



New Horizons Federation's Work Experience Guidance

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1 Introduction

New Horizons Federation's work experience programme is well-planned and well-organised and plays an important role in developing students' employability skills, confidence, and self-esteem, personal and social skills and helps them learn about the world of work. The key message is for placements to be "meaningful"

2 Summery

Work experience plays an important part in linking employers and educational establishments and is one of the most important activities for students to take part in.

Exposure to the world of work is a significant step in preparing students for adult and working life. New Horizons Federation offer students who are able to cope with and ready to complete a high quality and meaningful work experience to give them a valuable experience of the work environment and develop their employability skills.

3 Aims & Objectives

Work experience placements should be regarded as a means of achieving learning outcomes. There are four main curriculum areas to which the work experience programme can be linked (QCA, 1998). These are the school's programme for:

- Developing students' employability and key skills;
- Careers education and guidance;
- Personal and social education;
- National Curriculum and other subjects which help prepare students for the opportunities, responsibilities and experiences of adult life.

As part of a learning programme it helps students to:

- Experience work at first hand;
- Understand how companies function;
- Experience the social relationships at work;
- Appreciate the expectations that employees will have towards their workers;
- Assess how they will adapt to working patterns and relationships outside school.
- Gain the self-confidence needed in an adult world;
- Building confidence in interacting with adults.
- Confirming interest in a career or (equally useful!) deciding it is not for them.
- A foot in the door - if they impress the employer they may be asked back on a more permanent basis.

4 Principles.

- 4.1 General
- 4.2 Prior to placement
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4.1 General

1. Only students in year 10 who have at least 87% attendance and are able to cope with work experience will be eligible.
2. The majority of placements will last for 1 week but can vary in length depending on individual needs. This would need to be agreed by the Head of School.
3. Hours of work are generally 9am to 5pm with an hour for lunch and 2 fifteen minute breaks. Start and finish times can be flexible depending on the business area. Times to be agreed with the employer prior to the placement starting.
4. The Work Experience Co-ordinator is responsible for arranging all work experience placements and will complete placement visits as and when needed.
5. New Horizons Federation will not reimburse students for any public transport costs incurred whilst travelling to and from the placement. Receipts/tickets must be produced in order to claim expenses. This must be agreed prior to the placement commencing.
6. In accordance with the Data Protection Act, all documentation relating to placements must be treated with confidentiality. Students/Employers have the right to feedback and access to any documentation held on them.

4.1 Prior to the Placement

1. The Alternative Education Co-ordinator will send out a letter to parents/carers informing them of the 1:1 session with their child to complete an Expression of Interest form.
2. Once the student identifies the type of placement they would like, the work placement co-ordinator will work alongside the Bromley Education Business Partnership to source a suitable work placement provider and complete all risk assessments needed.
3. Students will be given Booklet 1 (Getting ready for my work experience) which would need to be completed during tutor time. Once completed the tutor needs to return to the work experience co-ordinator.
4. Once all health and safety checks have been completed, the work placement co-ordinator will send work placement confirmation consent letters to parents/carers which would need to be signed and returned before the placement commences.
5. New Horizons Federation will hold all placement information on a data base to include when health and safety checks and risk assessments are due.

4.3 During/After the Placement

1. Once all the above has taken place the student is able to attend their placement. The work placement co-ordinator will conduct a review visit during the student's time at the placement where the student and the employer will complete a monitoring form.
2. While on a placement the students will complete their work experience log book which would be used as evidence of work completed.
3. After the placement, the work experience co-ordinator will meet each student on a 1:1 basis for a placement feedback and evaluation session.

5 Responsibilities as per the HSE's New Work Experience Guidance

5.1 Education Establishment

- 5.1.1 Take reasonable steps to satisfy yourself that employers are managing significant risks to ensure the suitability of all placements. This will be organised by the work experience co-ordinator and the Education Business Partnership.
- 5.1.2 Repeated checks are not necessary for a new student if an employer is known and has a good track record and the student's needs are no different to those on past placements. In terms of the checks these need to be in proportion to the environment. I.e. a low-risk environment, such as an office, with everyday risks that will mostly be familiar to the student does not need as extensive checks as a high risk placement i.e. construction
- 5.1.3 Discuss with the employer what work the student will be doing or observing, the risks involved and how these are managed
- 5.1.4 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. Consent must be obtained from parents/carers to provide medical, personal or other sensitive information.
- 5.1.5 Students must be informed of the significant findings of the risk assessment and the controls put in place for their safety. If under minimum school leaving age, parents/carers must be informed and give their consent in writing.
- 5.1.6 The same health and safety regulations apply to students who find their own placements or are placed within their own family business
- 5.1.7 Students are properly briefed before taking part in work experience. This should include their responsibilities for health and safety. Students should have a named person to contact if they have any health and safety or safeguarding issues during the placement.
- 5.1.8 Students should be effectively supported during the placement and debriefed afterwards.

5.2 Be satisfied that the employer has:

- 5.2.1 Systems in place to ensure the health, safety and welfare, so far as is reasonably practicable, of the student while under their control.
- 5.2.2 Arrangements for managing risks. This will need to include induction, supervision, site familiarisation, and any protective equipment that might be needed
- 5.2.3 Competence to manage health and safety in relation to the placement
- 5.2.4 Supervision of work experience by competent staff
- 5.2.5 The employer understands about the specific factors relevant to employing young people i.e. Restrictions on work for young people, Prohibited work for young people, Working time requirements specific to young people
- 5.2.6 Remember that the employer has primary responsibility for the health and safety of the student and should be managing any significant risks

5.3 Accidents

Where work experience students are on an educational establishment roll, accidents must be reported by the employer to the establishment. Your first priority is the well-being of the student and communicating with parents and carers who should be notified immediately if treatment is required beyond a minor injury. Schools must report all incidents involving students on work placement activities to the Head of School employer at the earliest possible opportunity.

5.4 Employer (placement provider)

- 5.4.1 Students on work experience placements with an employer are regarded in health and safety law as their employees
- 5.4.2 Has primary responsibility for the health and safety of the student and is to manage any significant risks
- 5.4.3 Existing risk management arrangements may well be OK, but review where necessary and Employers with fewer than 5 employees do not need a written risk assessment
- 5.4.4 Keep controls in proportion to level of risk in working environment, and discuss with organiser in advance
- 5.4.5 Should have arrangements for explaining risks to student and parents, and for recording assessment in writing where necessary
- 5.4.6 If the existing assessment does not provide for a young person, the employer should consider any specific arrangements required for the student, and keep a record of these.
- 5.4.7 If there was an accident, an employer would need to show evidence of reasonable measures taken to control the risks, e.g. that the student had been advised of potential risks and control measures, or that appropriate levels of supervision and training had been provided where necessary.

6 Employers' liability compulsory insurance

The insurance industry has committed to treat work experience students as employees therefore they will be covered by existing employers' liability compulsory insurance policies.

7 DBS checks (formally CRB)

The Home Office has made changes to the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) (England and Wales) Order 2012. This means that employers are no longer able to carry out DBS checks on staff supervising young people aged 16 to 17 on work experience

8 Further information and advice

The new Health and Safety Executive guidance is available at

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

www.hse.gov.uk/youngpeople/law/index.htm

<http://www.hse.gov.uk/youngpeople/>

<https://www.britsafe.org/speakupstaysafe/employers>

Work Experience Step by Step Process

