

The View

 East St.

Work Experience Policy 2024-25

Contents

	Page
1. Introduction	3
2. Aims of Work Experience within our Study Programmes	
3. Period and timing of Work Experience	
4. Organisation of Work Experience	4

Appendices

1. Work Placement Details	5
2. Work Experience Student Form	8
3. Procedures	11
4. Risk Assessments	12
5. HSE Guidance	14

This policy should be read in conjunction with the Trips & Visits Policy and the Equality Policy. No one will unlawfully be disadvantaged on the grounds of age, race or ethnicity, disability, gender and marital status, gender identity, sexual orientation, religion or belief under the operation of this policy.

1. Introduction

Work experience is very important as it provides our students with a real insight into the world of work and presents them with a firsthand opportunity to develop the skills they will need to successfully make the next step in their career or educationally. It is central to the curriculum as a key part of different qualifications to support students applying their learning in the workplace.

Experiences of work may comprise of work experience placements, taster days, as well as academic projects, or specific programmes to enable students to prepare for adult life and potential apprenticeships. Students also have access to a careers education programme, which supports The View @ East Street students with their future career pathway.

2. Aims of Work Experience within our Study Programmes

The common principles of a high-quality work experience placement for our students are that it:

- is purposeful, substantial, offers challenge and is relevant to the young person's study programme and career aspirations.
- is managed under the direction of a supervisor to ensure the young person obtains a genuine learning experience suited to their needs.
- is planned to provide tangible outcomes for the student and employer;
- focuses on the skills required for occupational sectors.
- has clear roles, responsibilities and expectations for both student and employer.
- is followed by some form of reference or feedback from the employer based on the young person's performance.

DfE advice template (ioe.ac.uk)

3. Period and timing of Work Experience

It is our intention that every student at The View @ East Street has the opportunity to complete some form of Work Experience (if their timetable allows for it). This could be on a regular basis (weekly) or for a block period of time to support their studies. For students completing the Level 1 Work Related Pathway, Work Experience comprises of 2 days per week and will link to their academic studies or future career aspirations.

Some students on the Level 2 academic pathway, may also have 1-2 days work experience per week to support their personal choice and career aspirations

4. Organisation of Work Experience

On entry to the Centre, students will provide guidance on the types of work experience they feel they would thrive in. If possible and appropriate, students may have links to organisations and be able to organise their own work experience. However, this will be under the discretion of the Centre, and The View @ East Street will always carry out appropriate checks and advise and oversee the process. This arrangement benefits the students in so far as it encourages them to use their initiative to find suitable placements, to make contact with employers and generally to negotiate with adults about issues to do with work experience. Otherwise, the Centre will arrange placements that are appropriate, linked to career aspirations and accessible for the student.

The Centre reserves the right to withdraw students from their placement and in certain circumstances, the programme, if there are significant concerns relating to aspects such as poor behaviour and attendance. However, support and development will be in place for the student prior to any decision being made.

Appendix 1

Work Placement Details

The View @ East Street will also produce a 'Work Experience form and Placement Details' which outlines the placement details and provides evidence that important checks have been carried out (such as a check on insurance and risk assessments) and that all parties have agreed to the conditions and aims of the experience.

STUDENT WORK EXPERIENCE PLACEMENT DETAILS		The View East St.
<p>For Employer -Thank you for offering a work experience placement. Could you please complete this form with details of the placement and provide a copy of your Employer's Liability Insurance. This information is required prior to the start of the placement and relevant information will be passed to the student and their parents/carer.</p>		
<p>For Employer & Student For any work placement queries while on placement (including attendance), please email BOTH Lynn Bayliss at BaylissL@hillview.kent.sch.uk and Liz Witherspoon at WitherspoonE@hillview.kent.sch.uk or via 01732 778897.</p>		
Student Information		
Student Name		Age (at start of placement)
Days of Attendance	Start Date	Finish Date
Other Relevant Information		
Employer Information		
Name of Company		
Address and Postcode		
Company Telephone Number		
Type of Business		
Contact Name		
Contact Job Title		
Contact Telephone number		
Contact Email address		
Placement Details		
Student Working Hours		
Lunch Arrangements (e.g., packed/buy)		
Dress Code		
Name of Supervisor during placement		
Who to report to on first day		
Duties/tasks to be <u>completed</u>		
Additional Comments		

