

*"Students placed with an employer to carry out a range of tasks defined in a job description, with an emphasis on the learning aspects of the work experience."*

(Health and Safety Executive)

## **Statement – Organisation – Arrangements**

### **Statement**

- Work experience is where a student commits to a work placement at an employer for a short period of time without pay, while under the guidance of the School.
- The work will be purposeful, relevant to study and/or career aspirations.
- The experience should motivate students and contribute to a rounded individual.
- Develops an understanding of what it is like to work, preparing students for the real world
- The importance of work experience provision is recognised within the Ofsted framework.
- Work experience is valuable for pupil development.
- Employers benefit from creating local recruitment channels through the School.
- Employers will enhance their own talent through supervising students on placements.
- Safe working environment and well managed placements will be provided.
- Support students work experience placements
- Safeguarding mechanisms will apply during work experience placements.
- Students, parents/carers, employers and the School will be aware of their responsibilities and duty of care at all times.

### **Organisation**

- The School expects that students will find their own work experience placements as part of the process. However where appropriate may provide placement opportunities.
- It is the responsibility of Welling School to ensure work experience placements comply with health and safety regulations and suitable insurance is in place.
- Documentation relating to work experience placements will be managed, maintained and retained by the School.
- All on-going placement providers will be visited by the School at least once every 3 years.
- The School consider low risk placements to include placements in organisations such as: schools, branches of large companies, bodies or groups with suitable existing work experience procedures, extensive insurance and regulation framework.
- Placements not considered low risk as defined by the School, will automatically be deemed high or medium risk. These placements will typically involve tasks and/or environments that are unfamiliar to the student with firms or organisations that are more local or smaller in scale. All placements in these categories will be visited and assessed by the School prior to the placement.
- The Head Teacher will delegate responsibility to the Director of Business and the Head of Careers Education / WEX, who may delegate duties.

- Operational issues such as, but not limited to; offering advice, chasing placements, producing letters, building data base, building employer links, accurate paperwork, briefing notes, informing and including teachers; will be managed by the Head of Careers Education / WEX.
- The Head of Careers Education / WEX is responsible for vetting employers, the scope of placement tasks and arranging risk assessments.
- The School may employ approved third party providers to deliver aspects of the program. All third party providers are required to comply with this Policy and the standards established by the School.
- The Schools Safeguarding team will liaise with the Head of Careers Education / WEX on all safeguarding matters related to placements.
- The School's Leadership Team will review program organisation and outcomes.
- A Governor will be assigned the task to review and scrutinise implementation.

## Arrangements

### Work Experience Placement

To Students are expected to find their own placements through contacts and liaise with the Head of Careers Education / WEX. The School may find a limited number of placements, usually in targeted instances. Work experience is primarily for students in Year 11 and 12, although may be applicable for Year 10 students studying qualifying courses.

The Head of Careers Education / WEX will brief students in the year groups outlined above, usually in September. The briefing will detail the expectations and requirements for students to find a placement. Students will be expected to find a suitable placement before March. The School will risk assess, vet and carry out the necessary checks to ensure the placement and employer fulfil the criteria established in this policy. The School will make sure that the placement is suitable and relevant in terms of student career and educational pathways. The Head of Careers Education / WEX will generally complete the necessary administration after April, before June.

Unless a placement is curriculum driven, the placements will take place in the first week of July, during term time. Unless mutually agreed by all parties; the placement will be for only one week; within a radius of 20 miles of the School; and within 8am and 4pm working hours.

A Schools Guide to Work Experience will be provided by the Head of Careers Education / WEX for parents/carers, students and employers.

### Placement Pack

As placement details are agreed and confirmed for each student, the Head of Careers Education / WEX will complete a placement pack. The pack will contain all the paperwork relating to the placement, including; a detailed plan and schedule form; a parent/carer and student consent form; and an employer's agreement form.

The pack will include information regarding the employment, including (but not restricted to); a work risk assessment, details of the employers insurance cover, the employers health and safety arrangements, grievance procedure, job specification, anticipated tasks, location and hours of work, the name and contact details of the competent persons, namely supervisor and line manager.

The pack will be retained at Welling School. All relevant information will be distributed to the relevant parties. Students will be provided with clear advice and a point of contact at Welling School in case of problems.

Before the commencement of the placement, the placement pack must be signed off by the Head Teacher, (or when delegated), the Director of Business Services.

