

North East Futures UTC





Work Experience Policy

North East Futures UTC has been established to change the education, skills and employment paradigm in our IT and Healthcare Science sectors in the North East. It provides the opportunity for young people from all the communities in this region to benefit from its specialist provision.

Local Governors and all the North East Futures staff are committed to a policy of equality and aim to ensure that all students, employees, job applicants, other member of the school community and visitors are treated fairly and with respect.

We aim to give equal access to the high quality educational opportunities we provide and to ensure that everyone feels that they are a valued member of the school community. We seek to create a safe and happy environment where all our students can flourish and where social and cultural diversity are celebrated.

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By Dan Sydes	
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By Michael Whitaker	
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Introduction

This policy provides a framework for preparing and supporting students for the opportunities, responsibilities and experiences associated with Work Experience and Work Related Learning. Work Experience and Work Related Learning is an important aspect of students (14-19) Careers education. NE Futures UTC is committed to ensuring that students have the opportunity to be supported in undertaking work experience and developing work place skills as a part of the careers information advice and guidance service that is provided.

1 Aims

The UTC aims to deliver:

1.1 Work experience that is well planned and well organised has an important role in developing a student's work place skills and gives them important opportunities to learn directly about the world of work.

However, students outside the UTC environment will be more exposed to the potential risks involved, both from the tasks they undertake and from the working environment, e.g. equipment and hazardous substances. The physical and psychological immaturity of students also constitutes a risk in itself and therefore it is important that these are taken into account in the risk assessment completed by the placement provider and the UTC.

1.2 Work experience placements are only permitted by law for students during Key Stage 4 and above, i.e. Years 10, 11, 12 and 13. NE Futures UTC is committed to high quality work experience for all students and will aim to provide a minimum of one week of work experience (usually continuous in consecutive days) each year for each student.

Work Experience is an essential ingredient in a NE Futures UTC curriculum and is designed to motivate and inspire young people to follow their chosen career path and also to develop essential work-ready skills.

1.3 The Working Time Regulations 1998 apply to students at work experience placements, for example they should not work for more than five days in any consecutive seven-day period. The number of hours worked and pattern of duties will be agreed by the placement provider and NE Futures UTC. NE Futures UTC will put measures in place to ensure that students on placements are not required to work excessively long hours or unnecessarily unsocial hours. It is strongly recommended that students should not be asked to work more than a standard eight-hour day.

2 Definitions

2.1 Work Experience is defined as *'a placement in an employer's premises in which a student carries out (or observes) a particular task or duty, or a range of tasks or duties, more or less as would an employee, but with the emphasis on the learning aspects of the experience'* (DfES 2002)

Work-related learning is defined as *'planned activity designed to use the context of work to develop knowledge, skills and understanding useful in work'*. It includes learning through the experience of work, learning about work, working practices and learning skills for work and can take place at all key stages. (Department of Education, 2013)

2.2 Work Experience can be classified as either:

- Block - the placement takes place over 5 or 10 consecutive working days. Usually this will mean Monday-Friday however in exceptional circumstances this could include the weekend to reflect the working practice of certain organisations such as the NHS. Any Work Experience that falls outside of normal NE Futures UTC hours will be arranged on a one-to-one basis, with careful consideration of student's wellbeing and with the approval of parent/carers
- Extended - the placement takes place on 1 or 2 days per week over a period of time.

2.3 NE Futures UTC will ensure that they comply with the criteria that is designed to safeguard students' entitlement to a broad and balanced curriculum. It is therefore unlikely that extended work experience of more than two days a week will take place.

3 Risk Assessment

3.1 The Management of Health and Safety at Work Regulations 1999 states that employers must assess the risks to their young workers, including students on work experience before they start work.

3.2 Risk assessments should be undertaken by the placement provider as soon as the placement details have been agreed in conjunction with NE Futures UTC and before the student takes up the work placement. Placement providers should be informed in advance by NE Futures UTC about any individual students who may be at greater risk, for example because of any specific medical needs/behavioural needs or learning difficulties.

3.3 The risk assessment must take into account the following factors;

- Inexperience and immaturity;
- Lack of awareness of existing or potential risks;
- The fitting and layout of the workplace and/or workstation;
- The nature, degree and duration of any exposure to physical, biological and chemical agents;

- The form, range and use of work equipment and the way in which it is handled;
- The organisation of processes and activities;
- The extent of the supervision to be provided to the student;
- The extent of the health and safety training provided, or to be provided, to the student concerned;
- Risks from agents, processes and work listed in Appendix A; and
- Any issues relating to students medical, behavioural, physical and/ or learning needs.

3.4 The extent of the risk will determine whether to restrict the work or the activities of the work experience student. If the placement provider concludes, that as a result of a risk assessment, there is a significant risk to the student undertaking this activity, the student must be prohibited from doing it.

