



Date of Review: June 2022

Date of next review: July 2024

Responsible person: KKI

Work Experience Policy

Rationale

The Boulevard Academy recognises the importance of creating opportunities for students to learn about, through and for the world of work. Work experience placements, in particular, have great value in providing a student with the opportunity to gain insights into the world of work and to develop the skills which university selectors and employers look for and want to be evidenced.

Although work placement is the generally used term, it is important to recognise that it is not the same as a temporary job, as by definition it is a period of *unpaid* work. It is an arranged opportunity for a student to gain an insight into the variety of work carried out in any given enterprise, to see the way the enterprise is managed and ideally to participate in some aspects of the work. The work experience scheme should seek ways to improve and develop quality links with local industry and commerce and to be able to share ideas on the changing nature of work and how it affects the local economy and labour market.

In line with the National Careers Strategy, every Year 10 student will have the opportunity to participate in one week of work experience in July. Mr Abel and a member of the Administration Team will oversee the arrangement of placements with the Career Leader supporting the process, though students are expected to source their own placements, in conjunction with these staff and the guidance offered. We also work in conjunction with Education to Work (E2W) who are responsible for vetting the workplace before any placement may go ahead.

Aims

Work experience should be an integral part of a young person's development and should prepare them for the transition from life at school to work and adult life.

- It will enable students to experience the demands and expectations of the adult world of work and provide the opportunity to put into practice and see the relevance of skills learned at school.
- It will promote the development of the 'whole person' by providing an insight into the nature and discipline associated with the work environment, which revolves around the product or service offered and not the individual.
- It will stimulate a more mature and positive attitude to learning and education and enhance academic achievement.
- It will build confidence by enabling students to experience success in an environment other than that of school.
- It will enable the students to make more realistic and enlightened job choices by allowing them to try out a vocational preference before committing themselves to it.

Legal requirements and recommended best practice

The Boulevard Academy works alongside Education 2 Work to ensure that the legal requirement and recommended best practice are adhered to, to ensure that our students are safe and well prepared for their work placement.

There are certain legal requirements and recommended best practices that are in place to ensure the safety of all parties involved in a work placement. The main areas to be aware of are:

1. “Health and Safety at Work”

The Health and Safety (Training and Employment) Regulations 1990 state that all those receiving training or work experience from an employer in the workplace are deemed to be ‘employees’ for the purposes of Health and Safety legislation. This legislation imposes responsibilities on the employer but also on the student as an ‘employee’:

- To take responsibility for their own health and safety and that of others who may be affected by what they do or do not do.
- To co-operate with the employer and to follow instructions on Health and Safety.
- Not to interfere with or misuse anything provided for their health, safety or welfare.

The employer should be asked to confirm that they have a current Health and Safety Policy and that they will go through the relevant sections with the student at the start of the placement. It is important that this is confirmed.

2. Working Time Regulations

Under the Working Time Regulations 1998 there are stringent daily and weekly working time limits for young workers (those that are over compulsory school age but under 18). Young workers may not work for more than 8 hours in any one day and 40 hours in any one week. Young workers are also entitled to a daily rest of 12 consecutive hours, a weekly rest of 48 hours and a rest break of 30 minutes where daily work time is more than 4½ hours. The employer should comply with the Working Time Regulations and should not require the student to work in excess of the limits set out above.

3. Risk Assessment

The employer should be asked to confirm that a risk assessment will be completed for the duties being undertaken by the student, taking into account the age and limited experience of the young person and that the key findings will be communicated to the student before the commencement of the placement. The employer should be informed of any medical conditions the student has, which could result in an increased risk to the student or an employee’s health and safety during the placement. The employer will then be able to identify any significant risk and the necessary control measures put in place to ensure the safety of the student. An additional risk assessment has also been created in light of the Covid-19 pandemic, with a focus on how the employer best protects their employees and customers to prevent the spread of the Coronavirus.

4. Disclosure and Barring Service (DBS)

For Post-16 work experience DBS checks are not required. Paragraph 99 of the DfE's statutory safeguarding guidance states: Schools and colleges are not able to request an enhanced DBS check with barred list information for staff supervising children aged 16 to 17 on work experience. This is reiterated in a DfE advice document about post-16 work experience, published in March 2015. It explains, on page 13, that as of July 2012, work experience providers are no longer required to carry out enhanced DBS checks on staff supervising young people aged 16 to 17. However, we would advise a student against a placement where they will have substantial unsupervised contact with an employee or supervisor on a 1:1 basis, particularly if located in an isolated environment or whilst travelling. Also where the placement has a residential element, unless in an educational setting where staff will have DBS status e.g.: University department.

5. Employer's and Public Liability Insurance

Employer's Liability Insurance covers the firm's legal liability for injuries sustained by employees (including students on work experience) whilst at work. Confirmation should be requested and received that the prospective 'employer' does have both Employer's and Public Liability Insurance in force and that the latter does not exclude abuse. The employer must notify their insurers that they participate in work experience placements. If the employer does not confirm that these Insurances are in place, students should not attend such establishments. It should be noted that Sole Traders have no requirement for Employers' Liability Insurance and a student would not have the protection available under such insurance. Placements with Sole Traders should therefore be avoided unless such insurance was confirmed as being in place.

6. Motor Vehicle Insurance

If the student is to travel with an employee or their supervisor during the placement, it is essential that the vehicle is insured appropriately to cover the work experience student for business travel.

7. Child Protection:

The employer is responsible for the welfare of the student during a work placement and is aware of child protection issues, particularly responsibility under the Criminal Justice and Court Service Act 2000 to disclose the names of individuals who are disqualified from working with children, where known to them.

Please Note:

Placements are organised by the student and parents with the support of Education 2 Work and Learning Mentors however it is important that parents are aware of these matters and should satisfy themselves that they are happy with the employers' arrangements for the work experience. This is documented by parents agreeing to the Education 2 Work consent forms. Any students unable to secure a placement will be offered a virtual employers insight programme to complete instead.