



WORK EXPERIENCE POLICY

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1 Work Experience Placements

Chadsgrove School organises work experience placements for our pupils where it is deemed an appropriate experience for them. This exposure to work is a significant step in preparing young people for both 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 a work placement 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 pupil 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.

2 What are the aims of Work Placements?

At Chadsgrove our work experience will be an integral part of a young person's development and should develop their understanding of the transition from education to work. 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, education and may 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. The placements will be relevant to the pupils.

3 What are the objectives of Work Placements?

Pupils will be provided with the opportunity to focus on and 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 – Increase confidence in mock interviews, pre-placement interview, writing letters of application, writing a CV (where applicable), communication skills and dealing with adults

The pupil must agree to observe all safety, security, safeguarding and any other instructions given by the school and employer.

4 Legal Requirements and Recommended Best Practices

There are legal requirements and recommendations of best practice that are in place to ensure the safety of all parties involved in a work placement. Both the placement provider (employer) and pupil (employee) are required to follow health and safety at work legislation. 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 pupil as an employee.

Employees will:

- Take responsibility for their own health and safety and that of others who may be affected by what they do or do not do
- Co-operate with the employer and follow instructions on health and safety
- Not interfere with or misuse anything provided for their health, safety or welfare

Employers will:

- Provide a current Health and Safety Policy
- Complete a risk assessment
- Provide evidence of employer and public liability insurance
- Complete and record a full induction process with the pupil before the placement is started

5 Working Time Regulations

Under the Working Time Regulations 1998 there are stringent daily and weekly working time limits for young workers (those under the age of 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 pupil to work in excess of the limits set out above.

6 Risk Assessment

The employer should be asked to confirm that a risk assessment will be completed for the duties being undertaken by the pupil, taking into account the age, disabilities, and limited experience of the young person and that the key findings will be communicated to the pupil before the commencement of the placement. The employer should be informed of any medical conditions the pupil has which could result in an increased risk to the pupil 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 pupil.

7 Disclosure and Barring Service (DBS)

A DBS check is required where a pupil will have substantial unsupervised contact with an employee or supervisor on a 1:1 basis, particularly if located in an isolated environment, whilst travelling or where the placement has a residential element. The employer is responsible for identifying if a DBS check is required (currently pupils under the age of 16 do not require one) and for organising it.

Chadsgrove School must ensure that any establishments that pupils attend have followed the appropriate procedures and requirements. Where required, pupils will have a job coach employed by Chadsgrove School with them at all times.

The Job Coach will support our pupils with:

- Demonstrating the relevant skills whilst at the work experience placement
- Provide encouragement and give constructive feedback when required through a coaching style
- Help to keep the student safe whilst on placement
- Help to support the pupil to carry out their role to the best of their ability

8 Employers' and Public Liability Insurance

Employers' Liability Insurance covers the firm's legal liability for injuries sustained by employees (including pupils on work experience) whilst at work. Confirmation should be requested and received that the prospective employer does have both Employers' and Public Liability Insurance in force and that the latter does not exclude abuse. 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, pupils should not attend such establishments. It should be noted that Sole Traders have no requirement for Employers' Liability Insurance and a pupil would not have the protection available under such insurance. Placements with Sole Traders will therefore be avoided unless such insurance is confirmed as being in place.

9 Motor Vehicle Insurance

If the pupil travels with an employee or their Job Coach during the placement, it is essential that the vehicle is insured appropriately to cover the work experience pupil for business travel.

10 Work Placement Duties

Pupils 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 pupil during the period of the placement.

Pupils will not receive any payment for this work. Pupils 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 pupil's medical condition, or any physical and learning

disabilities, details of which may have been provided, in formulating appropriate risk controls to protect both pupils and/or employees. All tasks asked of the pupil 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 pupil will be observed.

11 Health, Safety, Welfare and Security

The employer must recognise that a pupil 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 pupil while on the placement, taking into account the pupil's inexperience, maturity and awareness of risks. At the start of the work placement, the employer will provide pupils with a health and safety induction, which will include workplace hazards and how to minimise risk, fire, emergencies, first aid, accident reporting and security arrangements.

Pupils will not do work prohibited by law, operate dangerous machinery, carry out any manual handling tasks identified as being a risk to the pupil'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, pupils 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 Parent Carers and School, by telephone and as soon as practicable, of any accident, of any case of ill health or any other incident which relates to the pupil'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).

12 Insurance

The employer will arrange for Employer's Liability Insurance, Public Liability and Motor Vehicle Insurance (where applicable) and will confirm that the pupil is covered by each Policy. The employer will accept, or insure against liability for loss, damage or injury caused to or by the pupil, 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 pupil participation in work experience.

13 Child Protection

The employer is responsible for the welfare of the pupil 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.

14 Placement Monitoring

The work experience coordinator will ensure that employers are adhering to the terms set out in this policy and will complete a checklist prior to the work experience to ensure placements meet the schools requirements.

Where a Job Coach accompanies the pupil they will monitor progress throughout the placement, report any concerns immediately to the work experience coordinator and complete an assessment at the end of the placement.

15 Statutory Obligations

Chadsgrove School 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.