



Work Experience Policy

November 2023

Last reviewed on:

Next review due by:

Work Experience Co-ordinator & Careers Leader
Sue Gilani
s.gilani@tfc.dorset.sch.uk

Work Experience Policy

Contents

	Page
1. Introduction	3
2. Purpose	3
3. Priorities	4
4. Legislation	4
5. Health & Safety	5
6. Safeguarding	6
7. Quality Assurance	7
8. Responsibilities	7
9. Guidance Documents	9

Appendix 1 – Work Experience Accident/Incident Reporting Procedures

Appendix 2 – Accident/Incident/Near Miss Form

Appendix 3 – SLA Health & Safety Audit – Work Experience Section

Appendix 4 – Work Experience Process – Preparation for the placement

1. Introduction

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

The Forum Centre offers work experience to years 10 and 11 students who are able to access it.

Definition of meaningful work experience:

- *Purposeful, substantial, offers challenge and is relevant to the young person's study programme and/or career aspirations.*
- *It is managed well under the direction of the Careers Leader in order to ensure that the student obtains a genuine learning experience suited to their needs.*
- *It ensures that time is well spent: the employer has prepared a plan for the duration of the work placement that provides tangible outcomes for the student and employer.*
- *It provides up-front clarity about the roles, responsibilities and the expectations of the student and employer.*
- *It is reviewed at the end: the employer provides some form of reference or feedback based on the young person's performance during their time on the work placement'.*

Work Experience can be classified as:

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.

Virtual – the placement takes place online. This is a virtual experience giving an oversight of how real jobs operate.

Through the [Gatsby Benchmarks](#) schools and colleges across England have been asked to provide every student with at least one experience of the workplace between the ages of 11-16 and another between the ages of 16-18 (Gatsby Benchmark 6).

2. Purpose

This policy provides a framework to ensure that students are able to access work experience placements that are carefully managed, monitored and provide a safe environment. This includes the organisation as well as health, safety, and safeguarding requirements of all work experience programmes for all age groups of students. Our role at The Forum Centre is to help facilitate these placements.

3. Priorities

The Forum Centre commissions Careers South West (CSW) to maintain the database of registered placements and to health and safety check new proposed ones. Upon approval they generate the requisite Employer and Parent Agreements, which must be signed by both parties and the student. The purpose of a work experience programme is to:

- Ensure students are provided with a positive experience with an emphasis on learning.
- Ensure a work experience co-ordinator, The Careers Leader, is nominated within the school.
- Ensure that the potential risks to each student have been assessed by both the employer and parent and shared with the school for approval.
- Ensure that the placement chosen by the student is suitable for them and any additional safeguarding issues are taken into account and actioned.
- Provide a named contact (Sue Gilani, or other Senior Leader), who is available during the times when students are on placements. This will include the period between the school closure and the start/end of the business day, weekend working and any holiday period when any students are at their placement.
- Obtain the consent of parents/carers and service provider before the placement takes place.

4. Legislation

The Forum Centre has a range of legal responsibilities in relation to the organisation and delivery of work experience.

Education Act 1996

- Provide work experience in industrial and non-industrial settings but not on ships, for students who are in their final two years of compulsory schooling.
- Enables students in Year 10 and 11 to assume the temporary status of a Young Person in employment law.

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 layout of the workplace; the physical, biological and chemical agents students will be exposed to; how students will handle work equipment; how the work and processes are organised; the extent of health and safety training needed; and risks from particular agents, processes and work. These considerations will be straightforward in a low-risk workplace, for an example an office. In higher-risk workplaces the risks are likely to be greater and will need more attention to ensure that they are properly controlled.
- A child must not carry out work if it is: beyond their physical or psychological capacity; involves harmful exposure to substances that are toxic, can cause

cancer, can damage or harm an unborn child, or can chronically affect human health in any other way; involves harmful exposure to radiation; involves risks of accidents that cannot reasonably be recognised or avoided by students due to their insufficient attention to safety or lack of experience or training; has risk to health from extreme cold, heat, noise or vibration.

Education Act 2002

- Safeguarding and promoting the welfare of young people within the school.

Apprenticeship, Skills, Children and Learning Act 2009

- Encourage post 16 students to undertake work experience.

