

# Westfield Arts College

## Work Experience

## Policy

|                                  |                                |                                                                                                               |
|----------------------------------|--------------------------------|---------------------------------------------------------------------------------------------------------------|
| <b>Reviewed by committee</b>     | <b>12<sup>th</sup> June 20</b> | <b>Policy type: Statutory</b>                                                                                 |
| <b>Adopted by Governing Body</b> | <b>29<sup>th</sup> June 20</b> | <b>Review cycle: three yearly</b>                                                                             |
| <b>Date for next review</b>      | <b>Summer 2023</b>             | <b>Signed by Chair:</b>  |

# Work Experience Policy

## (Based on Dorset Model Policy April 2014)

### 1. Introduction

Work experience is one of the most important link activities between employers and schools. Exposure to work is a significant step in preparing young people for adulthood and working life by developing their personal and social skills as well as the key skills they will need for the world of work.

Westfield Arts College offers work experience to targeted students in Year 11 and all students in our 6<sup>th</sup> form. The format of the experience, length and levels of support will depend on the individual needs.

*'Definition of meaningful work experience:*

- Purposeful, substantial, offers challenge and is relevant to the young persons' study programme and/or career aspirations.*
  - It is managed well under the direction of a supervisor in order to ensure that the student obtains a genuine learning experience suited to their needs.*
  - It ensures that time is well spent: the employer has prepared a structured plan for the duration of the work placement that provides tangible outcomes for the student and employer.*
  - It provides up-front clarity about the roles, responsibilities and the expectations of the student and employer.*
  - It is reviewed at the end: the employer provides some form of reference or feedback based on the young person's performance during their time on the work placement'.*
- Department for Education (June 2013)

### 2. Purpose

This policy provides a framework to ensure that students are able to access work experience placements that are carefully managed, monitored and provide a safe environment. This includes the organisation as well as health, safety and safeguarding requirements of all work experience programmes for all age groups of students.

### 3. Priorities

When preparing for work experience Westfield Arts College will:

- Ensure students are provided with a positive experience with an emphasis on learning
- Retain a 'duty of care' at all times
- Ensure that the potential risks to each student has been assessed by both the employer and the parent
- Ensure that the placement chosen by the student is suitable for them and any additional safeguarding issues are taken into account and actioned
- Name a Work Experience Co-ordinator within the school
- Provide a named contact (senior member of staff), who is available during the times when students are on placements. This will include the period between the School closure and the start/end of the business day, weekend working and any holiday period
- Obtain the consent of parents/carers and service provider before the placement takes place

#### **4. Legislation**

Westfield Arts College has a range of legal responsibilities in relation to the organisation and delivery of work experience.

Education Act 1996

- Provide work experience in industrial and non-industrial settings but not on ships, for students who are in their final two years of compulsory schooling
- Enables students in Year 10 and 11 to assume the temporary status of a Young Person in employment law

Management of Health and Safety at Work Regulations 1999

- An employer has a responsibility to ensure that young people employed by them are not exposed to risk due to: lack of experience; being unaware of existing or potential risks and/or lack of maturity
- An employer must consider: layout of the workplace; the physical, biological and chemical agents students will be exposed to; how students will handle work equipment; how the work and processes are organised; the extent of health and safety training needed; and risks from particular agents, processes and work. These considerations will be straightforward in a low-risk workplace, for an example an office. In higher-risk workplaces the risks are likely to be greater and will need more attention to ensure that they are properly controlled.
- A child must not carry out work if it is: beyond their physical or psychological capacity; involves harmful exposure to substances that are toxic, can cause cancer, can damage or harm an unborn child, or can chronically affect human health in any other way; involves harmful exposure to radiation; involves risks of accidents that cannot reasonably be recognised or avoided

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by students due to their insufficient attention to safety or lack of experience or training; has risk to health from extreme cold, heat, noise or vibration.

- There are other agents, processes and work that should be taken into account – refer to <http://www.hse.gov.uk/youngpeople/law/index.htm>

Education Act 2002

- Safeguarding and promoting the welfare of young people within the School/Academy/Learning Centre

Apprenticeship, Skills, Children and Learning Act 2009

- Encourage post 16 students to undertake work experience.

