



Work Experience Policy

2025

Work Experience Policy

1. Overview
2. Aims and expectations
3. Risks assessments
4. Training and Supervision
5. Health and Safety and Legal Requirements
6. Appendix
7. Further Information

Overview

Placement information

We work with departments of the Trust and local community employers to offer a programme of work experience opportunities three times a year (termly) for a one-week period.

We expect that anyone offering young people a work experience opportunity to honour our values and approach to provide a high-quality experience for our young people. We expect that:

- Young people are provided a consistent, reliable approach
- Ensure compliance with any legal duties towards safeguarding and risk assessment
- Young people are treated and treat others in accordance with our Values
- Young people, employers and those who support are aware of the intended outcomes and success criteria of any placement

In order to support students to select and access appropriate, meaningful placement options we will use the following evidence:

- Students' views given at or for reviews (e.g., those recorded for their EHCP)
- Their careers action plan created with the students by an independent careers advisor who visits termly
- Their chosen accreditations
- Parent views
- Our understanding of a student's strengths, barriers and individual risk assessments

Aims and expectations

Work experience introduces young people to the work environment. It can be a valuable part of their education.

We encourage and promote quality work experience placements. All young people are offered and encouraged to engage in a work experience or enterprising project in Key Stage 4 and 5.

We aim to provide placements that allow them to develop, learn, boost their self-esteem, and support them to 'build capacity' to overcome perceived barriers to their own future success.

We will guide, assess, and monitor experiences to ensure young people:

- enhance their knowledge
- gain an insight into a wide variety of work and careers
- develop transferable skills in preparation for life and independence
- enable students to feel they are capable of making a positive contribution to the community now and in the future

Principles

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, with the emphasis on the learning aspects of the experience.”

Meaningful work experience is:

- purposeful, substantial and offers challenge. It is relevant to a young person's studies and/or career aspirations.
- Overseen by a teacher to ensure that students get a learning experience suited to their needs.
- structured to provide tangible outcomes for the student.
- clear about the roles, duties and expectations of both the student.

What is expected of the school

- Support students and employers to understand and work towards suitable outcomes for the experience
- Keep a record of a student’s experience and development of skills over time which can then contribute to a CV or application form in future
- Support students to be matched with appropriate experiences which meet their interests and strengths
- Ensure a variety of placements and support systems allow students to engage with aspirational and challenging experiences
- Ensure employers are aware of individual risk assessments, have an awareness of disabilities which may need adjustments to ensure the best experience for the young person
- Ensure young people have sufficient understanding of expectations before beginning a placement

What is expected of the student

- To follow school and employer expectations at all times on and off site
- Engage with outcomes provided by the employer and school for the duration of the placement
- To work with employers and their teacher to maintain a record of their experiences
- Comply with risk assessments made
- To engage with induction before beginning a placement

What is expected of the employer

- Comply with all risk assessments and appropriate policies or checks as specified by the Headteacher and Health and Safety Advisor including the school's safeguarding policy
- Treat young people in accordance with the School's values
- Support young people to engage with outcomes that are meaningful and achievable for the young person
- Make reasonable adjustments for a young person to be able to access the role where necessary

Risk assessment

The school recognises that any activity that take place away from the School can involve higher levels of risk. Accordingly, all activities including work experience that take place off-site will be subject to appropriate written risk assessments overseen by the headteacher.

It is the school's responsibility to check any potential employers risk management arrangements are in place and seek to align this with expectations and the education of a young person for a visit before they attend their first day.

Before any young person is allowed to participate in a work experience placement a risk assessment must be carried out taking into account their physical abilities, their awareness of risk and danger, and whether they have any medical disabilities.

Staff members (including unpaid volunteers) taking responsibility for young people, students or residents as an instructor/qualified person must have registered the details of their qualification with the Health and Safety Advisor before any activity is undertaken.

An individual risk assessment will be completed for each pupil to attend a placement by the school. Part of this process will be to ensure the young person's suitability for a placement at the place of work has been assessed. Employers should be made aware of this risk assessment and ensure they engage with its recommendations at all times.

At induction there will be an opportunity for all potential placements to discuss students needs, risks and how the school can support them to mitigate these before they begin their placement.

The member of staff approved by the Headteacher as having responsibility for supervising the work experience will be responsible for ensuring that:

- the Headteacher's agreement to the placement has been obtained
- all necessary preparations have been completed (including an induction)
- an appropriate risk assessment has been completed (see Risk Assessment below)
- employers have access to a phone, contact information and emergency numbers
- employers or those supervising the placement have appropriate details of the special educational or medical needs of any students participating
- the placement is stopped if circumstances arise which present an unacceptable risk to the health or safety of students or staff members

- contingency plans are in place to deal with unfavourable weather conditions, transport breakdown, or in the event of a student having to return to School
- the Headteacher is advised following the placement in the event that it is considered that it is possible to improve the arrangements if the placement is repeated in the future

2.4 All members of staff supporting a placement should

- follow the instructions of the employer where appropriate
- take reasonable care of their own health and safety and that of others
- notify the employer immediately if a situation arises which they believe gives rise to an unacceptable risk to the health or safety of any person so that appropriate remedial action can be taken
- dress and behave sensibly and responsibly and use any safety equipment as instructed.

