



**Work Experience Policy  
(Meadowfield Students)**

## **1. Introduction**

- 1.1 Work experience that is well planned and well organised has an important role in developing a student's personal and social skills and gives them important opportunities to learn directly about the world of work.
- 1.2 However, students 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 special educational needs of our students also constitutes a risk in itself and therefore it is important that these are taken into account in the risk assessment completed by the school and the placement provider.
- 1.3 Work experience placements are only permitted by law for students during Key Stage 4 and above, i.e. Years 10, 11, 12, 13 and 14. Schools and academies are encouraged to provide up to two weeks' high quality work experience for all students, although most schools arrange a 5 day placement. Meadowfield School consider individual needs ahead of any placement arrangement. If suitable, some students may have a placement as part of their timetable that continues throughout the academic year.
- 1.4 The Working Time Regulations 1998 apply to students 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 students. Meadowfield School should put measures in place to ensure that students on placements are not required to work excessively long hours or unnecessarily unsocial hours. It is strongly recommended that students should not be asked to work more than a standard eight-hour day.
- 1.5 This document provides advice on arranging work experience placements to ensure that all placements are in line with health and safety legislation.

## **2. Definitions**

- 2.1 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.
- 2.2 Work Experience can be classified as either: Block - the placement takes place over 5 or 10 consecutive working days. Extended - the placement takes place on 1 or 2 days per week over a period of time. Schools must ensure that they comply with the criteria that are designed to safeguard students' entitlement to a broad and balanced curriculum. It is therefore unlikely that extended work experience of more than two days a week will meet this requirement.

## **3. Responsibilities**

- 3.1 A designated person within the school, who is trained, qualified or occupationally competent will ensure, so far as is reasonably practicable, that students on work experience, are not exposed to risks to their health and safety by ensuring that:
  - The school implements a robust health and safety management system for work experience;

- Staff and learners are aware of their responsibilities with regards to work experience;

### 3.2 **Principal and Career Lead**

The Principal has overall responsibility to ensure the health, safety and welfare of students on work experience and staff who are involved in the planning and preparation of the placement. They are supported by the careers Lead. They will ensure that:

- a suitable and sufficient management system is implemented for work experience;
- a named member of SMT or an appropriate person is nominated within the school with responsibility for ensuring that the health and safety requirements for work experience are carried out;
- a Work Experience Co-ordinator or appropriate person is nominated within the school; the responsibilities of the Placement Organiser are implemented (see 3.4)
- 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 Meadowfield School's accident and injury protocol and that all parties understand their responsibilities.

### 3.3 **Governing Body**

The role of the Governing Body is to ensure that the work experience policy is up to date and to monitor that work experience is delivered effectively. They will ensure that:

- the Work Experience Policy is correct and ensures that the school's arrangements meet all requirements.

### 3.4 **Placement Organisers** (The person responsible for arranging the placement)

Before a placement is organised the young person and the parents / carers should give written consent that they are happy for a placement to commence. (Appendix A)

Whoever takes on the role of Placement Organiser is responsible for the following duties:

- To ensure that, before approving a placement, the Work Experience Placement Assessment Form (Appendix B) has been completed and the assessment outcome is satisfactory.
- Ensure that placement risk assessments are made available to schools, in order that they can be sent to parents/carers; .
- Ensure that information about safeguarding is sent to the employer.
- Ensure the placement provider has been given relevant information about the students Needs
- Ensure that a 'Work Experience Placement Understanding' letter (Appendix C) is signed by the Employer
- Ensure that all placements are visited and there is a revisit programme in place, usually when a new learner starts.

A work experience placement can only start if the Assessment Outcomes from the Work Experience Placement Assessment Form is deemed satisfactory and any high priority action points have been addressed

### 3.5 Monitoring the Placement

Staff monitoring Work Experience Placements can be anybody within the school who is assigned to the student on placement. The staff member responsible for a placement will ensure that:

- they are familiar with the risk assessments for placements being visited and that any identified personal protective equipment or clothing is worn; records are kept of the monitoring visit;
- a visit takes place as required. Where it is not possible to make a visit due to location of the placement, phone contact takes place and is recorded;
- ensure, where there are any concerns, that this is reported as soon as possible to the placement organizer and Careers Lead and more frequent visits made;
- ensure child protection and health and safety procedures are followed.