STUDENT WORK EXPERIENCE PLACEMENT DETAILS

Main activities of company (what does the company provide/offer)							
Number of Employees (Approximately, if actual unknown)							
Type of activities student will perform. (e.g., admin, care, retail, medical, catering, workshop etc)							
Working environment (e.g., office, school, salon, shop etc)							
Accessibility - are there any accessibility issues to be considered? If yes, please list		Yes (list)				No	
Have you previously had students attend work experience? If yes, please indicate years of attendance		Yes (year)				No	
Company Transport If to be used, does the company's insurance cover the student?		Yes		No		NA	
The company provides the following facilities							
Toilets		Areas for Breaks		Washing Facilities		First Aid	
Yes	No	Yes	No	Yes	No	Yes	No
Appropriate health and safety measures are in place to cover the student while on placement including Risk Assessment(s).				YES		NO	
List any areas the student is prohibited to work or restricted tasks/areas of <u>work</u>						NA	
List any equipment, chemicals, or substances the student may/will use						NA	
If the student is to be issued with protective clothing & equipment (PPE) please list (e.g. safety boots)						NA	
At the start of the placement, we (the employer) will provide the student with an induction including Health & Safety, Fire Procedures, First Aid, supervision and working practices and how to raise any health and safety issues.							

Students attending work experience are regarded as an employee of the company for the duration of the placement. It is a legal requirement that your company must have Employers Liability Insurance in place to cover the student and protect your company. Please provide a copy of your Employers Liability Insurance Certificate				
I have provided a copy of our Employers Liability Certificate		Expiry Date	If the policy expires during the placement, will it be the same & provided by the same insurers?	
Yes	No		Yes	No

Employer Agreement

- I understand that the company/employer is responsible for the student's health and safety while they are on work experience, including providing an induction with a detailed briefing regarding health and safety (see <https://www.hse.gov.uk/young-workers/employer/work-experience.htm>)
- I have instructed my insurers that we take students on Work Experience within my organisation and confirm that as a result, all such students will be deemed as employees of my organisation for the purposes of Employers Liability Insurance arranged by my organisation.
- I confirm that, in accordance with Management of Health and Safety at Work Regulations 1999 (Regulation 3), suitable Risk Assessments have been carried for all employees including work experience students.
- I have provided copies of Risk Assessment(s) and/or confirmed that all the necessary health and safety measures are in place and where necessary I have completed the enclosed hazards form.
- I understand that the information completed on this form is held by The ~~View@East~~ Street and is shared with the student, parents/carers and school staff as necessary.
- I confirm that any student information passed to the company will be treated in a confidential manner in line with GDPR guidelines.
- I confirm that we will inform the school immediately of any safeguarding concerns regarding the student.
- I hereby certify that all the information given above is correct.

Signed	Name	
Position in Company	Date	

Please return this form and direct any queries/questions prior or during the placement to:

Lynn Bayliss, BaylissL@hillview.kent.sch.uk Work Experience Co-ordinator

Liz Witherspoon, WitherspoonE@hillview.kent.sch.uk, Administrator

Address: The ~~View@East~~ Street, ~~Bordyke~~ End, 59 East Street, Tonbridge, TN9 1HA

Telephone: 01732 778897

Appendix 2



WORK EXPERIENCE

Thank you for offering a work experience placement to the student named below. To ensure all parties have all the necessary information prior to their placement, please can you

- Complete/check the following details on the Work Experience Information page (page 1)
 - Complete the sections on the Health and Safety pages (pages 2, 3 and 4)
 - Provide a copy of your Employers Liability Insurance Certificate

