OFG Education

# WORK EXPERIENCE POLICY

## Hemlock Stone School



# WORK EXPERIENCE POLICY

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### Terminology

- "Our teams" and" "team member/s" include everyone working in Outcomes First Group's settings and services in a paid or unpaid capacity, including employees, consultants, agency staff, trainees and contractors. For Blenheim schools, volunteers are included in this definition.
- "Parents and carers" refer to the person or -people with legal parental responsibility for the child/young person
- "Students" refers to all children and young people being educated and supported at the setting or service

## 1.0 INTRODUCTION

We are committed to safeguarding and promoting the welfare of our students and require all team members to act in the best interests of children at all times.

This policy has been developed in line with the Independent School Standards and Keeping children safe in education (KCSiE). It must be read alongside the setting's ***Safeguarding Policy***.

In line with the Education Act 1996, we believe in providing students with learning opportunities which aim to equip them for adult life. Our schools and colleges strive to introduce students to a range of teaching and learning opportunities, which offer them

practical experience in many aspects of life. For many students, active learning is the key to motivation and has an impact on other aspects of their school and college life.

Work experience is an integral part of our Key Stage 3 programme and offers students a valued opportunity to practice key skills and career management skills learned in other areas of the curriculum, within a safe environment. The programme allows a tailored approach to students' learning needs and is personalised to each individual. The programme includes target setting and action planning as the norm and allows teachers to link the experience to the aspirations and interests of each young person.

This approach ensures that students are able to transfer the skills they learn at school and college to the requirements of employers. All young people within our schools and colleges (where safe and appropriate within their risk assessment), will have the opportunity for external work experience.

## 2.0 ROLES AND RESPONSIBILITIES

### Headteacher/Principal

The Headteacher/Principal will have final sign-off for the work experience placements, conducting a full check of all the documents outlined in this policy and ensuring the placement meets the needs of the individual student. Where there is any doubt the Headteacher/Principal can seek guidance from the Careers & Employability Lead and the safeguarding team.

### DSL

The DSL should have oversight of the student specific risk assessment and to ensure they are happy that all measures have been put in place to safeguard the young person whilst on placement.

### Work Experience Coordinator/Careers Leader

The work experience coordinator is responsible for sourcing and securing work experience placements and ensuring that all paperwork and compliance checks have been completed in advance of the start of a placement.

### Employer

The employer is responsible for workplace health and safety whilst the student is on placement with them. Under health and safety law, work experience learners are regarded as employees. There is guidance from NSPCC and the Health & Safety Executive (HSE) to help keep young people safe. They should provide the school with their public liability insurance and complete the employer's check list.

### Parent/Carer

Provide consent and details of emergency contacts

### Student

Compliance with expectations and completion of the evaluation paperwork

## 3.0 GENERAL/LEGAL REQUIREMENTS

Health and safety is an important consideration for those organising placements for young people away from the learning base. It is important that robust health and safety systems and procedures are in place to ensure the safety of students, employees and others, both prior to and during the placement.
The Health & Safety at Work etc. Act 1974 places a duty on employers, including learning providers to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its employees.

**The regulations define a 'child' as someone who has not attained the age of 18. Certain types of employment are prohibited**.

Children on work placement are regarded in health and safety law as employees.

The Health and Safety (Training for Employment) Regulations 1990 states that anyone receiving relevant training (work experience provided as part of a training course or programme, or training for employment or both) should be treated as employees for the purposes of health and safety legislation.

Children and young people on work placements must be provided with the same health, safety and welfare protection given to employees.

A child should not be expected to do any of the following as part of Work Experience:

- Work beyond their physical or psychological capabilities
- Work involving harmful exposure to radiation
- Work involving risks to health from noise, vibration or extreme heat or cold
- Work involving harmful exposure to any agents which can chronically affect health, including those with toxic or carcinogenic effects or those causing genetic damage or harm to an unborn child

## 4.0 WORKPLACE HEALTH & SAFETY CHECK/INSPECTION

A model checklist for employers/learning placements to complete has been produced reflecting the minimum standard required by Outcomes First Group, which lists the questions that must be included to ensure that **specific health and safety arrangements are in place prior to the child's work experience placement**. See Appendix 1 - Child Work Placement Health and Safety Check /Inspection.

