



Tudhoe Learning Trust

Work Experience Policy & Procedure

Approved by:

Date: January 2020

Last reviewed on: January 2020

**Next review due
by:** January 2021

1. Introduction

At Tudhoe Learning Trust, we believe that work experience is an important learning experience and we ensure that appropriate support is provided for individuals who access our work experience opportunities. When we accept individuals for work experience they will be inducted, supervised and safeguarded whilst on school premises.

The work experience programmes in our Trust schools provide an opportunity for individuals to gain an insight into the variety of work carried out in schools within our Trust, to see the way schools are managed and ideally to participate in some aspects of the work. It allows individuals to experience the social interaction, professional values, daily routines and general demands that typify a role in a school.

As well as benefitting the person who undertakes work experience, we believe that this opportunity can also benefit our pupils. People on work experience can bring enthusiasm, practical help and increased engagement to the classroom.

This policy sets out the practices and procedures, which will be followed when people undertake work experience at our Trust Schools. This allows our schools to provide a safe environment and positive educational climate.

In applying this policy, the Trust will not unlawfully discriminate in respect of any of the protected characteristics as defined under the Equality Act and specified below:

- Age
- Disability
- Gender reassignment
- Pregnancy and Maternity
- Race
- Religion or Belief
- Sex
- Sexual Orientation
- Marriage and civil partnership

Purpose & Objectives

Work experience can be an integral part of a person's development and should prepare them for the transition from life at school to work and adult life where appropriate. It will enable individuals to experience the demands and expectations of the world of work and provide the opportunity to put into practice and see the relevance of skills they have learned at school.

It can build confidence by enabling individuals to experience success in an environment other than that experienced at their own school. It will enable those currently at school to make more realistic and enlightened job choices by allowing them to try out a vocational preference before committing themselves to it.

This policy reflects a structured whole Trust approach to work experience and recognises that the quality and commitment of the people who supervise the experience is a crucial factor in its success.

Individuals will be provided with the opportunity to focus on and to improve in the following areas:

Decision-making: to make realistic, informed choices about future education opportunities and possible career pathways based on the skills, knowledge and experience gained at the placement.

Self-confidence: in mock interviews, pre-placement interview, letters of application, writing a CV where applicable, communication skills and dealing with adults/children.

2. Legal Requirements and Best Practice

When accepting an individual for work experience, Trust schools agree to observe all relevant current legislation, in particular that relating to Equality and Discrimination, Health and Safety, and legislation in respect of the Children's Act and Safeguarding.

Health and Safety

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 school but also on the individual on work experience 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 school and to follow instructions on Health and Safety.
- not to interfere with or misuse anything provided for their health, safety or welfare.

The Head Teacher will ensure that information relating to Health and Safety Procedures is shared with the Individual and a Risk Assessment is undertaken prior to the individual commencing the placement.

Risk Assessment

The Risk Assessment must be suitable and sufficient in relation to the health and safety of the individual while on the placement, taking into account the individual's inexperience, immaturity and lack of awareness of risks as appropriate.

The Head Teacher must ensure that they are informed of any medical conditions the individual has, which could result in an increased risk to the individual or an employee's health and safety during the placement. The school will then be able to identify any significant risk and the necessary control measures put in place to ensure the safety of the individual/employee's. The findings of the Risk Assessment will be shared with the individual and sent to their parents/college as appropriate prior to commencement of their placement.

Individuals attending schools in the Trust must be given a Welcome Pack, informing them about the Trust and school, expectations and confidentiality. At the start of the work placement, the Head Teacher will provide students with an induction which will include information relating to health and safety, outlining workplace hazards and their control, fire, emergencies, first aid, accident reporting and security arrangements.

The individual must agree to observe all safety, security, safeguarding and any other instructions given by the school, and also not to disclose any information confidential to the school obtained during the placement. The individual will be asked to return a form to the school with their express agreement in this respect.

Operation of Machinery

Individuals will not do work prohibited by law, operate dangerous machinery, carry out any manual handling tasks identified as being a risk to the individual's health and safety, or be exposed to dangerous substances, radiation, extreme heat or cold, noise or vibration or any other work environment that may endanger their health and safety.

Protective Equipment

Where appropriate, individuals will be provided with and instructed on the correct use of personal protective clothing and equipment (PPE) and its use will be enforced.

Accident Reporting

The Head Teacher will notify the parents/guardian and School, by telephone and as soon as practicable, of any accident, of any case of ill health or any other incident which relates to the individual's work placement.

When appropriate, the school will provide First Aid and comply with the provisions of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Working Time Regulations

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. Trust schools must comply with the Working Time Regulations and should not require a student to work in excess of the limits set out above.

Child Protection and Safeguarding

The Head Teacher is responsible for the welfare of the person 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.

The Head Teacher will have regard to the DfE statutory guidance, 'Safeguarding children and safer recruitment'. This states that a supervised volunteer (i.e. an individual carrying out supervised work experience) does not require a barred list check but should obtain an enhanced DBS check where they are over the age of 16. All young people undertaking work experience at our school must be supervised at all times and made aware of our child protection policies.

Disclosure and Barring Service (DBS)

A DBS check is required where an individual will have substantial unsupervised contact, particularly if located in an isolated environment and whilst travelling. Trust schools are responsible for identifying if a DBS check is required (currently students under the age of 16 do not require one) and for organising it.