Other legislation that is adhered to includes:

Health and Safety at Work Etc Act 1974

Working Time Regulations 1998

Sex Discrimination Act 1975 and Sex Discrimination (Gender Reassignment) Regulations 1999

Race Relations Act 1976 and Race Relations (Amendment) Act 2000

Disability Discrimination Act 2005

Gender Equality Duty under the Equality Act 2006

Human Right Acts 1998

Employment Equality (Sexual Orientation) Regulations 2003

Employment Equality (Religion or Belief) Regulations 2003

Employment Equality (Age) Regulations 2006

Equality Act 2006

Equality Act 2010

Protection of Freedoms Act 2012.

5. Health and Safety

The Forum Centre will ensure:

- Employers have a risk assessment in place for the work placement for a young person that takes into account any restrictions and prohibited work aligned to age.
- Our students are matched carefully to the placement and support the student when they are on a placement.
- Our 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.
- Our students develop a set of safe behaviours, so that they play an active part in the process and acquire practical, transferable skills from their experience.
- Students do not work excessively long hours, no more than 8 hours per day, 40 hours per week, 5 days per week with no unsocial hours, and regular breaks are provided.

- Systems are in place to ensure the health, safety and welfare, so far as reasonably practicable, of placements, i.e. H&S Policy, Risk Assessments, communications and consents.

The Forum Centre will remain aware of legislation and guidance documents relating to work experience published by the Department for Education and the Health and Safety Executive and update this policy as appropriate.

Any accidents/incidents on work experience will be reported to Dorset Council Health and Safety Team and the appropriate Social Care team. (Appendix 1 and Appendix 2).

The Health and Safety Team include a section on work experience within the SLA Health and Safety Audit to support schools/academies/learning centres meet work experience requirements (Appendix 3).

6. Safeguarding

The Forum Centre will:

- Consider the specific circumstances of the work experience, in particular the nature of the supervision, e.g. unsupervised and the frequency of the activity being supervised, to determine what, if any, barred checks are required. If a person working with a child is unsupervised and in frequent contact, we will ask the employer providing the work placement to ensure that the person providing the instruction or training is not a barred person.
- 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 in school in case of problems.

The Forum Centre will consider any potential risks to students to see if any additional safeguards are needed in the case of

- Any young person who is vulnerable, e.g. special needs, immaturity, is known to have experienced abuse or neglect, substance misuse
- A 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.

Employers no longer need to carry out a DBS check with barred list information on staff who are supervising young people on work experience. If a 16-17-year-old student is on work experience at a school or college where they will have contact with children, school will consider whether a DBS enhanced check will be required. Young people on work experience are treated the same as employees of the same age under health and safety legislation.

The Forum Centre will arrange visits to the student and employer during the work placement. Any member of staff visiting a workplace will be provided with details of the job description, and any specifics and restrictions.

The Dorset Council Safeguarding Unit includes a section on work experience within the annual Safeguarding Audit undertaken by schools.

Reference will be made to the Pan Dorset Interagency Safeguarding Procedures [Pan Dorset Safeguarding Children Partnership](#)

7. Quality Assurance

In order to offer a quality work experience programme, The Forum Centre will:

- In collaboration with CSW, ensure the employer and the workplace are suitable for a work experience placement.
- Carefully match students to placements and support them throughout the experience.
- Pursue a policy of equal opportunities that considers the needs of the six equality groups – Race/Ethnicity to include Gypsies/Travellers, Disability, Religion and/or belief, Sexual orientation, Age, Gender.
- Counter gender stereotyping, take cultural issues into account, increase student confidence and challenge under achievement.

8. Responsibilities

The Forum Centre will provide a work experience opportunity following the guidance in Appendix 4. School will also implement and/or monitor the responsibilities for students and young people, parents/carers, employers, and the work experience organiser in line with Health and Safety Executive guidance (June 2013) – [Advice for Work Experience Organisers](#).

Students and young people

- Have a duty to take care of their own health and safety, and that of others who may be affected by their actions.
- Must listen carefully, follow instructions, use any safety equipment that has been provided and take part in any relevant training.
- Raise any concerns about health and safety and any work-related accidents or illness with the school Careers Leader.

Parents and carers

- The employer must inform the parents of any significant workplace risks and how they can be controlled (This may be done through the school).

