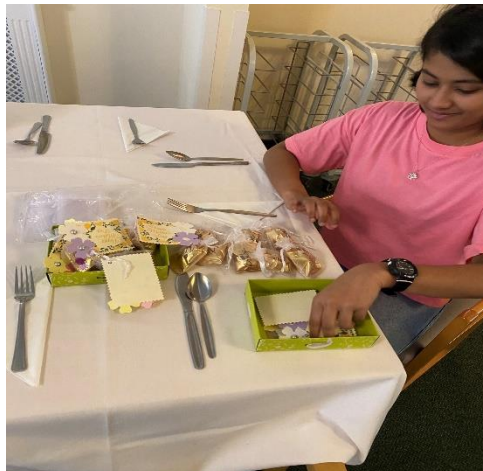
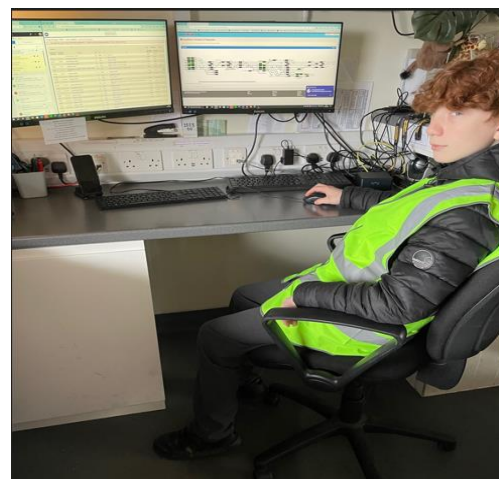




EAST SUSSEX COUNTY COUNCIL

Work Experience Handbook



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SECTION ONE: GENERAL INFORMATION

1. Introduction

This handbook aims to provide advice and guidance to schools on arranging work experience placements, and to ensure that all placements are in line with health and safety legislation. It provides information about the services provided by East Sussex County Council (ESCC), and all you need to know about organising work experience in your school.

It does not however, cover all the material required for a full work experience programme, and much of its content may already be familiar to an experienced work experience coordinator.

This information is as up-to-date and accurate as possible, but as changes do occur this handbook will be updated annually and any amendments or additions will also be sent out appropriately. Your participation in this handbook would also be welcomed. If you feel that information has been omitted, or you have anything you wish to contribute to it then please email us. We aim to respond to all general enquiries, emails and telephone calls within 2 working days.

2. Team contact details

Mark Likeman	Work Experience Team Leader
Tracey Munday	Work Experience Officer
Ryan Webber	Work Experience Officer

Email address: workexperience@eastsussex.gov.uk

Address: Work Experience Team, East Sussex County Council
South H, County Hall, Lewes, East Sussex, BN7 1UE

3. Service description

The ESCC Work Experience team work with schools, colleges and training providers to deliver high quality work experience opportunities.

Our work experience service includes:

- Access to the Aspire online database of employers across Sussex
- Work placement health and safety assessments
- Access to three CEIAG meetings per year
- Aspire training and support
- Ongoing support for work experience coordinators
- Access to work experience guidance and paperwork online
- Management, investigation and collation of data for all reported accidents and incidents that occur during a work placement
- Brokerage of out of area placements
- Notification to service users of national developments, including changes to legislation and health and safety requirements.

To find out more about what we can offer your setting, the costs involved or how to make an order, email us at workexperience@eastsussex.gov.uk.

SECTION TWO: PLACEMENT PROCEDURES

This section contains procedures designed to assist school staff in organising all types of work experience placements in their school.

1. Timeframe for placement procedures

These timeframes relate to receipt of information by East Sussex County Council and ensure sufficient time to vet and approve each provider prior to the commencement of the placement:

