

Looe Community Academy

CORNWALL & ISLES OF SCILLY WORK EXPERIENCE SCHEME 2017 – 2018



INFORMATION FOR PARENTS/CARERS & EMPLOYERS



Looe Community Academy 2017-2018

General Information About Work Experience

What is Work Experience?

Work Experience is a government scheme which is described as “a placement on an employer’s premises in which a pupil carries out a particular task or duty, more or less as would an employee, but with an emphasis on the learning aspects of the experience.”(Department for Children, Schools and Families (DCSF), 1996). The experience involves taking on the role of a young worker and engaging in work tasks, using and developing work skills, being involved in work processes and experiencing work environments. It is an important part of Work Related Learning which allows students to learn about the world of work in a “real life” working situation.

“Block Work Experience” is the scheme where students work with a placement provider for five or ten days consecutively. It is intended to give a student an experience of working life and the Key Skills needed in the workplace rather than a chance to try out an occupation they may want to follow. Within the limits of what is available, and the demands for very popular areas of work, the choice is made to benefit a student’s education, rather than for job sampling or recruitment purposes. Placements in companies where a student already has experience through a parent/owner or a part-time job are not supported by the Learning and Skills Council (LSC) or the Services for Children, Schools and Families. This makes sure that they are having a real extension of their experience.

“Extended Work Experience” is the scheme where students work with a placement provider one or two days a week over a period of time. It is intended for two main groups of students, those who wish to follow a particular occupation as part of their curriculum and usually leads to, or is part of, a vocational qualification and those who want to improve their general employability skills. The school’s Preparation Programme for students will ask them to look at equal opportunities and stereotyping prior to making their choice of placement. All students, from those taking the fewest examinations to those who will take degrees, need a real knowledge of the world of work.

Students eligible to take part in Work Experience

Students who, by their age, are in the last 2 years of compulsory schooling i.e. 15 years old by the 31st August in the Academic Year of the placement can take part in Work Experience. Work Experience is also available to students in years 12 and 13 registered in schools/PRU Centres.

How arrangements are made by schools and PRU Centres.

Each School or Pupil Referral Unit (PRU) has a Work Experience Co-ordinator who is responsible for overseeing any Work Experience programmes in the school or centre.

Students are asked to find their own placements with help from the teachers where needed. Once a company is known to be willing to take a student the company will receive a letter from the school with details of their Work Experience Programme and this Information Leaflet. Parents/Carers, Employers, Students and the School/PRU are then asked to complete the Approval and Consent Form (see section 13) which indicates that all parties agree with the arrangements.

“Out of County” Work Placements

If a student wishes to undertake Work Experience placement “out of the county” then parents/carers are responsible for making the appropriate arrangements for travel and accommodation. There could be problems with obtaining a Placement Suitability Visit (see section 14) from the Work Experience Organisation in the area where the employer is and no guarantee can be given that the organisation will do this so it is essential that a placement in Cornwall is found as a fall back placement. If you want Cornwall EBP to make an “out of county” visit for you please contact the school as soon as possible.

What students should do whilst on Work Experience.

As far as possible students should undertake real tasks to give them an idea of the work carried out by the employer. They should learn how the company is organised. Some students may observe the more complicated parts of running a company and should gain an understanding of how enterprise, creativity and innovation help business growth. A programme should be organised for the student, and employers should monitor what the student has achieved.

The Work Experience Logbook

Every student must have a Work Experience Logbook in which they have completed their Key Skills and Occupation Skills Action Plan and can record their progress in a daily diary. The employer could help by making sure the students complete it and should complete the Health and Safety Induction on the First Day with the student at the very start of the placement and the “Employers Report on the Student” section for the student at the end of the placement. If a student does not have a logbook when they arrive then the school must be contacted immediately.

The Role of the Parents/Carers.

Parents/Carers can offer valuable support in finding placements and their written approval and consent is needed before a placement can begin. They will be asked to provide essential medical information relevant to the health, safety and welfare of their son or daughter whilst on a work placement and in return they will have information about the details of the placement and the Young Person’s Risk Assessment.

