

Kilgarth
School
Wirral

Kilgarth School Work Experience Policy and Procedures

April 2023

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Contents

1. Policy aims
2. Context
3. Legal Requirements
4. Roles and Responsibilities
5. Work Placement Health and Safety Policy
6. Work Placement Health and Safety Assessment Procedure - see Flowchart overleaf
7. Child Protection/Safeguarding
8. Work Placement Health and Safety Assessment Procedure
9. Applying for Work Experience
10. Confirming Placement
11. Monitoring – once the placement begins
12. Review – after the placement
13. Complaints and Accident Procedures

1. Policy aims

- To define procedures for all Kilgarth School staff and associate providers involved in arranging work-based learning.
- To ensure that a safe and supportive learning environment exists for all learners who are undertaking work-based learning.
- To ensure that health & safety legal requirements and responsibilities are met.
- To ensure that child protection and safeguarding legal requirements and responsibilities are met.

2. Context

The School aims to provide a high quality experience of the world of work which will enable young people to use and develop their skills safely and which contributes towards easing the transition between education and employment and enables students to explore career options.

The service aims to provide work experience as:

- a mandatory component of a course (if required).
- part of consultation service with careers connect.
- part of the school's enrichment programme.

- part of a pupil's timetable of planned hours at school.
- part of the NCFE Employability Award courses see below.

Courses where work experience is currently encouraged is:

- NCFE Employability Award.

The work experience service provides work experience that:

- takes place in a pupil's free time or during half term and holidays (excluding Christmas and Summer breaks)
- Work experience as part of the school enrichment programme or which forms part of a pupil's timetable of planned hours:
- takes place during school hours, term time only, minimum of 50 hours per academic year.

3. Legal Requirements

Under the 1974 Health and Safety at Work etc. Act (HASAWA), employers are responsible for the health and safety both of their employees and of persons not in their employment. Learners, in this context, are covered by HASAWA s3.1:

"It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in this employment who may be affected thereby are not thereby exposed risks to their health or safety."

Organisers (Kilgarth School) must also do what is reasonably practical to ensure that pupils are not placed in a working environment where there are significant risks to their health and safety. (Young people and work experience: A brief guide to health and safety for employers INDG364).

Organisers need to take reasonably practical measures to arrive at an informed opinion about the health, safety and welfare arrangements at the placement and to assess the suitability of the placement provider. These measures depend on the risks associated with the work experience.

The Management of Health and Safety at Work Regulations 1999 put further legal requirements on the employer. The regulations require that young persons are protected at work from any risks to their health or safety which are a consequence of their lack of experience or maturity or absence or awareness of existing or potential risk.

4. Roles and Responsibilities

School Headteacher and SLT:

- To ensure that staff placing learners in a work environment follow the procedures outlined in this document and receive the appropriate training.
- To provide guidance and training as necessary to staff regarding work placement Health and Safety issues.
- To provide health and safety assessments of work placements, especially those in medium to high risk employment categories.
- To periodically monitor other assessors' practice and the quality assurance of completed forms.

Work Experience Coordinators:

- To follow the Kilgarth School's Work Placement Policy and Procedure Guidelines.
- To make health and safety assessments of low to medium risk work placements as necessary following the Kilgarth Schools Work Placement Health and Safety Procedure Guidelines.
- To keep an up to date database of work placements, employers, H&S checks, ELI and expiry dates etc.
- To liaise with course tutors regarding placement requirements and suitability
- To ensure that pupils do not go on work experience placements without a valid H&S check and ELI in place.
- To ensure the Health and Safety Assessment form is completed to the standards required by Kilgarth School and appropriate statutory requirements.
- To ensure that the employer has suitable awareness of safeguarding issues and appropriate policies or procedures to deal with issues of concern over student safety.
- To recommend if a workplace provides a safe and supportive learning environment for learners and/or actions to achieve this.
- To provide a work experience risk assessment form including a medical information sheet about pupil prior to pupil starting placement
- Ensure that the employer has read and signed the "Safeguarding: working with young people" form and knows where to report any issues of concern.

H&S Assessors must be trained to a level of competence in health and safety issues relevant to work environments and must also have undertaken college based Safeguarding and Child Protection training.

