

The Whitby Secondary Partnership

Work Experience Policy

Caedmon College Whitby and Eskdale School have chosen to adopt a Children's Services Model Work Experience Policy for Schools, Academies, Colleges and Learning Centres, September 2016. To be reviewed annually.

Review dates	By Whom	Approval date
December 2017	Staff and Governors	January 2017
January 2018	Staff and Governors	January 2018
January 2020	Staff and Governors	25 February 2019

Signed by the Chair:

Pen Cruz

Work Experience Policy

1. Introduction

Caedmon College Whitby offers a one week block work experience to Key Stage 4 students doing a course in Health and Social Care. Work experience is also offered to some students at key stage 4 as part of an alternative curriculum offer. National legislation and guidance (Health and Safety Executive) will be followed to ensure the health, safety and safeguarding of students when on a work placement. At Key stage 5 students on L4P, FLP and Customer Services will do a regular work experience slot. We encourage all key stage 5 students to find relevant work experience placements to enhance their course and we help them with this where possible.

'Definition of meaningful work experience:

- *Purposeful, substantial, offers challenge and is relevant to the young person's' study programme and/or career aspirations.*
- *It is managed well under the direction of a supervisor in order to ensure that the student obtains a genuine learning experience suited to their needs.*
- *It ensures that time is well spent: the employer has prepared a structured plan for the duration of the work placement that provides tangible outcomes for the student and employer.*
- *It provides up-front clarity about the roles, responsibilities and the expectations of the student and employer.*
- *It is reviewed at the end: the employer provides some form of reference or feedback based on the young person's performance during their time on the work placement'.*

2. Purpose

This policy provides a framework to ensure that students are able to access work experience placements that are carefully managed, monitored and provide a safe environment. This includes the organisation as well as health, safety and safeguarding requirements of all work experience programmes for all age groups of students.

3. Priorities

When preparing for work experience both schools will:

- Ensure students are provided with a positive experience with an emphasis on learning;
- Share a 'duty of care' at all times;
- Ensure that the potential risks to each student has been assessed;
- Ensure that the placement chosen by the student is suitable for them and any additional safeguarding issues are taken into account and auctioned;
- Provide a named contact (senior member of staff), who is available during the times when students are on placements. This will include the period between school/college closure and the start/end of the business day, weekend working and any holiday period;
- Obtain the consent of parents/carers and service provider.

4. Legislation

There are a range of legal responsibilities in relation to the organisation and delivery of work experience.

Education Act 1996

- Provide work experience in industrial and nonindustrial settings but not on ships or other water based placements, for students who are in their final two years of compulsory schooling;

- Enables students in Year 10 and 11 to assume the temporary status of a Young Person in employment law.

Management of Health and Safety at Work Regulations 1999

- An employer has a responsibility to ensure that young people employed by them are not exposed to risk due to: lack of experience; being unaware of existing or potential risks and/or lack of maturity.
- An employer must consider: layout of the workplace; the physical, biological and chemical agents students will be exposed to; how students will handle work equipment; how the work and processes are organised; the extent of health and safety training needed; and risks from particular agents, processes and work. These considerations will be straightforward in a low-risk workplace, for an example an office. In higher-risk workplaces the risks are likely to be greater and will need more attention to ensure that they are properly controlled.
- A child must not carry out work if it is: beyond their physical or psychological capacity; involves harmful exposure to substances that are toxic, can cause cancer, can damage or harm an unborn child, or can chronically affect human health in any other way; involves harmful exposure to radiation; involves risks of accidents that cannot reasonably be recognised or avoided by students due to their insufficient attention to safety or lack of experience or training; has risk to health from extreme cold, heat, noise or vibration.
- There are other agents, processes and work that should be taken into account – refer to <http://www.hse.gov.uk/youngpeople/law/index.htm>

Education Act 2002

- Safeguarding and promoting the welfare of young people within the School/Academy/Learning Centre

Apprenticeship, Skills, Children and Learning Act 2009

- Encourage post 16 students to undertake work experience.

Other legislation that is adhered to includes:

Health and Safety at Work Act 1974 – including amendments

Working Time Regulations 1998

Sex Discrimination Act 1975 and Sex Discrimination (Gender Reassignment) Regulations 1999

Race Relations Act 1976 and Race Relations (Amendment) Act 2000

Disability Discrimination Act 2005

Gender Equality Duty under the Equality Act 2006

Human Right Acts 1998

Employment Equality (Sexual Orientation) Regulations 2003

Employment Equality (Religion or Belief) Regulations 2003

Employment Equality (Age) Regulations 2006

Equality Act 2006

Equality Act 2010

Protection of Freedoms Act 2012

5. Health and Safety

Caedmon College Whitby and Eskdale School retain a 'duty of care' at all times, and we will ensure:

- Employers have a risk assessment in place for the work placement for a young person that takes into account any restrictions and prohibited work aligned to age;
- Our students are matched carefully to the placement and support the student when they are on a placement;
- Our students are prepared and briefed about health and safety and understand how to identify hazards and the sort of control measures that can be put in place to reduce the risk of injury or accident;
- Our students develop a set of safe behaviours, so that they play an active part in the process and acquire practical, transferable skills from their experience;

- Students do not work excessively long hours, no more than 8 hours per day, 40 hours per week, 5 days per week with no unsocial hours;
- Systems are in place to ensure the health, safety and welfare, so far as reasonably practicable, of placements, i.e. H&S Policy, Risk Assessments, communications and consents.

