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# SHOREHAM ACADEMY

## Work Experience Policy 2022/23

Updated: March 2023

Next Review: March 2025

# Shoreham Academy Work Experience Strategy



## The objective:

- To meet and exceed the requirements of the 16 to 19 study programme and to ensure that all students aged 16 to 19 have a high-quality experience of work-related learning including encounters of the workplace.
- To ensure that every student at Shoreham Academy sixth form is given the opportunity to develop the essential confidence and employability skills required by both employers and academic institutions.
- To support students experience and employability as they move positively towards their destinations and future aspirations be it University, Apprenticeships, Training or employment.

## This involves:

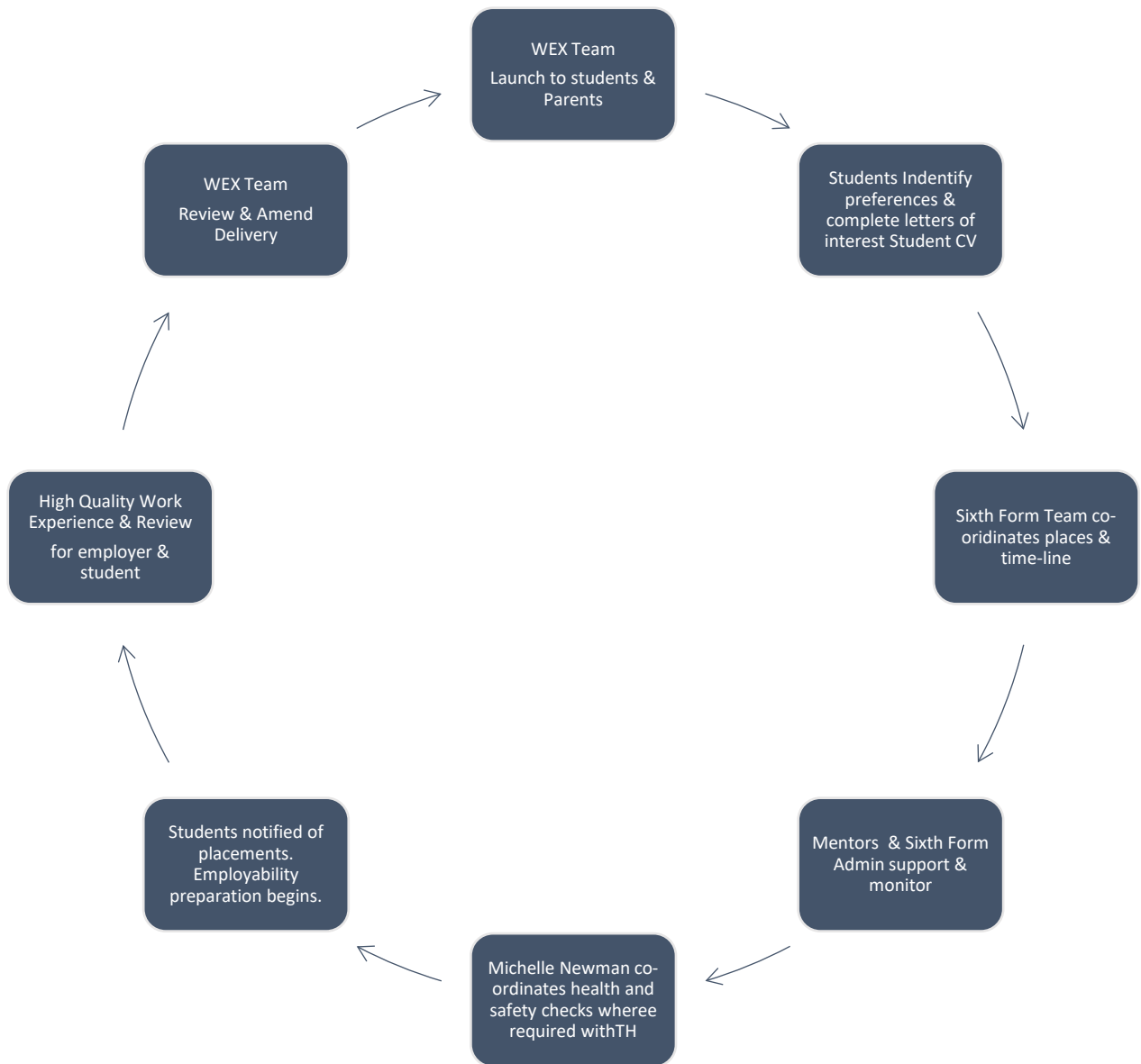
- consistently abiding by united Learning Safeguarding Children – HR Procedural Guidance & United Learning
- establishing a mind-set and culture that focuses relentlessly on students' destinations through their college pathway.
- including 'Employability Week' prior to 'Work experience week' in addition to on-going employability training as part of the mentor and briefing programme
- work Experience Handbook, time-line and exemplar materials for writing CV's & Cover letters all available on a dedicated page of the Sixth Form Virtual Learning Platform – Firefly
- A guided format including supporting materials that facilitates a 'Project based' work experience. Ensuring students have clear objectives throughout the week and are contributing in meaningful activity that will support the development of key skills for the workplace.
- identifying the skills students need to develop to achieve their intended destinations – the 'line of sight to work'
- badging work experience as 'employability experiences' and linking it to skills development and employers' requirements
- Collaborative working with both Work Related Learning Lead, and mentors to ensure that high quality work experience is accessed by all students
- Work experience is given high status and value is highlighted from the outset to parents and students
- Making information and opportunity available to student, teachers and parents so that paper-work is easily accessible

