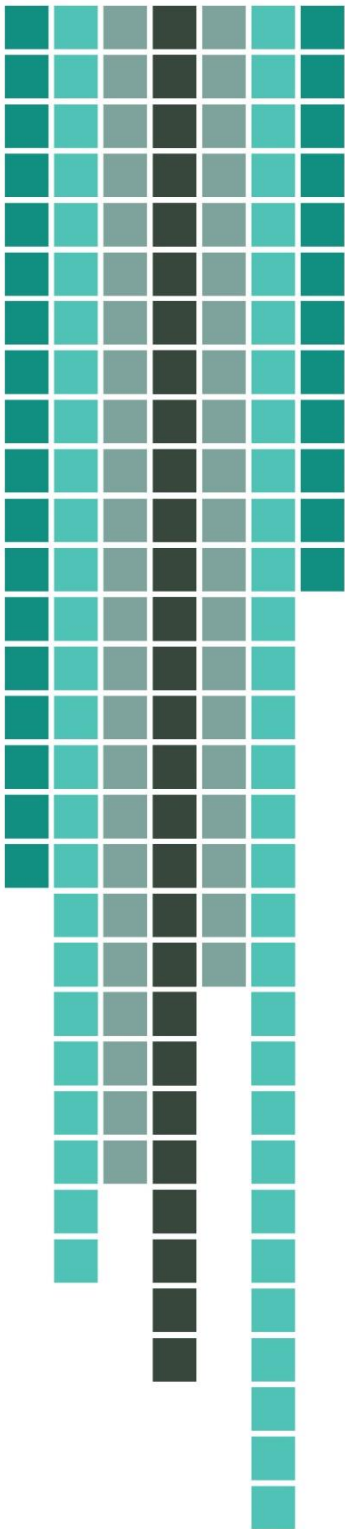


Eggar's School

Work Experience Policy



Reviewer	Lucy Tomkinson
Review date	Sept 2023
Next review date	Sept 2024

I. WORK PLACEMENTS

Eggar's School recognises the importance of creating opportunities for students to learn through the world of work.

Work placements, in particular, have great value in providing a student with the opportunity to gain insights into the world of work and to develop the skills which university selectors and employers look for and want to be evidenced.

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.

Trained staff from Eggar's School will oversee the arrangement of placements, including a site visit and risk assessment. Only upon completion of a satisfactory visit and assessment together with supporting signed consent from both staff, student, parents / carers and placement personnel will the placement begin. Up to 6 weeks lead in time is required to organise a new placement.

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 school to work and adult life.
- It will enable students to experience the demands and expectations of the adult world 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 students to experience success in an environment other than that at school.
- It will enable students to make more realistic and enlightened job choices by allowing them to try out a vocational preference before committing themselves to it.

What are the objectives of Work Placements?

Students are entitled to show preference in his or her choice of placement, within the context of:

- a) Legal constraints
- b) Organisational practicalities
- c) Successful Health and Safety/Insurance checks

The school will ensure:

- a) Quality monitoring and strategic development of work experience placements
- b) Insurance / Risk Analysis / Health and Safety checks

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:

2 "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. It is important that this is confirmed.

At the bottom of the work experience organisers' page on the Health and Safety Executive's website (www.hse.gov.uk/youngpeople/workexperience/organiser.htm) some 'aide memoire' documents are available and can be used for a more detailed assessment of the employer's standard of health and safety management.

Work experience is an integral part of our students' entitlement to CEIAG (Careers Education, Information, Advice and Guidance) and this clearly supports Gatsby Benchmark 6 "Experiences of Workplaces" which states:

Every student should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities and expand their networks.

<https://www.goodcareerguidance.org.uk/the-benchmarks>

The opportunity to participate in work experience is provided to all students by the end of their compulsory years as a two-week block in Year 10.

For some students, work experience may be offered as part of a bespoke curriculum in order to support the student in exploring career paths that suit their interests, skills, and strengths.

This document sets out the Eggar's School Policy for Long Term Work Experience placements.

3. Working Time Regulations

Under the Working Time Regulations 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.

- Unless specified otherwise Eggar's School will only offer placements within school hours.

4. 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.

5. Disclosure and Barring Service (DBS)

In the vast majority of placements, as the employer/employees involved will not have regular unsupervised access with the student there is no need for DBS checks to take place. However, a DBS check is required where a student 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 and for organising it.

- Students are not to be left working in isolation or in isolation with 1 other adult.
- Students are not to be contracted offsite with a third party.
- Students are not permitted to leave the placement site at any time.

6. Employer's and Public Liability Insurance

Employer's Liability Insurance covers the firm's legal liability 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. 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 a thorough Risk Assessment carried out.

7. Motor Vehicle Insurance

Students are not permitted to travel in any vehicle whilst on a placement

Please Note:

As a placement is facilitated by the School, then the School will, by means of the Work Experience Form, confirm to parents that the employer has agreed to the student working in accordance with the Statement of Understanding and acknowledged his/her responsibilities under the Health and Safety at Work Act.

8. STATEMENT OF UNDERSTANDING BETWEEN EGGAR'S SCHOOL AND THE EMPLOYER PROVIDING WORK PLACEMENT

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) and any other statutory obligations to the student will be observed.