If the school/college has used an external agency to source and risk assess work experience placements, it remains the school's/college's responsibility to ensure that the placement is suitable for specific children and complete an individual student risk assessment.

## 5.0 RISK ASSESSMENT

The Management of Health and Safety at Work Regulations 1999 requires all employers to assess risks to all their employees, including children and to do what is reasonably practicable to control those risks. Children and young people are seen as being particularly at risk because of a possible lack of awareness of existing or potential risks, maturity and experience.

As a result, employers/learning providers are required to:

- Assess risks to children and young people before they start work/placement
- Take into account their inexperience, physical and psychological immaturity and lack of awareness of existing or potential risks
- Address specific factors in their risk assessment and introduce control measures to eliminate/reduce the risks
- Provide information to parents/guardians/school/college of the results of the risk assessment and the control measures introduced
- Take account of the risk assessment in determining what the student shall or shall not be permitted to do on placement

There is a specific requirement to provide this information in writing for students under the age of 16. Risk assessments must be suitable and sufficient and recorded in an understandable format addressing the issues described below.

A suitable and sufficient risk assessment must:

- Identify hazards within all the expected work activity and at all the locations it will be undertaken.
- Decide who might be harmed and how
- Evaluate risks in terms of severity/likelihood – decide on precautions (and further controls if the residual risk is unacceptable)
- Record findings and implement them
- Update as/when there are significant changes
- Detail safeguarding arrangements, including the name of the supervisor and their DBS details

The level of detail in a risk assessment should be proportionate to the risk (e.g. more detail would be expected for a risk assessment carried out for a machine or workshop where there are significantly more hazards than say, a small office).

Risk assessments should be carried out by a competent person; somebody who has acquired thorough training, qualifications and experience the knowledge and skills necessary for undertaking the task. If there is no competent person, expert help and advice must be sought.

A full travel risk assessment must be completed for all work experience placements identifying how the learner is required to travel between home, school/college and the placement setting. The chosen travel method should be fully risk assessed. The assessment should consider the learner's age, experience, confidence and any additional support needs. The assessment should identify who will provide supervision during travel

(e.g. Parent/Carer, School/College team member, placement supervisor).

All travel arrangements should consider the learners' safety and wellbeing. Any safeguarding concerns relating to travel should be addressed before the placement begins.

Parents/Carers should be informed of the agreed travel arrangements.

## 6.0 STUDENTS WITH MEDICAL CONDITIONS, INCLUDING ALLERGIES

**Students with medical conditions must not be excluded from work experience opportunities soley because of their condition.**

When matching the student to a work experience opportunity, the school/college must review the student's Individual Healthcare Plan (IHP), Allergy Action Plan (AAP), allergy risk assessment and other relevant medical information. The Headteacher/Principal must be satisfied that appropriate arrangements are in place to manage the student's medical needs, including allergy risks, access to medication, emergency response procedures, supervision arrangements and communication with the placement provider. Reasonable adjustments and additional control measures must be implemented where required to enable the student to participate safely. The suitability of the placement must be assessed on an individual basis, taking account of the student's age, needs, capabilities, medical condition and level of independence. Students must have immediate access to any prescribed emergency medication throughout the placement.

## 7.0 SAFEGUARDING

The school/college remains responsible for ensuring that appropriate safeguarding arrangements are in place for all our students who undertake work experience.

Before any placement is approved, the Headteacher/Principal, DSL and Work Experience Coordinator/Careers Leader will consider the students age, needs and vulnerabilities, the nature of the workplace; travel arrangements; supervision arrangements, the duration and frequency of the placement, and whether an adult will be teaching, training, instructing, caring for or supervising the student.

From 1 September 2026, where an adult's role meets the regulated activity criteria, including the relevant frequency (more than 3 days in a 30-day period), or overnight conditions (between 2am and 6am), the school must be satisfied that the adult is not barred from working with children and that appropriate DBS/ safer recruitment assurances have been obtained before the placement begins. The school/college must not knowingly allow a barred person to engage in regulated activity with a student.

The Group expects our schools and colleges to seek appropriate safeguarding and suitability assurances for all work experience placements, including placements that do not meet the legal threshold for regulated activity (for example, a one-day placement), where this is proportionate to the nature of the placement, the level of contact with students and the individual student's age, capabilities, needs and vulnerabilities. In some

circumstances, this may require a student, or group of students, to be accompanied by an Outcomes First Group team member throughout the placement.

