



Tudor Grange Academy Redditch

Work Experience Policy

Tudor Grange Academy Redditch adopted this policy in June 2018

Purpose of this policy

This policy provides a framework to ensure that students who take part in work experience as part of their education provision at Tudor Grange Academy Redditch access work experience placements that are carefully managed, monitored and which provide a safe environment. This includes the organisation of the placement as well as health, safety and safeguarding requirements of all work experience programmes.

This policy does not encompass work-experience that a student may participate in during holiday periods or outside of education, which have been arranged by the student or family.

Background and guiding principles for work experience placement

Good career guidance is the key to social mobility; it is about showing young people, whatever their family background, the options open to them and helping them make the right choices to set them on the path to rewarding future careers. TGAR recognise that Work Placement is a key experience to supporting students on achieving a rewarding career. TGAR will use the Gatsby Benchmark as a measure of the work experience provision

Responsibilities

Governors

The governing body will ensure that:

- The Health and Safety of students is safeguarded throughout work experience placements organised through the academy.
- Adequate resources are available for safe work experience practices
- Appropriate public liability insurance is in place to cover students and
- Staff, including staff visits to placements.

Principal

The principal will ensure that:

- Adequate Health and Safety checks are carried out before allowing work experience to take place.
- An appropriate process for organising work experience placements is implemented, including the use of external bodies, where appropriate
- Training is provided for the CEIAG Coordinator.

Employer (Placement Providers)

Under the Management of Health and Safety at Work Regulations 1999, an employer has a responsibility to ensure that young people employed by them are not exposed to risk due to:

- Lack of experience
- Being unaware of existing or potential risks and/or
- Lack of maturity

An employer must consider:

- The layout of the workplace
- The physical, biological and chemical agents they will be exposed to
- How they will handle work equipment
- How the work and processes are organised
- The extent of health and safety training needed
- Risks from particular agents, processes and work

Parent/carer

The academy is only able to provide information regarding additional educational needs when these are supplied by parent/carer. It is therefore the responsibility of parents/carers to ensure that details regarding additional educational needs are provided to the school as soon as they arise.

Parent/carers should support students on work experience placements, especially in regard to providing transport or meeting transport costs. Parents/carers may seek assistance from the academy, should they require financial support.

Where appropriate (and always in the case of placements arranged by the student or family) to assist in the organisation of placements for their son/daughter, including the organisation and acquisition of relevant Health and Safety and additional checks where appropriate.

In exceptional circumstances when there is no opportunity for health and safety checks and the student still wishes to attend, then the academy will require parents or guardians to sign a disclaimer in full knowledge that the academy has no liability should anything happen.

Students

Students are expected to take reasonable care of their own health and safety, or that of other people who may be affected by their actions throughout the duration of their placement.

Students are expected to cooperate fully with their employer, and behave in a manner befitting their work place, as representatives of the academy.

Academy-arranged work experience

In a small minority of cases, we recognise that a work experience placement may be beneficial to a student, providing it is focused and geared specifically to that individual student's learning needs.

Students so selected will take part in work-experience alongside their Key Stage 4 or 5 studies, most commonly as on-going work experience over an extended period of time, which may extend for the whole academic year or for the entirety of the key stage.

Students who we feel would benefit from such a work-experience placement will be identified by the year team. Parents/carers will be contacted and the placement and expected outcomes discussed.

Parents/carers will be provided with all relevant information regarding the work experience placement, including risk assessments and contact details.

Before embarking upon academy arranged work experience we will ensure:

- That students are provided with any relevant information about the employer and the site conditions that may affect their health and safety.
- That students have received adequate health and safety instruction and training in relation to any risks that they are likely to be exposed to in the course of their placement.
- That students are provided with details of an academy contact who they can contact should they have encounter any problems or concerns during their work experience.

