



# WORK EXPERIENCE POLICY

## VERSION 1

Status	Non-Statutory
Responsible Board/Committee/Individual	Trust Board CEO
Author	CEO, ASSITANT CEO
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### DOCUMENT SUMMARY

Work experience is one of the most important links activities between employers and schools. This exposure to work is a significant step in preparing young people for adult and working life by developing their personal and social skills as well as the key skills they will need for the world of work.

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# WORK EXPERIENCE

## 1. INTRODUCTION

- 1.1. Work experience that is well planned and well organised has an important role in developing a student's personal and social skills and gives them important opportunities to learn directly about the world of work.
- 1.2. However, students outside the school environment will be more exposed to the potential risks involved, both from the tasks they undertake and from the working environment, e.g., equipment and hazardous substances. The physical and psychological immaturity of students also constitutes a risk in itself and therefore it is important that these are taken into account in the risk assessment completed by the placement provider.
- 1.3. Work experience placements are only permitted by law for students during Key Stage 4 and above
- 1.4. The Working Time Regulations 1998 apply to students at work experience placements, for example they should not work for more than five days in any consecutive seven-day period. The number of hours worked, and pattern of duties is normally agreed by the placement provider, school, and students. The school will put measures in place to ensure that students on placements are not required to work excessively long hours or unnecessarily unsocial hours.
- 1.5. Children between 13 and the minimum school leaving age (MLSA) are prohibited from being employed in industrial undertakings such as factories, construction sites etc, except when on work experience schemes approved by the Children's Services Department. The Health and Safety (Training for Employment) Regulations 1990 have the effect of designating children on work experience placements as staff and employers must provide them with at least the same health, safety, and welfare protection that they give their own staff. There are also some related restrictions which prohibit young workers, including children on work experience, from working with particular machinery or undertaking particular tasks. Employers should be aware of these restrictions.
- 1.6. This document provides advice on arranging work experience placements to ensure that all placements are in line with health and safety legislation.

## 2. DEFINITIONS

- 2.1. 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 range of tasks and duties, more or less as would an employee, but with the emphasis on the learning aspects of the experience."
- 2.2. Work Experience can be classified as either:

Block - the placement takes place over 5 or 10 consecutive working days, which will be typical.

Extended - the placement takes place on 1 period of time. Schools must ensure that they comply with the criteria that are designed to safeguard students' entitlement to a broad and balanced curriculum. It is therefore unlikely that extended work experience of more than two days a week will meet this requirement.

### **3. RESPONSIBILITIES**

#### **3.1. CEO and Trustees**

The Trustees and CEO are responsible for approving this policy and ensuring that the policy is monitored.

#### **3.2. Headteacher / Principal and Governing Board**

The Headteacher / Principal and Governing Board of every school/UTC have overall responsibility to ensure the health, safety, and welfare of students on work experience and staff who are involved in the planning and preparation of the placement. They will ensure that:

- A suitable and sufficient management system is implemented for work experience.
- A named member of SLT is nominated within the school with responsibility for ensuring that the health and safety requirements for work experience are carried out.
- The Careers and Employability Lead is nominated within the school/UTC.
- When purchasing a work experience service from a 'Placement Organiser', all aspects of this policy are met, that there is evidence of this in the provision and that monitoring arrangements are in place. If the service is being delivered in-house, the responsibilities of the Placement Organiser are implemented.
- The suitability of work experience placements has been assessed by a competent person.
- There is clear communication with all key parties involved with the work placement; health and safety procedures are followed.
- Arrangements are in place to send consent forms (Consent Form) risk assessment to parents/carers and that a copy of this document is signed and returned before the placement begins.
- Arrangements are in place to provide placement providers with any additional needs of the student.
- Staff comply with the School's/UTC's incident reporting procedure and that all parties understand their responsibilities.
- A nominated member of staff is identified with each employer so this can be shared with students to support Whistleblowing.
- Any accidents will be reported to the CEO, Trust Board and Local Governing Boards who have overall accountability for Health and Safety in the Trust. The

Headteacher/Principal will also provide a report to Local Boards on the successes and any learning from Work Experience Visits.

