

CAREE-03-WORK EXPERIENCE-01

1 INTRODUCTION

- 1.1 The Trust recognises the importance of creating opportunities for students to learn about the world of work. In line with recent DFE guidance (16 to 19 study programmes: work experience, DFE, updated July 2020) The Trust offers the opportunity for our students in Year 12 to arrange work experience placements.

2 ROLE OF THE TRUST BOARD AND COMMITTEES

- 2.1 This policy has been developed in conjunction with the Quality of Education Committee.
- 2.2 The Quality of Education Committee will approve the policy and hold the Principal to account for its implementation.
- 2.3 This policy is to ensure compliance with the legal responsibilities of the Trust and staff to deliver a Work Experience programme that meets the requirements of the government statutory guidance.

3 ROLE OF PRINCIPAL AND SENIOR LEADERSHIP TEAM

- 3.1 The SLT line manager for Work Experience should regularly ask questions around practice to ensure that there is no drift from the policy.

4 WORK EXPERIENCE OPPORTUNITY

- 4.1 The Trust recognises that work experience has 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. It should be stressed that work experience 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. Every Year 12 student will have the opportunity to participate in the one-week work experience programme in July.

5 HEALTH AND SAFETY

- 5.1 The Trust will work in partnership with 'Main Frame Health & Safety Matters' to ensure:
- Quality monitoring and strategic development of work experience placements
 - Insurance/Risk Analysis/Health and Safety checks
 - Conform to Borough - wide guidelines and notions of good practice. The work experience scheme should seek ways to improve and develop quality links with local industry and commerce and to be able to share ideas on the changing nature of work and how it affects the local economy and labour market.

- 5.2 Further advice and help for students can be found at:

<https://www.hse.gov.uk/youngpeople/workexperience/students-and-young-people.htm>



5.3 Parents should support their child in making appropriate applications for work experience.

Helpful advice for parents can be found at:

<http://www.hse.gov.uk/youngpeople/workexperience/parent.htm>

5.4 The student must agree to observe all safety, security and any other instructions given by the 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 Trust 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 student and sent to his/her parents. Students are expected to keep a detailed log of their experience, along with any resources developed in their eportfolio. They will be de-briefed when back at the Trust and will be expected to present back to the business they have worked with.

6 LEGAL REQUIREMENTS AND RECOMMENDED BEST PRACTICES

6.1 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:

6.2 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.
- working Time Regulations

6.3 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.

6.4 Risk Assessment

The employer should be asked to confirm that a risk assessment will be completed for the duties being undertaken by the student, considering 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.

6.5 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. Failure to provide a DBS means a placement cannot go ahead.

6.6 Employer's and Public Liability Insurance Employer's Liability Insurance

This 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.

6.7 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.

7 PARENTAL ORGANISATION

- 7.1 As placements are organised by the student and parents, parents need to be aware of these matters and should satisfy themselves that they are happy with the employers' arrangements for the work experience. The employer must notify the parents/guardian and Trust, 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 must comply with the provisions of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. The employer must have access to adequate first aid facilities as required under the Health and Safety (First Aid Regulations 1981).



8 INSURANCE

- 8.1 The employer must arrange for Employer's Liability Insurance, Public Liability and Motor Vehicle Insurance (where applicable) and must confirm that the student is covered by each policy.
- 8.2 The employer must 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 must notify their insurer of student participation in work experience.

9 CHILD PROTECTION

- 9.1 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.

10 MONITORING

- 10.1 The Trust will advise the parent/guardian to contact their child whilst he/she is on the placement to monitor his/her progress.
- 10.2 The employer must allow the Trust to contact both the student's Supervisor and student, by telephone or email, during the placement.
- 10.3 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 PLACEMENTS

- 11.1 If a student, parent/carer or employer have any concerns about any aspect of a work experience placement the Head of Sixth form should be contacted as soon as possible. All students are to be reminded that they are representing The School Trust and they should embody the Trust's core values of **Courage, Honesty, Determination, Humour and Kindness**. Whilst on any form of Work Experience, students remain subject to the Trust's discipline and welfare policy and any concerns brought to the attention of the Trust may see sanctions applied by the Trust.
- 11.2 In order to request the opportunity to complete work experience students and employers must familiarise themselves with the procedure **CAREE-P03-1-Work Experience-How to request Work Experience** and complete the form **CAREE-A03-1-Work Experience - Application for Work Experience**.

12 AUTHOR

12.1 The Careers and Destinations Lead is the author of this policy. They should be contacted for any points of clarification or suggested future amendments.