General Principles

When preparing for work experience arranged as part of students' education provision at Tudor Grange Academy Redditch, we undertake to ensure that

- Students are provided with a positive experience with an emphasis on learning;
- We retain a 'duty of care' at all times;
- That the potential risks to each student has been assessed;
- That any placement chosen by the student/family is suitable and that all appropriate safeguarding and health and safety guidelines are followed.

Health and Safety

Throughout work experience arranged as part of students' education provision at Tudor Grange Academy Redditch, the academy retains a 'duty of care' at all times, and will ensure:

- That students are not placed in a working environment where there are significant risks to their health and safety
- Placements are vetted, in accordance with Health and safety Procurement Standards (HASPS)
- That we obtain risk assessments from prospective employers
- That students are matched carefully to the placement and support the student when they are on a placement
- That students are prepared and briefed about health and safety and understand how to identify hazards and the sort of control measures that can be put in place to reduce the risk of injury or accident
- That students develop a set of safe behaviours, so that they play and active part in the process and acquire practical, transferable skills from their experience
- That students do not work excessively long hours (no more than an 8 hour day, 40 hours per week, 5 days per week), or unnecessarily unsocial hours
- Systems are in place to ensure the health, safety and welfare, so far as reasonably practicable, of placements, i.e. health and safety Policy, risk assessments, communications and consents
- Students are supervised by competent people whilst on work experience
- That specific activities that students undertake on a work placement take account of any restrictions and prohibited work aligned to age.
- That employers are provided with relevant information about students, e.g. their health and factors that might affect their ability to understand and respond to information and instructions about health and safety at work e.g. learning disabilities or language problems.

Safeguarding

Our 'duty of care' extends to all students, including those who undertake work experience. To assist in this we will:

- That ensure staff who organise and monitor work placements for students on our behalf has training in child protection;
- That employers or training providers hosting our students endorse our safeguarding policy;
- Identify actions to be taken, when and by whom, if any child protection issues are raised prior to, during or after the placement;
- Provide students with clear advice and a point of contact at the academy in case of problems.
- We will consider any potential risks to students to see if any additional safeguards are needed in the case of;
- Any student who is vulnerable, e.g. special needs, immaturity, is known to have experienced abuse or neglect, substance misuse
- Any student who is likely to be alone with an adult as part of the work placement, e.g. sole trader, journey person, self-employed person working from home
- The work placement having a residential component.

DBS/CRB Requirements

We will ensure that DBS/CRB Enhanced Disclosures are in place in the work place for students who are:

- Vulnerable due to immaturity, educational, medical, behavioural or home circumstance and those who have special educational needs
- On placements lasting more than 15 days over an extended time-frame
- Where a DBS/CRB check is required we will ensure that this is completed with a successful outcome before any student enters the workplace.

Work Experience Process

Briefing before the placement

The student will be made aware of:

- Health & safety and their responsibility in the workplace
- What to do if unable to attend or if ill
- Things to do in certain situations ('What if?' scenarios, particularly in relation to Safeguarding issues)

The employer will be made aware of the student's

- Medical conditions
- Learning difficulties
- Physical disability
- Behavioural needs
- Ethnic background, culture and language

The employer will provide

- Insurance details
- Details of key staff in the organisation
- Confirmation that the work placement has been agreed

During the placement

We will monitor the progress made by an individual student on a placement.

A suitably briefed member of academy staff will visit the student during the first few days (and thereafter at intervals of three to four weeks, if the placement is long term). Frequent visits will ensure contact with the employer and enable us to record student achievement and monitor progress toward learning targets. It will also assist in checking the suitability of

the placement for both student and employer. Any member of staff visiting a work place will be provided with details of the job description, risk assessment and other details regarding the work placement before the visit to inform of specifics and restrictions.

We are responsible for the student's attendance on the placement although the employer will need to monitor it for us.

After the placement

There will be a formal review between us and the employer to:

- Consider the success of the placement
- Identify the student's achievements
- Suggest the next stage for the student within the programme
- Consider how the placement might be improved in the future.

For further details regarding regulations and guidelines regarding work experience, please visit the Health and Safety Executive Website:

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