### **3.3. Careers and Employability Lead**

The Careers and Employability Lead is responsible in ensuring the following:

- Ensure that placement providers hosting students on placement have been approved based on a robust health and safety inspection and a risk assessment has been provided by the nominated company, and there is evidence of Employer's Liability Insurance, 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, this includes nominating a key contact at the company.
- Ensure that health and safety inspections have been approved by the nominated company. The company or persons should be suitably qualified:
  1. ideally is qualified to assess workplaces e.g., has NEBOSH and IOSH Qualifications
  2. has relevant experience in assessing work placements for young people under the minimum school leaving age.
  3. has access to competent health and safety advice and relevant sector experience.
- 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 and kept on record, in order that it can be sent to parents/carers.
- Ensure that placement providers comply with the School's/UTC's accident protocol and that all parties understand their responsibilities.
  - Ensure that placement providers understand their responsibilities regarding child protection and sign a Principles of Child Protection Document or provide evidence that they have a Child Protection Policy in place.
  - For longer placements of more than one week (students studying T-Levels), ensure that all high risk and medium risk placements are visited regularly by school/UTC staff and there is a revisit programme in place.
  - Low risk placements will be visited by the nominated company and will form part of the external risk assessments.
- Visit logs must be recorded and checked regularly as part of the Trust's Safeguarding policy.
- Ensure that before approving a placement, the school/UTC 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 to the School/UTC before the placement begins.
- Liaise with School/UTC 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 liaising with the employer during the placement is provided with a copy of the risk assessment prior to the placement taking place.
- Comply with the School's/UTC's incident reporting procedure.

### **3.4. Member of staff with overall responsibility for work experience**

The Senior Leadership Team Member is responsible for ensuring that procedures in relation to work experience are carried out in line with this policy. In particular, he/she 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.
- Guidance issued by the Careers and Employability Lead 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/employers are contacted or visited on placement – once for a block placement and every five to six weeks for an extended placement.
- Procedures are in place to ensure that nominated staff are provided with a risk assessment for the placement and in the event of a visit, they are provided with any personal protective equipment if deemed necessary in the risk assessment.
- Relevant staff comply with the School's/UTC's incident reporting procedure and that all parties understand their responsibilities.

### **3.5. Teacher(s)/School Staff monitoring Work Experience Placements**

The Teacher(s)/School Staff responsible for monitoring Work Experience will ensure that:

- They are familiar with the risk assessments for placements being visited/contacted 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 (more than one week) 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 and Employability Lead and/or DSL if appropriate and more frequent visits made. Serious concerns are reported to the Headteacher/Principal.
- Any concerns should also be fed back to the Placement Organiser to ensure child protection and health and safety procedures are followed.

### 3.6. 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 contact to work with the student (DBS checked); 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 Work Experience Co-ordinator and parents/carers of any accident/incident as soon as practicable.
- complete the incident/accident book, and/or report as a RIDDOR to HSE in the event of serious accident/incident in line under required under RIDDOR.
- If students are unable to secure a work experience the school/UTC may provide a virtual work experience opportunity.

The Careers and employability Lead (Placement Organiser) must ensure that they are satisfied that the Placement Provider has these processes in place before approving a placement.

### 3.7. Responsibilities of Parents and/or Carer

Parents or carers of a child have no specific responsibilities under health and safety legislation. It is parents/carers responsibility to ensure that students arrive safely to/from their placement. If a student is not well enough to attend their placement, they must contact the employer and the school/UTC in line with the school's/UTC's attendance policy.

Parents or carers of a child must 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.

