

Hillsview Academy

Work Experience Policy

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1. Purpose

To provide a clear process for the management of work experience.

2. Scope and Applicability

This procedure is applicable at all premises, sites or work areas under the control of Trust.

3. Abbreviations and Definitions

a) Abbreviations

- EVC - Educational Visits Coordinator
- SEND - Special Educational Needs Students Disability

b) Definitions

'Workexperience' is the placement of a student within an organisation to carry out tasks and duties, giving them an experience of a real workplace and an opportunity to develop the skills required.

Block – a one, two or three week work experience placement (most block placements are usually for two weeks).

Extended – a work experience placement of a seven weeks or longer (but usually no more than two years).

Tailored – a work experience placement of up to six weeks designed for a specific student taking into account individual needs, especially Special Educational Needs Students Disability ('SEND').

'Management of Health and Safety at Work Regulations 1999' defines a young person as someone who is under the age of 18. In practice, a young person is accepted as someone who is between the minimum school leaving age (usually 16 years, although they can be 15 years, depending on their birth date) and 18 years. For students with SEND in some special academies this may be extended to 19 years of age. A child is defined as someone below the minimum school leaving age. The employment of children is covered under very specific and separate legislation.

c) Introduction

This policy supports the Trust's core values by promoting the Trust as the employer of choice for staff, education provider of choice for students and the investment of choice for parents, by the Trust's commitment to learning opportunities for staff and students as well as developing links within the local business community.

d) Value of Work Experience

- Raise achievement by boosting self-esteem and motivation.
- Develop key skills.
- To promote personal development.
- Promote health and safety and fitness for the work place.

- Learning about the world outside of school and its environment and provide real world experiences in preparation for students leaving school.
- Awe, wonder, enjoyment.

e) **Responsibilities**

The Trust Board will oversee completed documentation of all high risk activities, overseas and residential placements. The Trust Board along with the Principal/Headteacher retain overall responsibility for the health, safety and welfare of employees, students and those affected by the work experience placements.

The Trust will ensure guidance is available to inform the academy and establishments of policies and procedures. Sources may include – DfE, Local Education Authority, Health and Safety Executive, and British Safety Council. Guidance should include measures to obtain parental consent, investigation of complaints, investigation of accidents (see accident and incident policy and procedures document), monitoring of placements, and the procedures in case of an emergency.

The Trust will ensure the Principal/Head Teacher, Educational Visits Coordinator and Work Experience Coordinator is supported and have time and expertise to fulfil their responsibilities.

The Trust will ascertain what governor training is available for health and safety.

The Trust will agree on the types of placements they should be informed about - the date and who was informed will be recorded through the use of Evolve (off-site educational trips and visits website).

The Trust will ensure that placements are approved by the Head Teacher/Principal, local Governing Board and Trust Board as required.

f) **The Principal/Head Teacher or Delegated Vice Principal**

Low and medium risk placements are approved by the Work Experience Coordinator and the Principal/Head Teacher.

High risk placements which are either overseas or residential must be submitted through the use of Evolve (see Off-Site Educational Trip and Visits Policy AET 026). Residential work experience is when as part of the placement the employer is providing the overnight accommodation.

Each academy will appoint at least one trained and competent Work Experience Coordinator.

The Principal/Headteacher retains overall responsibility for the health, safety and welfare of employees, students and those affected by the work placement activities, along with the Management Board

g) **Local Governing Board**

The Local Governing Board must be aware of all high risk, residential or overseas placements.

The Governing Board will agree with the Work Experience Coordinator any other placements they want to be informed about (this can vary in each academy year).

h) Educational Visits Coordinator (EVC)

The Educational Visits Coordinator shall:

- Ensure Work Experience Coordinator has received appropriate training, provide support and evaluate providers.
- Provide advice on special educational needs disability (SEND); seeking assistance from SEND internal providers as necessary.
- Provide information and guidance on learning outside the classroom to the Work Experience Coordinator as necessary.
- Seek advice where necessary from the Trusts Educational Visits Advisor and pass information to the Work Experience Coordinator.

i) Work Experience Coordinator

The Work Experience Coordinator will:

