



TyneCoastCollege

Work Placement Policy

This policy is available on-line at www.tynecoast.ac.uk

- We will consider any request for this policy to be made available in an alternative format or language. Please note that the College may charge for this. Please contact: Deputy Principal & CEO.
- We review our policies regularly to update them and to ensure that they are accessible and fair to all. We welcome suggestions for improving the accessibility or fairness of this policy.
- All our policies are subject to equality impact assessments*. We are always keen to hear from anyone who wishes to contribute to these impact assessments. Please contact: Deputy Principal & CEO.

*Equality Impact Assessments are carried out to see whether the policy has, or is likely to have, a negative impact on grounds of: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Approved by:	Version:	Issue date:	Review date:	Contact person:
SEG	5.1	December 2016	December 2019	Health and Safety Manager

Equal Opportunities: Impact Assessed

POLICY NUMBER 73

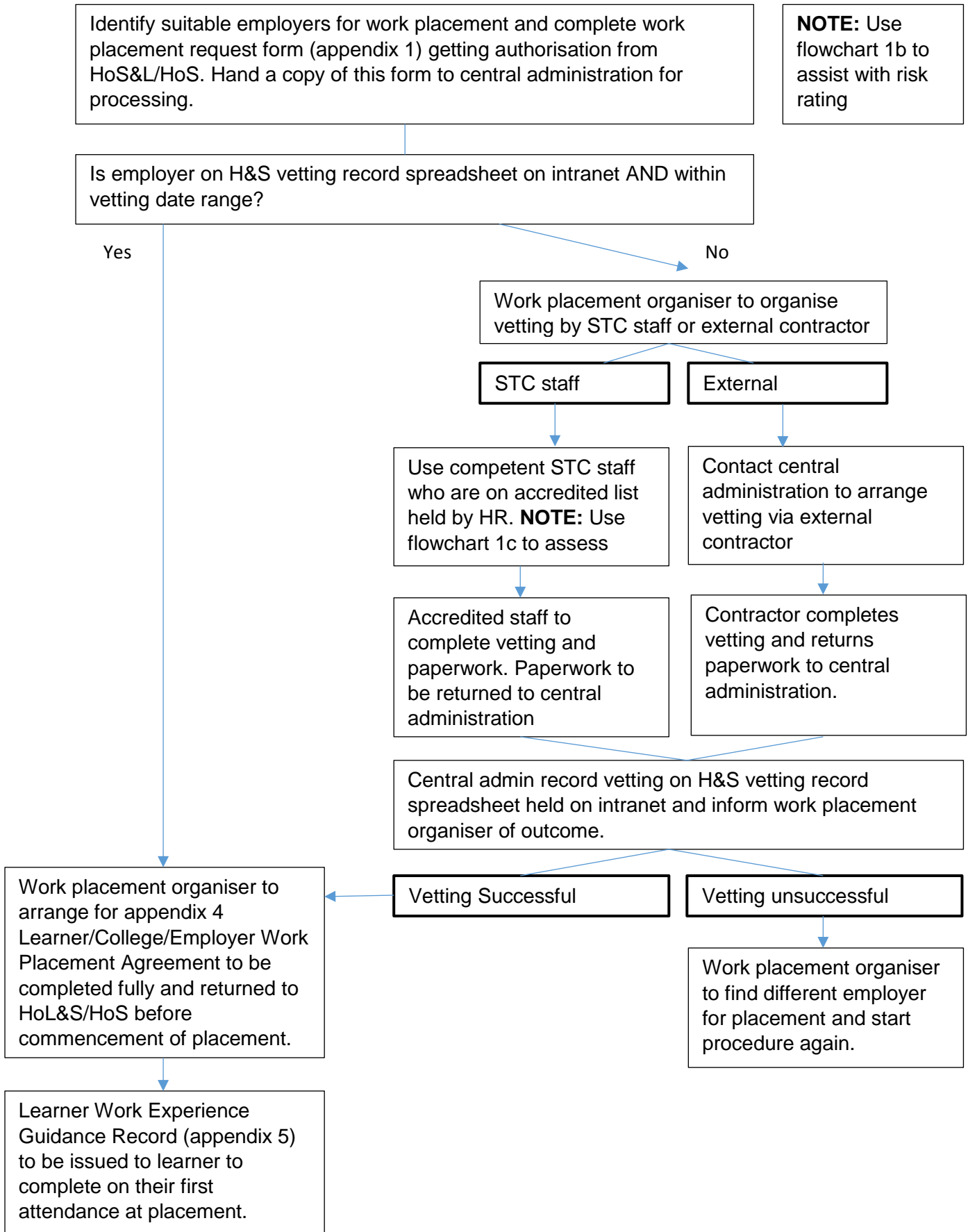
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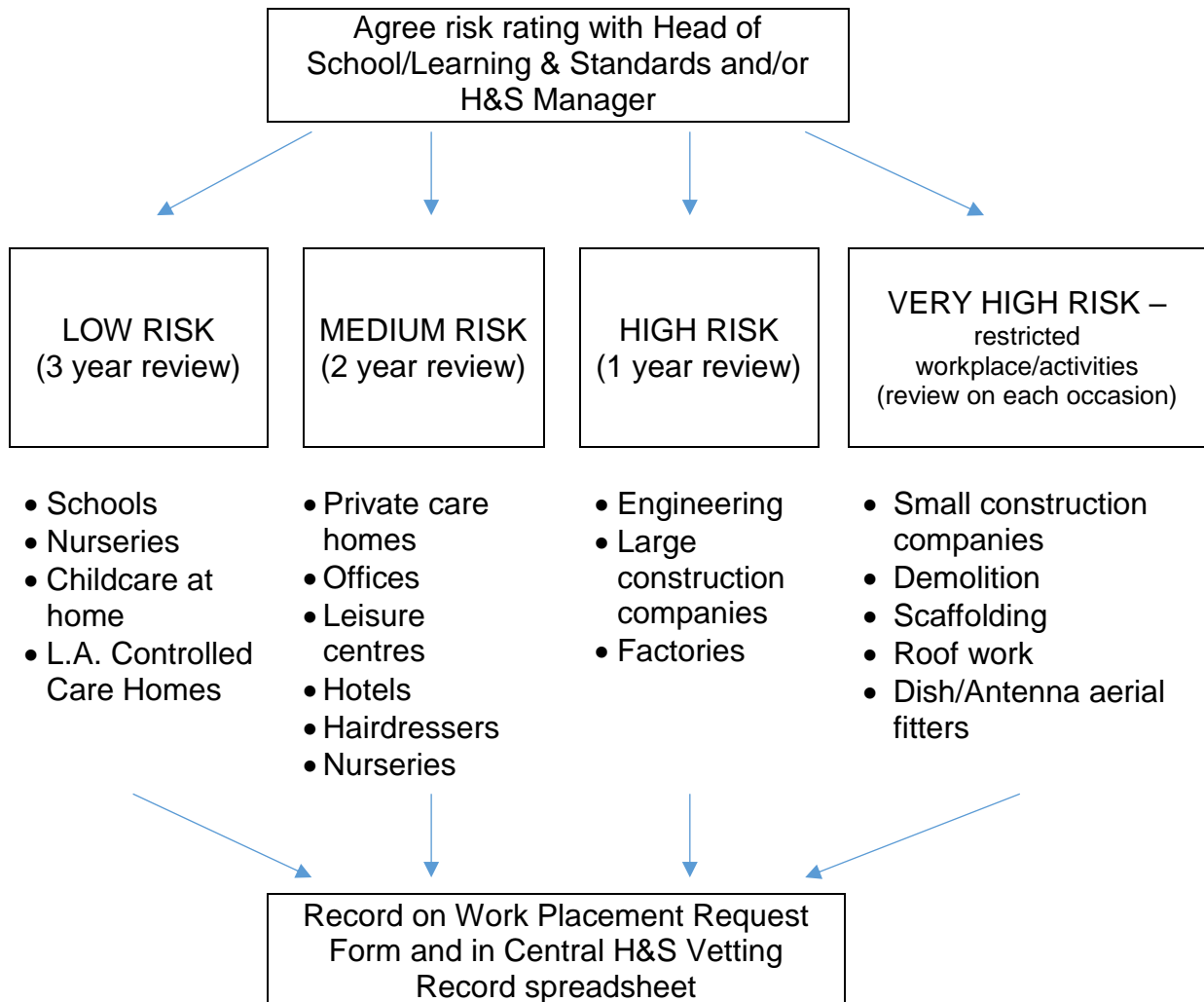
Appendices – available on Intranet via ‘Work Placement’ link

