



Deal Parochial C.E.P School

Work experience policy.

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Agreed by The resources Team March 2019.

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Our Vision Statement

Our School is built on the teachings of the Bible and inspired by The Gospel Values of Faith, Hope and Love.

Our Christian ethos is upheld by respecting humanity fostered through our community that is welcoming, inclusive and forgiving.

Together we flourish through courageous learning, friendships and generosity.

Strap Line – TO BE THE BEST THAT I CAN BE – THE WAY GOD INTENDS

Our complimentary School Christian values are:

Kindness, Trust, Friendship, Respect, Courage, Forgiveness

1. Summary

Work experience is one of the most important activities linking employers and educational establishments. Work experience has also formed an integral part of 16-19 study programmes from September 2013.

Exposure to the world of work is a significant step in preparing young people for adult and working life. Schools and colleges will be expected to offer their students high quality and meaningful engagement with employers to give the student a valuable experience of the work environment and develop their employability skills. Taking part in work experience schemes is one route to achieving this aim (reference to Careers Education Acts)

This document provides good practice guidance to those educational establishments in Kent involved in work experience, and highlights key health and safety (H&S) arrangements.

2. Introduction

Work experience that is well-planned and well-organised has an important role in developing students' employability skills, personal and social skills and helps them learn about the world of work. The key message is for placements to be "meaningful"

3. Definitions

- a. The DfE defines work experience as 'a placement on employers' premises in which a learner carries out a particular task or duty, or range of tasks or duties, more or less as would an employee, but with the emphasis on the learning aspects of the experience.'
- b. Definitions of young people and children by age:
 - i. A young person is anyone under 18 and
 - ii. A child is anyone who has not yet reached the official minimum school leaving age (MSLA). Pupils will reach the MSLA in the school year in which they turn 16.
- c. The DfE definition of meaningful work experience is:
 - i. Purposeful, substantial, offers challenge and is relevant to the young persons' 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.
 - ii. 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.
 - iii. It provides up-front clarity about the roles, responsibilities and the expectations of the student and employer.
 - iv. 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.

4. Types of work experience

Work experience is expected to follow one or more these patterns:

a. Experiential

One or two short periods of work experience or other work-related learning to test out vocational ideas connected to future study or employment options, such as study visits, projects and engagement with local enterprise. The target audience for this is likely to be predominantly students taking A levels (level 3 - Academic only route).

b. Vocational

Focused on a particular vocational area to contribute directly to a study programme. The target audience for this is likely to be predominantly students taking substantial Applied General qualifications at or a combination of Applied General qualifications with A levels (level 2 and/or 3 - Applied General or Combined route)

c. Extended

Focused on developing employability skills, with maths and English covering the majority of the study programme time. The target audience for this is likely to be predominantly students not taking a level 2 or 3 substantial qualification, and studying at level 2 and below.

It will apply to students on traineeships and/or for young people who need additional support to prepare them for apprenticeships or a supported internship, a dedicated route to support learners' with severe learning difficulties and/or disabilities into sustainable, paid employment.

the placement usually takes place on 1-3 days per week over a period of time. Education Establishments must ensure that they comply with the criteria that are designed to safeguard students' entitlement to a broad and balanced curriculum. It is therefore unlikely that extended work experience of more than 3 days a week will meet this requirement

d. Block

The placement takes place over a period of (usually) 10 consecutive working days, although, depending on a variety of factors, placements sometimes may only last one week or could last for three weeks. There is an expectation that every student will have an entitlement to 10 days.

5. General

Work experience placements are only permitted by law for students during the last two years of compulsory education and of course may be offered post 16.

The Working Time Regulations 1998 apply to pre 16? Students on work experience placements; for example, they should not work for more than 5 days in any consecutive 7-day period. The number of hours worked and pattern of duties is normally agreed by placement providers, education establishments and students. Education establishments should put measures in place to ensure that students on placements are not required to work excessively long hours or unnecessarily unsocial hours. It is strongly recommended that students should not be asked to work more than a standard 8-hour day, inclusive of breaks.

Children between 13 and the minimum school-leaving age (MSLA) are prohibited from being employed in industrial undertakings such as factories, construction sites etc, except when on work experience schemes. The Health and Safety (Training for Employment) Regulations 1990 have the effect of designating children on work experience placements as employees. Employers must provide them with at least the same health; safety and welfare protection that they give their own staff (see HSE Guidance for Young people at work)

There are also some age-related restrictions which prohibit young workers, including children on work experience, from working with particular machinery or undertaking particular tasks. Employers should be aware of these restrictions.