Other legislation that is adhered to includes:

Health and Safety at Work Act 1974 – including amendments

Working Time Regulations 1998

Sex Discrimination Act 1975 and Sex Discrimination (Gender Reassignment) Regulations 1999

Race Relations Act 1976 and Race Relations (Amendment) Act 2000

Disability Discrimination Act 2005

Gender Equality Duty under the Equality Act 2006

Human Right Acts 1998

Employment Equality (Sexual Orientation) Regulations 2003

Employment Equality (Religion or Belief) Regulations 2003

Employment Equality (Age) Regulations 2006

Equality Act 2006

Equality Act 2010

Protection of Freedoms Act 2012.

### **5. Health and Safety**

Westfield Arts College retains a ‘duty of care’ at all times, and we will ensure

- Employers have a risk assessment in place for the work placement for a young person that takes into account any restrictions and prohibited work aligned to age. Currently all risk assessments are carried out by Weymouth College.
- Our students are matched carefully to the placement and support the student when they are on a placement
- Our students are prepared and briefed about health and safety and understand how to identify hazards and the sort of control measures that can be put in place to reduce the risk of injury or accident
- Our students develop a set of safe behaviours, so that they play an active part in the process and acquire practical, transferable skills from their experience
- Students do not work excessively long hours, no more than 8 hours per day, 40 hours per week, 5 days per week with no unsocial hours

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- Systems are in place to ensure the health, safety and welfare, so far as reasonably practicable, of placements, i.e. H&S Policy, Risk Assessments, communications and consents

We will remain aware of legislation and guidance documents relating to work experience published by the Department for Education and the Health and Safety Executive and update this policy as appropriate.

In line with Health and Safety Executive guidance we will not offer work experience overseas .

Any accidents/incidents on work experience will be reported to Dorset County Council Health and Safety Team or the appropriate Social Care team. (**Appendix 1 and Appendix 2**).

The Health and Safety Team include a section on work experience within the SLA Health and Safety Audit to support schools/academies/learning centres meet work experience requirements (**Appendix 3**).

An annual work experience monitoring form is also sent out to schools by DCC Health and Safety Team (**Appendix 4**).

### **6. Safeguarding**

Our ‘duty of care’ extends to all students, including those who undertake work experience. We will

- Consider the specific circumstances of the work experience, in particular the nature of the supervision, e.g. unsupervised and the frequency (at least once a week or 4 or more days in a 30 day period, or overnight) of the activity being supervised, to determine what, if any barred checks are required. If a person working with a child is unsupervised and in frequent contact, we will ask the employer providing the work placement to ensure that the person providing the instruction or training is not a barred person.
- Identify actions to be taken, when and by whom, if any child protection issues are raised prior to, during or after the placement
- Provide students with clear advice and a point of contact at Westfield Arts College in case of problems.

We will consider any potential risks to students to see if any additional safeguards are needed in the case of

- Any young person who is vulnerable, e.g. special needs, immaturity, is known to have experienced abuse or neglect, substance misuse

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- A student who is likely to be alone with an adult as part of the work placement, e.g. sole trader, journey person, self-employed person working from home
- The work placement having a residential component.

Employers no longer need to carry out a DBS check with barred list information on staff who are supervising young people aged 16 or 17 on work experience. If a 16-17 year old student is on work experience at a school or college where they will have contact with children, we will consider whether a DBS enhanced check will be required. Young people on work experience are treated the same as employees of the same age under health and safety legislation. (ref. Keeping children safe in education, Section 90-94, DfE, April 2014)

Westfield Arts College will arrange visits to the student and employer during the work placement. Any member of staff visiting a workplace will be provided with details of the job description, risk assessment and any specifics and restrictions.

The Dorset County Council Safeguarding Unit includes a section on work experience within the annual Safeguarding Audit undertaken by schools/academies/learning centres.