- Appendix 1 - In-House Work Placement Vetting Request Form
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- Appendix 4 - Learner/College/Employer Work Placement Agreement
- Appendix 5 - Learner Work Experience Guidance Record
- Appendix 6 - Work Placement assessment and vetting Form Part 2 (included in Appx 5)
- Appendix 7 – Work Placement Log

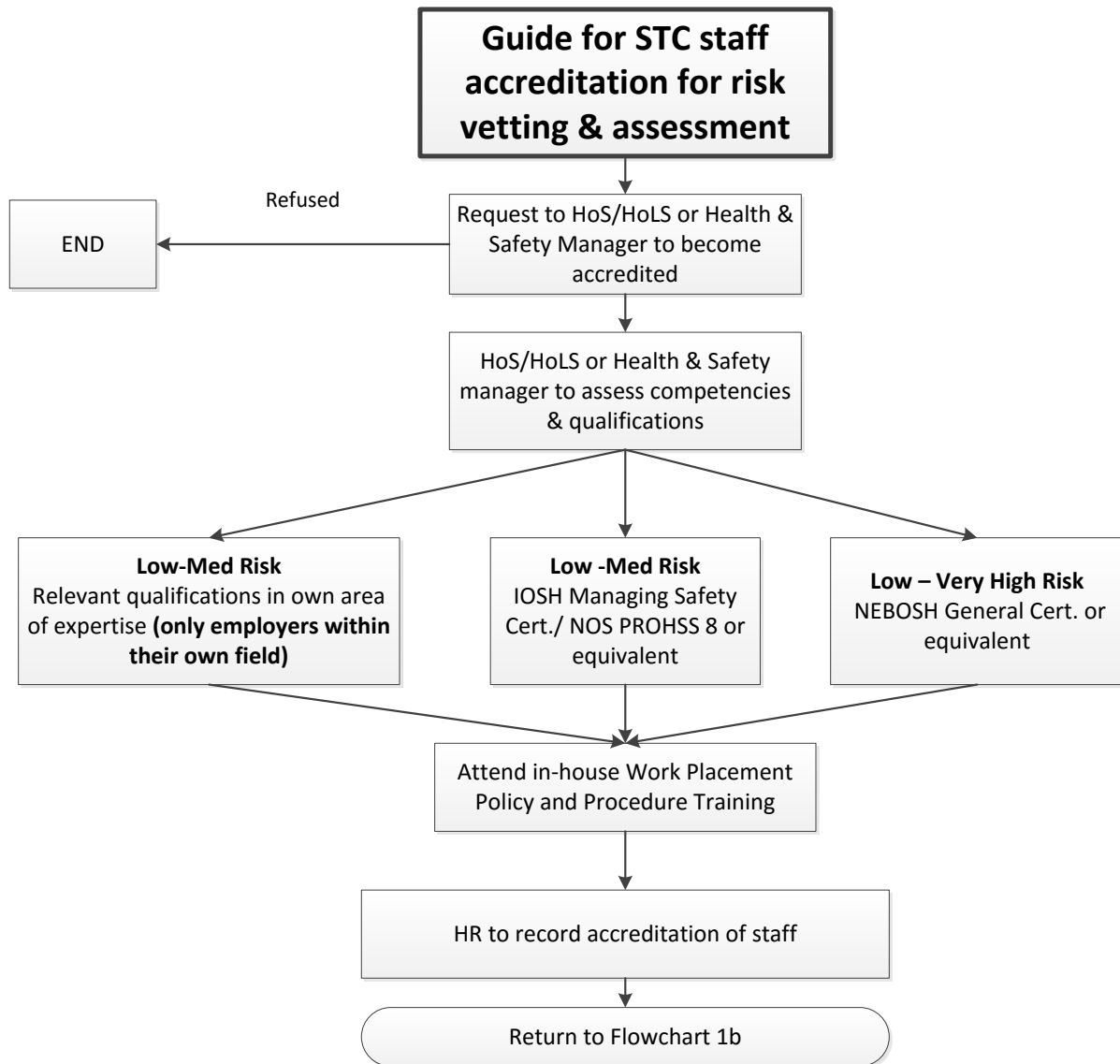
Full Procedure for Work Placements (Flowchart 1a)



Procedure for risk rating and review of employers (flowchart 1b)



Guide for STC staff accreditation for risk vetting & assessment (flowchart 1c)



1. **Flow Charts**
 - a. Full procedure for Work Placements
 - b. Procedure for risk rating employers
 - c. Guide for STC staff accreditation for risk vetting & assessment

2. **General Policy Statement**

- a. **Policy Statement**

The Health and Safety at Work Act 1974 requires employers to ensure the Health, Safety and Welfare at work of their employees and anyone who may be affected by their activities.

Tyne Coast College recognises and accepts its responsibilities to staff and learners involved with work placements including those learners who find their own work placements. The College will endeavour to ensure that risks arising from work placements are reduced to the lowest level so far as reasonably practicable and comply with current best practice.

- b. **Scope of this Work Placement Policy**

Included: This policy and procedure for Work Placements covers **all off site work placements that are organised by staff** of Tyne Coast College (or Career College). These placements can range from short placements at local employers to placements over a longer term, some of which may be out of the area or abroad. NB: - **Self-placement** – Organisers have the same duties towards students who find their own placements or are placed within their own family business if it is part of the curriculum requirements.

Included: Apprentices where STC arrange or fill apprenticeship vacancies for employers (i.e. advertise for placement employers and matching them up). Note however the duty of care is primarily with the employer.

Not Included: Apprentices who are employed and the employer 'invites' the provider to deliver training or assessment on their site.

Not included: Work placements on Tyne Coast College premises which must follow policies and arrangements as if the placement candidate is an employee. HR department must be aware of all STC work placements for suitable induction arrangements to be made. If the work placement candidate is under 18 then a specific risk assessment must be conducted in line with The Management of Health and Safety at Work Regulations 1999 (Reg19 – 'protection of young persons')

Not included: Work placements that students have organised themselves, receiving advice only from lecturers / tutors. Where the curriculum does not require work placement as part of an 'organised' event

but is deemed additional to the requirements of the programme e.g. similar to advice given to students for say a 'Saturday job' AND the student organises the placement. In those situations the student and their parents will be deemed responsible for vetting employers. Staff giving advice are seen in an **advisory role only** and therefore not responsible for organising the work placement. STC staff are advised to state this clearly to students and where under 18 directly to the parents or guardians.

