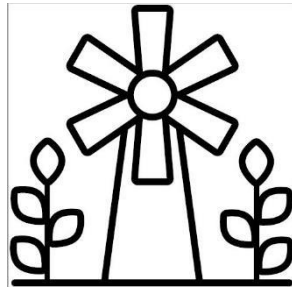


Sibsey Free Primary School



Policy for Accepting Work Experience Students

Approved by: Governing Body

Date: December 2022

Next review due by: December 2024



1. INTRODUCTION

Well planned and effectively organised work experience is a significant step in preparing young people for adult and working life as it can:

- Help to develop students' personal and social skills.
- Help to develop the attitudes and key skills they need for the world of work, e.g. communication, working with others and problem solving.
- Give them opportunities to learn directly about working life and the working environment, first hand.

Offering work experience can be beneficial to the School by:

- Raising the profile of the School and building links with local Schools and Colleges.
- Providing an opportunity for relatively junior staff to practice supervisory skills by supervising placements.

This guidance document outlines the steps the School needs to take to assess, monitor and review the health and safety arrangements for work experience placements.

2. RESPONSIBILITIES

The Headteacher and any other staff with responsibility for work experience placements will be responsible for ensuring that the procedures and recommended actions outlined below are followed.

3. REGULATIONS

Students on work experience are treated as employees for health and safety purposes. The regulations applicable are:

- Health and Safety at Work
- Managing Health and Safety at Work

Employers are required to carry out a specific risk assessment for young people before they start work (this includes work experience students); this needs to consider factors such as the relative inexperience, lack of awareness of risks and physical and mental immaturity of young people in the work environment.

4. SCHOOL RESPONSIBILITIES WHEN ACCEPTING WORK EXPERIENCE STUDENTS

(i) Preparation & Planning



Before any placement begins, it is important that it is properly planned to ensure that it offers a realistic experience for the student and will not cause too much disruption to staff. Considerations should include:

- the time available
- who would be able to supervise the placement
- what tasks are suitable
- are there any activities/risks that the student should not be exposed to?

A specific person should be designated as a supervisor for any placement and the student should be made aware of this as soon as they start.

Before the student arrives, the pupil's School/College should be asked to declare any relevant medical information. (This should be declared in the Work experience placement contract – Appendix 2)

It is recommended that the student should make a short preliminary visit prior to the placement to meet the supervisor and gain some idea of what to expect from the placement and what is expected from them. The placement coordinator may also wish to visit.

The Headteacher must ensure that a suitable and sufficient risk assessment has been completed covering all activities and areas that the student will be exposed to. The extent of the risk assessment should be relevant to the risk.

There will need to be close liaison with the School/College work experience Coordinator who will need to be provided with all relevant documentation e.g. risk assessments, insurance etc.

For College students, they will be given a Volunteer Booklet which details relevant information and relevant school policies of which they must be aware.

(ii) During the Placement

It will be the responsibility of the Headteacher to ensure that the student receives a thorough induction and the appropriate training and supervision throughout the period of the placement.

It is likely that the student will be expected to keep a record of their experiences. Ideally, time should be allowed to complete this daily with involvement by the designated supervisor.

(iii) After the placement

The Headteacher should make time at the end of the placement to discuss the work experience with the student and give feedback. In some cases Sibsey Free School may be asked by the student's School/College to complete a brief report.

(iv) Safeguarding

All staff and volunteers at Sibsey Free School are DBS checked. We have a responsibility to protect work experience students, and should any safeguarding issues arise, we will immediately inform the



student's School/College. Students who have left school (either at age 16 or after sixth form) and are attending College will be required to provide us with a certificate to prove they are DBS checked. This check must be applied for either by the student themselves, or through their College. Work experience students who are still at School are not required to undertake a DBS check.

5. HEALTH AND SAFETY ISSUES

It is essential that on the first day of a Work Experience Placement the Headteacher (or other person nominated by the Headteacher) spends some time running through an induction and any useful information about the workplace, in particular, any possible Health and Safety hazards in the work area and any safety arrangements which must be observed. (A checklist of the Health and Safety issues to be included can be found in Appendix 1).

Things to consider:

- ensure that the student is aware of the fire drill, fire exits, location of the first aid kit and identity of any designated first aiders; and
- if they are to be given any tasks to do on a computer or VDU, ensure that the workstation (desk, seating arrangements etc.) are adaptable to them and that the work is organised to allow appropriate breaks doing other tasks.