### **Safeguarding**

Our 'duty of care' extends to all students, including those who undertake work experience. The Head of Careers Education / WEX will;

- Ask employers or training providers hosting students to endorse Welling School Safeguarding Policy.
- Ensure any delegated service provider who arranges, vets or monitors work placements for students on our behalf has training in child protection.
- Liaise with all stakeholders (including Safeguarding and AEN) to identify actions to be taken, when and by whom, if any child protection issues are raised prior to, during or after the placement.
- Provide all students with a contact number to use in the event requiring urgent advice or potential intervention.

The school will consider all potential risks to students to determine if any additional safeguards are needed with consideration of:

- Student records
- Knowledge of the student from the safeguarding team and the AEN department
- A student who is likely to be alone with an adult as part of the work placement, eg sole trader, journey person, self-employed person working from home

Where it is deemed appropriate by the School, Disclosure and Barring Service (DBS) Enhanced Checks will be required in the work place to support students who are:

- Lone working with an employer
- Placements located in particularly isolated environments with 1:1 working
- Placements involving a high degree of travelling on a 1:1 basis
- Placements where the risk assessment determines such requirement

Where a DBS check is required the Head of Careers Education / WEX will require that this is completed with a successful outcome before any student commences the placement or enters the workplace.

### **During the placement**

The Head of Careers Education / WEX will contact the student during the placement and may visit the site during the placement period. The Head of Careers Education / WEX will visit the employer if there is an issue or requested by either employer or pupil. Any member of staff visiting a workplace will be provided with details of the job description, risk assessment and any specifics and restrictions.

Students are required to report to work on the basis of the agreed terms. Student's attendance will be monitored by the employer and school. Should issues arise over attendance, the School, employer and student will discuss all the relevant issues to

reach a mutually acceptable outcome. Employers are required to inform the school immediately on each occasion that a student unexpectedly fails to arrive for work.

For the duration of the placement the student will be regarded as an employee, for example, working under the same code of conduct and policies. The employer will provide an induction for the student to outline health and safety, work tasks and duties and expectations in the work environment.

During the placement the student will be covered by the employers Employer's Insurance liability. The validity of the policy will be confirmed by the Head of Careers Education / WEX.

"The employer has primary responsibility for the health and safety of the pupil and should manage any significant risks but the organiser [School] must take reasonable steps to satisfy themselves that this is being done".

### **Accident / Incident report**

During the placement, should an accident or near miss involving a student occur, the employer has a legal obligation to report the event under the requirements established under RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

In the event of an accident or near miss the employer have an obligation to inform the school and the parents/carers.

In the event of an accident, incident or near miss Welling School have an obligation to report and investigate as established in School Policies and procedures covering: Health and Safety, First Aid and Safeguarding.

### **Data Protection**

The School will require all parties to each placement to adhere to the 8 principles of the Data Protection Act:

- personal data should be processed fairly and lawfully
- data should be obtained only for one or more specified and lawful purposes
- the data should be adequate, relevant and not excessive
- it should be accurate and where necessary kept up to date
- any data should not be kept for longer than necessary
- personal data should be processed in accordance with the individuals rights under the act
- data should be kept secure
- personal data should not be transferred outside the European Economic Areas unless the country offers adequate data protection.

### **Monitoring and reporting**

Following each placement the Head of Careers Education / WEX will arrange de-brief and feedback session for each party in order to monitor the value and impact of the work experience. The information gathered will be discussed within the School and any necessary amendments to policies, procedures or practice will be considered and acted upon.

## Governance

The School will periodically review the effectiveness of the whole Work Experience program and to determine the outcome and impact it is having on students. The review process will involve reports to the SLT and Governors.

## Policy and Legislation

### School Policy

Safeguarding

Behaviour

AEN

Accessibility

### Legislation

Education

The School 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.

Education Act 1996

Provide work experience in industrial and non-industrial settings but not on ships, 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

Education Act 2002

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

Management of Health and Safety Regulations 1999

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.

## Guidance Documents

Working Together to Safeguard Children	DCSF (2015)
The Work Related Learning Guide – Second Edition	DCSF (2009)
Quality Standard for Work Experience	DCSF (2008)
Safeguarding Children and Safer Recruitment in Education	DfES (2007)
Work Related Learning and the Law	DfES (2004)
Advice for practitioners on legal background and other areas	DfES (2003)
Work Experience: A Guide for Secondary Schools	DfES (2002)
Managing Health and Safety on Work Experience - A guide for organisers	HSE (2000)
Raising Standards: Health and Safety on Work Experience	DfES (1999)
Work Experience – Legal Responsibility and Health and Safety	DfES (1999)
Young people and work experience	HSE