Stage	Steps	Document	Completed by	Timeframe
Before the placement starts	Order stating the number of placements required, completed via 'Webshop'	https://services2.scho	Business manager with information provided by co-ordinator	At least 6 months before block week.
				At least 4 weeks before extended placement start date.
	Send introduction to Wex letter to parent/carer. Send medical and contact form for completion and return to school	- Template Letter (To Parents) - Student Medical Information and Contact form	Co-ordinator/ Parent/Carer	ASAP
	Students to select work experience choices from aspire or find their own placement.		Student	ASAP
	School co-ordinator to confirm placements with employers and link student to placement on aspire.		Co-ordinator	ASAP - Ongoing
	All own find placements or out of area placements submitted via aspire.		Co-ordinator	At least 12 weeks before placement starts
	Advise parent/carer of agreed placement and send 'parental consent' form generated from aspire.	Parent Carer/Agreement		As soon as placement confirmed
	Signed 'parental consent' form returned to school.		Parent/carer	Before placement starts
	All students to be linked to their placement.		Co-ordinator	At least 6 weeks before (block week)
	School will be locked out from aspire and then will only be able to link students to a placement that has an in date Health and Safety Check.		Co-ordinator	Locked out from aspire 6 weeks before placement start dates (block week)
	School to send final confirmation letter to employer confirming the placement with contact information for co-ordinator. Medical/contact form to also be included.		Co-ordinator	At least 4 weeks before placement (block) where possible. ASAP for extended.
	Students to contact placement provider to introduce themselves and where possible arrange a pre-placement meeting.		Student	At least 2 weeks before placement starts
	Preparation assembly/session undertaken to prepare students for placement.	Wex - Brief and Debrief Sessions	Co-ordinator	At least 1 week before placement starts
During the placement: monitoring	Check attendance of student at placement by phone.		Co-ordinator	Each day student is expected to be there (extended placements)
	Undertake monitoring visit to placement	Monitoring Visits Guidance	Co-ordinator/ school staff	Once during block week. Every 5/6 weeks for extended placement
	If an accident/incident occurs report to ESCC Wex team	Accident Procedure	Co-ordinator	As soon as advised of accident/incident

After the placement	Thank employer for the placement		Co-ordinator/ student	As soon as possible
	Debrief session(s) undertaken for students to reflect on placement and link with CEIAG.	Wex - Brief and Debrief Sessions	School staff	Within 2 weeks of placement ending.

2. Before the placement starts

2.1 Placement approval

All work placement providers/ employers must be approved by the ESCC work experience team prior to students commencing placements.

2.2 Role of parents

Parents should be made aware that their child is going out on work experience and asked to complete a medical and contact information form, which must be sent to the employer before the placement starts. In addition, parents should sign and return the consent form (generated using Aspire) to say that they agree to the placement taking place and that they have seen and read the placement assessment included. This is a Health and Safety Executive requirement.

2.3 Preparation programme

Students should contact their placement provider to introduce themselves and where possible arrange to meet the employer, so that they understand where the placement is and what the employer's expectations are.

Before a student starts their work placement they should complete a preparation programme which should, at a minimum, cover:

- Their responsibility for health & safety in the work place
- Risks, hazards and safe systems of work (covering use of Personal Protective Equipment; discussion of risk assessments)
- Signage and manual handling
- Expectations of the employer
- The relevance of work experience to their education
- Travel to and from the placement
- Safeguarding issues

2.4 Accident/ emergency contact details

Employers and parents/carers must be provided with details of a dedicated mobile phone number they can contact in the event of an accident or emergency that occurs outside of school hours, if they are unable to get through via the school switchboard. This number should be written on the student's medical form.

3. During the placement

3.1 Monitoring of placements

Monitoring varies according to whether the placement is block or extended:

- For block placements: a phone call should be made, to establish that the student is attending, and followed up by a monitoring visit during the week. Staff visiting students to monitor their placement should be given the information provided in the placement assessment in order that they are aware of the risk control measures that should be in place and of the potential risks to their own safety in that industry (including any personal protective equipment they may need to take).
- For extended placements: employers should be contacted on the relevant placement days to ensure that the student is attending. In addition, students should be visited every 5/6 weeks.

For both types of placement, a monitoring visit form should be completed.

4. After the placement ends

4.1 Student debrief

After a student finishes their work placement they should complete a debrief programme which should, at a minimum, cover:

- Time allowed for students to reflect upon skills they have developed at the placement and what they learnt about the industry in which they have been working.
- Particular focus should be placed on reflecting upon the health & safety standards at their placement. The aim should be to raise its importance with the students and enable the school to assess the compliance of the provider.
- Useful links should be made to CEIAG within school, particularly to future career/study choices.

5. Reporting accidents and incidents in the workplace

The definition of an 'accident' is "any unplanned event which causes, or has the potential to cause, injury, loss or damage". Therefore, a 'near-miss' should be reported in the same way "so far as is reasonably practicable".

Please ensure that the school/college office, or anyone who may take a call, is aware of this procedure. It may need to be adapted to take account of the actual sequence of events, but all stages should be covered. A contingency plan should be in place in schools/colleges and with the ESCC Wex team to avoid or reduce delay in the event of the main contact being unavailable. Details of accidents/incidents that come to light at a later date should also be reported, including any occupational diseases.