WORK EXPERIENCE PLACEMENT INFORMATION

Student Name:		Age (at start of placement)	
Days of attendance:			
Start Date		Finish Date	
Medical Conditions (Relevant to workplace)			
<i>Company/Organisation</i>			
Name			
Address (including postcode)			
Company Telephone Number			
Type of Business			
<i>Company/Organisation Contact Details</i>			
Contact Name			
Contact Job Title			
Contact Telephone/Mobile No			
Email address			
<i>Placement Details</i>			
Student Working Hours			
Lunch Arrangements (e.g. packed/buy)			
Dress Code			
Name of Supervisor during placement			
Who to report to on first day			
Duties/tasks to be completed			
Additional Comments			
Approved by The View Centre Manager	Approved	<input type="checkbox"/>	Non-Approval (<i>state (action required)</i>)

For any work placement queries, including attendance, please email both Mrs Lynn Bayliss at Baylissl@hillview.kent.sch.uk and Mrs Liz Witherspoon via witherspoone@hillview.kent.sch.uk or telephone 01732 778897.

Appendix 1

Work Experience Student Form

The View @ East Street will produce a 'Student Work Experience Form'. This form must be read and signed by the parent/carer, giving consent for their child to take part in the work experience programme; and the student agreeing to take part in the programme.

The View

@ East St.

STUDENT WORK EXPERIENCE PLACEMENT To be completed by student & Parent/Carer			
Student Information			
Student Name			
Age			
Phone (in case of emergency)			
Suggestions for type of placement		I can travel to (location)	
Student Work Experience Agreement			
<p><i>I agree to take part in a work placement as arranged by "The View@East Street" based on the information provided by the Centre and employer. I will adhere to the standards expected of me while at the place of work and attend on the days I am required. I will follow the workplace health and safety procedures and any required training. If I have any health and safety concerns, I will report to my employer and to "The View@East Street". I will carry out the tasks required of me during my work experience to the best of my abilities. I give permission for personal data to be passed to the employer for the purposes of the work placement.</i></p>			
Student Signature		Date	

Parent/Carer Information			
Parent/Carer Name:			
Relationship to student			
Contact Phone Number		Email:	
Student Medical Conditions (which may affect placement)			
Parent/Carer Agreement			
<p><i>As the parent/carer of the named student, I consent to them taking part in a work experience placement with a named employer as agreed with "The View@East Street" and the employer. I understand that the details of the placement will be passed to my son/daughter. I have advised on any medical conditions, learning differences, or other vulnerabilities that my son/daughter has that may impact their ability to carry out certain duties and/or affect their health and safety and understand that the employer will be informed as necessary. I give permission for personal data to be passed to the employer for the purposes of the work placement.</i></p>			
Parent/Carer Signature:		Date:	

Appendix 3

Procedures

The Centre employs a Work Experience Co-ordinator who will be the first point of contact for all students and providers.

1. On admission, the student will provide details of the types of experience they wish to pursue and the area they can access.
2. Students will meet with the Co-ordinator to discuss placement options and ideas and possible placements.
3. . , Placements will be visited before and/or during the placement period. If any placement is deemed to be of higher risk or the student classed as vulnerable, a visit will be made in the initial stages. In the main, a member of staff will visit the placement on the students first day to support the transition/induction process.
4. Prior to starting work experience, students will be provided information, advice and guidance on aspects such as expectations, dress code, general health and safety, conduct and hours of work.
5. Students will be given a Work Experience Diary to complete.
6. Students will be provided with details of who to contact if any problems arise during the placement on the part of either, the student or the provider.
7. If students are ill during their placement, they must ring both the Centre and the employer.
8. Students will have the opportunity to discuss their placements in tutorials and will be required to send a letter of thanks to the employer.
9. The Work Experience Co-ordinator will also send a letter of thanks on behalf of the Centre at the end of the placement.
10. Where a student has special educational needs, a disability, an illness or any other condition that might affect his/her well-being on work experience, the Centre will inform the employer of this condition. In each case, permission to disclose this information to the employer will be sought from the parents/carers of the student concerned and the Centre Leader. This will support an appropriate supportive Risk Assessment to be in place.
11. The Centre'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 Centre Leader as appropriate.