- Monitor submissions, placements (ensuring welfare visits/welfare phone calls are carried out), providers and establishments.
- Be responsible for gathering all the data regarding placements and checking that all forms and signatures are completed.
- Be fully aware of insurance requirements for the placements and give guidance to parents/carers on request.
- Ensure that placements are approved as necessary.
- Ensure that there is suitable insurance in place (employers liability insurance, public liability insurance and if necessary travel/additional insurance for high risk, residential or foreign placements).
- Check that placement dates do not clash with examinations, or other important academy events.
- Check that there is adequate staff cover in school for the remaining students if they are not attending work experience.
- Ensure work experience placements meet the employer and academy requirements.
- Support the Principal/Headteacher/Vice Principal and Governing Board with approval and other decisions.
- Notify the Governing Board of work experience placement dates for each academy/school term.
- Ensure risk assessments meet requirements. Training on how to complete risk assessments will be given which will form part of the competency training for this role. Guidance on prohibitions, issues and hazards that require consideration is included in Sections 10 and 14.

- Organise/ensure students receive Health and Safety training and are adequately prepared for the work place and will ensure only suitable students are put forward for this opportunity.
- Ensure parents/carers consent forms are fully completed for all.
- Organise emergency arrangements for student/parents/employers including contact details for evenings and weekends.
- Receive, file and monitor evaluation forms from students, parents and employers for future reference.
- Keep a record of all accidents, injuries, near misses and Health and Safety incidents and the actions taken (using the incident reporting log on AssessNET). This information will be passed on to the Health and Safety Coordinator immediately. In the event of a serious accident the Work Experience Coordinator should, where possible, telephone and inform the Principal/Headteacher and Health and Safety Coordinator as soon as possible. Will also report any potential insurance claims to the Finance Department/Risk Manager.
- Keep a record of all incidents, complaints and general concerns (including for example accusations of theft and child protection issues). In the event of any child protection concerns refer immediately to the Designated Academy Child Protection Officer (see HRCPL 2012 Child Protection Policy).
- Investigate complaints and present findings to the Principal/Headteacher.
- Review systems and monitor practice.
- Ensure students are informed of emergency contact details and procedures. Clothing requirements and additional provisions such as lunch/break arrangements should be outlined in the job description. Will give clear guidance and information to students including expected behaviour, mobile phone use, pocket money, specific activity or site visit rules, legal requirements, medication, accident procedures, emergency contact details, their role and responsibilities.
- Advise staff and students of their responsibilities as necessary and ensure effective supervision of students.
- Provide an annual report to the local and Trust Governing Board.
- Ensure all placements are visited or contacted by phone by a suitably competent person who has reasonable knowledge of the Trusts policies, arrangements and procedures.

j) Visit Staff

- Follow instructions from the Work Experience Coordinator. Will be aware of their responsibilities and duties through the instructions of the Work Experience Coordinator.
- Will support and encourage students to partake in activities and be aware of those who may need additional assistance.

- Will report all accidents, incidents, injuries or concerns to the Work Experience Coordinator.
- Will report any child protection/safeguarding issues/concerns to the Academy Child Protection Officer.

k) Students

- Consideration must be given to the suitability of the student to attend the allocated placement. Only those students considered suitable are permitted to go off-site on unescorted visits or on risk assessed work experience.
- Students have a legal responsibility to take care of themselves and others whilst on work experience placements as they are considered employees of the placement provider.
- Students must not interfere with or misuse anything provided in the interest of health and safety, and must follow instructions relating to Health and Safety Guidance (Please see Point 5 - Preparing Students for Work Experience).
- Students will be advised via the job description of suitable clothing and footwear, and break/lunch time arrangements. Students will be informed of emergency contact details and procedures. The academy and employer will give clear guidance and information to students including expected behaviour, use of mobile phones, pocket money, specific activity or site visit rules, legal requirements, medication, accident procedures, their role and responsibilities.
- Students need to inform the academy and employer if they feel ill or become ill or if they will not be attending their placement for any reason.
- Students need to inform the employer (and academy if necessary) if they have any concerns regarding their placement. If, for whatever reason, they feel unable to talk to the employer directly they must advise academy staff (via parents if necessary) as soon as possible.

