



The Dean Academy
Work Experience Policy



WORK EXPERIENCE POLICY

OVERVIEW

At The Dean Academy, work experience placements provide an invaluable opportunity for students to learn about the world of work and is an integral part of all our pupils' entitlement to careers education. The key aim of this programme is to prepare all our pupils for working life. Through work experience we expect our pupils to enhance their knowledge of the world of work and their own employability.

Students undertake a placement at an appropriate time in their studies during Key Stage Four. Work Experience will be undertaken during the Summer Term in Year 10.

Work experience is compulsory for Year 10 pupils. These placements are organised and managed under the direction of the Careers and Work Experience Coordinator with health and safety checks undertaken by an external company called ERFA, who are contracted by the School.

OBJECTIVES

Work experience contributes to the achievement of the following work-related learning objectives:

- raising standards of achievement for all;
- raising aspirations of students;
- developing pupils' employability and key skills;
- enhancing careers education and guidance;
- increasing awareness of vocational courses;
- promoting an understanding of the economy, enterprise and personal finance;
- understanding structure and operation of business;
- developing personal and social education;
- developing active citizenship;
- providing a work related context for the National Curriculum;
- providing pupils with the means for self-evaluation;
- understanding appropriate presentation in a range of different situations;
- providing opportunities for pupils' to take responsibilities;
- providing an avenue to develop independence and confidence;
- pupils learning to be aware of how others see them and to manage praise and criticism in a positive way
- pupils developing organisation, time management and life skills

Work experience during the course of studies at the school aims to achieve:

- The development of student's employability and key skills, personal development, maturity and increase motivation to do well at school.
- Compliment Careers education and guidance provided in school

- Personal and social education
- Enhancement and addition to the curriculum, including vocational courses where appropriate.

MANAGEMENT AND CO-ORDINATION

Approval of work experience programmes is the responsibility of the School. The responsibility for managing and authorising placements lies with The Dean Academy; our internal insurance does not cover pupils who are off site for work experience. Changes to the Health and Safety Executive (HSE) guidance relating to pupils on work placement emphasises that employers should treat pupils as a young employee and are therefore responsible for the insurance and health and safety of the pupils on placement. The schools responsibility is to ensure that employers are aware of this and have the appropriate insurance in place. ERFA will provide guidance to employers about how to do this.

Through the external support of ERFA, we will perform checks for high and, where appropriate, medium risk placements to ensure employer premises and tasks pupils are asked to perform are appropriate. Low risk placements (such as offices for example) will be called by the Schools' Work Experience Administrator to confirm appropriate measures have been implemented. 'Out of area' placements, defined as workplaces greater than 20 miles from the School's postcode, will be contacted by ERFA via telephone. In some cases, such as when it is not possible to carry out a suitable health and safety check, it may not be possible to facilitate an out of area placement. National legislation and guidance will be followed to ensure the health, safety and safeguarding of pupils. These placements are organised and managed under the direction of the Work Experience Coordinator and Careers and Work Experience Administrator with health and safety checks undertaken by ERFA. The School therefore only authorises placements that have been officially checked; any other placements are at the parents' own risks.

Relevant Legislation

This policy takes note of all relevant legislation including:

- The Employment of Women, Young Persons and Children Act 1920
- Dangerous Machines (Training of Young Persons) Order 1954
- The Officer, Shops and Railways Premises Act 1963
- The Employment of Children Act 1973
- The Health and Safety at Work Act 1974
- The Health and Safety (Training for Employment) Regulations 1990
- The Education Act 1996
- The Management of Health and Safety at Work Regulations 1999

HEALTH AND SAFETY

Pupils on work experience are classed as employees for health and safety purposes. This means employers owe a duty of care to the pupils, just as they do to any employee.

Employers' existing workplace risk assessments may already cover the risks that work experience pupils may be exposed to; in the case that they do not our external provider, ERFA, will support employers to adhere to the requirements of supporting a placement. Their existing Employer's Liability Insurance will cover pupils, and documentation of this nature will be managed and stored by the School for a minimum of seven years.

The Dean Academy retains a 'duty of care' at all times, and will ensure:

- Placements are vetted, in accordance with Health and Safety Procurement Standards (HASPS) by a trained and competent person through ERFA.
- We will ensure our pupils are supported when they are on a placement; taking into account any additional needs they may have. A member of staff will undertake a visit to each placement during the week of work experience.
- Any additional safeguarding issues are taken into account and action taken to ensure pupil safety.
- Our pupils 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.
- That a named contact (Work Experience Coordinator or Careers and Work Experience Administrator), is available during the times when pupils are on placement. This will include the period between the school closure and the start/end of the business day.
- Systems are in place to ensure the health, safety and welfare, so far as reasonably practicable, of placements, in collaboration with parents i.e. H&S Policy, risk assessments, communications and consents.
- Any contracted work experience organisation will ensure the specific activities that pupils 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. In line with Health and Safety Executive guidance, we will not offer work experience overseas.