Safeguarding

DBS Checks

The school may carry out DBS checks or ask employers for evidence of employee checks in order to ensure the safety of students placed with employers outside of the Trust.

All staff offering work experience within the Trust have an enhanced DBS check.

It is our expectation that employers will not lone work or work unsupervised with a young person from the school attending their place of work for experience. This includes employees for the Trust.

Training and Supervision

An induction for the student and any supporting staff should take place before the placement

Students should be supervised by the employer or member of the teaching teams at all times.

Health and Safety and Legal Requirements

The minimum age that a school-age child can carry out work experience is 14. We will only offer placements to children aged 15 and above (Key stage 4 and 5).

Work placement hours for young people under 18 should not exceed eight hours in any 24-hour period. They must work no more than 37 hours per week. There should be at least 12 hours break between each working day and two days of rest per working week.

Placements will typically run Monday to Friday within usual school hours unless otherwise agreed by the headteacher.

Employers or supervising teachers will report any absence or concerns to the Deputy Headteacher or Assistant headteachers. It is expected absence to be reported within half an hour of the scheduled starting time.

All students on work experience placements are employees under health and safety law. They must have the same protection as all other employees.

Employers and the school must work together to give special consideration to the risks that young people may face. This is due to their potential inexperience and lack of awareness of a work environment.

Employers and the school must work must record any accidents that result in injury, ill health, damage to property or other loss. An accident form must be completed and investigate in line with the Schools and employers procedures.

The duty of care is the responsibility of Cotswold Chine School. This includes carrying out risk assessments for all students.

Any information provided about a young person to an employer should be confidential, in line with the Schools and the employers Data Protection Policy. This ensures:

- there is no breach in terms of the student's personal information
- students get the best opportunity to have a positive and enjoyable placement

There are likely a few work activities that a young person cannot do due to health and safety law. In these instances, this should be managed by:

- explaining the risks to the student
- checking that they understand what they are told
- advising them who to talk to if they have concerns

Further guidance can either be found by viewing the [G21 employment of young persons \(under 18 years of age\)](#) document, from the corporate health and safety team or by visiting [the HSE website](#).

Insurance

Appendix

Example Placement Risk Assessment



**Management of Health and
Safety at Work
Regulations 1999
Educational Activities**

Department	School Risk Assessment	REF NO.	EDU 96
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TASK / OPERATION BEING ASSESSED	Young people undertaking work experience with the maintenance team
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+	PURPOSE / METHOD OF WORK
	<p>Young people undertaking work experience with the maintenance team around the various Trust sites. The young people will accompany an experienced member of the maintenance team and be issued and have to wear personal protective equipment that is required to carry out the task they are undertaking safely.</p> <p>The young people will undertake low risk general maintenance tasks such as:</p> <p>General maintenance:</p> <ul style="list-style-type: none"> • Small repair to <u>walls</u>; • Preparation for <u>decorating</u>; • <u>Decorating</u>; • Removing/moving small light pieces of <u>furniture</u>; • Building new <u>furniture</u>; • Carrying out small repairs to door's & <u>furniture</u>; • Hanging pictures, mirrors or notice <u>boards</u>; • Changing lamps. <p>Project work:</p> <p>Refurbishment of bedrooms:</p> <ul style="list-style-type: none"> • Assisting in removing stud <u>walls</u>; • Assisting in plaster boarding <u>walls</u>; • Tiling (only using the mechanical tile cutter) & <u>grouting</u>; • Assisting in rendering and plastering walls. <p>Outdoor Projects:</p> <ul style="list-style-type: none"> • Assisting in digging foundations, • Assisting in mixing & laying <u>concrete</u>; • Assisting in building low walls using small concrete blocks or <u>bricks</u>; • Building paths and <u>pavies</u>; • Installing small natural stone slabs, cobble stones or brick <u>pavers</u>; • Pointing new or existing <u>areas</u>; • Removing or installing fences. <p>Gardening:</p> <ul style="list-style-type: none"> • General garden maintenance. <p>All activities may include:</p> <ul style="list-style-type: none"> • Lifting light <u>objects</u>; • Pushing a wheel <u>barrow</u>; • Use of <u>battery operated</u> power tools - drill, sander, screw gun); • Use of hand tools like rake, shovel. <p>All activities exclude:</p> <ul style="list-style-type: none"> • Working at heights (including using small step ladders); • Working in trenches • Using power tools other than listed <u>above</u>; • Use of hand tools like knives, <u>pick axe</u>, axe, hedge shears etc.; • Lifting heavy <u>objects</u>; • Working next to a public <u>highway</u>; • Assisting with tree maintenance.

