

## Year 12 Work Experience

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***This policy must be read by parents/carers and Placement Providers prior to placements taking place***

Short periods of work experience for pupils in Year 12 can prove valuable in helping decisions over courses of study at university, and success in application to them. They can also give practical insight into qualities valued by future employers and develop student understanding of inter-personal and communication skills that will help in school and beyond. Work experience for Year 12 takes place during 'Adventure Week' in June of each year.

### **Organising Work Placements**

We believe that it is important for students to develop the initiative and to make the arrangements themselves. It is expected that students will utilise friends, family and contacts to arrange a placement and also to write to firms speculatively. Support and guidance in preparing CVs and covering letters will be provided during tutorial sessions at school based on materials provided by the Head of Careers and tutors will play a pivotal role in supporting students to secure and prepare for placement.

The Head of Careers will assist students who have had difficulty finding placements based on their own initiative, as far as practicable. When relevant, St. Dunstan's might offer a limited number of placements within the operational and business areas of the school.

### **Documentation**

Detail on the documents required for work placements is provided in this policy. This includes forms completed by students/parents and Placement Providers and letters to parents seeking their permission for the placement to go ahead. Students will also be issued with a work experience diary in order to help them focus their time and reflect on their placement. Tutors will review these diaries after the placement has been completed in order to support developmental student reflection on their experiences.

Parents should be aware that in most cases staff at the Placement Provider will not be subject to any DBS checks.

### **Health and Safety**

The effectiveness of the Placement Provider's risk management arrangements, at the location where the work experience will take place, is a key aspect in managing health and safety. Placement Providers should already be managing the risks in their workplaces and are best placed to assess whether or not they need to do anything additional for a new young person joining them.

The school will work with students and their parents/guardians to assess whether the Placement Provider has suitable and sufficient risk management arrangements in place. This will include the school asking various questions of the Placement Provider so that the school and parents/guardians responsible for the child can satisfy themselves that such arrangements are in place.

To ensure that a work experience placement satisfies all legal requirements, and that students are covered by the Placement Provider's insurance, students and Placement Providers must complete relevant documentation which must then be sent to the school to carry its own risk assessment. The school will pass this documentation on to parents for their consideration and approval before a placement takes place. The school and parents/guardians should not be second-guessing Placement Providers' risk assessments or requiring additional paperwork for any work experience placement and therefore the online form below must be fully completed by any Placement Provider offering a placement to any SDC student.

Student/parent link is <https://www.surveymonkey.co.uk/r/2BLVD33>

Placement Provider link is <https://www.surveymonkey.co.uk/r/3VS59Z5>

Under health and safety law there are certain considerations that Placement Providers will need to factor in before a young person under 18 undertakes work experience placements. Normally these considerations can be addressed by the Placement Provider putting additional measures in place, such as training and/or supervision, to reduce risks identified. However, there are limited activities that a young person is never permitted to carry out which mainly relate to the use of biological agents, chemicals, lead, explosives and certain activities in the agriculture, manufacturing and construction industries. If there is any doubt about whether these restrictions apply to a particular placement, the school will liaise with the Placement Provider to consider this further and the parents/guardian will be made aware if this means that the student's preferred placement cannot take place.

### **Responsibilities of the school**

1. The Head of Careers is responsible for the overseeing of the organisation of paperwork related to work experience placements.
2. The Head of Careers will ensure that:
  - Staff have early conversations with students about where they wish to carry out a placement and ideally before the Placement Provider carries out a risk assessment;
  - Risk assessments (i.e. Placement Provider forms) have been received for all placements;
  - Students and parents are provided with all relevant information regarding work experience placements that the school has received from the Placement Provider, including sight of school and Placement Provider risk assessments;
  - Placement Providers have full, relevant information regarding students undertaking a placement with them, including details of additional educational or special needs. However, parents/guardians must check that they are satisfied with the information provided by their child and should supplement or amend it (if required) so that the Placement Provider has sufficient time to put in place any additional support prior to the placement starting; and

- Placement Providers are contacted during work experience week to check all is going well from the Placement Provider and student's perspective.
3. Once all information has been gathered via online forms (including risk assessments), the Bursar, Deputy Head (Academic), or another delegated member of CLT, will give approval for any placement not assessed as routine by the Head of Careers.

