

# Roundwood Park School



## Work Experience Policy Standards & Curriculum Committee March 2017

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## **1. Aims**

Work experience is an important part of Roundwood Park School's curriculum. It provides students with insights into the world of work in addition to offering them the opportunity to develop the employability skills they will need in the future. It is our intention that every student should undertake a work experience placement that is meaningful and relevant to his or her career path.

## **2. Roles & Responsibilities**

### **2.1 Headteacher**

The Headteacher has 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 competent person has assessed the suitability of work experience placements;
- 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 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 HCC Education Health & Safety Manual.

### **2.2 Governing Board**

The role of the governing board is to ensure that the Work Experience Policy is up to date and that the effective delivery of work experience is monitored. They will ensure that:

- the Work Experience Policy is correct and that the school's arrangements for work experience meet all the requirements;
- all aspects of the policy are met when purchasing a work experience service from Youth Connexions (YC) and that there is evidence of this in the provision;
- monitoring arrangements are in place to assess the success of work placements.

### **2.3 Senior Leadership Team Member**

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 send consent forms to parents/carers and that a copy of this document is signed and returned before the placement begins;
- 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 HCC accident protocol and that all parties understand their responsibilities.

## **2.4 Work Experience Co-ordinator**

The Work Experience Co-ordinator is responsible for developing procedures to ensure that students placed with employers for work experience as part of his/her programme, are not subject to unacceptable risks. He/she will ensure that:

- arrangements are in place to ensure that any guidelines issued by a placement organiser are implemented and monitored;
- liaise with YC and any placement providers to ensure that the placements are meeting the necessary health and safety requirements;
- consent forms 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 may have, and communicate this information to placement providers so that a specific risk assessment can be completed for the student, to be sent to the parent/carer prior to commencement of the placement;
- comply with the HCC accident protocol and contact the YC Employer Team immediately if an accident occurs whilst a student is on placement through YC;
- ensure all YC policies and procedures are up to date and adhered to;
- assess the suitability of all placement providers with regards to health and safety and child protection.

## **2.5 YC (Youth Connexions) – Roundwood Park School purchase a number of work experience places from YC. YC are expected to:**

- ensure that the YC placement providers have been approved based on a robust health and safety inspection, and that evidence of the employer's liability insurance and risk assessments is in place;
- assess the suitability of all placement providers with regard to health and safety and child protection;
- ensure that a competent person carries out health and safety inspections;
- ensure that placement providers understand their responsibilities with regard to health and safety and that risk assessments are carried out with consideration of any additional needs the student may have;
- ensure that placement providers comply with the HCC accident protocol and that all parties understand their responsibilities;

- ensure that placement providers understand their responsibilities regarding child protection 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 they are satisfied that the Placement Provider has put in place all the necessary requirements prior to approving a placement.

## **2.6 Private Placements Organised by Students**

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 accepting 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 is 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;
- introduce 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;
- nominate a supervisor responsible for the student and whom the student can approach at any time;
- provide adequate supervision as detailed on the risk assessment;
- ensure students are made aware of the work activities involved and of any significant associated risks.
- ensure that students are informed of who has day to day responsibility for their supervision at the workplace, and who (if different) has overall responsibility for their health and safety during their work experience;
- inform the school Work Experience Co-ordinator and parents/carers of any accident/incident as soon as possible;
- complete the incident/accident book, and/or report to HSE. In the event of serious accident/incident in line with RIDDOR requirements.

## **3. Overview of Work Experience at Roundwood Park School**

- The school employs a Work Experience Co-ordinator to oversee and organise work experience. The Work Experience Co-ordinator will liaise with the Assistant Headteacher with responsibility for Careers to manage this role.
- The school will work in collaboration with the Youth Connexions Employment Adviser who will supply a number of placements for students. As the placement provider, Youth Connexions will be responsible for carrying out the risk assessments and health and safety checks for the placement.
- The school also encourages students to source their own placements. Where a student undertakes a private placement, the Work Experience Co-ordinator is

responsible for ensuring that a current risk assessment is in place and that the placement organiser has employer liability insurance and a comprehensive induction process, incorporating established health and safety procedures.

