# SHARE MAT WORK EXPERIENCE POLICY AND PROCEDURE

TEMPLATE FOR SHARE ACADEMIES
INDIVIDUAL ACADEMY POLICIES CAN BE FOUND ON ACADEMY WEBSITES

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| Name of policy writer | Dave Wadsworth |
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**Schedule of amendments:**
v1.0 - original version
v1.1 – No. of days' work experience increased. Placements secured through appropriate agencies/contractors referenced. Addition of attendance and wellbeing checks during placement.

## Section 1 – Our commitment to work experience

Our commitment to "Valuing People, Supporting Personal Best" includes a pledge:

> *We help **everybody** gain the knowledge, skills and habits that can lead to a **happy and successful life**, both now and in the future.*

We also have a five-year strategy, which includes a goal of providing our students with enriching experiences.

A good quality work experience placement can help prepare our students for a successful life and provide a rewarding, enriching experience. This policy outlines why we think work experience can be valuable, how we help keep pupils safe and the checks we have in place to help make the placement worthwhile.

## Section 2 - Work Experience Placements

This document details the health and safety responsibilities for [INSERT NAME OF ACADEMY] and external organisations who are involved in work experience placements.

Students attending [INSERT NAME OF ACADEMY] are permitted to attend work experience for 5 days during year 10 or 11, and for 1 week during year 12 [DELETE WHERE APPROPRIATE].

Any work experience outside of this will be considered on a case-by-case basis.

[INSERT NAME OF ACADEMY] accepts work experience students from a range of institutions, and we also support our students to attend work experience opportunities. This exposure to work is a significant step in preparing young people for adult and working life by developing their personal and social skills as well as the key skills they will need for the world of work.

Although work placement is the generally used term, it is important to recognise that it is not the same as a temporary job, as by definition it is a period of unpaid work. It is an arranged opportunity for a student to gain an insight into the variety of work carried out in any given enterprise, to see the way the enterprise is managed and ideally to participate in some aspects of the work.

When we accept work experience students they will be inducted, supervised and safeguarded whilst on their work placements.

Many placements are arranged through an appropriate, third-party agency, such as NYBEP education and business in partnership. As well as securing placements, they also oversee risk assessments, DBS (employee suitability) checks, health & safety visits and liability insurance. This is referred to as the 'contractor' throughout this document.

## Section 3 - 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 the academy to work, where appropriate and adult life. It will enable the pupils 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 pupils to experience success in an environment other than that at school. It will enable the pupils to make more realistic and enlightened job choices by allowing them to try out a vocational preference before committing themselves to it.

## Section 4 – What are the objectives of Work Placements?

[INSERT NAME OF ACADEMY] students / placement pupils will be provided with the opportunity to focus on and to improve in the following areas:

- Decision-making - to make realistic, informed choices about future education opportunities and possible career pathways based on the skills, knowledge and experience gained at the placement.
- Self-confidence - in mock interviews, pre-placement interview, letters of application, writing a CV where applicable, communication skills and dealing with adults.

Students attending [INSERT NAME OF ACADEMY] will be given a handbook informing them about the academy, expectations, confidentiality, safeguarding and health and safety.

The student must agree to observe all safety, security, safeguarding and any other instructions given by the academy/employer, and also not to disclose any information confidential to the employer obtained during the placement. The employer will be asked to return the form to the academy with: Employer and Public Liability insurance details, confirmation of Health and Safety Policy and Risk Assessment and other information. Copies will then be made and given to the work experience coordinator.

## Section 5 – 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 to be aware of 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. Employers who do not have a risk assessment for young people in the workplace will receive a template for this from [INSERT NAME OF ACADEMY] and complete it accordingly. It is important that this is confirmed.

The contractor will, if used, carry out all necessary health and safety checks.

No placements are permitted to take place abroad.

## Section 6 – 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.

## Section 7 – Risk Assessment

The employer should be asked to confirm that 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. In workplaces that are deemed to be high risk, the careers coordinator will complete a risk assessment with the employer when registering them as an approved employer.

The contractor will complete a Young Person's Risk Assessment and ensure safe working practices.

## Section 8 – 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 for a period of 3 days or more, particularly if located in an isolated environment, whilst travelling or where the placement has a residential element. A DBS check is only required if an employee's specific job purpose includes supervising students under the age of 16. Where this is the case, the employer is responsible for organising the DBS.

Academy leaders are responsible in ensuring that any establishments that our students attend have followed the appropriate procedures and requirements. These checks will be carried out in conjunction with the local authority.

The contractor's assessors will highlight any 1:1 working and request a DBS before the placement starts. This will be recorded on their system and including in the risk assessment.

## Section 9 – 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. All policies must be with an approved insurer and cover at least £5m liability.

Employers' liability insurance - GOV.UK (www.gov.uk)

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, and the explicit consent of the parents/ guardians is given to attend this workplace, with the sole trader.

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.

The contractor will ask the employer if they have liability insurance and check that it covers work experience students. The policy number and expiry date will be included on the risk assessment.

No placements will be authorised without confirmation of liability insurance.

## Section 10 – 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.

## Section 11 – 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.

## Section 12 – 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. [INSERT NAME OF ACADEMY] will provide all employers with any relevant safeguarding information with up-to-date contact details of the designated safeguarding lead (DSL).

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 academy, 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).

## Section 13 – Child Protection

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.

## Section 14 – Placement Monitoring

[INSERT NAME OF ACADEMY] staff will monitor the placement progress of our students. Students attending their placement within our academy are the responsibility of their establishment and they will follow their own procedures to monitor the progress of the placement.

For placements arranged through the appropriate agency/contractor, they generally ask employers to complete an appraisal for each student.

## Section 15 – Statutory Obligations

[INSERT NAME OF ACADEMY] agrees to observe all relevant current legislation, in particular that relating to health and safety, and legislation in respect of sex discrimination, equality and discrimination, race relations, disability and the Children Act & safeguarding.

[INSERT NAME OF ACADEMY] will complete checks and visits, including daily attendance checks.