- Highlighting and sign posting work experience parents and carer information via letters, texts, e-mails & parent meetings.
- Engaging community partners and sharing the long-term value of taking on students on work experience is sent to all parents and local business to encourage support from local enterprise and enhance community links.

### Sixth Form Work Experience Team



# Sixth Form Work Experience Basic Model



## Progress Monitoring

Grade descriptors for outstanding	Evidence base to support judgement	Actions:
<p>Work Experience – Students to develop their personal &amp; wider employability skills this include non-qualification, good quality work experience in ‘genuine’ placements. The key objectives</p> <ol style="list-style-type: none"> <li>1. Appropriate work experience linked to core aim</li> <li>2. Meaningful encounters, linked to student’s study programs</li> <li>3. High quality, health &amp; safety &amp; adherence to policy</li> <li>4. Developing wider employability skills including confidence &amp; communication skills.</li> </ol>	<ul style="list-style-type: none"> <li>• Work Related Learning Lead has added significant rigour &amp; strategy to the re-introduction to work experience placement. This includes clearly defined time-lines resources accessible through the VLE. Student WEX tracking is meticulous &amp; displayed within out KS5 WAR room.</li> <li>• Students in need of a relevant work experience placement are targeted by both mentors &amp; WEX co-ordinator.</li> <li>• All evidence is contained within the KS5 SEF folder</li> </ul>	<ul style="list-style-type: none"> <li>• Introduce WEX progress review week February 1<sup>st</sup></li> <li>• Integrate sixth form mentors within process (School Meetings)</li> <li>• Maintain clear lines of communication between (weekly meetings WEX co-ordinators 1:45 pm Wednesday)</li> <li>• Raise profile of WEX team</li> <li>• Review WEX Policy ES, KF</li> <li>• Work Experience Placement Book</li> <li>• Outcome monitoring</li> <li>• Update &amp; clarify WEX policy</li> </ul>



**Shoreham Academy Work Experience Policy**  
**Organisation for Health & Safety Management & Guidance – Who is Responsible to do what – Delegation of Tasks**

**Management Duties for Safety**

As **Principal** it is my duty to ensure compliance with this health and safety policy. My specific duties follow.

