



Linwood School (All Campuses) Careers & Work Related Learning

Work Experience/ Placement Policy Updated March 2018 & Feb 2021

Key Issues

Introduction

This document details the health and safety responsibilities for the Linwood School and external organisations who are involved in work experience placements

Work Experience, work-related experiences and work placements underpin Careers and Work-Related Learning at Linwood School (in the context of this policy; Linwood School means all associated campuses). These experiences of the work are a central part of the career's curriculum for all young people and give them the opportunity to gain a valuable insight into the world of work.

Introducing students to the world of work can help them understand the work environment, choose future careers or prepare for employment. It can take the form of a short, or longer, placement with a placement provider (employer) where they will have the opportunity to observe and practice work tasks

Work Experience Aims

Work experience / experiences should be an integral part of a young person's development and should support prepare them for the transition from school to work life as appropriate.

The aim of work experience at Linwood School is to provide learners with a positive experience of work emphasising learning within appropriate, carefully managed, monitored and safe environments. Work placements are always arranged on an individual need's basis and therefore within the phase/ campus there is always flexibility in order to do this appropriately.

Consideration is given to any potential risks to learners from health, safety and welfare issues that leads to the identification of any additional support or safeguards that may be required.

Work Experience Objectives

Work experiences at Linwood School will enable the students to develop and focus on wide variety of work-related skills. The main focus for employability includes; communication, self-management and organisation, motivation, teamwork and self-awareness. Students will gain experiences and evaluate their skills throughout their placements ensuring that there is a focussed approach and progression is recorded appropriately. Within the school there is the Employability Skills Framework and Skills for My Future Framework to assist in evaluating skills and highlighting areas of focus

Organisation and Implementation

Work experience can be undertaken in a variety of forms, in order to meet the individual learning needs of the individual and could take the form of one or a combination of external placements (block or extended, independent or supported), in school placements (usually extended), visits to different workplaces or through activities such as work shadowing.

External placements are mostly organised by the placement coordinators, any other member of staff looking at arranging placements must liaise with the placement coordinators.

1. In – School Placements

In-school placements support staff in a variety of roles within school. The needs of each student and health, safety and welfare issues are considered before placements are organised. Placements are regularly monitored by class staff and placement staff are encouraged to discuss any issues that arise from the placements with the class teacher.

2. External placements

Placement visits—Whole group These visits as part of work-related learning will give student the opportunity to experience the workplace and can give students an insight into a variety of job roles within a business. These can be arranged by the teacher or in collaboration with the placement coordinators. Teachers would be responsible for ensuring the risk assessments for these visits are completed and signed off by a member of SLT. Placement coordinators should be made aware of these visits to ensure all work-related activities across the schools are recorded and evaluated and an oversight of the experiences are kept in one place.

Individual placements _ Prior to organising an external placement student will have the opportunity to reflect on their skills and qualities and look at placements that will be appropriate and valuable for developing their employability skills. These initial meetings would be as part of their work-related learning and future career pathways.

Following on from individual meetings, the Lead / phase lead at each campus would contact the placement coordinator to discuss the next steps to give the student positive work-related experience.

The placements coordinators will endeavour to find realistic and appropriate placements for individual students, however this is always dependent on the current employment climate and business engagement.

Support on placements

The level of support for students on placement will vary depending on their needs. Students will all be supported initially by staff at Linwood. Once students are able to complete the tasks and jobs within the workplace it may be appropriate to withdraw support and reduce this to one visit per day. This level of support will vary depending on the campus, student year group and individual needs.

Process

When considering setting up placements pupil's areas of interest, the level of support required or any additional arrangements that may be needed including those concerning safeguarding must be considered. Ideally the placement would not involve working alone with one person or involving travelling with one person at any time but if this was the case an enhanced CRB check could be sought. (see Safeguarding).

It will be appropriate for some students to travel to and from local placements, if they have been assessed as independent travellers, are judged to be able to carry out the specific journey safely and competently and parental/carer permission is given. This may involve practice runs supported by staff and assessments of their competency. For others it may be appropriate for them to be supported with travel arrangements but then to undertake the placement independently. Also, for some students it may be appropriate for them to be supported on the placement by a member of school staff that could be initially or throughout the placement.

During the work placements, arrangements should be made for monitoring visits, the number of which will depend on student need and their progress. For those students who are travelling to their placement independently, the school should ensure that the students have arrived safely. As part of the risk assessment the placement staff will contact the allocated member of staff if the student has not arrived. Work placements should also be given information and guidance as to the procedures they should follow should a problem be encountered, which includes a named member of staff for them to contact.

The student and support staff must agree to observe all safety, security, safeguarding and any other instructions given by the school/employer, and also not to disclose any information confidential to the employer obtained during the placement. The employer will be asked to evidence to the placement coordinator the: Employer and Public Liability insurance details, confirmation of Health and Safety protocol and Risk Assessment and other information.