For students aged 16 and over, alternative supervision arrangements may be appropriate where supported by the risk assessment. These may include regular welfare check-ins, scheduled contact with the student during the placement, and confirmation of attendance and wellbeing at agreed intervals.

All placement providers must confirm that suitable safeguarding and child protection arrangements are in place, including arrangements for supervision, reporting concerns, responding to allegations or low-level concerns about adults, managing absence or non-attendance, and notifying the school immediately of any safeguarding, welfare, behavioural, health and safety or attendance concern. This information should be included in the risk assessment (see Section 5.0).

Pupils must be told before the placement starts who they should speak to if they feel unsafe, worried or uncomfortable, and how to contact the school during the placement. Any safeguarding concern, allegation, low-level concern or unacceptable risk must be referred immediately to the DSL and managed in accordance with the school's Safeguarding Policy.

**For all students** attending work experience:

- A comprehensive risk assessment between the school/college and the placement setting must be completed prior to the commencement of the work experience placement. The placement setting must be fully aware of any support needs for the student, and all support needs must be considered as part of the risk assessment.
- Each student must have a plan in place with learning objectives for the experience.
- An up-to-date liability insurance certificate from the placement must be provided.
- Written consent must be obtained from those with parental responsibility for the student to attend the work experience placement.

Students must be informed during their preparation for work experience lessons that if they have any problems regarding their placement, they must contact the school/college as soon as possible.

Any such problems must be recorded on the Work Experience Visit Form and followed up, by the Work Experience Co-ordinator or Careers Leader, within one working day. Concerns about allegations of child abuse or safeguarding (including unacceptable risk) must be followed up and referred immediately to the Designated Safeguarding Lead (DSL).

## 8.0 INDUCTION

A thorough process of induction is important in safeguarding the interests of students working away from the learning base. It is also important in safeguarding the interests of the learning provider and learning base.

The induction process must cover health and safety requirements, fire safety, duties, welfare arrangements, any prohibited areas or activities and layout of the workplace. The level and detail should be appropriate to the work and level of risks and also reflect the needs of the students.

A model induction checklist for students has been produced reflecting the minimum standard required by Outcomes First Group (See Appendix 2), which lists the questions that must be included. Additional questions specific to the learning placement may be added, as appropriate.

To ensure that the student has fully understood their safety induction and the duties, they must complete a Placement Induction with the school's Work Experience Coordinator prior to commencing the placement. Appendix 2 provides a template that can be used as a guide and adapted to the work placement and needs of the student.

## 9.0 COMMUNICATION WITH PARENTS/CARERS

All work experience placements will be organised after discussion with parents/carers. If parents/carers have any concerns about any aspect of the work experience, they should discuss this in the first instance with the student's tutor. If the issue is not resolved parents/carers should contact the Headteacher/Principal.

## 10.0 MONITORING AND QUALITY ASSURANCE

The effectiveness of work experience placements for learners will be reviewed through:

- Learner Feedback
- Employer Feedback
- Staff Observations
- Achievement of learning outcomes
- Annual Review of this Policy

## 11.0 EQUALITY, DIVERSITY AND INCLUSION

Our organisation is committed to treating all learners fairly, with dignity, respect and compassion, ensuring that every individual is valued regardless of their background, identity or additional needs. We actively promote equality of opportunity throughout every stage of the work experience process, from planning and placement to participation and evaluation.

In accordance with the Equality Act 2010, we are committed to preventing discrimination, harassment, victimization and any form of unfair treatment. We recognise our duty to

make reasonable adjustments for learners with SEND to remove barriers to participation and enable them to access work experience on an equal basis with their peers whilst ensuring their safety.