l) Parents/Carer

- Travel to and from the placement is the responsibility of the parent/carers.
- Parental consent must be obtained before any student undertakes any work experience.
- If a student is undertaking swimming or water based activities during work experience then form **HSF24 Parent/Carer Consent for Swimming** will also need completing before the activity occurs, along with the risk assessment.

j) Employers Providing Work Experience Placements

- Employers have a legal duty to ensure the health, safety and welfare of the student and any others who may be affected by the work experience placement.
- The employer must ensure that students on work experience are supervised by a competent person, and that they receive all necessary information and training, specifically in relation to health and safety. Health and Safety induction on the first

day may include a tour of the premises, setting of objectives and confirming the itinerary, discussing terms of engagement, duties, responsibilities, dress code, conduct, health and safety procedures, points of contact, emergency procedure for fire and first aid, reporting requirements, break and lunch arrangements, hours of work etc.

- The supervisor is responsible for informing the school/organisation if the student fails to attend or leaves the placement early.
- Students are considered to be employees whilst on work experience placements.
- Employers must be legally compliant and have suitable insurance in place (including employers' liability insurance up to £5m which covers young people on work experience and public liability insurance).

7. Work Experience Provider

The Academy/establishment may use a work experience provider to undertake the job description and risk assessment and to find suitable placements. Academies may use the providers' paperwork, including the parent consent form and risk assessment form. Consideration must be given to the standards and level of service.

8. Funding

Students may receive funding to cover travel and other additional costs at the Principal's discretion.

Initial cost of placement (including placement provider charges and administration costs) and number of placements each student has needs to be considered when the academy budget is agreed for work related learning.

9. Insurance

Parents/carer may want to take out individual student insurance. The Finance Department/Work Experience Coordinator should clarify with the parent/carer what the academy/employers insurance arrangements are.

Members of staff are covered by the Trusts employers' liability insurance when visiting students on work experience.

10. Professionalism, Competence and Behavioural Expectations

It is not permitted for employers or employers' staff providing work experience placements to take a student or group of students to their home, or visit their own family or friends. A professional relationship should be maintained at all times.

When visiting placements all AET staff are expected to act professionally at all times (See *HR CCW 2010 - Code of Conduct and Whistle Blowing Policy*).

11. Accident and Injury

All accidents and near misses, or incidents should be recorded and reported to the Work Experience Coordinator. This information will be passed to the health and safety Coordinator (ensure any incident is recorded on AssessNET - see Accident and Incident Policy).

In the event of a serious accident, incident or dangerous occurrence, the Principal/Headteacher, Work Experience Coordinator and Health and Safety Coordinator should be informed immediately. In the event of a medical emergency the medical staff involved will deal with the young person in ensuring provision of the necessary care as per their local policies and procedures. Trust staff and work experience placement staff must be fully aware of any relevant medication a student is taking or medical conditions which are relevant to the placement.

Note: Consent of people less than 16 years of age

If the person is under the age of 16 (a minor), nurses must be aware of local protocols and legislation that affect their care or treatment. Consent of people under-16 is very complex, so local, and legal, or membership organisation advice may need to be sought. Children under the age of 16 are generally considered to lack the capacity to consent or to refuse treatment. The right to refuse remains with the parents, or those with parental responsibility, unless the child is considered to have significant understanding and intelligence to make up his or her own mind about it. Children of 16 or 17 are presumed to be able to consent for them although it is considered good practice to involve the parents. Parents or those with parental responsibility may override the refusal of a child of any age up to 18 years. In exceptional circumstances, it may be necessary to seek an order from the court. Teachers and other adults caring for the child cannot normally give consent. For all students with a learning difficulty of whatever age the parent or carer will authorise consent (except in an emergency where medical intervention is urgently required).

More information and specific leaflets for children and young people, and their parents can be found on the Department of Health website www.dh.gov.uk

The Placement Process

Once the placement has been approved the Work Experience Coordinator will send the parent/carer consent form to the students' family or carer (one form per student). This form contains information about the student, emergency contacts and medical history. A copy must be given to the employer.

If the placement is a residential or foreign trip then form **HSF5 Activity Request** Form must be completed.