Appendix 4

Risk Assessments

1. An employer taking on a young person for work experience has the main responsibility for their health and safety and work place risk assessments. We will take reasonable steps to satisfy ourselves that any work-related risks to students are managed by the employer (hse.gov.uk/young-workers/organisers). The form in Appendix 1 should be able to highlight any additional measures and we will also ask questions of the employer in proportion to the level of risk, in order to satisfy ourselves that arrangements are in place for the student and recording any discussions on the form in Appendix 4
2. Student Risk Assessments may be undertaken in conjunction with the employer and linked to the needs of the student undertaking the work experience. We will use strategies from the Supported Employment Programme to mitigate any risk and support students entering the work place. As guided by the HSE, employers should already be managing the risks in their workplaces and are best-placed to assess whether or not they need to do anything additional for a new young person joining them.

**WORK EXPERIENCE
HEALTH AND SAFETY CHECKLIST**



To be completed by the WEX Coordinator/TVES member of staff in consultation with the placement employer

We have confirmed with the employer below that the areas described in this form will be covered for the work experience placement which includes any discussions/meetings the school and employer have had regarding their health and safety measures.

Student Name		Employer Contact Name	
Name of Employer		Position in Company	

Placement Confirmed by	Verbally	Writing/Email	Visit	All
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Record of Discussion		
The employer has provided records of their risk assessment(s) or given confirmation that health and safety measures are in place within their organisation	YES	NO
Comments		
The school has discussed with the employer any medical conditions, learning differences or vulnerabilities that may affect the student's health and safety during the placement	YES	NO
Comments		
The employer has confirmed that the student will receive sufficient information, induction, training, supervision and PPE (where necessary) so they understand the risks in the workplace and can fulfil their role safely		
Comments		
The employer has confirmed that they have suitable Employer's Liability Insurance. This will cover the student for the duration of their work experience placement		
Comments		
Name		Date
Signature		

Appendix 5

HSE Guidance

In relation to work experience, we will follow the guidance set out in the Health & Safety executive (HSE) Young People and Work Experience - A brief guide to health and safety for employers. This leaflet is aimed at employers who provide work experience opportunities to young people. This guidance will assist the Centre staff and those responsible for work experience in the organisation to ensure that young people have their health and safety protected while they are on their experience.

Advice for Organisers/The School

The View @ East Street will consider the following in ascertaining whether a placement is suitable for students. The guidance is shown below:

Do:

1. remember that the placement provider (employer) has primary responsibility and liability for the health and safety of the student and should be managing any significant risks.
2. take reasonable steps to satisfy yourself that they are doing this. For employers who are new to taking students on work experience, talk through what the student will do and any relevant precautions. It might be helpful to make a note of your conversation.
3. rely on past experience, or pooled experience, for example within the local authority area. You do **not** need to do it all again for a new student where an employer is known to you and has a good track record, and the student's needs are no different to those on past placements.
4. work with parents/carers to ensure employers know in advance about students who might be at greater risk, for example due to health conditions or learning difficulties, so they can take these properly into account.
5. keep checks in proportion to the environment:
 - for a low-risk environment, such as an office or shop, **with everyday risks** that will mostly be familiar to the student, simply speaking with any new employer to confirm this should be enough. This can be part of the wider conversation on placement arrangements.
 - for **environments with less familiar risks** (eg in light assembly or packing facilities), talk to the employer to find out what the student will be doing and confirm the employer has arrangements for managing risks. This will need to include induction, training, supervision, site familiarisation, and any protective equipment that might be needed.

- for a placement in a **higher-risk environment** such as construction, agriculture and manufacturing:
 - discuss with the employer what work the student will be doing or observing, the risks involved and how these are managed. Remember that although the placement might be in a higher-risk environment, the work the student is doing and the surroundings they are working in may not be, for example it could be in a separate office area.
 - satisfy yourself that the instruction, training and supervisory arrangements have been properly thought through.
- 6. check that the employer understands about the specific factors (law and young people at work) relevant to employing young people.
- 7. check that students know how to raise any health and safety concerns.