3.5 The placement provider must ensure that the control measures identified on the risk assessment are implemented. The person responsible for mentoring the student must be provided with a copy of the risk assessment.

3.6 There is, however, an extra requirement on the employer to provide the parents/guardians of children at work (including those on work experience) with information on the key findings of the risk assessment and control measures taken before the child starts work. Where the placement provider employs five or more staff, the significant findings of the risk assessment must be recorded, including work experience risk assessments

3.7 In order to fulfil the legal requirements relating to risk assessment, NE Futures UTC must implement a procedure to ensure that consent forms and the risk assessment are sent to parents/carers and that a copy of this document is signed and returned before the placement begins. Further information on the risk assessment process can found www.hse.gov.uk/youngpeople/risks/index.htm

4 Responsibilities

4.1 The **Local Governors** of NE Futures UTC will ensure, so far as is reasonably practicable, that students on work experience, are not exposed to risks to their health and safety by ensuring that:

- NE Futures UTC implement a robust health and safety management system for work experience;
- NE Futures UTC is aware of their responsibilities with regards to work experience;
- NE Futures UTC understands that when purchasing a work experience service through a 'Placement Organiser', that they are responsible for ensuring that all aspects of this policy are met, that there is evidence of this in the provision and that monitoring arrangements are in place

4.2 The **Principal** 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 are cared for. They will ensure that:

- A suitable and sufficient management system is implemented for work experience;
- The Business Liaison Manager, who is a member of the senior team, is the nominated member of staff responsible for ensuring that the health and safety requirements for work experience are carried out with the support of a qualified external business.
- Where the service is being delivered in-house, the responsibilities of the Placement Organiser are implemented
- The suitability of work experience placements has been assessed by a trained and competent person;
- There is clear communication with all key parties involved with the work placement;
- Health and safety procedures are followed;
- Arrangements are in place for a full documentation pack to send consent forms, risk assessment to parents/carers and other relevant placement documentation 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; For example, this could include information on student health needs or Special Educational Needs
- Staff comply with the NE Futures UTC emergency procedures protocol and that all parties understand their responsibilities.

4.3 The **Placement Organiser** may be NE Futures UTC or a service that has been purchased (e.g. Work Experience Service or another provider). Whoever takes on the role of Placement Organiser is responsible for the following duties:

- Ensure that placement providers hosting students on placement have been approved as suitable for NE Futures UTC students. Criteria for approval include:
 - A robust health and safety inspection
 - Evidence of Employer's Liability Insurance
 - Risk Assessments in place;
 - Evidence of student placement plan that will be of value to the student's development of work-ready skills
 - Evidence of the placement being able to meet the individual needs of the student
 - Evidence of suitable travel planning for the student
- Assess the suitability of all placement providers with regards to health and safety, child protection and safeguarding;
- Ensure that health and safety inspections are carried out by a competent person. A competent person is defined as someone who: 1. is qualified to assess work places and has ENTOd and IOSH qualifications (as a minimum); 2. has relevant experience in assessing work placements for young people under the minimum school leaving

age; 3. has access to competent health and safety advice e.g. a member of the Institute of Occupational Safety and Health (IOSH) and relevant sector experience.

- Ensure that placement providers understand their responsibilities with regards to health and safety and when undertaking a risk assessment, that they take in to account any additional needs the student may have;
- Ensure that placement risk assessments are made available to NE Futures UTC, in order that it can be sent to parents/carers;
- Ensure that placement providers comply with NE Futures UTC emergency procedures and that all parties understand their responsibilities;
- Ensure that placement providers understand their responsibilities regarding child protection. This may include:
 - DBS checks where needed
 - PREVENT information
 - Safeguarding information
- Ensure that all placements are visited and there is a revisit programme in place, as follows:
 - high risk placements are visited annually
 - The definition of High Risk placements is one where the Risk Assessment identifies potential areas of high Health and Safety or other risks that need to be carefully managed
 - medium risk placements are visited every 2 years;
 - The definition of Medium Risk placements is one where the Risk Assessment identifies potential areas of medium Health and Safety or other risks that need to be carefully managed
 - low risk placements are visited every 3 years.
 - The definition of Low Risk placements is one where the Risk Assessment identifies potential areas of low Health and Safety or other risks that need to be carefully managed
- Ensure that, before approving a placement, they are satisfied that the Placement Provider has put in place the requirements set out in paragraph 3.7

4.4 The Senior Team Member (**Business Liaison Manager**) 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 use the risk assessments when matching students with placements;
- Procedures are in place to send consent forms and risk assessment 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 every student who is on placement is visited – 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;
- Work placements are suitable and safe for NE Futures UTC students. Children between 13 and the minimum school leaving age (MSLA) are prohibited from being employed in industrial undertakings such as factories, construction sites etc. except when on work experience schemes. The Health and Safety (Training for Employment) Regulations 1990 have the effect of designating children on work experience placements as staff and employers must provide them with at least the same health, safety and welfare protection that they give their own staff. There are also some age-related restrictions which prohibit young workers, including children on work experience, from working with particular machinery or undertaking particular tasks. Employers should be aware of these restrictions.

