

Careers Policy (incl work experience)

Believing in Excellence means that the school has key values that all members of our school community live by. These are:

- Respect;
- Resilience;
- Responsibility.

These values apply to three important spheres of life:

- Believing in Excellence for ourselves;
- Believing in Excellence for others;
- Believing in Excellence for our environment.

Date of Policy	January 2020
Date agreed by Lead Governors	January 2020
Date of next review	January 2023
Lead Member of Staff	Katy Moore/Emma Howarth

Careers

Access Policy Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer.

This complies with the school's legal obligations under Section 42B of the Education Act 1997. Pupil entitlement.

All pupils in years 8-11 at Cavendish School are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

Management of provider access requests: Procedure

A provider wishing to request access should contact Katy Moore, Careers and Aspirations Lead, Email: kmoore@cavendish.e-sussex.sch.uk

Opportunities for access:

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers:

	Autumn Term	Spring Term	Summer Term
Year 7	Brighton University in school	Kidzania Trip	
Year 8	'Choosing your Options' evening	Careers Fair – Big Futures Show Careers Fair - Bedes	Job Centre workshop on local labour market
Year 9	Year 9 evening	Careers Fair – Big Futures Show Careers Fair - Bedes	Brighton University campus tours
Year 10	Year 10 evening	Work Experience	College Taster Days
Year 11	Mock Interview day Steps to Progress evening UCAS Progress Guidance Interviews	Guidance Interviews	Guidance Interviews

(Please note: the above programme is subject to change as more events are confirmed and added)

Premises and facilities:

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature in the Careers office. This can be accessed by any pupils who wish to read it.

Work Experience

Document summary

Work experience is one of the most important links activities between employers and schools. This exposure to work is a significant step in preparing young people for adult and working life by developing their personal and social skills as well as the key skills they will need for the world of work.

This document details the health and safety responsibilities for schools and external organisations who are involved in work experience placements.

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1. Introduction

- 1.1 Work experience that is well planned and well organised has an important role in developing a student's personal and social skills and gives them important opportunities to learn directly about the world of work.
- 1.2 However, students outside the school environment will be more exposed to the potential risks involved, both from the tasks they undertake and from the working environment, e.g. equipment and hazardous substances. The physical and psychological immaturity of students also constitutes a risk in itself and therefore it is important that these are taken into account in the risk assessment completed by the placement provider.
- 1.3 Work experience placements are only permitted by law for students during Key Stage 4 and above.
- 1.4 The Working Time Regulations 1998 apply to students at work experience placements, for example they should not work for more than five days in any consecutive seven-day period. The number of hours worked and pattern of duties is normally agreed by the placement provider, school and students. The School will put measures in place to ensure that students on placements are not required to work excessively long hours or unnecessarily unsocial hours.
- 1.5 Children between 13 and the minimum school leaving age (MLSA) are prohibited from being employed in industrial undertakings such as factories, construction sites etc, except when on work experience schemes approved by the Children's Services Department. The Health and Safety (Training for Employment) Regulations 1990 have the effect of designating children on work experience placements as staff and employers must provide them with at least the same health, safety and welfare protection that they give their own staff. There are also some age-related restrictions which prohibit young workers, including children on work experience, from working with particular machinery or undertaking particular tasks. Employers should be aware of these restrictions.
- 1.6 This document provides advice on arranging work experience placements to ensure that all placements are in line with health and safety legislation.

2. Definitions

- 2.1 The Department for Education (DfE) defines work experience as "a placement on an employer's premises in which a student carries out a particular task or duty, or range of tasks and duties, more or less as would an employee, but with the emphasis on the learning aspects of the experience."
- 2.2 Work Experience can be classified as either:
 - **Block** - the placement takes place over 5 or 10 consecutive working days.
 - **Extended** - the placement takes place on 1 or 2 days per week over a period of time. Schools must ensure that they comply with the criteria that are designed to safeguard students' entitlement to a broad and balanced curriculum. It is therefore unlikely that extended work experience of more than two days a week will meet this requirement.