## 4. RISK ASSESSMENT

- 4.1. 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.
- 4.2. Risk assessments should be undertaken by the placement provider as soon as the placement details have been agreed in conjunction with the school/UTC/nominated provider 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.
- 4.3. The risk assessment must take into account the following factors:
- Inexperience and immaturity; 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 issue relating to students medical, behavioural, physical and/ or learning needs.
  - This list is not exclusive.
- 4.4. 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.**
- 4.5. The placement provider must ensure that the control measures identified on the risk assessment are implemented and continue to provide dynamic risk assessments. The person responsible for mentoring the student must be provided with a copy of the risk assessment.
- 4.6. 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.
- 4.7. It is not suitable that a student attends a placement arranged by their parents, the placement must be organised through the nominated provider. In the unlikely event that the students are carrying out work experience with the same provider as a parent/carer,



the company is responsible for the student. It is therefore not appropriate that students work at home with their parents whilst assigned to a provider.

- 4.8. 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.
- 4.9. Information can be found on [www.hse.gov.uk/youngpeople/risks/index.htm](http://www.hse.gov.uk/youngpeople/risks/index.htm)

## 5. SUITABILITY OF THE PLACEMENT

- 5.1. The School/UTC 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.
- 5.2. A list of placements that are not permitted is contained within Appendix A
- 5.3. Written parental consent is legally required before a placement can commence if a student is below the minimum school leaving age (pre-16). This consent should be obtained after the parent has sighted the risk assessment.
- 5.4. The commissioning of a placement provider can support the school/UTC in the delivery of a work experience programme.
- 5.5. If another placement provider is commissioned to undertake this service, the school /UTC must ensure that the responsibilities contained within 3.3 above are fulfilled, and that these are evidenced within the service provision.

## 6. CONFIDENTIALITY

- 6.1. Parents must inform the school of any issues, health or otherwise (behavioural issues, infringements of the law, language ability etc) relating to the student prior to the student commencing work experience.
- 6.2. The school/UTC is required to inform an employer of any of the above that may affect the employer's willingness to take that student for work experience. If this information is not supplied, then the placement cannot be approved.
- 6.3. Permission must always be sought from parents and the student before any information listed above covered by the data protection act is shared. Please note that a placement cannot go ahead if such permission is not received.

## 7. SUPPORTING STUDENTS DURING THE WORK EXPERIENCE PLACEMENT

- 7.1. Students should understand the necessity for health and safety controls in the workplace. General principles could be introduced as part of the pre-briefing by the school/UTC and or at a pre-placement visit by the student.

## 8. MONITORING OF STUDENTS WHILST ON WORK EXPERIENCE

- 8.1. It is a requirement of the HSE that all work experience placements are monitored. These provide a useful opportunity to ask students if they have any health and safety concerns and to discuss the practical ways in which risks are controlled.
- 8.2. Staff carrying out monitoring visits (for long term placements only) of students must be provided with a copy of the risk assessment to alert them of the control measures that should be in place and the potential risks to their own health and safety in that industry.
- 8.3. The School/UTC and any other organisations arranging work experience should ensure that staff monitoring work experience placements are provided with and wear suitable personal protective clothing (PPE). If this is not practical, staff must be instructed not to enter any areas of work that require PPE.
- 8.4. Staff on monitoring visits should ask the students about the tasks that they are performing and the level of supervision that they have received. If the level of supervision is believed to be insufficient, this should be raised with the employer, school, and placement provider so that remedial action can be taken. Should supervision be deemed insufficient, which as a result could put students at risk, the placement must be cancelled, and students returned to school with immediate effect.

## 9. FEEDBACK

- 9.1. Successful management of work experience programmes depends on feedback, therefore work experience co-ordinators are encouraged to provide feedback to placement providers.
- 9.2. It is recommended that students are asked to feedback on the health and safety standards of the placement provider during the post placement review. The placement provider will need to be notified immediately if concerns are raised to ensure that risk assessments are updated where necessary. This should be immediately raised with the CEO.

