

RAINHAM MARK GRAMMAR SCHOOL

WORK EXPERIENCE POLICY

Review Body:	School Improvement (Development & Admissions)
Leadership Group Responsibility:	Assistant Headteacher/Careers
Type of Policy:	Non Statutory
Review Period:	Every 3 years
Reviewed:	July 2016
Next Review:	July 2019

At Rainham Mark Grammar School (hereafter known as “the school”) work experience placements provide an invaluable opportunity for students to learn about the world of work.

The School promotes the use of work experience as an extension to the curriculum, and aims to enable students to undertake a placement at an appropriate time in their studies from Key Stage Four onwards.

From September 2012, Work Experience will be undertaken by Students in Year 12.

Aims and Objectives

Work experience during the course of studies at the school aims to achieve:

- The development of student’s employability and key skills, personal development, maturity and increase motivation to do well at school.
- Careers education and guidance
- Personal and social education
- Enhancement and addition to the curriculum, including vocational courses where appropriate.

Relevant Legislation

This policy takes note of all relevant legislation including:

- The Employment of Women, Young Persons and Children Act 1920
- Dangerous Machines (Training of Young Persons) Order 1954
- The Officer, Shops and Railways Premises Act 1963
- The Employment of Children Act 1973
- The Health and Safety at Work Act 1974
- The Health and Safety (Training for Employment) Regulations 1990
- The Education Act 1996
- The Management of Health and Safety at Work Regulations 1999

Responsibilities

1. The Governing Body in conjunction with the Headteacher is responsible for all aspects of work experience, including health and safety (except in instances where placements are arranged without the support of the school). The School acknowledges its responsibilities under common law to act, as would a reasonable parent, acting “in loco parentis”.
2. Responsibility for the management of work experience placements is delegated to the Work Related Learning Coordinator and Work Experience Administrator.

Governors' Responsibilities

1. The Governing Body has overall responsibility for the management of the School, including work experience.
2. The Governors will ensure that:
 - The Health and Safety of students is safeguarded throughout work experience placements organised through the school.
 - Adequate resources are available for safe work experience practices
 - Appropriate public liability insurance is in place to cover students and staff, including staff visits to placements.

Headteacher's Responsibilities

1. The Headteacher is responsible for the operational management of the school, including work experience.
2. The Headteacher will liaise closely with the Work Related Learning Coordinator and Work Experience Administrator to ensure that adequate Health and Safety checks are carried out before allowing work experience to take place. In exceptional circumstances when there is no opportunity for H&S checks and the student still wishes to attend, then the school will require parents or guardians to sign a disclaimer in full knowledge that the school has no liability should anything happen.
3. The Headteacher, with the Work Related Learning Coordinator and Work Experience Administrator will decide the appropriate process for organising work experience placements, including the use of external bodies.
4. The Headteacher will ensure:
 - Training is provided for the Work Related Learning Coordinator and Work Experience Administrator in all aspects of their roles.
 - Work Experience complements the curriculum of students.
 - The Work Experience Policy and Health and Safety Policy are reviewed annually.

Work Related Learning Coordinator's and Work Experience Administrator's Responsibilities

1. The Work Related Learning Coordinator and Work Experience Administrator are responsible for the work experience placements. This includes liaising with any external bodies appointed to organise the practical arrangements.
2. The Work Related Learning Coordinator and Work Experience Administrator will liaise closely with the Headteacher to decide the appropriate process for organising work experience placements, including the use of external bodies.
3. The Work Related Learning Coordinator and Work Experience Administrator will ensure that:

- All placements are risk assessed and comply with the School's Health and Safety Policy and risk assessments are completed for members of staff that visit such employers during the work placements. These assessments should include lone working arrangements.

In exceptional circumstances when there is no opportunity for H&S checks and the student still wishes to attend, then the school will require parents or guardians to sign a disclaimer in full knowledge that the school has no liability should anything happen.

- Students and parents are provided with all relevant information regarding work experience placements, including sight of risk assessments.
- In conjunction with the PSHE Coordinator/ Head of Careers Education, ensure that the students have received adequate health and safety instruction through delivery of the PSHE Programme.
- Employers providing placements have full relevant information regarding students undertaking a placement with them, including details of additional educational or special needs.
- Where possible students are visited during their placement.

Organisers (i.e., MEBP or other external organisers working on behalf of the school)

1. To take action that is reasonably practicable to ensure pupils are not placed in a working environment where there are significant risks to their health and safety. To carry out suitable checks on employers (placement providers) health and safety management systems.
2. To provide the pupils with any relevant information about the employer and the site conditions that may affect their health and safety.
3. To ensure pupils have received adequate health and safety instruction and training in relation to any risks that they are likely to be exposed to in the course of their placement.
4. To obtain from the school and provide employers with relevant information about students, e.g. their health and factors that might affect their ability to understand and respond to information and instructions about health and safety at work e.g., learning disabilities or language problems.
5. To work closely with the school and the school's Work Experience Manager to ensure the work placement is arranged according to current legislation.
6. To obtain risk assessments from prospective employers (placement providers) and provide these and all other necessary information required to schools.
7. To obtain records from the employer and ensure that any accidents or incidents during work placements are recorded in the appropriate manner and that this information is provided to the school immediately after the event.