### 3.6 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 is completed and takes into account specific factors such as immaturity, inexperience and lack of awareness, as well as any additional needs that the student may have.
- 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 that 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 and parents/carers of any accident/incident as soon as practicable;
- complete the incident/accident book, and/or report as a RIDDOR to HSE in the event of a serious accident/incident

The School/Placement Organiser must ensure that they are satisfied that the Placement Provider has these processes in place before approving a placement.

- 3.7 Parents or carers of a child have no specific responsibilities under health and safety legislation, except when they provide work experience for members of their own family. In this case they will have the same health and safety responsibilities as other placement providers. Parents or carers of a child can provide useful information about their child's medical or behaviour conditions, or particularly any potential health and safety problems that may relate in the placement. This information must be passed on to the placement

provider so that s/he is able to carry out an effective risk assessment prior to the commencement of the placement.

#### **4 Risk Assessment**

- 4.1 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.
- 4.2 Risk assessments should be undertaken by the school, alongside the placement provider as soon as the placement details have been agreed and before the student takes up the work placement. Placement providers should be informed in advance by the school and /parents/carers about any individual students who may be at greater risk, for example because of any specific medical needs/behavioural needs or learning difficulties
- 4.3 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;
  - any issues relating to students medical, behavioural, physical and/ or learning needs
- 4.4 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.
- 4.5 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.
- 4.6 In order to fulfil the legal requirements relating to risk assessment, Meadowfield School 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.

#### **5. Suitability of the Placement**

- 5.1 Suitability of the placement will be assessed via the Work Experience Placement Assessment Form in terms of Health and Safety.
- 5.2 The placement needs to be deemed suitable in terms of educational value. Relevant for the learners needs and assist with personal and social development. This should be agreed between the SMT, placement provider and parents.

- 5.3 The suitability of a placement should be considered by the Assistant Principal/Careers Lead.

Meadowfield School does not prohibit any placements as we recognise the diversity and individual needs of our learners. However, there are placements that should be restricted, e.g, working with guns, fireworks, gambling and age appropriate such as working with alcohol, within tattoo studios etc.

## **6 Confidentiality**

- 6.1 Parents must inform the employer 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.

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

- 7.1 Students should understand the necessity for health and safety controls in the workplace. General principles could be introduced as part of the pre-briefing by the school and/or at a pre-placement visit by the student.

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

- 8.1 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.
- 8.2 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.
- 8.3 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.
- 8.4 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.

## **9 Feedback**

- 9.1 Successful management of work experience programmes depends on feedback, therefore placement coordinators are encouraged to provide feedback to placement providers. This may also include a thank you letter.
- 9.2 It is recommended that students are asked to feedback on the health and safety standards of the placement provider during the post placement review. The Placement Organiser/Careers Lead will need to be notified immediately if concerns are raised.

## **10 Child Protection**

- 10.1 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.

- 10.2 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.
- 10.3 Employers should do all they can to ensure their employees 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.
- 10.4 Employers must read the letter regarding safeguarding (Appendix D) or provide evidence that they have a Child Protection Policy in place. Schools providing work experience placements are exempt from this.

## **11 Insurance**

- 11.1 Meadowfield School ensures that work experience placements have the correct insurance in place. 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 well being of the student at all times, all appropriate health & safety guidance adhered to, and appropriate risk assessments carried out).

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

- 12.1 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.
- 12.2 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.
- 12.3 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.

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

- 13.1 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.
- 13.2 Placement providers must notify immediately the parent and school, giving full details of any incident/accident involving a student. Schools should then deal with the accident appropriately. This may include an investigation.


## **14 Information and Advice**

- 14.1 Further information about work experience placement - Department of Education - Post-16 work experience as a part of 16 - 19 study programmes and traineeships. Departmental advice for post 16 education and training providers.

