

Work Experience Protocol

Equalities Statement

In our Trust we work to ensure that there is equality of opportunity for all members of our community who hold a range of protected characteristics as defined by the Equality Act 2010, as well as having regard to other factors which have the potential to cause inequality, such as socio-economic factors. For further information, please see our Equalities Policy.

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1. Introduction

Work experience is an integral part of our students' entitlement to CEIAG (Careers Education, Information, Advice and Guidance) and this clearly supports Gatsby Benchmark 6 "Experiences of Workplaces" which states:

Every pupil should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities and expand their networks.

<https://www.goodcareerguidance.org.uk/benchmarks-and-background>

Work experience gives young people vital insights into the world of work, encourages them to aspire to great things, and helps them to prepare for their future. It bridges the gap between school, college and work and helps young people make decisions about their future and develop new and existing skills.

The opportunity to participate in an experience of work is provided to all students by the end of their compulsory years. Students are encouraged to find placements linked to career paths that suit their interests, skills and strengths with the absence of stereotypes, which are actively challenged.

Students with Special Educational Needs or Disability (SEND), or any other additional needs, will be supported appropriately through liaison with parents and relevant staff i.e. the Special Educational Needs Co-ordinator (SENCO) and the placement provider.

2. Our aims

Work experience should:

- Enhance students' knowledge of the world of work
- Develop students' employability skills
- Provide an insight into the skills, qualities and attitudes required by particular sectors and employers
- Provide opportunities for personal and social development – including self-confidence, time management, personal organisation and resilience
- Help prepare students for the world of work
- Enable students to make cross-curricular links
- Support the School's CEIAG provision
- Provide students with an opportunity for self-evaluation

3. Provision

The opportunity for work placement is offered to all Year 10 and Year 12 students (in addition to any part time job they have) throughout the academic year. However, some KS5 students might access additional work experience placements during Year 12 and/or 13 through their subject courses.

Where the school uses an external provider to arrange work experience, such as Education Business Partnership, they will advise on the procedures and processes required. Where the school continues to arrange work experience in-house, for example, for year groups not being coordinated by an external provider, the remainder of this protocol applies.

4. Management and coordination

Approval of work placements is the responsibility of the school and the school manages all documentation for placements. They can be sourced through a number of different methods including personal contacts, school contacts or a Local Authority external provider, The Local Business Partnership (Kent).

National legislation from the HSE and the DfE will be followed to ensure the health, safety and safeguarding of students whilst on work experience. The school only authorises placements which have met all of our safeguarding requirements (see below). Schools will not agree to a high risk environment unless there has been a health and safety visit carried out by a trained person or parents have completed a disclaimer.

5. Safety considerations

The HSE guidance for work experience and placements is invaluable and should be shared with staff and placement providers. It can be found at

<https://www.hse.gov.uk/young-workers/schools-colleges.htm>

6. Considerations for the school

“[For] those organising placements, [they] should simply ask sensible questions, in proportion to the level of risk, to satisfy themselves that those arrangements are in place. They should not be second-guessing employers’ risk assessments or requiring additional paperwork. This means that schools do not need to complete extensive health and safety checks or risk assessments of their own, nor do they need to hire third parties to do so.”

(HSE Guidance on Work Experience).

The school will ensure that every student on work experience is contacted by a member of the school teaching staff at the placement at least once, to check attendance, wellbeing and progress. Students identified by the school as vulnerable (for example students with an EHCP, social worker or children in care) should have a face to face visit during their placement. All contact and visits must be recorded and a log kept by the school. Failure to comply could be considered a breach of safeguarding compliance.

Any concerns should be reported immediately to the relevant senior staff member and, if necessary, the DSL. All reported concerns must be documented, with evidence of actions taken and the outcome, in line with Keeping Children Safe in Education.