Not included: *Work placements that through contract have identified an employer or a Work Placement Organiser who have primary responsibility for the placement of the student.* Specific circumstances arise whereby Marine cadets are given placements by their own employers which through contract place no duty on the college to directly arrange those placements.

Third party contracted provision (college partners):

Included: Work placements related to Study Programmes/Traineeships/ Careers college organized on behalf of Tyne Coast College.

Included: Third party providers who arrange or fill apprenticeship vacancies for employers (i.e. advertise for placement employers and matching them up). on behalf of Tyne Coast College

N.B: students on these types of programme who go on a work placement must follow this policy/procedure or similar policy/procedure via the partner. It is the responsibility of the partner to arrange vetting of employers' premises at least once and vetting reviews dependent on risk.

Not Included: Adult apprentices (>18) who are employed and the employer 'invites' the college partner provider to deliver training on their site.

c. **Objectives**

To ensure that learners are placed in a working environment where the associated risks to their health, safety and welfare are suitably controlled and to ensure that the health and safety arrangements for work placements have been adequately vetted and approved.

To provide guidance and support for staff involved with work placements.

d. **Relevant Legislation and guidance**

This document has been prepared to comply with legislation and best practice following a review of relevant guidance, including the following.

- HSE guide on Work experience organisers <http://www.hse.gov.uk/youngpeople/workexperience/organiser.htm> date accessed 18/09/13
- The Right Start – Work experience for young people: Health and safety basics for employers. **INDG 364**
- UCEA Health and Safety Guidance for the placement of Higher Education students. **UCEA Aug 09**
- Post-16 work experience as a part of 16 to 19 study programmes and traineeships (DfE 2015)
- HSE Guidance on Apprentices
- 2013 report of work placement DfE-RR298
- Keeping children safe in education - DfE guidance

Important Guidance Notes

‘...there are very few work activities a student cannot do due to health and safety law.’ HSE 2016

The level of involvement of any organisation in arranging the placement will in part determine what steps they should take. The obligations will be greatest for those further education colleges which operate Apprenticeship Training Agencies or otherwise directly employ apprentices who are then seconded on placement to local businesses or other organisations.

The essential requirements:

1. Know your employer - Conduct due diligence of the proposed placement provider. What due diligence is proportionate will depend on a range of factors, but may encompass a site visit and a review of their health and safety history. For instance, have they been in receipt of any Improvement or Prohibition Notices or convictions. Consideration could be given to compiling an approved placement provider list. Undertaking due diligence about providers helps to ensure that any concerns are identified and can be acted on as appropriate.
2. Get feedback - Where a placement provider is used ensure that feedback is taken from students about their experience. Within this feedback cover matters such as health and safety on site; training and inductions and the provision of suitable personal protective equipment as required. Feedback may help determine immediate changes which can be made to ensure that any placement runs safely, whether a placement should be terminated early or whether a placement provider should not be recommended in future.
3. Maintain records - Ensure that records for each placement provider are kept up to date and ideally centralised. If different departments of an organisation are using the same placement provider information should be shared between them, especially if there are any concerns.

(Paul Verico Eversheds 2015)

The employer has the primary responsibility for the health and safety of students whilst on a work experience placement. Education or training providers must satisfy themselves that an employer has assessed the associated risks to workers under 18

on their premises and has suitable and sufficient risk management arrangements in place. Checks by education or training providers must be kept in proportion with the risk environment. For low risk environments, assurance can be gained through a conversation with the employer.

(HSE 2016)

NOTE: The duty is primarily with the employer and as long as college/partner staff do not **interfere with activities** of the host employer or present additional hazards as a result of their presence on their premises then no further condition is required to satisfy the duty of care. If however college/partner staff brings to the employers premises equipment or activities which may pose risk then it is essential that permission is gained and a risk assessment has been conducted describing the hazards, risks and suitable controls and that equipment is: a. Suitable for use; b. Maintained; c. Inspected frequently; d. Restricted for use to competent staff; e. Information and instruction available for safe use; f. Conforms to EC requirements; g. Not dangerous; h. suitably controlled.

As part of the government's Red Tape Challenge, ministers have written to employers confirming that the **insurance** industry has committed to treat work experience students as employees so that they will be covered by existing Employers' Liability Compulsory Insurance policies.

If the **voluntary organisation** employs staff, students on work experience placements will be covered by their existing Employers' Liability Compulsory **Insurance** policy. If the voluntary organisation only has Public Liability Insurance, they will need to obtain temporary Employer Liability Compulsory Insurance for the duration of the placement.

(DfE 2015)

e. **Terminology used:**

Work Placement Organiser – the Course leader, Lecturer, Tutor, PLC or other suitable member of STC staff who are designated by the Head of School/Learning and Standards to arrange the work placement of students.