<https://www.gov.uk/government/publications/16-to-19-study-programmes-guide-for-providers/16-to-19-study-programmes-guidance-2019-to-2020-academic-year>

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/601373/Work\\_experience\\_and\\_related\\_activities\\_in\\_schools\\_and\\_colleges.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/601373/Work_experience_and_related_activities_in_schools_and_colleges.pdf)

- 14.2 School procedures regarding what constitutes a work experience placement can be found in the FAQs (Appendix E)

 <b>School Policy Approved by Leadership Team</b>	
<b>Policy Adopted</b>	Date: March 2024
<b>Policy Approved</b>	Date: March 2024
<b>Next Review</b>	Date: Academic Year 2025/6



## Appendix A Work Experience Parental Consent Form

**This form is to cover consent for Meadowfield School Students undertaking Work Experience during Term Time.**

- An employer participating is asked to confirm that they have Employer and Public Liability Insurance that covers a student on work experience.
- Under health and safety law the student is regarded as an employee of the work experience provider for the duration of the placement. As such, the employer has the same responsibilities for the health, safety and welfare of the student as it does its other employees.
- You are however required to disclose any medical conditions or additional needs the student may have to enable the employer to ensure the health, safety and welfare of the student during the placement.
- Failure to disclose any medical conditions or additional needs may jeopardize the success of the placement and could invalidate your child's insurance cover.

PARENT/CARER DECLARATION: (This information will be shared with the employer)

Name of student	
Date of Birth	
Emergency Contact Name And Relationship to student	
Emergency Contact Number	
Medical Diagnosis/condition	
Please indicate if your son or daughter regularly takes any medication that needs to be brought to the workplace	Yes/No  If Yes please provide details

As Parent/Carer of	
I confirm that I am happy for my son/daughter to undertake their placement with	
On the following dates and times:	
I accept responsibility for them during the work experience and I am aware of arrangements made in respect of:	
Support at the workplace:	
Lunch:	

Travel to and from the placement:

I also undertake to ensure that they adhere to the stipulated conditions of the workplace.

Parent/Carer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Carer Name (please print) \_\_\_\_\_

**STUDENT DECLARATION:**

As the student named above, I confirm that I understand the nature of the job role. I agree to follow all safety, security and other instructions, given by the employer, both written and verbal (including any included in the Risk Assessment). I also undertake not to disclose any information confidential to the employer without the employer's approval and will not utilise Social media in an unprofessional way.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name (please print): \_\_\_\_\_

**Appendix B**

**Work Experience Placement Assessment Form**

<b>Section A (To be completed by Placement Organiser)</b>	
Student Name	
Name of Company/Employer/Placement	
Dates of Placement	

<b>Section B (To be completed by Employer)</b>	
Name of Company	
Name of Company Contact	
Position	
Company Address	
Email	
Contact Number	
Dates of Work Experience	
Type of Business	
Number of Employees	
<b>Employers' &amp; Public Liability Insurance cover are both required for work experience</b>	
Does your company have Employers' Liability Insurance?	Yes/No Name of Insurer:  Policy Number:
Does your company have Public Liability Insurance?	Yes/No
Health and Safety Policy?	Yes/No
Written Risk Assessments?	Yes/No

Are the company premises registered with the enforcing authority? (e.g. HSE or District Council)	Yes/No
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<b>Section B continued (To be completed by Employer)</b>	
Job Title and brief description of duties	
Start Time:	Finish Time:
Please confirm that you have Risk Assessments in place for the duties that students will be asked to complete	Yes/No
Are there any relevant learning/behavioural difficulties, disabilities or medical health conditions that would stop a young person working in your environment	Yes/No (If Yes please indicate what these are)
Employer Signature:	
Print Name:	
Date:	

<b>Section C (To be completed by Placement Organiser)</b>	
Public Liability Insurance	
Employers Liability Insurance	
Risk Assessment	
Information Shared with Parents/Carers	
Information shared with Employer	
Child Protection/Safeguarding Information shared with Employer	
Site Visit/Date	
I am satisfied that the placement is suitable and all relevant checks have been made	
Placement Organiser Signature:	
Print Name:	
Date:	

**Appendix C                      Work Experience Placement Understanding Letter**

Dear Employers,

**WORK EXPERIENCE PLACEMENT UNDERSTANDING BETWEEN PLACEMENT PROVIDER AND MEADOWFIELD SCHOOL**

I have received a copy of and will familiarise myself and other relevant staff with the safeguarding letter.

