

# Bradford Forster Academy

## Work Experience Policy

Bradford Forster Academy strives to provide inspirational education for all students irrespective of their background or experience. Through exposure to outstanding teaching, the expectation of exemplary behaviour, and a consistent focus on building resilience, we aim to prepare all students with the skills and characteristics required to thrive personally, professionally and within society.

We strive to reflect our academy Christian values of hope, endurance, forgiveness and trust whilst following our strapline of showing compassion and patience.



## Purpose

**Work-related learning is about preparing young people for the 'world of work'.** Work experience helps young people connect their learning with the world of work, develop the employability skills that employers value, build their enterprise capability, and make more informed choices about their career options.

The aims of work experience are:

- to develop students' employability skills;
- to provide young people with the opportunity to 'learn by doing' and to learn from experts;
- to develop students' career awareness and the ability to benefit from impartial and informed information and guidance;
- to develop students' ability to apply knowledge, understanding and skills;
- to improve understanding of the economy, enterprise, personal finance and the structure of business organisations and how they work; and to encourage positive attitudes to lifelong learning.

The Department for Education (DfE) defines work experience as "a placement on an employer's premises in which a student carries out a particular task or duty, or range of tasks and duties, more or less as would an employee, but with the emphasis on the learning aspects of the experience."

## Our commitment

We believe that students should be equipped to make the right decisions about future education, training and vocations. Students will be offered the opportunity to complete a work experience placement (1 week) in the spring term of Year 10.

## Responsibilities

The Academy retains a duty of care and has overall responsibility for ensuring the health, safety and welfare of students on work experience.

The Academy is aware of their responsibilities with regards to work experience and will implement a robust health and safety management system for work experience. The Academy understands that when purchasing a work experience service through a 'Placement Organiser', that the Academy is responsible for ensuring that all aspects of this policy are met, that there is evidence of this in the provision and that monitoring arrangements are in place

Students on work experience placements are designated as employees for the purposes of health and safety – employers have the same responsibilities for the health, safety and welfare of students on work placements as they do for their own workforce. This includes compliance with the *Health and Safety at Work etc Act 1974*, *Management of Health and Safety Regulations 1999* and the *Working Time Regulations 1998*.

**Author:** AP - Progression

**Next Review Date:** February 2025

**Date Approved by Governors:** February 2024

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The Careers Lead will ensure that:

- a named member of SLT is nominated within the school with responsibility for ensuring that the health and safety requirements for work experience are carried out (done through Bradford Council);
- a suitable and sufficient management system is implemented for work experience;
- a Work Experience Co-ordinator is nominated within the school;
- the suitability of work experience placements has been assessed by a competent person;
- there is clear communication with all key parties involved with the work placement;
- health and safety procedures are followed;
- arrangements are in place to send consent forms and risk assessment to parents/carers and that a copy of this document is signed and returned before the placement begins;
- arrangements are in place to provide placement providers with any additional needs of the student;
- staff comply with accident protocol and that all parties understand their responsibilities.

### **Placement Organisers**

The Placement Organiser (e.g. Bradford Xperience) is responsible for the following duties:

- ensure that placement providers hosting students on placement have been approved based on a robust health and safety inspection, and there is evidence of Employer's Liability Insurance and Risk Assessments in place;
- assess the suitability of all placement providers with regards to health and safety and child protection;
- ensure that health and safety inspections are carried out by a competent person. A competent person is defined as someone who:
  1. is qualified to assess work places and has ENTOd and IOSH qualifications (as a minimum);
  2. has relevant experience in assessing work placements for young people under the minimum school leaving age;
  3. has access to competent health and safety advice e.g. a member of the Institute of Occupational Safety and Health (IOSH) and relevant sector experience.

- ensure that placement providers understand their responsibilities with regards to health and safety and when undertaking a risk assessment, that they take in to account any additional needs the student may have;
- ensure that placement risk assessments are made available to schools, in order that it can be sent to parents/carers;
- ensure that placement providers comply with the accident protocol and that all parties understand their responsibilities;
- ensure that placement providers understand their responsibilities regarding child protection and sign a Principles of Child Protection Document, or provide evidence that they have a Child Protection Policy in place;
- ensure that all placements are visited and there is a revisit programme in place, as follows:
  - high risk placements are visited annually;
  - medium risk placements are visited every 2 years;
  - low risk placements are visited every 3 years.
- ensure that, before approving a placement, they are satisfied that the Placement Provider has put in place all relevant requirements.

### **Work Experience Co-ordinator**

The Work Experience Co-ordinator is responsible for developing procedures to ensure that students, placed with employers for work experience as part of his/her programme, are not subject to unacceptable risks.

