

St Peter's C of E Primary School



Work Experience & Health & Safety Policy Reviewed November 2022

Vision Statement

'Faith, Family, Future'

Jesus built his church upon the strength of St Peter – who was his rock. At St Peter's, we provide a solid foundation on which our community thrives through our rich, aspirational curriculum. As a family, we nurture and unlock individual potential through mutual love and respect; enabling all to flourish now and in the future.

'Each of you should use whatever gift you have received to serve others'

1 Peter 4 v10

Introduction

Work experience may be defined as "a placement on employers' premises in which a learner carries out a particular task or duty, or range of tasks or duties, more or less as would an employee, but with the emphasis on the learning aspect of the experience".

Young people are able to undertake work experience as part of their work related learning entitlement throughout Key Stage 4. Work experience also makes an important contribution to a range of vocational qualifications, including the Diplomas. As part of the Apprenticeships, Skills, Children & Learning Act, more post-16 work experience with employers will be promoted, with Local Authorities having the power to secure the provision of work experience for 16-19 year olds, and for those aged 19-25 who are subject to a learning difficulty assessment.

This policy aims to ensure that all work experience placements organised by schools, colleges and Education Business Links Organisations (EBLOs) are of a high quality, successful and safe.

This policy is divided into two parts:

Part 1 – Health & Safety – this section identifies practice that our school **must** comply with.

If schools commission the organisation of work experience placements to an EBLO, the standard should be used to write a Service Level Agreement to identify each partner's responsibilities. **From April 2011, EBLOs should not be commissioned if they have not achieved the Award for Education in Business Excellence Quality Mark.**

Our school has a duty of care to ensure the health and safety of all students undertaking a work experience placement whether this is organised by the school directly or through an

EBLO. Section 560 of the Education Act 1996, as amended by section 112 of the School Standards and Framework Act 1998, enables young people of compulsory school age to participate in schemes of work experience where arrangements have been made by the local authority or school governing body on its behalf. Schools and EBLOs **must** comply with Kent County Council's health and safety regulations as part of this policy. These regulations are attached as Appendix 1.

Part 2 – Quality Standard for Work Experience – this section identifies good practice that schools, colleges and EBLOs should have due regard to when organising or commissioning work experience placements.

Whether work experience is organised directly by a school or commissioned to an EBLO Kent County Council expects that the placement meets quality and health and safety standards. The Quality Standard for Work Experience (see Appendix 2) provides a tool that schools should have due regard to when organising or commissioning in work experience placements. OfSTED will take the standard into account during their inspections where institutions offer a work experience programme.

The standard comprises six elements¹:

- Policy
- Roles & Responsibilities
- Planning
- Delivery
- Review
- Systems & Processes²

¹ The standard is currently under review and this policy will be updated upon its completion.

² Full document is available at www.teachernet.gov.uk/publications (ref: 0044 2008).

Health & Safety Regulations

Criteria	Who is responsible
1 There must be a named work experience co-ordinator who is responsible for all aspects of work experience including health and safety.	Mrs T Browne
2 Students are properly briefed before taking part in work experience. This should include their responsibilities for health and safety (this may be commissioned to an EBLO). Students should have a named person to contact if they have any health and safety or safeguarding issues during the placement.	Mrs T Browne
3 Students should be effectively supported during the placement and debriefed afterwards.	The Class Teacher
4 The suitability of all placements is assessed in advance by conducting a check on the health and safety arrangements. This can be organised directly by the school or by a commissioned EBLO.	School (Mrs T Browne)
5 A risk assessment needs to be carried out by the employer.	Mrs T Browne
6 All employers must have employers' liability, and should have public liability insurance in place. Employers need to ensure that their insurance company is informed of the employer's intention to take on work experience students. Where a young person will be travelling in a vehicle for work purposes, the vehicle insurance must cover them.	KCC insurance covers employers' and public liability. Vehicle insurance is always checked in such circumstances.
7 Employers are given all relevant information about students, for example, relating to health or other factors (e.g. LDD) which might impact on the health, safety and welfare of the learner in the placement, co-workers and the public. Consent must be obtained from parents/carers to provide medical, personal or other sensitive information. An individual risk assessment must be completed for all students with health or other factors such as behaviour or learning difficulties which might affect the placement.	Mrs T Browne The relevant class teacher will share information on a 'need to know' basis.
8 Safety equipment and clothing is provided to students where required from the risk assessment.	Apart from the occasional use of high Vis jackets, safety equipment and clothing is not normally required
9 All placements are monitored through staff visits, with particular emphasis on higher risk placements. Staff who carry out this monitoring must be competent to do so.	Mrs Browne will oversee student placements but class teachers will closely monitor on a daily basis.
10 Students must be informed of the significant findings of the risk assessment and the controls	Mrs T Browne will complete relevant risk assessments (a

put in place for their safety. If under minimum school leaving age, parents/carers must be informed and give their consent in writing.

