

**Year 10 Work Experience Handbook**

**September 2020**

**Mr E Bakker Careers Lead**

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**1 Introduction**

1.1 The key aim of this programme is to prepare all our pupils for working life. Through work experience

we expect our pupils to enhance their knowledge of the ‘world of work’ and their own employability. This is regardless of their race, gender or ability.

1.2 Beechen Cliff School embraces flexibility in learning. Work Experience Programmes help raise parity of

esteem for each diverse group and enables pupils to make cross-curricular links with their individual study programmes. Pupils are prepared for Work Experience through collapsed timetabled employability sessions that commence in October and run through to their April placement. Health and Safety management is key to these lessons as well as a clear understanding of the high levels of expectation throughout their experience.

1.3 Work Experience at Beechen Cliff School is compulsory in Year 12 where students research and arrange

their placements with assistance from the Sixth Form team. In Year 10, pupils studying on the flexible pathways or considering an alternative provision course post Year 11 are targeted for the Work Experience Programme. These placements are organised and managed under the direction of the Careers Lead and Work Experience Co-ordinator with Health and Safety checks undertaken by an external company called CSW Enterprise.

**2 Objectives**

2.1 Work Experience contributes to the achievement of the following:-

• Developing pupils employability and key skills

• Enhancing careers education and guidance

• Promoting an understanding of the economy, enterprise and personal finance

• Understanding structure and operation of business

• Providing a work related context for the National Curriculum

• Develops communication with a range of people

• Pupils learning to present themselves confidently in a range of different situations

• Provides opportunities for pupils to take responsibility

• Promote self-reflection and manage praise/criticism in a positive way

**3 Responsibilities**

3.1 The Headmaster has overall responsibility for the health, safety and welfare of pupils on Work

Experience. They will ensure that there is a Careers Lead in charge of overseeing the Work Experience Programme, there is a named member of SMT and Governor with responsibility for the Health and Safety requirements and there is a designated Work Experience Co-ordinator who completes the administrative tasks.

3.2 The Senior Leadership Team and the DSL member are responsible for ensuring that procedures in

relation to Work Experience are carried out in line with this handbook. 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

• Pupils are given any necessary Health and Safety instruction and training

• Safeguarding updates relating to Work Experience are communicated to appropriate staff

• Assess the suitability of Work Experience placements and consider appropriate DBS checks for

 pupils if required

• Health and Safety updates relating to Work Experience are communicated to appropriate staff

• Procedures are in place to ensure that pupils are visited on placement (once for a block

 placement and every five to six weeks for an extended placement)

• Staff visiting pupils 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

3.3 CSW Enterprise (Placement Organiser) is responsible for the following duties:-

• Ensure that placement providers hosting pupils on placement have been approved based on a

 robust Health and Safety inspection, and there is evidence of Employer’s Liability Insurance,

 Public Liability Insurance and Risk Assessments in place

• Assess the suitability of all placement providers with regards to Health and Safety and child

 protection

• Ensure that a competent person carries out Health and Safety inspections. A competent person is

 defined as someone who: 1. is trained and qualified to assess work places and has NEBOSH

 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

 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 pupils may have

• Ensure that placement Risk Assessments are made available to schools, in order that it can be sent

 to parents/carers

• Ensure that placement providers understand their responsibilities regarding child protection and

 sign a Letter of Understanding

• Ensure that all placements are visited and there is a revisit program in place, as follows - high risk

 placements are visited annually; medium risk placements are visited every two years; low risk

 placements are visited every three years

3.4 The Careers Lead is responsible for overseeing the Programme and identifying pupils that are most

likely to benefit from completing a Work Experience placement. They are responsible for planning a series of employability sessions in the lead up to the placements to prepare pupils for their experience and shall be the primary emergency contact for pupils when out on placement. In particular, he/she will ensure that:-

• Arrangements are in place to ensure that any guidelines issued by CSW Enterprise are

 implemented and monitored

• The total number of pupils going out on placement is within budget

 • Risk Assessments are referred to when matching pupils to placements ensuring all potential

 risks have been considered

• When pupils on placement are visited, all records of the monitoring visit are kept

• 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

3.5 The Work Experience Co-ordinator is responsible for the administration associated with placements.

He/she will ensure that:-

• All work placement providers have been approved by CSW Enterprise prior to use

• CSW Consent Forms and generic Risk Assessment are sent to parents/carers with signed

 forms returned before the placement begins

• CSW Employers Agreement Form and generic Risk Assessment are sent to the placement

 provider with signed forms returned before the placement begins

• Liaise with school staff regarding any needs that pupils might have and provide all

 placement providers with this information

• The employer/person responsible for mentoring the pupil and visiting teachers are provided

 with a copy of CSW generic Risk Assessment

3.6 Pupils Tutors, Heads of House and the SEN Department are responsible for monitoring Work

Experience placements and will ensure that:-

• They are familiar with the Risk Assessments for placements being visited and will ensure that any

 identified personal protective equipment or clothing is worn

• Records are kept of the monitoring visit

• Liaise with placement providers regarding any additional needs that pupils might have in

 order that specific Risk Assessments can be completed for the pupil if required

3.7 Placement Providers (the employer that has agreed to take a pupil on placement) must comply with the

following requirements:-

• Contact their insurance company to advise them that they are taking a pupil for work experience

 and ensure that Employer’s Liability Insurance and Public Liability Insurance is in place for the

 duration of the placement

• If the pupil will travel with an employee or their supervisor during the placement, it is

 essential that the vehicle is insured appropriately to cover the work experience pupil for

 business travel

• Assess the risks to their young workers (i.e. under 18 years of age) including pupils 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 pupil may

 have. This document must be forwarded to parents/carers prior to the placement commencing

• 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 pupil receives adequate training and Health and Safety instructions prior to

 commencing the placement/first day

• Nominate a mentor to work with the pupil

• Provide adequate supervision as detailed on the Risk Assessment

• Ensure pupils are made aware of the work activities involved and any associated significant

 risks

• Ensure that pupils 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 Careers Lead 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 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

3.8 Parents/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/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 Work Experience Co-ordinator.

