

FINHAM PARK 2

A Mathematics & Computing College



The Organisation of Work Experience



Guidance for Schools about Work Experience

Introduction

The purpose of this document is to clarify for schools the responsibilities of all partners involved in the organisation of work experience, including guidance on the implementation of DBS checks and the Vetting and Barring Scheme

The Educational Act 1996 allowed schools to offer work experience at any time during the last two years of compulsory schooling. This act also prohibited work experience where the work itself was subject to a statutory age limit, and required LAs to approve work experience in maintained schools. However, work experience remains non compulsory under the age of 16.

Schools did have statutory duty to provide a standard amount of 'work-related learning' at Key Stage 4 (KS4), but this duty was removed in September 2012, in line with recommendation 21 of the Wolf report.

Procedures and Responsibilities see Appendix 1 & 2

- During PSHE lessons and assemblies' year 10 students are briefed on how to select work experience placements
- The school has a Work Experience Co-ordinator who organises, with the help of The Placement Organiser, work experience placements.
- The Work Experience Co-ordinator with the Placement Organiser organises the placement see Appendix 1
- Once the student has selected their placement they need to complete the form, get a parental signature and return the form to school
- The Work Experience Co-ordinator will then submit completed forms to the Placement Organiser so that a suitable placement can be found
- Students are requested to make contact with employers if they wish to seek their own placement
- Only when the student's form is returned to school with signatures of the student, the parents and the employer is the placement confirmed



Guidelines

1. All students regardless of culture, gender, ability, social background or physical ability must have equal access to work experience and to all available placements. However, health considerations and disability may make some placements unsuitable for some students. A student's medical condition should be taken into consideration prior to organising a work experience placement.
2. The school's work experience programme for students of compulsory school age is not intended to provide opportunities for vocational, job sampling or recruitment.
3. Students will be encouraged to undertake work experience placements outside traditional gender roles. However, students should not be placed in such placements where they may feel uncomfortable.
4. All work experience placements are carefully checked for their suitability. This includes health and safety checks on the employer's premises as well as checks on the employer's public and employer liability insurance arrangements.
5. Where students arrange their own placement and it be considered an undesirable and/or unlawful placement, the placement will be rejected.
6. The following list identifies those placements that are prohibited:
 - The security industry
 - The sex industry
 - Tattoo parlours
 - Any retail or other business where guns or ammunition are sold
 - Abattoirs
 - Fishing boats (other than boats operating on inland waters)
 - The following retail areas: butchery, fishmongers
 - Mining (above and underground), quarrying, extraction, recycling plants, foundries and tips
 - Roofing and scaffolding work
7. Finham Park 2 will agree to schedule a week of work experience at an appropriate time in year 10

The Placement Organiser's charge contributes towards the cost of finding placements, upkeep of a database, Health & Safety checks, planning of suitable experiences with employers, and matching students.



Health, Safety and Insurance checks are completed by the Placement Organiser for all placements. If schools or young people arrange private placements the Placement organiser must complete these checks before the placement begins.

Employers complete risk assessment and this information is available via the Placement organiser to schools and parents.

