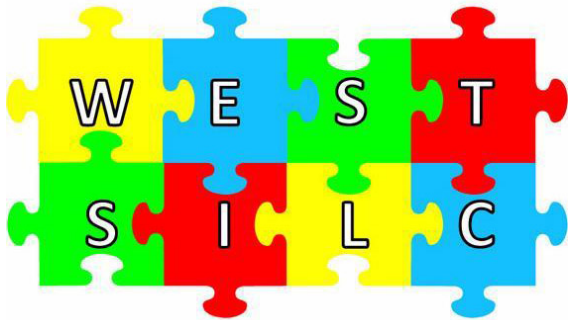


# West SILC Work Experience Policy



# West SILC Work Experience Policy

## Document Summary

Work experience is one of the most important link activities between employers, schools, academies and colleges.

This exposure to work is a significant step in preparing young people for adult and working life by developing their personal and social skills as well as the key skills they will need for the world of work.

## Introduction

This Work Experience Policy highlights the responsibilities by both the West SILC and the Work Experience Team, Xperience to place students into appropriate work experience placements.

Xperience is part of the Employment and Skills (E&S) Team within Children's Services of City of Bradford Metropolitan District Council. The Xperience Team is based at: Margaret McMillan Tower, Princes Way, Bradford BD1 1NN.

This document details the health and safety responsibilities of both West SILC and Xperience

## 1. Students covered

The guidance in this Work Experience Policy is relevant to Pre 16 and Post 16 students. The guidance covers placements occurring outside of the West SILC with external businesses and placements taking place within the West SILC.

Work experience for students over compulsory school age is not covered by the Education Act 1996. This is because students in Years 12 and 13 are already classed as a 'young person' and there is no need to introduce legislation to enable them to undertake work experience. However, it is expected that any arrangements made for older students will take into account the general considerations identified in DfE and HSE guidance for younger students.

There is no real difference between the duty of care due to a 'young person' and to a 'child' when making work experience arrangements therefore the West SILC will adhere to the guidance in this policy to protect both themselves and their students.

## 2. West SILC is responsible for:

1. Providing a named person responsible for co-ordinating work experience.
2. Providing quality training for all any staff involved in the work experience process.
3. Making the student aware of the opportunities available for work experience
4. Selecting placements, which have been health and safety inspected by, or on behalf of, Xperience.
5. Allocating the student an acceptable placement.



# West SILC Work Experience Policy

6. Preparing the student for the placement, ensuring the student attends a preplacement interview and disclosing any medical/behavioural issues that the employer should be aware of. Serious health issues/special needs details should be included on the database under the health section of student record.
7. Providing an out of hours telephone number to be available in the event of an emergency.
8. Supporting the student and placement provider during the placement.
9. Visiting the student during the placement; one visit for every five working days.
10. Monitoring the student during the placement.
11. Allowing time for the work experience co-ordinator / staff to review the placement with the supervisor and the student
12. Providing an opportunity for the student to be de-briefed after the placement and use work experience as an opportunity to extend their learning.
13. Providing an opportunity for the student to write a letter of thanks to the employer
14. Providing feedback to Xperience to review the quality of placements and co-operate with monitoring and evaluation sampling process if required.
15. Allow the experience co-ordinator to attend termly meetings.

### 3. Xperience is responsible for:

1. Providing a centralised database to link placement providers with suitable students
2. Providing work experience officers as contact points for the employers and schools
3. Ensuring a health and safety inspection of a database placement is carried out by a suitably trained, qualified and competent person.
4. Advising the placement provider on statutory requirements, for example, insurance, health and safety and risk assessments and, any students' medical/behavioural issues the SILC have disclosed to Xperience via the database.
5. Ensuring placements are only used where the employer has the correct insurance in place.
6. Expanding the number of available placements on the database
7. Providing the SILC and employer with written details of confirmed placements.
8. Providing an out of hours telephone number in the event of an emergency for use by the employer, student or parent/carer.
9. Providing certificates as recognition for students on successful completion of a period of work experience.
10. Providing one initial free training session and step by step manual for school staff in the use of the internet-based system for booking placements. (Charges may apply for additional sessions)
11. Providing support to school co-ordinators and placement providers concerning issues around work experience
12. Providing an authority-wide work experience accident reporting/recording procedure
13. Convening termly work experience school co-ordinator meetings
14. Reviewing placements with all partners annually to monitor the quality of the placements



# West SILC Work Experience Policy

## 4. Data sharing

Xperience will only provide the minimum information required about the student to the host employer; this will include the students name, tutor group, school and age at start date of placement.

Any medical or other information that will impact on the placement will be discussed verbally by Xperience with the employer due to health & safety purposes.

West SILC will ensure parents/carers agree to the sharing of their child's information outlined above for the purposes of work experience.

### Data protection and commercial sensitivities

All employers on the central database have signed an Employer Statement to allow Xperience to store the basic company and placement information on the Xperience database.

Information **MUST NOT** be shared with third parties, published externally or used for other programmes except the specific cohort of students you have registered to work in partnership with Xperience. Please refrain from printing off company details and passing to students for cold calling purposes, this only confuses and frustrates employers.