Further advice from the Health and Safety Executive can be found here:

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

### **Responsibilities of the Placement Provider**

1. As prescribed in the Health and Safety at Work Act 1974, Placement Providers have a duty to ensure so far as is reasonably practicable the health, safety and welfare at work of all their employees and this would extend to students on work experience.
2. Placement Providers should ensure that:
  - The treatment of placed students is always in line with the College's policy on Equal Opportunities that will be shared with personnel in commerce and industry with whom liaison happens in regard to Work Experience.
  - Appropriate risk assessments are carried out to determine suitable tasks and working situations for students;
  - Control measures are introduced to eliminate or minimise risks;
  - With the school's assistance, students and parents are advised of the findings of any risk assessments or control measures prior to the commencement of the placement;
  - Adequate insurance cover is in place for students undertaking work experience placements; and
  - Students are informed of safe working practices upon induction into the Placement Provider and supplied with appropriate training, supervision and protective clothing or equipment to carry out their duties.
3. Placement Providers should also ensure that:
  - There are policies and procedures in place to protect the student from harm;
  - A supervisor is assigned to the student as the single point of contact for the student, school and parents/guardian;
  - As part of the risk assessment, they take into account how often and for how long students will be working on a one-to-one basis with a supervisor or another employee. For instance, there is likely to be a higher risk of this happening during placements involving a lot of travelling, an isolated environment, or an office space that is not open or visible. The Placement Provider should put arrangements in place to reduce (or eliminate) instances where one-to-one working happens as far as it is reasonable to do so. However, the Placement Provider is not able to request an enhanced DBS with barred list check for staff supervising a 16 or 17 year old student and we would therefore not expect Placement Providers to do this as a matter of course;

- Final arrangements are communicated to the student regarding when and where to arrive, what to wear, lunch and break arrangements and contact details of their supervisor; and
- Students do not work more than 8 hours in a day for 5 consecutive days. Placement Providers wishing to depart from this should contact the parents/guardians and the school in advance for their permission to vary this.

Further advice from the Health and Safety Executive can be found here:

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

### **Responsibilities of parents and guardians**

1. To assist in finding a placement for their child (where possible).
2. To ensure they are fully aware of the nature and location of the placement, the type of work and tasks their child will carry out (including any periods of one-to-one working with a supervisor or another employee), and the contact details of their child's supervisor during the placement. They should be satisfied that the placement is suitable for their child (taking into account any special needs of their child) in terms of health and safety, safeguarding and insurance.
3. To support their child on work experience placement, especially in regard to practical arrangements such as providing transport or meeting transport costs.
4. To ensure that the Placement Provider is aware of all relevant information, such as any special or medical needs of their child (or matters which may mean their child requires additional support during the placement) sufficiently in advance of the placement to allow the Placement Provider to put necessary arrangements in place. Practically speaking this means parents/guardians reviewing information in the student form before it is sent to the Placement Provider to satisfy themselves that all relevant information has been disclosed and factored into the Placement Provider's risk assessment.

Further advice from the Health and Safety Executive can be found here:

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

### **Student responsibilities**

1. Students are expected to take reasonable care of their own health and safety, and that of other people who may be affected by their actions, throughout the duration of their placement.
2. Students should contact their Placement Providers prior to the start of the placement.
3. Students are expected to co-operate fully with their Placement Provider, and behave in a manner befitting their work place, as representatives of St. Dunstan's College. This includes arriving to the agreed location on time, dressing appropriately and adopting a positive attitude.

Further advice from the Health and Safety Executive can be found here:

<http://www.hse.gov.uk/youngpeople/workexperience/students-and-young-people.htm>

### Summary of Work Experience Policy

1. Students in year 12 to complete 1 week's work experience during Adventure Week.
2. In the first instance, students will try to secure their own placement by contacting relatives, friends and organisations between January and April.
3. Students may be supported by the Head of Careers and Tutors if they are unable to find a suitable placement on their own.
4. All placements to be organised and paperwork to be completed by end of April.
5. Students and parents to complete online form with details which will be sent to Placement Provider once school has informally discussed placement with the student. Parents must review the completed online form before it is sent to ensure that it contains all relevant information required by the Placement Provider to assess the suitability of the placement for their child.

<https://www.surveymonkey.co.uk/r/2BLVD33>

6. Students must also send online link to be completed by Placement Provider regarding risk assessment and student activities (Placement Provider to complete this by end of April).

<https://www.surveymonkey.co.uk/r/3VS59Z5>

7. The College will consider the information provided by the student and Placement Provider and assess the risks involved. The Bursar and/or the Deputy Head (Academic) (or anyone deputising for them) will give approval to the placement where risks involved are acceptable.
8. Head of Careers will e-mail a copy of this information to parents/guardians by end of May. Parents/guardians will be required to indicate they have seen the Placement Provider information and give permission (or not) for their child to attend the placement. The College will chase (if necessary) to ensure parental permission is received. A placement cannot take place without this.
9. Where possible, and considering the level of assessed risk, the Head of Careers to organise e-mails or phone calls to be made to placements during work experience week to check all is going well from the Placement Provider and student's perspective.

### **INSURANCE COVER**

By law, the Placement Provider should have current Employer's Liability and Public Liability insurance cover in place. This should be evidenced by the Placement Provider supplying policy numbers.

<b>Year 12 Work Experience</b>			
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