Outcomes First Group

WORK EXPERIENCE POLICY

Papworth Hall School
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Outcomes First Group

WORK EXPERIENCE POLICY

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Terminology - please note that the terms "our teams" and "team member/s" include everyone working with the people in Outcomes First Group's services in a paid or unpaid capacity, including employees, consultants, agency staff and contractors.

1.0 INTRODUCTION

Outcomes First Group is committed to safeguarding and promoting the welfare of children and requires all team members to act in the best interests of our children at all times.

This policy has been developed in line with the:
Independent School Standards, guidance for independent schools
Keeping children safe in education (KCSiE) 2025 and must be read alongside the school's Safeguarding Policy

In line with the Education Act 1996, we believe in providing children and young people with learning opportunities which aim to equip them for adult life. Our schools and colleges strive to introduce children and young people to a range of teaching and learning opportunities, which offer them practical experience in many aspects of life. For many students, active learning is the key to motivation and has an impact on other aspects of their school and college life.

Work experience is an integral part of our secondary careers programme and offers students a valued opportunity to practice key skills and career management skills learned in other areas of the curriculum, within a safe environment. The programme allows a tailored approach to students' learning needs and is personalised to each individual. The programme at key stage 4 includes target setting and action planning as the norm and allows teachers to link the experience to the aspirations and interests of each young person. This approach ensures that students are able to transfer the skills they learn at school and college to the requirements of employers. All young people within our schools and colleges (where safe and appropriate within their risk assessment), will have the opportunity for external work experience.

2.0 GENERAL/LEGAL REQUIREMENTS

Health and safety is an important consideration for those organising placements for young people away from the learning base. It is important that robust health and safety systems and procedures are in place to ensure the safety of children and young people, employees and others, both prior to and during the placement.

The Health & Safety at Work etc. Act 1974 places a duty on employers, including learning providers to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its employees.

Children on work placement are regarded in health and safety law as employees.

The Health and Safety (Training for Employment) Regulations 1990 states that anyone receiving relevant training (work experience provided as part of a training course or programme, or training for employment or both) should be treated as employees for the purposes of health and safety legislation.

Children and young people on work placements must be provided with the same health, safety and welfare protection given to employees.

The regulations define a 'child' as someone who has not attained the age of 18. Certain types of employment are prohibited.

A child should not be expected to do any of the following as part of Work Experience:

- Work beyond their physical or psychological capabilities
- Work involving harmful exposure to radiation
- Work involving risks to health from noise, vibration or extreme heat or cold
- Work involving harmful exposure to any agents which can chronically affect health, including those with toxic or carcinogenic effects or those causing genetic damage or harm to an unborn child

3.0 WORKPLACE HEALTH & SAFETY CHECK/INSPECTION

A model checklist for employers/learning placements to complete has been produced reflecting the minimum standard required by Outcomes First Group, which lists the questions that must be included to ensure that **specific health and safety arrangements are in place prior to the child's work experience placement**. See Appendix 2 - Child Work Placement Health and Safety Check /Inspection.

Use of a recognised vetting agency for placements, such as CWSP or WEXA discharges this responsibility. However, Outcomes First Group will still take an active role in ensuring the placement is suitable for specific children.

4.0 RISK ASSESSMENT

The The Management of Health and Safety at Work Regulations 1999 requires all employers to assess risks to all their employees, including children and to do what is reasonably practicable to control those risks. Children and young people are seen as being particularly at risk because of a possible lack of awareness of existing or potential risks, maturity and experience.

As a result, employers/learning providers are required to:

- Assess risks to children before they start work/placement
- Take into account their inexperience, physical and psychological immaturity and lack of awareness of existing or potential risks
- Address specific factors in their risk assessment and introduce control measures to eliminate/reduce the risks
- Provide information to parents/guardians/school/college of the results of the risk assessment and the control measures introduced
- Take account of the risk assessment in determining what the child shall or shall not be permitted to do on placement

There is a specific requirement to provide this information in writing for children under the age of 16. Risk assessments must be suitable and sufficient and recorded in an understandable format addressing the issues described below.

A suitable and sufficient risk assessment must:

- Identify hazards within all the expected work activity and at all the locations it will be undertaken.
- Decide who might be harmed and how
- Evaluate risks in terms of severity/likelihood – decide on precautions (and further controls if the residual risk is unacceptable)
- Record findings and implement them
- Update as/when there are significant changes

The level of detail in a risk assessment should be proportionate to the risk (e.g. more detail would be expected for a risk assessment carried out for a machine or workshop where there are significantly more hazards than say, a small office).

Risk assessments should be carried out by a competent person; somebody who has acquired through training, qualification and experience the knowledge and skills necessary for undertaking the task. If there is no competent person, expert help and advice must be sought.

5.0 SAFEGUARDING

The school is responsible for ensuring that there are appropriate safeguarding arrangements in place for young people aged 16 and over when on work experience placements. This includes regular check-ins and daily calls with young person.

Pupils aged under 16 must be supervised by an Enhanced DBS checked adult whilst at the work placement.