Reference will be made to the Pan Dorset Interagency Safeguarding Procedures <https://www.dorsetlscb.co.uk/site/advice-for-people-working-with-children/local-inter-agency-procedures/>

### **7. Quality Assurance**

In order to offer a quality work experience programme we will:

- Ensure the employer and the workplace is suitable for a work experience placement
- Carefully match students to placements and support them throughout the experience
- Ensure parent/carers receive employer risk assessments before giving consent to a work experience placement for their son/daughter
- Pursue a policy of equal opportunities that considers the needs of the six equality groups – Race/Ethnicity to include Gypsies/Travellers, Disability, Religion and/or belief, Sexual orientation, Age, Gender.
- Counter gender stereotyping, take cultural issues into account, increase student confidence and challenge under achievement.

### **8. Responsibilities**

Westfield Arts College will provide a work experience opportunity following the guidance in **Appendix 5**. We will also implement and/or monitor the

responsibilities for students and young people, parents/carers, employers, and the work experience organiser in line with Health and Safety Executive guidance (June 2013) – <http://www.hse.gov.uk/young people/index.htm>

**Students and young people**

- Have a duty to take care of their own health and safety, and that of others who may be affected by their actions.
- Must listen carefully, follow instructions, use any safety equipment that has been provided and take part in any relevant training.
- Raise any concerns about health and safety and any work related accidents or illness with the school/college work experience organiser.

**Parents and carers**

- The employer must inform the parents of any significant workplace risks and how they can be controlled (This is done through the School Work Experience Organiser).
- There are a few work activities that a student cannot do due to health and safety law.
- If a parent/carer is advised that a placement is not suitable due to health and safety, they can contact HSE's Myth Buster Challenge Panel for further information.
- If the student has any medical or behavioural conditions the work experience organiser must be informed.

**Employers**

- Under health and safety law, work experience students are treated as employees and no differently to other young people employed.
- An employers existing Employers' Liability Insurance Policy covers work placements as long as the insurer is a member of the Association of British Insurers.
- Employers will use their existing arrangements for assessments and the management of risks to young people.
- A written risk assessment is not required if an employer has fewer than five employees.
- If the employer does not employ a young person or are taking on a student for a work placement for the first time the risk assessment must be reviewed before the student starts.
- Discuss with organisers and take into account the student's physical and psychological capacity and any other particular needs, e.g. Health conditions or learning difficulties.
- Additional work required by the employer should be kept in proportion to the environment and the level of risk.

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- Explain to parents of students the significant risks and how they can be controlled. This may be done through the work experience organiser/school.
- Induct students explaining the risks and how they are controlled and check that they understand what they have been told.
- Check students know how to raise health and safety concerns.

### **Work Experience Organisers**

#### **Schools**

- The employer has primary responsibility for the health and safety of the student and should manage any significant risks but the organiser must take reasonable steps to satisfy themselves that this is being done.
- If a new employer is used, talk through what the student will do and any relevant precautions. Make a note of the conversation.
- Where an employer is known to you and has a good track record and the student needs are no different to past placements rely on this past experience, no further assessments are required.
- Work with parents to ensure employers know in advance about students who might be at greater risk.
- Keep checks in proportion to the environment – low risk, less familiar risks, higher risk environments.
- Discuss with the employer what work the student will be doing or observing, the risks involved and how these are managed.
- Check that the instruction, training and supervisory arrangements have been properly thought through.
- Check employers understand the specific factors relevant to employing young people.
- Check that students know how to raise any health and safety concerns.

### **9. Guidance Documents**

- HSE website: <http://www.hse.gov.uk/youngpeople/index.htm>
- Keeping children safe in education Statutory guidance for schools and colleges DfE 2014
- Working Together to Safeguard Children DfE 2013
- Working Together to Safeguard Children DCSF 2010

