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 (University and colleges employers association) document: "Health and Safety Guidance for the Placement of Higher Education Students." https://documents.manchester.ac.uk/display.aspx?DocID=15611 **"**Industrial Placements for Engineering students: a Guide for Academics**':** https://sites.manchester.ac.uk/students-public/wp-content/uploads/sites/112/2019/10/HEA-Engineering-industrial-placements-guide.pdf
b) British Foreign and Commonwealth Office http://www.fco.gov.uk/en/
c) Suzy Lamplugh Trust http://www.suzylamplugh.org/
d) HSE Work Experience guidance – Young people at work - https://www.hse.gov.uk/young-workers/index.htm
e) Keeping Children Safe in Education updated September 2023 - https://www.gov.uk/government/publications/keeping-children-safe-in-education--2
f) 16-19 study programmes guidance: https://www.gov.uk/government/publications/16-to-19-study-programmes-guide-for-providers/16-to-19-study-programmes-guidance-2022-to-2023-academic-year
g) Education Act 1996 https://www.legislation.gov.uk/ukpga/1996/56/section/560

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 and/or Personal Development
c) the student is enrolled at a Trust school during this period
d) the student is in Year 10 or above - as per the Education Act 1996. N.B. Year 9 students are not eligible

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 liaise with the school and/or external provider as required, for example regarding student attendance.
b) 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.
c) 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.
d) To notify agreed parties in the event of student absence.
e) Nominate a supervisor who will conduct or make arrangements for the day-to-day supervision of the student.
f) Comply with health and safety legislation.
g) Clearly define and communicate 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.

h) Facilitate visits (planned and unannounced) to the student by a member of the Trust school staff.

i) 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 member of the Senior Leadership Team.

2.2 Work Experience Team

Definition: The Work Experience (WEX) Team are the group of individuals within each Trust school with responsibility for coordinating the organisation of placements on behalf of students and placement providers. In a smaller school this may be a single individual who performs the different roles.

Some schools may use a verified external provider, such as Bradford Experience, to facilitate WEx placements in which case responsibility for the actions below will be agreed between the individual school and the provider as part of a formal agreement.

Whether organised directly through school, or through a 3rd party WEx provider, it is agreed that the following responsibilities must be met. If using an external provider a school must check and confirm with them that the responsibilities in this policy will be met and make alternative arrangements if required.

The Work Experience Team (in partnership with any 3rd party providers) has the following responsibilities:

a) To provide the student and parents/carers 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 and parents/carers that suitable insurance is in place to cover any 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/QA 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 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 staff.

i) In conjunction with relevant staff associated with work experience (and/or 3rd party provider), to 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 a 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.

A risk assessment will be completed 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 (and/or 3rd party provider) and the employer 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 (and/or 3rd party provider) 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 (and/or 3rd party provider).
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 programme specified by the placement provider under the supervision of the specified supervisor(s).

2.4 The School Health and Safety Lead

The role of the SHSM is to:

a) Facilitate training for the Work Experience Team (including NEBOSH if required).
b) Ensure procedures are in place to make sure accidents are reported appropriately and recorded on relevant systems and that placement providers report notifiable accidents to the Health and Safety Executive.
c) Ensure reported accidents are investigated appropriately and follow up actions evidenced

2.5 The Trust Health and Safety Manager

The role of the THSM is to:

a) Liaise with SHSM to ensure that placement risk assessments are conducted by appropriately trained personnel
b) Advise the school regarding any health and safety queries
c) Liaise with SHSM and Trust Director of Operations in the event of any civil claims arising from accidents or incidents

3. Insurance

This information is typically obtained through the work experience form sent to the placement provider via the student. Should this come back incomplete then a due

diligence 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 the Senior Leadership Team 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. For further details on exemptions see https://www.hse.gov.uk/pubns/hse40.pdf

Please note that parental consent/waiver may not alone be sufficient to allow a placement to go ahead if ELI is not in place (for example if a student is vulnerable or presents a high risk or if there are higher risks associated with a particular workplace). Each placement therefore needs to be assessed individually.

Voluntary organisations and charities: If a voluntary organisation has only Public Liability Insurance, it will need to obtain temporary Employer Liability Compulsory Insurance for the duration of the placement (16-19 study programmes guidance 2023-24)

4. Guidance on DBS and barred list checks

Extract from KCSIE guidance (329-334) on adults who supervise children on work experience and DBS/barred list checks

Checks must be made with any 3rd party provider (e.g. Bradford Experience) to confirm that the guidelines below are being followed:

329. Schools and colleges organising work experience placements should ensure that the placement provider has policies and procedures in place to protect children from harm

330. Children's barred list checks via the DBS might be required on some people who supervise a child under the age of 16 on a work experience placement

The school or college should consider the specific circumstances of the work experience. Consideration must be given in particular to the nature of the supervision and the frequency of the activity being supervised, to determine what, if any, checks are necessary.

331. These considerations would include whether the person providing the teaching/training/instruction/supervision to the child on work experience will be:

- unsupervised themselves, and
- providing the teaching/training/instruction frequently (more than three days in a 30- day period, or overnight).

332. If the person working with the child is unsupervised and the same person is in frequent contact with the child, the work is likely to be regulated activity relating to children. If so, the

school or college could ask the employer providing the work experience to ensure that the person providing the instruction or training is not a barred person.

333. Schools and colleges are not able to request that an employer obtains an enhanced DBS check with children's barred list information for staff supervising children aged 16 to 17 on work experience

334. If the activity undertaken by the child on work experience takes place in a 'specified place', such as a school or sixth form college, and gives the opportunity for contact with children, this may itself be considered to be regulated activity relating to children. In these cases, and where the child doing the work experience is 16 years of age or over, the work experience provider e.g. school or sixth form college should consider whether a DBS enhanced check should be requested for the child in question.

DBS checks cannot be requested for children under the age of 16.

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.

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