Work Placement Employer – the organisation/self-employed person who is willing to take responsibility for the student during the work placement

Work placement Assessor – a member of STC staff accredited to conduct work placement assessment and vetting of employers premises and activities

3. Roles and Responsibilities

a. **Heads of School (HOS) / Heads of Learning & Standards (HoLS)/ Assistant Principal (Careers college)**

The HoS/HoLS/AP is responsible for ensuring that the work placement policy is fully implemented, that appropriate safety measures are in place and that training needs have been addressed for all learners on work placement. The work placement must be authorised by the HoS/HoLS/AP for each learner.

Specifically they should ensure:

- i. that work placements have a specific objective and are an essential part of the curriculum;
- ii. authorise all **Learner/ College/ Employer Work placement Agreements (appendix 4)**;
- iii. the work placement complies with regulations and guidelines, including the College's health and safety policy document;
- iv. that appropriate work placement venues are selected and employers are suitable;
- v. the venue and employer has a due diligence review conducted in line with the requirements (using a competent contractor or competent STC staff and using the STC **Workplace Assessment and Vetting form (see appendix 2 & 3)**).
- vi. Also have adequate learner protection procedures in place and that all necessary actions have been completed before the placement begins;
- vii. staff are aware of the work placement policy;
- viii. arrangements have been made for the **medical needs** and special educational needs of any learner as required; (see 'Learner-College-Employer Agreement form' Appendix 4 and 'Learner Placement Guidance record' see appendix 5)
- ix. all paperwork (forms and records) necessary to evidence good practice, register the activity (via 'Work Placement Log' see Appendix 7), college policy and legislative requirements are recorded and filed appropriately within the school/department for ease of referencing;
- x. students should not be asked to work more than a standard eight-hour day.
- xi. Ensure that a purchase order is raised for the use of competent contractors for employer assessment/vetting.

In order to achieve the above it will be essential to liaise with the College Health and Safety Manager/ Lecturer/Work Placement Assessor or Assessment Contractor to ensure that the placement has been assessed adequately prior to the learner attending the placement.

b. **Course Lecturer/Personal Learning Coach (Work Placement Organiser)**

The course Work Placement Organiser should have overall responsibility for the organisation and conduct of the placement and should have regard to the training needs of the learner. They should:

- i. Identify curriculum objectives and work placement need;
- ii. Identify suitable employers for work placement ensuring the employer is on approved Health and Safety Vetting Record spreadsheet on intranet;
- iii. Using the Work Placement Request form (appendix 1) obtain the HoS/HoLS/AP prior agreement for suitability before any off-site work placement takes place ensuring that the HoS/HoLS/AP is fully aware of what the proposed work placement involves;
- iv. ensure the completion of the **learner/ college/ employer agreement form (appendix 4)** ensuring that the learner is fully aware of what the proposed work placement involves;
- v. ensure that the **learner/ college/ employer Work placement agreement form (appendix 4)** is submitted to the HoS/HoLS/AP for authorisation where possible at least one month prior to the work placement start date;
- vi. ensure that College staff who is conducting health and safety assessments/vetting is competent to do so. If not then an appropriate competent assessment contractor must be used. All staff must be accredited by the Health and Safety Manager and records kept by HR dept. (see flow chart 1c);
- vii. where a competent assessment contractor is being used then the contractors procedure for requests must be followed;
- viii. ensure learners are suitably instructed in their health and safety responsibilities prior to placement. Staff should use any appropriate guidance indicators relevant to their specific industry, **the Work Placement Log (Appendix 7)** and the **Learner work placement guidance record (Appendix 5)**;
- ix. organise and complete the planning and preparation of the placement including timetabling to adhere to funding agreements and the briefing of learners and parents where appropriate;

- x. at the request of the HoS/HoLS/AP or Health and Safety Manager to stop the placement if the risk to the health and safety of the learner is unacceptable;
- xi. Ensure that a follow up discussion with learner takes place within 4 weeks of placement commencing, to review learner safety;
- i. ensure that any accidents or incidents involving the student on work placement are adequately investigated, and ensure they are reported to the Health and Safety Manager as soon as possible. (using college accident report form AR1);

c. Health and Safety Manager

The Health and Safety Manager has overall responsibility to ensure that the College policy on work placements is current and up to date. The Health and Safety Manager must:

- i. Ensure all college staff Work Placement Assessors, agency staff and contractors used for assessment and vetting are competent to conduct the work and are aware of their role and responsibilities;
- ii. liaise with college staff Work Placement Assessors & contractors conducting assessments to ensure that documentation is being completed and submitted within the time scales required;
- iii. ensure the Health and Safety Vetting Record spreadsheet on the intranet is kept up to date and reviewed;
- iv. report any RIDDOR reportable accidents to students on work placement, see www.hse.gov.uk/services/education

The Health and Safety Manager can be contacted by: Telephone on 0191 4273500 ext. 5708 or in an emergency 3999

d. College staff carrying out health and safety assessment/vetting

College staff that has responsibility for the assessment of College placements should ensure:

- i. they are suitably qualified and experienced to carry out assessments in the relevant area, and have been authorised to conduct assessments by their HoS/HoLS/AP or Health and Safety Manager; (see flow chart 1c)
 - records of accreditation and their Qualifications must be held with Human Resources Dept.

