

Achieving Success Together



Mill Green School

Work Experience Policy

Policy Status:	NON-STATUTORY
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Introduction

At Mill Green School we believe that work experience is an integral part of our young people’s entitlement to Careers Education, Information, Advice and Guidance (CEIAG), a view that supports our work towards the Gatsby Benchmarks. Benchmark 6 (Experiences of Workplaces’ states that “Every pupil should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities and expand their networks”.

Work experience gives young people vital insights into the world of work, encourages them to aspire to great things, and helps them to prepare for their future. It bridges the gap between education and work and helps young people make decisions about their future and develop new and existing skills. For many young people, active learning is the key to motivation and has an impact on other aspects of their school life. The opportunity to participate in work experience in some way is provided to the vast majority of our young people by the end of their time at Mill Green School. Where appropriate, young people are encouraged to identify placements linked to career paths that suit their interests, skills and strengths with the absence of stereotypes, which are actively challenged. We ensure that our placement partners have a good understanding of the needs of our young people and ensure there is appropriate support through liaison with parents, relevant staff and the placement provider.

Aims of Work Experience

We believe that work experience placements should be meaningful encounters, whatever the needs of our young people, or the type of placement (real, simulated, school-based). Where a young person takes part in a work experience placement, Mill Green aims to ensure that the placement:

- Enhances the knowledge that young people have of the world of work
- Develop the employability skills of young people
- Provides an insight into the skills, qualities and attitudes required by particular sectors and employers
- promotes the development of the 'whole person' by providing an insight into the nature and discipline associated with the work environment, which revolves around the product or service offered and not the individual.
- Provides opportunities for personal and social development – including self-confidence, self-regulation, time management, personal organisation and resilience
- Helps prepare young people for the world of work
- Enables young people to make cross-curricular links
- Provide young people with an opportunity to develop their self-reflection skills
- Supports the School's CEIAG provision

The benefits of work experience

Work experience is an integral part of a young person's personal development and an opportunity to develop employability skills. Appropriate experiences of the world of work will benefit young people, Mill Green School and employers.

Benefits of work experience for our young people:

- Improves young peoples' self-knowledge
- Increases young peoples' employability skills
- Increases young peoples' motivation to learn
- Gives relevance to the work young persons do in school
- Encourages young people to consider the wide range of careers available
- Gives young people an insight into the workings of business and industry
- Highlights the skills, qualifications and experience needed by employers
- Supports social mobility as work experience gives young people the opportunity to come in contact with experiences that are not available through contacts and connections at home. If they do not know about it – they cannot aspire to it!

Types of Work Experience

Work experience can be classified as either:

Block – the placement takes place over 5 consecutive days

Extended – the placement takes place on 1 or 2 days per week over a period of time from a minimum of 5 weeks to three terms.

Although work placement is the generally used term, it is important to recognise that it is not the same as a temporary job, as by definition it is a period of unpaid work. It is an arranged opportunity for a young person to gain an insight into the variety of work carried out in any given enterprise, to see the way the enterprise is managed and ideally to participate in some aspects of the work.

Young Person Entitlement

Our young people are entitled to receive:

- Five days of work experience appropriate to their learning needs;
- A programme of support designed to prepare them for the placement e.g. supported induction;
- Guidance to support their choice of placement;
- An opportunity to set individual learning targets for their placement;
- Both young persons and parents/carers have a right to expect that all precautions will be taken to ensure that individual's health and safety will be paramount during all stages of the work experience placement. This includes bespoke risk assessments carried out with the employer.

Extended work experience of 1 - 2 days a week can be offered to selected young people in any year group (dependent on available of placement providers)_who are struggling with the demands of attending school for 5 days and/or have difficulties in accessing the associated curriculum.

Block placement for young people who are seeking early experiences of the work place.

For those students in year 12/13 and 14 for whom it is deemed appropriate are offered the opportunity of an off site work experience placement. These are supported by the Learning Manager (Work Related Learning) or the young person's key worker. These work experience placements may consist of:

- extended or block work experience and/or
- extended community service (volunteering / Duke of Edinburgh Award) option and
- young enterprise (via Preparing for Adulthood, Enterprise or ASDAN) as on-site Work Related Learning through the curriculum.
- Sensory experiences for those with significant complex or profound, multiple learning disabilities

Preparation programme

This consists of sessions which include health and safety, making the most of the work experience and expectations of behaviour. In addition to the above, some young people undertaking vocational courses will have work placements as part of their programmes of study, on an individual/bespoke basis.

