



Work Experience Policy February 2017 (Review date February 2019)

Section 1 – Placements organised by school

1. School Organised Placements (via Work Experience Officer)

a) Timing of Placements

The school endeavours where possible to source placements for pupils who apply through the Careers Department. As a minimum, we encourage students to undertake a one week placement at the end of the Fifth Form and a second between Form 6 and Form 7. The majority of school placements take place during the summer holidays but occasionally it may be possible to organise placements during other holidays or after public examinations. Timing of placements is at the discretion of the employer.

b) Assignment of Placements

School work experience placements are for Form 5 and Form 6 pupils and are normally allocated on a 'first come, first served' basis. Form 7 pupils may apply for work experience placements but priority will be given to students in Forms 5 and 6. In a situation where more than one pupil applies for the same placement at the same time, either the employer will decide which student to take or the Work Experience Officer will decide in conjunction with the tutor and the Head of Careers.

Visa restrictions may apply for non-EU pupils undertaking work experience outside of term time. Pupils should discuss this with the Work Experience Officer before applying for school organised placements.

c) Preparation of Pupils

Form 5 pupils are involved in sessions on how to write a CV and letter of application as part of the *Careers Oakham* programme.

Form 5 pupils also take part in a Work Experience preparation session during the summer term. It is important that students understand the necessity for Health and Safety controls in the workplace and their role in upholding them. Employers should also provide Health and Safety and other relevant information to the student as part of their induction at the start of a work experience placement. A Health and Safety Induction Form is available for students and/or employers who wish to use it.

The Work Experience Officer will contact all pupils on school organised placements on the second day of the placement to ensure that an appropriate induction has taken place.

d) Hours of Work and Payment

The timing of work placements will be provided to pupils when the placement is arranged. School age pupils should not be expected to work for more than 40 hours per week and should not be expected to work during a night shift.

No payment is made for work experience placements.

e) Health and Safety

The employer is responsible for the Health and Safety of the students whilst on work experience. Work experience students should be treated exactly the same as other employees and covered under the normal employers insurance arrangements. As part of arranging placements the Work Experience Officer will check with employers that they have the required insurance policies in place and that there are procedures to manage any relevant risks. Risk assessments are reviewed as appropriate by the school Health & Safety Officer.

The Learning Skills Council booklet *'Be Safe – A Introductory Guide to Health and Safety'* is a valuable resource and should be read by students prior to starting work experience placements. This document is given to pupils during their work experience preparation in Form 5.

f) Travel Arrangements

The majority of work experience placements are during the school holidays and the school is unable to provide transport. It is the responsibility of parents to help pupils make the necessary arrangements for getting to and from placements.

g) Sickness Arrangements

In the event of a student being unable to attend due to sickness, the parent/pupil should contact the employer directly to inform them and also email the Work Experience Officer (scw@oakham.rutland.sch.uk). Employer contact details are given on the Work Experience Form, which is emailed to pupils, parents and employers before the placement.

h) Student Conduct

Pupils are expected to behave sensibly and responsibly whilst on work experience and to abide by the rules of behaviour and appearance set by the employer. Pupils will be informed of the employer's dress code by the Work Experience Officer.

Pupils must not disclose any information confidential to the employer that becomes available to them during the placement.

i) Visits before the placement

Where possible, the Work Experience Officer will visit new employers once to check the work environment is suitable, to meet the main contact/supervisor and to discuss the student goals and review process. If this is not possible the employer will be contacted by telephone. Employers will be contacted by telephone at regular intervals thereafter depending on their risk category.

Low Risk – office, shop, everyday risks

Medium Risk – light assembly, packing, less familiar risks

High Risk – construction, agriculture, manufacturing

j) Visits/contact during the placement

The Work Experience Officer will either visit or telephone each student towards the beginning of the work experience placement to ensure that an adequate induction programme has taken place (see Health and Safety) and that the pupil is happy. Any issues that arise will be dealt with by the Work Experience Officer on the same day or if necessary passed onto a relevant member of staff at the Employer or a senior member of staff at Oakham School to deal with.

Contact details for the Work Experience Officer, including an emergency out of hours contact number, are provided for pupils and parents on the Work Experience Form.

k) Work Experience Report

Students are expected to complete a Work Experience Report as part of school organised placements. This forms an important part of the work placement and provides students with the opportunity to reflect on and record experience gained and skills developed. A copy of the report should be sent to the Work Experience Officer.

l) Work Experience Reference

All employers are asked to provide a brief report detailing the performance of pupils on school organised work experience. Pupils are encouraged to discuss their performance with the employer before completing the placement and to obtain a copy of the report/reference, if possible. A copy of the report should be sent to the Work Experience Officer.