3. Responsibilities

3.1 Headteacher and Governing Body

The Headteacher and Governing Body have overall responsibility to ensure the health, safety and welfare of students on work experience and staff who are involved in the planning and preparation of the placement. They will ensure that:

- a suitable and sufficient management system is implemented for work experience;
- a named member of SLT is nominated within the school with responsibility for ensuring that the health and safety requirements for work experience are carried out;
- a Work Experience Co-ordinator is nominated within the school;
- a Work Experience Policy is developed detailing the school's arrangements for work experience;
- when purchasing a work experience service from a 'Placement Organiser', all aspects of this policy are met, that there is evidence of this in the provision and that monitoring arrangements are in place.
- if the service is being delivered in-house, the responsibilities of the Placement Organiser are implemented (see 3.3);
- the suitability of work experience placements has been assessed by a competent person;
- there is clear communication with all key parties involved with the work placement;
- health and safety procedures are followed;
- arrangements are in place to send consent forms and risk assessment to parents/carers and that a copy of this document is signed and returned before the placement begins;
- arrangements are in place to provide placement providers with any additional needs of the student;
- staff comply with the School's incident reporting procedure and that all parties understand their responsibilities.

3.2 Work Experience Co-ordinator (Placement Organiser)

The Placement Organiser (or a service that has been purchased e.g. ESCC Work Experience Service) is responsible for the following duties:

- ensure that placement providers hosting students on placement have been approved based on a robust health and safety inspection, and there is evidence of Employer's Liability Insurance and Risk Assessments in place, so the student is not subject to unacceptable risks;
- assess the suitability and approve all placement providers with regards to health and safety and child protection;
- ensure that health and safety inspections are carried out by a competent person. A competent person is defined as someone who:
 1. ideally is qualified to assess work places eg has ENTOd and IOSH Qualifications or has more than 2 years experience of running work experience placements;
 2. has relevant experience in assessing work placements for young people under the minimum school leaving age;

3. has access to competent health and safety advice and relevant sector experience.

- ensure that placement providers understand their responsibilities with regards to health and safety and when undertaking a risk assessment, that they take in to account any additional needs the student may have;
- ensure that placement risk assessments are made available to schools, in order that it can be sent to parents/carers;
- ensure that placement providers comply with the School's accident protocol and that all parties understand their responsibilities;
- ensure that placement providers understand their responsibilities regarding childprotection and sign a Principles of Child Protection Document, or provide evidence that they have a Child Protection Policy in place;
- ensure that **all** placements are visited and there is a revisit programme in place, as follows:
 - high risk placements are visited annually;
 - medium risk placements are visited every 2 years;
 - low risk placements are visited every 3 years.
- ensure that, before approving a placement, they are satisfied that the Placement Provider has put in place the requirements set out in paragraph 3.5;
- consent forms and the risk assessment are sent to parents/carers and that a copy of this document is signed and returned before the placement begins;
- liaise with school staff regarding any additional needs that students might have, and provide all placement providers with this information in order that a specific risk assessment can be completed for the student and sent to the parent/carer before the placement begins;
- the person responsible for mentoring the student, and visiting teachers, are provided with a copy of the risk assessment prior to the placement taking place;
- comply with the School's incident reporting procedure and contact the ESCC Work Experience Team immediately if an accident occurs whilst a student is on placement

3.3 Member of staff with overall responsibility for work experience

The Senior Leadership Team Member is responsible for ensuring that procedures in relation to work experience are carried out in line with this policy. In particular, he/she will ensure that:

- health and safety requirements for Work Experience are carried out;
- key staff understand their roles and responsibilities in relation to work experience;
- procedures are in place to use the risk assessments when matching students with placement;
- procedures are in place to send consent forms and risk assessment to parents/carers and that a copy of this document is signed and returned before the placement begins;
- all guidance issued by the Work experience Co-ordinator are implemented and monitored
- students are given any necessary health and safety instruction and training;
- clear communication and consultation are in place with all key parties involved with the work placement;

- Health and Safety updates relating to work experience are communicated to appropriate staff;
- procedures are in place to ensure that students are visited on placement – once for a block placement and every five to six weeks for an extended placement;
- staff visiting students for monitoring visits are provided with a risk assessment for the placement and provided with any personal protective equipment deemed necessary in the risk assessment;
- relevant staff comply with the School’s incident reporting procedure and that all parties understand their responsibilities.

3.4 Teacher(s)/School Staff monitoring Work Experience Placements

The teacher(s)/School Staff responsible for monitoring work experience placements will ensure that:

- they are familiar with the risk assessments for placements being visited and that any identified personal protective equipment or clothing is worn;
- records are kept of the monitoring visit;
- a visit takes place once for a block placement and every five to six weeks for an extended placement. Where it is not possible to make a visit due to location of the placement, phone contact takes place and is recorded;
- ensure where there are any concerns, this is reported as soon as possible to the Work Experience Co-ordinator and more frequent visits made. Any concerns should also be fed back to the Placement Organiser;
- ensure child protection and health and safety procedures are followed.