## **4. Eligibility for Work Experience at RPS**

Work experience is offered to selected year 10 students and to all year 12 students.

### **4.1 Year 10**

Selected students will be decided by the Head of Year in consultation with the SLT team member with responsibility for pastoral care. Selection criteria for Year 10 students is based on:

- students who are academically unlikely to achieve the required GCSEs to remain for sixth form;
- students who are showing an interest in attending college or thinking about an apprenticeship;
- students who would benefit from some work experience in order to help them develop confidence or an awareness of the world of work.

#### Process:

- Selected students approved by SLT Pastoral.
- Year 10 parents are invited to apply in writing for work experience.
- Those parents who wish to take up the opportunity for their child are required to give their permission in writing.
- Teachers are advised of the students who have accepted the invitation.
- It is the responsibility of the student to catch up on any work that is missed during their time on placement.
- Year 10 students will be given a work experience diary to complete. The supervisor of the placement provider will be asked to comment on the student's week in addition to the students completing a diary, noting what tasks and skills they are developing in their placement.

### **4.2 Year 12 – Professional Placement Programme**

Students in Year 12 will be expected to undertake a professional placement in order to enhance their skills and career development. These placements will benefit them in their career planning and applications to the next phase of their academic journey, whether that be an application to university, a sponsored degree or a higher level/degree apprenticeship. These placements will be found by students themselves and a careers subject has been created to allow comprehensive teaching and resourcing of this task.

Placements can take a variety of forms and will be assessed by sixth form management as to their suitability. Students will be asked to submit a Progress Plan detailing their goals for a professional placement at the end of their first term. Students will then have a 1:1 appointment with the school's careers adviser to finalise their plans and have their applications checked.

The aim is for students to find a work experience placement that will enhance their career goals and support further applications to University or Degree

Apprenticeships. For example, some students may wish to target large 'Blue Chip' employers who offer programmes of work experience in professional areas such as law, finance, marketing, public relations, publishing and media. These are competitive placements that will require successful online applications, telephone interviews and in some cases psychometric testing and assessment centres. These programmes usually take place in the summer months.

Other students may prefer to contact companies directly and negotiate their own placements. This is particularly the case for specialised careers in healthcare, art, design, fashion, digital media, cyber security and creative roles.

### **4.3 BTEC Students**

BTEC students will be off-timetable and are expected to complete a Professional Placement at the end of March. These placements can be offered via YC or students can negotiate their own. BTEC students can do more than one placement if the opportunity to gain experience in a company presents itself on alternative dates; however as the students are not on timetable they must be out on placement during the week that is specified in their course timetable.

#### Process

- Placements will require a Private Placement Form to be completed and these will need to be approved by the Work Experience Co-ordinator in respect of the Work Experience Policy & procedures.
- Any time required off-curriculum must be requested in writing to the Headteacher and approval may only be given by the Headteacher.
- It is the student's responsibility to catch up on any work missed as a result of being off-timetable.
- Student will be given a work experience diary to complete.
- Students will be asked to make a presentation to their class about their work experience.

## **5. RPS Procedures for Work Experience**

- Where the placement has been provided by YC, YC will be bound by the service level agreement with Roundwood Park that states they will carry out the necessary health and safety checks and risk assessments.
- Where the placement is sourced by the student/parent (a private placement) the Work Experience Co-ordinator will undertake the tasks of vetting of employers, checking health and safety at the placement, checking the employer's insurance cover and confirming that the experience will be suitable for a young person.
- The Work Experience Co-ordinator will, using the information gathered on the Work Experience Referral Request Form, make a judgement as to the appropriateness of the placement and assess the potential risks posed by the placement, with safeguarding or paramount concern.
- If it is felt necessary that a health and safety check is required, this will be referred to Youth Connexions who will undertake the necessary checks.
- All placements will be contacted by telephone to verify the information and check the placement's suitability.
- The Work Experience Co-ordinator, in consultation with SENCO, also has a duty to make the employer aware of any disability or special needs of the student

attending the placement, so they are able to make adequate provision for the student.