Legislation affecting Work Experience

Insurance Arrangements

Although young people under the age of 16 cannot be “employed” during the school day under normal circumstances this does NOT apply to Work Experience. The Association of British Insurers, The British Insurance & Investment Brokers Association and Lloyds of London have agreed to regard Work Experience students in Years 10 and 11 on a placement as “employees” solely for the purposes of Work Experience. Details of this agreement can be found on the Cornwall Council website in the Work Experience Information section in the “I am an employer and would like to know more” section.

There are 6 principal areas of risk that may arise in the course of Work Experience:-

- Injury to students themselves
- Injury to others on the premises
- Injury to others not on the premises
- Damage to or loss of employers property
- Damage to or loss of other property
- Damage to or loss of employee’s property

All placement providers must have Public Liability and Employer’s Liability Insurance. For “sole-traders” who do not have Employer Liability insurance, the employer will need to either obtain specific cover for the period or contact their Public Liability insurer to see if they will indemnify the student for Employer’s Liability as a volunteer.

The employer's insurance company must be informed of the employer's intention to take on a Work Experience student. Where a student will be travelling in a vehicle for the purposes of work the vehicle insurance must include cover for "Business Use".

Where a "liability" can be demonstrated then:-

- Injuries caused to others on the premises, others not on the premises, damage to others property and damage to an employee's property should normally be covered by the employer's Public Liability Insurance policy.
- Damage to the employer's own property should normally be covered by the employer's Material Damage policy.
- Injuries to the student whilst on work experience will be covered by the provider's Employer's Liability Insurance policy.
- Cornwall Council provides cover under a Personal Accident Insurance Scheme should a student sustain specified injuries, which are not due to negligence on the part of the employer or any other person, whilst participating in Work Experience. The policy has a capital sum of £25,000 with a reducing scale of benefits for lesser specified injuries.
- Students must be briefed that if they cause injury or damage through a deliberate act they will not be indemnified by insurance and may be required to meet the cost of any compensation the Courts may award.

Limits on the jobs students can do on Work Experience

The Education Act 1996, Management of Health and Safety at Work Regulations 1999 and local by-laws place limitations on the type of work which students can undertake on Work Experience due to age or the nature of the work. Employers involved in these occupations will be aware of these restrictions. Where a student is on an Extended Work Experience placement they MAY be able to cope with more detailed or technical tasks. If an employer wants to do this they need to mention this in the Young Persons Risk Assessment and instruct, train **and supervise the student**.

Hours of Work

The Working Time Regulations 1998 and 1999 apply to students on work experience. The number and pattern of hours worked is normally agreed by the placement provider, parents/carers, school and the student. If possible, normal hours should be worked, but students are not allowed to work outside any hours specified by legislation. Where a placement involves Shift Work and the student wants to undertake one night shift, as part of their experience, this can be allowed but must be agreed by the parents and the employer and must not exceed the legal maximum. More information can be found on:-

http://www.is4profit.com/busadvice/working_time_regulations/index.htm

Pay, Tax & National Insurance

Students on Work Experience have the status of an "employee" for legal and insurance purposes only and must not receive payment for the work they do. In view of this there are no tax or NI costs involved.

Employers can however assist with travelling expenses or lunch costs if they wish.

The Health, Safety and Welfare Aspects of Work Experience

The School's / PRU Health & Safety Preparation Programme

Before a student starts their work placement they will complete a Health and Safety Preparation Programme which will cover:-

- Health & Safety Law – Rights & Responsibilities
- Risk and Hazard and Safe Systems of Work;
- Signs and Signage and Manual Handling;
- Specific Significant Risks and General Control Measures associated with High Risk Placements.

The Approval and Consent Form

The Approval and Consent Form, which is issued by the school, is the means by which all the partners (student, parent/carer, school/PRU and employer) involved can officially approve the activities and conditions concerning the work placement by signing their consent. This form provides essential medical information for the employer and details about the provider and the placement as well as the Young Person's Risk Assessment as well as outlining the responsibilities of each partner.

Essential Medical Information on Students

Each student's health should be considered before a placement is chosen; for example, someone with asthma would avoid dusty places. If a student is on medication the employer must be informed. Parents/Carers will be asked to provide essential information which may affect the safety and welfare of their son or daughter whilst on a placement. Both the parents/carers and the students must sign to say that the school can add any information they feel could impact on the health, safety and welfare of the student.