Employer (Placement Providers) Responsibilities

1. As prescribed in the Health and Safety at Work Act 1974, employers have a duty to ensure so far as is reasonably practicable the health, safety and welfare at work of all their employees. By virtue of the Health and Safety (Training for Employment),

Regulations 1990, students on a placement are effectively employees of the company for the duration of work experience.

2. Employers should ensure that:
 - Appropriate risk assessments are carried out to determine suitable tasks and working situations for pupils.
 - Control measures are introduced to eliminate or minimise risks
 - Ensure that students and parents are advised of the findings of any risk assessments or control measures prior to the commencement of the placement.
 - Adequate insurance cover is in place for students undertaking work experience placements.
 - Students are informed of safe working practices upon induction into the company and supplied with appropriate training and protective clothing or equipment to carry out their duties.

Parental Responsibilities

1. The School is only able to provide information regarding additional educational needs when these are supplied by parents. It is the responsibility of parents to ensure that details regarding additional educational needs are provided to the school as soon as they arise.
2. To support students on work experience placements, especially in regard to providing transport or meeting transport costs. (Parents may seek assistance from the school, should they require financial support.)
3. Where appropriate to assist in the organisation of placements for their son/daughter, including the organisation and acquisition of relevant Health and Safety and additional checks where appropriate.

In exceptional circumstances when there is no opportunity for H&S checks and the student still wishes to attend, then the school will require parents or guardians to sign a disclaimer in full knowledge that the school has no liability should anything happen.

Students Responsibilities

1. Students are expected to take reasonable care of their own health and safety, or that of other people who may be affected by their actions throughout the duration of their placement.
2. Students should contact their employers prior to the start of the placement.
3. Students are expected to cooperate fully with their employer, and behave in a matter befitting their work place, as representatives of the School.

APPENDIX 1

Activities in which employment of young people is banned or restricted:

- Agriculture – Restrictions on employment of young people;
- Brick Presses – Restrictions on employment of young people;
- Carding Machines – Restrictions on employment of young people;
- Dangerous Machines - Restrictions on employment of young people;
- Dough mixers and dough brakes - Restrictions on employment of young people;
- Guillotine machines - Restrictions on employment of young people;
- Horizontal milling machines - Restrictions on employment of young people;
- Hydro-extractors - Restrictions on employment of young people;
- Key, duty to fence – Young people may not be employed to examine, etc. such unfenced machines;
- Lead – Restrictions on employment of young people in certain processes;
- Machinery attendants – Lubricating, etc. of unfenced machines to be carried out only by persons over the age of 18;
- Platen printing machines - Restrictions on employment of young people;
- Potteries – Restrictions on employment of young people in certain processes;
- Power Presses - Restrictions on employment of young people;
- Prime Movers – Partial prohibition on cleaning by young people;
- Tile presses - Restrictions on employment of young people;
- Transmission machinery – Partial prohibition on cleaning by young people;
- Warehouses – Restrictions on use of machinery by young people;
- Woodworking machinery – Prohibition on employment of untrained young people.

Most of the restrictions imposed on the employment of young people in the preceding list relate to s.21 of the Factories Act 1961 and s.19 of the Offices, Shops and Railway Premises Act 1963 which requires that young people shall not work at dangerous machines unless they have been fully instructed as to the associated dangers and the necessary precautions; have received sufficient training and are adequately supervised by a person who has thorough knowledge and experience of the machine.

This policy will be regularly reviewed in line with Medway Council Work Experience guidelines and the Work Experience/ Young People at Work guidance from the schools internet resource, Safeguard <http://www.safeguard-online.co.uk/>

Guidance on Work Experience Provision from September 2012

Work Experience provision at Rainham Mark Grammar School is offered in three ways:

- **Students who organise their own work experience placements with the assistance of their parents, to take place during School Holidays only**
 - Parents will be made aware of the checks and insurances that should be in place.
 - Parents will also be made aware that should this be the option chosen, they will be required to agree that the placement is carried out at their own responsibility and the school will therefore bear no responsibility.
 - There will be no school contact or assistance, due to placements taking place outside of term time.
- **School assisted organisation of work experience placements, to take place during School Holidays**
 - Support will be given by the Work Experience Administrator to make initial contact with a placement provider, to authorise the carrying out of Health & Safety checks with the external provider (currently MEBP, although this may change come September).
 - Students will be required, as has been the case this academic year to provide a 50% contribution towards the cost of the Health & Safety checks.
 - Students will be made aware that although every effort will be made to secure a placement, we are unable to guarantee that this will be possible in every case.
 - There will be no school contact or assistance, due to placements taking place outside of term time.
- **Students who chose not to undertake a work experience placement**
 - Students and parents in this category will be made aware of the values of work experience, especially in the run up to UCAS applications and the expectations of future employers. Essentially, any experience is better than none.

Students will be required to make a contribution of 50% towards the costs involved in the organisation and acquisition of Health & Safety checks for their placement.

Students will only be allowed to undertake work experience placements during school holidays.

A disclaimer must be signed by parents where the school is not involved in organisation of a work experience placement for their son/daughter. This forms part of the information provided to students and parents at the start of Year 12.