7. Considerations for the placement provider

Under HSE guidance (the Health and Safety (Training for Employment) Regulations 1990), students on work experience are treated as employees for health and safety purposes. The placement provider has the same duty of care to the students as it does to its own employees. The provider must ensure that any young person on placement is protected from any risks which are a consequence of their lack of experience or an absence of awareness of existing or potential risks or the fact that a young person has not fully matured.

Employers' existing workplace risk assessments may already cover the risks that work experience students may be exposed to. Their existing Employer's Liability Insurance will cover such placement

8. Assessing the risk

Employers are required to have risk assessments for their employees, although small employers (with fewer than five employees) do not have to have them written down.

We will ask placement providers to carry out an appropriate workplace induction, which may include undertaking the risk assessments with students, in accordance with the HSE guidance:

- For placements in low-risk environments, such as offices or shops, with everyday risks that will mostly be familiar to the student, we consider that existing arrangements for other employees should suffice.
- For environments with risks less familiar to the student (e.g. in light assembly or packing facilities), we will ask the placement provider to make arrangements to manage the risks. We consider this should include induction, supervision, site familiarisation, and any protective equipment needed.
- For a placement in a higher-risk environment such as construction, agriculture and manufacturing we will ask the provider to consider what work the student will be doing or observing, the risks involved and how these are managed and to satisfy themselves that the instruction, training and supervisory arrangements have been properly thought through and that they work in practice.
- In addition to this, we will ask that the risk assessments take into account the student's potential inexperience, lack of awareness of risks and their stage of development. Where it is appropriate to do so, relevant information (such as a care plan) may be sent to the employer to allow them to consider how best to provide safe methods of working. The advice of the SENCO, Head of Year, Medical Welfare Officer and other relevant staff shall be sought in such cases before information is sent from the school.
- Schools should follow up on any concerns they have resulting from the employers checklist.

Briefing our students in school:

- The school will deliver an assembly, prior to the students going out on placement, which reiterates the importance of work experience and its benefits. This assembly will also be used to explain about health and safety in the workplace and confirms the procedure for raising any health and safety, as well as safeguarding, concerns.
- The school will reinforce these messages in the final few days before the students go out on placement, through the pastoral system (tutor time).
- We request that the placement provider brief students on their first day of induction on health and safety; how to identify hazards and control measures that can be put in place to reduce risk of injury or accident.

9. Safeguarding our students

Schools should follow the Guidance from the Disclosure and Barring Service (DBS) and the Department for Education in the document, Keeping Children Safe in Education with regards to safeguarding. Schools should have detailed procedures to safeguard pupils undertaking work experience, in accordance with the statutory guidance found in paragraphs [335- 340 of KCSIE](#).

All placement providers will be given guidance prior to the commencement of the placement which highlights good practice for safeguarding staff and how to report a safeguarding concern. This guidance can be found on the template for Employer Work Placement Checklist. See appendix B at the end of this document.

9.1 The Trust Child Protection and Safeguarding Policy

This protocol applies in work experience arrangements which take place during term-time and have been organised by the school, in line with the guidance set out in Keeping Children Safe in Education.

Young people must know they will be listened to and believed if they report any concerns. They must know that when on work experience they can report to a DSL in their school or any member of staff by phone, email, text or in person, at any time. The member of staff arranging the work experience must ensure this is understood by the student beforehand.

9.2 Disclosures to an employer

Schools must ask employers/providers to provide signed agreement to show they understand what to do in the event of a disclosure that gives reason to suspect that they may be at risk of harm. This is included in the Employer Work Placement Checklist. (see appendix B)

9.3 Online work experience

Most online work experience involves multiple participants organised by companies/organisations such as the NHS, national banks, British Gas, tech companies, the armed services. These provide valuable insights and opportunities for young people to find out more about the workplace and future careers. Risks to personal safety are considered to be low.