## APPENDIX 1 – STUDENTS'S WORK PLACEMENT HEALTH & SAFETY CHECK/INSPECTION

### Student's Work Placement Health and Safety Check/Inspection

Employer Name: _____

Address: _____

_____

Post Code: _____ Telephone/Fax No: _____

Email: _____

Nature of Business: _____ No of Employees: ____

Contact Name: _____ Position: _____

Named workplace supervisor: _____

Type of work offered:_____

Insurance

Indicate type of insurance held

Employer ☐ Public ☐ Combined ☐

### SAFEGUARDING & CHILD PROTECTION

| | Yes | No | Comments/Actions to be taken |
|---|---|---|---|
| Has suitability assurance been obtained?<br>Inculde type of:<br>• DBS assurance<br>• Date of verification<br>• Who verified it | | | |

| | | | |
|---|---|---|---|
| Does the company have child protection arrangements in place? Include details of how safeguarding concerns are reported<br><br>Are there emergency contact arrangements in place? Include details | | | |
| Are there any lone working situations or areas where the student may be unsupervised? If yes, what are the arrangements/protections in place? | | | |
| Are there arrangements in place if the student fails to arrive? Include details | | | |
| Are there arrangements in place if the student needs to leave early? Include details | | | |

**HEALTH & SAFETY POLICY**

**A written Health and Safety Policy is required if the company employs five or more people.**

| | |
|---|---|
| Date of issue or most recent revision (if applicable) | Date: |

| | Yes | No | Comments/Actions to be taken |
|---|---|---|---|
| Do you display the Health and Safety law poster or are leaflets given out? | | | |

## 1. Hazards, Risks & Control Measures

**Requires evidence of written risk assessments where significant risks are identified**

| | Yes | No | Comments/Actions to be taken |
|---|---|---|---|
| Are all significant risks to the health and safety of your employees and learners assessed and recorded? | | | |
| Are effective control measures/ precautions in place as a result of risk assessments? | | | |
| Are risk assessments reviewed to take account of changes/ accidents/incidents? | | | |

## 2. Supervision & Training

| | |
|---|---|
| Named supervisor(s) of student | Name(s): |

| | Yes | No | Comments/Actions to be taken |
|---|---|---|---|
| Will the supervisor(s) be made aware of their H&S responsibilities towards the student? | | | |

| | | | |
|---|---|---|---|
| Will any parts of the premises be out of bounds to the student? If yes, how will this be communicated to them? | | | |

### 3. Working Conditions (requires assessment and observation)

| | Yes | No | Comments/Actions to be taken |
|---|---|---|---|
| Is lighting, heating and ventilation satisfactory? | | | |
| Are washing and toilet facilities satisfactory? | | | |
| Is drinking water available? | | | |
| What rest/eating facilities and arrangements are provided? | | | |
| Are premises maintained in line with safety and welfare standards | | | |

### 4. Fire Precautions

| | Yes | No | Comments/Actions to be taken |
|---|---|---|---|
| Has a fire risk assessment been carried out or reviewed in the last year? | | | |
| Does fire safety appear to be managed appropriately? | | | |
| Will the student be given a fire safety induction on their first day? | | | |

### 5. First Aid

| | Yes | No | Comments/Actions to be taken |
|---|---|---|---|
| Are there satisfactory arrangements in place for first aid? | | | |

## 6. Accident Procedure & Near Miss

| | Yes | No | Comments/Actions to be taken |
|---|---|---|---|
| Is there a system in place to report accidents to HSE and placing school if required? | | | |

## 7. Machinery & Equipment*

**Some assessment and observation required, where applicable**

| | Yes | No | Comments/Actions to be taken |
|---|---|---|---|
| *Is there a system in place to inspect, test and maintain equipment? (e.g. portable electrical appliance testing, ladder checks)? | | | |
| Will the student be using high risk tools and equipment, if supervised and trained?<br>If yes, please specify | | | |
| What, if any, tools, machinery and equipment are students prohibited from using? | | | |

## 8. Protective Clothing & Equipment (PPE)

| | Yes | No | Comments/Actions to be taken |
|---|---|---|---|
| Is protective clothing, footwear and equipment provided?<br>If yes, please specify. If not what if anything is required? | | | |
| Are adequate storage facilities available for PPE? | | | |

## 9. General placement issues

| | Yes | No | Comments/Actions to be taken |
|---|---|---|---|
| Are offensive/inappropriate materials on view? | | | |
| Are relevant employees aware of their responsibilities to a child re: inappropriate behaviour and conversations? | | | |
| Does the employer control access to sensitive information while the student is on site? | | | |

| Summary of comments and actions required | |
|---|---|
| | |
| **Check/Inspection undertaken by:** | |
| **Name (print name)**<br>…… | **Signature**<br>…… |
| **Position**<br>…… | **Date**<br>…… |