Debriefing programme

The debriefing sessions with the Learning Manager (Work Related Learning) or their Key Worker in school encourage young people to reflect on their experience and consider the differences between school and work. Young people can use their work experience provider as their second referee on any future applications for Post-16 or employment opportunities.

Equal Opportunities

Mill Green School embeds equal opportunities into the Work Experience Programme by ensuring that:

- All young people who take part in an offsite placement are given an equal opportunity to access the preparation before and debriefing after Work Experience.
- Young people are given an equal opportunity to access placements.
- Work experience is seen as an effective means of challenging stereotypical choices.
- Young people are encouraged to try activities which would not normally lie within their scope of interest.

Legal requirements and best practice

There are certain legal requirements and recommended best practices that are in place to ensure the safety of all parties involved in a work placement.

The main areas to be aware of are:

Health and Safety at Work

The Health and Safety (Training and Employment) Regulations 1990 state that all those receiving training or work experience from an employer in the workplace are deemed to be 'employees' for the purposes of Health and Safety legislation.

This legislation imposes responsibilities on the employer but also on the young person as an 'employee':

- To take responsibility for their own health and safety and that of others who may be affected by what they do or do not do.
- To co-operate with the employer and to follow instructions on Health and Safety.

The employer will be asked to confirm that they have a current Health and Safety Policy and that they will go through the relevant sections with the young person at the start of the placement. It is important that this is confirmed.

Working Time Regulations

Under the Working Time Regulations 1998 there are stringent daily and weekly working time limits for young workers (those that are over compulsory school age but under 18)

Young workers may not work for more than 8 hours in any one day and 40 hours in any one week. Young workers are also entitled to a daily rest of 12 consecutive hours, a weekly rest of 48 hours and a rest break of 30 minutes where daily work time is more than 4½ hours.

The employer should comply with the Working Time Regulations and should not require the young person to work in excess of the limits set out above.

Risk Assessment

The employer should be asked to confirm that a risk assessment will be completed for the duties being undertaken by the young person, taking into account the age, needs and limited experience of the young person and that the key findings will be communicated to the young person before the commencement of the placement. Mill Green School will work with the employer to carry out the risk assessment which the employer will sign off.

Where an organisation already employs a young person, or have done so in the past three years without a change in the role to be undertaken on placement, a review of the existing risk assessment will be sufficient, considering the needs of the young person who will attend placement.

For all visits, the Learning Manager (Work Related Learning) will complete the necessary outing form and accompanying risk assessment following a work place premises visit and placement check, in consultation with the employer / business.

The employer should be informed of any medical conditions the young person has, which could result in an increased risk to the young person or an employee's health and safety during the placement. The employer will then be able to identify any significant risk and the necessary control measures put in place to ensure the safety of the young person.

Disclosure and Barring Service (DBS)

In the vast majority of placements, as the employer/employees involved will not have regular unsupervised access with the young person there is no need for DBS checks to take place. However, a DBS check is required where a young person under the age of 16 will have substantial unsupervised contact with an employee or supervisor on a 1:1 basis, particularly if located in an isolated environment, whilst travelling or where the placement has a residential element. Whilst legally, the employer is responsible for identifying if a DBS check is required and for organising it, Mill Green School will make every effort to ensure that DBS checks have taken place where appropriate. Should an employer be unable to satisfy the requirements of DBS check, a young person under the age of 16 would not be placed with the provider.

Employer's Liability Insurance

Employer's Liability Insurance covers the firm's legal liability for injuries sustained by employees (including young persons on work experience) whilst at work. Confirmation should be requested and received that the prospective 'employer' does have Employer's Liability Insurance. A copy of this will be held on file.

It should be noted that Sole Traders have no requirement for Employers' Liability Insurance and a young person would not have the protection available under such insurance. Placements with Sole Traders should therefore be avoided unless such insurance was confirmed as being in place.

Monitoring and Review

This policy will be reviewed by the Learning Manager (Work Related Learning) and Deputy Headteacher on an annual basis or where there are any changes in statutory or non-statutory guidance.

Positive role models

During the work experience, the employer acts in a mentor capacity and therefore needs to act as an appropriate role model with due regard for appropriate conduct with learners, it is therefore important to:

- Act as an appropriate role model
- Value a learner's contributions and opinions
- Encourage them to reach their desired goal and
- Listen to the learner and discuss relevant topics It is also important that work experience supervisors are not put in a vulnerable position, so it is suggested that where possible liaison with learners should:
 - Take place in an open space with other people present where possible
 - Be within appropriate working hours
 - Consider if questions asked about personal or family life are of an appropriate nature.