On some occasions, a young person may be invited to a 1:1 online meeting with a provider. If this happens within school hours, the school must take all reasonable steps to ensure that, if such a meeting is organised:

1. the school is aware when the meeting is taking place and the length of the meeting;
2. parental consent has been given; if consent is verbal this must be logged so that there is a record;
3. the young person knows who to report to if they have any concerns;
4. the option of having a member of staff present has been discussed.

The school is not responsible for online meetings arranged independently by a young person or their parents/carers without consulting the school, and for those which are privately arranged and take place in the evenings, at weekends or in school holidays. Young people must however be reassured that they can report any concern to a member of staff regardless of when it took place, in line with the Trust Child Protection and Safeguarding Policy.

9.4 Private and overseas arrangements for work experience

Where students undertake work experience which has been privately arranged by the parent or carer, it is the responsibility of the parent/carer to ensure that the child is kept safe. The school will seek an assurance in writing that the parent/carer is satisfied that the work placement is appropriate.

Schools must still use an Employer Work Placement Checklist and a Parent Consent Form. Templates are provided with this protocol.

10. Monitoring and evaluation

All students who access the work experience programme will be asked to evaluate and reflect on their experiences immediately after they return from their placements. This will take place through, but will not necessarily be limited to, a formal evaluation and other reflective work through the pastoral system.

In addition, the work experience programme is reviewed by the Senior Careers Lead and the school Careers Adviser responsible for work experience. This review is based on evidence from students and placement providers and will be presented to the SLT and the Governors as part of the CEIAG reporting procedures.

The review will:

- Consider the extent to which the programme meets the stated aims
- Consider any health and safety issues that have arisen, including from the induction provided
- Calculate the percentage of students arranging their own placement
- Calculate the percentage of students completing a placement
- Consider reasons for failure to complete a placement
- Identify areas for improvement, which will be incorporated into the CEIAG development plan.

Other policies and documents which are relevant to this policy:

1. Keeping Children Safe in Education
2. Child Protection and Safeguarding Policy
3. Parent Consent Form (Appendix A)
4. Employer Work Placement Checklist (Appendix B)

Appendix A - Suggested forms (if you are not using an outside provider)

Peacehaven Community School, Greenwich Way, Peacehaven, East Sussex, BN10 8RB

YEAR 10 WORK EXPERIENCE PARENT AND STUDENT CONSENT FORM - Monday 7 to Friday 11 July 2025

TO BE COMPLETED BY PARENT OR CARER

As parent/carer of (name of student).....

I agree to my child participating in work experience

Medical Information

Does your child have any condition that requires medical / treatment medication? If yes, please provide detail (of the condition and the medication required) **Y/N**

.....

Is your child required to carry any medication with them during their placement ie. inhaler, epi-pen? If yes please provide details below. **Y/N**

.....

Is your child allergic to any medication? If yes please provide details below. **Y/N**

.....

Is your child allergic to any foods? If yes please provide details below. **Y/N**

.....

Please provide details of your child's GP

.....

Parents Emergency Contact Details during work experience

First Contact	Second Contact
Name:	Name:
Address:	Address:
Contact Numbers:	Contact Numbers:
.....

DECLARATION

To the best of my knowledge, is medically fit to successfully carry out the work placement as detailed. I commit to fully consenting / supporting / my child in this placement.

Signed..... Print Name.....

Relationship to student Dated.....

TO BE COMPLETED BY THE STUDENT

I agree to:

- hold in confidence any information about the employer's business which I might obtain during the placement
- observe all safety/security and other regulations as laid down by the employer
- notify the school **immediately** if any issues or concerns arise whilst on work experience either by email, telephone or in person.
- conduct myself in a professional manner at all times.

Student Signature..... Date:-

Print Name

Details of proposed placement arranged by you:- (Subject to satisfactory Health & Safety approval)

Name of the organisation/business.....

.....

Full Address:-.....

.....

Post code.....

Phone number.....

Contact person..... Email address.....

Nature of work to be carried out.....

.....

.....

.....