**Employer Declaration**

- I confirm that the information provided in this document is correct to the best of my knowledge and I agree to complete any outstanding action plans prior to the start date of the work placement.
- I agree to notify the school/parents/carers of any absence.
- I agree to notify the school/parents/carers of any accident/incident and, where required, report the accident/incident to the Health and Safety Executive.
- I agree that this information may be placed on the school database in accordance with the UK GDPR and Data Protection Act 2018

| | |
|---|---|
| **Name (print name)**<br>…… | **Signature**<br>…… |
| **Position**<br>…… | **Date**<br>…… |

**UK GDPR and Data Protection Act 2018: The data you have provided on this form will be used by the organisation for the purposes of improving the work experience process in terms of learning, support and guidance and health and safety. The data will be stored securely and only used for the purpose(s)**

**originally intended.**

## APPENDIX 2 – STUDENT'S PLACEMENT INDUCTION

To be completed by the learner prior to the start of the placement

Learner Name: _____

Placement Employer: _____

1. My supervisor will be..... _____

   If he/she is not available, I should go to..... _____

2. My hours of work will be: Start time: _____ Finish time: _____

   My breaks may be flexible, but are likely to be around these times: __

   My lunch break will normally be at: _____

**I understand that, if I am unable to attend my placement, for any reason, I must telephone my placement as soon as possible on** *write telephone number here* ⇨

_____

3. What will be your main duties?

_____

_____

_____

_____

_____

4. What sort of jobs/activities will you be given to do?

_____

_____

_____

_____

_____

5. Is there anything you need permission to do? If so, who will give you that permission?

| **Activity** | **Who will give you permission?** |
|---|---|
| _____ | _____ |
| _____ | _____ |

6. What are the likely dangers/hazards in the workplace?

_____

_____

_____

7. How have any likely dangers/hazards been controlled?

_____

_____

_____

8. What and where are the welfare facilities? (e.g. toilets, staff room, kitchen etc.)

Toilets_____

Staff Room_____

Kitchen_____

Other facilities (if any) _____

9. What must you do if you discover a fire?

_____

_____

_____

10. What are the workplace fire evacuation procedures?

_____

_____

_____

11. How do you contact the emergency services (e.g. police, fire, ambulance)?

_____

12. Who must you tell if you have an accident?

_____

13. Who should you tell if you become ill?

_____

14. Who should you tell if you have any problems/concerns?

_____

15. What are the first aid arrangements?

_____

16. What protective clothing or equipment will you need to wear for this placement?

_____

**I agree to always wear any protective safety clothing or equipment, provided for my protection (if appropriate) and to follow all reasonable instructions given to me.**

- **If I am not wearing my safety clothing or equipment provided, when asked, or**
- **If I fail to follow instruction and training**

**I understand that I will not be able to do any activities at the placement and may be asked to return to school. I also agree not to disclose any confidential information regarding the activities of the employer to person outside the workplace.**

…. ..... (Sign & Print)

17. I have been given a copy of the risk assessment which has taken into account any disability, medical or other needs applicable to me. I have also had the opportunity to discuss the risk assessment and I understand its content.

…. ..... (Sign & Print)

**18. Tools, materials and equipment**

| Tools, materials and equipment **I must never use**, e.g. power tools, chemicals? *(please list)* | Tools, materials and equipment **I can use with supervision and after training** *(please list)* |
|---|---|
| | |
| | |
| | |
| | |
| | |
| | |

19. What must you do if you find faulty equipment, tools, or materials?

_____

_____

_____

- I understand that I need to be reliable and always do jobs/activities to the best of my ability.
- I will try to show initiative and work well with other team members at my placement.
- I understand that I must not leave the placement during working hours without permission and if I need to leave, for any reason, I must get permission from my parents/carers or school.
- If I have any worries or problems, I will discuss them with my workplace supervisor first but I know that I can also telephone my school placement tutor/coordinator.
- I have completed this form with my school tutor and workplace supervisor and understand what is expected of me and of the employer/workplace provider.

Signed:

| | | |
|---|---|---|
| ..... | Learner | Date ..... |
| ..... | Tutor | Date ..... |
| ..... | Supervisor | ..... Date ..... |

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