



Work Experience Policy

Park Community School

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WORK EXPERIENCE POLICY

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Overview

Park Community School seeks to be Much More Than Just a School by offering a wide range of experiences to our students over their five years at the school. This includes a range of interactions with employers and part of that is a two week work experience placement in the summer of Year 10. A few students may have longer term extended placements, for example a day a week for a period of months, alongside school based lessons on other week days.

Through our broad curriculum at school and away from school we want our students to develop their sense of success through their attainment in lessons, resilience in life and a growing sense of autonomy as they move through the school.

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. This document details the health and safety responsibilities for schools and external organisations who are involved in work experience placements.

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 opportunities to learn directly about the world of work in preparation for their life after they leave school.
- 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 risk assessments linked to work experience.
- 1.3 Students who, by their age, are in the last two years of compulsory school, i.e. 15 years old by 31 August in the academic year of the placement, can take part in work experience.
- 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 support measures to ensure that students on placements are not required to work excessively long hours or unnecessarily unsocial hours.
- 1.5 Children aged between 13 and the minimum school leaving age (MSLA) are prohibited from being employed in industrial undertakings such as factories, construction sites etc, except when on an approved work experience placement. There are also some age-related restrictions which prohibit young

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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.
- 1.7 Park Community School works closely with EBP South through an SLA to ensure students have access to a wide range of suitable work experience placements in local business. On some occasions 'private' placements are arranged by students and the school in conjunction with the employer, child and their parents/carers to make sure that the privately arranged placement is safe and will provide an appropriate experience for the student. When necessary EBP South may be commissioned to undertake a risk assessment for a charge in line with the SLA. Long term extended placements may also be arranged through EBP or other providers such as Hampshire Futures who undertake the checks, the school pays for these opportunities on an individual placement basis.

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 10 consecutive working days or Extended - the placement takes place on 1 or 2 days per week over a 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 The Headteacher, Head of School and Governing Body 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;
 - a Work Experience Co-ordinator is nominated within the school;
 - a Work Experience Policy is developed detailing the school's arrangements for work experience;

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- 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 (see 3.3);
- 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 and 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 incident reporting procedure and that all parties understand their responsibilities.

In summary, as the work experience organiser, you need to take reasonable steps to satisfy yourself that any work-related risks to a student are managed by the employer. Reasonable checks should be kept in proportion to the risks involved without second-guessing the employer's assessments and procedures. Talking with them will help you identify workplaces or tasks that would not be suitable for certain students. Do not introduce unnecessary additional paperwork that could lead to employers being discouraged from offering placements. It is likely to be far more informative to talk with the employer about: what the student will do, what the relevant precautions are, the planned arrangements for the induction, training and supervision of the student. (HSE guidance)

3.2 Work Experience Co-ordinator (Placement Organiser) for a service that has been purchased e.g. the EBP South Work Experience Service 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. A competent person is defined as someone who: 1. ideally is qualified to assess work places, e.g. IOSH Qualifications or has more than two years' experience of running work experience placements; 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;

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- 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, for example sign a Principles of Child Protection Document, or provide evidence that they have a Child Protection Policy in place.

For employers who are new to taking students on work experience, talk through what the student will do and any relevant precautions. It might be helpful to make a note of your conversation.

You do not need to do it all again for a new student where an employer is known to you and has a good track record, and the student's needs are not different to those on past placements.

Also, do not do duplicate checks on employers. If you are using a third party to arrange placements, work with them to make sure employers are not requested to do things twice.

- 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. **Note** from HSE re risks and consents: Explain to parents/carers of children what the significant risks are and what has been done to control them. You can do this in whatever way is simplest, including verbally, and is very often done via the school or college. When you induct students, explain the risks and how they are controlled, checking that they understand what they have been told.
- 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 EBP South team, or equivalent, immediately if an accident occurs whilst a student is on placement.

3.3 Member of staff with overall responsibility for work experience is the school's Senior Leadership Team member responsible for work experience who will

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ensure 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;
- all guidance issued by the Work Experience Co-ordinator 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.

3.4 Teachers/school staff monitoring work experience placements are responsible for monitoring work experience placements they visit and 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 Work Experience Co-ordinator and more frequent visits made. Any concerns should also be fed back to the placement organiser;
- ensure child protection and health and safety procedures are followed.

3.5 Placement providers are 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. Existing employer's liability insurance policy will cover work

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placements provided your insurer is a member of the Association of British Insurers (ABI) and Lloyds, so there is no need for you to get any additional employer's liability insurance if you can take on work experience students. The ABI website confirms this. For many insurers, a definition of who is to be treated as an 'employee' would include: any person employed under a contract or service or apprenticeship, people on work experience schemes, for example students. If in doubt, check with your insurer.

- 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 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 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.

The Work Experience Co-ordinator (Placement Organiser) must ensure that they are satisfied that the placement provider has these processes in place before approving a placement.

- 3.6 Responsibilities of parents and/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.

4. Risk Assessment

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- 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 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 /behavioural needs or learning difficulties. For example, a child who might self-harm will need to be observed more closely and may need adjustments to activities or equipment used in the placement.
- 4.3 Risk assessment - what you cover in your risk assessment depends on the level of risk.

Review your risk assessment before they start if you:

- do not currently employ a young person
- have not employed a young person in the last few years
- are taking on a work experience student for the first time
- are taking on a work experience student with particular needs

If you have employed a young person on work experience in the last few years, do not repeat your risk assessment if the new student has a similar level of maturity and understanding, with no particular or additional needs. (The organiser or parent should tell you if they have.)