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 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. Students will also be given appropriate instruction before, and supervision while, operating any machinery or equipment.
- 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 Eggar's 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 student's work placement. When appropriate, the employer will comply with the provisions of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. The employer will

have access to adequate first aid facilities as required under the Health and Safety (First Aid Regulations).

9. Insurance:

The employer will arrange for Employer's Liability Insurance, Public Liability and Motor Vehicle Insurance (where applicable) and will confirm that the student is covered by each policy.

- 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.

10. Safeguarding our students

Guidance from the Disclosure and Barring Service (DBS) and the Department for Education in the document "Keeping Children Safe in Education" indicates:

- Students below the age of 16 cannot have a DBS check undertaken.
- 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 to disclose the names of individuals who are disqualified from working with children, where known to them.

It may be appropriate for barred list checks to take place on individuals who supervise such a placement. Consideration should be given to whether the person providing the supervision will be unsupervised and how frequently they are providing the supervision. If it is more than 3 days in a 30-day period, then it is likely to require a check. This check can be in the form of a barred list check. All placement providers will be given guidance prior to the commencement of the placement (see appendix 1) which highlights good practice for safeguarding staff and how to report a safeguarding concern.

The Eggar's School Child Protection and Safeguarding Policy applies in all work experience arrangements which take place during term-time only in line with the guidance set out in Keeping Children Safe in Education, paragraphs 328-333, September 2023.

Young people must know they will be listened to and believed if they report any concerns. They must know that when on work experience they can report to a DSL in their school or any member of staff by phone, email, text or in person, at any time. The member of staff arranging the work experience must ensure this is understood by the student beforehand. (Students will attend a preparation session with a member of the pastoral team)

Schools must ask employers/providers to provide signed agreement to the following:

If, whilst on work experience, a student discloses anything that gives you reason to suspect that they may be at risk of harm, you should:

- Listen carefully and take what is being said seriously.
- Tell the student you have a duty to report concerns.
- Tell the student you cannot promise confidentiality.
- Write down what the student says in their own words and record the date of the conversation
- Contact Eggar's school or college as soon as possible.
- The school will ask you to follow this up with a written report with details of the time, date and what happened. A template for a signed agreement from employers is available in Appendix 2.

Monitoring: School

- The employer will allow Eggar's School to contact both the student's supervisor and student, by telephone or email or in person, during the placement.

Statutory Obligations:

- The employer agrees to observe all relevant current legislation, in particular that relating to Health and Safety, and legislation in respect of Sex Discrimination, Race Relations, Disability and the Children Act.

11. WORK PLACEMENT: GUIDANCE FOR STUDENTS

What is a Work Placement?

A work placement can provide you with the opportunity to gain insights into the world of work and to develop the skills which university selectors and employers look for and want to be evidenced.

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 should be an arranged opportunity for you 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

During your Work Placement

You should observe all safety, security and any other instructions given by the employer. If you have any concerns about any aspect of your placement contact Eggar's School as soon as possible.

You should recognise that you will be representing Eggar's School and that you will be subject to the School's Behaviour and Discipline Policy whilst on your work placement.

If the student feels strongly that they no longer wish to take part in the placement for a legitimate reason or feels their Health and Safety has been compromised in any way they are to speak with the school and parents immediately.

12. Appendix 1

Employer Guidance:

Positive role models: During the work experience, the employer acts in a mentor capacity and therefore needs to act as an appropriate role model with due regard for appropriate conduct with learners. It is therefore important to:

- Act as an appropriate role model
- Value a learner's contributions and opinions
- Encourage them to reach their desired goal and
- Listen to the learner and discuss relevant topics
- Ensure the learner feels supported and safe in the working environment

It is also important that work experience supervisors are not put in a vulnerable position, so it is suggested that where possible liaison with learners should:

- Take place in an open space with other people present where possible
- Be within appropriate working hours
- Consider if questions asked about personal or family life are of an appropriate nature.

Disclosure from a learner:

If you have concerns about the protection of a young person you are working with (for example something the learner has said) then immediately contact the school and speak to either the staff member responsible for arranging work experience, the member of staff responsible for child protection, or the student's Progress Leader.. Further details are provided in Appendix 2.

13. Appendix 2

Dear (name of contact at work experience placement),

In order to ensure the safeguarding of our students we require written confirmation that you:

- Have policies and procedures in place to protect children from harm.
- Understand that it is your duty to respond if one of our students discloses something to you which is a safeguarding concern.

We ask that you:

- Listen carefully and take what is being said seriously.
- Tell the student you have a duty to report concerns.
- Tell the student you cannot promise confidentiality.
- Write down what the student says in their own words and record the date of the conversation.
- Contact the student's school as soon as possible.

The school will ask you to follow this up with a written report with details of the time, date and what happened.

This is in the best interests of both yourself and our students, in line with Keeping Children Safe in Education 2023; KCC safeguarding policies; and good safeguarding practice.

Please sign and return this letter to confirm that you agree to this guidance.

Print name of employer: _____

Signed by employer: _____

Date: _____

Print name of designated safeguarding lead (DSL): _____

Signed by DSL: Date: _____