3.5 Placement Providers

The Placement Provider is the employer that has agreed to take a student on placement. The Placement Provider must comply with the following requirements:

- contact their insurance company to advise them that they are taking a student for work experience and ensure that Employer’s Liability Insurance is in place;
- assess the risks to their young workers (i.e. under 18 years of age) including students on work experience, **before** they start work;
- ensure that a risk assessment completed and takes into account specific factors such as immaturity, inexperience and lack of awareness, as well as any additional needs the student may have. This document must be forwarded to the school so that parents/carers can receive a copy prior to the placement commencing;
- introduce and implement control measures to eliminate or minimise the risks and ensure that these are implemented, including the wearing of personal protective equipment or clothing;
- ensure the student receives adequate training and health and safety instructions prior to commencing the placement/first day;
- nominate a mentor to work with the student;
- provide adequate supervision as detailed on the risk assessment;
- ensure students are made aware of the work activities involved and any associated significant risks;

- ensure that students are informed of who has day to day responsibility at the workplace for supervising them, and who (if different) has overall responsibility for their health and safety during their work experience;
- inform the Work Experience Co-ordinator and parents/carers of any accident/incident as soon as practicable;
- complete the incident/accident book, and/or report as a RIDDOR to HSE in the event of serious accident/incident in line under required under RIDDOR.

The Work Experience Co-ordinator (Placement Organiser) must ensure that they are satisfied that the Placement Provider has these processes in place before approving a placement.

3.6 Responsibilities of parents and/or carers

Parents or carers of a child have no specific responsibilities under health and safety legislation, except when they provide work experience for members of their own family. In this case they will have the same health and safety responsibilities as other placement providers.

Parents or carers of a child can provide useful information about their child's medical or behaviour conditions, or particularly any potential health and safety problems that may relate in the placement. This information must be passed on to the placement provider so that s/he is able to carry out an effective risk assessment prior to the commencement of the placement.

4. Risk Assessment

- 4.1 The Management of Health and Safety at Work Regulations 1999 states that employers must assess the risks to their young workers, including students on work experience before they start work.
- 4.2 Risk assessments should be undertaken by the placement provider as soon as the placement details have been agreed in conjunction with the school and **before** the student takes up the work placement. Placement providers should be informed in advance by the school about any individual students who may be at greater risk, for example because of any specific medical needs/behavioural needs or learning difficulties.
- 4.3 The risk assessment must take into account the following factors;
- inexperience and immaturity;
 - lack of awareness of existing or potential risks;
 - the fitting and layout of the workplace and/or workstation;
 - the nature, degree and duration of any exposure to physical, biological and chemical agents;
 - the form, range and use of work equipment and the way in which it is handled;
 - the organisation of processes and activities;
 - the extent of the supervision to be provided to the student;
 - the extent of the health and safety training provided, or to be provided, to the student concerned;
 - risks from agents, processes and work listed in Appendix A; and
 - any issues relating to students medical, behavioural, physical and/ or learning needs.
- 4.4 The extent of the risk will determine whether to restrict the work or the activities of the work experience student. If the placement provider concludes, that as a result of a risk assessment, there is a significant risk to the student undertaking this activity, the student must be prohibited from doing it.
- 4.5 The placement provider must ensure that the control measures identified on the risk assessment are implemented. The person responsible for mentoring the student must be provided with a copy of the risk assessment.
- 4.6 There is, however, an extra requirement on the employer to provide the parents/guardians of children at work (including those on work experience) with information on the key findings of the risk assessment and control measures taken before the child starts work. Where the placement provider employs five or more staff, the significant findings of the risk assessment must be recorded, including work experience risk assessments
- 4.7 In order to fulfil the legal requirements relating to risk assessment, schools must implement a procedure to ensure that consent forms and the risk assessment are sent to parents/carers and that a copy of this document is signed and returned before the placement begins.

4.8 Further information on the risk assessment process can found in the departmental Policy on Risk Assessment which is available on the East Sussex County Council Czone system. Information can be also be found on www.hse.gov.uk/youngpeople/risks/index.htm

5. Suitability of the Placement

5.1 The School must be satisfied that the placement providers:

- have suitable systems in place to ensure the health, safety and welfare, so far as is reasonably practicable, of the student while under their control;
- are competent to manage health and safety in relation to the placement;
- will use competent people to supervise work experience.

5.2 A list of placements that are not permitted is contained within Appendix A and also can be found in the East Sussex County Council Work Experience Handbook on Czone.

5.3 Written parental consent is legally required before a placement can commence if a student is below the minimum school leaving age (pre-16). This consent should be obtained after the parent has sighted the risk assessment.