- All accredited staff must receive training on this Work Placement procedure.
- ii. health and safety assessment on work placements is carried out on all placements prior to the placement taking place using either **Work Placement Low Risk Vetting Form** (see appendix 2) or **Work Placement Assessment and Vetting Form** (see appendix 3);
- iii. the course tutor/lecturer is informed of the outcome of the assessment prior to the placement taking place;
- iv. Central Administration is informed to update the Health and Safety Vetting Record spreadsheet with the outcome of the assessment;
- v. the health, safety and welfare of learners on work placement is acceptable and that the placement provider has suitable systems in place for the Management of health and safety;
- vi. the placement provider has suitably assessed the risks to learners on placement;
- vii. that the placement will not be allowed to go ahead if the health, safety and welfare of the learner gives grounds for concern;
- viii. that a copy of the completed work placement assessment and vetting form can be made available when required;
- ix. that the HoS/HoLS/AP and Health and Safety Manager is informed where the College policy is not being adhered to with regard to the submission of documentation, or the suitability of placements;

e. **Nominated Administration staff**

Nominated Administration staff must;

- i. Ensure appropriate records of employers' assessments are stored securely on the **Health and Safety Vetting Record spreadsheet** and that is kept up to date, reviewed and available for audit where required;
- ii. Ensure that a purchase order for competent contractor is raised, and approved by HoS/HoLS/AP;
- iii. Record register using activity log in Work Placement Log (Appendix 5) or similar register sheet.

f. **Learner**

Learners must:

- i. understand the necessity for health and safety controls in the workplace;
- ii. understand that their safety and that of others when on placement is their responsibility;
- iii. ensure you receive an induction from the work placement provider where they will provide you with all the information you need; you must follow all rules and policies;
- iv. Learners are required to sign the **Learner/ College/ Employer Work placement Agreement** (Appendix 4) to agree to the above, complete all other records required including **Work Placement Guidance Record** (Appendix 5) which includes **Workplace ass and Vetting form Part 2** (Appendix 6) and **Work Placement Log** (Appendix 7)

Any learners whose behaviour may be considered to be a danger to themselves or to other employees may be stopped from attending the work placement.

g. **Support worker:**

Support worker must:

- i. ensure a risk assessment is complete which includes their interaction with the employers' premises, activities and student;
- ii. ensure that control measures defined are appropriate for both themselves and for their learner;
- iii. ensure they receive an induction to the employers' premises and activities and follow all rules and policies.

Support workers are required to sign the Learner/ College/ Employer Work placement Agreement (Appendix 4) to agree to the above. Support workers are to be seen by the Employer as a work placement student for insurance purposes and the 'Employer Agreement' requires the Employer to accept responsibility for the Support Worker in the same manner as the Learner.

3. Documents and Procedures

3.1 Introduction

Before a work placement can be considered there must be a curriculum objective or/and work placement need. Funding agreements may decide the work placement specification and thus placement must be planned, organized and timetabled to adhere to funding agreements within study programmes.

The work placement organiser will identify suitable employers for work placement. Where a student has a proposal it is still incumbent on the tutor as the work placement organiser to ensure suitability. This can be done by checking if the employer is on approved list on the **Health and Safety Vetting Record spreadsheet**. Suitability of the work placement must be discussed first with the HoS/HoLS/AP or where required the Health & Safety Manager.

3.2 Employer pre-assessment visit to determine suitability

This may be required to collect information on the business activity and employer willingness to take work placement students.

A written record of the arrangements for a placement should be produced to:

- clarify and agree respective roles;
- reduce the potential for misunderstandings, particularly about health and safety responsibilities;
- explain how the learner's work will be planned;
- set out how learners will be instructed and trained before the work starts;
- identify the supervisor and specify the arrangements for supervision.

Work placement organiser to arrange completion of **Learner/College/Employer Work placement Agreement** (Appendix 4). This form is to be completed by the work placement organiser for ALL learners who are to go on work placement. The form is to be completed and forwarded to the HoS/HoLS/AP where possible one month prior to the start date of the placement.

The form also contains a medical questionnaire, which must be completed in all cases. Where this form identifies a medical condition or a disability the tutor/lecturer should discuss any support that may be needed with the Learner. The learner will also need to sign the agreement prior to the form being submitted to the HoS/HoLS/AP for authorisation. If this form is not submitted in sufficient time the placement may not be assessed and the placement cannot go ahead.

Once agreement has been made to accept the employer as a suitable work placement venue it should be added to the approved Health and Safety

Vetting Record held by central administration and given a risk rating. **See Flowchart 1b for risk rating employers.**

3.3 Risk Ratings

The HoS/HoLS/AP (or the Health & Safety Manager) will make a judgment of the risk rating of the placement, and each placement will be nominated as Low, Medium, High or Very High risk. This decision will be made on a number of factors, such as:

The flowchart 1b procedure for Risk Rating Employers;

- i. the nature/type of business of the employer;
- ii. the type of work undertaken by the learner, e.g. construction work would be high or very high risk, whereas purely administrative work would be a low risk;
- iii. the past history of the placement provider, and the placement provider's reputation;
- iv. feedback from learners, course tutors/lecturers, and previous assessments;
- v. the time period since any previous assessment.

