



# Work Experience Policy

**Date Policy due to be reviewed: September 2024**

**Committee Responsible for Policy: Finance Committee**

## **Section 1: Policy Statement of Principle**

### **WORK PLACEMENTS**

The School recognises the importance of creating opportunities for students to learn about, through and for the world of work. Work placements, in particular, have great value in providing a student with the opportunity to gain insights into the world of work and to develop the skills which university selectors and employers look for and want to be evidenced. It is an arranged opportunity for a student to gain an insight into the variety of work carried out in any given enterprise, to see the way the enterprise is managed and ideally to participate in some aspects of the work.

Every Year 10 and Year 12 pupils will have the opportunity to participate in the one-week work experience programme in June/July.

Students are required to find a work placement themselves and the **Careers Leader (Mr S Kennard)** will oversee the work placement procedure.

This policy has been reviewed in line with 'Careers guidance and access for education and training providers' (January 2023)

### **Section 2: What are the aims of Work Placements?**

In line with Gatsby Benchmarks 5 and 6, Work Experience at Hillcrest School aims to support students in many ways:

- Work experience should be an integral part of a young person's development and should prepare them for the transition from life at school to work and adult life.
- It will enable the pupils to experience the demands and expectations of the adult world of work and provide the opportunity to put into practice and see the relevance of skills learned at school.
- It will promote the development of the 'whole person' by providing an insight into the nature and discipline associated with the work environment, which revolves around the product or service offered and not the individual.
- It will stimulate a more mature and positive attitude to learning and education and enhance academic achievement.
- It will build confidence by enabling pupils to experience success in an environment other than that at school.
- It will enable the pupils to make more realistic and enlightened job choices by allowing them to try out a vocational preference before committing themselves to it.

### **Section 3: What are the objectives of Work Placements?**

Every pupil is entitled to show preference in her choice of placement, within the context of:

- a) Legal constraints
- b) Organisational practicalities
- c) Successful Health and Safety/Insurance checks

The work experience scheme should seek ways to improve and develop quality links with local industry and commerce and to be able to share ideas on the changing nature of work and how it affects the local economy and labour market.

The work experience programme shall attempt to foster links with the curriculum and the School Development Plan.

The excellent rapport between the school and parents needs to be nurtured as they can offer placements and expertise in many different areas.

It is hoped that pupils 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 qualifications and possible career pathways based on the skills, knowledge and experience gained at the placement.
- **Self-confidence:** pre-placement interview, letters of application, writing a CV during BeReady sessions, communication skills, dealing with adults, debriefing session at school.
- **Action-planning:** The student must agree to observe all safety, security and any other instructions given by the employer, and also not to disclose any information confidential to the employer obtained during the placement.

Preparation for placements is included within the Life Skills and Form programmes. Pupils will:

- Be encouraged to set out objectives for their placements and these will be shared with the employers.
- Attend a Health and Safety workshop where a register is taken so that absentees can be followed up and briefed individually.
- Evaluate their learning and the experiences they have gained through the placement by writing a personal statement following the completion of their placement

#### **Section 4: Key responsibilities**

The Careers Leader is responsible for all aspects of administration:

- Maintaining the database of employers
- Pupil presentations
- All paperwork, including the update of forms and relevant employer paperwork, health and safety paperwork and student evaluations
- All liaisons with pupils/employers/parents regarding work experience
- Preparing relevant paperwork for health and safety checks / assessments in advance of placements commencing
- Co-ordinating processes for school to monitor work experience placements
- Providing employers with information about any medical conditions which could result in an increased risk to health and safety during the placement
- Being a pupil point of contact during work experience week.

#### **Section 5: Parental Consent**

Parental consent must be provided for a student to participate in the Work Experience programme. The work experience agreement must, therefore, be completed and submitted to the Careers Leader in order for the placement to be confirmed.

## **Section 6: LEGAL REQUIREMENTS AND RECOMMENDED BEST PRACTICES**

There are certain legal requirements and recommended best practices that are in place to ensure the safety of all parties involved in a work placement.

Hillcrest School is committed to safeguarding and promoting the welfare of children. The school fulfils its responsibilities as laid out in 'Keeping Children Safe in Education' (September 2023). The nature of work experience means that pupils will come into contact with people outside of day to day school life. All risk assessments must be conducted with the safeguarding of all pupils in mind and this policy must be implemented in conjunction with the Safeguarding and Child Protection policy. Health and Safety assessments of all workplaces are integral to safeguarding processes.

Safeguarding and Child Protection procedures ensure that children are protected against all forms of abuse, including sexual abuse, physical and emotional abuse and neglect. And applies to all young people under the age of 18. Employers are asked, when preparing a programme of work experience, to take responsibility for the pupil's social, emotional and physical welfare.

The main areas to be aware of are:

### **1. "Health and Safety at Work"**

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

### **2. 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. The employer should comply with the Working Time Regulations and should not require the student to work in excess of the limits set out above.