It is my duty directly or through delegation as detailed below and in accordance with the law and any instructions from Trustees to:

- A Ensure compliance with this health and safety policy in each and every respect, to keep the senior management team and all employees informed of this policy and any changes to it, to ensure that the necessary resources for implementation are available and to report to **trustees** at least annually via the **group health and safety manager**. **This responsibility cannot be delegated.**
- B Plan, organise, control, monitor and review arrangements for health and safety for employees, for pupils, for visitors including contractors and others affected by our work activities – this includes committing to writing local management arrangements for safety and stand-alone management plans

The following employees have the duty to comply and to ensure safety and health as it applies to their special function:

- **Jim Coupe** is the Principal
- **Tim Harkins** is Health and Safety & Business Director
- **Lydia Shelley** is Careers provision strategic leader
- **Kieran Felton** is the Work experience strategic leader
- **Susie Brooks** is the Head of Sixth Form
- **Michelle Newman** is the Careers Leader supporting work related learning
- **Anne Hopkins** supports the delivery of work experience

**Health and Safety Training Needs Survey**

Surveys should be formally completed by all departmental managers on an annual basis and should be initiated by and collated by the **H&S co-ordinator**. It will be necessary to identify job/departmental specific training needs and organisation specific training needs, such as for first aid and firefighting.

If an employee needs to be involved in the formal assessment of risks, training is also required: This includes work experience coordinator training.

### **Young Persons at Work**

The Regulations require formal written risk assessments for young people (i.e. those under 18 years of age) but do not otherwise demand more than that which is already needed by health and safety legislation.

#### **Actions Required**

Where the employer employs young people (young persons on work experience are designated as employees for the purpose of health and safety legislation) or if they are to be employed a copy of the Health and Safety Executive publication "Young People at Work" should be obtained and consulted.

Before young people start work a written risk assessment must be carried out. In carrying out the risk assessment, the following must be taken into account:

- The inexperience, lack of awareness of risks and immaturity of young persons
- The fitting-out and layout of the workplace and the workstation
- The nature, degree and duration of 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 health and safety training provided, or to be provided, to the young persons
- Young people must be protected from any risks to their health and safety which are a consequence of their lack of experience, absence of awareness of existing and potential risks, or immaturity.

If the school arranges its own careers experience placements the school must obtain copies of the risk assessments relevant to the work experience before each placement begins. Shoreham Academy abides by the service level agreement with Northbrook College using Northbrook College data-base.

Parents and those with parental responsibility for school-age children (i.e. under 16 years of age) must be given information (a copy of the written risk assessment will suffice) about risks identified by the assessment, the preventative and protective measures, and any risks notified where the workplace is shared with another employer. The young people themselves should be similarly informed.

Requirement – the location of all risk assessments must be identified in the compliance file, fourth tranche, and must be readily available for inspection.

**UCST** – Your school’s Risk policy and procedures document must comply with the relevant section of the ‘Compliance Checklists for UCST Schools’. An exemplar document can be found in the compliance area of the BiE Cloud.

## **Work/Careers Experience**

In January 2013, HSE issued a high-level statement clarifying that students are the legal responsibility of the work experience placement provider, for the duration of their placement. Specific advice has been provided by HSE for work experience organisers (schools):

### **Do:**

- Remember that the placement provider (employer) has primary responsibility for the health and safety of the student and should be managing any significant risks.
- Take reasonable steps to satisfy yourself that they are doing this. For employers who are new to taking students on work experience, talk through what the student will do and any relevant precautions. It might be helpful to make a note of your conversation.
- Rely on past experience. You do not need to do it all again for a new student where an employer is known to you and has a good track record and the student’s needs are no different to those on past placements.
- Work with parents to ensure employers know in advance about students who might be at greater risk, for example due to health conditions or learning difficulties, so they can take these properly into account. Shoreham Academy sends additional medical information to employees
- Keep checks in proportion to the environment:
  - For a **low-risk environment**, such as an office or shop, with everyday risks that will mostly be familiar to the student, simply speaking with any new employer to confirm this should be enough. This can be part of the wider conversation on placement arrangements.
  - For **environments with less familiar risks** (eg in light assembly or packing facilities), talk to the employer and confirm they have arrangements for managing risks. This will need to include induction, supervision, site familiarisation, and any protective equipment that might be needed.
  - For a placement in a **higher-risk environment** such as construction, agriculture and manufacturing:
    - Discuss with the employer what work the student will be doing or observing, the risks involved and how these are managed. Remember that although the placement might be in a higher-risk environment, the work the student is doing and the surroundings they are working in may not be, for example it could be in a separate office area