Policy Number	CAREE-03
Policy Name	Work Experience
Version Number	01
Publication Method	External A copy must be made available in U:\Staff Information\Policies\CAREERS Policies
Approved by	Quality of Education
Date of Approval	October 2022
Key changes since previous version	Reformatting to current standards Changing the policy Publication method to "External" so that it can be seen by employers.
Next review date	March 2025



PROCEDURE

CAREE-P03-1-WORK EXPERIENCE – HOW TO REQUEST WORK EXPERIENCE - 00

1 INTRODUCTION

- 1.1 This appendix explains how a student can apply to be given time away from studies in order to complete a period of Work Experience.
- 1.2 It also explains what the responsibilities of the employer will be before and during the period of work experience.
- 1.3 It directs both the student and the employee towards the correct form to enable the successful safeguarding of a student during the work experience.

2 DETAILS

- 2.1 A student in Year 10/12 may make an application for work experience. Any such application must include:
 - Proposed dates of the work experience (a period beyond one school week would need to provide clear, demonstrable evidence of value during term time)
 - Proposed Venue
 - Contact Name / Number / Email
 - Address
 - Nature of the work experience (what the student may be asked to do, variety of opportunities etc.)

3 GUIDANCE ON ORGANISING WORK EXPERIENCE / THINGS TO CONSIDER ETC. CAN BE FOUND AT:

- Advice for Students:
<http://www.hse.gov.uk/youngpeople/workexperience/students-and-young-people.htm>
- Advice for Parents
<http://www.hse.gov.uk/youngpeople/workexperience/parent.htm>

4 LEGAL OBLIGATIONS

- 4.1 The Trust will ask any employer to return an 'Offer of Work Experience' form to the Trust with:
 - Employer and Public Liability insurance details.
 - Confirmation of Health and Safety Policy.
 - Any appropriate Risk Assessment for work experience.
 - Appropriate DBS checks.

CAREE-P03-1-Work Experience – How to Request Work Experience
Version Number: 00
Date of Approval:



PROCEDURE

4.2 The form to be completed is called **CAREE-A03-1-Work Experience - Application for Work Experience**. It must be returned to:

Office@heart-england.co.uk

or

Post to Heart of England School, Gipsy Lane, Balsall Common CV7 7FW c/o

- The Head of Sixth Form (Year 12) or
- The Carers and Destinations Lead (Year 10)

5 PROCEDURE AUTHOR

5.1 The author of this appendix is the Careers and Destinations Lead . They should be contacted for any points of clarification or the suggested future amendments.

6 VERSION CONTROL

Appendix Number	CAREE-P03-1-
Appendix Name	Work Experience – How to Request Work Experience
Version Number	00
Publication Method	Internal A copy must be made available in U:\Staff Information\Policies\Procedures for Policies\CAREERs Procedures
Approved by	Quality of Education
Date of Approval	
Key changes since previous version	1. Reformatting to current standards
Next Review Date	

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APPENDIX

CAREE-A03-1-WORK EXPERIENCE - APPLICATION FOR WORK EXPERIENCE - 00

1 INTRODUCTION

- 1.1 This appendix is used by an organisation offering work experience to a student.

2 DETAILS OF ORGANISATION

Name of organisation: _____

Name of Student: _____

First day (date) of work experience: _____

Last day (date) of work experience: _____

The organisation confirms that it is happy to offer the student a work experience for the dates as detailed above.

3 OBLIGATIONS

- 3.1 Where appropriate, the employer will comply with the provisions of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. The employer will have access to adequate first aid facilities as required under the Health and Safety (First Aid Regulations 1981).
- 3.2 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.
- 3.3 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.
- 3.4 The employer will contact the parent / carer and Trust immediately with any concerns regarding the welfare of the student.



APPENDIX

4 COPIES OF DOCUMENTS ATTACHED

- Employer and Public Liability Insurance Details
- Confirmation of Health and Safety Policy
- Risk Assessment for work experience (if appropriate)

5 SIGNATURES

	Print Name	Date
Employer		
Parent/Carer		
Student		

6 RETURN THE COMPLETE FORM TO

Office@heart-england.co.uk

or

Post to Heart of England School, Gypsy Lane, Balsall Common CV7 7FW **c/o**

- The Head of Sixth Form (Year 12) or
- The Carers and Destinations Lead (Year 10)

APPENDIX

7 APPENDIX AUTHOR

7.1 The author of this appendix is the Careers and Destinations Lead. They should be contacted for any points of clarification or the suggested future amendments.

8 VERSION CONTROL

Appendix Number	CAREE-A03-1-
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Version Number	00
Publication Method	Internal A copy must be made available in U:\Staff Information\Policies\Appendices for Policies\CAREERs Appendices
Approved by	Quality of Education
Date of Approval	
Key changes since previous version	1.Reformatting to current standards 2. Adding the Office email address

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