SPECIFIC LEGISLATIVE REQUIREMENTS
Health & Safety at Work etc. Act Management of Health & Safety at Work Regulations Provision and Use of Work Equipment Regulations

LEVEL OF SKILL/TRAINING REQUIRED
Experienced Maintenance staff member Qualified first aid trained member of staff

CHEMICALS/MATERIALS INVOLVED	HSC NO.	ASSESSMENT DATE

SPECIFIC WORK EQUIPMENT PROVIDED
Portable first aid kit Trust Vehicle Safety footwear Safety gloves Safety glasses Safety headwear

MAIN HAZARDS IDENTIFIED	WHO WILL BE AFFECTED	CONTROL MEASURES TO REDUCE THE RISK
Young people falling or tripping on uneven or slippery ground	Young people	Young people to wear suitable footwear and made aware of the risks
Young people falling off a stepladder, ladder or scaffold	Young people	Young people not allowed to use step ladders, ladders, climb onto scaffolding or work at height
Young people suffering an injury when lifting objects	Young people	Young people not allowed to lift heavy or bulky objects & are given a short manual handling training session
Young people suffering cuts & bruises on sharp objects or battery powered tools	Young people	Young people warned of risk, not allowed to handle intrinsically sharp objects and must only use equipment in the presence of a staff member. Young people must wear safety gloves where appropriate
Young people suffering bruising or impact injuries due to hitting their own hand with hand tools	Young people	Young people not allowed to use hand tools until trained and deemed competent by the staff member
Young people being electrocuted	Young people	Young people not to work in areas that have live exposed electrical wiring or damaged electrical equipment. Young people not allowed to use mains powered electrical equipment
Young people suffering burns through handling cement or plaster of Paris	Young people	Young people must wear gloves when handling these materials and only use them if they have the competency to use them safely
Young people dropping an object on their feet	Young people	Young people must wear safety footwear and not lift heavy or awkward to hold loads
Young people absconding	Young people	Young people with recent history of absconding not allowed to undertake work experience unless accompanied by an education staff member
Young people being abducted	Young people	Vulnerable young people must be closely supervised by staff & will be working one to one or as part of a small group
Young people becoming aggressive or causing an incident	Young people & staff	All staff trained in de-escalation skills and Team-Teach

MAIN HAZARDS IDENTIFIED	WHO WILL BE AFFECTED	CONTROL MEASURES TO REDUCE THE RISK
Hot sunny weather leading to sunburn, sunstroke or dehydration	Young people	Staff to ensure that young people have headwear, sun cream and plentiful supply of water and take regular rest breaks
Cold wet weather leading to hypothermia	Young people	Staff to ensure that young people are wearing the correct clothing for the cold wet weather
Young people being injured whilst on work experience	Young people & staff	One staff member must be first aid trained
Young people being in an unsettled frame of mind	Young people & staff	This risk assessment should be reviewed to take account of unforeseen arises such as young people being unsettled prior to leaving the site. It should be noted that the risk assessment should be continually reviewed whilst on the activity to take into account any unforeseen incidents
Transport during activity	Young people & staff	If School vehicle journey is involved, then the school Vehicle policy must be adhered to. Transport vehicles must be parked in a safe position so young people can board and alight without the risk of collision with other vehicles. Boarding and alighting on busy roads should be avoided. Young people must be supervised at all times when boarding and alighting from a vehicle. Extra care must be taken when this takes place on a roadside.

MANUAL HANDLING RISK	
Has a manual handling risk been identified?	NO
Is the risk considered to be	Low
Is a further detailed assessment required?	NO
If the answer to the above question is YES a separate manual handling assessment will be required to fulfil the requirements of the Manual Handling Operations Regulations 1992	

PERSONAL PROTECTIVE EQUIPMENT REQUIRED	
Is training and instruction required	NO
Is there need for special accommodation	NO
Is there need for test/examination	NO
Is all P. P. E. compatible	NO

FREQUENCY OF MONITORING				
N/A	3 Months	6 Months	1 Year	> 1 Year
			x	

ASSESSMENT REVIEW PERIOD				
< 1 Year	2 Years	3 Years	4 Years	> 4 Years
x				

Level of Risk: there is a medium risk of a young person suffering a minor injury such as a bruise, graze or small cut. Whilst the risk of a young person suffering a major injury such as a fracture or dislocation is low risk

Signed _____ *A. Brookes* _____

Post/Title: Health & Safety Advisor

Signed _____

Post/Title: Head Teacher

Date _____ 11th January 2022 _____

Example Individual Risk Assessment

For further information please see the following policies:

[Cotswold Chine - CCS Policies Procedures Handbook 2022.pdf - All Documents \(sharepoint.com\)](#)

[Cotswold Chine - CCS Safeguarding Policy Procedure 2022.pdf - All Documents \(sharepoint.com\)](#)