

# **Salendine Nook High School (Academy)**

## **Work Placement Policy (Non-Statutory)**

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<b>Produced by:</b>	<b>Mrs S Johnson</b>
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## Policy Statement

### Purpose of this policy

This policy provides a framework to ensure that students who take part in work experience as part of their education provision at Salendine Nook High School access placements that are carefully managed, monitored and which provide a safe environment. This includes the organisation of the placement as well as health, safety and safeguarding requirements of all work experience programmes.

This policy covers **all off site work placements that are organised by staff** of SNHS. These placements can range from short placements at local employers to extended placements, some of which could be out of area.

### 1. Responsibilities

*The Principal (with Governing Body oversight) will ensure:*

- 1.1 That the health and safety of students is safeguarded throughout work experience placements organised through the school
- 1.2 That adequate resources are available for safe work experience practices
- 1.3 That appropriate public liability insurance is in place to cover students and staff involvement, including staff visits or at least a call to the work experience placement.

### 2. Assistant Principal

*The Assistant Principal will ensure that:*

- 2.1 adequate health and safety checks are carried out before allowing work experience to take place
- 2.2 an appropriate process for organising work experience placements is implemented, including the use of external bodies, where appropriate

### 3. Employer

*Under the Management of Health and Safety at Work Regulations 1999, an employer has a responsibility to ensure that young people employed by them are not exposed to risk due to:*

- 3.1 lack of experience
- 3.2 being unaware of existing or potential risks and/or
- 3.3 lack of maturity

### 4. An employer must consider:

- 4.1 The layout of the workplace
- 4.2 The physical, biological and chemical agents they may be exposed to
- 4.3 How they will handle work equipment
- 4.4 How the work and processes are organised
- 4.5 The extent of health and safety training needed
- 4.6 Risks and assessment of particular agents, processes and work

### 5. Parents/Carers

The school is only able to provide information regarding additional educational needs when these are supplied by parent/carers. It is therefore the responsibility of parents/carers to ensure that details regarding additional educational needs are provided to the school as soon as they arise.

Parent/carers should support students on work experience placements, especially in regard to providing transport or meeting transport costs. All placements will incur a cost for the Health and Safety check that would need to be carried out at a cost to school. If the placement is out of area then the check is completed by that area provider which will incur an additional cost. Parents may be asked to contribute towards some or all of these costs.

## 6. Students

Students are expected to take reasonable care of their own health and safety, or that of other people who may be affected by their actions throughout the duration of their placement.

Students are expected to co-operate fully with their employer, and behave in a matter befitting their work place, as representatives of the school.

## 7. School-arranged short-term work experience

*Parents/carers will be provided with all relevant information regarding the work experience placement by letter via email. This work experience takes place during Year 10.*

*Before embarking upon school arranged work experience Salendine Nook will ensure:*

- 7.1 That students are provided with any relevant information about the employer and the site conditions that may affect their health and safety.
- 7.2 That students are able to make their own way to/from the placement and that parents understand this responsibility.
- 7.3 That students have received health and safety instructions in relation to any risks that they are likely to be exposed to in the course of their placement.
- 7.4 That students are provided with details of a school contact who they can contact should they encounter any problems or concerns during their work experience.

**These checks are completed via an external company who supports Salendine Nook High School work experience offer.**

### 7.a School-arranged longer-term alternative provision work experience (NEXUS or other local providers)

Students and parents will be consulted on the type of placement requested. All details will be passed to NEXUS (or other provider) who will undertake all the appropriate assessments and health and safety checks. Parents are responsible for ensuring that students can make their own way to/from the placement.

This type of placement is usually offered in Year 10 & Year 11 only.

### 7.b Extended work experience arranged by the family

Work experience placements arranged by the family are still subject to the appropriate health and safety checks and all details must be provided by parents/carers with the return of the own arrangements form. All placements **MUST** have Employers Liability Insurance. This is **NOT** the same as Public Liability Insurance. Parents are responsible for ensuring that students can make their own to/from the placement.

This type of placement is usually offered in Year 10 & Year 11 only.