Legal Requirements

There are certain legal requirements and recommended best practices that are in place to ensure the safety of all parties involved in a work placement. The main areas to be aware of are: 1. "Health and Safety at Work" The Health and Safety (Training and Employment) Regulations 1990 state that all those receiving training or work experience from an employer in the workplace are deemed to be 'employees' for the purposes of Health and Safety legislation. This legislation imposes responsibilities on the employer but also on the student as an 'employee':

- To take responsibility for their own health and safety and that of others who may be affected by what they do or do not do.
- To co-operate with the employer and to follow instructions on Health and Safety.
- Not to interfere with or misuse anything provided for their health, safety or welfare.

The employer should be asked to confirm that they have a current Health and Safety Policy and that they will go through the relevant sections with the student at the start of the placement. It is important that this is confirmed when setting up the placement/ work experience.

Risk Assessment

Initial risk assessments will be put into place before the student starts the work experience. This needs to be completed collaboratively with the placement coordinator, teachers and signed off by a member of SMLT. The employer should be asked to confirm that a risk assessment will be completed for the duties being undertaken by the student, considering the age and limited experience of the young person and that the key findings will be communicated to the student before the commencement of the placement. The employer should be informed of any medical conditions the student has, which could result in an increased risk to the student or an employee's health and safety during the placement. The employer will then be able to identify any significant risk and the necessary control measures put in place to ensure the safety of the student.

Risk assessment of the role will be kept up to date and reviewed on a regular basis, if students progress and start to learn to do new tasks staff must make the phase leaders aware of the changes and these will be updated and signed.

Work Placement Duties

Students will carry out meaningful work in accordance with the agreed duties for their placement. After consultation with Linwood/Placement coordination staff, a responsible person at the business will plan the work and be designated for the welfare and supervision of the student during the period of the placement.

Disclosure and Barring Service (DBS)

A DBS check is required where a student will have substantial unsupervised contact with an employee or supervisor on a 1:1 basis, particularly if located in an isolated environment, whilst travelling or where the placement has a residential element. The employer is responsible for identifying if a DBS check is required (currently students under the age of 16 do not require one) and for organising it. Staff at Linwood would ask for these to be completed where necessary, these would need to be sighted before a student under 16 (year 11) could start a placement.

Employer's and Public Liability Insurance

Employer's Liability Insurance covers the firm's legal ability for injuries sustained by employees (including students on work experience) whilst at work. Confirmation should be requested and received that the prospective 'employer' does have both Employer's and Public Liability Insurance in force and that the latter does not exclude abuse. The employer must notify their insurers that they participate in work experience placements. If the employer does not confirm that these Insurances are in place, students should not attend such establishments. It should be noted that Sole Traders have no requirement for Employers' Liability Insurance and a student would not have the protection available under such insurance. Placements with Sole Traders should therefore be avoided unless such insurance was confirmed as being in place. Placement coordinators will work with the employers to ensure that public liability is in place before the students start their placements.

Motor Vehicle Insurance

If the student will travel with an employee of Linwood during the placement, it is essential that the vehicle is insured appropriately to cover the work experience student for business travel.

Child Protection

The employer is responsible for the welfare of the student during a work placement and is aware of child protection issues, particularly responsibility under the Criminal Justice and Court Service Act 2000 to disclose the names of individuals who are disqualified from working with children, where known to them.

Learning Outcomes and Assessment

Prior to embarking on work experience, aims and objectives are shared with the students and they have a number of targets set for them to achieve whilst on their placement. Additionally, prior to going out on external work experience, pupils cover a wide range of preparatory activities that include expected behaviour for the workplace and health and safety.

Learning Outcomes and assessment of progress made are recorded by students by completion of evaluations. Staff overseeing pupils on work experience also comment and assess the progress of their work experience towards their targets. Monitoring visits also contribute to the assessment of progress made and allows for the development of further targets to be met where appropriate. The work experience that students undertake contributes towards various accreditations. Records and evidence are also included in pupils' Record of Achievement folders.

Review and Development

Reviewing work experience is an essential part of developing links with businesses. Employers from external placements and staff from internal placements are asked for feedback with regard to the whole procedure of how the placements are set up and the information that is given to them and how successful they have felt the work experience was. Pupils and parents are also encouraged to feedback on their experiences. This is just part of the review of work experience at Linwood which forms part of the annual review of Careers and Work-Related Learning and also forms part of the Investors in Careers Award, the COMPASS Tool and Gatsby Benchmarks.

Policy updated by: Karen Taylor Teresa Brennan and Adele Miller

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This Policy is in line with current government guidelines:

<https://www.hse.gov.uk/index.htm>