

# SHELLEY COLLEGE KEY STAGE 4 WORK EXPERIENCE POLICY AND PROCEDURE 2024-25

Version	1.0
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Last review date	September 2024
Next review date due	September 2025
Approved by Governors	September 2024



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### **Section 1 - Aims**

Our aim is that every student has a workplace experience during their time in Key Stage 4. As part of our core belief of 'Valuing People, Supporting Personal Best', it is important that we develop a curriculum and culture which prepares the young people in our school for a successful and happy professional life in the future.

Work experience should therefore 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 enables the pupils to experience the demands and expectations of the adult world of work and provides the opportunity to put into practice skills learned at school through both the Careers modules of their Cornerstone lessons and through the Character Curriculum.

Work Experience promotes 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 stimulates a more mature and positive attitude to learning and education and enhances academic achievement. By enabling pupils to experience success in an environment other than that at school,



it helps our pupils, especially the most disadvantaged, to build confidence. It also helps 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 2 – Policy Development

This policy has been developed in consultation with staff and key stakeholders. The consultation and policy development process involved:

- Review – a member of staff compiled all relevant information including relevant national and local guidance;
- Compliance – a member of staff in the central team scrutinised the policy to ensure that it was legally compliant;
- Parent consultation – parents were invited to an in-person assembly in HT6 of 23/24, to discuss the policy, including being given an overview of the plan for Work Experience and an opportunity to share their feedback;
- Pupil consultation – we complete regular student voice to ensure we are meeting their needs and supporting their career progression, basing this in their thoughts, feelings and experiences in their local area;
- Ratification – once the policy was agreed by stakeholders, it was shared with governors and ratified.

The Careers Co-Ordinator is responsible for ensuring that the policy and procedures outlined in this document are followed.

## Section 3 – Work Experience Overview

Although work placement is the generally used term, it is important to recognise that it is not the same as a temporary or part-time 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.

The Department for Education (DfE) defines work experience as “a placement on an employer’s premises in which a student carries out a particular task or duty, or range of tasks and duties, with the emphasis on the learning aspects of the experience.”

Meaningful work experience is:

- purposeful, substantial and offers challenge. It is relevant to a young person's studies and/or career aspirations.
- managed by a supervisor or manager. This ensures that students get a learning experience suited to their needs.
- structured to provide tangible outcomes for both the student and the employer.
- clear about the roles, duties and expectations of both the student and the employer.

Students attending Shelley College are encouraged to take part in work experience for 2 days during year 11, and for 1 week during year 12.

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



Shelley College 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.

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

Shelley College 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 Shelley College will be given a handbook informing them about the school expectations, confidentiality, safeguarding and health and safety.

'Be Safe – An Introductory Guide to Health and Safety' ([www.hse.gov.uk/youngpeople/workexperience](http://www.hse.gov.uk/youngpeople/workexperience)). The student must agree to observe all safety, security, safeguarding and any other instructions given by the school/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 School 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 4 – 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 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.

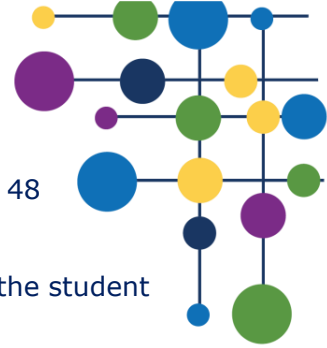
The employer should be asked to confirm that they have a current Health and Safety Policy and that they will go through the relevant sections with the student at the start of the placement. Employers who do not have a risk assessment for young people in the workplace will receive a template for this from Shelley College, and complete it accordingly. It is important that this is confirmed.

No placements are permitted to take place abroad.

## **Section 5 – 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 6 – Risk Assessment**

The employer will 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 be asked to confirm that a risk assessment has been completed for the duties being undertaken by the student, taking into account the age and limited experience of the young person, prior to the student going on placement. The Risk Assessment will be uploaded to a SharePoint drive. The employer will then ensure that for any significant risk, the necessary control measures put in place to ensure the safety of the student.

A competent member of staff (normally the Careers Coordinator) will oversee work placements, deeming them to be high, medium, or low risk.

In workplaces that are deemed to be high risk, the Careers Coordinator will check the initial risk assessment and follow up with the employer to ensure that mitigation is in place. These placements will be visited during the work experience window as priority.

In workplaces that are deemed to be medium risk, a competent person will check the initial risk assessment and any concerns will be raised to the Careers Coordinator, who will follow up with the employer to ensure that mitigation is in place. Where possible, these placements will be visited during the work experience window by a member of staff.

In workplaces that are deemed to be low risk, a competent person will check a cross-section of risk assessments totalling at least 10% of all risk assessments submitted.

Workplaces are expected to ensure that pupils are briefed on Health and Safety and other adverse Risks at the start of their placement. Pupils are expected to follow all Health and Safety instructions and will have the importance of this stressed to them prior to going on placement.

## **Section 7 – Disclosure and Barring Services (DBS) and Child Protection**

A DBS (formerly known as CRB) check, is not required for staff that will be supervising the young person on placement (between the ages of 15 - 17). A DBS check will only be required if an employee's specific job purpose includes supervising young people under the age of 16 on work experience.

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.

Where a pupil may need a DBS check as part of their work placement (currently, pupils under the age of 16 do not require one), the employer is responsible for identifying if a DBS check is required and for organising this.

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 8 – 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. 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.

A copy of the request will be placed on the students’ educational record and the Headteacher/Principal or a delegate will discuss this request with parents and take appropriate action.

Alternative work will be given to any student who is withdrawn, and may include use of this time for homework, revision or additional assessments.

## **Section 9 – 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 10 – 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 11 – 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. Shelley College will provide all employers with Safeguarding information with up to date contact details of the Designated Safeguarding Lead.

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 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 1995. The employer will have access to adequate first aid facilities as required under the Health and Safety (First Aid Regulations 1981).

## **Section 12 – Placement Monitoring**

Placements will be monitored through visits and phone calls as outlined in section 6. Where concerns are raised by employers, students, or parents, those placements will be visited as priority.

All students will complete a diary during their placement and this will be used to monitor impact of the Work Placement once students return to school.

## **Section 11 – Statutory Obligations and Other Appropriate/Linked Policies**

Shelley College and the Employers providing Work Experience agree 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.

This policy should be read in conjunction with national guidance including:

- Working Together to Safeguard Children (2018).
- Relationships Education, Relationships and Sex Education (RSE) and Health Education (2024)
- Education (Work Experience) Act (1973)
- The Management of Health and Safety at Work Regulations (1999)
- Health and Safety (First Aid Regulations 1981)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1995)
- Health and Safety (Training and Employment) Regulations 1990

In addition, the relevant policies, which can be found on individual academy websites, include:

- SHARE MAT Safeguarding and Child Protection Policy & Procedure
- SHARE MAT Secondary Behaviour Policy & Procedure