'blanket' risk assessment for student placements is in Staff Shared Area and share any relevant important information with parents/carers where appropriate.
Mrs T Browne

11 Staff undertaking health and safety checks on placements must be competent to do so, and have access to technical assistance where necessary³
They need to be satisfied that the employer has:

- Systems in place to ensure the health, safety and welfare, so far as is reasonably practicable, of the student while under their control
- Competence to manage health and safety in relation to the placement
- Supervision of work experience by competent staff

12 In carrying out health and safety checks, reasonably practicable measures should be taken to arrive at an informed opinion about health, safety and welfare arrangements at the placement and to assess the suitability of a placement provider.

Mrs T Browne

13 Work experience placements and the specific activities that learners undertake must take into account any:

School / College / EBLO

- Restrictions on work for young people⁴
- Prohibited work for young people
- Working time requirements specific to young people

14 The same health and safety regulations apply to students who find their own placements

School / College

15 Repeat visits to assess the health and safety and risk of a placements should be in proportion to the original risk. It is recommended that the following timeframe is applied:

School / College / EBLO

- High risk placements – visit annually
- Medium risk placements – visit every 2 years
- Low risk placements – visit every 3 years

An extra visit may be required if placing a young person with additional needs.

16 A system should be in place to provide feedback from students and teachers about health and safety shortcomings in a placement, either directly to the school/college or the EBLO.

Student will be encouraged to feedback to Mrs T Browne and all class teachers.

³ A good standard is that staff are trained to IOSH Managing Safely, and at least one member of staff is trained to NEBOSH Certificate for consultation on the more technical aspects.

⁴ The Education Act 1996 and local bylaws place limitations on the type of work which young people can do. Wherever possible young people should work the normal hours of the firm (providing they do not exceed 37 hours in one week). Young people are not permitted to work night shifts or before 6am or beyond 10pm.

17	The placement provider must ensure, so far as is reasonably practicable, that their employees, including students on work experience, are not exposed to risks to their health and safety.	Mrs T Browne
18	Students participating work experience are regarded as the placement provider's employees for the purpose of health and safety. Placement providers should take into account any extra precautions required for young persons, taking account of their immaturity, inexperience and lack of awareness of risks.	Mrs T Browne
19	<p>A placement provider (this includes family members providing work experience) is only suitable if they:</p> <ul style="list-style-type: none"> • Comply with Health and Safety at Work Act and its relevant statutory provisions. • Comply with any restrictions or prohibitions on work for young people. • Comply with requirements under the Working Time Regulations. • Carry out induction training, including telling the student about: <ul style="list-style-type: none"> ○ Work activities and any associated significant risks ○ Health and safety instruction and training ○ Names of supervisors, health and safety representatives and any other people taking overall responsibility for health and safety during the placement. • Assess the suitability of adult role models on site and their competency to supervise the students who will be placed with them. • Complete a risk assessment, outlining the risks and control measures for the activities the student will be undertaking. The risk assessment must take into account any specific needs of the young person with regard to medical conditions, behaviour, or learning difficulties. • Notify insurers that a work experience student has been employed (placement providers must have employer's liability insurance). This insurance is not required for employees who are closely related to the employer and work in a family business not incorporated as a limited company. 	Mrs T Browne will have an introductory meeting with all students to brief them on this.
20	It is the responsibility of the employer to report any accidents, incidents or dangerous occurrences that occur on site following their normal procedures for such reporting covered by the Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) 1995 Regulations. Any such accidents	Mrs R Kowalski will report any such incident using appropriate procedures. Mrs T Browne will be kept informed.

or incidents must be communicated to the school, which should inform the parents/carers.

