

THE WESTGATE SCHOOL

Hampshire's First 4-16 'All Through' School

*"The Westgate School is a community of learners where partnerships inspire success for all:
learning together – achieving excellence"*

Headteacher: Mrs F A Dean, MA (Ed)

Initial Policy date	November 2023	Next scheduled review	November 2024
Governor approved	November 2023	Key person/people	AHT-Careers
Model Policy		Model localised	Yes
Pupil leadership team review	No	Rotherly Day Nursery variations in policy	Yes

WORK EXPERIENCE

Work experience provides an important introduction to the world of work and creates links between the school and local employers. It enables pupils to enhance their interpersonal skills, develops their understanding of the world of work and gives them transferrable skills. It plays an important role in helping pupils to identify potential career and training pathways and sometimes creates further opportunities for employment or sponsorship.

Work experience falls into two categories:

- Placements undertaken by pupils of The Westgate School as part of their Careers Education. At present we don't sanction virtual work experience placements, so this policy is related to in-person placements only. (Section 1)
- Placements or extended learning visits to our School by external individuals, where the School is acting as the placement provider. This pertains to students under 21 from other educational settings. (Section 2). Please note that this is not the same as an adult visitor or volunteer.

Section 1 - Placements undertaken by pupils of The Westgate School.

Placements:

- Pupils are responsible for identifying and approaching the workplace they wish in which to conduct their placement.
- The school is responsible for assessing the suitability of the placement and approving it. Parents/carers will also need to sign to give their permission. The school will not authorise placements that are overseas or which involve a child working overnight. Placements that are further afield and involve the child staying in another residence will only be approved if the child is able to stay with a family relative.
- The Working Time Regulations 1998 apply to pupils at work experience placements, for example they should not work for more than five days in any consecutive seven-day period. The number of hours worked and pattern of duties is normally agreed by the placement provider, school and pupils. The School will put measures in place to ensure that pupils on placements are not required to work excessively long hours or unnecessarily unsocial hours.
- Children between 13 and the minimum school leaving age (MLSA) are prohibited from being employed in industrial undertakings such as factories, construction sites etc, except when on work experience schemes approved by the Children's Services Department. The Health and Safety (Training for Employment) Regulations 1990

have the effect of designating children on work experience placements as staff and employers must provide them with at least the same health, safety and welfare protection that they give their own staff. There are also some age-related restrictions which prohibit young workers, including children on work experience, from working with particular machinery or undertaking particular tasks. Employers should be aware of these restrictions. (See Appendix 1 for a list of prohibited placements)

Key Responsibilities:

Work experience that is well planned and well organised has an important role in developing a pupil's personal and social skills and gives them important opportunities to learn directly about the world of work. However, pupils outside the school environment will be more exposed to the potential risks involved, both from the tasks they undertake and from the working environment, e.g. equipment and hazardous substances. The physical and psychological immaturity of pupils also constitutes a risk in itself and therefore it is important that these are taken into account in the risk assessment completed by the placement provider. Additionally, schools must ensure that pupils are safeguarded whilst on work experience placements.

The School will:

- Assess the suitability of all placements before final approval is given. The SLT lead for Careers will make this decision;
- Ensure all paperwork is completed;
- Ensure all health and safety checks are completed and in line with current legislation, ensuring that placement providers have appropriate risk management in place specific to having young people in the workplace;
- Ensure all placements are with establishments that have Employer's Liability Insurance (unless they are an exempt organisation);
- Ensure all safeguarding procedures are followed, in line with the most up to date KCSIE guidance (paragraphs 328-333 of KCSIE 2023);
- Cancel placements where Health and Safety or safeguarding checks have identified issues that cannot be resolved and communicate this to the employer and pupil's parents/carers;
- Ensure that placement providers understand their responsibilities with regards to safeguarding, risk management and having appropriate insurance;
- Ensure workplaces are able to adequately meet the needs of pupils;
- Provide support for pupils and placement providers throughout work experience placements, via email and telephone contact as required. If necessary, a member of school staff will visit the workplace in person.

