



Midhurst Rother College

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Midhurst Rother College

Work Experience Policy

Written by: Roger Burton

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Midhurst Rother College Work Experience Policy

Midhurst Rother College (the College) believes that work experience placements provide students with an invaluable opportunity to learn about the world of work and develop life skills within the work place. A successful work experience programme is a key part of the College drive to promote 'Education with Character', which belongs to the United Learning Framework for Excellence strategy.

The College promotes work experience within the wider remit of the CEIAG policy. Students in years 10 and 12 are expected to participate in work experience, during College hours, as part of the curriculum. This policy does not encompass work experience arranged by students outside of College term time.

Aims and Objectives

Work experience aims to achieve:

- The development of key employability and life skills, personal development, maturity whilst increasing motivation to succeed at school.
- Careers education, information and guidance
- Personal and social education
- Enhance the College's Life Skills curriculum.

Responsibilities

The Local Governing Body (LGB) in conjunction with the Principal and SLT member with responsibility for CEIAG is responsible for all aspects of work experience, including health and safety (except in instances where placements are arranged without the support of the College).

Responsibility for the management of work experience placements is delegated to the Careers Administrator with support from the Vice Principal with responsibility for CEIAG.

Governor Responsibilities

The LGB will ensure that:

- The Health and Safety of Y10 students is safeguarded throughout work experience placements organised through the College where practically possible.
- Adequate resources are available for safe work experience practices.
- Appropriate public and employers' liability insurance is in place to cover students and staff, including staff visits to placements.

Principal's Responsibilities

The Principal will liaise with the Assistant Principal with responsibility for CEIAG and the Careers Administrator to ensure that adequate Health and Safety checks are carried out before work experience takes place. In circumstances when there is no opportunity for Health and Safety checks to be carried out, approval for the placement to take place remains at the discretion of the Principal where parental agreement has been sought.

Careers and Work Experience Administrator Responsibilities

The Careers Administrator is responsible for co-ordinating the work experience placements. This includes liaising with any external bodies appointed to assist with the organisation of the placements and ensuring any necessary health and safety checks are in place.

The Careers Administrator will ensure that:

- Y10 placements are externally risk assessed and have employer's liability insurance in place. *External risk assessments will be carried out by the work experience team at Chichester College. If the placement falls outside of their geographical reach, the co-ordinator will use an external agency close to the desired placement.*
- In a small number of cases where a health and safety visit cannot practically take place, but the parent wishes the placement to proceed, the Co-ordinator will request that a parent disclaimer is signed which acknowledges that the parent accepts full responsibility for their child's welfare and safety whilst on that placement.
- Y12 placement providers have confirmed they have risk assessed the placement and have the necessary insurance in place.
- Y10 Students, parents and placement providers are provided with all relevant information regarding the work experience placements, including sight of risk assessments.
- Where possible, students are visited during their placement.

Responsibilities of External Organisers working on behalf of the College.

- To take action to ensure pupils are not placed in a working environment where there are significant risks to their health and safety. To carry out suitable checks on placement providers health and safety management systems.
- To provide the College with any relevant information about the employer and the site conditions that may affect student's health and safety.
- To work closely with the College and the Careers and Work Experience Administrator to ensure the placement is arranged according to current legislation.

Placement Provider Responsibilities

- Ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employers as detailed in the Health and Safety at Work Act 1974.
- Ensure, under the Management of Health and Safety at Work Regulations 1999, that students are not exposed to risk due to lack of experience, being unaware of potential risks and lack of maturity.
- Carry out appropriate risk assessments to determine suitable tasks and working situations for students. Placement providers must consider the layout of the workplace, the physical, biological and chemical agents students will be exposed to, handling of work equipment, organisation of processes and work, the extent of health and safety training required and risks from particular agents, processes and work.
- Ensure that adequate control measures are in place to eliminate or minimise risks.
- Ensure that insurance cover is in place for students undertaking work experience placements.

- Ensure an appropriate induction is carried out at the commencement of the placement.
- Ensure students are supplied with training, protective clothing and equipment to carry out their duties.
- Provide the College with any requested documentation with regard to the Students placement.

Parental Responsibilities

- Provide the College with information regarding additional educational needs and medical conditions. The College is only able to share this information with the placement provider when supplied by the parent/carer on the work experience consent and medical information form. This form is supplied by the College, for completion by the parent/carer, immediately prior to the placement commencing.
- To support students whilst on their placement, especially in regard to providing transport or meeting transport costs.
- Support students in acquiring appropriate work experience placements.
- Contact the College and placement provider in case of absence. Any unexplained absence will be unauthorised and treated as truancy.

Student Responsibilities

- Students are expected to take reasonable care of their own health and safety, and that of others who may be affected by their actions throughout the duration of their placement.
- Students should contact their placement provider prior to the placement commencing.
- As representatives of the College students are expected to cooperate fully with their placement provider and behave in a manner befitting their work.
- Ensure the College and placement provider are notified in case of absence. Any unexplained absence will be unauthorised and treated as truancy.

Restricted or Banned Placements

The College reserves the right to decline any placement deemed inappropriate, unsafe or in breach of the HSE guidelines for employing young persons and children. The College will view each placement application on an individual basis, taking into account the circumstances of the student and placement provider. The Principal has the final authority regarding the suitability of any placement.

Further information regarding work experience placements can be obtained from the Health and Safety Executive website <http://www.hse.gov.uk/youngpeople/workexperience/index.htm> .