



**Villa Real School**  
*together we achieve*

# Work Experience Policy

Responsibility: Louise Burns

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Signed and Adopted by the Governing Body:

Chair of Governors

Date: 17.05.21

Date to be reviewed: March 2022

## **Work Experience Placements**

This document details the health and safety responsibilities for Villa Real School and external organisations who are involved in work experience placements. This policy should be read alongside CEIAG Policy and Keeping Children Safe in Education 2021.

### **What are the aims of Work Placements?**

Work experience should be an integral part of a young person's development and should prepare them for the transition from life at school to work, where appropriate, and adult life. It will enable the students to experience the demands and expectations of the adult world of work and provide the opportunity to put into practice and see the relevance of skills learned at school.

It will promote the development of the 'whole person' by providing an insight into the nature and discipline associated with the work environment, which revolves around the product or service offered and not the individual. It will stimulate a more mature and positive attitude to learning and education and enhance academic achievement. It will build confidence by enabling students to experience success in an environment other than that at school. It will enable the students to make more realistic and enlightened job choices by allowing them to try out a vocational preference before committing themselves to it.

### **Legal Requirements and Recommended Best Practices**

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

1. "Health and Safety at Work" The Health and Safety (Training and Employment) Regulations 1990 state that all those receiving training or work experience from an employer in the workplace are deemed to be 'employees' for the purposes of Health and Safety legislation. This legislation imposes responsibilities on the employer but also on the student as an 'employee':

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

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

## **Working Time Regulations**

Under the Working Time Regulations 1998 there are stringent daily and weekly working time limits for young workers (those that are over compulsory school age but under 18). Young workers may not work for more than 8 hours in any one day and 40 hours in any one week. Young workers are also entitled to a daily rest of 12 consecutive hours, a weekly rest of 48 hours and a rest break of 30 minutes where daily work time is more than 4½ hours. The employer should comply with the Working Time Regulations and should not require the student to work in excess of the limits set out above.

## **Risk Assessment**

The employer should participate in a risk assessment will be completed for the duties being undertaken by the student, taking into account the age and limited experience of the young person and that the key findings will be communicated to the student before the commencement of the placement. The employer should be informed of any medical conditions the student has, which could result in an increased risk to the student or an employee's health and safety during the placement. The employer will then be able to identify any significant risk and the necessary control measures put in place to ensure the safety of the student.

## **Keeping Children safe in Education 2021**

Schools and colleges organising work experience placements should ensure that the placement provider has policies and procedures in place to protect children from harm.

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.

Consideration must be given in particular to 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 the teaching/training/instruction/supervision to the child on work experience will be:

- unsupervised themselves;
- providing the teaching/training/instruction frequently (more than three days in a 30-day period, or overnight).

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.

Schools and colleges are not able to request an enhanced DBS check with barred list information for staff supervising children aged 16 to 17 on work experience. 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.

### **Disclosure and Barring Service (DBS)**

A DBS check is required where a student will have substantial unsupervised contact with an employee or supervisor on a 1:1 basis, particularly if located in an isolated environment, whilst travelling or where the placement has a residential element. The employer is responsible for identifying if a DBS check is required (currently students under the age of 16 do not require one) and for organising it.

Villa Real School is also responsible to ensure that any establishments that our students attend have followed the appropriate procedures and requirements.

### **Employer's and Public Liability Insurance**

Employer's Liability Insurance covers the firm's legal ability for injuries sustained by employees (including students on work experience) whilst at work. Confirmation should be requested and received that the prospective 'employer' does have both Employer's and Public Liability Insurance in force and that the latter does not exclude abuse. The employer must notify their insurers that they participate in work experience placements. If the employer does not confirm that these Insurances are in place, students should not attend such establishments. It should be noted that Sole Traders have no requirement for Employers' Liability Insurance and a student would not have the protection available under such insurance. Placements with Sole Traders should therefore be avoided unless such insurance was confirmed as being in place.

### **Motor Vehicle Insurance**

If the student will travel with an employee or their supervisor during the placement, it is essential that the vehicle is insured appropriately to cover the work experience student for business travel.

### **Work Placement Duties**

Students will carry out meaningful work in accordance with the agreed duties for their placement. A responsible person will plan the work and be designated for the welfare and supervision of the student during the period of the placement.

Students will not receive any payment for this work. Students will not be allowed to work hours which are considered unreasonable. In any event the employer confirms they will comply with the relevant provisions of the Working

Time Regulations. The employer will take into account any relevant information relating to the student's medical condition, or any physical and learning disabilities, details of which may have been provided, in formulating appropriate risk controls to protect both students and/or employees.