Concerns whilst on placement

If you have concerns about the safety, welfare or protection of a young person you are working with (for example something the young person has said, whether they are supported by a member of school staff, or attending placement independently) then immediately contact the school and speak to either our Designated Safeguarding Lead (Adele Beresford-Smith) or the Headteacher (Sean Lenahan) on **01744 678760**.

Disclosure and Barring Service Checks

The placement provider:

Where a young person is under the age of 16 years of age and the person supervising them while on placement will be

- Unsupervised themselves AND
- The placement is more than 3 days in a 30 day period
- An enhanced DBS will be required

Mill Green School and placement provider are responsible for identifying if a DBS check is required. Where one is required, the placement provider will undertake the necessary checks with the support of school where necessary.

Where a young person is aged 16 or 17 years , no DBS checks are required

The young person:

Where the young person is aged 16 or 17 years and the work experience placement is on a " specified place" eg a school or nursery and gives the opportunity for contact with children, the placement provider will need to consider whether the student is in regulated activity. In these cases 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.

Appendix 2: Work Experience Placement Flow Chart

For all new placements, a site visit must take place. It is the employer's responsibility for the health and safety of the young person whilst on a work experience placement. Mill Green School will need to satisfy themselves that the employer has carried out the necessary Risk Assessments.

Has the employer conducted a risk assessment covering the duties the young person will perform, taking into account the young person's needs?

Yes

No

Take a dated and signed copy of the RA and hold on file (digital)

Consider Risk in proportion to the environment.

A Risk Assessment Template (Appendix 4) can be provided and completed with support from the Learning Manager (WRL) or School Business Manager

Low Risk

Usually involves familiar, repetitive tasks. Examples may include Retail or Office work.

Medium Risk

Less familiar tasks which could include light assembly / packing roles. Arrangements to manage risk should include an induction, training, supervision arrangements, site familiarisation and any PPE required.

High Risk

Construction sites, Agriculture or Manufacturing. Carrying out unfamiliar tasks which require the use of equipment. Mill Green must be satisfied that the employer has fully considered all of the risks associated with the duties the young person will undertake.

Arrangements to manage risk should include an induction, training, supervision arrangements, site familiarisation and any PPE required.

Sensible probing questions should be asked to support any adaptations that are required, based on the needs of the young person.

Once Mill Green School is satisfied that the employer has considered the risks associated with the placement and put in place necessary measures to reduce the risk, recorded in a risk assessment, copies must be retained alongside a signed copy of the **Work Experience Agreement** (Appendix 3) and a copy of the **Employer Liability Insurance** certificate.

Appendix 3: Work Experience Placement Agreement Form

WORK EXPERIENCE PLACEMENT – AGREEMENT FORM (This form must be signed and agreed to by all parties before the start of the placement)

Student Name:	Placement Date:
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SCHOOL DETAILS

School:	Contact Name:
Mobile/Direct Line:	Email:
Emergency Contact Details e.g. Name, Mobile Tel:	

EMPLOYER DETAILS

Company:	Contact Name:
Mobile/Direct Line:	Email:
Address:	
Placement Job Title:	
<i>Brief description of work placement tasks (please continue on separate sheet if necessary)</i>	

In order for a company to take a student on Work Placement they MUST have Employers Liability insurance (ELI) & Public Liability insurance (PLI) – please provide the following details a copy of your ELI Policy & Public Liability Insurance certificate:

Insurance Company:

ELI Policy Number	Expiry Date:
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Mill Green School Work Placement Risk Assessment (Work Experience and Supported Internship Programmes)

This Risk Assessment is to identify the activities of the given work experience placement within the context of your workplace, and to establish the subsequent risks and control measures that need to be in place. A risk scoring will determine if the work experience placement is either Low Risk, Medium Risk or High Risk.

Child Protection: *Keeping Children Safe in Education 2024 (DfE, September 2024)*, requires that placement providers have policies and procedures in place to protect children from harm. For some placements, Children's barred list checks via the DBS may be required on people who supervise a child under the age of 16. Mill Green School will consider the specific circumstances of the work experience placement and the particular nature of supervision to determine what, if any checks are necessary.