21a Work experience for post-16 students is well established within Kent schools and colleges, and the procedures for health and safety checks should be the same as pre-16 placements. However, some consideration will need to be made on the following points:

- Some types of work equipment can be used by young people (between MSLA and 18) if the following can be ensured:
 - The student has the physical capacity to operate the equipment safely;
 - Particular account is taken of their inexperience, immaturity and lack of awareness of relevant risks;
 - The student is supervised by a person competent in the use of a equipment for the work being done by the trainee and who, where appropriate, holds the relevant competence certificate or award.

Mrs T Browne will ensure students are supervised, are able to safely operate/lift/use equipment and will take inexperience and immaturity into account.

Appendix 2

Quality Standard for Work Experience

1. Policy

	Criteria	Who is responsible
1a	Work experience policy forms part of the school/college development plan, and is regularly reviewed and updated.	Mrs T Browne
1b	The school/college has committed senior managers who understand their legal and moral duties in relation to work experience.	Mrs T Browne
1c	School/college governors are committed to work experience and understand their liabilities.	Mrs T Browne to keep governors informed of students in school.
1d	The school/college ensures that there are adequate resources for work experience in terms of staff time and budget allocation.	Mrs T Browne
1e	Service level agreements with any organisers external to the school/college are in place and reviewed regularly to take account of any curriculum, legal or guidance changes.	Mrs T Browne
1f	EBLOs have a policy for appraisal of members of staff which includes appropriate and specific training for teams and individuals.	EBLOs
1g	Equal opportunities are promoted and gender stereotyping challenged.	Mrs T Browne
1h	All parties fulfil legal requirements and recognised guidance for work experience.	Mrs T Browne

2. Roles and Responsibilities

	Criteria	Who is responsible
2a	School/college staff have specific and clear responsibilities for work experience administration and organisation. A member of the teaching staff manages learning outcomes and curriculum support.	The Class Teacher
2b	Service level agreements between EBLOs and schools/colleges stipulate clear lines of responsibility for all parties (where school/college commissions service)	Mrs T Browne/college/EBLOs
2c	Parents and carers are involved in the choice of	College/parents/

	placement, including giving their consent.	carers
2d	Employers are given all relevant information about any special needs or medical conditions the learner may have and which might impact on the health, safety and welfare of the learner in the placement, co-workers and the public.	School will meet with student before work commences. College/parents/carers will inform school of any necessary information.
2e	Employers understand they are responsible for the health, safety and welfare of the learner during the placement and that the school/college retains a duty of care.	Mrs T Browne
2f	EBLOs are used to provide expert support to schools and employers in developing and maintaining an effective partnership between schools, colleges and employers (where service is commissioned).	School/college/EBLOs

3. Planning

	Criteria	Who is responsible
3a	Learners participate in the process of identifying the types of placement that will meet their learning needs, including any employability and enterprise skills needs, capabilities and ability to get to and from the placement.	College
3b	The school/college and employer work together to prepare for the placement including discussing the learning objectives, including any employability and enterprise skills needs, of the placement in advance of it starting.	School/college/Mrs T Browne with college rep and student.
3c	Learners receive information, advice, and guidance about suitability of placement choices.	College (EBLOs if part of service level agreement)
3d	Learners are effectively briefed before the placement, including health and safety as part of work experience preparation.	School will make student fully aware of H&S, Code of Conduct, Child Protection etc. College/EBLO
3e	The employer holds employer's liability compulsory insurance and public liability insurance and has advised their insurers they are involved in work experience schemes.	KCC insurance covers this.
3f	The placement job descriptions are comprehensive and include "hands on" meaningful tasks. A job description is issued to the learner, parent, employer and placement supervisor before the placement starts.	Duties will be fully explained to student but job description is available on request.
3h	Progression is built in for post-16 learners taking account of earlier experience of work, including part time and voluntary work.	College
3i	Special needs learners are carefully matched to	School/college and EBLO if

3j	placements by experienced staff and effectively supported during their placement. Parents are notified of the specific arrangements for their child's placement, including dates, work times, dress code, contact details, location and activities to be undertaken.	involved in the matching process The school will notify the student who will, in turn inform parents. College.
3k	Emergency contact arrangements are in place between the appropriate parties, including out of school hours provision.	Students emergency contact details are kept by the school
3l	Schools/colleges and employers are aware of the requirements relating to the learner being appraised of (a) the significant risks of the work, (b) the control measures to reduce the risks, and (c) where learners are below the minimum school leaving age the placement is required to also inform the parents/carers - all before they start work.	The school will inform the learner. The learner/college will inform parents.
3m	Learners are provided with a means of completing a record of the tasks, achievements and challenges of their placement.	School/College