### **3. Disclosure and Barring Service (DBS)**

In the vast majority of placements, as the employer/employees involved will not have regular unsupervised access with the student there is no need for DBS checks to take place. However, a DBS check is required where a student will have substantial unsupervised contact with an employee or supervisor on a 1:1 basis, particularly if located in an isolated environment, whilst travelling or where the placement has a residential element. The employer is responsible for identifying if a DBS check is required and for organising it. As outlined in 'Keeping Children Safe in Education' (September 2022), the school will ask the employer whether anybody working with the pupil without supervision and to ensure that the person providing instruction or training is not a barred person.

### **4. Employer's and Public Liability Insurance**

Employer's Liability Insurance covers the firm's legal ability for injuries sustained by employees (including students on work experience) whilst at work. Confirmation should be requested and received that the prospective 'employer' does have both Employer's and Public Liability

Insurance in force and that the latter does not exclude abuse. The employer must notify their insurers that they participate in work experience placements. If the employer does not confirm that these Insurances are in place, students should not attend such establishments. It should be noted that Sole Traders have no requirement for Employers' Liability Insurance and a student would not have the protection available under such insurance. Placements with Sole Traders should therefore be avoided unless such insurance was confirmed as being in place.

## **5. Health and Safety Assessments**

Relevant Health and Safety Assessments will be completed by **Mainframe Engineering Limited** prior to pupils commencing their work experience placements.

The school will not authorise a work experience placement until the relevant health and safety assessments have been completed by Mainframe Engineering Limited. The school does not take any responsibility if a parent/carer allows their child to attend a work experience placement that has not been assessed and approved by Mainframe Engineering Limited. In such circumstances, the parent/carer will be required to take full responsibility for the child's safety and well-being at the placement, as well as any health and safety and insurance implications.

## **Section 7: STATEMENT OF UNDERSTANDING BETWEEN HILLCREST SCHOOL AND THE EMPLOYER PROVIDING WORK PLACEMENT**

### **Work Placement Duties:**

- Students 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 student during the period of the placement.
- Students will not receive any payment for this work. The employer may, however, make a contribution directly to the student towards the cost of meals and travelling, but this is not an obligation.
- Students will not be allowed to work hours which are considered unreasonable. In any event the employer confirms they will comply with the relevant provisions of the Working Time Regulations.
- All tasks asked of the student will conform to the laws governing the Employment of Young Persons and Work Experience (as defined in the Education Act 1996) and any other statutory obligations to the student will be observed. The company is registered with the Health and Safety Executive or Local Authority, as applicable.

### **Health, Safety, Welfare and Security:**

- The employer recognises that a student on work placement is to be regarded as an employee for the purposes of Health and Safety (Training for Employment) Regulations 1990 and the associated duty of care. A current health and safety policy will be maintained and there will be compliance with the provisions of the Health and Safety at Work Act 1974 and its relevant statutory provisions.
- The employer will undertake a suitable and sufficient risk assessment in relation to the health and safety of the student while on the placement, taking into account the student's inexperience, immaturity and lack of awareness of risks.
- At the start of the work placement, the employer will provide students with a health and safety induction, which will include workplace hazards and their control, fire, emergencies, first aid, accident reporting and security arrangements. Students will also be given appropriate instruction before, and supervision while, operating any machinery or equipment.
- Students will not do work prohibited by law, operate dangerous machinery, carry out any manual handling tasks identified as being a risk to the student'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.

- Where appropriate, students will be provided with and instructed on the correct use of personal protective clothing and equipment (PPE) and its use will be enforced.
- The employer 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 student's work placement. When appropriate, the employer will comply with the provisions of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. The employer will have access to adequate first aid facilities as required under the Health and Safety (First Aid Regulations 1981)

#### **Insurance:**

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

#### **Child Protection:**

- The employer is responsible for the welfare of the student 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 employer agrees to observe all relevant current legislation, in particular that relating to Health and Safety, and legislation in respect of Sex Discrimination, Race Relations, Disability and the Children Act.

#### **Data Protection:**

In accordance with the Data Protection Act 1998, pupil's personal details should be kept confidential and should be safeguarding by employers.

#### **Section 8: Monitoring of work experience placements**

- The employer will allow the School to contact both the student's Supervisor and student, by telephone or email, during the placement. The school request the right to visit placements to monitor the placement of SEND, EAL and other vulnerable pupils.

#### **Section 9: Policy Review**

The policy will be monitored and reviewed by the Deputy Headteacher (Pastoral) and Careers Leader. An annual audit is carried out by the Head of Work-Related Learning, and this will inform future planning and delivery of the programme.

#### **Contact Us**

We are happy to help and guide you through the Work Experience Policy if you have any questions or concerns, please do get in touch:

**Careers Leader**  
**Telephone**  
**Email**  
**Website**

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This policy was last reviewed on the date shown. Please refer to the school website/ reception if you wish to check that this is the current policy.

Policy Reviewed: September 2023  
 Next Review: September 2024