## 10. CHILD PROTECTION

- 10.1. When arranging work experience placements there are considerations regarding child protection. Child protection means protecting children against all forms of abuse, including sexual abuse, physical and emotional abuse and neglect and applies to all young people under 18.
- 10.2. The school/UTC should ensure that policies and procedures are in place to protect children from harm.
- 10.3. Barred list checks by the DBS might be required on some people who supervise a child under the age of 16 on a work experience placement. The school /UTC will consider the specific circumstances of the work experience, in particular the nature of the supervision and the frequency of the activity being supervised, to determine what, if any, checks are necessary. These considerations would include whether the person providing teaching / training / instruction / supervision to the child will be:
  - unsupervised; and providing the teaching/training/instruction frequently (at least once a week or on more than three days in a 30-day period, or overnight).

- 10.4. If the person working with the child is unsupervised and the same person is in frequent contact with the child, the work is likely to be regulated activity. If so, the school/UTC will ask the employer providing the work experience to ensure that the person providing the instruction or training is not a barred person.
- 10.5. The school/UTC is not able to demand but will request if felt necessary that an enhanced DBS check with barred list information for staff supervising children aged 16 to 17 on work experience.
- 10.6. Employers are asked, when preparing a programme of work experience for a young person, to take responsibility for their social welfare as well as their physical welfare.
- 10.7. Employers should do all they can to ensure their employee's relationships with young people on work experience are appropriate to their age and gender, and do not give rise to comment and speculation. Attitude, behaviour, and language all require care and thought. Employers must read and sign a Principles of Child Protection Document or provide evidence that they have a local safeguarding policy in place. Where the school/UTC is providing work experience placements this is not required.
- 10.8. All parties involved in setting up and monitoring of work experience placements should be familiar with the child protection procedures as outlined in the Trust Safeguarding Policy. All schools have a Designated Safeguarding Lead, and all students and staff should be clear who this is.
- 10.9. For more specific guidance, please refer to the DfE's guidance 'Keeping children safe in education: Statutory guidance for schools and colleges', September 2023 section on adults who supervise children on work experience. This sets out the very specific responsibilities of schools for child protection and work experience.

## 11. SCHOOLS PROVIDING WORK EXPERIENCE PLACEMENTS

- 11.1. If the activity undertaken by the child on work experience takes place in a 'specified place', such as a school or college, and gives the opportunity for contact with children, this may itself be considered to be regulated activity. In these cases, and where the child is 16 years of age or over, the work experience provider should consider whether a DBS enhanced check should be requested for the child/young person in question. DBS checks cannot be requested for children/young people under the age of 16.
- 11.2. Where schools are willing to provide work experience placements, they should be aware that they will be expected to fulfil the responsibilities outlined in this document as placement providers.
- 11.3. When planning to receive a student on a work experience placement, it is essential that all the relevant information is gathered, and the appropriate forms are completed for each stage of the process.
- 11.4. Where schools are undertaking the role of placement provider, a risk assessment must be undertaken and forwarded to the host school. Training on risk assessment is available through the Trust Health and Safety team.
- 11.5. Any students who do not successfully secure a placement before the deadline set by the risk assessment company must stay in school and will be provided with the opportunity to carry out virtual work experience. All requirements and deadlines are outlined to students and parents through letters, assemblies, and information in form time.

## 12. OUT OF AREA PLACEMENTS

- 12.1. For all out of area placement requests, the work experience organisation in that area must ensure that placement providers are meeting legal and health and safety requirements. Please discuss with your Placement Organiser what their arrangements are for any out of area placements.
- 12.2. Most placements will be sourced locally and a bank of local employers who will be reviewed by the nominated work experience provider. If it is not possible to find a local placement, the school/UTC would consider placements out of area at the students' or parents' request. Any additional costs incurred for a risk assessment outside of the local area would need to be covered by parents/carers.
- 12.3. If a student wishes to undertake work experience out of area (not in South Yorkshire) then parents or carers are responsible for making the appropriate arrangements for travel and accommodation.