Guidance can be found on LCC website:

micosites@lincolnshire.gov.uk/children/performance-assurance/health-and-safety/

6. ACCIDENTS ON WORK EXPERIENCE

In the event of an accident to a student on work experience an accident report should be completed as per School procedures, the School should also contact the student's

School/College work experience Coordinator with full details of the accident and subsequent investigations. In the case of a serious accident, the School/College must be notified immediately.

7. SECURITY ISSUES

During the time they are with us, students will be made aware of the security procedures we have in place within the school environment.

8. WORKING HOURS AND PAYMENTS

The Working Time Regulations 1998 apply to students on work experience placements.

Students should not work for more than five days in any consecutive seven day period.

However, the number of hours worked and pattern of work is normally a matter for agreement by Sibsey Free School, the student's School/College and the student themselves. Students should not be asked to work excessively long hours or unnecessarily unsociable hours. It is strongly recommended that students should not be asked to work more than an eight hour day.



Work experience is part of a student's education and there should be no payment for work performed, to the students, Sibsey Free School or the LA.

9. INSURANCE

The School's Employers' Liability Insurance and/or Public Liability Insurance will cover any accidents etc to students whilst on their work experience provided it is an official placement through a school. In the event of accidental damage caused by the student to Sibsey Free School property whilst on placement, the student's School/College will be liable for the cost of repair or replacement. The student's School/College's work experience coordinator should be contacted to discuss this.

10. CONFIDENTIALITY

It will be made clear to Work Experience students that there may be an element of confidentiality in some of the things they may come into contact with and that they must not reveal anything on a confidential nature to any one outside of the placement.

11. DOCUMENTATION

A Health and Safety Induction checklist is attached herein at Appendix 1. This is intended as a guide and additional items may be included. Once completed and signed, a copy of the checklist will be retained by the Headteacher and a further copy given to the student.

A Work Experience Placement Contract is attached at Appendix 2. This may be particularly helpful where there is an element of confidentiality in the area of work of the placement.

12. FURTHER INFORMATION

The Headteacher will seek the advice and support of the LA if any issue arises that requires further clarification.

13. REVIEW

This Policy will be reviewed every three years.



Sibsey Free School

Work Placement - Health and Safety Induction Checklist

Name of student	Start date
Hours of Work	Emergency contact Details
Student's School/College Contact Details	Sibsey Free School Supervisor Details
Outline of work Activities;	



The following items should be included in induction.

HEALTH AND SAFETY ISSUES	DATE COMPLETED
Health and safety policy received or location known	
Risk assessment completed and any relevant control measures explained	
Person responsible for health and safety identified	
Code of Conduct and work activities explained	
Building entrances, exits and layout identified	
Fire arrangements - alarm sound, escape routes, location of fire extinguishers, what to do in an emergency clearly explained and demonstrated	
Welfare facilities - toilets, washing, changing, refreshment, rest areas identified.	
First Aid arrangements - location of first aid facilities and names of first aiders	
Location of health and safety information - notice board, newsletter	
Special working arrangements – if any	
Instruction and training on equipment the student will be expected to use	
Details of any relevant operating procedures	
Others issues identified - Please add details:	

Signed by the Headteacher/Supervisor responsible for the student whilst at Sibsey Free School when induction completed.

Name..... Signature..... Date

Student signature..... Date.....

A copy of this form should be retained by the designated supervisor and a further copy given to the student.



SIBSEY FREE SCHOOL

WORK EXPERIENCE PLACEMENT CONTRACT

This is to confirm that Sibsey Free School is willing to offer a work experience placement for the period from to

The Placement student will be under the overall supervision of although he/she may shadow other members of the staff of the School during the placement period.

I confirm that a risk assessment has been completed for the placement student.

Signed (Headteacher) Date:.....

For completion by Student's School or College

On behalf of the School/College: I accept the above mentioned placement and confirm that the following student will attend for the agreed period:

Name of Student.....

I understand that there may be information which the student has access to during the placement which may be of a confidential nature and I have explained the importance of respecting this confidentiality both during and after the placement period.

I have declared any relevant medical condition that the student may have (e.g. skin allergies, asthma, need for regular medication etc) and provided details in an attached note.

I have also attached any other relevant information in case of emergency.

Signed (Placement Coordinator)..... Date:.....



For completion by the placement student

I accept the offer of a work placement at Sibsey Free School.

I understand that during the placement I may become aware of information which needs to remain confidential. I agree to respect this confidentiality and not to disclose any such information without permission either during or after the placement period.

I agree to follow all health and safety instructions and understand that if I am concerned about my safety in any way I should raise this immediately with my placement supervisor.

Signed..... Date.....