- There are a few work activities that a student cannot do due to health and safety law. If a parent/carer is advised that a placement is not suitable due to health and safety, they can contact HSE's Myth Buster Challenge Panel for further information.
- If the student has any medical or behavioural conditions the work experience organiser must be informed.

Employers

- Under health and safety law, work experience students are treated as employees and no differently to other young people employed.
- An employer's existing Employers' Liability Insurance Policy covers work placements as long as the insurer is a member of the Association of British Insurers. CSW will check that suitable insurance is in place.
- Employers will use their existing arrangements for assessments and the management of risks to young people.
- Discuss with organisers and take into account the student's physical and psychological capacity and any other particular needs, e.g. Health conditions or learning difficulties.
- Additional work required by the employer should be kept in proportion to the environment and the level of risk.
- Explain to parents of students the significant risks and how they can be controlled. This may be done through the school.
- Induct students explaining the risks and how they are controlled and check that they understand what they have been told.
- Check students know how to raise health and safety concerns.

Work Experience Organisers

- The employer has primary responsibility for the health and safety of the student and should manage any significant risks but the organiser must take reasonable steps to satisfy themselves that this is being done.
- If a new employer is used, talk through what the student will do and any relevant precautions. Share a written record of this conversation with employee.
- Where an employer is known to you and has a good track record and the student needs are no different to past placements, rely on this past experience and no further assessments are required.
- Work with parents to ensure employers know in advance about students who might be at greater risk.
- Keep checks in proportion to the environment – low risk, less familiar risks, higher risk environments.
- Discuss with the employer what work the student will be doing or observing, the risks involved and how these are managed.
- Check that the instruction, training and supervisory arrangements have been properly thought through.

- Check employers understand the specific factors relevant to employing young people.
- Check that students know how to raise any health and safety concerns.