5.1 Procedure for reporting accidents and incidents in the workplace

- > The **Student**, the student supervisor or any other member of staff must report the accident or incident to their senior supervisor or employer **immediately**
- > The **Employer** (placement provider) must:
 - 1. notify the parents as soon as is practicable
 - 2. inform the school/college Work Experience Coordinator as soon as is practicable
 - 3. feed information into the company's internal reporting system (i.e. fill out accident book, or report as a RIDDOR to HSE in serious cases)
- > The **school/college Work Experience Coordinator** must (as soon as is practicable):
 - 1. record in writing as many details as possible (stick to factual information only)
 - 2. inform the ESCC Work Experience Team
 - 3. notify the headteacher/principal and/or appropriate senior manager
 - 4. contact parents (even if already aware)
 - 5. remove the student / other students from the placement if necessary
 - 6. complete the Accident Book following normal school/college procedure
- > The **East Sussex County Council Work Experience Team** will:
 - 1. record details of the accident in writing
 - 2. provide the school/college with guidance and support
 - 3. notify ESCC health and safety staff
 - 4. contact the employer and organise a health and safety visit

6. RAF/Army residential placements

Any residential or non residential work related learning activity week such as an Army Insight course, or a RAF “work experience” week are not part of standard work experience. Below is the step by step procedure for these type of placements:

1. At least 12 weeks before the student is due to start, the school should complete an ‘Own Placement’ form on Aspire with the relevant details.
2. The ESCC Work Experience Team will send a visit request to the relevant EBP, informing the school of any charges (as per any ‘Out of Area’ request).
3. Once the visit/check has taken place and the Wex Team has received a copy of the Job description, we will arrange for the residential aspect of the placement to be signed off by the Director of Children’s Services.
4. A copy of the letter ‘Approval for Work-Related Learning Placement On Ministry of Defence Premises’ will be signed by the Director of Children’s Services and sent to the school.

7. Out of area placements

1. An out of area placement is anything that falls outside of East Sussex and Brighton and Hove.
2. For all out of area placement requests, the work experience organisation in that area must ensure that placement providers are meeting legal and health and safety requirements.
3. ESCC Work Experience Team will contact the work experience organisation in that area, on behalf of the school, to request a Health and Safety Check is carried out.
4. If the out of area work experience organisation charges for the Health and Safety Check, the full cost of the charge will be passed on to the school. The full cost will then be passed on to the parent. The cost of a Health and Safety Check could be up to £95.00.
5. Parents or carers are responsible for making the appropriate arrangements for travel and accommodation.

SECTION THREE: LEGAL REQUIREMENTS AND GUIDANCE

1. Definition of a young person

The Health and Safety Executive defines:

a **young person** is anyone under 18 and

a **child** is anyone who has not yet reached the official minimum school leaving age (MSLA). Pupils will reach the MSLA in the school year in which they turn 16.

2. Definition of work experience

The Department for Education (DfE) defines work experience as:

A placement on an employer's premises in which a student carries out a particular task or duty, or range of tasks and duties, more or less as would an employee, but with the emphasis on the learning aspects of the experience.

Work experience placements are only permitted by law for students during Key Stage 4 and above, i.e. Years 10, 11, 12 and 13. Schools are encouraged to provide up to two weeks' high quality work experience for all students, although most schools arrange a 5 day placement.

3. Types of work experience

Work experience can be classified as one of two types:

- **Block:** the placement takes place over 5 or 10 consecutive working days.
- **Extended:** the placement takes place on 1 or 2 days per week over a set period of time.

A short block placement is intended to give a student a general experience of working life and the key skills needed in the workplace.

Longer block placements or extended work experience is intended for students who wish to follow a particular occupation as part of their curriculum and usually leads to, or is part of, a vocational qualification.

4. Choosing dates for block week

When deciding which dates to choose for work experience, schools should take in to account the following:

- Placing a block week before or after a holiday means that students may not have a satisfactory preparation or debrief for the placement, and it will be difficult to deal with any issues that arise before or after it.

- Choosing the same time of year as another school or schools in your area (particularly the summer months) means that you will be competing for places and employers. Consideration should therefore be given to alternative times of the year, as this will increase the availability of placements.

5. Why young people are more at risk in the workplace

When employing a young person under the age of 18, whether for work, work experience or as an apprentice, employers have the same responsibilities for their health, safety and welfare as they do for other employees. Under health and safety law, work experience students are employees. They are treated no differently to other young people that are employed.