He/she will ensure that:

- all work placement providers have been approved by a competent person prior to use;
- arrangements are in place to ensure that any guidelines issued by a Placement Organiser are implemented and monitored;
- risk assessments are referred to when matching students to placements ensuring all potential risks have been considered;
- consent forms and the risk assessment are sent to parents/carers and that a copy of this document is signed and returned before the placement begins;
- liaise with school staff regarding any additional needs that students might have, and provide all placement providers with this information in order that a specific risk assessment can be completed for the student and sent to the parent/carer before the placement begins;
- the person responsible for mentoring the student, and visiting teachers, are provided with a copy of the risk assessment prior to the placement taking place;

- comply with the accident protocol and contact the Academy and Placement Organiser immediately if an accident occurs whilst a student is on placement.

## **Placement Providers**

The Placement Provider is the employer that has agreed to take a student on placement. The Placement Provider must comply with the following requirements:

- contact their insurance company to advise them that they are taking a student for work experience and ensure that Employer's Liability Insurance is in place;
- assess the risks to their young workers (i.e. under 18 years of age) including students on work experience, before they start work;
- ensure that a risk assessment completed and takes into account specific factors such as immaturity, inexperience and lack of awareness, as well as any additional needs the student may have. This document must be forwarded to the school so that parents/carers can receive a copy prior to the placement commencing;
- introduce and implement control measures to eliminate or minimise the risks and ensure that these are implemented, including the wearing of personal protective equipment or clothing;
- ensure the student receives adequate training and health and safety instructions prior to commencing the placement/first day;
- nominate a mentor to work with the student;
- provide adequate supervision as detailed on the risk assessment;
- ensure students are made aware of the work activities involved and any associated significant risks;
- ensure that students 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;
- inform the Placement Organiser, the school/college Work Experience Coordinator and parents/carers of any accident/incident as soon as practicable;
- complete the incident/accident book, and/or report as a RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) to HSE in the event of serious accident/incident in line under required under RIDDOR.

## Risk Assessment

The Management of Health and Safety at Work Regulations 1999 states that employers must assess the risks to their young workers, including students on work experience before they start work.

Risk assessments should be undertaken by the placement provider as soon as the placement details have been agreed in conjunction with the school and before the student takes up the work placement. Placement providers should be informed in advance by the school about any individual students who may be at greater risk, for example because of any specific medical needs/behavioural needs or learning difficulties.

The risk assessment must take into account the following factors;

- inexperience and immaturity;
- lack of awareness of existing or potential risks;
- the fitting and layout of the workplace and/or workstation;
- the nature, degree and duration of any exposure to physical, biological and chemical agents;
- the form, range and use of work equipment and the way in which it is handled;
- the organisation of processes and activities;
- the extent of the supervision to be provided to the student;
- the extent of the health and safety training provided, or to be provided, to the student concerned;
- risks from agents, processes and work listed in Appendix A; and
- any issues relating to students medical, behavioural, physical and/ or learning needs

The extent of the risk will determine whether to restrict the work or the activities of the work experience student. If the placement provider concludes, that as a result of a risk assessment, there is a significant risk to the student undertaking this activity, the student must be prohibited from doing it.

The placement provider must ensure that the control measures identified on the risk assessment are implemented. The person responsible for mentoring the student must be provided with a copy of the risk assessment.

There is, however, an extra requirement on the employer to provide the parents/guardians of children at work (including those on work experience) with information on the key findings of the risk assessment and control measures taken before the child starts work.

Where the placement provider employs five or more staff, the significant findings of the risk assessment must be recorded, including work experience risk assessments

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**Date Approved by Governors:** February 2024

**Next Review Date:** February 2025

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In order to fulfil the legal requirements relating to risk assessment, the Academy must implement a procedure to ensure that consent forms and the risk assessment are sent to parents/carers and that a copy of this document is signed and returned before the placement begins.

### **Suitability of the Placement**

The Academy or any other organisation arranging work experience placements for young people must be satisfied that the placement providers:

- have suitable systems in place to ensure the health, safety and welfare, so far as is reasonably practicable, of the student while under their control;
- are competent to manage health and safety in relation to the placement;
- will use competent people to supervise work experience.

Written parental consent is legally required before a placement can commence if a student is below the minimum school leaving age (pre-16). This consent should be obtained after the parent has sighted the risk assessment. The commissioning of a Placement Organiser can support the schools and other organisations in the delivery of a work experience programme.

### **Child Protection**

When arranging work experience placements there are considerations regarding child protection. Child protection means protecting children against all forms of abuse, including sexual abuse, physical and emotional abuse and neglect and applies to all young people under 18.

