

## Work Experience Safeguarding Policy

**When working with young people, particularly those still of compulsory school age, it is important to be aware of potentially difficult situations. To ensure that the work experience placement is a secure and productive environment for both the Employer and the student the following guidance should be followed:**

**TOUCH** – there may be occasions when you need to touch a young person (eg only when guiding them in carrying out a technical operation) but these should be kept to a minimum.

**BEHAVIOUR** – whilst it is important to reassure a young person who may be nervous and will be particularly reliant on your guidance, you should avoid being over-familiar. Never permit ‘horseplay’ which may cause embarrassment or fear.

**ENVIRONMENT** – where possible avoid being on your own in an isolated or closed environment with a young person.

**TRAVEL** – ensure that there is a known destination and check-in times with a third party in situations where a young person will be travelling alone with an adult during the placement. It is a good idea to make available a mobile phone (or equivalent) in such situations.

**MENTOR** – care should be taken over the choice of staff having daily responsibility for young people. Those placed immediately in charge of young people should be competent in their work role, mature in their attitudes, and yet, at the same time, be at ease with young people.

**INTERNET** – ensure that young people are not able to access unsuitable websites or send/ receive inappropriate emails whilst in the workplace.

**DISCLOSURE** – occasionally young people may disclose confidential information to a work colleague that gives rise to concern for their physical or emotional safety. In such situations you should speak to your line manager and share your concern with the school’s designated safeguarding children/child protection person.

**DISQUALIFICATION** – where known the Employer must disclose the names of individuals who are disqualified from working with children or vulnerable adults.

## Work Experience General Guidance

In order that the Employer fully understands the implications of work experience activities the following essential points are set out below:

1. An experience of work will be open equally to all students and no student will be treated in a discriminatory manner regardless of gender, race, disability, cultural or religious beliefs, economic background or sexual orientation.
2. Students will carry out meaningful work experience in accordance with the agreed Job Description during their placement. A competent person or persons will plan the work and be designated for the health, safety, welfare and supervision of the student.
3. All tasks asked of students will conform to the laws governing the Employment of Young Persons and Work Experience as defined in the Education Act 1996, and any other statutory obligations to the students will be observed.
4. Students will not receive any payment for this work experience, but the employer can if they wish, make a contribution directly to the students towards the cost of meals and travelling.
5. Students will work no more than 40 hours per week and normally between the hours of 08:00-18:00 for a maximum of 8 hours exclusive of breaks, except by prior agreement with Swavesey Village College. In any event the employer confirms there will be compliance with the relevant provisions of the Working Time Regulations.
6. **Students are covered for the period of work experience by Employer’s Liability Insurance and the insurer will be notified by the employer prior to the commencement of work experience. Where appropriate, students are similarly covered by Public Liability and Motor Vehicle Insurance.**

7. The Employer is responsible for the health, safety and welfare of the students during the work experience. There will be compliance with the provisions of the Health and Safety at Work Act 1974 and its relevant statutory provisions, including the Management of Health and Safety at Work Regulations 1999, and any other relevant statutory obligations, or official guidance.
8. The Employer will undertake a suitable and sufficient risk assessment in relation to the health and safety of the student while at the placement, taking into account the student's inexperience, immaturity and lack of awareness of risks. Measures will be instituted to eliminate or control the risks identified and that the parent/guardian will be informed of the significant findings of the risk assessment and control measures when the student is below minimum school leaving age.
9. Students will not complete work prohibited by law, operate dangerous machinery, carry out any manual handling tasks identified as being a risk to the student's health and safety, or be exposed to dangerous substances, radiation, extreme heat or cold, noise or vibration or any other work environment that may endanger their health and safety.
10. Where appropriate students will be provided with and instructed on the correct use of personal protective clothing and equipment (PPE) and its use will be enforced.
11. At the start of work experience, the Employer will provide students with a health and safety induction, which will include workplace hazards and their control, fire, emergencies, first aid, accident reporting and security arrangements. Students will also be given appropriate instruction before, and supervision while, operating any machinery or equipment.
12. If for any reason a student does not attend when scheduled the Employer will notify Swavesey Village College using their main contact number (+44 (0)1954 230366) so clarification of the student's whereabouts can be obtained.
13. Using their main contact number (+44 (0)1954 230366) the Employer will notify Swavesey Village College by telephone, and as soon as practical of any accident, case of ill health or other incident (including unacceptable behaviour) which relates to the student's work experience. When appropriate, they will comply with the provisions of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. The students will have access to adequate first aid facilities as required under the Health and Safety (First Aid) Regulations 1981.
14. The Employer will take into account any relevant information relating to the student's medical condition or any physical and learning disabilities which have been provided by the student's parents or carers in formulating appropriate risk controls to protect both students and/or employees.
15. The Employer is aware of their responsibility for the welfare of the students in relation to child protection issues, and that they are required by law to protect children from harm. Under the Criminal Justice and Court Services Act 2000, employees are required to declare if they are disqualified from working with children.