4.5 The Work Experience Co-ordinator (if different to the Placement Organiser, will also have responsibility for the following) 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:

- All work placement providers have been approved by a competent person
- Arrangements are in place to ensure that any guidelines issued by a Placement Organiser are implemented and monitored;
- Risk assessments are referred to when matching students to placements ensuring all potential risks have been considered;
- Consent forms and the risk assessment are sent to parents/carers and that a copy of this document is signed and returned before the placement begins;
- Liaise with NE Futures UTC staff regarding any additional needs that students might have, and provide all placement providers with this information in order that a specific risk assessment can be completed for the student and sent to the parent/carer before the placement begins;
- The person responsible for mentoring the student, and visiting teachers, are provided with a copy of the risk assessment prior to the placement taking place;

- Comply with NE Futures UTC emergency procedures and contact the Principal and Deputy Principal immediately if an accident occurs whilst a student is on placement.

4.6 Teacher(s) monitoring work experience placements will ensure that:

- They are familiar with the risk assessments for placements being visited and that any identified personal protective equipment or clothing is worn;
- Records are kept of the monitoring visit; a visit takes place once for a block placement and every five to six weeks for an extended placement. Where it is not possible to make a visit due to location of the placement, phone contact takes place and is recorded;
- Ensure where there are any concerns, this is reported as soon as possible to the Work Experience Co-ordinator and more frequent visits made. Any concerns should also be fed back to the Placement Organiser; or the **Business Liaison Manager**
- Ensure child protection and health and safety procedures are followed.

4.7 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 taking 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 and implement 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/first day;
- Nominate a named person to work with and support the student;
- Provide adequate supervision as detailed on the risk assessment;
- Ensure students are made aware of the work activities involved and any associated significant risks through a planned departmental or other induction;
- Ensure that students are informed of who has day to day responsibility at the workplace for supervising them, and who (if different) has overall responsibility for their health and safety during their work experience;
- Inform the Placement Organiser, the NE Futures UTC **Business Liaison Manager** or Work Experience Coordinator and parents/carers of any accident/incident as soon as practicable;
- Complete the incident/accident book, and/or report as a RIDDOR to HSE in the event of serious accident/incident in line under required under RIDDOR. The Placement Organiser must ensure that they are satisfied that the Placement Provider has these processes in place before approving a placement.

- See Appendix A regarding work experience placements that are now permitted

4.8 Parents or carers of a child have no specific responsibilities under health and safety legislation, except when they provide work experience for members of their own family. In this case they will have the same health and safety responsibilities as other placement providers. Parents or carers of a child can provide useful information about their child's medical or behaviour conditions, or particularly any potential health and safety problems that may relate in the placement. This information must be passed on to the placement provider so that s/he is able to carry out an effective risk assessment prior to the commencement of the placement.

5 Suitability of the Placement

5.1 The NE Futures UTC or any other organisation arranging work experience placements for young people must be satisfied that the placement providers:

- Have suitable systems in place to ensure the health, safety and welfare, so far as is reasonably practicable, of the student while under their control;
- Are competent to manage health and safety in relation to the placement;
- Will use competent people to supervise work experience.

5.2 Written parental consent is legally required before a placement can commence if a student is below the minimum school leaving age (pre-16). This consent should be obtained after the parent has sighted the risk assessment.

5.3 The commissioning of a Placement Organiser can support the NE Futures UTC and other organisations in the delivery of a work experience programme. All employers and students will receive a NE Futures UTC work experience booklet that will support both parties in ensuring a successful work experience.

5.4 If another Placement Organiser is commissioned to undertake this service, NE Futures UTC must ensure that the responsibilities contained within 3.3 above are fulfilled, and that these are evidenced within the service provision.

6 Confidentiality

6.1 Parents must inform the NE Futures UTC 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.

6.2 NE Futures UTC 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.

6.3 Permission must always be sought from parents and the student before any information listed above covered by the data protection act and GDPR

regulations are shared. Please note that a placement cannot go ahead if such permission is not received.

7 Supporting Students during the Work Experience Placement

7.1 Students should understand the necessity for health and safety controls in the workplace. General principles will be introduced as part of the pre-briefing by NE Futures UTC and/or at a pre-placement visit by the student.

8 Monitoring of Students whilst on Work Experience

8.1 It is a requirement of the HSE that all work experience placements are monitored. These provide a useful opportunity to ask students if they have any health and safety concerns and to discuss the practical ways in which risks are controlled.