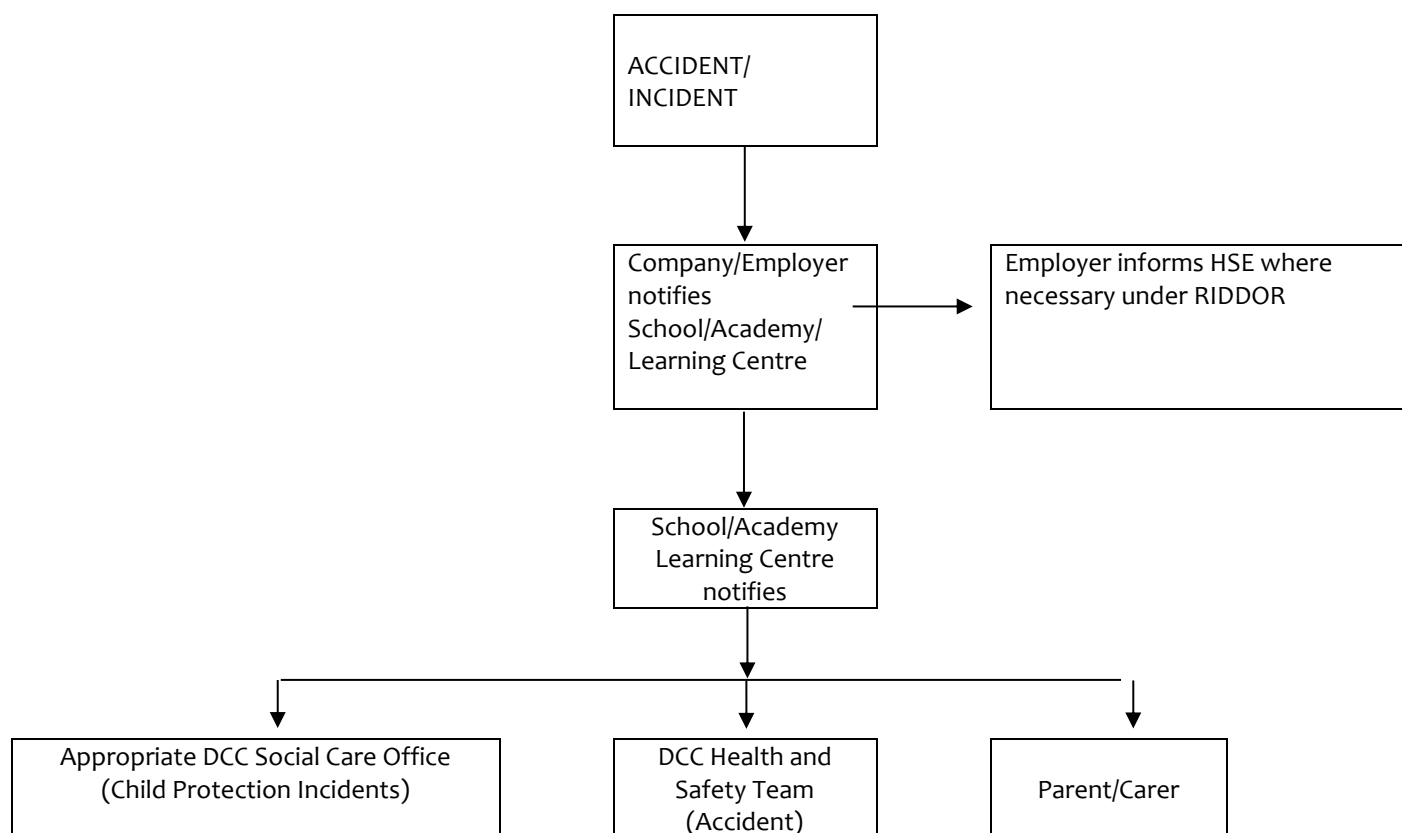
Westfield Arts College will also take into account updated guidance from DfE 'Keeping Children Safe in Education', July Sept 2019

**This policy will be monitored and evaluated and as new legislation and guidance becomes available.**



## Appendix 1

### Work Experience Accident/Incident Reporting Procedure



|               |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|---------------|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|               |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Dorset</b> | H&S                        | Dorset County Council Health & Safety Team<br>01305 225019<br>Senior Health & Safety Adviser<br>01305 224092 (lee.payne@dorsetcc.gov.uk)                                                                                                                                                                                                                                                                                         |
|               | Child Protection Incidents | Notify Social Care Office appropriate to the young persons home address<br><br>Bridport Social Care – 01308 422234<br>Christchurch Social Care – 01202 474106<br>Dorchester Social Care – 01305 221450<br>Ferndown Social Care – 01202 877445<br>North Dorset Social Care – 01258 472652<br>Purbeck Social Care – 01929 553456<br>Weymouth & Portland Social Care – 01305 760139<br>All areas Dorset out of hours – 01202 657279 |