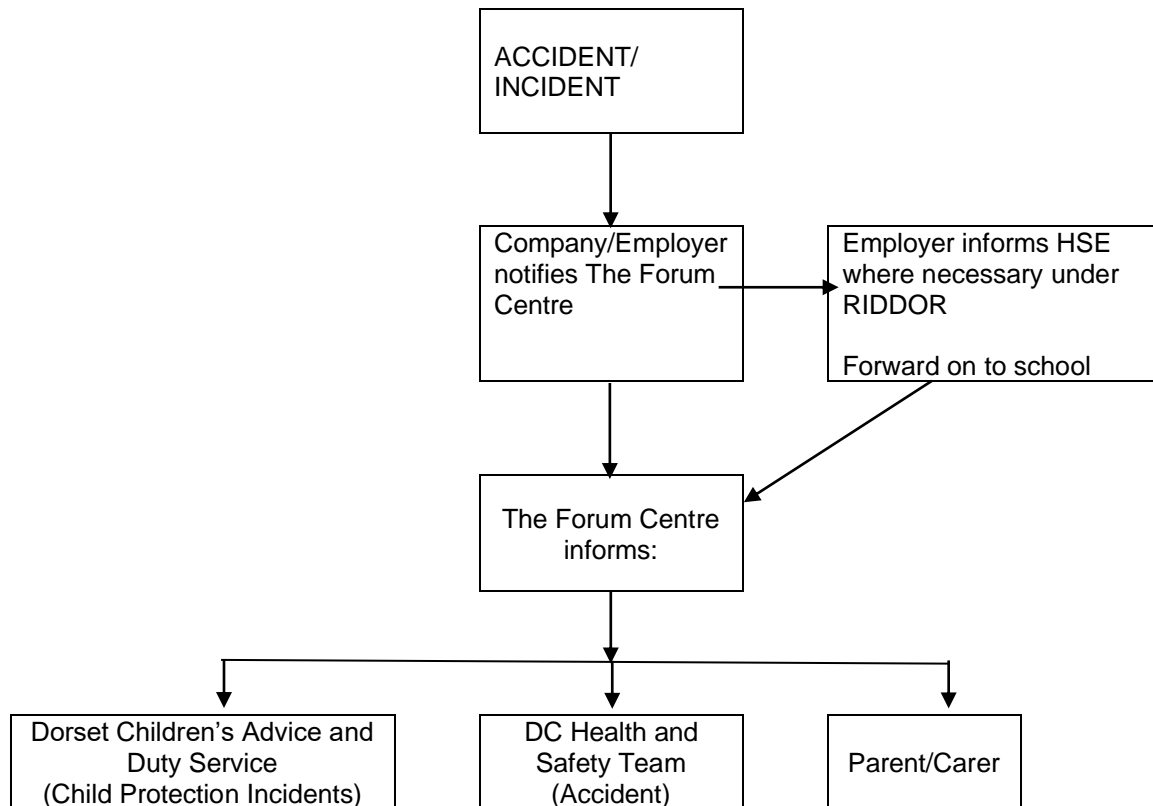
9. Guidance Documents

- HSE website : [HSE Young workers](#)
- Keeping Children Safe in Education [KCSiE 2023](#)
- Working Together to Safeguard Children : [Working Together to Safeguard Children](#)

This policy will be monitored and evaluated annually, and as new legislation and guidance becomes available.

Appendix 1

Work Experience Accident/Incident Reporting Procedure



Dorset	H&S	Dorset Council Health & Safety Team 01305 225019 healthandsafety@dorsetcouncil.gov.uk
	Child Protection Incidents	Notify The Dorset Children's Advice and Duty Service on 01305 228866 (members of public) & 01305 228558 (professionals)

Details of Affected Person				
Surname:	Click here to enter text.		Forename	Click here to enter text.
Date of Birth:	Click here to enter text.	Male: <input type="checkbox"/>	Female: <input type="checkbox"/>	Prefer to self-describe: <input type="checkbox"/>
Does your gender differ from that at birth?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>		
Job Title:	Click here to enter text.		Place of Work	Click here to enter text.
Home Address	Click here to enter text.			
Telephone No.:	Click here to enter text.			
Employers name, address & telephone no. (if not DC)	Click here to enter text.			
Was more than one person injured in the same incident?	Yes <input type="checkbox"/> No <input type="checkbox"/>			

Appendix 2

Accident / Incident /Near Miss Form

<p>Type of Incident:</p> <input type="checkbox"/> Accident <input type="checkbox"/> Violence (Actual) <input type="checkbox"/> Violence (Threat) <input type="checkbox"/> Work Related Disease <input type="checkbox"/> Potential Hate Crime <input type="checkbox"/> Near Miss	<p>Injured/Affected Person:</p> <input type="checkbox"/> Employee <input type="checkbox"/> Service User <input type="checkbox"/> Contractor / Agency <input type="checkbox"/> Volunteer <input type="checkbox"/> Member of Public	<p>Directorate:</p> <input type="checkbox"/> Corporate Development <input type="checkbox"/> People - Adult <input type="checkbox"/> People - Children Place Directorate - <input type="checkbox"/> Place Services <input type="checkbox"/> EGI <input type="checkbox"/> Customer services / Archives & Libraries	<p>To whom was the accident first reported?</p> <p>Name: Click here to enter text.</p> <p>Post Held: Click here to enter text.</p> <p>Date: Click here to enter text.</p> <p>Time: Click here to enter text.</p>
---	--	---	--

H&S Team use only: F2508:

<p>Location of Incident:</p> <p>If incident happened away from establishment/base, give details. (eg. service users house/public place/at someone else's premises) Click here to enter text.</p> <p>Precise place of incident (e.g. stairs, corridor)</p>

<p>Does the affected person consent to share information with Dorset Council recognised Trades Unions</p> <p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p>
--

Incident details	
Date of incident: Click here to enter text.	Time of incident: Click here to enter text.
What was the incident & how did it happen? (If insufficient space attach details on separate sheet) Click here to enter text.	



Injury - What injury resulted (state cut, bruise, fracture. Indicate left/right)
Click here to enter text.

Time lost - Did incident result in injured/affected person's absence/inability to **undertake normal duties** YES NO
 Inform the County Health & Safety Team by phone to report any lost time, other than on the day of the accident
 -
 01305 2 2 5 0 1 9

Details of any witness (s)	Details of assailant(s), if known (in case of violent incident/hate crime)
Name, address, telephone no. (if not DC employee) Click here to enter text.	Click here to enter text.