- Satisfy yourself that the instruction, training and supervisory arrangements have been properly thought through
- Check that the employer understands about the specific factors relevant to employing young people
- Check that students know how to raise any health and safety concerns

**Don't:**

- Repeat the process for a new student, or visit unnecessarily, where an employer is known to you and has a good track record, and the student's needs are no different to those on past placements
- Seek additional paperwork for assurance purposes, or seek to second-guess the employer's risk assessment or their risk control measures:
- You are unlikely to have the knowledge to evaluate the assessment
- This could give the false impression that you have 'approved' it
- Employers with fewer than five employees are not required to have a written assessment
- Duplicate checks on employers. Schools and colleges using a third party to arrange placements should work with them to make sure employers are not requested to do things twice

For clarity, this means that schools are not required to visit placement providers to review the workplace, nor are schools required to request copies of risk assessment to be supplied prior to the placement start date. School staff are unlikely to possess the competencies necessary to make a judgement of the risk control arrangements in place.

Instead, schools must satisfy themselves that the placement provider has suitable risk control systems in place. The attached self-assessment form can be sent to the placement provider during the planning stage. This can be used as a standalone form, or integrated into the school's general placement arrangements paperwork.

If you are not satisfied with the provider's responses to the self-assessment survey, the provider's business should not be included in the work experience scheme.

**Travel**

The School are only responsible for students' safety during travel to work experience if the student travels to the placement provider from the school premises. The school is not responsible for the safety of travel arrangements if the student travels directly from home to the placement provider.

Despite this, it is sensible to consider the arrangements for travel at the planning stage and ensure that the findings are communicated to the student and their parents/guardians.

Requirement - once a potential placement provider is located, the school need to check the employer has risk management arrangements in place via the Northbrook Data-base and where placements are not risk assessed using the attached self-assessment form should be used and carried out by a member of the Shoreham Academy Work Experience Team. For low-risk placements this may only need documenting via conversations between the placement organiser and the employer.

## Work Experience Health & Safety Compliance Form

Details of Placement Provider	
Organisation Name	
Organisation Address	
Address of Placement (if different from above)	
Placement Contact Name	
Placement Contact Telephone	
Placement Contact Email	

Placement Provider Self-Assessment	Yes	No
<b>Insurance</b>		
Do you hold an Employers' Compulsory Liability Insurance Certificate, valid for the placement duration?		
If the student will be a passenger in a business vehicle, is there appropriate business insurance in place?		
<b>Health and Safety Management</b>		
Are there clear delegated responsibilities for health and safety?		
If there are five or more employees is there a documented health and safety policy?		
Have risks been assessed and, where there are five or more employees, are the significant findings documented?		
Has a young person risk assessment been carried out?		
Will the student be protected from: work beyond their physiological and psychological capacity? Substances that are toxic, carcinogenic, or teratogenic? Extremes of heat, cold; noise or vibration?		
<b>Accident Procedures and First Aid</b>		
Are you aware of accident reporting procedures under RIDDOR?		
Will you notify the school immediately in the event of an accident involving the student?		
Is there a qualified first aider or appointed person on site?		
Is first aid equipment provided and records kept of treatment administered?		
<b>Environment and Welfare</b>		
Does the premises exhibit suitable housekeeping standards?		
Are there suitable rest facilities, drinking water provision and planned breaks available?		
<b>Fire Safety</b>		

Is there an evacuation procedure in place in the event of a fire?		
<b>Training and Supervision</b>		
Has a supervisor who is aware of their health and safety responsibilities been appointed for the student?		
Will the student receive health and safety training relevant to the work they will undertake?		

<b>Specific Needs of the Student</b>		
<b>[Schools should use this space to detail any specific needs of the student. E.g. physical/mental disability, religious beliefs (where these may conflict with the work experience to be provided etc)]</b>		
Have you taken reasonable steps to accommodate the specific needs of the student (detailed above)?		

<b>Printed Name:</b>	<b>[placement provider]</b>	<b>Date:</b>	
<b>Signed:</b>			

<b>Shoreham Academy Office use only</b>	<b>Comment:</b>	<b>Date:</b>	
<b>Name Printed:</b>	<b>Signed:</b>		