



King's Academy Ringmer

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**“in pursuit of excellence”**

## Work Experience Policy

**Date:** agreed at FG on 28 April 2021, reviewed in July 2023

**Date reviewed:** July 2024

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.”

King's Academy Ringmer aims to provide all Year 10 students with a block work experience of 5 days.

### Responsibilities

The Principal and Governing Board 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 named member of SLT is nominated within the school who has 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;
- develop a Work Experience Policy detailing the school's arrangements for work experience;
- All placements are organised and risk assessments are carried out by the work experience team at East Sussex County Council
- the suitability of work experience placements is assessed both by the Work Experience Co-ordinator and East Sussex County Council;
- 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;

The Work Experience Coordinator will 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; assess the suitability of all placement providers with regards to health and safety and child protection;

King's Academy Ringmer use the East Sussex County Council traded service to ensure that:

- health and safety inspections are carried out by a competent person. A competent person is defined as someone who: 1. is qualified to assess work places and has ENTOd and IOSH qualifications (as a minimum); 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 e.g. a member of the Institute of Occupational Safety and Health (IOSH) and relevant sector experience.
- 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;
- that placement risk assessments are made available to schools, in order that it can be sent to parents/carers;
- that placement providers comply with the ESCC accident protocol and that all parties understand their responsibilities;
- that placement providers understand their responsibilities regarding child protection and sign a Principles of Child Protection Document, or provide evidence that they have a Child Protection Policy in place;
- that all placements are visited and there is a revisit programme in place, as follows: - high risk placements are visited annually; - medium risk placements are visited every 2 years; - low risk placements are visited every 3 years.

### **Senior Leadership Team Member**

The Senior Leadership Team Member is named as Sian Williams. She is responsible for ensuring that procedures in relation to work experience are carried out in line with this policy. In particular, 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;
- 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 ESCC incident reporting procedure and that all parties understand their responsibilities.

### **Work Experience Co-ordinator**

The Work Experience Co-ordinator is named as Natalie Moorhouse. She is responsible for developing procedures to ensure that students, placed with employers for work experience as part of the programme, are not subject to unacceptable risks. She will ensure that:

- all work placement providers have been approved by a competent person prior to use;
- arrangements are in place to ensure that any guidelines issued by a Placement Organiser are implemented and monitored;
- risk assessments are referred to when matching students to placements ensuring all potential risks have been considered;
- 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;
- 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 ESCC incident reporting procedure and contact the ESCC Work Experience Team immediately if an accident occurs whilst a student is on placement.

### **Teacher(s) monitoring Work Experience Placements**

The teacher(s) responsible for monitoring work experience placements 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.

Parents 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 are required to provide medical information that is relevant and sign a consent form

### **Risk Assessment**

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.

Risk assessments are 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 needs/behavioural needs or learning difficulties.

The risk assessment takes into account the following factors;

- inexperience and immaturity;
- lack of awareness of existing or potential risks;
- the fitting and layout of the workplace and/or workstation;
- the nature, degree and duration of any exposure to physical, biological and chemical agents;
- the form, range and use of work equipment and the way in which it is handled;
- the organisation of processes and activities;
- the extent of the supervision to be provided to the student;
- the extent of the health and safety training provided, or to be provided, to the student concerned; risks from agents, processes and work and any issues relating to students medical, behavioural, physical and/ or learning needs.

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 as a result of a risk assessment, there is a significant risk to the student undertaking this activity, the student must be prohibited from doing it.

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.

### **Suitability of the Placement**

The Work Experience Coordinator will ensure that placements are suitable for the particular student and that all health and safety checks have been carried out by the Placement Organiser

Permission will always be sought from parents and the student before any information listed above covered by the data protection act is shared. **A placement will not go ahead if such permission is not received.**

### **Supporting Students during the Work Experience Placement**

Students should understand the necessity for health and safety controls in the workplace. General principles are introduced as part of the pre-briefing by the school in mentor times and/or at a pre-placement visit by the student.

### **Monitoring of Students whilst on Work Experience**

It is a requirement of the HSE that all work experience placements are monitored. These provide a useful opportunity to ask students if they have any health and safety concerns and to discuss the practical ways in which risks are controlled.

Staff carrying out monitoring visits of students are provided with a copy of the risk assessment to alert them of the control measures that should be in place and the potential risks to their own health and safety in that industry.

Staff on monitoring visits 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 is raised with the employer, school and Placement Organiser so that remedial action can be taken.

### **Feedback**

Students are asked to feedback on the health and safety standards of the placement provider during the post placement review. The Placement Organiser is notified immediately if concerns are raised.

### **Child Protection**

When arranging work experience placements there are considerations regarding child protection. Child protection means protecting children against all forms of abuse, including sexual abuse, physical and emotional abuse and neglect and applies to all young people under 18.

The Work Experience Coordinator will consider the specific circumstances of the work experience, in particular 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 will be:

- unsupervised; and
- providing the teaching/training/instruction frequently (at least once a week or on more than three days in a 30 day period, or overnight).

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.

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 must read and sign a Principles of Child Protection Document or provide evidence that they have a local safeguarding policy in place.

## **Insurance**

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. NB. 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 wellbeing of the student at all times, all appropriate health & safety guidance adhered to, and appropriate risk assessments carried out).

## **Pay, Tax & National Insurance**

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.

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.

The number of hours worked and pattern of duties, is normally agreed by the placement provider, school and students. King's Academy Ringmer will ensure that students on placements are not required to work excessively long hours or unnecessarily unsocial hours.

## **Reporting of Accidents during Work Experience**

Placement providers must notify immediately the parent, school and ESCC Work Experience Team, giving full details of any incident/accident involving a student. Schools should then report the incident and complete an investigation that will need to be forwarded immediately to the Health and Safety team.

The process for reporting accidents (as set out in the ESCC Work Experience Handbook) must be followed.

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