

Hartlepool Aspire Trust

(Catcote Academy & Catcote Futures)

Work Experience Policy



Hartlepool Aspire Trust (Catcote Academy & Catcote Futures) Work Experience Policy

Originator: Jackie McGarry

Date: April 2021

Reviewer Lisa Greig

Date: April 2021

Approver: Standards Committee

Date:

Issue	AMENDMENT	IMPACT LEVEL	DATE
1	First Issue	Moderate	25-Sep-2019
2	Annual Review – COVID Addendum added	Moderate	April 2021

© Hartlepool Aspire Trust, 2014. Hartlepool Aspire Trust, C/O Catcote Academy, Catcote Road, Hartlepool, TS25 4EZ
This document is licensed under a [Creative Commons Attribution-Share Alike 2.0 UK: England & Wales Licence](https://creativecommons.org/licenses/by-sa/4.0/).



Table of Contents

1	Introduction	4
1.1	COVID 19 Addendum	4
2	Responsibilities	5
2.1	CEO	5
2.2	All Staff	5
3	Policy	5
3.1	Legal Requirements and Recommended Best Practices	6
3.1.1	Health and Safety	6
3.1.2	Working Time Regulations	6
3.1.3	Risk Assessment	6
3.1.4	Disclosure and Barring Service (DBS)	7
3.1.5	Employer’s and Public Liability Insurance	7
3.1.6	Motor Vehicle Insurance	7
3.1.7	Work Placement Duties	7
3.1.8	Health, Safety, Welfare and Security	8
3.1.9	Insurance	8
3.1.10	Child Protection	9
3.1.11	Placement Monitoring	9
3.1.12	Statutory Obligations	9
3.2	Procedures	9
3.2.1	Before the work experience	9
3.2.2	During the Work Experience	10
3.2.3	After the work Experience	10
4	Review Period	10
5	Definitions / Abbreviations	11
6	Records	11
7	References	11
	Appendix 1 – Placement Risk Assessment	12
	Appendix 2 - Placement Provider’s Agreement	14
	Appendix 3 - Personalised Student Work Placement Risk Assessment	17
	Appendix 4 - Work Experience - Consent to share information & administer medication ..	22

1 Introduction

The work experience that we offer is well-planned and well-organised. This has an important role in developing students' employability skills, personal and social skills and helps them learn about the world of work. It is essential that any work experience placement is "meaningful" and should provide students with core employability skills (as per the Department of Education guidance); and it should also provide experience of working in a career they would be interested in pursuing. (For further information please go to: <https://www.gov.uk/government/news/new-guidance-on-work-experience-published>)

1.1 COVID 19 Addendum

Careers Education, Information, Advice and Guidance Policy 2020 Covid-19 Addendum To assist with the maintaining of providing each student with the skills and confidence to make well informed decisions regarding their future, this document is to be read in conjunction with the current policy on Careers Education, Information, Advice and Guidance and Work Experience Policy.

The principles as set out in Careers Education, Information, Advice and Guidance Policy and the Work Experience Policy remain and should continue to be followed. This addendum should not be used as a stand- alone document and should be read in conjunction with the existing policy. It sets out the expectations of Hartlepool Aspire Trust in light of the Covid-19 pandemic and the new systems in place to support children as they prepare for their next academic pathways. This addendum follows the advice and guidelines provided by the Government and DFE. The Health and Safety of students, staff and visitors is our fundamental focus to ensure that everyone is safe whilst on site. As a consequence of this, certain rules will be necessary and non-negotiable at any point.

These rules include:

- Social distancing will be expected to be followed at all times.
- There will be stringent rules regarding hand washing throughout the day.
- PPE maybe worn by staff but we will not be providing any for pupils at this point apart from hand sanitiser and soap to wash hands.
- Moving around the school as per specific instructions (for example, one-way systems, remaining in class bubbles, out of bounds areas, queuing)
- The Trust will also make use of outdoor spaces in the local area to support delivery of the Careers curriculum.
- Expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching your mouth, nose and eyes with hands