Don't

1. repeat the process for a new student, or visit unnecessarily, where an employer is known to you and has a good track record, and the student's needs are no different to those on past placements.
2. seek additional paperwork for assurance purposes, or seek to second-guess the employer's risk assessment or their risk control measures:
 - you are unlikely to have the knowledge to evaluate the assessment.
 - this could give the false impression that you have 'approved' it
 - employers with fewer than five employees are not required to have a written assessment.
3. duplicate checks on employers. Schools and colleges using a third party to arrange placements should work with them to make sure employers are not requested to do things twice.

Advice for Placement providers (employers)

Under health and safety law, work experience students are your employees. You treat them no differently to other young people you employ.

Your existing employers' liability insurance policy will cover work placements provided your insurer is a member of the Association of British Insurers, or Lloyds, so there is no need for you to obtain any additional employer's liability insurance if you take on work experience students. The ABI website confirms this. You will need to:

1. Simply use your existing arrangements for assessments and management of risks to young people
2. If you have fewer than five employees you are not required to have a written risk assessment

3. Avoid repeating your assessment of the risks if a new student is of a broadly similar level of maturity and understanding, and has no particular or additional needs (the organizer or parent should tell you if they have)
4. If you do not currently employ a young person, have not done so in the last few years or are taking on a work experience student for the first time, or one with particular needs, review your risk assessment before they start.
5. Discuss the placement in advance with organisers and take account of what they and the parents or carers tell you of the student's physical and psychological capacity and of any particular needs, for example due to any health conditions or learning difficulties.
6. Keep any additional work in proportion to the environment:
 - for placements in **low-risk environments**, such as offices or shops, **with everyday risks** that will mostly be familiar to the student, your existing arrangements for other employees should suffice.
 - for **environments with risks less familiar** to the student (eg in light assembly or packing facilities), you will need to make arrangements to manage the risks. This will need to include induction, supervision, site familiarisation, and any protective equipment needed.
 - for a placement in a **higher-risk environment** such as construction, agriculture and manufacturing you will need to:
 - consider what work the student will be doing or observing, the risks involved and how these are managed.
 - satisfy yourself that the instruction, training and supervisory arrangements have been properly thought through and that they work in practice.
7. You may, in particular for **higher-risk environments**, need to consider specific factors that must be managed for young people, including exposure to radiation, noise and vibration, toxic substances, or extreme temperatures.
8. Where these specific factors exist in your workplace, you should already have control measures in place. This will also apply to legally required age limits on the use of some equipment and machinery (eg forklift trucks and some woodworking machinery). Consider whether you need to do anything further to control the risks to young people.
9. Explain to parents/carers of children what the significant risks are and what has been done to control them. This can be done in whatever way is simplest and suitable, including verbally, and is very often done via the school.
10. When you induct students, explain the risks and how they are controlled, checking that they understand what they have been told.
11. Check that students know how to raise health and safety concerns.

Advice for Parents and carers

1. Any employer must tell parents and carers if there are any significant workplace risks to a child and how they are controlled. This can be done in whatever way is simplest and suitable, including a quick chat.
2. If your child has any medical or behavioural conditions, for example asthma, you should let the organiser or the placement provider (who has the duties of an employer in law) know.
3. If you, as parent or carer, are organising, or helping to organise, a work experience placement directly, the advice for organisers section may be helpful on the website.

Students and young people

1. As work placement students you have a duty to take care of your own health and safety, and that of others who may be affected by your actions.
2. This includes listening carefully, following instructions, using any safety equipment that has been provided and taking part in relevant training.
3. If you have any concerns about your health and safety, raise them with your placement provider or Work Experience Co-ordinator and tell them about any accidents or illness which you think may be work related.
4. Workplace health and safety representatives can play a valuable role early on, by:
 - introducing you to the workplace
 - helping you raise any particular concerns.

Work experience organisers (hse.gov.uk)

5. In addition to this, The HSE website will also guide practice by the Centre and Employers to ensure all young people's health and safety are protected whilst on Work Experience. Young people and work experience: A brief guide to health and safety for employers (hse.gov.uk)

Hillview School for Girls

TV@ES

Trustees' Work Experience Policy

Main compilers: Mrs Copeland, Centre Manager

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