Learners

Learners participating in work experience have the same health and safety duties as other employees in the workplace and must:

- take reasonable care of themselves.
- take reasonable care not to harm others.
- co-operate with their employers, supervisors and school personnel.
- complete and return any necessary documentation.
- know how to report and issues of concern about their safety and wellbeing.
- read the health and safety booklet provided by the college prior to commencing the placement.

5. Work Placement Health and Safety Policy

Our general policy of ensuring a healthy, safe and supportive working and learning environment for learners extends to when learners are remote from the school. The school will ensure that all work experience pupils are placed in a safe and healthy environment so far as is reasonably practicable.

To achieve this Kilgarth School:

- has insurance in place that covers pupils on out of school activities in term time and during school holidays.
- will assess the health and safety suitability of all work-based learning locations prior to any work experience placement taking place.
- will use competent persons to assess the health and safety suitability of work placements.
- will ensure that all employers:
 - have current employer's liability insurance, and have advised their insurer that they are involved in work experience schemes
 - have carried out a risk assessment taking account the age and inexperience of the learner
 - are aware of any specific individual needs of the learner and that these are taken in account in any risk assessments
 - have read and signed the Safeguarding: Working with young people form
- will ensure that pupils are aware of the risks that they may encounter on a placement.
- will provide learners with a named school contact should any issues arise during their placement either in or outside of school hours or during half terms and holidays.
- Placements that last for a day or less are not considered to be work experience and should be risk assessed following usual school procedures.

6. Work Placement Health and Safety Assessment Procedure - see Flowchart overleaf

An on-site visit by a Health and Safety Assessor will consist of:

- An on-site visit to the place where the learner will primarily be based.
- A discussion with the senior member of the organisation of the organisation responsible for health safety and welfare.
- Sign off of the Safeguarding: Working with Young People Endorsement of Principles agreement.

The majority of school work placements are to educational establishments which have been Ofsted Inspected. These low risk work placement categories will be assessed by the trained Work Placement Assessors (In cooperation with Careers Connect Coordinator).

All medium to high risk work placement categories will be assessed by the Kilgath School Coordinator and Careers Connect Coordinator.

Organisations that fail the Health and Safety assessment will not be suitable for pupils to carry out work experience. The Health and Safety Assessor will inform the relevant staff that the organisation does not meet the required Health and Safety standards and that under no circumstance should a pupil be placed within the workplace.