5.4 The commissioning of a Placement Organiser can support the school in the delivery of a work experience programme.

5.5 If another Placement Organiser is commissioned to undertake this service, schools must ensure that the responsibilities contained within 3.3 above are fulfilled, and that these are evidenced within the service provision.

6. Confidentiality

6.1 Parents must inform the school of any issues, health or otherwise (behavioural issues, infringements of the law, language ability etc) relating to the student prior to the student commencing work experience.

6.2 The school is required to inform an employer of any of the above that may affect the employer's willingness to take that student for work experience. If this information is not supplied then the placement cannot be approved.

6.3 Permission must always be sought from parents and the student before any information listed above covered by the data protection act is shared. Please note that a placement cannot go ahead if such permission is not received.

7. Supporting Students during the Work Experience Placement

7.1 Students should understand the necessity for health and safety controls in the workplace. General principles could be introduced as part of the pre-briefing by the school and/or at a pre-placement visit by the student.

8. Monitoring of Students whilst on Work Experience

- 8.1 It is a requirement of the HSE that all work experience placements are monitored. These provide a useful opportunity to ask students if they have any health and safety concerns and to discuss the practical ways in which risks are controlled.
- 8.2 Staff carrying out monitoring visits of students must be provided with a copy of the risk assessment to alert them of the control measures that should be in place and the potential risks to their own health and safety in that industry.
- 8.3 Schools and any other organisations arranging work experience should ensure that staff monitoring work experience placements are provided with, and wear suitable personal protective clothing (PPE). If this is not practical, staff must be instructed not to enter any areas of work that require PPE.
- 8.4 Staff on monitoring visits should ask the students about the tasks that they are performing and the level of supervision that they have received. If the level of supervision is believed to be insufficient, this should be raised with the employer, school and Placement Organiser so that remedial action can be taken.

9. Feedback

- 9.1 Successful management of work experience programmes depends on feedback, therefore work experience co-ordinators are encouraged to provide feedback on placement providers to the Placement Organiser.
- 9.2 It is recommended that students are asked to feedback on the health and safety standards of the placement provider during the post placement review. The Placement Organiser will need to be notified immediately if concerns are raised.

10. Child Protection

- 10.1 When arranging work experience placements there are considerations regarding child protection. Child protection means protecting children against all forms of abuse, including sexual abuse, physical and emotional abuse and neglect and applies to all young people under 18.
- 10.2 Schools and colleges organising work experience placements should ensure that policies and procedures are in place to protect children from harm.
- 10.3 Barred list checks by 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, in particular the nature of the supervision and the frequency of the activity being supervised, to determine what, if any, checks are necessary. These considerations would include whether the person providing the teaching/training/instruction/supervision to the child will be:
 - unsupervised; and
 - providing the teaching/training/instruction frequently (at least once a week or on more than three days in a 30 day period, or overnight).
- 10.4 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. 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.

- 10.5 The School is not able to request an enhanced DBS check with barred list information for staff supervising children aged 16 to 17 on work experience.
- 10.6 Employers are asked, when preparing a programme of work experience for a young person, to take responsibility for their social welfare as well as their physical welfare.
- 10.7 Employers should do all they can to ensure their employee's relationships with young people on work experience are appropriate to their age and gender, and do not give rise to comment and speculation. Attitude, behaviour and language all require care and thought. Employers must read and sign a Principles of Child Protection Document or provide evidence that they have a local safeguarding policy in place. Schools providing work experience placements are exempt from this.
- 10.8 All parties involved in setting up and monitoring of work experience placements should be familiar with child protection procedures. All schools have a designated Child Protection Teacher and Pan Sussex child protection and safeguarding procedures are available on the LSCB website.
- 10.9 For more specific guidance, please refer to the DfE's guidance 'Keeping children safe in education: Statutory guidance for schools and colleges', May 2016 section on Adults who supervise children on work experience, p.40. This sets out the very specific responsibilities of schools for child protection and work experience.

11. Schools Providing Work Experience Placements

- 11.1 Although the organisation of work experience placements mainly affect Secondary and Secondary Special Schools, any school may be asked to provide a work experience placement for a student who has expressed a particular interest in the teaching profession or more generally, working with children.
- 11.2 If the activity undertaken by the child on work experience takes place in a 'specified place', such as a school or college, and gives the opportunity for contact with children, this may itself be considered to be regulated activity. In these cases and where the child is 16 years of age or over, the work experience provider should consider whether a DBS enhanced check should be requested for the child/young person in question. DBS checks cannot be requested for children/young people under the age of 16.
- 11.3 Where schools are willing to provide work experience placements, they should be aware that they will be expected to fulfil the responsibilities outlined in this document as placement providers.
- 11.4 When planning to receive a student on a work experience placement, it is essential that all the relevant information is gathered and the appropriate forms are completed for each stage of the process.
- 11.5 Where schools are undertaking the role of placement provider, a risk assessment must be undertaken and forwarded to the host school. Training on risk assessment is available through the Health and Safety team. A model risk assessment is available on Czone.

