

## Work Experience Procedure

Students undertake work experience for a variety of reasons. At MCA these are:

- As part of a vocational course of study
- To develop personal and employability skills
- To increase their experience of the world of work and to help prepare them for their next steps

At MCA work experience can take one of two forms:

- Extended – one/two days a week for a select period of time (up to 2 years)
- Block – A short intensive placement usually up to 15 days

All Year 12 students undertake at least one week of work experience to enable them to make well-informed decisions about their future plans.

### 2 . Aims and Objectives

‘Introducing young people to the world of work can help them understand the work environment, choose future careers or prepare for employment. We need young people to be offered opportunities to develop new skills and gain experience across the world of work.’ [www.hse.gov.uk/youngpeople/index.htm](http://www.hse.gov.uk/youngpeople/index.htm)

- Work Experience is an opportunity for young people to gain an insight into the world of work and to help prepare them for the responsibilities and opportunities of adult life and further work-related study.
- The placement should offer experiences in which students carry out a range of tasks/duties more or less as would regular employees, but with emphasis on the learning aspects of the experience.
- Each placement should aim to meet the development needs of the individual student within the context of the academy’s careers education and information, advice and guidance programme.

### 3. Responsibilities

#### Staff initiating Work Experience Placement:

- To find a suitable placement with the student and make initial contact to confirm the offer of a placement.
- Visit and familiarise themselves with the guidance on:  
<http://www.hse.gov.uk/youngpeople/workexperience/organiser.htm>
- Notify the parent/carer of the placement details including dates, timing, travel arrangements.
- To **either** pass the following details on to the QAS: Employer Name, Address, Contact Number, Student Name, Dates/days of placement and monitor the placement including an induction visit and visiting the student at their placement a minimum of every 6 weeks (extended) or at least once (placements up to 15 days).
- **Or** complete the necessary paperwork to enable a third party, eg Connect EB, to fulfil the checking process.

#### Qualified Administrative Staff (QAS):

- Visit the placement and carry out formal H&S check
- Complete all relevant paperwork.
- Give out the '**A Guide for Employers**' which contains information about safeguarding and '**Young people and work experience - A brief guide to health and safety for employers**'.
- Produce a placement description to be signed by the employer, student and parent/carer.
- Ensure the employer/placement staff has adequate DBS cover.
- Visit and familiarise themselves with the guidance on:

<http://www.hse.gov.uk/youngpeople/workexperience/organiser.htm>

#### **Parent/Carers:**

- Parent/carers must sign a Placement Description Form or Consent Form acknowledging their son's/daughter's placement.
- Inform MCA if they become aware of any issues relating to the placement.
- Inform MCA and the employer if a student is unable to attend their placement.
- Visit and familiarise themselves with the guidance on:

<http://www.hse.gov.uk/youngpeople/workexperience/organiser.htm>

#### **Employers:**

'When employing a young person under the age of 18, whether for work or work experience, employers have the same responsibilities for their health, safety and welfare as they do for other employees.' [www.hse.gov.uk/youngpeople/index.htm](http://www.hse.gov.uk/youngpeople/index.htm)

- Employers must receive requests for placements and any Health and Safety and Insurance forms as appropriate.
- Read and retain 'Safeguarding guidance for employers hosting work experience students'.
- Inform MCA of any concerns immediately.
- Take part in an induction meeting with the employer and the member of staff / third party responsible for the student (in some cases this may be a telephone call).
- Provide a safe and effective environment in which the student can learn and develop.
- Visit and familiarise themselves with the guidance on:

<http://www.hse.gov.uk/youngpeople/workexperience/organiser.htm>

#### **Students**

- Attend their placement as arranged making sure that they are on time and have the appropriate equipment.
- Demonstrate the skills and qualities necessary for the work placement and conduct themselves in a positive manner.
- Visit and familiarise themselves with the guidance on:  
<http://www.hse.gov.uk/youngpeople/workexperience/organiser.htm>

#### **4. Health and Safety and Insurance Requirements**

- All employers will have the necessary cover and new companies must have completed the appropriate insurance and health and safety forms and received a visit from the Health and Safety Assessor prior to the placement. This will usually be one of the MCA QAS but where it is deemed necessary the external services of The Education Business Partnership will be used.

## **5. Named Persons responsible for Students' Welfare**

The vice Principal Pastoral / Director of Sixth Form has complete responsibility for the programme with support from the nominated qualified administrative staff and the Vice Principal for IAG. A work experience mentor or subject teacher may be assigned to all students on work experience to monitor their progress and safety.

## **6. Monitoring and Evaluation of the Process**

### **Do:**

- remember that the placement provider (employer) has primary responsibility for the health and safety of the student and should be managing any significant risks 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 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
- work with parent/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 keep checks in proportion to the environment: check that the employer understands about the specific factors relevant to employing young people
- check that students know how to raise any health and safety concerns

### **Don't**

- 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  
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
- 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
- Annual review of the work experience policy by SLT & Governors to include external advice from Suffolk Local Authority, the Education Business Partnership (work experience service) and reference to the HSE guidance online.

- Staff visits to placements
- Placement evaluation forms: Employer, Staff and Student

## Appendix A

### Health and Safety Executive Guidance (February 2014) Placement Organisers:

**How to keep a sense of proportion** 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 and confirm they have arrangements for managing risks. This will need to include induction, 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

### Placement providers (employers):

- Simply use your existing arrangements for assessments and management of risks to young people  
if you have fewer than five employees you are not required to have a written risk assessment 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 organiser or parent/carer should tell you if they have) 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  
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 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 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. 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 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 academy. When you induct students, explain the risks and how they are controlled, checking that they understand what they have been told. Check that students know how to raise health and safety concerns.

- Under health and safety law, work experience students are your employees. You treat them no differently to other young people you employ.  
If you are advised to do something that is contrary to, or goes beyond, this guidance you can question it by contacting HSE's Myth Buster Challenge Panel
- Your existing employers' liability insurance policy will cover work placements provided your insurer is a member of the Association of British Insurers, so there is no need for you to obtain any additional employer's liability insurance if you take on work experience students.

### **What you need to do:**

#### **Parents and carers:**

##### Useful information

- 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.  
There are very few work activities that a student cannot do due to health and safety law. If you are advised that a particular placement is not possible due to health and safety, you can question this by contacting HSE's Myth Buster Challenge Panel.
- 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.
- 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.

#### **Students and young people:**

- **What you need to do:**  
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.
- This includes listening carefully, following instructions, using any safety equipment that has been provided and taking part in relevant training.
- If you have any concerns about your health and safety, raise them with your placement provider or organiser and tell them about any accidents or illness which you think may be work related. Workplace health and safety representatives can play a valuable role early on, by:
  - introducing you to the workplace
  - helping you raise any particular concerns