When arranging work experience placements, the Headteacher, Principal or equivalent must ensure that all children and young people are either:

- Accompanied by an Outcomes First Group team member at **all times**, **OR**
- Are under the direct supervision of an Enhanced DBS checked (for children and adults) member of the placement business who has been identified as the mentor. The mentor's DBS certificate must be dated within the last 3 years and be seen by an Outcomes First Group team member. The certificate number and mentor's contact details must be recorded in the work experience documentation. Any disclosures within the DBS must be reviewed, and if the placement is able to continue, a risk assessment put in place.

For all pupils attending work experience:

- A comprehensive risk assessment between the school/home and the placement setting must be completed prior to the commencement of the work experience placement. The placement setting must be fully aware of any support needs for the child/young person and all support needs must be considered as part of the risk assessment.
- Each child/young person must have a plan in place with learning objectives for the experience.
- An up-to-date liability insurance certificate from the placement must be provided.
- Written consent must be obtained from those with parental responsibility for the child/young person to attend the work experience placement.

Children must be informed during their preparation for work experience lessons that if they have any problems regarding their placement, they must contact the school as soon as possible.

Any such problems must be recorded on the Work Experience Visit Form and followed-up, by the Work Experience Co-ordinator, within one working day.

Concerns about allegations of child abuse or safeguarding (including unacceptable risk) must be followed up and referred immediately to the Designated Safeguarding Lead (DSL), Claire Chambers, in accordance with the school's Safeguarding Policy.

6.0 INDUCTION

A thorough process of induction is important in safeguarding the interests of children working away from the learning base. It is also important in safeguarding the interests of the learning provider and learning base.

The induction process must cover health and safety requirements, fire safety, duties, welfare arrangements, any prohibited areas or activities and layout of the workplace. The level and detail should be appropriate to the work and level of risks and also reflect the needs of the child.

A model induction checklist for children has been produced reflecting the minimum standard required by Outcomes First Group (See Appendix 1), which lists the questions that must be included. Additional questions specific to the learning placement may be added, as appropriate.

To ensure that the child has fully understood their safety induction and the duties, they must complete a child's Placement Induction with the school's Work Experience Coordinator prior to commencing the placement. Appendix 2 provides a template that can be used as a guide and adapted to the work placement and needs of the child/young person.

7.0 COMMUNICATION WITH PARENTS/CARERS/ THOSE WITH PARENTAL RESPONSIBILITY

All work experience placements will be organised after discussion with parents/carers/ those with parental responsibility. If parents/carers have any concerns about any aspect of the work experience, they should discuss this in the first instance with the child's tutor. If the issue is not resolved parents/carers should contact the Headteacher or equivalent.

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APPENDIX 1 – CHILD'S WORK PLACEMENT HEALTH & SAFETY CHECK/INSPECTION

Child's Work Placement Health and Safety Check/Inspection

Employer Name: _____

Address: _____

_____

Post Code: _____ Telephone/Fax No: _____

Email: _____

Nature of Business: _____ No of Employees: _____

Contact Name: _____ Position: _____

Type of work offered:_____

Person responsible for Health & Safety: _____

Insurance

Indicate type of insurance held and seen:

Employer Liability ☐ Public Liability ☐ Combined Liability ☐

SAFEGUARDING & CHILD PROTECTION

	Yes	No	Comments/Actions to be taken
Does the company have child protection arrangements in place?			

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HEALTH & SAFETY POLICY

A written Health and Safety Policy is required if the company employs five or more people.

Date of issue or most recent revision (if applicable)	Date:

	Yes	No	Comments/Actions to be taken
Do you display the Health and Safety law poster or are leaflets given out?			

1. Hazards, Risks & Control Measures

Requires evidence of written risk assessments where significant risks are identified

	Yes	No	Comments/Actions to be taken
Are all significant risks to the health and safety of your employees and learners assessed and recorded?			
Are effective control measures/ precautions in place as a result of risk assessments?			
Are risk assessments reviewed to take account of changes/ accidents/incidents?			

2. Supervision & Training

Named supervisor(s) of child	Name(s):

	Yes	No	Comments/Actions to be taken
Will the supervisor(s) be made aware of their H&S responsibilities towards the child?			
Will any parts of the premises be out of bounds to the child? If yes, how will this be communicated to them?			

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3. **Working Conditions (requires assessment and observation)**

	Yes	No	Comments/Actions to be taken
Is lighting, heating and ventilation satisfactory?			
Are washing and toilet facilities satisfactory?			
Is drinking water available?			
What rest/eating facilities and arrangements are provided?			
Are premises maintained in line with safety and welfare standards			

4. **Fire Precautions**

	Yes	No	Comments/Actions to be taken
Has a fire risk assessment been carried out or reviewed in the last year?			
Does fire safety appear to be managed appropriately?			
Will the child be given a fire safety induction on their first day?			

5. **First Aid**

	Yes	No	Comments/Actions to be taken
Are there satisfactory arrangements in place for first aid?			