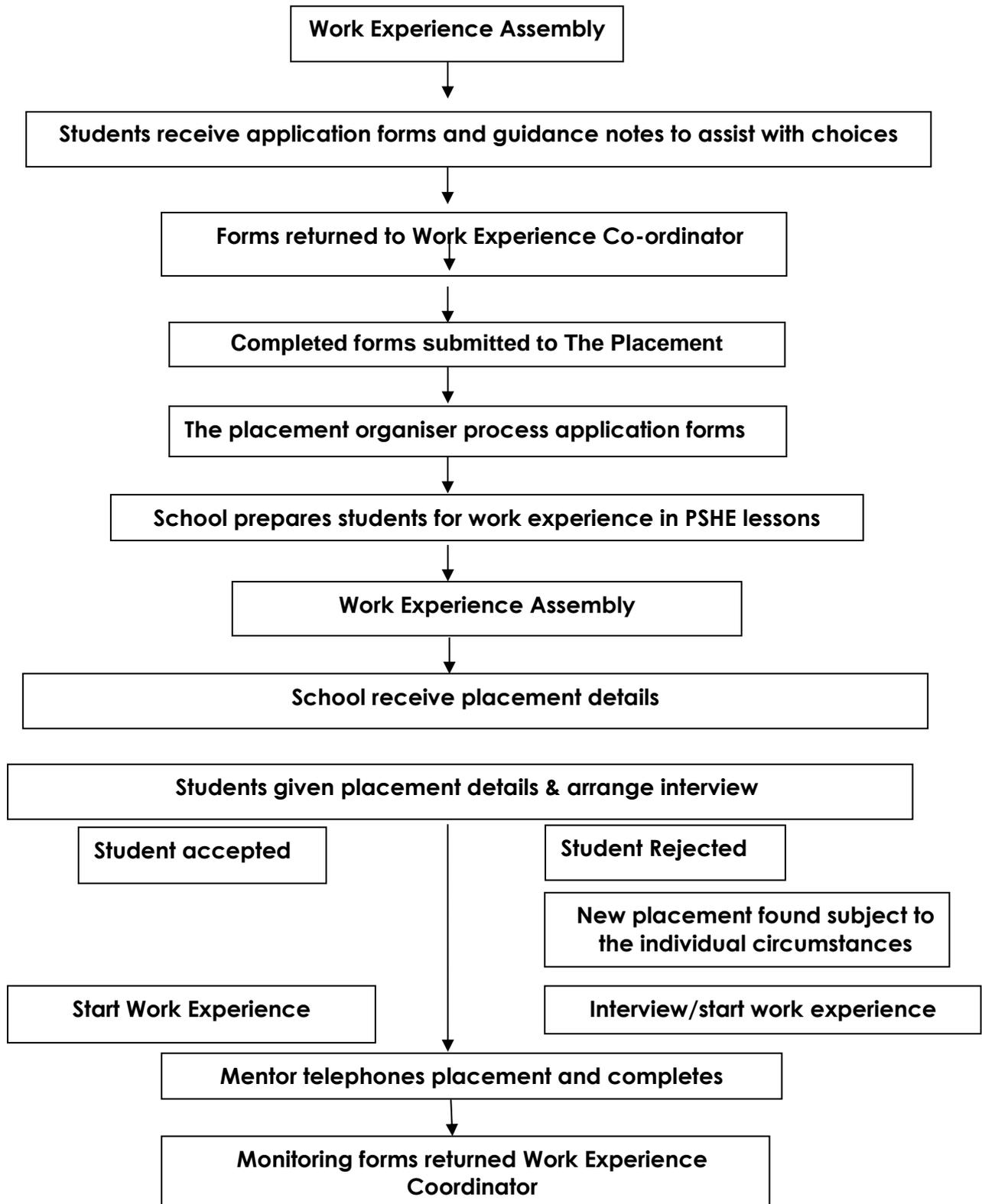
Schools must complete individual risk assessments for pupils where necessary see Appendix 3

Schools must use their knowledge of each individual to **identify** any vulnerable students and **alert** the Placement organiser via the initial Work Experience Application Form.

The school has a responsibility to check that the placement offered is appropriate to the student's needs and that the employer has all the necessary information to ensure that the young person is safeguarded. They should also complete an individual risk assessment for the young person at the specific placement before the work experience begins.



KS4 WORK EXPERIENCE –THE PROCESS AT A GLANCE





Responsibilities for Work Experience organizer

Appendix 2

School
Retains responsibility of duty of care for young people whilst on placement
Communication with and information to Parents
Obtaining written permission for inclusion in work experience, and for sharing of appropriate personal information to the Placement organiser to enable informed judgements to be made about placements (data Protection Act 1998)
Child Protection policy and procedures cover a problem arising before, during or after placement
Preparation of young people including <ul style="list-style-type: none"> • Support during application process • Health and safety lessons • Work ethic • Employer expectations • Appropriate work for age group • Interview techniques • Travel arrangements • Placement details including timing and length of day, breaks, lunch arrangements. • Emergency contact numbers
Completion of school section of application form with the detail required for accurate matching to placements, including clear identification of vulnerable young people, and discussion where appropriate with the Placement organiser
Assessing the suitability of the placement offer for individual students
Monitoring of students while on placement, by phone call
Placement Organiser
Sourcing of placements
Employment of staff trained to complete placement vetting
Placement vetting - Visit employer to assess suitability including: <ul style="list-style-type: none"> • Health and safety Check • Accident procedures • The range and type of work undertaken within the organisation • The different types of work experience and student needs • Employer endorsement of Child Protection principles • Awareness of prohibited activities for pre 16 young people • Insurance documentation (Employers liability, Public Liability) check • Equal Opportunities policy and operation • Arrangements for supervision of young people • Emergency procedures