Selecting appropriate placements for individual students should be carried out in a supportive environment as part of a work experience planning discussion. The student browser tool can aid the WEX Co-ordinator in this process

### Monitoring visits during the placements

The SILC will ensure that steps are taken to allocate a member of staff to students on work experience so that a visit can be made during the placement. It is recommended that a student should be visited once for every five days or equivalent whilst they are at their placement. If a face-to-face visit cannot be arranged then a 'phone conversation should be made with both the employer, and the student.

### Contact with Xperience during the placement

First point of contact is Xperience, then Work Experience Officer will ensure that the SILC is made aware of any situations, which have arisen and will provide support to the employer or SILC where it is needed.

Problems with individual students will be resolved by the SILC. If the employer terminates a placement, the West SILC must provide the employer with clear instructions as to whether the student will be collected from the placement or method of returning to the West SILC.

The West SILC must inform/liase with parents if this issue arises with immediate effect.



# West SILC Work Experience Policy

Situations where problems arise with employers should be brought to the attention of Xperience and feedback will be given to the West SILC, where appropriate.

## 5. Accident Management

All accidents and incidents must be reported by the placement provider to the West SILC. The West SILC must, in turn, pass on details to Xperience as soon as possible after the accident/incident has occurred by completing the Accident/Incident Form which the Xperience Team can provide.

In the majority of cases, the West SILC must ask for a written student statement to gather all the facts, which must be sent to Xperience as soon as possible to allow an appropriate level of investigation to take place. If Xperience is notified first, the West SILC will be informed. The accident/incident must be recorded by West SILC staff. If there is any doubt as to the relevance of an accident, the West SILC should take advice from Xperience.

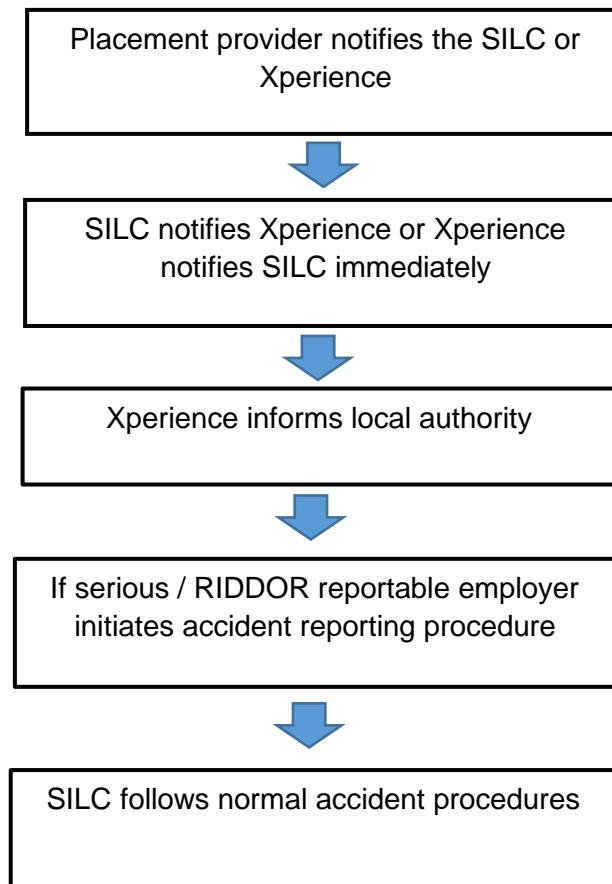
Where an accident is serious or RIDDOR reportable, Xperience will initiate DfE reporting procedures. Serious accidents will then be notified to the Health and Safety Executive for investigation.

The West SILC out of hours emergency mobile number will be available at all times during the West SILC work experience week(s) or longer if there are extended placements.



# West SILC Work Experience Policy

## Summary of accident management:



# West SILC Work Experience Policy

## 6. Work Experience placements within the West SILC

Where the West SILC is undertaking the role of placement provider, a number of areas need to be considered by the staff supervising the student on placement.

Staff must ensure that they follow the West SILC security procedures in relation to the use of information technology (including but not limited to computers, tablets, mobile telephones, smart watches and linked devices) and the proper management of computer held information.

Particular care must be taken to observe established procedures when using passwords and when logging on and off. Staff must never share passwords, which may lead to unauthorised access to SILC systems.

Confidential information about employees, students or parents should never be disclosed to the student on placement.

Where the SILC is willing to provide work experience placements, they should be aware that they will be expected to fulfil the responsibilities outlined in this document as placement providers and provide a thorough induction process, which should include: -

1. Safety policies / rule, including key safety people
2. Prohibited areas – may include some areas that usually do not apply to other staff
3. Use of machinery and equipment – students should not attempt to use any equipment or machinery that they have not been trained on, and that has prohibited on the Risk Assessment.
4. Accident procedures
5. Fire Alarm and Invacuation Alarm procedures

All students on a work placement should be given meaningful work suitable for their age, level of experience, ability, physical limitations, any Special Education Needs, and maturity.

This policy has been compiled and will be reviewed, to ensure that it is fair, does not prioritise or disadvantage any pupils.

This policy will be approved by the SILC's Governing Body

This policy should be read in conjunction with

Equality ACT 2010

West SILC Teaching and Learning Policy

West SILC Safeguarding and Child Protection Policy

John Mace, Vice Principal - September 2023



# West SILC Work Experience Policy

This policy will be reviewed in September 2024 and biannually (or earlier if there is a cessation in the relationship with Xperience).

