

# BOURNE COMMUNITY COLLEGE



## WORK EXPERIENCE POLICY

**September 2020**

Next review date July 2021



***Our Mission:***

*To ensure every student achieves great outcomes to flourish and be successful*

*To have high expectations of all staff and students*

*To respect those in our community locally, nationally and internationally*

***Our Vision:***

*To be the school of choice and the Learning Hub for the locality*

***Our Values:***

*Our values respect the charter of the UNICEF rights of the Child and our Bourne ID mirrors this.*

*We gained GOLD status as a rights respecting School and are building on this great achievement.*

***Our strap line:***

*Aspiration, Innovation, Motivation*

## **Work Experience Policy**

*“Education must develop every child’s personality, talents and abilities to the full. It must encourage the child’s respect for human rights, as well as respect for their parents, their own and other cultures, and the environment” Article 29 – UNCRC*

### **1. Introduction**

In 2011 the Coalition Government announced the withdrawal of funding to support work experience and other work related activity. Following consultation with schools/academies and learning centres, the Local Authority was unable to provide a viable and sustainable coordinated service in the future.

Bourne Community College has decided to continue to offer work experience to all Year 10 students. This will take place during the week before the October half term holidays. We will ensure all placements are appropriate for our students. Any ‘Out of County’ placements will be arranged according to our procedures. National legislation and guidance will be followed to ensure the health, safety and safeguarding of students when on a work placement.

Work experience is defined as:

*“Students placed with an employer to carry out a range of tasks defined in a job description, with an emphasis on the learning aspects of the work experience.”*  
(Health and Safety Executive)

### **2. Purpose**

This policy provides a framework to ensure that students are able to access work experience placements that are carefully managed, monitored and provide a safe environment. This includes the organisation as well as health, safety and safeguarding requirements of all work experience programmes. (Appendix 2)

### **3. Priorities**

When preparing for work experience Bourne Community College will:

- Ensure students are provided with a positive experience with an emphasis on learning
- Retain a ‘duty of care’ at all times
- Ensure that the potential risks to each student has been assessed
- Ensure that the placement chosen by the student is suitable for them and any additional safeguarding issues are taken into account and actioned
- Provide a named contact, who is available during the times when students are on placements. This will include the period between the college closure and the start/end of the business day.
- Obtain the consent of parents/carers and service provider.

#### **4. Legislation**

Bourne Community College has a range of legal responsibilities in relation to the organisation and delivery of work experience.

Education Act 1996

- Provide work experience in industrial and non-industrial settings but not on ships, for students who are in their final two years of compulsory schooling
- Enables students in Year 10 to assume the temporary status of a Young Person in employment law

Education Act 2011

- Safeguarding and promoting the welfare of young people within the college

#### **5. Health and Safety**

Bourne Community College retains a 'duty of care' at all times, and we will ensure:

- Placements are vetted, in accordance with Health and Safety Procurement Standards (HASPS) by a trained and competent person either from the college or service provider
- We will ensure our students are matched carefully to the placement and support the student when they are on a placement
- Our students are prepared and briefed about health and safety and understand how to identify hazards and the sort of control measures that can be put in place to reduce the risk of injury or accident
- Our students develop a set of safe behaviours, so that they play an active part in the process and acquire practical, transferable skills from their experience
- 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
- Any contracted work experience organisation or internal team (as appropriate), organising work experience for our students will be competent in health and safety and able to decide on the suitability of any placement
- Systems are in place to ensure the health, safety and welfare, so far as reasonably practicable, of placements, i.e. H&S Policy, Risk Assessments, communications and consents (Appendix 1)
- Students are supervised by competent people whilst on work experience
- Any contracted work experience organisation or internal team (as appropriate), organising placements will ensure specific activities that students undertake on a work placement take account of any restrictions and prohibited work aligned to age.

We will remain aware of legislation and guidance documents relating to work experience published by the Department for Education and the Health and Safety Executive and update this policy as appropriate.

## **6. Safeguarding**

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

- Ensure any service provider who arranges, vets or monitors work placements for students on our behalf has training in child protection
- Identify actions to be taken, when and by whom, if any child protection issues are raised prior to, during or after the placement
- Provide students with clear advice and a point of contact at Bourne Community College in case of problems.