**4 Risk Assessments**

4.1 The Management of Health and Safety at Work Regulations 1999 states that employers must assess the

 risks to their young workers, including pupils on work experience before they start work.

4.2 Risk Assessments should be undertaken by the employer as soon as the placement details have been

 agreed in conjunction with the School and before the pupil takes up the work placement. Employers

 should be informed in advance by the School about any individual pupils who may be at greater risk,

 for example because of any specific medical needs/behavioural needs or learning difficulties.

4.3 The extent of the risk will determine whether to restrict the work or the activities of the work experience

 pupil. If the placement provider concludes, that as a result of a Risk Assessment, there is a significant risk to

 the pupil undertaking this activity, the pupil must be prohibited from doing it.

4.4 The placement provider must ensure that the control measures identified on the Risk Assessment are

 implemented. The person responsible for mentoring the pupil must be provided with a copy of the Risk

 Assessment.

4.5 In order to fulfil the legal requirements relating to Risk Assessment, schools 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.

**5 GDPR**

5.1 Beechen Cliff School is fully committed to compliance with the requirements of the General Data

 Protection Regulations. Our role and responsibilities are enshrined in the school Data Protection Policy and

 associated policies which can be found on the school website under About/MSNP Policies.

**6 Confidentiality**

6.1 Parents must inform the School of any issues, health or otherwise (behavioural issues, infringements of

 the law, language ability, etc) relating to the pupil prior to the pupil commencing work experience.

6.2 Permission will always be sought from parents and the pupil before any information listed above covered

 by the General Data Protection Act 2018 is shared. Please note that a placement cannot go ahead if such

 permission is not received.

**7 Monitoring of Pupils whilst on Placement**

7.1 Monitoring visits shall be undertaken by the Careers Lead, Heads of House, Tutors, SENCO (where

 required) and SMT.

7.2 Staff carrying out monitoring visits must 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.

7.3 Staff monitoring work experience placements should be 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 Child Protection**

8.1 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.

8.2 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.

8.3 In the vast majority of placements, as the employer/employees involved will not have regular

 unsupervised access with the pupils there is no need for DBS checks to take place. However, a

 DBS check is considered where a pupil will have substantial unsupervised contact with an

 employee or supervisor on a 1:1 basis, particularly if located in an isolated environment or where

 the placement may have a residential element.

**9 Insurance**

9.1 The Association of British Insurers, the British Insurance and Investment Brokers Association Lloyds

of London have agreed that pupils 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. Although employers who are close relatives of the pupil (Mother, Father, siblings, Uncle, Aunt and 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 wellbeing of the pupil at all times, all appropriate Health and Safety guidance adhered to and appropriate Risk Assessments carried out).

**10 Pay, Tax and National Insurance**

10.1 The parent/carer will need to be aware that it is a condition of work experience that pupils 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.

10.2 Pupils 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.

10.3 The number of hours worked and pattern of duties, is normally agreed by the placement provider,

 school and pupils. Pupils shall work a maximum of 37 hours (8 hours a day) in a 5-day period.

**11 Prohibited Placements**

11.1 Pupils on work experience are not permitted to work in the following areas; tattoo/body piercing

studios, abattoirs, at height, on water, in the air (hot air balloons/helicopters/gliders), gambling locations, behind the bar of public houses/restaurants/hotels, in off licences, with fireworks or firearms.

**12 Private Application Form**

**If you are organising a work experience placement privately, on confirmation of your placement with your employer, please could you complete the form below and return to school. Please be aware that CSW Enterprise has deadline dates to enable them to organise their ‘duty of care’ visits. Please contact school for their dates. The School cannot authorise placements without their approval. Thank you.**

|  |  |
| --- | --- |
| **PUPIL’S NAME** |  |
| **PLACEMENT DATES** |  |
| **CONTACT NAME****(person agreeing to placement)** |  |
| **COMPANY NAME** |  |
| **COMPANY ADDRESS AND POSTCODE****(where pupils shall attend their place of work each day)** |  |
| **COMPANY TELEPHONE NUMBER** |  |
| **COMPANY EMAIL ADDRESS** |  |
| **WEBSITE LINK TO COMPANY GDPR POLICY (if not available, please attach a paper copy)** |  |
| **BRIEF DESCRIPTION OF JOB ACTIVITIES** |  |
| **DOES THE COMPANY HOLD EMPLOYER’S LIABILITY AND PUBLIC LIABILITY INSURANCES** | **YES/NO****(Please note without these insurances, placements will not be authorised)** |

**On completion, please hand the form in to the Main Office.**

**13 School Contact Details**

Beechen Cliff School Kipling Avenue

Bath

BA2 4RE

School Telephone Number – 01225 480466

Email – headmaster@beechencliff.org.uk