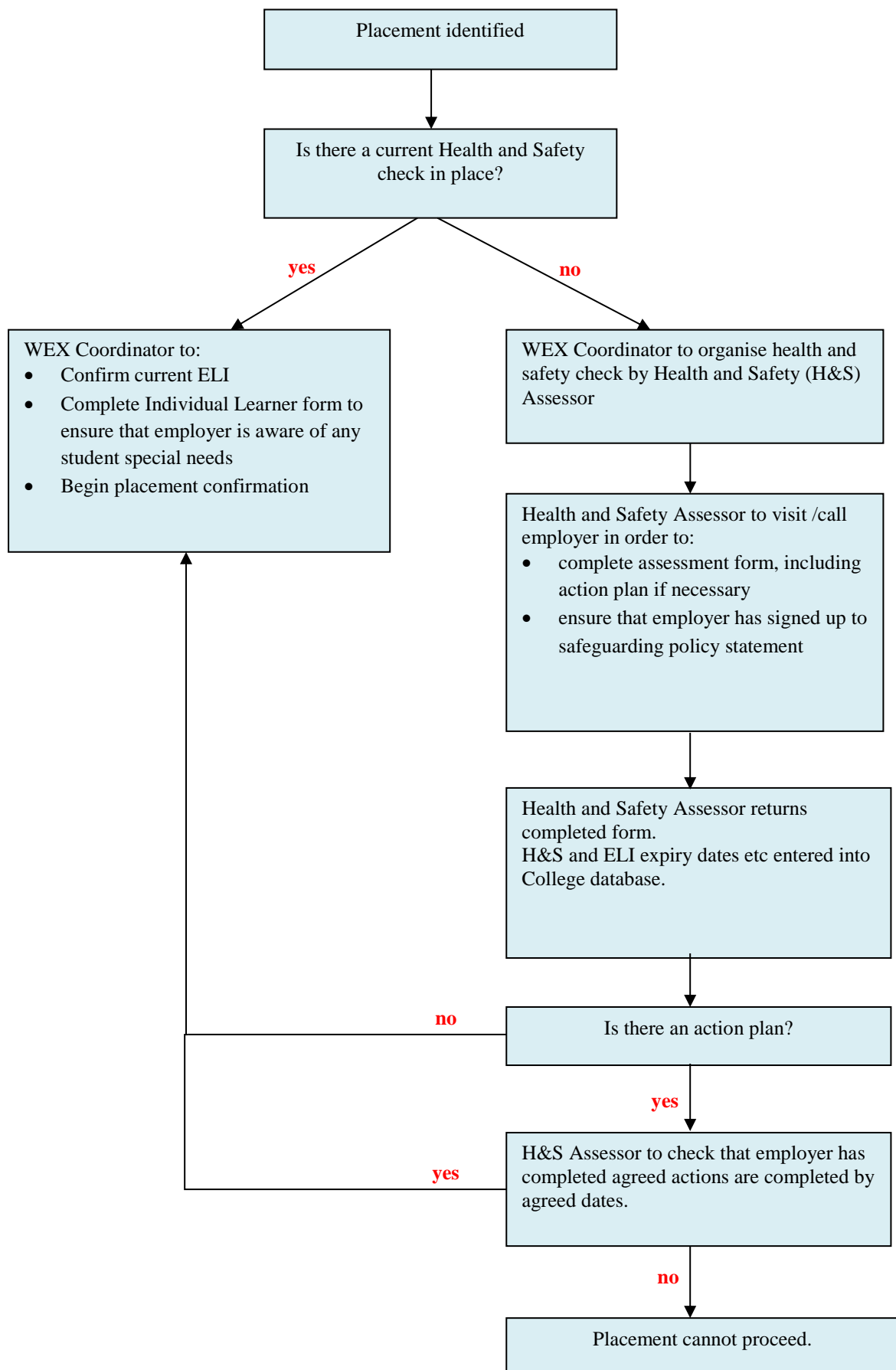
No student can be placed with an employer until a Health and Safety check has been completed.

7. Child protection / Safeguarding

- Where possible pupils will not be placed with sole traders because:
 - of increased potential risk (unless a family member)
 - sole traders are not required to have employer's liability insurance.
- All employers will be asked to read and sign the "Safeguarding: working with young people" form.
- As long as the employer does not have regular unsupervised access to young people at work an employer DBS check is not necessary.
- An employer DBS check will be considered in some circumstances. This will be assessed individually and a decision will depend on the overall potential risks posed to the young person and will take into account any systems in place to minimise these risks. Circumstances where this may be necessary include:
 - pupils identified as vulnerable for educational, medical, behavioural or home circumstance reasons

- pupils on placements lasting more than 15 days over an extended time frame, especially where these involve:
 - regular lone working with an employer over long periods
 - placements located in particularly isolated environments
 - placements involving a high degree of travelling
 - placements with a residential element.
- Pupils will be asked to contact the placement organiser immediately if they are concerned about any aspect of their safety. If the placement organiser works part time, then contact details of a full time staff member will also be given.

8. Work Placement Health and Safety Assessment Procedure



9. Applying for Work Experience

- The pupil will have an Informal interview/discussion with the Work Experience Coordinator about areas of interest and the best approach to finding a placement in that area:
 - The Work Experience Coordinator will usually research and find a placement for the pupil - there is no guarantee that a placement will be found.
 - The pupil may be advised to approach some business / organisations themselves and guided on how to do this, eg. online application processes, volunteering.
- Pupils should complete and sign the work experience application form, including parental/guardian consent and medical form. Forms are processed with Work Experience Coordinator and Career Connect Coordinator.
- For mandatory placements the Work Experience Coordinator is responsible for finding a suitable placement for the pupils on the course.
- If the work placement requires the pupil to have a DBS check (eg. nursing home, nursery, school) then the Work Experience Coordinator will organise this with the student.
- If the pupil has any special health or other needs, the Work Experience Coordinator will ensure that employers are informed and that a specific risk assessment is completed.