RESPONSIBILITIES

1. The Governing Body in conjunction with the Headteacher is responsible for all aspects of work experience, including health and safety (except in instances where placements are arranged without the support of the school and outside of school hours or in holiday time). The School acknowledges its responsibilities under common law to act, as would a reasonable parent, acting "in loco parentis".
2. Responsibility for the management of work experience placements and management of Health & Safety checks is delegated to the Head of Careers/Work experience co-ordinator.

Governors' Responsibilities

1. The Governing Body has overall responsibility for the management of the School, including work experience.
2. The Governors will ensure that:
 - The Health and Safety of students is safeguarded throughout work experience placements organised through the school.
 - Adequate resources are available for safe work experience practices
 - Appropriate public liability insurance is in place to cover students and staff, including staff visits to placements.

Headteacher's Responsibilities

1. The Headteacher is responsible for the operational management of the school, including work experience.
2. The Headteacher will liaise closely with the Head of Careers/Work experience co-ordinator to ensure that adequate Health and Safety checks are carried out before allowing work experience to take place.
3. The Headteacher, with the Head of Careers/Work experience co-ordinator will decide the appropriate process for organising work experience placements.
4. The Headteacher will ensure:
 - Training is provided for the Head of Careers/Work experience co-ordinator in all aspects of their roles.
 - Work Experience complements the curriculum of students.
 - The Work Experience Policy is reviewed annually in conjunction with the Head of Careers/Work Experience Co-Ordinator.

Head of Careers/Work experience co-ordinator's Responsibilities

1. The Head of Careers/Work experience co-ordinator is responsible for the work experience placements. This includes liaising with parents and employers to organise the practical arrangements.
2. The Head of Careers/Work experience co-ordinator will liaise closely with the Headteacher to decide the appropriate process for organising work experience placements, including the use of external bodies. The Head of Careers/Work experience co-ordinator will ensure that:

All placements are risk assessed and comply with the School's Health and Safety Policy and risk assessments are completed for members of staff that visit such employers during the work placements.

- Students and parents are provided with all relevant information regarding work experience placements. This can be accessed via the school website at any time.
- In conjunction with the Assistant Head/ Head of Careers, ensure that the students have received adequate health and safety instruction through delivery of the Tutor Programme.
- Employers providing placements have full relevant information regarding students undertaking a placement with them, including details of additional educational or special needs.

- Where possible students are visited during their placement. If placement is out of area a phone call will be made to talk to employer and student.
- Should any problem arise, students should contact the school direct during working hours. The matter will be referred without delay to the Head of Careers/Work Experience Co-ordinator.
- If there is an accident or incident during the placement it will be recorded in the appropriate manner and that this information is provided to the school immediately after the event.

Employer (Placement Providers) Responsibilities

As prescribed in the Health and Safety at Work Act 1974, employers have a duty to ensure so far as is reasonably practicable the health, safety and welfare at work of all their employees. By virtue of the Health and Safety (Training for Employment Regulations 1990, students on a placement are effectively employees of the company for the duration of work experience.

Employers should ensure that:

- Appropriate risk assessments are carried out to determine suitable tasks and working situations for pupils.
- Control measures are introduced to eliminate or minimise risks
- Ensure that 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.
- Students are informed of safe working practices upon induction into the company and supplied with appropriate training and protective clothing or equipment to carry out their duties.

Parental Responsibilities

1. The School is only able to provide information regarding additional educational needs when these are supplied by parents. It is the responsibility of parents to ensure that details regarding additional educational needs are provided to the school as soon as they arise.
2. To support students on work experience placements, especially in regard to providing transport or meeting transport costs.
3. To assist their son/daughter in the organisation of placements.
4. To be entirely responsible for their son/daughter's Health and Safety and welfare for work experience organised outside of school and holidays.
5. To inform the school in the case of illness/absence from the work placement for every day that their child is absent.

Students Responsibilities

1. 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.
2. Students should contact their employers prior to the start of the placement.
3. Students are expected to cooperate fully with their employer, and behave in a matter befitting their work place, as representatives of the School.
4. To inform the placement in case of illness/absence.

REVIEW, REVISION AND THE SCHOOL DEVELOPMENT PLAN

The Careers and Work Experience Coordinator, Assistant Headteacher and the Work Experience Administrator review the programme on an annual basis. This review, which includes evidence from a thorough pupil and pupil evaluation of their experiences, is presented to the Leadership Team and in turn to the Governors.

This review:

- analyses the extent to which the current programme meets the stated aims and objectives along with national and County quality standards;
- examines any health and safety issues which may have arisen;
- analyses the nature of completed placements, including the type of employers, geographic distribution and the proportion of placements arranged independently by pupils compared to those from the on-line package;
- identifies areas for improvement which will be incorporated within the work-related learning section of the School Plan; links the pupil evaluation to the learning outcomes to ensure that the school is best able to measure the impact of the programme