Talk about the placement in advance with organisers and take account of what they and the parents or carers tell you about:

- the student's physical and psychological capacity
- any particular needs - for example due to any health conditions or learning difficulties

Explain to parents/carers of children what the significant risks are and what has been done to control them. You can do this in whatever way is simplest and suitable, including verbally, and is very often done via the school or college.

When you induct students, explain the risks and how they are controlled, checking that they understand what they have been told.

Training and proper supervision of young workers is important because of their relative immaturity and lack of familiarity with the working environment. Induction training is of particular importance. There are no general age restrictions in PUWER relating to the use of work equipment, although there are some restrictions in the ACOPs covering lifting, power presses, woodworking machinery, and fork lift trucks, and there are also some other prohibitions and

limitations, particularly in agriculture (see Prohibitions and limitations for young people at work).

Risk assessments should consider carefully the training needs of young people, taking into account their inexperience, lack of awareness of potential risks and their immaturity, to determine whether they should undertake certain work activities. Young people must be protected from certain activities (e.g. noise and vibration arising from the use of work equipment).

- 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, because 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. 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 /carers 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 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.

5. Suitability of the Placement

- 5.1 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.
- 5.2 Written parental consent is legally required before a placement can commence if a student is below the minimum school leaving age (pre-16).
- 5.3 The commissioning of a Placement Organiser can support the school in the delivery of a work experience programme.
- 5.4 If another Placement Organiser is commissioned to undertake this service, schools must ensure that the responsibilities contained within 3.3 above are fulfilled, and that these are evidenced within the service provision.

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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 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 and/or at a pre-placement visit by the student.

8. Monitoring of Students whilst on Work Experience

- 8.1 Schools 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.
- 8.2 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 organiser (e.g. EBP South) so that remedial action can be taken.

9. Feedback

- 9.1 Successful management of work experience programmes depends on feedback, therefore work experience co-ordinators are encouraged to provide feedback on placement providers to the Placement Organiser.
- 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 organiser will need to be notified immediately if concerns are raised.

10. Child Protection

- 10.1 When arranging work experience placements there are considerations regarding child protection. Child protection means protecting children against

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all forms of abuse, including sexual abuse, physical and emotional abuse and neglect and applies to all young people under 18.

- 10.2 Schools and colleges organising work experience placements 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 or college should consider the specific circumstances of the work experience, in particular the nature of the workplace and 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 the teaching/training/instruction/supervision to the child will be unsupervised and frequency of visits if an extended placement or if any period 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 or college could 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 is not able to request 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 should provide evidence that they have a local safeguarding policy in place. Schools providing work experience placements are exempt from this.
- 10.8 All parties involved in setting up and monitoring of work experience placements should be familiar with child protection procedures. All schools have a designated safeguarding lead (DSL) who can offer advice or direct questions to someone who can, for example with the LA's safeguarding team.
- 10.9 For more specific guidance, please refer to the DfE's latest guidance: 'Keeping children safe in education', which is updated annually.

11. Schools Providing Work Experience Placements

- 11.1 Although the organisation of work experience placements mainly affects secondary and secondary special schools, any school may be asked to provide a work experience placement for a student who has expressed a

particular interest in the teaching profession or more generally, working with children.

- 11.2 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 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.
- 11.3 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.
- 11.4 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.
- 11.5 Where schools are undertaking the role of placement provider, a risk assessment must be undertaken and forwarded to the host school.

12. Work Experience Abroad

- 12.1 UK health and safety law does not apply to overseas work experience placements. Therefore, should a pupil wish to carry out work experience overseas an individual decision will need to be made on a case by case basis. These work experience guidelines should apply wherever possible, and a risk assessment should be carried out to ensure the placement is suitable for the young person. This will be impracticable for most placements overseas. Where a visit cannot be carried out, the school must not agree to the request and therefore treat any absences as unauthorised.

13. Out of Area Placements

- 13.1 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.
- 13.2 Parents or carers are responsible for making the appropriate arrangements for travel and accommodation.

14. Military Placements

- 14.1 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

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carers are fully aware of the arrangements for the placement and understand that the young people may not be accompanied by a member of staff, and visits by school staff may not be possible.

15. Insurance

- 15.1 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. **Note.** Although employers who are close relatives of the student (mother, father, siblings, uncle, aunt, grandparents) are considered exempt from this, it is still recommended that placements do not take place with any employer who does not have employer's liability insurance. (This recommendation is made with the intention of maintaining the safety and well being of the student at all times, all appropriate health & safety guidance adhered to, and appropriate risk assessments carried out).

16. Pay, Tax & National Insurance

- 16.1 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 injuries benefits of the Social Security Act 1975 if they are involved in an accident while taking part in work experience.
- 16.2 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.
- 16.3 The number of hours worked and pattern of duties are 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.

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17. Reporting of Accidents during Work Experience

- 17.1 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.
- 17.2 Placement providers must notify immediately the parent, school and others involved e.g. EBP South work experience team, giving full details of any incident/accident involving a student. Schools /others involved should then report the incident and complete an investigation to identify any concerns regarding the placement being used in future.
- 17.3 The process for reporting accidents must be followed whether or not the school or organisation has purchased the work experience through a third party e.g. EBP South.

Document Control Table	
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