

Purpose of this policy

This policy provides a framework to ensure that students who take part in work experience as part of their education provision at The Write Time School access placements that are carefully managed and monitored and provided in a safe environment. This includes the organisation of the placement as well as health, safety and safeguarding requirements of all work experience programmes.

Responsibilities

Governors

The governing body will ensure:

- that the health and safety of students is safeguarded throughout work experience placements organised through the school
- that adequate resources are available for safe work experience practices
- that appropriate public liability insurance is in place to cover students and staff involvement, including staff visits or at least a call to the work experience placement.

Headteacher

The headteacher will ensure that:

- adequate health and safety checks are carried out before allowing work experience to take place
- an appropriate process for organising work experience placements is implemented, including the use of external bodies, where appropriate

Employer

Under the 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:

- the layout of the workplace
- the physical, biological and chemical agents they will be exposed to
- how they will handle work equipment
- how the work and processes are organised
- the extent of health and safety training needed
- risks and assessment of particular agents, processes and work

Parents/Carers

The school is only able to provide information regarding additional educational and health needs when these are supplied by parent/carers. It is therefore the responsibility of parents/carers to ensure that details regarding additional educational and health needs are provided to the school as soon as they arise. Parents/carers should

support students on work experience placements, especially in regard to providing transport or meeting transport costs.

Students

Students are expected to take reasonable care of their own health and safety, or that of other people who may be affected by their actions throughout the duration of their placement.

Students are expected to cooperate fully with their employer and behave in a matter befitting their workplace, as representatives of the school.

School-arranged work experience

Parents/carers will be provided with all relevant information regarding the work experience placement via communication by letter and/or text and through the student's information

Before embarking upon school-arranged work experience we will ensure:

- that students are provided with any relevant information about the employer and the site conditions that may affect their health and safety.
- that students have received health and safety instructions in relation to any risks that they are likely to be exposed to during their placement.
- that students are provided with details of a school contact whom they can contact should they encounter any problems or concerns during their work experience.

Work experience arranged by the student or family

Work experience placements arranged by the student are still subject to the appropriate health and safety checks and all details must be provided by parents/carers with the return of their written consent in an email/letter. All placements MUST have Employers Liability Insurance. This is NOT the same as Public Liability Insurance.

Health and Safety

Throughout the placement the school always retains a 'duty of care', and will ensure:

- students are not placed in a working environment where there are significant risks to their health and safety
- placements are vetted, under health and safety procurement standards (HASPS)
- students do not work excessively long hours (no more than an 8-hour day, 40 hours per week, 5 days per week), or unnecessarily unsocial hours
- systems are in place to ensure the health, safety and welfare, so far as reasonably practicable, of placements, i.e. health and safety policy, risk assessments, communications and consent
- students are supervised at all times by competent people whilst on work experience
- specific activities that students undertake on a work placement take account of any restrictions and prohibited work aligned to age.

- employers are provided with relevant information about students, e.g. their health and factors that might affect their ability to understand and respond to information and instructions about health and safety at work e.g. learning disabilities or language problems
- The school will ensure that The Write Time Work Experience Agreement document has been fully completed by all parties (school, student, employer) before the work placement commences. All parties will receive a copy of the completed document. (See appendix 1)

Safeguarding

Our 'duty of care' extends to all students, including those who undertake work experience. To assist in this, we will:

- ensure that employers or training providers hosting our students endorse our safeguarding policy
- identify actions to be taken, when and by whom, and if any child protection issues are raised before, during or after the placement
- provide students with clear advice and a point of contact at the school 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 vulnerable student, e.g. special needs, immaturity, is known to have experienced abuse, neglect or substance misuse; any student who is likely to be alone with an adult as part of the work placement, e.g. sole trader, journeyman, a self-employed person working from home.

DBS Requirements

DBS clearance forms are not required for work experience by the student or the employer as no student is to be left on their own or unsupervised at any time whilst on placement. This is the responsibility of the employer to ensure trained, responsible members of staff are providing mentoring and supervision at all times for the period of the placement.

For those students who are identified as vulnerable due to special educational needs/behavioural issues; they will be risk assessed to ensure they are able to independently access the work placement. Delivery staff will complete the risk assessment and the headteacher will review and authorise. The employer will be made aware of this before commencing placement.

