



ILKLEY GRAMMAR SCHOOL

AN ACADEMY TRUST

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# Work Experience Health & Safety Policy – Students on Work Placement

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	Position/Committee	Date
Prepared by	Assistant Headteacher: Groups, Inclusion & Intervention	November 2018
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FOR WEBSITE



# November 2018

## Health and Safety Policy - Students on Work Placement

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### Further information

- a) UCEA document: "Health and Safety Guidance for the Placement of Higher Education Students."
- b) "Industrial Placements for Engineering students: a Guide for Academics": [www.engsc.ac.uk/teaching-guides/industrial-placements](http://www.engsc.ac.uk/teaching-guides/industrial-placements)
- c) British Foreign and Commonwealth Office <http://www.fco.gov.uk/en/>
- d) Suzy Lamplugh Trust <http://www.suzylamplugh.org/>
- e) HSE Work Experience and Keeping Children in Education September 2018

Student placement opportunities are highly valued by students and placement providers for the benefits they offer. In adopting this policy Ilkley Grammar School recognises that it plays a pivotal role in ensuring that students and placement providers achieve a successful outcome from their shared experience.

## 1. Policy

It is the policy of Ilkley Grammar School that all placements are planned, organised and managed to ensure that:

- a) the student and members of staff involved in the placement are not subjected to unacceptable risks to their health and safety
- b) the student and members of staff involved in the placement do not create unacceptable risks for the placement provider or others.

**Consideration of health and safety issues is integral to the process of assuring the suitability of a placement under the school's Student Placement Policy. Placements arranged without undergoing the due process will not be recognised by the school and will not be allowed.**

### 1.1 Scope

This policy shall apply to all student placements. A placement is defined as a period of vocational experience, unpaid, where:

- a) there is a transfer of direct supervision of a student to a third party and
- b) it is integral to the individual student's curriculum
- c) the student is enrolled at Ilkley Grammar School during this period

## 2. Duty Holders

### 2.1 Placement Provider

Definition: A third party (usually an employer) who during the placement, has direct supervision of the student. Note that if Ilkley Grammar School is providing the placement as an employer, it would then be the Placement Provider.

Placement Providers in the UK are subject to UK legislation and employers have the primary duty to ensure the health and safety of the student engaged in placement activities i.e. work activities within their control. Students on placement will be treated as employees of the Placement Provider for the purposes of health and safety. The role of the Placement Provider is:

- a) To plan the work or study programme and to provide appropriate health and safety training, information and guidance, including information relating to relevant risk assessments.

- b) Provide the student with a full and clear induction to the organisation and its working practices, including health and safety arrangements, fire precautions, emergency evacuation arrangements and how to report accidents, incidents and unsafe conditions.
- c) Nominate a supervisor who will conduct or make arrangements for the day to day supervision of the student.
- d) Comply with health and safety legislation.
- e) Define the extent of insurance cover that will be provided by the Placement Provider's policies for the activities of the student with regard to the student and others who may be affected by their actions or in-actions.
- f) Facilitate visits to the student by a member of Ilkley Grammar School staff.
- g) DBS checks may be required if the student is placed in what is considered a regulated activity if the student is being supervised by an adult on a one to one basis. **Please see the relevant additional information in Appendix 1;** as such each work experience application will follow due process and DBS checks will be requested on this risk assessed basis. The final decision on approval of the placement will be made by the nominated Leadership Team person.

## 2.2 Work Experience Team

Definition: The Work Experience ( WEX) Team are the group of individuals within the school with responsibility for co-ordinating the organisation of placements on behalf of students and placement providers.

The Work Experience Team has the following responsibilities:

- a) To provide the student with information on placement arrangements.
- b) To organise access to information preparing the student for work experience.
- c) To ensure that the student follows the school's procedures and obtains suitable and sufficient information about the placement from the placement provider.
- d) To confirm with the student that they have ascertained that suitable insurance is in place to cover the liabilities arising from the placement.
- e) To review the information provided by the placement provider. This information shall be used to evaluate the placement and identify a management procedure commensurate with the risk.
- f) To maintain all records relating to the placement in an accessible electronic filing system.
- g) To provide the means for a student who is out on placement to make contact with a suitable member of staff in the department in the event of an emergency.
- h) Inform the placement provider of any health concerns or disability which may require adjustments to the placement by liaising with parents/ carers and SEN.
- i) In conjunction with relevant staff associated with work experience, prepare the student and ensure that placements are monitored and properly evaluated.
- j) To review the suitability of the placement with the visiting member of staff and update the placement risk assessment.

## **2.3 The Placement Student**

The placement provider has duty of care for the placement student during their time with them. This means that all placements will be asked to provide adequate information to prove that they have arrangements in place for young people in their employment. Any student identifying a placement that is considered a higher risk will trigger additional checks, unless copies of specific risk assessments have been received.

Help and assistance will be offered in completing a risk assessment in cases where a placement provider has not provided suitable and sufficient information concerning the hazards and risks associated with their placement. This will be assessed on a risk basis and if this cannot be conducted the placement may have to be cancelled.