## **6. Employer Liability Insurance**

- The Association of British Insurers, the British Insurance and Investment Brokers Association Lloyds of London 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.
- As students are treated as staff, employers have a general duty (under Section 2) to ensure their health, safety and welfare. Section 7 of the Act places a duty on employees, including students on work experience, to take reasonable care for the health and safety of themselves and anyone else that may be affected by their acts or omissions.
- Employers are asked to sign a confirmation notice, stating that they will provide a proper induction covering health and safety procedures in the work place.

## **7. Monitoring of Placements**

- A member of staff or the Work Experience Co-ordinator will visit or contact by telephone its students while they are at their work experience placement.
- These visits will enable the school to check on the welfare of students and also to collect information about the suitability of the placements, particularly in terms of its impact on student learning. The visits also form a large part of the evaluation of the work experience as the employer is asked to provide feedback on the student.
- Students are asked to complete a Work Experience Diary, which allows the success of the placement to be analysed.

## **8. Confidentiality Procedures**

- 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.
- 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.
- 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.

## **9. Roundwood Park School Master Checklist of Documents**

A 'master checklist' of the main requirements of work experience will be produced and completed by the co-ordinator for each period of work experience. This list will include checks that the following documents/tasks are in place:

- a. Permission letter to confirm that the student can take part in work experience (signed by parent/carer).
- b. For private placements, the parent/carer must complete a Work Experience Private Placement Form.

- c. If deemed necessary, the Work Experience Coordinator will follow up with the Private Placement Provider and complete a Telephone Check Form or Health and Safety Visit Form to undertake any further risk assessment in relation to health and safety.
- d. For YC placements, YC will follow their own guidelines to check the placement.
- e. A job description for the work experience placement must be sent to the parent/carer along with a letter confirming the student's role and responsibilities in their work placement.
- f. Employers will be sent details of the student attending their work experience placement prior to commencement, and asked to confirm that a detailed induction will take place and that health and safety will be covered with the student during this induction.
- g. A thank you letter will be sent to the employer for either taking a student or offering to host one.

A student will not be permitted to start work experience until the above steps have been completed and the student can therefore be 'signed-out'. In situations where the checks are incomplete for a student, the Headteacher may give his/her permission for the student to commence work experience, if and only if, the Headteacher is certain that the circumstances at the placement are sound and provide a safe and secure environment for the student in every respect.

## 10. Troubleshooting

The school's Work Experience Co-ordinator will, in the first instance, be responsible for resolving any problems or difficulties that arise during the period that work experience runs, i.e. from planning through to evaluation. The Co-ordinator will be required to refer any serious or significant problems to the SLT Line Manager or Headteacher as appropriate. Employers, parents and students will be given the name and contact details (school based) of the Work Experience Co-ordinator.

## 11. Further Information and Advice

James Ottery, Health & Safety Manager (Email: [james.ottery@hertfordshire.gov.uk](mailto:james.ottery@hertfordshire.gov.uk))

Mary Hurlstone, 14 – 19 Progression Manager, Strategy and Commissioning  
(Email: [mary.hurlstone.hertfordshire.gov.uk](mailto:mary.hurlstone.hertfordshire.gov.uk))

HSE Young People at work

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

<http://www.hse.gov.uk/services/education/faqs.htm#a1>

DfE advice on health & safety

Work related Learning guide – Second Edition

<https://www.education.gov.uk/publications/eOrderingDownload/work-related.pdf>

Work experience a guide for secondary schools

<https://www.education.gov.uk/publications/eOrderingDownload/SPDWES0102REV.pdf>

A guide to the law for Governors

<http://education.gov.uk/b0065507/gttl/health-safety-welfare>

Work Experience Frequently Asked Questions (HCC)  
<http://www.thegrid.org.uk/info/healthandsafety/manual.shtml>