- The Careers programme will be followed as closely as possible to ensure students are given up-to-date, impartial advice and guidance.
- Where employers are not able to visit the site, the careers Leader will endeavor to use alternative means to provide students with the ability to virtually see, hear and ask questions of employers in line with the careers programme. (Virtually)
- Whilst external visitors are prohibited on site, the Careers Leader will provide alternative options for Careers and Enterprise learning as an in-class activity. All social distancing and hygiene rules will be maintained.
- Work Experience – using a variety of resources, the Careers Leader will ensure students will have access to take part in virtual and meaningful encounters with employers (until Students are allowed off-site)
- Careers Fairs – these have been cancelled by organisers under the existing government guidelines regarding large gatherings. The Careers Leader will promote virtual careers fairs to students and parents via letters home, the school website and student assemblies.
- Independent Careers Advice – This will continue to be offered by observing the correct social distancing rules.
- College Tours – (where appropriate) students will have access to a virtual tour of colleges and other FE Providers
- College Applications – the Careers Leader will meet with students to discuss college options and continue to assist with applications, adhering to socially distanced rules.
- Regular careers presentations during virtual assemblies

2 Responsibilities

The following people have responsibilities under this policy.

2.1 CEO

The CEO ensures that this policy is effectively implemented and is being adhered to.

2.2 All Staff

All teachers are expected to be familiar with this policy and implement it fully.

3 Policy

Work experience forms an integral part of the Careers, Education, Information and Guidance (CEIAG) programme at Hartlepool Aspire Trust and this policy should be read in conjunction with our CEIAG Policy, Child Protection Policy and our Risk Assessment

Policy. Our aim is to offer our students a high quality and meaningful engagement with employers to give them a valuable experience of the work environment and develop their employability skills.

3.1 Legal Requirements and Recommended Best Practices

There are certain legal requirements and recommended best practices that are in place to ensure the safety of all parties involved in a work experience placement. The main areas to be aware of are:

3.1.1 Health and Safety

“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 student 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

The employer should be asked to confirm that they have a current Health and Safety Policy and that they will go through the relevant sections with the student at the start of the placement. It is important that this is confirmed. If there are fewer than five employees, a written risk assessment is not required.

3.1.2 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 student to work in excess of the limits set out above.

3.1.3 Risk Assessment

The employer should be asked to confirm that a risk assessment will be completed for the duties being undertaken by the student, taking into account the age and limited experience of the young person and that the key findings will be communicated to the student before the commencement of the placement. The employer should be informed of any medical conditions the student has, which could result in an increased risk to the student 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 student.

3.1.4 Disclosure and Barring Service (DBS)

A DBS check is required where a student 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. The employer is responsible for identifying if a DBS check is required (currently students under the age of 16 do not require one) and for organising it.

3.1.5 Employer's and Public Liability Insurance

Employer's Liability Insurance covers the firm's legal ability for injuries sustained by employees (including students 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, students should not attend such establishments. It should be noted that Sole Traders have no requirement for Employers' Liability Insurance and a student 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.

3.1.6 Motor Vehicle Insurance

If the student 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 student for business travel.

3.1.7 Work Placement Duties

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.

3.1.8 Health, Safety, Welfare and Security

The employer recognises that a student on work placement is to be regarded as an employee for the purposes of Health and Safety legislation and the associated duty of care. A current health and safety policy will be maintained and there will be compliance with the provisions of the Health and Safety at Work Act 1974 and its relevant statutory provisions.

The employer will undertake a suitable and sufficient risk assessment in relation to the health and safety of the student while on the placement, taking into account the student's inexperience, immaturity and lack of awareness of risks. At the start of the work placement, the employer will provide students with a health and safety induction, which will include workplace hazards and their control, fire, emergencies, first aid, accident reporting and security arrangements.

Students will not do work prohibited by law, operate dangerous machinery, carry out any manual handling tasks identified as being a risk to the student'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, students 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 will notify the parents/guardian and School, by telephone and as soon as practicable, of any accident, of any case of ill health or any other incident which relates to the student's work placement. When appropriate, the employer will comply with the provisions of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. The employer will have access to adequate first aid facilities as required under the Health and Safety (First Aid Regulations 1981).

3.1.9 Insurance

The employer will arrange for Employer's Liability Insurance, Public Liability and Motor Vehicle Insurance (where applicable) and will confirm that the student is covered by each policy. The employer will accept, or insure against liability for loss, damage or injury caused to or by the student, whilst on work placement, to the employer's property (material damage), other employees or third parties, in the same way as for paid employees. The employer will notify their insurer of student participation in work experience.