The student shall:

- a) Obtain parental consent for the work experience placement on the required form.
- b) Attend briefing sessions and access all provided information.
- c) Inform the Work Experience Team of any medical conditions, allergies, health concerns or disability that may affect the level of risk or may require adjustments.
- d) Consult with the Work Experience Team prior to seeking any changes in the terms and duration of the placement.
- e) Abide by all rules regarding health and safety and other working practices and procedures of the placement provider.
- f) Report any concerns about health and safety at their placement to their placement provider and/ or Work Experience Team.
- g) Report any serious incidents in which they are involved and any health and safety concerns that are not addressed by their placement provider to their Work Experience Team immediately. Students are provided with a school mobile contact number.
- h) Carry out the work or study program specified by the placement provider under the supervision of the specified supervisor(s).

## **2.4 Health and Safety Manager (Site Manager)**

The role of the HSM is to:

- a) Audit compliance with this policy.
- b) Facilitate training for the Work Experience Team.
- c) Report accidents appropriately and ensure that the placement provider has reported notifiable accidents to the Health and Safety Executive.
- d) Investigate accidents.
- e) Liaise with insurance providers regarding civil claims arising from incidents or accidents.

### **3. Insurance**

This information is usually obtained through the work experience form sent to the placement provider via the student. Should this come back incomplete then due process will commence. The Work Experience Team is expected to contact the placement provider at the earliest opportunity and check the type and extent of insurance cover that applies to their placement.

Employer's Liability Insurance (ELI) is necessary to protect the interests of the placement student. Failure to obtain confirmation regarding ELI must be discussed with the Work Experience Team who must refer to the nominated staff on SLT with details of the placement.

NB: In the UK it is a legal requirement for most placement providers to have Employer's Liability Insurance (although Government bodies are exempt as their liabilities are met by other means). However, self-employed individuals, family businesses and overseas employers may not have suitable insurance in place. In this case due process will be followed, including risk assessment, and specific parental consent, confirming their responsibility for their child throughout such a placement, will be required.

### **7. Procedures**

Launch the work experience program in Term Two for Year 10 students.

Appropriate deadlines for student finding own placement and consult with the Work Experience Team for suitability.

If placement not found, Work Experience Team to work with student and parent/ carer to find placement for student

A Health and Safety assembly to be delivered to students before work experience week commences.

Master Spread sheet, password protected for WEX Team use only, contains all necessary details in order to process the WEX placement.

The Work Experience Team and the Health, Safety Manager to carry out spot checks/risk assessments on a sample of placements, approximately 10% of placements.

WEX Team offer advice and /or carry out a risk assessment for any placements upon request.

Details of the WEX emailed to the student, placement and parent/ carer as confirmation the WEX is approved by the WEX Coordinator.

Students must contact their WEX prior to the start date for housekeeping details; information is delivered through assembly, email, Citizenship and PBT lessons.

Tutor Team Meeting briefing on best practice and guidelines for work experience visits, staff feedback and follow up. Staff allocated for visits sign up to students and WEX Coordinator emails confirmation of visits list.

Email a work experience feedback form to the placement provider for completion and return, also attach a thank you letter from the Headteacher.

Designated staff to visit students on their placement and complete the follow up form. Any cause for concern reported immediately to the WEX Coordinator/ Team and EVC.

The Work Experience Team to telephone any placements which are out of our area.

Students to telephone the placement AND school if they are ill during the placement to notify absence.

Feedback and reflection completed in Citizenship and PBT lessons. Note any actions for future use.

### Quality Assurance

The Work Experience Team offer advice and can carry out a risk assessment, including a pre-placement visit (if applicable) for any placement provider which does not provide a risk assessment.

The Work Experience Team will carry out spot checks on approximately a 10% sample of all placements. Additional spot checks will be completed on placements considered high risk by the Risk Assessment process.

Should a placement be deemed too high risk by the WEX Team, the student will be prohibited from attending for WEX with the reasons explained to employer, parent/carer and student.

## **Post 16 Work Experience Procedures**

### Year 12 (5 Day Block)

Work experience offered as an option for 5 days in Challenge & Celebration week in July.

Set appropriate deadlines for finding placements and students to consult with the Work Experience Team for suitability.

If placement not found, Work Experience Team to work with student to find placement for student.

Master Spread sheet, password protected for WEX Team use only, contains all necessary details in order to process the WEX placement.

The Work Experience Team and the Health, Safety and/or Environment Manager to carry out spot checks/risk assessments on a sample of placements, approximately 10% of placements.

WEX Team offer advice and /or carry out a risk assessment for any placements upon request.

Details of the WEX emailed to the student, placement and parent/ carer as confirmation the WEX is approved by the WEX Coordinator.

Feedback requested and processed.

### Motor Insurance

A suitably qualified person driving a motor vehicle will require compulsory motor vehicle insurance, unless the student is driving on the placement provider's motor insurance policy. Students driving their own vehicle or a relative's for work purposes must check that they have insurance that covers "business purposes" and not just "social domestic and pleasure" use of a vehicle.

All teachers or school staff involved in school business away from school premises are covered under school insurance.