## 8. Health and Safety

*Throughout the placement Salendine Nook retains a 'duty of care' at all times, and will ensure:*

- 8.1 Students are not placed in a working environment where there are significant risks to their health and safety
- 8.2 Risk assessments from prospective employers are checked by an external provider
- 8.3 students do not work excessively long hours (no more than an 8-hour day, 40 hours per week, 5 days per week), or unnecessarily unsocial hours
- 8.4 Systems are in place to ensure the health, safety and welfare, so far as reasonably practicable, of placements, i.e. health and safety policy, risk assessments, communications and consents
- 8.5 Students are supervised at all times by competent people whilst on work experience
- 8.6 Specific activities that students undertake on a work placement take account of any restrictions and prohibited work aligned to age.
- 8.7 Employers are provided with relevant information about students, e.g. their health and factors that might affect their ability to understand and respond to information and instructions about health and safety at work e.g. learning disabilities or language problems

## 9. Safeguarding

*Salendine Nook 'duty of care' extends to all students, including those who undertake work experience. To assist in this, we will:*

- 9.1 Ensure that employers or training providers hosting our students endorse our safeguarding policy
- 9.2 Identify actions to be taken, when and by whom, if any child protection issues are raised prior to, during or after the placement
- 9.3 Provide students with clear advice and a point of contact at the school in case of problems.

*We will consider any potential risks to students to see if any additional safeguards are needed in the case of:*

- 9.4 Any student who is vulnerable, e.g. special needs, immaturity, is known to have experienced abuse or neglect, substance misuse.
- 9.5 Any student who is likely to be alone with an adult as part of the work placement, e.g. sole trader, journey person, self-employed person working from home.

## **10. DBS Requirements**

DBS clearance forms are not required for work experience by the student or the employer as no student is to be left on their own or unsupervised at any time whilst on placement. This is the responsibility of the employer to ensure trained, responsible members of staff are providing mentoring and supervision at all times for the period of the placement.

For those students who are identified as vulnerable due to special educational needs/behavioral issues; they will be mentored at the placement by a qualified member of staff from the school according to their individual needs. The employer will be made aware of this before commencing placement.

## **11. Work Experience Timeline Briefing before the placement**

*The student will be made aware of:*

- 11.1 Health & safety and their responsibility in the workplace  
what to do if unable to attend or if ill
- 11.2 Things to do in certain situations ('What if .....?' scenarios, particularly in relation to Safeguarding issues)

*Parents/carers must make employers aware of any health issues-e.g. medical conditions*

- 11.3 Learning difficulties
- 11.4 Physical disability
- 11.5 Behavioral needs

### **11.a During the placement**

Salendine Nook will monitor the progress made by an individual student on a placement. For longer term placements this will involve a regular 'check-in' with students and employer. Matters such as attendance, attitude and progress will be discussed.

A suitably briefed member of school staff will at the start of the placement to ensure the student(s) have arrived and are settled and safe. The member of staff will arrange a suitable visit (or at least make contact by telephone) during the placement. This usually will be staff who would usually teaching that year group at the time.

A personal log is completed by the student during the placement. This has fact finding, questions and answers to put to the employer and also a daily diary to complete. Along with this a feedback sheet is completed by the employer and returned to the work experience coordinator to evaluate.

Salendine Nook are responsible for the student's attendance on the placement although the employer will need to monitor it for us. Students are required to contact the school if they cannot/does not attend that day.

The student is also required to let their placement know if they cannot attend as they would if they were employed and as common courtesy.

### **11.b If a placement breaks down**

In the unlikely event that a placement breaks down an urgent discussion between school and employer would take place. The student would be immediately suspended from the placement until the issue can be resolved. If no resolution can be found, the student would be returned to a suitable curriculum at school. An alternative placement may be sourced or withdrawn, particularly where the student does not show the necessary maturity for work-based learning.

### **Feedback, Evaluation and Review**

*There will be a formal review between Salendine Nook and the employer to:*

- 11.6 Consider the success of the placement
- 11.7 Identify the student's achievements
- 11.8 If appropriate, suggest the next stage for the student within the programme
- 11.9 Consider how the placement might be improved in the future.
- 11.10 A reflective practice survey is given out to students on return to evaluate overall experience and how Salendine Nook can improve year on year.