I understand that parents/carers will provide me with essential student details including their emergency contact details and health needs.

I agree for a member of staff from Meadowfield School to visit the student while on placement. I will provide a first day induction for the student including introducing the student to other colleagues and identifying the named supervisor, first aid, fire procedures and other relevant health and safety matters.

I understand that under government guidelines the business takes full responsibility for the Health and Safety of any person on work experience, which is covered by our existing Employers' Liability Compulsory Insurance (ELCI).

I understand that there is no payment for either party involved in the work placement.

Should I have any concerns regarding the student I will contact the school at the earliest opportunity.

Signed on behalf of Employer \_\_\_\_\_

Name and Job Title \_\_\_\_\_

Date \_\_\_\_\_

## **Appendix D                    Safeguarding Information to Employers**

Dear Employers,

Thank you for agreeing to offer work experience for our students from Meadowfield School. I need to make you aware that some of the students are under the age of 18 years or are vulnerable adults up to the age of 19 years. The school, therefore, has a statutory and moral duty to safeguard and promote the welfare of these young people.

If you have any welfare or safeguarding concerns about a student who is on placement with you, you **MUST** inform Liz Hymus (Designated Safeguarding Lead) from Meadowfield School. She can be contacted on 01795 477788 or by email [liz.hymus@meadowfield.kent.sch.uk](mailto:liz.hymus@meadowfield.kent.sch.uk)

If she is not available, then please ask to speak to one of the schools Deputy Designated Safeguarding Leads who can be contacted via the main office on 01795 477788.

Please see below a link to an NSPCC guide on what to do if you think a child is being abused <https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/what-if-suspect-abuse/>

The parent/care has provided you with essential student details including health needs and emergency contact details but if you require further information, please do not hesitate to contact us.

Kind regards,

Careers and Community Liaison Officer

## **Appendix E                      Work Experience FAQs**

### **1.    What is the process for organizing group work experience opportunities supported by the class team?**

For group work experience supported by the class team, the trip needs to be put on Evolve as per the usual trips and visits protocol. This ensures that the necessary permissions, risk assessments, and other logistical considerations are properly managed.

### **2.    How are individual work experience placements supported by staff handled?**

Individual work experience placements supported by staff follow the school's work experience policy. This policy outlines the guidelines, expectations, and procedures for arranging and facilitating individual work experience opportunities for students.

This does not need to be uploaded to Evolve.

The 'Work Experience Parental Consent Form' will clearly detail level of staff support, travel arrangements etc

### **3.    What about individual work experience placements that students attend by themselves but are supported by staff to travel to and from the placement?**

Individual work experience placements whereby staff support with travel to and from the placement follow the school's work experience policy. This policy outlines the guidelines, expectations, and procedures for arranging and facilitating individual work experience opportunities for students.

This does not need to be uploaded to Evolve.

The 'Work Experience Parental Consent Form' will clearly detail level of staff support, travel arrangements etc

### **4.    Do students need to follow any specific protocol for individual work experience placements if they travel to and from home independently?**

Yes, for individual work experience placements where students travel to and from home independently, they still need to follow the school's work experience policy. This policy ensures that appropriate guidelines, safety measures, and support are provided to students during their work experience.

This does not need to be uploaded to Evolve.

The 'Work Experience Parental Consent Form' will clearly detail level of staff support, travel arrangements etc

### **5.    Who is responsible for sharing information regarding student's emergency contact details/medical conditions/medications etc**

Parents/carers must complete the 'Work Experience Parental Consent Form' prior to the start of the placement. This is then shared with the employer.

### **6.    How are students supported during individual work experience placements?**

Students participating in individual work experience placements receive support from school staff. This support may include pre-placement preparation, regular check-ins, guidance on workplace expectations, and opportunities for students to reflect on their experiences.