Friday 17th July 2020
Working Days:	Working Hours:
Job Descriptor (Please list or attach the tasks/duties to be undertaken by the student):	
Clothing/Uniform requirements (including any PPE and safety footwear):	

STUDENT ARRANGED PLACEMENT FORM

As a representative of the company, I agree to this student undertaking Work Experience placement with us in accordance with the details above. I confirm that the company:

(Please circle as appropriate)

- 1) Has previously been involved in the Hungerhill Work Experience programme
 YES NO

- 2) Offers this place in addition to our existing/normal commitment
 YES NO

- 3) Has not previously been involved in the Work Experience programme, but is willing to provide placements in the future
 YES NO

Appendix B Continued

- 4) Has Employer Liability insurance (**please give details below and attach a copy**)

YES

NO

Insurance company: _____ Policy number: _____ Expiry date:

- 5) Has a written Health and Safety policy (if 5 or more employees inc. the student)

YES

NO

(Please complete the Health and Safety Checklist attached and return with this document)

Signature: _____

Date: _____

Thank you for agreeing to take part in this Work Experience placement. Once all the Health and Safety checks have taken place (this may involve a visit from a member of the careers department), we will confirm the placement and forward a contract that will need to be signed by the employer, the student and their parent/carer.

***To ensure that we have the correct details for you and your company, please could you attach a compliments slip or business card to this form, thank you.**

PARENT/CARERS SECTION

- 1) **PLEASE NOTE THAT** Work Experience is meant to be an experience of work that is interesting and enjoyable and is not intended to be training for a particular career or job.
- 2) **Hours of work – this is indicated in the employer section of this document** and should show if weekend and evening work is required.
- 3) **Travel and lunches** – Students will be expected to make their own travel arrangements to and from their placement and provide their own lunch and refreshments (unless otherwise stated by the employer). **Please note lunchtimes may not be supervised.**
- 4) Please ensure that your son/daughter is aware of any Personnel Protective Equipment/safety boots that may be required **(to be provided by the student).**
- 5) **Reporting absence** – It is the Student's/Parents/Carers responsibility to contact the School **and** the Employer if your son or daughter is going to be absent for any reason whilst on placement.
- 6) **Reporting accidents/incidents** – It is the responsibility of the Parent/Carer to contact either the school or the Local Authority about accidents or incidents that happen during the work placement.

In order for the risk assessment to be carried out according to your son/daughters specific needs this section MUST be completed and returned to school.

Appendix B Continues

Please indicate whether your son/daughter has any of the following health conditions. Please indicate in the box below any other conditions which may effect the work placement.

COLOUR BLINDNESS	YES	NO
IMPAIRED SIGHT	YES	NO
HEARING DIFFICULTIES	YES	NO
ASTHMA	YES	NO
ECZEMA	YES	NO
EPILEPSY	YES	NO
ALLERGIES (incl food)	YES	NO

Please indicate any other condition or information that you feel may be of importance which may impact upon the health/safety and welfare of your son/daughter whilst on the placement:

As a parent/carer, I support my child's placement choice including travel and specific requirements. I agree to him/her undertaking this work experience.

Signed: _____ Name: _____ Date: _____

SCHOOL'S SECTION

- 1) **Reporting absence** – The school will inform the employer of any absence as soon as possible.
- 2) **Risk Assessments/Safe systems of Work** – The school will provide to the employer, any relevant medical and educational details that may affect the risk assessment.
- 3) **Review** – The school will visit/contact the employer by whichever means appropriate on at least one occasion during the work experience period.
- 4) **Reporting accidents/incidents** – Once notified of an accident in the workplace, it is the school's responsibility to inform the relevant authorities.

Signed: _____ Print name: _____

Position: _____

Please return this form to school reception by Friday 28th February 2020