8.2 Staff carrying out monitoring visits of students will be provided with a copy of the risk assessment to alert them of the control measures that should be in place and the potential risks to their own health and safety in that industry.

8.3 NE Futures UTC and any other organisations arranging work experience should ensure that staff monitoring work experience placements are provided with, and wear suitable personal protective clothing (PPE). If this is not practical, staff must be instructed not to enter any areas of work that require PPE.

8.4 Staff on monitoring visits should ask the students about the tasks that they are performing and the level of supervision that they have received. If the level of supervision is believed to be insufficient, this should be raised with the employer, NE Futures UTC and Placement Organiser so that remedial action can be taken.

9 Feedback

9.1 Successful management of work experience programmes depends on feedback, therefore work experience co-ordinators are encouraged to provide feedback on placement providers to the Placement Organiser.

9.2 It is recommended that students are asked to feedback on the health and safety standards of the placement provider during the post placement review. The Placement Organiser will need to be notified immediately if concerns are raised.

10 Child Protection and Safeguarding

10.1 When arranging work experience placements there are considerations regarding child protection. Child protection means protecting children against all forms of abuse, including sexual abuse, physical and emotional abuse and neglect and applies to all young people under 18.

10.2 Employers are asked, when preparing a programme of work experience for a young person, to take responsibility for their social welfare as well as their physical welfare.

10.3 Employers should do all they can to ensure their employee's relationships with young people on work experience are appropriate to their age and gender, and do not give rise to comment and speculation. Attitude, behaviour and language all require care and thought.

10.4 All parties involved in setting up and monitoring of work experience placements should be familiar with child protection procedures. Guidance will be in the NE Futures UTC Employer Work Experience Handbook

10.5 For more specific guidance, please refer to the DCSF's guidance 'Safeguarding Children and Safer Recruitment in Education', section on Students in Work placements, p.68-69. This sets out the very specific responsibilities of schools for child protection and work experience.

11 Work Experience Abroad

11.1 UK health and safety law does not apply to overseas work experience placements. Therefore, should a pupil wish to carry out work experience overseas, parents should consult with NE Futures UTC for guidance. NE Futures UTC work experience guidelines apply in all cases and a risk assessment visit must be carried out to ensure the placement is suitable for the young person. This will be impracticable for the majority of placements overseas. Where a visit cannot be carried out, NE Futures UTC must not agree to the request and therefore treat any absences as unauthorised.

12 Insurance

12.1 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. NB. Although employers who are close relatives of the student (mother, father, siblings, uncle, aunt, grandparents) are considered exempt from this, it is still recommended that placements do not take place with ANY employer who does not have employer's liability insurance. (This recommendation is made with the intention of maintaining the safety and well-being of the student at all times, all appropriate health & safety guidance adhered to, and appropriate risk assessments carried out).

13 Pay, Tax & National Insurance

13.1 The parent or carer will be made aware that it is a condition of work experience that students do not receive payment. They therefore will not be entitled to the industrial injuries benefits of the Social Security Act 1975 if they are involved in an accident while taking part in work experience.

13.2 Students on work experience have the status of an "employee" for legal and insurance purposes but must not receive payment for the work they do. Employers can assist with travelling expenses or lunch costs if they wish.

13.3 The number of hours worked and pattern of duties, is normally agreed by the placement provider, NE Futures UTC and students. NE Futures UTC will put measures in place to ensure that students on placements are not required to work excessively long hours or unnecessarily unsocial hours.

14 Reporting of Accidents during Work Experience

14.1 It may be necessary to remind placement providers that they have a responsibility to report all accidents to students that are reportable under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.

14.2 Placement providers must notify immediately the parent and NE Futures UTC giving full details of any incident/accident involving a student. NE Futures UTC will then report the incident and complete an investigation that will need to be forwarded immediately to the Occupational Health and Safety team.

14.3 The process for reporting accidents must be followed

15 Information and Advice

15.1 Further advice and guidance can be obtained from NE Futures UTC, Long Tens Way, Aycliffe Business Park, Co. Durham, DL5 6AP, 01325 430 250 Useful link - www.hse.gov.uk/youngpeople/workexperience/index.htm

Appendix A

Prohibited Placements Students on work experience are not permitted to work in the following areas:

- a tattoo studio
- a body piercing studio
- parts of a beauty salon where semi-permanent make up is used
- an abattoir
- at any height
- on water
- in the air – hot air balloons, helicopters, gliders etc
- in gambling locations – amusement arcades, betting shops, casinos.
- behind the bar of public houses and restaurants selling alcohol
- in an off-licence
- with guns – e.g. gun shop, gamekeeper
- with fireworks
- on new build sites or total refurbishment sites – see construction guidelines Please be aware that certain restrictions apply in all industries where placements are permitted.

Notes

Construction industry – new build sites or total refurbishment are not deemed appropriate for work experience