6. Responsibilities as per the HSE's New Work Experience Guidance

a. The Education Establishment

- i. Must take reasonable steps to satisfy yourself that employers are managing significant risks to ensure the suitability of all placements. This can be organised directly by the education establishment or by a commissioned EBLO.
- ii. Should understand that repeated checks are not necessary for a new student where an employer is known has a good track record and the student's needs are no different to those on past placements. In terms of the checks these need to be in proportion to the environment. I.e. a low-risk environment, such as an office, with everyday risks that will mostly be familiar to the student does not need as extensive checks as a high risk placement i.e. construction.
- iii. Must discuss with the employer what work the student will be doing or observing, the risks involved and how these are managed
- iv. Must ensure employers know in advance about students who might be at greater risk, for example due to health conditions or learning difficulties, so they can take these properly into account. Consent must be obtained from parents/carers to provide medical, personal or other sensitive information.
- v. Must inform students of the significant findings of the risk assessment and the controls put in place for their safety. If under minimum school leaving age, parents/carers must be informed and give their consent in writing.
- vi. Must ensure that The same health and safety regulations apply to students who find their own placements or are placed within their own family business
- vii. Must be properly brief students before taking part in work experience. This should include their responsibilities for health and safety. Students should have a named person to contact if they have any health and safety or safeguarding issues during the placement.
- viii. Must ensure that Students are effectively supported during the placement and debriefed afterwards.

b. The Education Establishment must Be satisfied that the employer has:

- i. Systems in place to ensure the health, safety and welfare, so far as is reasonably practicable, of the student while under their control.
- ii. Developed arrangements for managing risks. This will need to include induction, supervision, site familiarisation, and any protective equipment that might be needed
- iii. Has the competence to manage health and safety in relation to the placement
- iv. Arranged supervision of work experience by competent staff
- v. Understood the specific factors relevant to employing young people
i.e Restrictions on work for young people, Prohibited work for young people, Working time requirements specific to young people
- vi. Has understood his or her primary responsibility for the health and safety of the student and should be managing any significant risks

c. Overseas Work Experience

If work experience is to take place outside of the UK, it would be advisable to restrict it to students over the age of 16. The placement will need to be organised considering the following:

- i. Students will be subject to the health and safety regulations of the country in question; find out in advance what rules apply.
- ii. There may be differences in insurance requirements.
- iii. Language development needs
- iv. Assessment of risks involved in travel including health and vaccination requirements.
- v. Provision of contacts if the students have problems or worries, and who to contact in an emergency.
- vi. The additional preparation required, so students know what to expect and what is required of them.

d. Accidents

Where work experience students are on an educational establishment roll, accidents must be reported by the employer to the establishment. The first priority is the well being of the young person and communicating with parents and carers who should be notified immediately if treatment is required beyond a minor injury.

Schools must report all incidents involving students on work placement activities to their employer (Governing body or the LA) at the earliest possible opportunity.

e. Employer (placement provider)

- i. Learners on work experience placements with an employer are regarded in health and safety law as their employees
- ii. The employer Has primary responsibility for the health and safety of the student and is to manage any significant risks
- iii. Existing risk management arrangements may well be OK, but review where necessary and Employers with fewer than 5 employees do not a need a written risk assessment
- iv. The employer controls in proportion to level of risk in working environment, and discuss with organiser in advance
- v. The employer Should have arrangements for explaining risks to student and parents, and for recording assessment in writing where necessary
- vi. If the existing assessment does not provide for a young person, the employer should consider any specific arrangements required for the student, and keep a record of these.
- vii. If there was an accident, an employer would need to show evidence of reasonable measures taken to control the risks, eg that the student had been advised of potential risks and control measures, or that appropriate levels of supervision and training had been provided where necessary.

Employers' liability compulsory insurance

The insurance industry has committed to treat work experience students as employees. Therefore they will be covered by existing employers' liability compulsory insurance policies.

7. DBS checks (formally CRB)

The Home Office has made changes to the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) (England and Wales) Order 2012. This means that employers are no longer able to carry out DBS checks on staff supervising young people aged 16 to 17 on work experience

8. Further information and advice

The new Health and Safety Executive guidance is available at:

<http://www.hse.gov.uk/youngpeople/workexperience/index.htm>

www.hse.gov.uk/youngpeople/law/index.htm

<http://www.hse.gov.uk/youngpeople/>

