

Work Experience Policy

1. Introduction

Westbourne School is committed to its pledge to support young people with their future and next adventure. For many of our young people that adventure may be their entrance to employment.

This policy sets out the expectations and guidelines of the Group and external parties in respect of work experience made available to young people supported and cared for by Westbourne School.

Work experience provides a key opportunity to support young people in preparing for their next stage in their education, employment or training. Through work experience young people will gain vital insights into the world of work, encouragement to aspire and support in their preparation for their future.

All young people are encouraged and supported to find placements linked to their preferred career paths or that suit their interests, skills and strengths.

2. Work Experience Purpose:

Through supporting young people to obtain work experience Westbourne School aims:

- To enhance the young person's understanding of the world of work
- To develop the young person's employability skills
- To provide an insight into skills, qualities and attitudes required by particular sectors and employers
- To broaden the range of continuing education training and employment options a young person may wish to consider
- To introduce young people to a variety of occupations before committing themselves
- To promote the personal and social development of young people
- To help young people with the transition to work when ready
- To actively engage employers across the UK with supporting young people into the work place
- To support employers across the UK with empathy and holistic support required in employing young people

3. Organising a Work Placement

Any work placement opportunity must be arranged with support of the young person and include the involvement of their parents, foster carers and social worker (if applicable).

It is the responsibility of Westbourne School staff member organising the placement to ensure that the employer is providing a meaningful, positive work placement. The responsible person from the work experience provider will plan the work and be designated for the welfare and supervision of the young person during the period of the placement.

Risk assessments should be undertaken by the placement provider as soon as the placement details have been agreed in conjunction with the parent/carer and Outcomes First Group before the young person takes up the work placement. Placement providers should be informed in advance about any individual young people 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 young person;
- the extent of the health and safety training provided, or to be provided, to the young person concerned
- any issues relating to young people medical, behavioural, physical and/ or learning needs.

All completed copies of risk assessments are to be returned to National Quality Officer – Employability.

4. Responsibilities of Outcomes First Group

It is the responsibility of the placement organiser from Westbourne School in conjunction with the parent or carer to ensure that the placement employer has policies and procedures in place to protect children from harm.

Barred list checks might be required on employees who supervise a young person on their work experience placement. It should be considered whether the individual providing work experience will be unsupervised themselves, if the person is unsupervised and in frequent contact with the child then it would be considered best practice for an enhanced DBS check to be carried out.

5. Responsibilities of the Work Placement Provider

Westbourne School expects that all work placement providers adhere to the legal requirements and recommended best practices to ensure the safety of young people in their workplace.

Health and Safety

Employers should be aware that in line with The Health and Safety (Training and Employment) Regulations 1990 state that a person provided with relevant training shall be treated as being the employee of the person whose undertaking (whether carried on by him for profit or not) is for the time being the immediate provider to that person of the training;

Section 2 of the Health and Safety at Work etc. Act 1974 imposes general duties on the employer to ensure so far as is reasonably practicable, the health, safety and welfare at work of all employees.

Sections 7 and 8 place general duties on all employees and therefore 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.
- not to interfere with or misuse anything provided for their health, safety or welfare.

Young people will not do work prohibited by law such as operate dangerous machinery, carry out any manual handling tasks identified as being a risk to the young person's health and safety, or be exposed to dangerous substances, radiation, extreme heat or cold, noise or vibration or any other work environment that may endanger their health and safety.

Where appropriate, young people will be provided with and instructed on the correct use of personal protective clothing and equipment (PPE) and its use will be enforced.

The employer should be asked to confirm that they have a current Health and Safety Policy and that this will be included in Induction training of the young person at the start of the placement. It is important that this is confirmed.

Working Time Regulations

Stringent daily and weekly working time limits for young workers are compulsory for those aged 18 and under. It is expected that the work placement provider applies these regulations to all young people regardless of age.

- 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

Employer's and Public Liability Insurance

Employer's Liability Insurance covers the firm's legal ability for injuries sustained by employees (including young people on work experience) whilst at work. Confirmation should be requested and received that the prospective 'employer' does have both Employer's and Public Liability Insurance in force and that

the latter does not exclude abuse. The employer must notify their insurers that they participate in work experience placements. If the employer does not confirm that these Insurances are in place, young people should not attend such establishments. 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.

Motor Vehicle Insurance

If the young person will travel with an employee or their supervisor during the placement, it is essential that the vehicle is insured appropriately to cover the work experience young person for business travel.

6. Responsibilities of the Young Person

Westbourne School expects all young people undertaking work experience to cooperate fully with their employer and behave in a matter befitting of their work place.

Young people are expected to take reasonable care of their own health and safety, or that of other people who may be affected by their actions throughout the duration of their placement (Not doing anything that puts their own or other people's health and safety at risk)

To follow health and safety instructions, information and training.

Never intentionally misusing equipment or anything provided for health and safety reasons.

Should the young person experience any difficulties during the placement they are advised to inform their mentor within the Group as soon as possible.

7. Accident & Incident Reporting

All accidents/incidents of ANY kind while the young person is at work must be reported to both the placement provider and placement organiser where an accident/incident form must be completed as per the Groups Accident/Incident Reporting Policy.

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