2. School Organised Placements (via Languages Department)

European Work Experience for Form 6 is arranged as an option for A-Level and IB language students. The Work Experience Programme is organised by a third party travel company, currently Halsbury Travel Ltd, and students and their parents make the contract directly with Halsbury Work Experience Abroad. Halsbury Travel Ltd are responsible for checking all Health and Safety arrangements are in place including appropriate insurance policies, risk assessments and risk management procedures.

The European Work Experience Programme is for students over the age of 16 only.

Section 2 – Placements Organised by pupil

1. Placement in the UK

a) Timing of Placements

Work experience placements arranged by the pupil or parent should only be arranged during school holidays.

b) Preparation of Pupils

All Form 5 pupils are involved in a Work Experience preparation session to ensure that they are fully prepared for work placements. This applies to pupils making their own arrangements as well as those on school organised placements.

Pupils on placements that they have organised themselves, however, will not be contacted by the Work Experience Officer and parents should ensure that they monitor their child during the placement.

c) Health and Safety

Under Health and Safety law, work experience students are considered the same as any other employee. The employer should already be managing the risks in their workplace and is responsible for the health and safety of students whilst on a work experience placement. Parents/pupils should satisfy themselves that the employer has assessed the associated risks to workers under 18 on their premises and has put in place measures to mitigate these risks.

Employers should have in place Employer's Liability Compulsory Insurance and Public Liability Insurance policies. These policies should be provided by a member of the Association of British Insurers. Pupils/parents should check with the employer that insurance is in place before starting the placement. Pupils/parents should also inform the employer of any medical or learning issues that the student has that may need to be considered as part of the employers risk assessment.

The Health and Safety Executive provide guidance for parents arranging work experience for their children:

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

2. Placement outside the UK

a) Timing of Placements

Work experience placements arranged by the pupil or parent should only be arranged during school holidays.

b) Preparation of Pupils

All Form 5 pupils are involved in a Work Experience preparation session to ensure that they are fully prepared for work placements. This applies to pupils making their own arrangements as well as those on school organised placements.

Pupils on placements that they have organised themselves, however, will not be contacted by the Work Experience Officer and parents should ensure that they monitor their child during the placement.

c) Health and Safety

Parents are advised to check that employers conform to all local and national standards in the country in which the placement will take place and if necessary should contact the local authorities in the country to check what arrangements are required for work experience. Parents should satisfy themselves that appropriate insurance, risk assessment and risk management procedures are in place.

Section 3 – Summary of Arrangements and Duty of Care

See following page for an outline of Duty of Care arrangements.

Type of Placement	Pre-placement information to students	Pre-placement preparation of students	Placement checks with host employer	Placement monitoring arrangements	Emergency contact arrangements	Duty of Care level
School organised in UK	✓	✓	✓	✓	✓	Full Duty of Care (See note 1)
School organised in EU (Languages Dept)	✓		✓ Done by Halsbury Travel	✓ Done by Halsbury Travel	✓	Limited Duty of Care (See note 2)
Organised by parent/pupil in UK		✓ As part of Careers programme				Limited Duty of Care (See note 3)
Organised by parent/pupil outside UK		✓ As part of Careers programme				Limited Duty of Care (See note 4)

Notes:

1. For work experience placements organised by the school all reasonable steps are taken to ensure the safety of pupils. The school will ask appropriate questions to satisfy themselves that suitable risk management procedures are in place with the employer including insurance, risk assessments and an induction programme. Pupils are given information about the employer in advance as well as information about safety in the workplace and their responsibilities. An out of hours telephone number is provided by the school in case of emergency.
2. Work experience placements in the EU are arranged by a third party agency (Halsbury Travel). The contract is between the parent/pupils and the agency. Parents should contact the agency for all information and details regarding health and safety.
3. Where parents/pupils have arranged their own work experience placement in the UK, duty of care is limited to providing guidance on how to organise a placement and appropriate checks to consider. Parents are directed to the HSE website for guidance. Pupils are involved in work experience preparation covering general safety, raising concerns and their responsibilities in the workplace.
4. Where parents/pupils have arranged their own work experience placement outside the UK, duty of care is limited to providing guidance on how to organise a placement and appropriate checks to consider. Parents are advised that in addition, they should take steps to check local requirements for work experience and to reassure themselves that the employer has suitable risk management arrangements in place.