12. Work Experience Abroad

- 12.1 UK health and safety law does not apply to overseas work experience placements. Therefore should a pupil wish to carry out work experience overseas, parents should consult with schools for guidance. ESCC work experience guidelines apply in all cases and a risk assessment visit must be carried out to ensure the placement is suitable for the young person. This will be impracticable for the majority of placements overseas. Where a visit cannot be carried out, the school must not agree to the request and therefore treat any absences as unauthorised.

13. Out of Area Placements

- 13.1 For all out of area placement requests, the work experience organisation in that area must ensure that placement providers are meeting legal and health and safety requirements. Please discuss with your Placement Organiser what their arrangements are for any out of area placements.
- 13.2 If a student wishes to undertake work experience out of area (not in East Sussex) then parents or carers are responsible for making the appropriate arrangements for travel and accommodation.

14. Military Placements

- 14.1 Residential placements on Ministry of Defence property, which are designed to give young people an experience of life in the forces, require different approval procedures. Schools must ensure that they assess the suitability of each young person for such a placement. They must ensure that parents or carers are fully aware of the arrangements for the placement and understand that the young people will not be accompanied by a member of staff. Approval will then be given for placements by the Director of Children's Services.

15. Insurance

- 15.1 The Association of British Insurers, have agreed that students on work experience placements which conform to the Education (Work Experience) Act 1973 should be treated as staff for the purpose of insurance against personal injury, provided that the insurer has been notified. Therefore all placement providers must have Employers' Liability and Public Liability Insurance.

NB. Although employers who are close relatives of the student (mother, father, siblings, uncle, aunt, grandparents) are considered exempt from this, **it is still recommended that placements do not take place with ANY employer who does not have employer's liability insurance.** (This recommendation is made with the intention of maintaining the safety and well being of the student at all times, all appropriate health & safety guidance adhered to, and appropriate risk assessments carried out).

Additional information can be found at:

<https://www.abi.org.uk/Insurance-and-savings/Products/Business-insurance/Liability-insurance/Employers-liability-insurance/Work-experience-students>

16. Pay, Tax & National Insurance

- 16.1 The parent or carer will need to be aware that it is a condition of work experience that students do not receive payment. They therefore will not be entitled to the industrial injuries benefits of the Social Security Act 1975 if they are involved in an accident while taking part in work experience.
- 16.2 Students on work experience have the status of an "employee" for legal and insurance purposes but must not receive payment for the work they do. Employers can assist with travelling expenses or lunch costs if they wish.
- 16.3 The number of hours worked and pattern of duties, is normally agreed by the placement provider, school and students. Schools should put measures in place to ensure that students on placements are not required to work excessively long hours or unnecessarily unsocial hours as laid down by the European Working Time Directive.

17. Reporting of Accidents during Work Experience

- 17.1 It may be necessary to remind placement providers that they have a responsibility to report all accidents to students that are reportable under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.
- 17.2 Placement providers **must notify immediately** the parent, school and ESCC Work Experience Team, giving full details of any incident/accident involving a student. Schools should then report the incident and complete an investigation that will need to be forwarded immediately to the Health and Safety team.
- 17.3 The process for reporting accidents must be followed whether or not the school or organisation has purchased the ESCC Work Experience Service.

18. Information and Advice

- 18.1 Further advice and guidance can be obtained from the Health and Safety team and the ESCC Work Experience Team.

Useful link - www.hse.gov.uk/youngpeople/workexperience/index.htm

Appendix A: Prohibited Placements

Students on work experience are not permitted to work in the following areas:

- a tattoo studio
- a body piercing studio
- parts of a beauty salon where semi-permanent make up is used
- an abattoir
- at any height
- on water – see water guidelines
- in the air – hot air balloons, helicopters, gliders etc
- in gambling locations – amusement arcades, betting shops, casinos.
- behind the bar of public houses and restaurants selling alcohol
- in an off-licence
- with guns – e.g. gun shop, gamekeeper
- with fireworks
- on new build sites or total refurbishment sites – see construction guidelines

Please be aware that certain restrictions apply in all industries where placements are permitted.

Notes

- Construction industry – new build sites or total refurbishment are not deemed appropriate for work experience