This list is not exhaustive and other factors may be taken into account. The risk rating will determine the review period for placements. The guidelines for the risk ratings of placement providers are listed below:

Low Risk – (re-visit period – 3 years) Schools, Nurseries, Childcare at home, L.A. Controlled Care homes;

Medium Risk – (re-visit period – 2 years) Private Care homes, Offices, Leisure centres, Hotels, Hairdressers;

High Risk – (re-visit period – 1 year) Engineering, Large Construction companies, Factories;

Very High Risk - (Review on each occasion) restricted workplace/ activities small Construction companies, Demolition, Scaffolding, Roof work, Dish/Antenna Aerial fitters.

Any placements involving hazardous machinery or substances are always categorised as High or Very High Risk.

The Health & Safety Manager may determine that placements need to be re-categorised depending upon the risk factors present. A placement's category can be reviewed at any time.

3.4 Work Placement Vetting

It is policy that Work Placement Employers will be vetted in all cases at least once and prior to any work placement visit by college students, unless it is commonly known to be a well-established employer with a high reputation for health and safety and a member of SEG authorizes this. (This should be the exception rather than the rule).

Work placement organiser to arrange vetting of employers systems and premises. If employer been assessed within agreed timeframe prior to start of work placement then there is no need to reassess unless it a Very High Risk employer.

The organiser is to agree with HoS/HoLS/AP the vetting of employer. Choosing staff to complete the work placement vetting must be determined on availability and competence. It is recommended that a minimum of two weeks' notice should be given to staff before vetting is conducted. HoS/HoLS/AP to use guide for **STC staff accreditation for risk vetting & assessment (flowchart 1c)** to determine competence of college staff.

Where competent staff within college are not available then a competent contractor must be used ensuring that there is a purchase order in place first, this can be checked with Central Administration. The competent contractor must complete **STC Work Placement Low Risk Vetting form** (Appendix 2), **Work Placement Assessment and Vetting form** (Appendix 2 & 3) or appropriate similar vetting form agreed by the Health & Safety Manager & return to the work placement organiser. The work placement organiser must ensure that the information is documented appropriately on the **Health and Safety Vetting Record spreadsheet**.

Work Placement Low Risk Vetting form (Appendix 2) - Where the work placement is low risk a visit may be deemed not essential by the HoS/HoLS/AP/Health and Safety Manager and the 'Work Placement Low Risk Vetting form' may be complete from a telephone or post assessment. Low risk placements will be dealt with by means of an initial telephone call to the placement provider.

Re-Assessment Visits - A visit will be required for all employers above low risk level based upon the agreed criteria set out in **Procedure for risk rating and review of employers** (flowchart 1b). However, depending upon the location of the employer assessment may be undertaken by telephone/post In these instances the provider must be able to answer all questions specified on

Work Placement Assessment and Vetting form (Appendix 2 & 3) fully, and appear to have an understanding of their responsibilities under the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations. However if any doubt exists the Health and Safety Manager will request a visit and a full vetting will be carried out on site.

Work Placement Assessment and Vetting form (Appendix 2 & 3) - College staff that is suitably qualified and competent will complete this form for all work placement locations identified. Where there is no college staff available or competent to conduct health and safety assessment then a competent contractor will be employed to carry out the assessment on the College's behalf. Appropriate records to be kept on the **Health and Safety Vetting Record spreadsheet**

The work placement vetting will provide information to the work placement organiser and the HoS/HoLS/AP to judge whether the work placement should go ahead. If the HoS/HoLS/AP authorises then work placement can go ahead.

3.5 Records of Work Placement

The following records are to be completed during the work placement:

- Work Placement Guidance Record (Appendix 5)
- Workplace ass and Vetting form Part 2 (Appendix 6) incl. in App 5
- Work Placement Log (Appendix 7)

These documents are to be issued to, and completed by students while on the visit and assessed by the work placement organiser.

Register records included in the Work Placement Log (Appendix 7) must be processed via the 'MIS Registers dept.'

4. Communicating with Parents

Where a learner is under 18 years old the parents should be informed in writing of any work placement and written consent for the placement obtained. The only exception to this is where the placement is a regular part of the school curriculum which parents have already provided written consent. Seeking annual consent for such routine placements may be appropriate, however annual consent can only be provided for routine placements of a similar nature. The parents should also be informed of any significant risks that the learner is likely to encounter whilst on the placement, and the control measures that are in place to minimize or eliminate the risks. These risks will be identified by College staff/contractor during the assessment procedure and the course tutors/lecturers will be informed of these risks, they in turn must inform the parent of the learner.

If work placement is outside of the scope of this policy (see section 2b) staff should ensure effective communication on any advice given to parents/Guardians of students under 18 years of age or vulnerable adults.