UNDER THE TERMS OF ITS OWN INSURANCE POLICIES THE SCHOOL MAY NOT BE ABLE TO EXTEND COVER TO INDEMNIFY STUDENTS WHOSE PLACEMENT IS NOT ADEQUATELY INSURED. IN CASES WHERE THERE IS A GAP IN THE COVER PROVIDED BY THE PLACEMENT PROVIDER THE STUDENT SHALL BE CONSULTED BY THE WORK EXPERIENCE TEAM AND STRONGLY ADVISED TO OBTAIN ADDITIONAL INSURANCE.

### Quality Assurance

The WEX Team will carry out spot checks on approximately a 10% sample of all placements. Additional spot checks will be completed on placements considered high risk by the Risk Assessment process.

Should a placement be deemed too high risk by the WEX Team, the student will be prohibited from attending for WEX with the reasons explained to employer, parent/carers and student.

### Year 12 & 13 WEX Enrichment Curriculum Option

The WEX Team will source placements appropriate to the identified intended pathway destination of each individual student. The procedures outlined above in the '5 Day Block' will be followed for this process and the agreed WEX time will be shown on the student's timetable, available to all staff via SIMS. These WEX placements run throughout the academic year and can be subject to change. The students will be visited by the WEX Team or other staff and placements are subject to the same Quality Assurance outlined above.

### Year 12 & 13 Health & Social Care

For students following this curriculum option, the WEX Team will source appropriate placements relevant to this specific course and which will require a DBS check due to the nature of the placement settings used. The procedures outlined above in the '5 Day Block' will be followed for

this process and the agreed WEX time will be shown on the student's timetable, available to all staff via SIMS. These WEX placements run throughout the academic year and can be subject to change. The students will be visited by the WEX Team or other staff and placements are subject to the same Quality Assurance outlined above.

PLEASE NOTE: NO 6<sup>th</sup> FORM STUDENT IS TO COMMENCE WEX UNTIL THEY RECEIVE THE CONFIRMATION EMAIL FROM THE WEX COORDINATOR, AS SPECIFIED ON THE WEX PLACEMENT FORM. THIS APPLIES TO BOTH INTERNAL AND EXTERNAL PLACEMENTS.

#### Named staff at November 2018.

Health & Safety Consultant: AJ Gallagher Insurance

Health & Safety Manager: Arron Davis

Work Experience Team:

- Co-ordinator: Mrs Jo Mitchell
- Careers & Vocational Coordinator: Mrs Karen Mitchell

Nominated LT (responsible for WEX Team): Assistant Head teacher: Mr Jamie Gutch

IGS Educational Visits Co-Ordinator (EVC): Mr Mark Rignall (Senior Assistant Headteacher)

#### Appendix 1

##### **Pre-16 work experience: Reference to if DBS checks may be required**

The statutory obligations regarding Disclosure and Barring Service (DBS) checks are set out in the statutory safeguarding guidance, Keeping Children Safe in Education 2018.

##### Paragraph 179:

Schools and colleges organising work experience placements should ensure that the placement provider has policies and procedures are in place to protect children from harm.

##### Paragraph 180 of this guidance:

“Barred list checks by the DBS might be required on some people who supervise a child under the age of 16 on a work-experience placement. The school or college should consider the specific circumstances of the work experience. Consideration must be given in particular to the nature of the supervision and the frequency of the activity being supervised, to determine what, if any, checks are necessary.”

**Under this guidance, the school has the responsibility to decide who and what checks are necessary, based on following the due process of the Work Experience Policy and in particular, the risk assessments. The final decision will be made by Leadership Team named person responsible for work experience and the EVC.**

IGS will consider whether the person supervising the child will be unsupervised and under what circumstances, including the nature of supervision and the frequency of the activity. Consideration will be given to whether the person supervising the child will be:

- Unsupervised; and

- Providing the teaching/training/instruction frequently (at least once a week or on more than three days in a 30-day period)

Paragraph 181 adds:

“If the person working with the child is unsupervised and the same person is in frequent contact with the child, the work is likely to be regulated activity. If so, the school or college could ask the employer providing the work experience to ensure that the person providing the instruction or training is not a barred person.”

Among other things, the definition of ‘regulated activity’ covers regularly supervising children unsupervised, and driving a vehicle for children only.

**For Post-16 work experience: DBS checks are not required**

Paragraph 182 of Keeping Children Safe in Education, linked to above, says:

“Schools and colleges are not able to request an enhanced DBS check with barred list information for staff supervising children aged 16 to 17 on work experience.

Paragraph 183 of KCSIE 2018

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 work experience provider should 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

In summary, the IGS Work Experience Policy ensures the appropriate questions are asked about the placement before it commences to establish if a DBS check is required, which is done as part of the risk assessment process and is covered.

Links to sources of information regarding the paperwork required for work experience upon which IGS forms and paperwork are based.

<http://www.hse.gov.uk/youngpeople/workexperience/>

<http://www.hse.gov.uk/youngpeople/workexperience/cutting-bureaucracy.htm>

<http://www.hse.gov.uk/youngpeople/workexperience/organiser.htm>