

WORK EXPERIENCE POLICY



Policy Number	010	Completed by	Imogen MC	Last Reviewed date	01/06/2025
Version Number	001	Signed off by	Ade Stenner	Next Review date	01/06/2026

Skylark Plus is committed to developing the employability skills and opportunity of gaining employment of all its students. Work experience is a key component in the process of developing the skills, qualifications and experience necessary in the workplace.

Skylark Plus believes that work experience opportunities should be:

- Available to all students where appropriate.
- Relevant
- Vocationally relevant to the students' programme of study
- Assessed as safe from both a Health and Safety and safeguarding perspective.
- Monitored, with support provided by appropriate staff
- Integrated into the course scheme of work and to the individual Study Programme.
- Skylark Plus is committed to ensuring that students on a work placement perform and conduct themselves in an acceptable manner and reserves the right to refuse or withdraw a work experience opportunity where a student is not behaving to acceptable standards.

- Students will be required to undertake Disclosure and Barring Service (DBS) checks where that is a requirement of the place of work.

Risk assessment

The employer must inform all relevant workers, including students on work experience, about the significant risks to their health and safety identified by the assessment and the measures put in place to control them. When the student is below the Minimum School Leaving Age (MSLA) the work experience Co-ordinator/school link administrator must provide parents/carers of the work experience student with the key findings of the risk assessment and relevant control measures before the work placement starts.

A written record of the arrangements for work placement should be completed to:

- Confirm and agree respective roles;
- Reduce the potential for misunderstandings, particularly about health and safety responsibilities;
- Explain how the student's work will be planned;
- Set out how students will be instructed and trained before the work starts;
- Identify the supervisor and specify the arrangements for supervision.

The information that has been gathered should be reviewed regularly, and as new information is brought to the organiser's attention. The frequency of any subsequent checks of the initial assessment will depend on factors such as:

- The outcome of preliminary enquiries, initial visit etc;

- The nature of the work activity and the level of risks identified at the placement – higher risk would require more frequent contact;
- Whether the student has any specific need relating, for example, to health, disability or learning difficulties
- The standards of health and safety management;
- Any changes or variations in the work undertaken by students;
- Feedback from the students via their Directorates.

The higher the risk, the more frequent and detailed the reviews will need to be, and the higher the likelihood will be that revisits will be required.

There should be mechanisms in place to feedback information on placements from all involved, i.e. placement providers, tutors who have visited students during work placements, and from students themselves.

If feedback indicates that health and safety arrangements at a placement are no longer satisfactory, the responsible person will notify the Work Experience Coordinator who will:

- Raise the concerns with the placement provider immediately;
- Establish what the provider will do to rectify the situation, and by when;
- Consider whether to withdraw the student from the placement;
- If there are significant health and safety risks, contact the relevant enforcing authority (Health and Safety Executive or the environmental health department of the local council) for further advice.

Students and trainees, including children, on work experience are regarded in health and safety law as employees. Students on work experience placements

must be provided with the same health, safety and welfare protection given to other employees. Restrictions may apply to the types of work which young people, including pupils below the MSLA on work experience, are allowed to do. See HSE website for details of restrictions.

<http://www.hse.gov.uk/youngpeople/law/experience.htm>

Work Experience Procedures

Skylark Plus will:

- Manage a Work Placement Coordinator who will ensure common service and quality standards and procedures are followed.
- Ensure Safeguarding and Health and Safety legislation and appropriate measures are in place and that the Work Placement Co-ordinator is fully trained and supported. Student Services and Health and Safety Managers will be responsible for ensuring that procedures are in place to ensure that:
 - Students are undertaking a work placement in an environment that is safe and where risks are minimised
 - Employers cooperate with the Skylark Plus, putting in place and subscribing to appropriate safeguards and commit to safeguarding students' welfare
 - DBS checks and specific risk assessments (RA's) are completed in the following cases where students are identified as vulnerable for educational, medical, behavioural or home circumstances where it involves:
 - Regular lone working
 - Placements located in isolated environments with 1:1 working
 - Placements involving a high degree of travelling on a 1:1 basis

- Placements which include a residential element.

Work Placement Providers will:

- Provide a safe and appropriate environment in which the student can experience work.
- Providers should have in place a safeguarding policy and the employer's staff should have had appropriate training and have copies of the Skylark Plus policies and procedures for Safeguarding Children and Vulnerable adults.
- Record the student's progress and attendance whilst on placement.
- Be asked to provide feedback to the college about the standard of service offered by Skylark Plus and about the student.
- Report to the Work experience Coordinator any accident where a student has been injured whilst undertaking the period of Work Placement.