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

- Any young person who is vulnerable, eg special needs, immaturity, is known to have experienced abuse or neglect, substance misuse
- A student who is likely to be alone with an adult as part of the work placement, eg sole trader, journey person, self-employed person working from home
- The work placement having a residential component.

We will ensure DBS Disclosures are in place in the work place to support students who are:

- Vulnerable due to immaturity, educational, medical, behavioural or home circumstance and those who have special educational needs
- On placements lasting more than 15 days over an extended time-frame, especially when these involve
  - Regular lone working with an employer over long periods
  - Placements located in particularly isolated environments with 1:1 working
  - Placements involving a high degree of travelling on a 1:1 basis
  - Placements which include a residential element.

Where a DBS check is required we will ensure that this is completed with a successful outcome before any student enters the workplace.

Bourne Community College will arrange contact with the employer during the work placement. The member of staff making contact will be provided with details of the job description, risk assessment and any specifics and restrictions.

## **7. Quality Assurance**

In order to offer a quality work experience programme we will:

- Ensure the employer and the workplace is suitable for a work experience placement
- Carefully match students to placements and support them throughout the experience
- Pursue a policy of equal opportunities that considers the needs of the six equality groups – Race/Ethnicity to include Gypsies/Travellers, Disability, Religion and/or belief, Sexual orientation, Age, Gender.
- Counter gender stereotyping, take cultural issues into account, increase student confidence and challenge under achievement.

## APPENDIX 1

### Work Experience Accident/Incident checklist

Brief details of the incident should be collated, recorded and passed on to Bourne Community College Health and Safety Team.

Name of Student	
Date of Birth	
Address	
Phone Number	
Parent/Carer Name	

Name of Employer	
Address	
Phone Number	
Contact Name	

School	
School Contact	
Date reported to:	
College	
Parent/Carer	

Date of incident	Place of incident
Time of incident	Name of person reporting
Brief description of incident	
Nature of injury	
Witness(es):	
1 Name	
Address	
Telephone details	
2 Name	
Address	
Telephone details	
3 Name	
Address	
Telephone details	

## APPENDIX 2

## **Work Experience Process**

### **Preparation for the placement**

- 1 We will provide a protocol to deal with the following issues:
  - ◆ Student absence from the work placement
  - ◆ If the employer signifies that they wish to terminate the provision on offer;
  - ◆ If a student appears to be receiving some form of payment;
  - ◆ If the employer's and/or student's attitude to health & safety appears to have become slack;
  - ◆ If the student appears to be treated as an adult;
  - ◆ If the student is attending the work placement but is truanting from Bourne Community College
  - ◆ If the employer offers to place the student on a training scheme;
  - ◆ If an incident occurs at the work placement, eg theft, accident, misbehaviour etc.
  
- 2 We will identify the students for whom an extended placement is appropriate and will ensure that all interested parties are informed of the specific and often diverse needs of the student concerned.
  
- 3 Any placement should take place within the context of a curriculum programme in which the employer has a role in setting targets that have been arrived at in negotiation with Bourne Community College.
  
- 4 An induction, which enables a student to understand the world of work and health & safety requirements, as well as develop skills and personal qualities, will be negotiated with the employer. The employer will need to understand:
  - ◆ the aim and purpose of the placement;
  - ◆ its anticipated duration;
  - ◆ the means of monitoring the student's progress and attendance;
  - ◆ the process of assessing the student's achievement during and at the end of the placement;

### **Briefing before the placement**

- 1 The student will be made aware of:
  - ◆ Health & safety and their responsibility in the workplace
  - ◆ What to do if unable to attend or if ill
  - ◆ How to record achievements whilst on the placement
  - ◆ Things to do in certain situations ('What if .....?' scenarios, particularly in relation to Safeguarding issues)
  
- 2 The employer will be made aware of the student's

- ◆ Medical conditions
- ◆ Learning difficulties
- ◆ Physical disability
- ◆ Behavioural needs
- ◆ Ethnic background, culture and language

All the above have implications for the induction process, supervision arrangements, control measures and prohibition put on student activity, the sort of tasks given to the student and training for the use of machinery.

### **After the placement**

- 1 There will be a review to:
  - ◆ Consider the success of the placement
  - ◆ Identify the student's achievements
  - ◆ Consider how the placement might be improved in the future.