The "Young Person's Risk Assessment"

The Management of Health & Safety at Work Regulations 1999 requires employers to undertake a Young Person's Risk Assessment. Employers need to inform students of their main duties and tasks, the type of work, any associated specific significant risks and their control measure. Parents/Carers and the school will also have to be told of these risks and control measures so that they can judge whether the placement is suitable for the student concerned. Section 3 of the Approval and Consent Form enables employers to do this and must be completed.

To help placement providers with this there are a number of 'sample' Young Person's Risk Assessments for a range of jobs on the Cornwall Council website page www.cornwall.gov.uk/workexperience in the 'Sample Young Person's Risk Assessments' section. You can download these and amend them to suit your own situation. Please be aware that not ALL the Specific Hazards related to your situation may be covered in the sample.

Data Protection Act

The information provided on the Approval and Consent Form may be stored manually or electronically and will be used for the purposes of education particularly for the Work Experience Scheme and used by employers, parents/guardians and the Cornwall Education Business Partnership for Health and Safety reasons. Employers and parents/carers will be asked to give consent for this to happen.

A work placement cannot go ahead without this form being fully completed and returned to the school prior to the student starting a placement. It is VITAL that this form is completed as quickly as possible and sent on by all the partners.

Placement Suitability Visits

Work Experience Organisers (Schools and PRU's) have a duty to assess the ability of a work experience placement provider to provide for a student's health, safety and welfare whilst on Work Experience. At present the Cornwall Education Business Partnership (CEBP) provides this service for schools and a representative of the CEBP will make a visit to each placement provider over a period of time to discuss their health, safety, welfare procedures and will assess their ability to cater for the health, safety and welfare of a student on Work Experience. Where a placement is "out of county" CEBP will ask the organisation in the area where the placement is to do this for them. If a work placement has been "rejected" or has not been visited then it cannot be used under ANY circumstances. Parents/carers who put their son or daughter in a work place that has been rejected or not visited will be breaking Employment Law as will the owner of the business.

The Employer's Health and Safety Induction

The main responsibility for the Health, Safety and Welfare of the student whilst on Work Experience lies with the employer. The employer will need to provide the student with a Health & Safety Induction at the very start of their placement. Again, a guideline for this can be found on the website page www.cornwall.gov.uk/workexperience in the "I am an employer and would like to know more" section. The employer and the student need to complete the Health and Safety Induction on the First Day section of the student's logbook.

Lunch and Break Periods

Parents should discuss the arrangements for lunch and break periods with their son/daughter, and if need be the employer, make sure they are suitable. There is a section on the Approval and Consent Form where the employer can record these details. Where a student is to stay on the placement premises then the employer has a duty of care as for any employee. If a student leaves the employer's premises during lunch or break periods, no liability can be accepted by the employer or the school for any incident that may occur.

Reporting of Injuries, Diseases and Dangerous Occurrences

It is the responsibility of the employer to report any accidents, diseases or dangerous occurrences that happen in the workplace, following their normal procedures for such reporting covered by the RIDDOR 1995 Regulations. The employer must report any such accidents or occurrences to the Work Experience Co-ordinator of the school and the student's emergency contact person. Both telephone numbers will be on the Approval and Consent Form (see section 13) and in the student's Work Experience Logbook (see section 6).

"Teacher Visits" to Placement Providers

The Services for Children, Schools and Families Scheme requires the school staff to make a "Teacher Visit" to the employer during the placement in order to talk to both the student and their supervisor to monitor and review the progress of the student. Where a placement is an "out of county" placement (see section 4), the school will contact the employer and student by telephone. All Teacher Visits are reported on by the school and there is a space in the students Logbook to record the details of the visit.

Child Protection Issues

Schools/PRUs will have prepared students to deal with and report incidents that they feel uncomfortable with during their work placement. They will also make sure that the provisions for child protection are suitable and conform to the guidance provided by the DCSF and set out in the Services for Children, Schools and Families Work Experience Policy & Guidelines.

Employers should take account of child protection issues under the Criminal Justice and Court Services Act 2000 in that it is essential that no employee who has been disqualified from working with children is a "direct supervisor" for a student on a work placement. Employers will also be asked to agree to accept the Child Protection "Statement of Principles".

If you feel you need any further clarification or information then please contact:

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Or visit **the Looe Community Academy website** <http://www.looe.cornwall.sch.uk>