3.1.10 Child Protection

The employer is responsible for the welfare of the student during a work placement and is aware of child protection issues, particularly responsibility under the Criminal Justice and Court Service Act 2000 to disclose the names of individuals who are disqualified from working with children, where known to them.

3.1.11 Placement Monitoring

Catcote Academy & Catcote Futures staff will monitor the placement progress of our students. Students attending their placement within our school and College are the responsibility of their establishment and they will follow their own procedures to monitor the progress of the placement.

3.1.12 Statutory Obligations

Catcote Academy and Catcote Futures agree to observe all relevant current legislation, in particular that relating to Health and Safety, and legislation in respect of Sex Discrimination, Equality and Discrimination, Race Relations, Disability and the Children Act & Safeguarding.

3.2 Procedures

3.2.1 Before the work experience

- Prior to the work experience placement commencing, Mick Slimmings, Health & Safety Officer of Hartlepool Aspire Trust, will carry out an in depth placement risk assessment (Copy to be held with H & S Officer and also given to placement provider). **See Appendix 1**
- Placement Provider Protocol will be completed prior to commencement of work placement, this document clearly outlines the agreement between the school/college and the placement provider and states responsibilities of both. This is signed by Catcote Academy or Catcote Futures staff, and placement provider. A copy is given to the provider to keep for their records. Placement Provider must ensure that all documents are stored securely and are GDPR compliant. **See Appendix 2**
- Individual Student risk assessments are completed by pastoral teachers who then pass their completed forms to Claire Robinson, Health Care Assistant (HCA). These are signed off and the HCA advises if there any medical needs/medication that need to be administered or considered. The form will then be passed to Gillian Durkin, Designated Safeguarding Lead (DSL) to

determine whether there are any safeguarding issues/concerns that may impact upon the work experience commencing. **See Appendix 3**

- Consent to Share information must be completed and signed by parent/carer before any personal information is passed to the placement provider, this document is GDPR compliant and has been updated to allow withdrawal of consent **See Appendix 4**

3.2.2 During the Work Experience

- The expectation is for students to behave in an exemplary manner during their Work Experience, as they are ambassadors for the School/College.
- Where appropriate either a teaching assistant or Job Coach (trained in task specific instruction) will be provided to offer additional support.
- All of the students will be visited by either the Careers Lead or the Careers Assistant to carry out a work experience review. During the visit, the member of staff will check on student welfare and an evaluation form will be completed by the placement.
- Students are required to complete a log book during their placement, detailing their activities and assessing their progress. There is also a section for the employer to complete, evaluating overall performance and providing feedback. This log book will be an important record for the student to keep for future education/employment applications.
- Any issues reported by either the placement or the student/parent/carer, will be dealt with in a timely manner, by an appropriate member of staff (this can be the Careers Leader, Careers Assistant, Job Coach or a member of the Senior Leadership Team) depending on the issue.

3.2.3 After the work Experience

Students evaluate their work experience through various means;

- evaluation section in the log books
- during employability lessons
- GROFAR (online system)

These evaluations are used to support students in identifying skills that have been gained and gaps in their skill set.

4 Review Period

This policy shall be reviewed every year and revised if necessary. The document will be approved by the Standards Committee.

5 Definitions / Abbreviations

Term	Meaning
CEIAG	Careers, Education, Information and Guidance programme
DBS	Disclosure and Barring Service
DSL	Designated Safeguarding Lead
GDPR	General Data Protection Regulation
GROFAR	Careers Service Toolkit for Schools
H&S	Health and Safety
HAT	Hartlepool Aspire Trust
HCA	Health Care Assistant
PPE	Personal Protective Clothing and Equipment

6 Records

The following records are produced as a result of implementation of this Policy:

Description	Form Number	Retention Period	Storage Location
Work Placement Risk Assessment	N/A	1 year	Health & Safety Officer, locked storage
Placement Provider Agreement	N/A	1 year	Student File, locked cabinet
Individual Student Risk Assessment	N/A	1 year	Student file, locked cabinet
Consent to Share Form	N/A	1 year	Student file, locked cabinet