Under the Management of Health and Safety at Work Regulations 1999, an employer has a responsibility to ensure that young people employed by them are not exposed to risk due to:

- lack of experience
- being unaware of existing or potential risks and/or
- lack of maturity

An employer must consider:

- the layout of the workplace
- the physical, biological and chemical agents they will be exposed to
- how they will handle work equipment
- how the work and processes are organised
- the extent of health and safety training needed
- risks from particular agents, processes and work

Employers should already be managing the risks in their workplaces and are best placed to assess whether or not they need to do anything additional for a new young person joining them.

6. What is a risk assessment?

A risk assessment is simply a careful examination of activities that take place in the workplace that could cause harm to people, so that an employer can weigh up whether they have taken enough precautions or should do more to prevent harm.

Placement providers/ employers can simply use their existing arrangements for assessments and management of risks to young people. If the employer does not currently employ a young person, has not done so in the last few years or is taking on a work experience student for the first time, or one with particular needs, then they should review their risk assessment before they start

The ESCC Work Experience Team will complete a placement assessment with the employer during the health & safety visit. This does not remove the legal duty from the employer.

These placement assessments detail in full, information to help employers conform to health and safety laws during the work experience period. They also enable employers to add specific risks at their discretion.

The health and safety visits conducted by the Work Experience Officers are for students without additional or special educational needs. Schools should liaise with employers to complete an individual risk assessment where students have any additional or special educational needs.

In order to make appropriate placements, work experience coordinators must consider the contents of the placement assessments on Aspire and match these according to individual needs of students.

Schools must ensure that parents sign the parental agreement form and are provided with copies of the placement assessment for their child's placement before they begin their placement. Copies of both the parental agreement form and placement assessment can be printed from Aspire.

Staff visiting students to monitor their placement should be given the information provided in the placement assessment on Aspire. This will ensure that they are aware of the risk control measures that should be in place and of the potential risks to their own safety in that industry, including any Personal Protective Equipment (PPE) they may need to take.

7. East Sussex County Council Policy on Work Experience

The East Sussex County Council Policy on Work Experience details the health and safety responsibilities for East Sussex schools and external organisations who are involved in work experience placements. Other organisations may find it contains useful guidance regarding conducting work experience within their own setting:

8. Prohibited placements

The Education Act 1996, Management of Health and Safety at Work Regulations 1999 and local bye-laws place limitations on the type of work which students can undertake on work experience due to their age or the nature of the work. Students on work experience are therefore not permitted to undertake the following tasks or placements:

- in a prison
- in a tattoo studio
- permanent makeup studio / treatment area
- a body piercing studio
- an abattoir
- working at height
- use of access equipment
- in or on water
- in the air – hot air balloons, helicopters, gliders etc
- in gambling locations – amusement arcades, betting shops, casinos
- behind the bar of public houses and restaurants selling alcohol

- in an off-licence
- with guns – e.g. gun shop, gamekeeper
- with fireworks
- on new build sites (below ground works only) or total refurbishment sites
- go on errands
- using industrial work equipment and tools (Mains, battery or air)
- using hazardous substances
- use of petrol
- handling of used oil
- using or riding quad bikes, lawn mowers and farm vehicles

Students undertaking work experience related to a vocational qualification, or who are studying at post-16 level, may not be subject to the same restrictions as those doing general work experience. This will be dealt with on a case by case basis by East Sussex County Council.

Please be aware that certain restrictions apply in all industries where placements are permitted, specific placement assessments detailing additional prohibitions and restrictions will be available through Aspire.

9. Insurance requirements

The Association of British Insurers, The British Insurance & Investment Brokers Association and Lloyds of London have agreed that, as a matter of convention, students on work experience placement should be treated as employees for the purposes of insurance against bodily injury (that is, they will always be covered by the Employers' Liability policy). Such placements must conform to the requirements of the Education Act 1996. Therefore:

- All placement providers (regardless of their relationship to the student) must have Employers' Liability and Public Liability Insurance.
- 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 must be insured for business use.

The ESCC Work Experience team cannot approve a placement without seeing evidence of Employers' Liability Insurance. The Work Experience Officer will contact the school's co-ordinator as soon as this situation arises in order that the school can assist in following up with the employer to provide evidence. Documents can be scanned and emailed to: workexperience@eastsussex.gov.uk and should be marked for the attention of the Work Experience Team.

10. Working hours

Students on work placements should not work for more than five days in any consecutive seven-day period, and it is a requirement that students should not work more than a standard eight-hour day or forty hours in a week.

The number of hours worked and pattern of duties, is normally agreed by the placement provider, school and students. However, they should not work either between 10pm and 6am or between 11pm and 7am (except in certain circumstances). Students are legally entitled to a thirty minute break if they work more than four and a half hours, work excessively long hours or unnecessarily unsocial hours.