The placement provider will:

- Contact their insurance company to advise them that they are taking a pupil for work experience and ensure that Employer's Liability Insurance is in place (unless they are an exempt organisation) - this includes organisations where the pupil is related through family to the organiser;
- Complete all required paperwork from the School;
- Assess the risks to their young workers (i.e. under 18 years of age) including pupils on work experience, before they start work;
- Ensure that risk management is in place and takes into account specific factors such as immaturity, inexperience and lack of awareness, as well as any additional needs the pupil may have;
- Introduce and implement control measures to eliminate or minimise the risks and ensure that these are implemented, including supplying personal protective equipment or clothing where appropriate and making sure these are appropriate for the age of the pupil;

- Ensure that adults working with pupils have a clean enhanced DBS check (with children barred check) if **all** of the following apply:
 - The student is likely to ever be on their own with an adult, without a second adult present, and
 - The pupil is under-16 at the end date of the placement, and
 - The placement will last more than 3 days and the unsupervised adult will provide frequent training/teaching/instruction.
- Ensure the pupil receives adequate training and health and safety instructions prior to commencing the placement/first day;
- Nominate a mentor to work with the pupil and devise a meaningful programme that will benefit the pupil's learning about the industry, working life and develop the soft skills required within that workplace;
- Provide adequate supervision as detailed on the risk assessment;
- Ensure pupils are made aware of the work activities involved and any associated significant risks;
- Ensure that pupils are informed of who has day to day responsibility at the workplace for supervising them, and who (if different) has overall responsibility for their health and safety during their work experience;
- Abide by GDPR and related data protection law;
- Inform the school and parents/carers of any accident/incident as soon as practicable, including non-attendance or poor behaviour of the pupil;
- Complete the incident/accident book, and/or report as a RIDDOR to HSE in the event of serious accident/incident in line with current RIDDOR guidelines;
- Contact the pupil in advance of the placement to provide them with key information, such as a health and safety policy and relevant risk management information, start and finish times, lunch arrangements, where to arrive on the first day and who their mentor will be.

Parents/Carers and Pupils will:

- Follow the School procedures and complete all necessary paperwork by the deadline set;
- Provide the employer (via the paperwork) with all necessary medical and other information about the child that will enable the employer to keep the child safe and meet their needs while on placement;
- Ensure attendance to the placement;
- Contact your child's Year Leader at the school to raise any concerns as soon as they arise;
- Ensure the child behaves in accordance with the School's Behaviour Policy and the company's expected conduct and health and safety policies. Be aware that if this does not happen and the School or placement provider has concerns about behaviour that cannot be resolved, the placement may need to be cancelled without notice.

Section 2 - The School as a placement provider

Although the organisation of work experience placements mainly affects Secondary and Secondary Special Schools, any school may be *asked* to provide a work experience placement for a student who has expressed a particular interest in the teaching profession or more generally, working with children.

Where the school has agreed to take on a work experience student from another school or college, we will take on all the responsibilities of the placement provider, as stated above.

The vast majority of the checks and communication with the external educational establishment will be completed by the School's HR department, however the SLT Link for the relevant area will be responsible for:

- identifying the mentor and ensuring a suitable programme is put in place for the student;
- providing an appropriate safeguarding briefing is delivered to the student;
- ensuring the student does not have unnecessary access to School or pupil data;
- ensuring the mentor has created a suitable risk assessment for the placement, including taking into account any needs the student has made us aware of.

If the activity undertaken by the child on work experience takes place in a 'specified place', such as a school or college, and gives the opportunity for contact with children, this may itself be considered to be regulated activity. In these cases and where the child is 16 years of age or over, the school will consider whether a DBS enhanced check should be requested for the child/young person in question. DBS checks cannot be requested for children/young people under the age of 16.

As a general rule, a DBS should be sought if the pupil/student is:

- over 16 themselves, **and**
- working with people under the age of 16, or who are otherwise particularly vulnerable, **and**
- significantly without supervision by an adult who has had a criminal records check, **and**
- doing so for an extended period of time (i.e. longer than 2 weeks).

Rotherly Day Nursery variations include:

Section 2 - A Nursery Manager will take on the responsibilities of the SLT link for any placements to the nursery. This includes placements to the Nursery from pupils attending the Westgate School, due to the establishment having a separate DfE number.

Appendix 1

Pupils are not allowed to undertake placements in the following:

- a tattoo studio
- a body piercing studio
- parts of a beauty salon where semi-permanent make up is used
- an abattoir
- at any height
- on water
- in the air – hot air balloons, helicopters, gliders etc
- in gambling locations – amusement arcades, betting shops, casinos.
- behind the bar of public houses and restaurants selling alcohol
- in an off-licence
- with guns – e.g. gun shop,
- gamekeeper
- with fireworks
- on new build sites or total refurbishment sites – new build sites or total refurbishment are not deemed appropriate for work experience

Please be aware that certain restrictions apply in all industries where placements are permitted.