7 References

- [1] <https://www.gov.uk/government/news/new-guidance-on-work-experience-published>.
 [2] CEIAG Policy; HAT/POL/EDU/21
 [3] Child Protection Policy; CA/POL/HS/06
 [4] Health & Safety Policy; HAT/POL/HS/01

Appendix 1 – Placement Risk Assessment

<u>RISK ASSESSMENT</u>			
Student Name:			
Estimated Start:		Actual Start:	
Organisation Name:			
Address:			
Telephone No:			
Contact:			
Position in Organisation:			
Organisation Type:	Limited Company	Partnership	Sole Trader
	Other (Specify)		
Main Activity:			
Number of Employees:			
Normal Hours of Work:			
Job Description:			

Off the Job Training:			
Qualification Required:			
Venue:		Attendance:	
Workplace Assessment Opportunities:			
Induction Topics to be Covered:			
Employers Leave/Sick Arrangements:			
Any Additional Support Required:			
PPE / Tools Issued:			
Required:			

Appendix 2 - Placement Provider's Agreement

Introduction

Catcote Academy seeks to support their students in gaining a work experience placement to achieve their potential in a relevant trade through placing them with suitable organisations.

This agreement is between Catcote Academy and the Work Experience Placement Provider. It constitutes a working agreement, which sets out the main responsibilities and conditions of student and placement provider

This document seeks to confirm a joint understanding and approach to the policies and procedures that both parties have in place and clearly define the responsibilities of each party. This Agreement also formalises reporting and monitoring arrangements between the two organisations.

Duration of Agreement

This agreement will commence on and cease(term time only)

Details of Agreement

.....have agreed to accept..... to offer a placement to obtain work experience

For the purposes of this agreement are the Placement Provider.

Named Person

Catcote Academy ask that a person is nominated by the Placement Provider to act as the first point of contact when discussing issues between the Placement Provider and Catcote Academy

The named person for Catcote Academy is **Jackie McGarry**

The named person for Placement Provider is

In their absence the named person is

The named person for day to day supervision of trainee is

Hours

..... will attend work experience placement every from to inclusive of any time spent on training, exclusive of lunch breaks and any other breaks.

Catcote Academy must be notified if there is a shortage of work experience available, i.e. if the Placement Provider is unable to operate either generally or in such a way as to give students such experience as it considers sufficient to occupy them throughout their normal hours.

Absence

If a Student is absent from their placement, they will contact the Placement Provider and Catcote Academy before 9.00am on the first day of absence by telephoning 01429 264036.

Approved Absence

If a Student requests time off which would impact on the Placement Provider, the granting of any such time is at the sole discretion of the Placement Provider, but the Student should be treated the same as the Placement Providers employees.

In the case of absence relating to bereavement please contact Catcote Academy

Health and Safety

The Placement Provider is required to comply with all relevant legislation to safeguard Students and will be required to undertake a risk assessment prior to the Student undertaking any duties. If the trainee is required to have a DBS please indicate:

Yes

No

Catcote Academy will provide any PPE required for the role

Accident

In the case of any accident, incident or near miss involving the Student, the Placement Provider must notify the named person at Catcote Academy without delay. In addition, the Placement Provider is required to comply with any reporting procedures under RIDDOR.

Line Management

The Placement Provider has day-to-day management of the Student and is responsible for providing appropriate and competent supervision of all Students during their work experience placement. If the Placement Provider fails to provide adequate supervision of Students, Catcote Academy reserves the right to withdraw the Student without notice.

Anyone required to supervise and who is solely responsible for a trainee under 18 years of age may be required to undertake a Criminal Record Check prior to the commencement of work experience placement, the cost of which will be covered by Catcote Academy. In the event that any such check is unsatisfactory, then Catcote Academy reserves the right to withdraw the student from their placement. Catcote Academy can provide guidance on Criminal Record Checks if required.

Dispute Resolution

While the Student is on the Placement Providers premises or on site they will be covered by Placement Providers rules and code of conduct code. In situations where the provider has issues with any Student on placement they should seek to resolve this as they would with any member of their staff. Where this is not possible or the situation is seen as serious then Catcote Academy should be contacted immediately.

Medication / Medical Conditions

Where required Catcote Academy will arrange appropriate training for placement provider in the safe storage, administration of medication, medical conditions and emergency procedures.