11. Lunch and break times

Parents should discuss the specified arrangements for lunch and break periods with their son/daughter and make sure they are suitable. 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.

12. Free school meals and travel assistance

Students who receive free school meals, or assistance with travel to and from school, are entitled to receive assistance from the school during their work experience.

13. Work experience during school holidays or outside school time

If a school allows a student time off during term time to go on a placement that the student has organised independently, they are sanctioning them to do work experience and the school must accept responsibility. In this case, schools should ensure the placement is checked and approved in accordance with the ESCC Work Experience policy.

If a student independently arranges work experience in the holidays or outside of school time, then the school has no responsibility. This must be a decision made by the student and not recommended by the school.

Schools have three options:

- Not to offer work experience
- To contract with the ESCC Work Experience team
- To commission an authorised external provider in accordance with the conditions set out in the Work Experience policy

When schools advise parents that they are not taking part in work experience, they must ensure that they do not suggest that, as an alternative, students find their own placements during the school holidays and outside school time. This could be construed as guiding them towards work

experience during that time, and there is a chance that students will be put at risk and the school will be responsible.

It is advisable that when communicating their intention not to do work experience, schools include a paragraph which states that:

“The school cannot accept any responsibility for you or your child, should you wish to arrange your own work experience for him/her during the school holidays or outside school time”.

14. Work Experience Abroad

As UK health and safety law does not apply to overseas work experience placements, and as a result of the difficulties in assessing the suitability of the placement, ESCC will not approve any overseas work placement.

15. Pay, Tax & National Insurance

Students on work experience have the status of an "employee" for legal and insurance purposes, but must not receive payment for the work they do. Employers can assist with travelling expenses or lunch costs if they wish.

16. Child Protection

16.1 Child protection considerations

No work experience placement (of any duration) should proceed unless proper consideration of child protection matters has been made. This includes:

- East Sussex County Council Work Experience team vetting the employer
- the school/ setting providing the placement assessment to the pupil and parents/guardians
- the school/ setting is satisfied that a pupil has been prepared sufficiently to:
 - > avoid potential situations where they may be vulnerable;
 - > be able to respond appropriately should they have concerns, or if an incident occurs.

Every employer visited by East Sussex County Council is advised of and asked to sign an Endorsement of Principles relating to child protection.

16.2 DBS Checks

Schools and colleges organising work experience placements should ensure that policies and procedures are in place to protect children from harm.

Barred list checks by the DBS might be required on some people who supervise a child under the age of 16 on a work experience placement. The school or college should consider the

specific circumstances of the work experience, in particular the nature of the supervision and the frequency of the activity being supervised, to determine what, if any, checks are necessary. For more specific guidance, please refer to the DfE's guidance 'Keeping children safe in education: Statutory guidance for schools and colleges', May 2016 section on Adults who supervise children on work experience, p.38. This sets out the very specific responsibilities of schools for child protection and work experience.

All schools are advised to follow and improve on these standards. This includes:

1. Minimum standard: pre-placement

- Child protection issues form part of the evidence base (as well as a young person's risk assessment) on which a decision to place a student is made.

2. Minimum standards: alleged incident procedures

- The student must be withdrawn from the placement, by the school, as soon as is safe.
- The Headteacher and East Sussex County Council must be informed.
- The placement provider shall be suspended from placements until such time as the source of the incident (both personnel and systemic) has been removed, and a re-visit by a competent assessor has been undertaken.
- Internal systems and procedures will be reviewed.

3. Minimum standard: confidentiality

- Schools need to carefully consider the needs of the placement provider where relevant information about the student is not disclosed, due to the requirements of the Data Protection Act 1998. Student/parental consent should be obtained before any confidential information is disclosed.

4. Minimum standard: parents

- The agreement/consent form must contain a statement encouraging parents to feed back issues arising during a placement.

5. Minimum standard: school

- The responsibility for ensuring all the above standards are met always remains with the school.

SECTION FOUR: RESOURCES

Health and Safety Executive (HSE)

<http://www.hse.gov.uk/youngpeople/workexperience/index.htm>

The Health and Safety Executive's (HSE) website provides information on the range of health and safety legislation relating to young people that applies to workplaces in Great Britain.

Connexions360

www.c360.org.uk

This website for 14-19 year olds contains pages dedicated to work experience, which can be found under 'Education and Employment'.

Barclays Lifeskills

Set up by Barclays Banks to '*Inspire young people to get the skills they need for a better future*'. Useful employability resources and Wex journals for free (sign up required).

www.barclayslifeskills.com