



# Work Experience Policy

<b>Written by:</b>	Debbie Beckett	<b>Date:</b> 07/02/20
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## **Work Experience Policy Aims**

The aim of this policy is to have procedures in place to ensure that our pupils have an opportunity to attend either a short- term experience in a place of work or a longer- term regular work placement. The policy will ensure that procedures are in place to protect our pupils and that all appropriate safety considerations have been thoroughly checked before a pupil attends a place of work.

This policy supports the Esteem Valley Academy Careers Policy and will ensure that our academy is making progress towards the Gatsby Benchmarks.

This document details the health and safety responsibilities for Esteem Valley Academy and external organisations who are involved in work experience opportunities.

## **What is the Purpose of Work Experience?**

Esteem Valley Academy expects pupils to attend work experience opportunities. This exposure to work is a significant step in preparing young people for adult and working life by developing their personal and social skills as well as the key skills they will need for the world of work.

Although work experience/placement is the generally used term, it is important to recognise that it is not the same as a temporary job, as by definition it is a period of unpaid work. It is an arranged opportunity for a pupil to gain an insight into the variety of work carried out in any given enterprise, to see the way the enterprise is managed and ideally to participate in some aspects of the work.

Work experience should be an integral part of a young person's development and should prepare them for the transition from life at Esteem Valley Academy to work, where appropriate and adult life. It will enable the pupils to experience the demands and expectations of the adult world of work and provide the opportunity to put into practice and see the relevance of skills learned at Esteem Valley Academy.

It will promote the development of the 'whole person' by providing an insight into the nature and discipline associated with the work environment, which revolves around the product or service offered and not the individual. It will stimulate a more mature and positive attitude to learning and education and enhance academic achievement. It will build confidence by enabling pupils to experience success in an environment other than that at school. It will enable the pupils to make more realistic and enlightened job choices by allowing them to try out a vocational preference before committing themselves to it.

Esteem Valley Academy pupils will be provided with the opportunity to develop in the following areas:

- Decision-making
- Making realistic and informed choices about future education opportunities
- Knowledge about possible career pathways based on the skills and experience gained at the placement
- Self-confidence
- Communication skills
- Working with adults.

Our pupils have several options for the length of their experience:

- They can attend for half a day to a full day as a taster with a keyworker or member of staff from Esteem Valley Academy
- They can attend for a few days as a short- term work experience opportunity
- Some pupils may choose to attend for a week or 2 and be taken off timetable
- Others may choose to attend as a regular long- term work placement for a day a week as part of their timetable.

### **Legal Requirements and Recommended Best Practices**

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 The Health and Safety (Training and Employment) Regulations 1990. This states 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 pupil 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 pupil at the start of the placement. It is important that this is confirmed.

The pupil must agree to observe all safety, security, safeguarding and any other instructions given by the academy and employer, and not to disclose any information confidential to the employer obtained during the placement. The employer will then be checked by the Derbyshire Local Authority Work Experience Team to ensure that the company complies with: Employer and Public Liability insurance details, confirmation of Health and Safety Policy and Risk Assessment and other information.

Be Safe – An Introductory Guide to Health and Safety  
([www.hse.gov.uk/youngpeople/workexperience](http://www.hse.gov.uk/youngpeople/workexperience)).

### **Working Time Regulations**

Under the Working Time Regulations 1998 there are stringent daily and weekly working time limits for young workers (those that are over compulsory school age but under 18). Young workers may not work for more than 8 hours in any one day and 40 hours in any one week. Young workers are also entitled to a daily rest of 12 consecutive hours, a weekly rest of 48 hours and a rest break of 30 minutes where daily work time is more than 4½ hours. The employer should comply with the Working Time Regulations and should not require the pupil to work in excess of the limits set out above.

## **Risk Assessment**

The employer should be asked to confirm that a risk assessment will be completed for the duties being undertaken by the pupil, taking into account the age and limited experience of the young person and that the key findings will be communicated to the pupil before the commencement of the placement. The employer should be informed of any medical conditions the pupil has which could result in an increased risk to the pupil 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 pupil.

## **Disclosure and Barring Service (DBS)**

A DBS check is required 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 whilst travelling. A DBS is required if our pupils will attend for more than 3 days in a 4 week period. Esteem Valley Academy will ensure that DBS procedure are adhered to and ensure that the supervisor and all relevant staff working with our pupils have a current DBS.

This is outlined in Keeping Children Safe in Education (KCSIE), the Department for Education (DfE's) statutory guidance on safeguarding.

According to the Criminal Justice and Court Service Act 2000 the employer must disclose the names of individuals who are disqualified from working with children, where known to them.

## **Motor Vehicle Insurance**

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.

## **Work Experience Duties**

Pupils will carry out meaningful work in accordance with the agreed duties for their placement. A responsible person will plan the work and be designated for the welfare and supervision of the pupil during the period of the placement.

Pupils will not receive any payment for this work. Pupils will not be allowed to work hours which are considered unreasonable. The employer will take into account any relevant information relating to the pupil's medical condition, or any physical and learning disabilities, details of which may have been provided, in formulating appropriate risk controls to protect both pupils and/or employees.

All tasks asked of the pupil will conform to the laws governing the Employment of Young Persons and Work Experience (as defined in the Education Act 1996) and any other statutory obligations to the pupil will be observed.

## **Health, Safety, Welfare and Security**

The employer recognises that a pupil on work experience is to be regarded as an employee for the purposes of Health and Safety legislation and the associated duty of care. A current health and safety policy will be maintained and there will be compliance with the provisions of the Health and Safety at Work Act 1974 and its relevant statutory provisions.

Our work experience companies may have already been sourced by Derbyshire County Council and be recorded in their work experience database. Many of the companies will already have had a health and safety check by Derbyshire. We will ensure that the companies have up to date employers insurance where applicable and public liability insurance.

The employer will undertake a suitable and sufficient risk assessment in relation to the health and safety of the pupil while on the placement, taking into account the pupil's inexperience, immaturity and lack of awareness of risks. At the start of the work placement, the employer will provide pupils with a health and safety induction, which will include workplace hazards and their control, fire, emergencies, first aid, accident reporting and security arrangements.

Pupils will not carry out any work prohibited by law, operate dangerous machinery, carry out any manual handling tasks identified as being a risk to the pupil's health and safety, or be exposed to dangerous substances, radiation, extreme heat or cold, noise or vibration or any other work environment that may endanger their health and safety.

Where appropriate, pupils will be provided with and instructed on the correct use of personal protective clothing and equipment (PPE) and its use will be enforced.

The employer will notify the parents/guardian and academy by telephone, and as soon as practicable, of any accident, of any case of ill health or any other incident which relates to the pupil's work placement. When appropriate, the employer will comply with the provisions of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. The employer will have access to adequate first aid facilities as required under the Health and Safety (First Aid Regulations 1981).

## **Monitoring**

Esteem Valley Academy staff will monitor the progress of our pupils. We will ensure that there has been an initial visit and that the induction process is established. The pupil will be visited termly if attending for a regular work placement.

## **Statutory Obligations**

Esteem Valley Academy will observe all relevant current legislation, in particular that relating to Health and Safety, and legislation in respect of Sex Discrimination, Equality and Discrimination, Race Relations, Disability and the Children Act & Safeguarding.

**Link to other policies**

- [Child Protection and Safeguarding policy](#)
- [Careers policy](#)
- [Behaviour Management policy](#)
- [Health and safety policy](#)