4. Delivery

	Criteria	Who is responsible
4a	Competent people support learners at all times during their placement.	Mrs T Browne
4b	Learners are given clear instructions about what they are being asked to do during the placement. Competent people check they understand, bearing in mind the learners age, experience and maturity.	The Class teacher
4c	The employer or representative will conduct an induction on the first day of the placement including health and safety matters. This will include the location of the welfare facilities and evacuation procedures.	Mrs T Browne
4d	The employer supports the learner in recognising and developing the skills and qualities regarded as important in the workplace. There should be a structured programme with variety and a number of "hands on" meaningful tasks.	Class Teachers/College
4e	Learners, supported by employers, compile a record of tasks, achievements and challenges during their placement.	Class Teachers/College
4f	Learners behave in ways appropriate to the workplace and follow the instructions given to them by the employers.	Learners

- 4g The school/college supports and monitors all types of placement through visits and/or telephone contact with both the workplace supervisor and the learner to discuss achievements, challenges, and to resolve issues. School/college

5. Review

	Criteria	Who is responsible
5a	Feedback from employers, parents and learners is gathered and concerns and/or issues raised are followed up and resolved.	School/college/EBLOs (and class teachers)
5b	Employers contribute to the end of the placement reviews in discussion with the learner to record achievements and areas for development.	Employers/learners (and class teachers)
5c	Learner debriefings take place to review the extent to which learning aims have been met, employability skills developed and to make links back to curriculum subjects.	School/college/learners (and class teachers)
5d	Employers are given feedback about the outcome of the placement including the extent to which learning aims were met, employability skills developed and any other results.	Learners/College
5e	Evaluation outcomes from schools and colleges, learners and employers are used as part of the review processes to inform the next cycle of the business planning.	School/college/EBLOs
5f	Positive work experience achievements are celebrated within the school, with employers, and with parents and carers.	Schools/college/learners/EBLOs/parents
5g	Good practice is identified during the process of review and shared with others.	Schools/Colleges/EBLOs

6. Systems and Processes

	Criteria	Who is responsible
6a	Schools, colleges and EBLOs work together to forecast learner demand and to plan placements throughout the year in order to make best use of the placements available.	Teaching schools/college/EBLOs
6b	Employers are provided with timetables and schedules for school and college work experience programmes	College/EBLOs
6c	Systems and procedures are in place to ensure effective communication between work experience co-ordinators and others involved in work experience within the school/college.	School/college

6d	Processes are in place to match learners to placements that meet their learning needs, capabilities and the practicalities of getting to and from the placement.	College and / or EBLOs
6e	There is a robust system to manage the approval of placements in terms of health, safety and learner welfare.	College and or EBLOs
6f	Systems are in place to check and record that all learners have received a briefing, including health and safety, prior to placements commencing.	School (Mrs T Browne) /college
6g	Safeguarding systems and procedures are in place and where appropriate Criminal Record Bureau and ISA (Independent Safeguarding Authority) checks are undertaken in line with national guidance.	School (Mrs T Browne/Mrs R Kowalski) /college/EBLOs
6h	Systems and procedures are in place to investigate any accidents or incidents in accordance with health, safety and welfare assessment for work experience placements.	School (Mrs T Browne/Mrs R Kowalski) /college/EBLOs
6i	Processes are in place to ensure that employers understand the risk assessment requirements and where the learner is under the minimum school leaving age these are communicated to the parents.	College/EBLOs
6j	Systems and procedures are in place to handle, record and process feedback and complaints from employers and others involved.	Complaints from the student are handled by the headteacher /mentor and shared with college. Complaints by school recorded and discussed with the student and college.
6k	Systems and procedures are in place to assess that the quality of any EBLO used to support work experience is to the satisfaction of the school/college.	School/college
6l	Systems and processes are effective in providing learners with a supply of work experience placements that meet their needs.	Teaching schools/colleges and or EBLOs
6m	Marketing and promotional materials are effective and well utilised.	College/EBLOs