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6. Accident Procedure & Near Miss

	Yes	No	Comments/Actions to be taken
Is there a system in place to report accidents to HSE and placing school if required?			

7. Machinery & Equipment*

Some assessment and observation required, where applicable

	Yes	No	Comments/Actions to be taken
*Is there a system in place to inspect, test and maintain equipment? (e.g. portable electrical appliance testing, ladder checks)?			
Will the child be using high risk tools and equipment, if supervised and trained? If yes, please specify			
What, if any, tools, machinery and equipment are children prohibited from using?			

8. Protective Clothing & Equipment (PPE)

	Yes	No	Comments/Actions to be taken
Is protective clothing, footwear and equipment provided? If yes, please specify. If not what if anything is required?			
Are adequate storage facilities available for PPE?			

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9. General placement issues

	Yes	No	Comments/Actions to be taken
Are offensive/inappropriate materials on view?			
Are relevant employees aware of their responsibilities to a child re: inappropriate behaviour and conversations?			
Does the employer control access to sensitive information while the child is on site?			

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Summary of comments and actions required	
Check/Inspection undertaken by:	
Name (print name) ……	**Signature** ……
Position ……	**Date** ……

Employer Declaration

- I confirm that the information provided in this document is correct to the best of my knowledge and I agree to complete any outstanding action plans prior to the start date of the work placement.
- I agree to notify the school/parents/carers of any absence.
- I agree to notify the school/parents/carers of any accident/incident and, where required, report the accident/incident to the Health and Safety Executive.
- I agree that this information may be placed on the school database in accordance with the Data Protection Act.

Name (print name) ……	**Signature** ……
Position ……	**Date** ……

Data Protection Act 1998: The data you have provided on this form will be used by the organisation for the purposes of improving the work experience process in terms of learning, support and guidance and health and safety. The data will be stored securely and only used for the purpose(s) originally intended.

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APPENDIX 2 - CHILDS PLACEMENT INDUCTION

To be completed by the learner prior to the start of the placement

Learner Name: _____

Placement Employer: _____

1. My supervisor will be….. _____

   If he/she is not available, I should go to….. _____

2. My hours of work will be: Start time: _____ Finish time: _____

   My breaks may be flexible, but are likely to be around these times: _____

   My lunch break will normally be at: _____

I understand that, if I am unable to attend my placement, for any reason, I must telephone my placement as soon as possible on *write telephone number here* ⇨ _____

3. What will be your main duties?

_____

_____

_____

_____

_____

4. What sort of jobs/activities will you be given to do?

_____

_____

_____

_____

_____

5. Is there anything you need permission to do? If so, who will give you that permission?

Activity	**Who will give you permission?**
_____	_____
_____	_____
_____	_____

6. What are the likely dangers/hazards in the workplace?

_____

_____

_____

7. How have any likely dangers/hazards been controlled?

_____

_____

_____

8. What and where are the welfare facilities? (e.g. toilets, staff room, kitchen etc.)

Toilets_____

Staff Room_____

Kitchen_____

Other facilities (if any) _____

9. What must you do if you discover a fire?

_____

_____

_____

10. What are the workplace fire evacuation procedures?

_____

_____

_____

11. How do you contact the emergency services (e.g. police, fire, ambulance)?

_____

12. Who must you tell if you have an accident?

_____

13. Who should you tell if you become ill?

_____

14. Who should you tell if you have any problems/concerns?

_____

15. What are the first aid arrangements?

_____

16. What protective clothing or equipment will you need to wear for this placement?

_____

I agree to always wear any protective safety clothing or equipment, provided for my protection (if appropriate) and to follow all reasonable instructions given to me.

- **If I am not wearing my safety clothing or equipment provided, when asked, or**
- **If I fail to follow instruction and training**

I understand that I will not be able to do any activities at the placement and may be asked to return to school. I also agree not to disclose any confidential information regarding the activities of the employer to person outside the workplace.

…..(Sign & Print)

17. I have been given a copy of the risk assessment which has taken into account any disability, medical or other needs applicable to me. I have also had the opportunity to discuss the risk assessment and I understand its content.

…..(Sign & Print)

18. Tools, materials and equipment

Tools, materials and equipment **I must never use**, e.g. power tools, chemicals? *(please list)*	Tools, materials and equipment **I can use with supervision and after training** *(please list)*

19. What must you do if you find faulty equipment, tools, or materials?

_____

_____

_____

- I understand that I need to be reliable and always do jobs/activities to the best of my ability.
- I will try to show initiative and work well with other team members at my placement.
- I understand that I must not leave the placement during working hours without permission and if I need to leave, for any reason, I must get permission from my parents/carers or school.
- If I have any worries or problems, I will discuss them with my workplace supervisor first but I know that I can also telephone my school placement tutor/coordinator.
- I have completed this form with my school tutor and workplace supervisor and understand what is expected of me and of the employer/workplace provider.

Signed:

……	Learner	Date	……
……	Tutor	Date	……
……	Supervisor	Date	……

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