The school will obtain a children's barred list check for all employers who will act as 'supervisors' for the work placement student. This will be carried out before the work placement commences. Necessary identification documentation will need to be provided to the school for this to be implemented.

Work Experience Timeline Briefing before the placement 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
- things to do in certain situations ('What if?' scenarios, particularly in relation to Safeguarding issues)

We will monitor the progress made by an individual student on placement.

A suitably briefed member of school staff will call every day to ensure the student(s) have arrived and are settled and safe. The member of staff will arrange a suitable visit during day 4 or 5 of the placement

Students on work experience will have a weekly review with their mentors to discuss their progress against their targets and goals set in their PDPs.

We are responsible for the student's attendance on the placement although the employer will need to monitor it for us. Students are required to contact the school if they cannot/do not attend that day.

The student is also required to let their placement know if they cannot attend as they would if they were employed and as common courtesy.

Feedback, Evaluation and Review

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.
- a reflective practice survey is given out to students on return to evaluate the overall experience and how we can improve year on year.

Appendix 1:

LEARNER HEALTH & SAFETY ASSESSMENT

Please complete the Employer Premises Health & Safety Assessment for learners on work placement

Provider Name: The Write Time	Date:
Learner Name:	
Employer Name:	
Name of person carrying out assessment:	

1	Health and Safety Policy	Yes/No	Evidence / comments
A	Are the responsibilities for health and safety clearly stated (recorded when 5 or more employees)? Is there s policy in place?		
B	How are the arrangements for health & safety communicated to employees and learners?		
C	Is the Health & Safety at Work poster on display & contact details completed? (Advisor to check and confirm)		
D	Employer insurance Details		

1A	Safeguarding	Yes/No	Evidence / comments
A	Name of designated Safeguarding Officer		
B	Is the person supervising the learner DBS checked?		

2	Risk assessment and control	Yes/No	Evidence / comments
A	Have risk assessments been carried out and significant risks identified? (Advisor to check and confirm)		
B	Have control measures been identified and put in place as a result of the risk assessments?		
C	Do the risk assessments take into account young persons, including giving consideration to their age, inexperience, immaturity and lack of awareness of risks?		

3	Accident, incidents and first aid	Yes/No	Evidence / comments
A	Have adequate arrangements for first aid materials been made?		

B	Have adequate arrangements for trained first aid persons been made? Name of First Aider & date of last training		
C	Are accidents and first aid treatment rendered recorded? Is there an Accident Book?		
	Are the contents of the first aid box in date? (Advisor to check and confirm)		

4	Supervision, training, information and instruction	Yes/No	Evidence / comments
A	Are employees and learners provided with adequate competent supervision?		
B	Is initial health and safety information, instruction and training given to all new employees and learners on recruitment?		

5	Work equipment and machinery	Yes/No	Evidence / comments
A	Is correct machinery and equipment provided to the appropriate standards?		
B	Is equipment adequately maintained?		

6	Personal protective equipment and clothing	Yes/No	Evidence / comments
A	Is PPE/C provided, free of charge, to employees as determined through risk assessment?		
B	Is training and information on the safe use of PPE/C provided to all employees and learners?		

7	Fire and emergencies	Yes/No	Evidence / comments
A	Is there a means of raising the alarm and fire detection in place? (Assessor to check and confirm)		
B	Are there appropriate means of fighting fire in place?		
C	Date fire extinguishers were last tested/serviced? (Advisor to check and confirm equipment)		
D	Are effective means of escape in place including unobstructed routes and exits? (Assessor to check and confirm)		

8	Safe and healthy working environment	Yes/No	Evidence / comments
A	Are welfare facilities (toilets, washing, drinking, eating, changing) provided as appropriate and maintained? (Advisor to check and confirm)		
B	Is COSHH recording being carried out?		

9	General health and safety management	Yes/No	Evidence / comments
A	How does the provider consult and communicate with employees and learners and allow them to participate in health and safety?		
B	Does the provider have access to competent health and safety advice and assistance? Who provides this service		
C	Does the provider review health and safety annually? How does this happen		
D	Does the provider display the necessary signs and notices? (Advisor to check and confirm)		
E	Is there a written: Equality & Diversity Policy ☐ Safeguarding Policy ☐		

Office USE

Identified Actions:	Agreed completion date:	Action completed:
1.		
2.		
3.		
4.		
Training Provider Signature:		
Employer Signature:		