Maintain database of all approved placements

- Compliance with data protection
- Discuss suitable programme of activities, including length and timing of the working day
- Arrangements for protective clothing
- Complete risk assessment

Produce a detailed placement sheet for school use

Production of information booklets, application forms for school use

Matching of young people to appropriate placements maintaining confidentiality of information under

Data Protection Act 1998

Evaluation of placements



THE RISK MANAGEMENT OF WORK EXPERIENCE for XX

General Description of the activity or visit:

One-week block work experience at X Company

This risk assessment has been compiled to address issues which may occur due to X having ADHD for which he takes medication at home. In the past there have been times when X has lost control, and as a result has thrown objects across the room. A meeting was held on X date at X School with parents, student, Pastoral Leader and work experience organiser. X's difficulties were discussed, but it was stressed that he is very keen to do the work experience, has learnt to manage his condition well, and the incidences of him losing his temper have been very few in the last 4 years. X will take part in Work experience preparation lessons, reinforced by his Learning Mentor. X will be visited on placement by school staff early in the first week, and then as necessary.

The elements of the activity or visit include (travel/transport, activities hazardous and non-hazardous and personnel)

Travel to placement, participation in supervised work, unsupervised breaks and lunchtimes.

Elements of the activity or visit	Identified hazards	The risk (low, medium or high)	Measures taken to reduce the hazards (possible or not possible)
Travel to and from placement	New route, may get lost, timekeeping	low	<ul style="list-style-type: none"> • Home to telephone placement and school if X is going to be absent. • Parent to rehearse journey with him. He is able to walk to the placement. • Parent to be informed if X leaves early, or delayed



Length of sessions	X may lose concentration because the work sessions are longer than school lessons	Medium	<ul style="list-style-type: none"> X enjoys working on projects, and has been used to managing his time in the Learning Centre at school over more than one school lesson.
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Workshop activities	<ul style="list-style-type: none"> Safety with tools response to adult workers 	Medium	<ul style="list-style-type: none"> X will have the standard induction, which covers health and safety. Employer/supervisor is aware of X's difficulties and particular triggers. Public reprimands should be avoided, but X understands the need for immediate response if he or others are in danger. The signs of X becoming angry are sweating, red face, lowered eyes, or unusually quiet. He recognises these himself, and may ask for time out. It has been agreed that he will be sent to the canteen until he is calm, and ready to return. If there are any concerns about X's behaviour employer is to contact Mrs X at X School, or parent for action/warning.
	<ul style="list-style-type: none"> 		<ul style="list-style-type: none">
Unsupervised breaks and lunchtimes	<ul style="list-style-type: none"> Involvement with inappropriate activities Leaving site 	Medium	<ul style="list-style-type: none"> Induction will include rules for all students on work experience X should not leave the site. To if in difficulty X has an adult he can go



	<ul style="list-style-type: none">• Unable to interact appropriately with peers and adults• Late return		<ul style="list-style-type: none">• X is aware of the very short lunchtime (30 mins), but will need reminding about the time he is due back in the classroom.
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This Risk Assessment was completed by

Position

Date

FINHAM PARK 2

A Mathematics & Computing College



Written by Tracie Robinson March 2017

Reviewed by Jo Brake for FP2 September 2017

Next Review date: March 2019 in preparation for 16-19 studies

Approved by Governors:

Signed:

A handwritten signature in black ink, appearing to be 'N. Drake'.

Headteacher

Date: 8 November 2018

Signed:

A handwritten signature in black ink, appearing to be 'Cecily-Johnson'.

Chair of Governors

Date: 8 November 2018