Indemnity & Liability

The Placement Provider must have in force at all times adequate and appropriate insurance to cover all claims including personal injury, disease, death, loss or damage to equipment or buildings. A copy of the relevant insurance policy should be made available to Catcote Academy.

Equal Opportunities

The Placement Provider is required to have due regard to equality in terms of gender, race, ethnicity, colour, disability, religion or belief or lawful sexual orientation or any other status identified within the appropriate UK legislation or European Convention for Human Rights.

Site Visits

During the time that Students are on placement with the provider a member of staff from Catcote Academy may visit them whilst on site. This will be pre-arranged with the Placement Provider. Such visits will be short and will not normally take the Student away from their tasks.

Signatures:

Signed on behalf of Catcote Academy: _____

Print Name: _____

Signed on behalf of Placement Provider: _____

Print Name: _____

Appendix 3 - Personalised Student Work Placement Risk Assessment

Person filling in this form: _____

Date: _____

Student Name:	
DOB	
Address	
School	
Class	
Year Group	
Key Member of Staff responsible for coordination and implementation	

Identify Significant Risks	Risk Level H/M/L	Processes and procedures to be in place to reduce risk	Risk outcome H/M/L	Who will you share this information with			

BEHAVIOUR	FREQUENCY DAILY/WEEKLY	OPINION/FACT	INTENTION 1. Involuntary 2. Accidental 3. Deliberate 4. Intentional	HAZARD 1. Improbable 2. Occasional 3. Frequent 4. Persistent	PROBABILITY 1. Improbable 2. Occasional 3. Frequent 4. Persistent	LEVEL OF RISK 1. Low 2. Medium 3. High 4. Unacceptable
SELF HARM						
BULLYING						
INVECTIVE						
SEXUAL						
DANGEROUS						
VIOLENT						
AGGRESSIVE						
IMPULSIVE						
SUBSTANCE ABUSE						
RACIAL						
ABSCONDING						
PROPERTY DAMAGE						
OFFENDING						
WEAPONS						
MEDICATION						
LEARNING DISABILITY						

Taken into account all of the above risks, I can confirm this student is able/suitable to carry out external work placements;

Signed: _____ (Pastoral Teacher) Date: _____

Comments / Any Additional Information:

MEDICATION/MEDICAL ISSUES

If medication is prescribed Health Care Assistant should be consulted,

I have carried out appropriate risk assessment on medical needs and training of placement provider staff (if required) and confirm that placement can proceed

Health Care Assistant to sign: _____ Date: _____

Comments / Any Additional Information:

SAFEGUARDING/SAFEGUARDING ISSUES

If safeguarding issues have been reported, safeguarding officer should be consulted

I have carried out an assessment on the named student above and can confirm no safeguarding issues have been reported and can confirm this work placement can go ahead

Safeguarding Officer to sign: _____ Date: _____

Comments / Any Additional Information:

Appendix 4 - Work Experience - Consent to share information & administer medication

Student:

Catcote Academy are offering students the opportunity to access work experience to enable them to develop their skills in a working environment. Catcote Academy achieves this by working together with employers who host work experience placements whilst supporting students during the placement.

In order to enable your child to access their work placement, we need your consent to share some personal information including special educational needs, emergency contact details and any existing medical conditions and prescribed medication.

If your child is currently prescribed daily medication we would also need your consent for the placement provider to administer the medication where necessary. Catcote Academy will provide training to placement provider's staff regarding the issue of the relevant medication or request proof that appropriate training has already taken place. They will also, as part of the risk assessment, provide instruction on how to store medication safely in accordance with our policies and procedures.

We will ask the placement provider to provide feedback on progress, which we will share with you. This will allow us to review the level of support required and also help us to evaluate the work experience offered.

The information will not be passed to any other organisation/individual who is not involved in the work placement.

Please read and sign the consent form below if you agree to the requirements above and return to Jackie McGarry at Catcote Academy.

.....

I/we consent to Catcote Academy to share relevant information, including special educational needs, emergency contact details and medical conditions /prescribed medication to the placement provider in order for my child to carry out work experience.

Yes **No**

I/We agree for the placement provider staff to administer and store medication in respect of my child.

(Please state medication prescribed

Name: (Please print name in full)

Relationship to student:

Signature: **Date:**

At any time during this work experience you can withdraw your consent by emailing lisa.kirton@catcoteacademy.co.uk