## Appendix 2

### Work Experience Accident/Incident checklist

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Brief details of the incident should be collated, recorded and passed on to Dorset Health and Safety Team.

|                   |  |
|-------------------|--|
| Name of Student   |  |
| Date of Birth     |  |
| Address           |  |
| Phone Number      |  |
| Parent/Carer Name |  |

|                  |  |
|------------------|--|
| Name of Employer |  |
| Address          |  |
| Phone Number     |  |
| Contact Name     |  |

|                      |  |
|----------------------|--|
| School               |  |
| School Contact       |  |
| Date reported to:    |  |
| LA Health and Safety |  |
| Parent/Carer         |  |

|                               |                          |
|-------------------------------|--------------------------|
| Date of incident              | Place of incident        |
| Time of incident              | Name of person reporting |
| Brief description of incident |                          |
|                               |                          |
|                               |                          |
|                               |                          |
|                               |                          |
| Nature of injury              |                          |
| Witness(es):                  |                          |
| 1 Name                        |                          |
| Address                       |                          |
| Telephone details             |                          |
| 2 Name                        |                          |
| Address                       |                          |
| Telephone details             |                          |
| 3 Name                        |                          |
| Address                       |                          |
| Telephone details             |                          |

**Appendix 3**

| <b>SLA Health &amp; Safety Audit<br/>Work Experience Section</b>                                                             |  |
|------------------------------------------------------------------------------------------------------------------------------|--|
| 1. Is there a current work experience policy?                                                                                |  |
| 2. Is a competent contractor used for vetting work placements?                                                               |  |
| 3. Do all students receive a briefing which includes health and safety prior to the placement commencing?                    |  |
| 4. Are there systems to ensure all checks are in place before a student commences work placement?                            |  |
| 5. Are all students monitored whilst on work placement?                                                                      |  |
| 6. Are relevant employees briefed prior to them carrying out a monitoring visit?                                             |  |
| 7. Are all relevant employees given a copy of the job description prior to carrying out the monitoring visit?                |  |
| 8. Are all relevant employees given a copy of the risk assessment prior to carrying out the monitoring visit?                |  |
| 9. Are all relevant employees made aware of any restrictions and/or prohibitions prior to carrying out the monitoring visit? |  |
| 10. Does the school have an emergency contact (including out of school hours) for students whilst on work placement?         |  |

## Appendix 4

### Annual Work Experience Monitoring Form



Name of school.....

Date.....

Completed by (name and position).....

TICK

|     | General                                                                                                              | Yes | No | Brief comments / Please complete |
|-----|----------------------------------------------------------------------------------------------------------------------|-----|----|----------------------------------|
| 1.  | Does the school have an up to date policy for work experience?                                                       |     |    | <u>Date</u>                      |
| 2.  | What is the date of your block work experience for the academic year?                                                |     |    | <u>Dates</u>                     |
| 3.  | Does the school have a work experience co-ordinator?                                                                 |     |    | <u>Name</u>                      |
| 4.  | How many students attend block work experience? e.g. year 10/11, 2 week placement                                    |     |    | <u>Number of students</u>        |
| 5.  | How many students attend out of county placements?                                                                   |     |    | <u>Number of students</u>        |
| 6.  | How many students attend an extended work experience placement?<br>e.g. 1-2 days a week over a longer period of time |     |    | <u>Number of students</u>        |
| 7.  | How many students attend a post 16 work experience placement?                                                        |     |    | <u>Number of students</u>        |
| 8.  | Which provider does the school use for health and safety vetting of employers?                                       |     |    | <u>Name of provider</u>          |
| 9.  | How and by who are out of county placements vetted?                                                                  |     |    | <u>Name of provider</u>          |
| 10. | Does the school complete DBS checks for placements where appropriate?                                                |     |    |                                  |