All tasks asked of the student will conform to the laws governing the Employment of Young Persons and Work Experience (as defined in the Education Act 1996) and any other statutory obligations to the student will be observed. The company is registered with the Health and Safety Executive or Local Authority, as applicable.

### **Health, Safety, Welfare and Security**

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

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

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

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

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

### **Insurance**

The employer will arrange for Employer's Liability Insurance, Public Liability and Motor Vehicle Insurance (where applicable) and will confirm that the student

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

### **Child Protection**

School should ensure that the placement has policies and procedures to protect children from harm. The employer is responsible for the welfare of the student during a work placement and is aware of child protection issues, particularly responsibility under the Criminal Justice and Court Service Act 2000 to disclose the names of individuals who are disqualified from working with children, where known to them.

### **Placement Monitoring**

Villa Real School staff will monitor the placement progress of our students. Students attending their placement within our School are the responsibility of their establishment and they will follow their own procedures to monitor the progress of the placement.

### **Statutory Obligations**

Villa Real School agrees to observe all relevant current legislation, in particular that relating to Health and Safety, and legislation in respect of Sex Discrimination, Race Relations, Disability and the Children Act & Safeguarding.

### **Arrangements during COVID**

Advice will be taken from the DfE and guidance followed at all times during periods of Lockdown. The school Remote and Blended Learning offer will include virtual work experience offered by partner companies and organisations. The same safeguarding processes will stand.

## **Appendix 1**

### **Duties of Work Experience Organisers**

Work Experience Organisers must:

- i. Ensure that students are not placed in a working environment where there are significant risks to their health and safety by assessing the suitability of a Placement Provider to take account of the students' health, safety and welfare;
- ii. Provide the student with a Health and Safety Welfare Preparation course based on the Health and Safety Programme of Study and the Child Protection Programme of Study;
- iii. Ensure that any staff they use to make Teacher Visits (teachers, other members of staff or governors) receive adequate health and safety instruction in relation to any risks they are likely to be exposed to in the course of their visits;
- iv. Provide staff making visits with suitable personal protective equipment and train them to use it; and
- v. Inform staff making visits that they must take reasonable care of themselves and of others who may be affected by what they do or fail to do.

### **Duties of Placement Providers**

1) Placement providers must:

- i. Ensure that all students participating in Work Experience are treated as employees for the purposes of health and safety (Providers must ensure the health, safety and welfare at work of all their employees);
- ii. Ensure that all statutory risk assessments are carried out and that the risks to which employees are exposed at work are assessed;
- iii. Introduce and maintain appropriate measures to eliminate or control the risks;
- iv. Provide adequate information, training, instruction and supervision for all students;

- v. Provide adequate insurances for employees and notify the insurers that work experience will be taking place.
- 2) Under the Management of Health and Safety at Work Regulations 1999, placement providers have particular duties to:
- i. Assess the risks to young workers, including students on Work Experience, before they start work;
  - ii. Ensure that the Young Person's Risk Assessment takes account of specific factors such as immaturity, inexperience and lack of awareness;
  - iii. Introduce control measures to eliminate or minimise the risks;
  - iv. Inform parents/carers before the student takes up the placement, of the key findings of the risk assessment and the control measures.

### **Duties of students on Work Experience**

Students on placement must:

- i. Understand and comply with the legal duties of an Employee as set out in the Health and Safety Law – "What you Should Know" poster/leaflet which includes:
  - 1. Take reasonable care of their own health and safety and that of other people who may be affected by an act or omission by the student;
  - 2. Co-operate with the placement provider in complying with the provider's legal duties.
  - 3. Correctly using work items provided by the employer.
  - 4. Not interfering with or misusing anything provided for the use of health, safety or welfare.
- ii. There are many situations where a placement provider will consider the information about their business as confidential. All students must hold in confidence any information about the placement provider's business which they obtain during a placement and not disclose such information to another person without the placement provider's permission.



## Appendix 2

### Safeguarding Off-Site Checklist for Alternative Provision

Alternative Position e.g. SAFC First Steps

Travel arrangements in place:

Start Date of Provision:

End Date of Provision:

Checklist	Yes/No & Date	Evidence (DBS Numbers are on CSR copies of staff profiles)	Evidence Held	Person Responsible
<b>1. Pre-placement preparation – questions to ask:</b>				
<p>Current provision and learning from others:</p> <ul style="list-style-type: none"> <li>• Can you use your College's existing infrastructure to arrange work experience placements as part of Study Programmes, or do you need to consider a whole College approach?</li> <li>• Have you looked at <u>examples of good practice</u> and what other institutions are doing to implement work experience, including for those students with learning difficulties and/or disabilities (LDD)?</li> </ul>				
<p>Processes and procedures:</p> <ul style="list-style-type: none"> <li>• Who will be responsible for work experience in your College and across your curriculum areas?</li> </ul>				