Action taken		Report completed by:	
<input type="checkbox"/> No action required	<input type="checkbox"/> Attended Doctor or Health Centre	Name	Click here to enter text.
<input type="checkbox"/> First aid on site	<input type="checkbox"/> Sent or taken to hospital	Job title	Click here to enter text.
<input type="checkbox"/> Sent or taken home	<input type="checkbox"/> Detained in hospital over 24hr	Date	Click here to enter text.
<input type="checkbox"/> Police informed			

What action has been taken to prevent a recurrence: (Line Manager to complete, use separate sheet if necessary)
Click here to enter text.

Name:	Click here to enter text.	Signature:	Click here to enter text.	Date:	Click here to enter text.
-------	---	------------	---	-------	---

Print or save and send one copy to Dorset Council Health and Safety Team healthandsafety@dorsetcouncil.gov.uk , County Hall, and retain one copy in the workplace.

Health & Safety Team Use Only
Click here to enter text.

Appendix 3

SLA Health & Safety Audit Work Experience Section	
1. Is there a current work experience policy?	
2. Is a competent contractor used for vetting work placements?	
3. Do all students receive a briefing which includes health and safety prior to the placement commencing?	
4. Are there systems to ensure all checks are in place before a student commences work placement?	
5. Are all students monitored whilst on work placement?	
6. Are relevant employees briefed prior to them carrying out a monitoring visit?	
7. Are all relevant employees given a copy of the job description prior to carrying out the monitoring visit?	
8. Are all relevant employees given a copy of the risk assessment prior to carrying out the monitoring visit?	
9. Are all relevant employees made aware of any restrictions and/or prohibitions prior to carrying out the monitoring visit?	
10. Does the school have an emergency contact (including out of school hours) for students whilst on work placement?	



Dorset
Council

Please complete and email as soon as possible to DC
philippa.woodward@dorsetcouncil.gov.uk

Any queries please speak to Philippa Woodward 01305
225646



- 1 The Forum Centre will provide a protocol to deal with the following issues:
 - ◆ Student absence from the work placement including days of religious observance.
 - ◆ If the employer signifies that they wish to terminate the provision on offer.
 - ◆ If a student appears to be receiving some form of payment.
 - ◆ If the employer's and/or student's attitude to health & safety appears to have become less vigilant.
 - ◆ If the student appears to be treated as an adult.
 - ◆ If the student is offered a full-time job and wishes to leave The Forum Centre.
 - ◆ If the student is attending the work placement but is playing truant from school.
 - ◆ If the employer offers to place the student on a training scheme.
 - ◆ If an incident occurs at the work placement, e.g., theft, accident, misbehaviour etc.

- 2 The Forum Centre will identify the students for whom an extended placement is appropriate and will ensure that all interested parties are informed of the specific and often diverse needs of the student concerned.

- 3 Any placement should take place within the context of a curriculum programme in which the employer has a role in setting learning targets that have been arrived at in negotiation with school.

- 4 An induction, which enables a student to understand the world of work and health & safety requirements, as well as develop skills and personal qualities, will be negotiated with the employer. The employer will need to understand:
 - ◆ the aim and purpose of the placement.
 - ◆ its anticipated duration.
 - ◆ the means of monitoring the student's progress and attendance.
 - ◆ the process of assessing the student's achievement during and at the end of the placement.

Briefing before the placement

- 1 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.
 - ◆ How to record achievements whilst on the placement.
 - ◆ Things to do in certain situations ('What if?' scenarios, particularly in relation to Safeguarding issues).

- 2 The employer will be made aware of the student's:-
 - ◆ Medical conditions
 - ◆ Learning difficulties
 - ◆ Physical disability
 - ◆ Behavioural needs
 - ◆ Ethnic background, culture, and language

All the above have implications for the induction process, supervision arrangements, control measures and prohibition put on student activity, the sort of tasks given to the student and training for the use of machinery.

During the placement

- 1 We will monitor the progress made by an individual student on a placement.
- 2 A suitably briefed member of school staff will make contact with the student during the first few days and thereafter visit the student. A visit 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 workplace 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.
- 3 We are responsible for the student's attendance on the placement although the employer will need to monitor it for us.
- 4 In the event of any accident/incident we will contact Dorset LA Health and Safety team or appropriate Social Care Team immediately (Appendix 1 and 2).

After the placement

- 1 There will be a formal review between school 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.
- 2 The Forum Centre will ensure all evaluations are received and provide feedback to the student, which will assist in formulating new learning targets.