The school is responsible for ensuring that they have followed the appropriate procedures and requirements.

3. Data Protection

All information on pupils and staff is confidential and the sharing of data is protected under the Data Protection Act 1998 and General Data Protection Regulations.

The Head Teacher is required to ensure that anyone undertaking work experience understands this and this is evidenced in accordance with the Work Experience Induction Procedure at Appendix 1.

4. Employer's and Public Liability Insurance

The Head Teacher will ensure that Employer and Public Liability insurance is in place prior to an individual commencing a placement.

Employer's Liability Insurance covers the Trust's legal liability for injuries sustained by employees (including individuals on work experience) whilst at work. Trust schools must seek confirmation that the Trust does have both Employer's and Public Liability Insurance in force and that the latter does not exclude abuse. Trust schools must notify the Trust that they participate in work experience placements so that appropriate arrangements can be made with insurers if required. If the school has not confirmed with the Trust that insurances are in place, individuals must not attend schools for work experience.

The school will arrange for Employer's Liability Insurance, Public Liability and Motor Vehicle Insurance (where applicable) and will confirm that the individual is covered by each policy. The Trust school will accept, or insure against liability for loss, damage or injury caused to or by the individual, whilst on work placement, to the school's property (material damage), other employees or third parties, in the same way as for paid employees. The school will notify their insurer of an individual participating in work experience.

5. Work Placement Duties

Individuals will carry out meaningful work in accordance with the agreed duties for their placement. A responsible person will plan the work and be designated for the welfare and supervision of the individual during the period of the placement.

Individuals will not receive any payment for this work. Individuals will not be allowed to work hours which are considered unreasonable. In any event Trust schools must comply with the relevant provisions of the Working Time Regulations.

The Head Teacher will take into account any relevant information relating to the individual's medical condition, or any physical and learning disabilities, details of which may have been provided, in formulating appropriate risk controls to protect both individuals and/or employees.

All tasks asked of the individual will conform to the laws governing the Employment of Young Persons and Work Experience (as defined in the Education Act 1996) as appropriate and any other statutory obligations to the individual will be observed.

The Trust school is registered with the Health and Safety Executive or Local Authority, as applicable.

6. Placement Monitoring

Trust school staff will monitor the placement progress of individuals. Students attending their placement within Trust schools are the responsibility of the school who will follow their own procedures to monitor the progress of the placement.

7. Further Information

If you would like any further information or advice in relation this Policy and Procedure please contact the Trust HR Manager on 01388 811 765 or office@tudhoelearningtrust.co.uk

Work Experience Procedure

Consideration of Request for Work Experience

Before a young person is accepted to undertake work experience, the following procedures must be completed:

- The Head Teacher must check that appropriate liability insurance is in place. Where insurances are not in place, individuals must not attend schools for work experience.
- The young person must provide suitable documentation/references from their secondary school/education provider/college regarding their suitability for work experience.
- The employee who will be supervising the young person must accept this responsibility after taking into account their upcoming lessons and tasks.
- The young person must meet with the Head Teacher and/or the employee who will supervise their work experience so that the young person's suitability can be assessed.

The Head Teacher may decide to refuse or end a person's work experience at any time.

Approval of Work Experience

The Head Teacher will write to the individual to confirm whether the request for work experience has been approved. The letter must confirm the date(s), time and location of the work experience, the programme for the work experience, details of their nominated mentor, outline of their duties and how progress will be monitored.

Where a request for work experience is approved, an appropriate risk assessment must be undertaken, taking into account the individual's inexperience, immaturity and lack of awareness of risks as appropriate. The Head Teacher must ensure that they are informed of any medical conditions pertaining to the individual to enable the necessary control measures to be put in place. The findings of the Risk Assessment will be shared with the individual and sent to their parents/college as appropriate prior to commencement of their placement.

Induction

On the first day of their work experience, the individual must sign-in at the office and then report to the Head Teacher for Induction.

Individuals attending schools in the Trust will be given a Welcome Pack, informing them about the Trust and school, expectations, confidentiality, safeguarding and health and safety. They will also be provided with:

'Be Safe - An Introductory Guide to Health and Safety'
(www.hse.gov.uk/youngpeople/workexperience).

The Head Teacher will ensure that the young person has understood the school's Child Protection and Safeguarding Policy, Health & Safety Policy, Equal Opportunity Policy, the Code of Conduct, E-Safety Policy, Absence Reporting Procedures etc. that has been given to them during Induction. Pertinent points in the staff handbook should be raised and discussed as necessary. All individuals accessing work experience should be made aware of emergency procedures (e.g. evacuation) and safety aspects of being involved in a particular task (e.g. while in a cookery class).

The individual must declare that they have understood the relevant school policies. They will then be escorted to the classroom/location where they will be completing their work experience.

Monitoring and Review

Trust Schools must aim to ensure that activities are planned properly and safely. The Head Teacher will ensure that those on work experience will be given the opportunity to experience as broad a range of activities as possible.

People completing work experience at our schools must have access to a member of school staff, should they wish to discuss difficulties or report on issues that may arise.

The Head Teacher will hold an exit meeting with the individual to share the detail of the individuals' progress and ascertain the quality of their experience upon conclusion of the programme.