



Moorlands
Learning Trust

Work Experience Policy

	Position/Committee	Date
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Work Experience Policy

Health and Safety Policy – Students on Work Placement

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Further information

- a) UCEA document: "Health and Safety Guidance for the Placement of Higher Education Students."
- b) "Industrial Placements for Engineering students: a Guide for Academics":
www.engsc.ac.uk/teaching-guides/industrial-placements
- c) British Foreign and Commonwealth Office <http://www.fco.gov.uk/en/>
- d) Suzy Lamplugh Trust <http://www.suzylamplugh.org/>
- e) HSE Work Experience and Keeping Children in Education September 2018

Student placement opportunities are highly valued by students and placement providers for the benefits they offer. In adopting this policy Moorlands Learning Trust (the Trust) recognises that it plays a pivotal role in ensuring that students and placement providers achieve a successful outcome from their shared experience.

1. Policy

It is the policy of the Trust that all placements are planned, organised and managed to ensure that:

- a) the student and members of staff involved in the placement are not subjected to unacceptable risks to their health and safety
- b) the student and members of staff involved in the placement do not create unacceptable risks for the placement provider or others.

Consideration of health and safety issues is integral to the process of assuring the suitability of a placement. Placements arranged without undergoing the due process will not be recognised by the Trust and will not be allowed.

1.1 Scope

This policy shall apply to all student placements. A placement is defined as a period of vocational experience, unpaid, where:

- a) there is a transfer of direct supervision of a student to a third party and
- b) it is integral to the individual student's curriculum
- c) the student is enrolled at a Trust school during this period

2. Duty Holders

2.1 Placement Provider

Definition: A third party (usually an employer) who during the placement, has direct supervision of the student. Note that if the Trust is providing the placement as an employer, it would then be the Placement Provider.

Placement Providers in the UK are subject to UK legislation and employers have the primary duty to ensure the health and safety of the student engaged in placement activities i.e. work activities within their control. Students on placement will be treated as employees of the Placement Provider for the purposes of health and safety. The role of the Placement Provider is:

- a) To plan the work or study programme and to provide appropriate health and safety training, information and guidance, including information relating to relevant risk assessments.
- b) Provide the student with a full and clear induction to the organisation and its working practices, including health and safety arrangements, fire precautions, emergency evacuation arrangements and how to report accidents, incidents and unsafe conditions.
- c) Nominate a supervisor who will conduct or make arrangements for the day to day supervision of the student.
- d) Comply with health and safety legislation.
- e) Define the extent of insurance cover that will be provided by the Placement Provider's policies for the activities of the student with regard to the student and others who may be affected by their actions or in-actions.
- f) Facilitate visits to the student by a member of the Trust school staff.
- g) DBS checks may be required if the student is placed in what is considered a regulated activity if the student is being supervised by an adult on a one to one basis. As such each work experience application will follow due process and DBS checks will be requested on this risk assessed basis. The final decision on approval of the placement will be made by the nominated Leadership Team person.

2.2 Work Experience Team

Definition: The Work Experience (WEX) Team are the group of individuals within each Trust school with responsibility for co-ordinating the organisation of placements on behalf of students and placement providers.

The Work Experience Team has the following responsibilities:

- a) To provide the student with information on placement arrangements.

- b) To organise access to information preparing the student for work experience.
- c) To ensure that the student follows the school's procedures and obtains suitable and sufficient information about the placement from the placement provider.
- d) To confirm with the student that they have ascertained that suitable insurance is in place to cover the liabilities arising from the placement.
- e) To review the information provided by the placement provider. This information shall be used to evaluate the placement and identify a management procedure commensurate with the risk.
- f) To maintain all records relating to the placement in an accessible electronic filing system.
- g) To provide the means for a student who is out on placement to make contact with a suitable member of staff in the department in the event of an emergency.
- h) Inform the placement provider of any health concerns or disability which may require adjustments to the placement by liaising with parents/carers and SEN.
- i) In conjunction with relevant staff associated with work experience, prepare the student and ensure that placements are monitored and properly evaluated.
- j) To review the suitability of the placement with the visiting member of staff and update the placement risk assessment.

2.3 The Placement Student

The placement provider has duty of care for the placement student during their time with them. This means that all placements will be asked to provide adequate information to prove that they have arrangements in place for young people in their employment. Any student identifying a placement that is considered a higher risk will trigger additional checks, unless copies of specific risk assessments have been received.

Help and assistance will be offered in completing a risk assessment in cases where a placement provider has not provided suitable and sufficient information concerning the hazards and risks associated with their placement. This will be assessed on a risk basis and if this cannot be conducted the placement may have to be cancelled.

The student shall:

- a) Obtain parental consent for the work experience placement on the required form.
- b) Attend briefing sessions and access all provided information.
- c) Inform the Work Experience Team of any medical conditions, allergies, health concerns or disability that may affect the level of risk or may require adjustments.
- d) Consult with the Work Experience Team prior to seeking any changes in the terms and duration of the placement.
- e) Abide by all rules regarding health and safety and other working practices and procedures of the placement provider.
- f) Report any concerns about health and safety at their placement to their placement provider and/ or Work Experience Team.
- g) Report any serious incidents in which they are involved and any health and safety concerns that are not addressed by their placement provider to their Work Experience Team immediately. Students are provided with a school mobile contact number.
- h) Carry out the work or study program specified by the placement provider under the supervision of the specified supervisor(s).

2.4 Health and Safety Manager (Site Manager)

The role of the HSM is to:

- a) Facilitate training for the Work Experience Team.
- b) Report accidents appropriately and ensure that the placement provider has reported notifiable accidents to the Health and Safety Executive.
- c) Investigate accidents.
- d) Liaise with insurance providers regarding civil claims arising from incidents or accidents.

3. Insurance

This information is usually obtained through the work experience form sent to the placement provider via the student. Should this come back incomplete then due process will commence. The Work Experience Team is expected to contact the placement provider at the earliest opportunity and check the type and extent of

insurance cover that applies to their placement.

Employer's Liability Insurance (ELI) is necessary to protect the interests of the placement student. Failure to obtain confirmation regarding ELI must be discussed with the Work Experience Team who must refer to the nominated staff on SLT with details of the placement.

NB: In the UK it is a legal requirement for most placement providers to have Employer's Liability Insurance (although Government bodies are exempt as their liabilities are met by other means). However, self-employed individuals, family businesses and overseas employers may not have suitable insurance in place. In this case due process will be followed, including risk assessment, and specific parental consent, confirming their responsibility for their child throughout such a placement, will be required.

In summary, the Trust Work Experience Policy ensures the appropriate questions are asked about the placement before it commences to establish if a DBS check is required, which is done as part of the risk assessment process and is covered.

Links to sources of information regarding the paperwork required for work experience upon which the Trust forms and paperwork are based.

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

<http://www.hse.gov.uk/youngpeople/workexperience/cutting-bureaucracy.htm>

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