12. Prohibited Activities and Issues for Consideration

All students must be in Year 10:

Whilst on work experience students can start work no earlier than 7:00am and finish no later than 10:00pm, working no more than eight hours per day. No more than forty hours per week, five days out of every seven days. Breaks: young people are entitled to a rest break of 30-mins if their working time is more than 4.5 hours.

Students are not permitted to go on a placement where guns and/or ammunition are held on the premises; the only exception to this is placements with the armed forces.

Students under the age of 18 are prohibited to work in any slaughterhouse or in that part of any butcher's shop or other premises connected with the killing of livestock, butchery, or the preparation of meat for sale.

The Betting, Gaming and Lotteries Act 1963, which prohibits the employment of persons under 18 in effecting any betting transaction or in a licensed betting office (*Section 21*).

The Licensing Act 1964, which prohibits the employment of children in the bar of licensed premises (*Section 170*) and the *Licensing (Occasional Permissions) Act 1983*, which prohibits any person under 18 from selling or serving alcohol in premises authorised under the Act (*Paragraph 5(1)* of the Schedule).

Students with criminal records, special needs, and medical conditions: employers must be made aware of students' special needs, medical conditions, criminal records and anything else that may affect the health safety and welfare of the placement for staff, visitors and students. There may be a need to tailor a placement specifically for an individual. You would need the consent of the student/parent or carer prior to circulating or sharing any information (data protection). We are aware of the regulations linked to GDPR and all parents have the opportunity to withdraw from sharing information linked to their children. If a parent does not wish to share this information, the company may not agree to take a student on a placement. **Please see the Privacy Notice for Pupils for further information.**

Safeguarding and CRB checks: Requirements for employers – a CRB may be requested under specific conditions. The legislation does not require that all placement providers have a CRB. For extended periods of one-to-one working in isolated areas a CRB check is mandatory (where possible refrain from one-to-one placements). For known vulnerable students it must be considered. Requirements for students working off-site with children/vulnerable groups – students working with children/vulnerable groups must be supervised at all times, it is at the employers discretion whether they require students have a CRB or not, but when requested by an employer a character reference and/or a CRB check for a student should be provided or alternative arrangements made. Requirements for students working on-site at AET Academies and premises - students should be supervised at all times when working with children so a CRB is not necessary. A List 99 check should be done. Safeguarding, including materials around the workplace and on the Internet – we cannot control material in other employer's workplace including their Internet controls but we can give them guidelines as to what is and is not acceptable or perhaps write it into the agreement.

Working with family members – it is best practice to encourage students not to work with family members in order to provide a realistic working experience, however, it may be an appropriate placement for specific students. If a company agrees to take a student but does not have the relevant insurance, parents can still agree to the placement taking place but must sign a disclaimer that has been audited by the local authority to take full responsibility for their child during the placement.

Violence, drugs and alcohol consumption by others eg pubs, restaurants, clubs – consideration must be given to individual circumstances, the environment, working hours of the student and the clientele who frequent the establishment. Students are not permitted to drink or serve alcohol (pour it or take payment).

Ride on mowers, vehicles – students are not permitted to drive any motorised vehicles, including golf carts, mowers, tractors, quad bikes.

Specific environments - consideration must be given to specific environments and institutions for example prisons, charity shops where there are staff serving their community service. Students are not permitted to work on oil rigs and oil refineries.

Sign off of responsibility – If a parent wishes a student to attend a placement that has not been approved by the academy then the student must be marked as absent for this period.

Regulations prohibiting the employment of children do not apply to the employment of children in the last academic year of compulsory schooling, or the preceding summer term where this is due to work experience approved by the local education authority.

In line with the Trust mission, vision and values, work shadowing/placements at the Trusts premises will be given consideration on an individual basis.

Where a work shadowing/placement has been agreed at all levels, best practice dictates that an appropriate risk assessment (including safeguarding issues) of both the activity and the location are undertaken given individual needs. Health and Safety information with an induction on the first day must be given (this should be appropriate to the length of the placement and the individual concerned). All personal details of individuals involved will be treated in line with the data protection act.

Further information is available at www.workingfamilies.org.uk regarding the Work Shadowing Scheme (this usually occurs during April).