<ul style="list-style-type: none"> <li>• Do you need to recruit additional staff?</li> <li>• What support systems, e.g. ICT and administration, will you need in order to identify, allocate, monitor and evaluate work experience placements?</li> <li>• What mechanisms or procedures will you need to ensure that work experience is coordinated effectively and consistently across your curriculum area or College?</li> <li>• Are you aware that revised Health and Safety and Safeguarding guidance is about to be published on the HSE website?</li> </ul>				
<p>Staff readiness:</p> <ul style="list-style-type: none"> <li>• Are all staff aware of the <u>principles of work experience</u> and how it fits into Study Programmes?</li> <li>• Do all staff know who is responsible for arranging work experience placements and who they should contact for information?</li> <li>• How will staff ensure that work experience placements are relevant to individual students' needs and career aspirations, including those students with LDD?</li> <li>• Have all your curriculum teams started incorporating work experience into their curriculum planning?</li> </ul>				
<p>Employer engagement:</p> <ul style="list-style-type: none"> <li>• How will you source work placement places with new and/or existing employers?</li> </ul>				

<ul style="list-style-type: none"> <li>• Are you aware of any sector gaps that you need to address to match student choices?</li> <li>• Do you have clear and simple mechanisms in place for employers to offer work placements for your learners?</li> <li>• Do you understand the varying preferences and needs of local employers so that you can be sufficiently flexible in planning around these?</li> <li>• Have you considered working with neighbouring schools, colleges and training providers in engaging with employers?</li> <li>• Have you considered working with external organisations, such as the local Education Business Partnership and Job Centre Plus to source placements?</li> </ul>				
<p>Student readiness:</p> <ul style="list-style-type: none"> <li>• How will you heighten awareness in your students and their parents of the value of work experience and how it will complement their Study Programme?</li> </ul>				
<b>2. Provision of work experience</b>				
<p>Staff readiness:</p> <ul style="list-style-type: none"> <li>• Have staff ensured that each work placement has clear aims and objectives that are relevant to individual students' programmes of study, including those with LDD?</li> <li>• Have staff agreed up-front the roles and responsibilities between employer/college/student?</li> </ul>				

<ul style="list-style-type: none"> <li>• Do all staff know what the mechanisms are for arranging, monitoring and recording work experience placements?</li> <li>• Have staff clearly planned out and timetabled their work experience placements?</li> <li>• Have staff advised employers of any additional health and safety and/or Safeguarding checks that are needed beyond what the employer already has in place? Are staff confident that these additional checks are fit for purpose and not unnecessarily burdensome?</li> </ul>				
<p>Employer readiness:</p> <ul style="list-style-type: none"> <li>• Has the employer agreed up-front the roles and responsibilities between employer/college/student?</li> <li>• Is the employer aware of the capability of the student, so expectations are managed?</li> <li>• Is the employer aware of the <u>principles</u> of 'meaningful' work experience, e.g. purposeful, offers challenge, structured, supervised, etc.?</li> <li>• Does the employer understand their responsibility for evaluating each student's performance and providing a reference at the end of the placement?</li> <li>• Is the employer aware that their existing Employer Liability Insurance will cover work experience placements?</li> <li>• Is the employer aware of that <u>simplified health and safety guidance</u> for work</li> </ul>				

experience placements is due to be published soon?				
<p>Student readiness:</p> <ul style="list-style-type: none"> <li>• Is the student sufficiently 'work ready' for the work experience placement so as to maximise the benefit for both the student and employer?</li> <li>• Has the student agreed up-front the roles and responsibilities between employer/college/student?</li> <li>• Is there an appropriate level of support and contact time available to the student whilst on placement?</li> <li>• Does the student understand their responsibility to assess their own performance at the end of their placement?</li> </ul>				
<b>3. Work experience follow-up</b>				
<p>Evaluation:</p> <ul style="list-style-type: none"> <li>• How will you know if the work experience placement has been successful?</li> <li>• Have the employer and the student carried out their assessment of the student's performance?</li> <li>• Is any follow-up activity necessary with employers who provided work placements?</li> <li>• Is there anything you would have done differently?</li> </ul>				
<p>Records and audit:</p> <ul style="list-style-type: none"> <li>• Has the work experience been properly recorded in the learner's record?</li> </ul>				

<ul style="list-style-type: none"> <li>• Has the work experience been sufficiently documented so that it can be scrutinised through the common inspection framework?</li> </ul>				
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