5. **Placements Abroad and Out of the Area**

If work experience is to take place outside of the UK, it would be advisable to restrict it to students over the age of 16.

The course tutor/lecturer will play a significant role in ensuring the health, safety and welfare of learners on placement in these areas. The employer assessment will obviously need to be carried out via, telephone, fax, e-mail or by post, and an element of experience will need to be used in making a judgement as to the safety of learners being placed. The factors to be considered in making these decisions will include:

- a. the placement provider's reputation and past history of placements.
- b. the placement provider's response to questions regarding safety, both oral and written.
- c. the systems in place for the welfare of the learner, such as travel arrangements, accommodation, and supervision.

This list is not exhaustive and other factors may be taken into account.

Important points to note:

- Students will be subject to the health and safety regulations of the country in question; find out in advance what rules apply;
- There may be differences in insurance requirements;
- Possible language difficulties and associated risks;
- Assessment of risks involved in travel including health and vaccination requirements;
- Provision of contacts if the students have problems or worries, and who to contact in an emergency;
- The additional preparation required, so students know what to expect and what is required of them.

6. **Staff Work Placements**

Where Staff are to undertake work placement/experience as part of professional development the HoS/HoLS/AP must be informed in writing. Staff should provide details of the placement on the Learner/College Work Placement Agreement form (See Appendix 4). This form should be submitted to the HoS/HoLS/AP one month prior to the placement start date. The HoS/HoLS/AP (with assistance from the Health and Safety Manager where

required) will establish the level of assessment required taking into account the experience of staff and a decision will be made as to whether the placement should proceed.

7. **Child Protection**

The College policy regarding child protection on Work Placement is in line with the Department for Education Keeping Children Safe in Education 2016.

Adults who supervise children on work experience

No. 139. Schools and colleges organising work experience placements should ensure that policies and procedures are in place to protect children from harm.

No.140 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. These considerations would include whether the person providing the teaching/training/instruction/supervision to the child will be:

- Unsupervised; and
- Providing the teaching/training/instruction frequently (more than three days in a 30 day period, or overnight).

No. 141. If the person working with the child is unsupervised and the same person is in frequent contact with the child, the work is likely to be regulated activity. If so, the school or college could ask the employer providing the work experience to ensure that the person providing the instruction or training is not a barred person.

No. 142. 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.

No. 143. If the activity undertaken by the child on work experience takes place in a 'specified place' such as a school or college, and gives the opportunity for contact with children, this may itself be considered to be regulated activity. In these cases and where the child is 16 years of age or over, the work experience provider should consider whether a DBS enhanced check should be requested for the child/young person in question. DBS checks cannot be requested for children/young people under the age of 16.

NOTE: If staff are uncertain as to the rules please contact HR or the Health and Safety Manager.

a. Home Placements

Home Placements may be organised by Health and Care and Early Years and involve placing students in private residences to care for a child, undertaking the role of a Nanny or Nursery Nurse. It is essential that in these circumstances the placement provider (parents) have DBS clearance. Without this clearance the placement **MUST NOT** proceed.

b. One to One Placements

These placements are organised by various departments and involve placing students with a Sole Trader e.g. self-employed Graphic Designer or Plumber. It is essential that in these circumstances the placement provider (Sole Trader) has DBS clearance. Without this clearance the placement **MUST NOT** proceed.

c. Residential Placements

It is essential that any organisations taking part in a Residential Placement have a nominated person who is responsible for care of the students whilst on placement. This person must have DBS clearance. Without this clearance the placement **MUST NOT** proceed.

d. Others

In larger organisations providing work placement it may also be appropriate to check the DBS clearance where there is an identified individual where "their normal duties will include regularly caring for, training, supervising or being in sole charge of a child. Normal duties will generally mean that the function is written down in the job description."

Where there is an identified requirement for any placement provider to have DBS clearance as outlined above and this is not available it is College Policy that the placement **MUST NOT** proceed.

8. Prohibitions and Limitations/ Restrictions on Work

Where students are to be placed in High Risk industries/organisations it is recommended that advice is sought from the Health and Safety Manager before agreement is made and authorisation given. In particular where industry-specific prohibitions or limitations may arise such as in:-

- [Agriculture](#)
- On board ships
- Construction
- Mechanical lifting operations (including lift trucks)
- [Carriage of dangerous explosives and goods](#)
- [Shipbuilding and Ship-repairing Regulations](#)
- [Provision and use of work equipment: Power presses](#), heavy machinery, [Woodworking machines](#) etc.

Students who are to be placed in catering establishments should review Health and safety of children and young people in catering (Catering Information Sheet No 21)

Young workers and children (below 18 years) have special rights under the **Working Time Regulations** on approved work experience schemes which include:

- a limit of eight hours working time a day and 40 hours a week (unless there are special circumstances);
- not to work either between 10pm and 6am or between 11pm and 7am (except in certain circumstances);
- 12 hours' rest between each working day;
- two days' weekly rest and a 30-minute in-work rest break when working longer than four and a half hours.

END