Please return form by email to pcs-careers@swale.at or by post to Ms Emma Lane and Mrs Jemma Newman BY **Friday 7 March 2025**

For Staff to complete - Initial Health & Safety Approval given by Mark Likeman (ESCC) Yes / No

Appendix B

Year 10 EXPERIENCE EMPLOYER CHECKLIST Work Experience Monday 7 to Friday 11 July 2025

Please complete the following sections and supply relevant information as requested. Please note, electronic signatures are accepted.

Part 1	Business details
Name of business:	
Name of principal contact:	
Nature of business:	
E-mail address:	
Name of student:	
Duties student will carry out:	
Phone number:	
Number of directly employed staff:	
Who is responsible for the young person on placement:	
What dress code is required including type of footwear:	
Normal working hours for student	
What time would breaks be:	
What facilities are there for taking a break:	
Is a pre-placement interview required?	

Part 2	Health and safety information		
	Yes	No	
Do you have a formal health and safety policy?			
Do you have risk assessment documents that identify any significant risks that are associated with your business activities?			
Do you have suitable and sufficient arrangements for dealing with incidents, which may require first aid treatment?			
Do you have suitable and sufficient welfare facilities available, as defined by the Workplace (Health, Safety and Welfare) Regulations?			
Do you provide staff with any Personal Protective Equipment (PPE) that may be necessary to complete tasks safely?			
Do you have Employers' Liability Insurance to cover young people?			
Do you have Public Liability Insurance to cover young people?			
Do you have a policy and procedure for protecting children from harm? Please include a copy of this document.			
If company transport is to be used, does insurance cover the work experience student?			
Employers Liability Insurance detail:			
Insurance Company Name:			
Policy Number:			
Expiry Date:			
Is the insurer informed of the placement?			
<i>If possible please supply a copy of Employers Liability Insurance Certificate</i>			
Will the student receive an induction on day one which will include information on Health & Safety, fire procedures, first aid, supervision and working practices?			
Will the student be supervised at all times whilst working?			
Will the student be trained to use all relevant equipment?			
Will the placement involve personal or hygienic care of others?			
Will the student be using dangerous machinery?			
Will the student be expected to lift or carry heavy loads?			
Will the student be near a water hazard?			
Will the student be working near a road hazard?			
Do you undertake a COSHH assessment for hazardous substances?			
If yes to above what training is offered to the student?			

Part 3	Safeguarding / Child Protection
<p>If, whilst on work experience, a student discloses anything that gives you reason to suspect that they may be at risk or harm, you should:</p> <ul style="list-style-type: none"> ● Listen carefully and take what is being said seriously; ● Tell the student you have a duty to report concerns; ● Tell the student you cannot promise confidentiality; ● Write down what the student says in their own words and record the date of the conversation; ● Contact the student's school or college as soon as possible; ● The school will ask you to follow this up with a written report with details of the time, date and what happened. 	

Part 4	General guidance
<p>Positive role models: During the work experience, the employer acts in a mentor capacity and therefore needs to act as an appropriate role model with due regard for appropriate conduct with learners. It is therefore important to:</p> <ul style="list-style-type: none"> ● Act as an appropriate role model ● Value a learner's contributions and opinions ● Encourage them to reach their desired goal ● Listen to the learner and discuss relevant topics ● Ensure the learner feels supported and safe in the working environment <p>It is also important that work experience supervisors are not put in a vulnerable position, so it is suggested that where possible liaison with learners should:</p> <ul style="list-style-type: none"> ● Take place in an open space with other people present where possible ● Be within appropriate working hours ● Consider if questions asked about personal or family life are of an appropriate nature. 	

Part 5	Company authorisation		
Name:			
Position:			
Signature:		Date:	

Thank you for offering our student a placement, and for taking the time to complete this important form which must be returned by Friday 7 March 2025. Please email form to (*Ms Emma Lane - emma.lane@swale.at*.) If you need any further information please call (*Ms Emma Lane - 01273 575805 Tuesday - Friday*).