We will remain aware of legislation and guidance documents relating to work experience published by the Department for Education and the Health and Safety Executive and update this policy as appropriate. In line with Health and Safety Executive guidance we will not offer work experience overseas. All work experience placement providers therefore need to be confident that student health, safety and welfare have been safeguarded. Any accidents/incidents on work experience will be reported to North Yorkshire County Council Health and Safety and Insurance Team or the appropriate Social Care team.

6. Safeguarding

Our 'duty of care' extends to all students, including those who undertake work experience. We will:

- Consider the specific circumstances of the work experience, in particular the nature of the supervision, e.g. unsupervised, the frequency (at least once a week or on more than 3 days in a 30 day period, or overnight) of the activity being supervised, to determine what, if any barred checks are required. If a person working with a child is unsupervised and in frequent contact, we will ask the employer providing the work placement to ensure that the person providing the instruction or training is not a barred person.
- Identify actions to be taken, when and by whom, if any child protection issues are raised prior to, during or after the placement.
- Provide students and parents with clear advice and a point of contact at both schools in case of problems.

We will consider any potential risks to students to see if any additional safeguards are needed in the case of:

- Any young person who is vulnerable, e.g. special needs, immaturity, is known to have experienced abuse or neglect, substance misuse.
- A student who is likely to be alone with an adult as part of the work placement, e.g. sole trader, journeyman, self-employed person working from home.
- The work placement having a residential component.

Employers no longer need to carry out a DBS check with barred list information on staff who are supervising young people aged 16 or 17 on work experience. If a 16-17 year old student is on work experience at a school or college where they will have contact with children, we will consider whether a DBS enhanced check will be required. Young people on work experience are treated the same as employees of the same age under health and safety legislation. The general duty to conduct a barred list check on new entrants to regulated activity will not apply to employers who employ staff to supervise 14 and 15 year olds who are on work experience.

Caedmon College Whitby and Eskdale School will arrange visits to the student and employer during the work placement. Any member of staff visiting a workplace will be provided with details of the job description, risk assessment and any specifics and restrictions.

The North Yorkshire County Council Safeguarding Unit includes a section on work experience within the annual Safeguarding Audit undertaken by schools/academies/learning centres.

7. Quality Assurance

In order to offer a quality work experience programme we will:

- Ensure the employer and the workplace is suitable for a work experience placement.
- Carefully match students to placements and support them throughout the experience.

- Ensure parent/carers receive employer risk assessments before giving consent to a work experience placement for their son/daughter.
- Pursue a policy of equal opportunities that considers the needs of the six equality groups – Race/Ethnicity to include Gypsies/Travellers, Disability, Religion and/or belief, Sexual orientation, Age, Gender.
- Counter gender stereotyping, take cultural issues into account, increase student confidence and challenge under achievement.

8. Responsibilities

Caedmon College Whitby and Eskdale School will provide a work experience opportunity following relevant guidance. We will also implement and/or monitor the responsibilities for students and young people, parents/carers, employers, and the work experience organiser in line with Health and Safety Executive guidance (June 2013) – <http://www.hse.gov.uk/youngpeople/index.htm>

Students and young people

- Have a duty to take care of their own health and safety, and that of others who may be affected by their actions.
- Must listen carefully, follow instructions, use any safety equipment that has been provided and take part in any relevant training.
- Raise any concerns about health and safety and any work related accidents or illness with the school/college work experience organiser.

Parents and carers

- The employer must inform the parents of any significant workplace risks and how they can be controlled (This may be done through the School/Academy/Learning Centre/Work Experience Organiser).
- There are a few work activities that a student cannot do due to health and safety law.
- If a parent/carer is advised that a placement is not suitable due to health and safety, they can contact HSE's Myth Buster Challenge Panel for further information.
- If the student has any medical or behavioural conditions the work experience organiser must be informed.

Employers

- Under health and safety law, work experience students are treated as employees and no differently to other young people employed.
- An employer's existing Employers' Liability Insurance Policy covers work placements as long as the insurer is a member of the Association of British Insurers.
- Employers will use their existing arrangements for assessments and the management of risks to young people.
- A written risk assessment is not required if an employer has fewer than five employees.
- If the employer does not employ a young person or are taking on a student for a work placement for the first time the risk assessment must be reviewed before the student starts.
- Discuss with organisers and take into account the student's physical and psychological capacity and any other particular needs, eg, health conditions or learning difficulties.
- Additional work required by the employer should be kept in proportion to the environment and the level of risk.
- Explain to parents of students the significant risks and how they can be controlled. This may be done through the work experience organiser/school.
- Induct students explaining the risks and how they are controlled and check that they understand what they have been told.
- Check students know how to raise health and safety concerns.

Work Experience Organisers

- The employer has primary responsibility for the health and safety of the student and should manage any significant risks but the organiser must take reasonable steps to satisfy themselves that this is being done.
- Where an employer is known to you and has a good track record and the student needs are no different to past placements rely on this past experience, no further assessments are required.
- Work with parents to ensure employers know in advance about students who might be at greater risk.
- Keep checks in proportion to the environment – low risk, less familiar risks, higher risk environments.
- Discuss with the employer what work the student will be doing or observing, the risks involved and how these are managed.
- Check that the instruction, training and supervisory arrangements have been properly thought through.
- Check employers understand the specific factors relevant to employing young people.
- Check that students know how to raise any health and safety concerns.

9. Guidance Documents

- HSE website: <http://www.hse.gov.uk/youngpeople/index.htm>
- Keeping children safe in education Statutory guidance for schools and colleges DfE 2014
- Working Together to Safeguard Children DfE 2013
- Working Together to Safeguard Children DCSF 2010.

This policy will be monitored and evaluated annually and as new legislation and guidance becomes available.