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Work Experience Safeguarding Checklist for Academies

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| Document Owner: | B Duffy |
| Approved by and Date: | C-Suite |
| Queries to: | B Duffy |
| Review Interval: | 3 years |

# Introduction

Shaw Education Trust, subsequently in this policy referred to as ‘SET’, has a duty to ensure that appropriate procedures, protocols or guidelines are in place to comply with legislation, enabling those relevant academies organise work experience placements to ensure pupil safety within realistic parameters of the workplace.

This checklist is a guidance for those academies who offer work experience to their pupils. Academies are ultimately responsible for the organisation of their placements regarding external companies and businesses used both for the placements and any company used to ‘vet’ businesses. However, the checklist contained within this document must be adhered to.

“This guidance has been equality impact assessed and we believe in line with the Equality Act 2010. It does not have an adverse effect on race, gender or disability equality.”

This policy applies to all SET academies.

**Principals** - are responsible for ensuring that this guidance is adhered to and locally regularly reviewed. They are responsible for ensuring that consideration is given to any training and resources implications that are defined through their local procedures. They may delegate this to a senior member of staff within their academy.

**The guidance contains sample documents that academies may wish to use/modify. Academies will of course formulate letters as they see appropriate but please ensure the information in yellow below is communicated to relevant parties. The exact wording may of course be tweaked by academies, but please ensure the main information is inserted. Documents include:**

**A** - Sample letter that could go to parents at start of the programme if parents are part of securing work placements for their children.

**B** – Essential safeguarding information to be included in academy letter to prospective employers offering placements.

**C** – Checklist which must be completed by each academy and returned to B Duffy (Director of Safeguarding) by the end of the previous half-term prior to placements (and no longer than 4 weeks prior to placement dates).

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# Safeguarding information to be inserted within initial letter to parents/carers.

*(All academies that already offer work experience will no doubt already have letters in place. If you are offering work experience for the first time, by all means contact SET colleagues or other SET academies who would be able to support. Please ensure the information below is inserted into the initial letter. Thank you.)*

The company named above *(this refers to organisation you may use to facilitate H&S checks and placement information etc., e.g. Unifrog)* will complete most relevant checks around health and safety and some other areas, but not all safeguarding aspects, so we would ask that parents/carers adhere to the guidance below when communicating with possible placements.

When discussing a possible placement with a business/employer, please inform them that acceptance of a place will be provisional of certain safeguarding requirements being in place and verified to the school, mainly around suitability of employees in supervising children and safeguarding processes employed at their place of work. When the placement has been provisionally agreed by you and the employers, please inform school asap with employer contact details and school will then write to employers with further information.

In summary, school will be asking employers for the following information:

* Safeguarding policies and practices in place.
* Safeguarding training undertaken by relevant employees who will be supervising pupil.
* Checks (if relevant) completed on individuals who will be supervising the pupil. Please note that any placement which involves a pupil being under the main supervision of one adult without other adults present, will need to ensure certain individual checks have been carried out.

# Logo Description automatically generatedInformation to go to Work Placement Employers

*(Academies should include in this letter their local arrangements in regards to the organisation of the placement including details of any processes used with any external company you are using to support you with this process and checks. Most academies already offering work experience will no doubt have these in place.*

*However, it is essential that within the letter sent to employers, the section below is included in a suitable part of the letter.)*

This communication is to also outline the safeguarding expectation we in education must insist on before a placement can be taken up by a pupil. ‘Keeping Children Safe in Education’ clearly outlines some aspects which must be in place. Our Trust must ensure the very highest of standards when sending pupils out to work environments.

The external company we use *(e.g. Unifrog, academies will obviously include this information in their letter to employers),* check on many aspects of your practice including health and safety, but there are aspects that are not covered and as such this communication seeks to do that. We would appreciate you ensuring that the checklist at the end of this letter is completed and emailed back to us as soon as possible. Apologies some of this information may already be included in other documentation you complete. Thank you.

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| **Checklist to be completed by Employer: Safeguarding Verification** | |
| **Name of Business** |  |
| **Name and role of adult completing this form.** |  |
| 1. Does your business/company have safeguarding policies and procedures in place to protect children from harm? E.g.:  * Procedures for ensuring children are under the supervision of capable and suitable adults. * Procedures for reporting concerns by children on work experience. * Training for relevant adults in dealing with a possible disclosure by a child. * Procedures for recording these disclosures and passing onto relevant parties, including school. * Code of conduct or equivalent, for employees which includes expectations around behaviour towards any children in the workplace. | ‘Yes’ or ‘No’ is sufficient, but schools may ask to see copies of this documentation. |
| **‘Keeping Children Safe in Education’** paragraph 331 states:  *“If the person working with the child is unsupervised and the same person is in frequent contact with the child, the work is likely to be regulated activity relating to children. If so, the school or college could ask the employer providing the work experience to ensure that the person providing the instruction or training is not a barred person.”*  To clarify, this means when a child and single employee are together for most/majority of the time on the placement, with no other adult present, i.e. **at least 50% of each day** or **more than 3 whole days** during the placement (1 week), then relevant checks on the employee **must** be carried out, i.e., enhanced dbs with barred list check.. | |
| 1. Will the child be in the company of a single employee for at least 50% of each day or 3 whole days during the placement (equiv. 1 week), i.e., without other adults present?   (If ‘yes’ please see below.  If ‘no’, checks below are not required.) |  |
| If the answer to question 2 is ‘yes’, which may be the case for small businesses with few employees, or due to specific work carried out, then the following must be carried out for the employee who will be supervising the child:   * **Enhanced DBS with child barred list checks must be carried out on the single employee.** | |
| If answer to Qu2 was ‘yes’, can you confirm that relevant check has been carried out? |  |
| Other relevant information employer may wish to add? |  |
| Please sign and date this form and return to the school. |  |

# *Logo Description automatically generated*Checklist to be completed by Academy

This should be completed and returned to B Duffy, SET Director of Safeguarding, by the end of the previous half-term prior to placements (and no longer than 4 weeks prior to placement dates). Failure to do so and/or incomplete checks may result in work experience being cancelled at least for some pupils.

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| **Safeguarding Checklist** | |
| **Academy name** |  |
| **Member of staff completing checklist, and role in academy** |  |
| **Year Group on Work Experience** |  |
| **Dates of Work Experience** |  |
| **Name of external company providing organisation for placements** |  |
| **Contact details of above company** |  |
| **Have initial letters to parents included the safeguarding information from section A of this guidance?** | **Y / N** |
| **Have employers/businesses all provided you with a completed checklist in section B?** | **Y / N** |
| **Are you satisfied that all safeguarding procedures are in place for your pupils in each work placement?** These arrangements should include the following: | **Y / N** |
| * All placements have relevant safeguarding polices/procedures in place. | Y / N |
| * If relevant, checks (enhanced DBS with barred list) have been carried out on employees as stated in section B, i.e., single employees unsupervised with pupil. | Y / N |
| * Procedures in place for pupils to contact relevant adult (at workplace and academy) if a concern arises during placement. | Y / N |
| * Placement has procedures in place to contact academy for any relevant emergency issue. | Y / N |
| * Member of academy staff will visit placement during period of work experience. | Y / N |
| * Arrangements are in place for daily attendance checks. | Y / N |
| **Any other relevant comments / queries / observations to note by academy:** |  |





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