



St Edward's Church of England
Primary School

Work Experience Policy

February 2017



St. Edward's Church of England Primary School

WORK EXPERIENCE POLICY

1.0 AIMS OF ST EDWARD'S SCHOOL

The school aims to achieve a happy fulfilled community within which:

- lively faith and Christian values permeate all that is done;
- the unique qualities of each individual are appreciated and nourished so that potential is fully realised;
- excellence is energetically pursued in all aspects of school life;
- and from which young people are able to live rich, satisfying lives with the desire to witness and contribute to society.

2.0 INTRODUCTION

The school is often asked to provide work experience opportunities for young people. Sometimes we are asked to provide a work placement for ex-pupils of the school on their non-contact days. We are only able to provide a placement if a teacher is able to act as a mentor for the entire time of the placement.

This policy outlines St Edward's procedure for protecting the health and safety of young persons who visit the school's premises as part of a work placement or training scheme.

3.0 DEFINITION

A young person is someone under the age of 18 years. The Health and Safety (Young Persons) Regulations 1997, requires that a specific assessment is made of the health and safety risks that the young person may be exposed to whilst at work. St Edward's is legally required to take particular account of the young person's lack of experience of work place safety and the additional problems that may be caused by stress, strain or fatigue. Appropriate allowances must be made. Young persons over the age of 16 will need to produce an enhanced Disclosure and Barring Service (DBS) certificate.

4.0 LIMITATION OF WORK UNDERTAKEN

The majority of our work can be classified as low risk. The school does, however, undertake some higher risk activities such as certain types of lessons, maintenance work etc. Any risk assessment for these activities will be shared with the young person engaged in the work experience if it applies to them.

Within the school's buildings certain higher risks are undertaken by the Site Manager, cleaning and catering contractors. Under no circumstances is a young person permitted to undertake any of these higher risk tasks or visit unaccompanied to the school kitchen or boiler rooms.

5.0 INDUCTION CHECKLIST

As with all new students, whether visiting for a short or longer term, an induction process will be completed by a member of the Senior Leadership Team. The Induction Health & Safety checklist, (see appendix 1), should be used to ensure that all key information is effectively passed onto the student before commencing their placement. If this cannot be done before the placement, then it should be completed on arrival.

6.0 MENTOR'S RESPONSIBILITY

- Any young person undertaking work placement has a mentor provided who will assist and guide the individual at all times.
- It is the responsibility of the mentor to take responsibility for the young person's health and safety. They will share all relevant Risk Assessments relevant to the work placement.
- The Work Placement Co-ordinator, Mrs Ellner, or mentor should arrange an interview prior to the placement to discuss conduct at work, procedures, timings and health and safety issues. A work experience induction booklet will be provided for the young person at this time.
- An escorted walk through the emergency fire evacuation procedures, including the locations of the nearest exits and the assembly point, should be undertaken by the mentor or Work Placement Co-ordinator.
- Information on the accident reporting system and location of First Aider should be given. An induction checklist form should be signed by both the mentor and student once the induction has been completed.
- Regular checks should be made to ensure that the young person is able to cope with the hours of work required.
- If at any time the individual is concerned about any issue they should feel free to voice that immediately to their mentor.

7.0 MANUAL HANDLING

Movement of heavy objects is carried out by the Site Manager and should not be undertaken by young persons.

8.0 SMOKING

The school operates a no smoking policy on its premises both inside and outside of the buildings.

9.0 WORKING HOURS AND REST

Mentors should ensure that young people completing work experience placements work within the school core hours of 8.30 a.m. to 3.30 p.m. It is particularly important to ensure that sufficient time is allowed for children still at school and attending our school as part of a work experience placement, to travel home safely avoiding the hours of darkness. Young persons must not be left to work in isolation.

10.0 INSURANCE

Children on work experience are covered by the school's liability insurance whilst on the premises. Insurance whilst travelling to and from the site should be covered by the Local Authority's public liability and personal injury insurance.

11.0 DISABILITY

If the young person has disabilities, the school will undertake all reasonable measures to accommodate these needs. It is the responsibility of the Work Placement Co-ordinator and Head Teacher to ascertain any additional measures required to accommodate these needs.

WORK PLACEMENT INDUCTION CHECKLIST**Things to do before the work experience**

- Is everyone aware of the student coming?
- Has paper planning of the placement been done?
- Is adequate supervision arranged?
- Who will be responsible in the absence of the planned supervisor?
- Are all planned tasks suitable for the student?
- Are there any health risks associated with the work?
- Are there any special needs of the student that you need to be aware of?
- Do you need to make arrangements, e.g. asthma or disabilities?
- Who will meet the teacher who monitors the visit?
- Is there an emergency / school number available?

To be completed at the start of the work experience**General**

- School background and role of student
- Induction to key staff (safety / first aid)
- Tour of premises / fire escape
- Start / finish / break times
- Rest rooms / refreshment facilities
- Notice board in staff room
- Appropriate dress (no jeans, flat comfortable, clean, shoes, plain t-shirts or blouses etc)

Health & Safety

- Induction to Health & Safety Policy
- Risk Assessments
- Safety Literature
- Prohibited areas
- Safe working systems
- Housekeeping / tidiness
- Manual Handling / tidiness
- Dangerous substances
- Hygiene
- Smoking
- First Aid facilities
- Accident procedures
- Emergency procedures
- Confidentiality
- Child Protection Policy

Signed

Mentor _____ **Student** _____ **Date** _____

WORK EXPERIENCE POLICY

Approved by Teaching and Learning Committee:

Chair of Teaching and Learning Committee

Date

Head Teacher

Date

Approved by Full Governing Body:

Chair of Governors

Date

Head Teacher

Date