There are 2 Sections, complete Section A using the scoring system of Section B. Once complete, please sign and return to our Learning Manager (Work Related Learning) : **Valerie Parker:**

valerie.parker@millgreen.org.uk

Placement Provider:			
Work Experience Placement Job Title:			
Name of Assessor:			
Position within Placement Provider			
Signature:		Date:	
Overall Score:			
Overall Scoring Grade:			

The Work Placement Supervisor must consider whether the young person will carry out:


1.	<p>Work that is beyond their physical or psychological capacity</p> <p>This does not have to be complicated, it could be as simple as checking a young person is capable of safely lifting weights and following instructions.</p>
2.	<p>Work that involves harmful exposure to substances that are toxic, can cause cancer, can damage or harm an unborn child, or can chronically affect human health in any other way</p> <p>Be aware of substances a young person might come into contact with in their work, consider exposure levels and ensure legal limits are not exceeded.</p>
3.	<p>Work that involves risk of accidents that cannot reasonably be recognised or avoided by young people due to their insufficient attention to safety or lack of experience or training</p> <p>A young person might be unfamiliar with 'obvious' risks. An employer should consider the need for tailored training/closer supervision.</p>
4.	<p>Work that presents a risk to health from extreme cold, heat, noise or vibration</p> <p>In most cases, young people will not be at any greater risk than adults and for workplaces that include these hazards it is likely there will already be control measures in place.</p>

SECTION A: General hazards and subsequent risks and control measures for the workplace

Will the trainee work with:	Yes / No	Risks	Control measures to be in place	Risk Scoring
Machinery and equipment		Photocopiers, shredders, PC's, printers etc.	<ul style="list-style-type: none"> • Work equipment assessments • Suitable instruction on use of equipment • Supervision as required 	
Display Screen Equipment (DSE)		Neck & upper limb strains Inappropriate websites	<ul style="list-style-type: none"> • DSE assessment or advice as required • Strict supervision 	
Movement around Workplace		Slips, trips and falls	<ul style="list-style-type: none"> • Induction, training and supervision • Student to be advised to wear sensible footwear 	
Manual Handling		Back and upper limb strain	<ul style="list-style-type: none"> • Avoid manual handling where possible • Assess all proposed tasks to ensure no manual handling which may present significant risk is undertaken 	
Extreme heat or hot surfaces		Scalds and burns	<ul style="list-style-type: none"> • Training and supervision • Student prohibited from handling any substances or equipment that is extremely cold or hot 	
Working with Chemical (COSHH) and Biological Agents		Dust, fumes and vapours which may be toxic, irritant, harmful, corrosive Zoonosis, pathogens	<ul style="list-style-type: none"> • Give training on correct handling techniques and procedures • Appropriate storage and disposal arrangements are in place for chemicals • PPE is provided • Spillage kit to be made available in lab areas and staff trained in use • Student informed not to deal with spillages at induction 	
Clinical waste and sharps		Infection, cuts and needle stick injuries	<ul style="list-style-type: none"> • Information on the disposal of sharps given at induction • Student will not handle clinical medical devices including sharps 	
Animals		Bites, scratches, allergy triggers, Zoonosis	<ul style="list-style-type: none"> • Give training on correct handling techniques and procedures • Student to be supervised at all time • Animals to be housed in secure carriers • Hand washing and disinfectants to be made available • First aid provision available at all times 	
Continuous and excessive noise		Damage to hearing	<ul style="list-style-type: none"> • Induction, training and supervision • Appropriate PPE will be provided • Student is prohibited from work that will expose them to excessive noise 	

Emergency Preparedness and Procedure		Major or serious injury	<ul style="list-style-type: none"> • Trainee will be made aware of the emergency procedures during induction • In the event of an emergency, trainee will contact and remain with their supervisor and follow their instructions at all times • First aid provision available at all times • Supervisor will have trainee's emergency contact details available 	
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SECTION B: Matrix Table to determine level of risk

SECTION B: Matrix Table to determine level of risk						
						
		Rare	Unlikely	Possible	Likely	Almost certain
		1	2	3	4	5
Consequence	Catastrophic 5	5	10	15	20	25
	Major 4	4	8	12	16	20
	Moderate 3	3	6	9	12	15
	Minor 2	2	4	6	8	10
	Insignificant 1	1	2	3	4	5

KEY
Low Risk (1 to 6)
Mid Risk (8 to 12)
High Risk (15 to 25)

Signed.....Date.....
(Headteacher)

Signed.....Date.....
(Chair of Governors)

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