## 13. MILITARY PLACEMENTS

- 13.1. Residential placements on Ministry of Defence property, which are designed to give young people an experience of life in the forces, require different approval procedures. Schools must ensure that they assess the suitability of each young person for such a placement. They must ensure that parents or carers are fully aware of the arrangements for the placement and understand that the young people will not be accompanied by a member of staff. Approval will then be given for placements by the CEO.

## 14. INSURANCE

- 14.1. The Association of British Insurers have agreed that students on work experience placements which conform to the Education (Work Experience) Act 1973 should be treated as staff for the purpose of insurance against personal injury, provided that the insurer has been notified. Therefore, all placement providers must have Employers' Liability and Public Liability Insurance.

NB. Although employers who are close relatives of the student (mother, father, siblings, uncle, aunt, grandparents) are considered exempt from this, **the Trust will not approve placements with ANY employer who does not have employer's liability insurance.** (This recommendation is made with the intention of always maintaining the safety and well-being of the student, all appropriate health & safety guidance adhered to, and appropriate risk assessments carried out).

Additional information can be found at:

<https://www.abi.org.uk/Insurance-and-savings/Products/Business-insurance/Liability-insurance/Employers-liability-insurance/Work-experience-students>

## 15. PAY, TAX & NATIONAL INSURANCE

- 15.1. The parent or carer will need to be aware that it is a condition of work experience that students do not receive payment. They therefore will not be entitled to the industrial injury's benefits of the Social Security Act 1975 if they are involved in an accident while taking part in work experience.
- 15.2. Students on work experience have the status of an "employee" for legal and insurance purposes but must not receive payment for the work they do. Employers can assist with travelling expenses or lunch costs if they wish.
- 15.3. The number of hours worked and pattern of duties, is normally agreed by the placement provider, school, and students. Schools should put measures in place to ensure that students on placements are not required to work excessively long hours or unnecessarily unsocial hours as laid down by the European Working Time Directive.

## 16. REPORTING OF ACCIDENTS DURING WORK EXPERIENCE

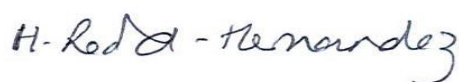
- 16.1. It may be necessary to remind placement providers that they have a responsibility to report all accidents to students that are reportable under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.
- 16.2. Placement providers must notify immediately the parent, school and ESCC Work Experience Team, giving full details of any incident/accident involving a student. Schools should then report the incident and complete an investigation that will need to be forwarded immediately to the Health and Safety team.
- 16.3. The process for reporting accidents must be followed whether or not the school or organisation has purchased the ESCC Work Experience Service

## 17. INFORMATION AND ADVICE

Useful link - [www.hse.gov.uk/youngpeople/workexperience/index.htm](http://www.hse.gov.uk/youngpeople/workexperience/index.htm)

Policy Agreed: July 2023 (Version 1)

Signed CEO of BFLPT – Helen-Redford-Hernandez:



Date: July 2023

Signed – Chair of BFLPT – Peter Duffield:

A handwritten signature in black ink, appearing to read "Peter Duffield", with a horizontal line underneath.

Date: July 2023

Date: July 2023

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Created: July 2023 (Version 1)

Revised:

## APPENDIX A: PLACEMENTS DEEMED INAPPROPRIATE.

- a tattoo studio
- a body piercing studio
- parts of a beauty salon where semi-permanent make up is used.
- an abattoir
- at any height
- on water – see water guidelines.
- in the air – hot air balloons, helicopters, gliders etc
- in gambling locations – amusement arcades, betting shops, casinos
- behind the bar of public houses and restaurants selling alcohol
- In an off licence
- With guns – e.g., gun shop, game keeper
- With fireworks
- On new build sites or total refurbishment sites – see construction guidelines.

The list is not exclusive and if any placement is deemed to be inappropriate by the school/UTC, this will not be approved.

Please be aware that certain restrictions apply in all industries where placements are permitted.