Employers are asked, when preparing a programme of work experience for a young person, to take responsibility for their social welfare as well as their physical welfare. Employers should do all they can to ensure their employee's relationships with young people on work experience are appropriate to their age and gender, and do not give rise to comment and speculation. Attitude, behaviour and language all require care and thought.

Employers must read and sign a Principles of Child Protection Document or provide evidence that they have a Child Protection Policy in place. Schools providing work experience placements are exempt from this.

All parties involved in setting up and monitoring of work experience placements should be familiar with child protection procedures. The Academy follow Safeguarding Procedures and have a designated Safeguarding Lead and team.

### **Confidentiality**

Parents must inform the school of any issues, health or otherwise (behavioural issues, infringements of the law, language ability, etc.) relating to the student prior to the student commencing work experience.

The school is required to inform an employer of any of the above that may affect the employer's willingness to take that student for work experience. If this information is not supplied, then the placement cannot be approved.

Permission must always be sought from parents and the student before any information listed above covered by the data protection act is shared. A placement cannot go ahead if such permission has not been received.

### **Supporting Students during the Work Experience Placement**

Students will carry out meaningful work in accordance with the agreed duties for their placement. A responsible person will plan the work and be designated for the welfare and supervision of the student during the period of the placement.

Students will not receive any payment for this work. Students will not be allowed to work hours which are considered unreasonable. In any event the employer confirms they will comply with the relevant provisions of the Working Time Regulations. The employer will take into account any relevant information relating to the student's medical condition, or any physical and learning disabilities, details of which may have been provided, in formulating appropriate risk controls to protect both students and/or employees.

All tasks asked of the student will conform to the laws governing the Employment of Young Persons and Work Experience (as defined in the Education Act 1996) and any other statutory obligations to the student will be observed. The company is registered with the Health and Safety Executive or Local Authority, as applicable.

### **Monitoring of Students whilst on Work Experience**

It is a requirement of the HSE that all work experience placements are monitored. These provide a useful opportunity to ask students if they have any health and safety concerns and to discuss the practical ways in which risks are controlled.

Staff carrying out monitoring visits of students must be provided with a copy of the risk assessment to alert them of the control measures that should be in place and the potential risks to their own health and safety in that industry.

Schools and any other organisations arranging work experience should ensure that staff monitoring work experience placements are provided with, and wear suitable personal protective clothing (PPE). If this is not practical, staff must be instructed not to enter any areas of work that require PPE.

Staff on monitoring visits should ask the students about the tasks that they are performing and the level of supervision that they have received. If the level of supervision is believed to be insufficient, this should be raised with the employer, school and Placement Organiser so that remedial action can be taken.

### **Insurance**

The Association of British Insurers, the British Insurance and Investment Brokers Association Lloyds of London have agreed that students on work experience placements which conform to the Education (Work Experience) Act 1973 should be treated as staff for the purpose of insurance against personal injury, provided that the insurer has been notified.

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## **Therefore, all placement providers must have Employers' Liability and Public Liability Insurance.**

NB. Although employers who are close relatives of the student (mother, father, siblings, uncle, aunt, grandparents) are considered exempt from this, it is still recommended that placements do not take place with ANY employer who does not have employer's liability insurance. (This recommendation is made with the intention of maintaining the safety and wellbeing of the student at all times, all appropriate health & safety guidance adhered to and appropriate risk assessment carried out).

### **Pay, Tax & National Insurance**

The parent or carer will need to be aware that it is a condition of work experience that students do not receive payment. They therefore will not be entitled to the industrial injuries benefits of the Social Security Act 1975 if they are involved in an accident while taking part in work experience.

Students on work experience have the status of an "employee" for legal and insurance purposes but must not receive payment for the work they do. Employers can assist with travelling expenses or lunch costs if they wish.

The number of hours worked and pattern of duties, is normally agreed by the placement provider, school and students. Schools should put measures in place to ensure that students on placements are not required to work excessively long hours or unnecessarily unsocial hours.

### **Reporting of Accidents during Work Experience**

It may be necessary to remind placement providers that they have a responsibility to report all accidents to students that are reportable under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995. Placement providers must notify immediately the parent, Academy and Work Placement Organiser, giving full details of any incident/accident involving a student. The Academy should then report the incident and complete an investigation that will need to be forwarded immediately to the Occupational Health and Safety team.

## **Appendix A**

### Prohibited Placements

Students on work experience are not permitted to work in the following areas:

- 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 – see water guidelines
- 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 – see construction guidelines

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

- Construction industry – new build sites or total refurbishment are not deemed appropriate for work experience.