10. Confirming the Placement

- The Work Experience Coordinator will confirm each placement in writing/email to the employer as soon as it has been agreed.
- Employers will be sent the “Employers Guidelines for Work Experience” including recommended areas to cover in the induction and suggested activities.
- The Work Experience Coordinator will check the health and safety status of the placement.
 - The Work Experience Coordinator must ensure that the employer’s ELI is current.
 - If the health and safety check is valid, full confirmation can take place.
 - If a new health and safety check is necessary, this will be organised.
- Once the placement has been Health and Safety assessed and approved, the employer will be sent:
 - A copy of the pupil’s application form
 - A copy of the pupil’s medical information form
 - 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.

- A pupil feedback report, which may be specific to a course.
- Each pupil will be provided with:
 - A confirmatory letter.
 - Employer and placement details, including times / dates etc.
 - A named school contact to discuss any concerns with before, during or after the placement.
 - A health and safety handbook making them aware of their health and safety responsibilities on placement.
 - A “Work Experience Placement” diary encouraging them to reflect on the placement or a course-based booklet specific to their placement.
 - A “Work Experience Learning Agreement” which they must sign and return prior to starting the placement.

11. Monitoring - once the placement begins

- For mandatory placements the course teacher will visit the student whilst on placement to observe.
- For other placements, the Work Experience Coordinator will:
 - contact the employer on the first day of the placement, or as soon as is practicable, to ensure the pupil has started and there are no issues.
 - contact the employer and pupil during the placement.
 - stay in periodic contact with the organisation and pupil if they are on an extended placement.

12. Review - after the placement

- For mandatory placements:
- Pupils debriefing and review will take place with the course tutor in class.
- The Work Experience Coordinator will ask pupils and employers to complete and return a work experience evaluation form.
- For other placements:
 - Pupils and employers will be asked to complete and return a work experience evaluation form.
 - The Work Experience Coordinator will contact the pupil at the end of the placement for debriefing. Any issues raised will be followed up by the Work Experience Coordinator or another relevant staff member, eg. Personal Teacher.
 - The Employer will be asked for feedback on the pupil that will be passed to the student and a record kept on file.

13. Complaints and Accident procedures

- For all work experience procedures, a named school contact will be given to both pupil and employer. This will usually be the Work Experience Coordinator. If the Work Experience Coordinator works part time, then the number of a full-time member of staff will also be given. If the placement is during school holidays the contact will either be the Careers Coordinator or the on duty SLT member.
- For accidents, the following procedure is in place:
 - Pupil should report accident to employer and should also call the school.
 - Employer should notify Kilgarth School and the pupil's parents/carer.
 - Kilgarth School contact should:
 - record accident in our accident report book or using the on line form.
 - Inform SLT.
 - Inform parents/carer.
- For employer complaints, the following procedure is in place:
 - Pupils should discuss the matter with appropriate tutor/staff as soon as possible and follow the school's complaints and appeals procedure.
 - Once employer reported complaint the Work experience coordinator clarifies the incident with employer and retrieves information regarding: Who, What, When, How
 - Once complaint is recorded contact:
 - Cath Sissons – Work Experience Coordinator.
 - Jane Westlake – Headteacher.
 - Ian Keeling – Careers Leader.
 - Clarification with pupil – Workplace Coordinator, Cath Sissons to interview pupil on incident.
 - Follow up with written report to be agreed by pupil and Workplace Coordinator, Cath Sissons.
Send copy to:
 - Personal Teacher.
 - Course teacher.
 - Jane Westlake – Headteacher.
 - Ian Keeling – Careers Leader.
 - Inform employer on the outcome
- For pupil complaints, the following procedure is in place:
 - Pupils should discuss the matter with appropriate tutor/staff as soon as possible and follow the school's complaints and appeals procedure.
 - Once complaint is reported the work experience co-ordinator will contact:
 - Ian Keeling – Careers leader.
 - School course teacher.
 - Jane Westlake – Headteacher.

- Liaise with Work Experience Coordinator/pupil to clarify the incident and retrieve information: Who, What, When, How
 - Follow up with written report to outline situation and obtain signature from pupil. Send copy to:
 - Personal teacher.
 - Course teacher.
 - Jane Westlake – Headteacher.
 - Ian Keeling – Careers Leader.
- Follow up of any action taken.