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|     |                                                                                                                                           |  |  |      |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------|--|--|------|
|     |                                                                                                                                           |  |  |      |
| 11. | Is all paperwork in place and signed prior to the placement starting? e.g. employer approved, parental consent, employer/school agreement |  |  |      |
| 12. | Does the school complete a briefing for students prior to placements commencing that includes health and safety?                          |  |  |      |
| 13. | How many workplaces are visited and monitored by school staff whilst the student is on placement?                                         |  |  |      |
| 14. | Are staff briefed, given a copy of the job description, risk assessment and made aware of any prohibitions prior to the visit?            |  |  |      |
| 15. | Are records kept and available of which member of staff visited and when?                                                                 |  |  |      |
| 16. | What systems are in place should the student have a problem during a placement out of school hours?                                       |  |  |      |
| 17. | Who is the emergency contact available from the school?                                                                                   |  |  | Name |
| 18. | Does the school organise work shadowing for students?                                                                                     |  |  |      |
| 19. | Does the school have any comments or issues they wish to raise?                                                                           |  |  |      |

Please complete and email as soon as possible to DCC H&S Team [lee.payne@dorsetcc.gov.uk](mailto:lee.payne@dorsetcc.gov.uk)

Any queries please speak to Lee Payne on 01305 224092

## **Appendix 5**

### **Work Experience Process**

#### **Preparation for the placement**

- 1 We will provide a protocol to deal with the following issues:
  - ◆ Student absence from the work placement including days of religious observance;
  - ◆ If the employer signifies that they wish to terminate the provision on offer;
  - ◆ If a student appears to be receiving some form of payment;
  - ◆ If the employer's and/or student's attitude to health & safety appears to have become slack;
  - ◆ If the student appears to be treated as an adult;
  - ◆ If the student is offered a full time job and wishes to leave Westfield Arts College
  - ◆ If the student is attending the work placement but is playing truant from Westfield Arts College;
  - ◆ If the employer offers to place the student on a training scheme;
  - ◆ If an incident occurs at the work placement, eg theft, accident, misbehaviour etc.
- 2 We will identify the students for whom an extended placement is appropriate and will ensure that all interested parties are informed of the specific and often diverse needs of the student concerned.
- 3 Any placement should take place within the context of a curriculum programme in which the employer has a role in setting learning targets that have been arrived at in negotiation with Westfield Arts College
- 4 An induction, which enables a student to understand the world of work and health & safety requirements, as well as develop skills and personal qualities, will be negotiated with the employer. The employer will need to understand:
  - ◆ the aim and purpose of the placement;
  - ◆ its anticipated duration;
  - ◆ the means of monitoring the student's progress and attendance;
  - ◆ the process of assessing the student's achievement during and at the end of the placement;

#### **Briefing before the placement**

- 1 The student will be made aware of:
  - ◆ Health & safety and their responsibility in the workplace
  - ◆ What to do if unable to attend or if ill
  - ◆ How to record achievements whilst on the placement

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- ◆ Things to do in certain situations ('What if .....?' scenarios, particularly in relation to Safeguarding issues)
- 2 The employer will be made aware of the student's
  - ◆ Medical conditions
  - ◆ Learning difficulties
  - ◆ Physical disability
  - ◆ Behavioural needs
  - ◆ Ethnic background, culture and language

All the above have implications for the induction process, supervision arrangements, control measures and prohibition put on student activity, the sort of tasks given to the student and training for the use of machinery.

### **During the placement**

- 1 We will monitor the progress made by an individual student on a placement.
- 2 A suitably briefed member of school staff will visit the student during the first few days and thereafter at intervals of three to four weeks. Frequent visits will ensure contact with the employer and enable us to record student achievement and monitor progress toward learning targets. It will also assist in checking the suitability of the placement for both student and employer. Any member of staff visiting a work place will be provided with details of the job description, risk assessment and other details regarding the work placement before the visit to inform of specifics and restrictions.
- 3 We are responsible for the student's attendance on the placement although the employer will need to monitor it for us.
- 4 In the event of any accident/incident we will contact Dorset LA Health and Safety team or appropriate Social Care Team immediately

### **After the placement**

- 1 There will be a formal review between us and the employer to:
  - ◆ Consider the success of the placement
  - ◆ Identify the student's achievements
  - ◆ Suggest the next stage for the student within the programme
  - ◆ Consider how the placement might be improved in the future.
- 2 We will ensure all evaluations are received and provide feedback to the student, which will assist in formulating new learning targets.