



Work Ready Policy and Procedure (Work Experience, Volunteering and Internships)

Review Due:	June 2021
Last Review	June 2018
Applicable to:	Fosse Way School
Reviewed by:	FM

Associated Policies: Fosse Way School Careers and Guidance policy

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Document summary

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

This document details the processes and health and safety considerations for work experience placements at Fosse Way School.

Work Experience

1. Introduction

1.1 Work experience that is well planned and well organised has an important role in developing a student's personal and social skills and gives them important opportunities to learn directly about the world of work. Benchmark 6 of the Gatsby Review states "Every pupil should have first-hand experiences* of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks."

- By the age of 16 every pupil should have had at least one experience of the work place, additional to any part time jobs they may have had.
- By the age of 18, every pupil should have had one further such experience, additional to any part time jobs they may have had.

1.2 However, students outside the school environment will be more exposed to the potential risks involved, both from the tasks they undertake and from the working environment, e.g. equipment and hazardous substances. The physical and psychological immaturity of students also constitutes a risk in itself and therefore it is important that these are taken into account in the risk assessment completed by Fosse Way School.

1.3 Work experience placements are only permitted by law for students during Key Stage 4 and above.

1.4 The Working Time Regulations 1998 apply to students at work experience placements, for example they should not work for more than five days in any consecutive seven-day period. The number of hours worked and pattern of duties is normally agreed by the placement provider, school and students. The School will put measures in place to ensure that students on placements are not required to work excessively long hours or unnecessarily unsocial hours.

1.5 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

2. Context and Objectives

- 90% of employers will make an employment decision based on a candidate's employability skills and attitude to work over their qualifications (CBI, 2016)
- The most common skills deemed to be lacking among existing staff in the UK workforce is that of people and personal skills, such as workload management and teamwork (UKCES, 2016)
- 61% of global businesses agreed that soft skills are difficult to find, and that this limits their organisation's productivity (LinkedIn, 2016)
- A majority of employers state that schools and colleges are not preparing young people with the right skills to succeed in the UK job market (CBI, 2016)

CBI, 2016. 'The Right Combination' Education and Skills Survey 2016. July 2016.

LinkedIn, 2016. 'Top Skills 2016', LinkedIn Week of Learning.

<https://learning.linkedin.com/week-of-learning/top-skills>

UKCES, 2016 'Employer Skills Survey 2015: Skills in the Labour Market'. January 2016.

- Only 16% of people with Autism are in full-time paid work. Only 32% are in some kind of paid work (full and part-time combined), compared to 47% of disabled people and 80% of non-disabled people*
- over three quarters (77%) of people with Autism who are unemployed say they want to work
- four in ten people with Autism say they've never worked

(NAS Autism Employment Gap Report 2016 <http://www.autism.org.uk/get-involved/media-centre/news/2016-10-27-employment-gap.aspx>)

This policy sets out Fosse Way School's approach to work, engaging people to undertake a variety of work related activities and development of associated skills.

The purpose of the policy is to ensure that:

- Relevant students gain appropriate work experience
- Relevant students gain appropriate work ready skills
- Work ready activities are managed appropriately and in line with best practice

3. Policy and Procedures

3.1 Work Experience and Work Related Activity:

Work experience is a period of relevant experience within Fosse Way School or within an external company. Work Experience supports the student's development of the skills and attitudes needed to succeed in the workplace. Placements provide participants with a general understanding of a work setting over a short or extended period. 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."

This is distinct from Work related activity that is work-related learning or activities designed to help students secure experience, job-related or specialist skills of direct benefit to their future employment or study goals.

3.2 Work Experience can be classified as either:

Block - the placement takes place over a short period of consecutive working days.

Extended - the placement takes place on 1 or 2 days per week over a period of time.

Schools must ensure that they comply with the criteria that are designed to safeguard students' entitlement to a broad and balanced curriculum. It is therefore unlikely that extended work experience of more than two days a week will meet this requirement.

3.3 Work Experience Defined:

The following counts as work experience	The following does not count as work experience
<p>A work placement in a commercial setting outside of Fosse Way School.</p> <p>An internal placement within the Partnership Trust.</p> <p>TEACCH tasks completed in the classroom which develop the skills needed for the workplace.</p>	<p>A student's part-time job. Even if we have helped them find it*.</p>

* If Fosse Way School has made 100% of the communication in getting a student a part-time role (provided it is relevant to their course) then as long as this can be evidenced this can be counted as work experience.

Fosse Way School will support students to find work experience and work-related activity as follows:

Level	Offer	Supportive work ready activities
KS4	In year 10 all students will complete a 1-week work experience placement. This can take place within the school or externally depending on the needs of the student.	Interview with the careers adviser
KS5	All students will take part in at least 1 work experience placement. Placements may be block or extended and will vary in length. Placements may be within Fosse Way School, Longfellow's Café or the local community.	Practice interviews – with known and unknown people CV writing Job application completion*

**For more information please see our careers policy 2018*

3.4 Health and Safety

Employer sites are checked, in relation to health and safety, by Fosse Way School's Job Coach who will also confirm that the organisation has Public and Employers Liability Insurance.

Where a company is too small to have employer's liability insurance, Fosse Way School will undertake a risk assessment before deciding to place a student with the employer. Fosse Way School's Job Coach coordinates this process.

A breakdown of this process, and who is responsible, is outlined below:

3.5 Work Experience Process at Fosse Way School

1. Placements can be sourced by anyone at School, but placement visits must be carried out by the Job Coach.
2. Students to complete the online form and submit to the Job Coach to state their interest in a work placement. This can be done for and on behalf of students who are unable to complete this form themselves.
3. Once a request has been made the Job Coach will liaise with the tutor to find a suitable placement and to ensure the vocational profiling tool has been completed.

4. Placements are all recorded in a directory and established placements will be considered before finding new placements.
5. Placement to be contacted by the Job Coach to check suitability.
6. Job Coach will check that the placement has public liability insurance.
7. The Job Coach will carry out a risk assessment on the placement. If suitable the placement can go ahead, if not the process would start again.
8. Students and parents both must sign the permission slip for work experience. Appendix 2.
9. The tutor and the Job Coach will liaise to discuss an appropriate time for the placement to go ahead. No placements will take place to the detriment of maths and English lessons.
10. The Job Coach or a TA will accompany the student on transition visits. This may be a short or extended period depending on the needs of the student.
11. The Job Coach and tutor will work together to ensure appropriate work place targets are put in place and reviewed regularly. The time for a review will depend on whether the placement is block or extended.
12. At any time the Job Coach, Employer or tutor can choose to remove a student from a placement. If a student wishes to leave their placement this must be discussed with their tutor and a notice period will be agreed upon.

3.6 Risk Assessments

Risk assessments should be completed using the form in appendix 1. These must be completed by the job coach and no placement can take place until this has been completed. Placements must be informed of students who may be at greater risk, for example due to medical needs or specific learning difficulties.

The risk assessment must take in to account the following factors:

- Immaturity of the student
- Lack of awareness of potential risks
- The nature and length of the placement
- The duration and degree of any exposure to any physical, biological and chemical agents
- The organisations processes and activities
- The extent of supervision the student will require
- Any issues related to the personal needs of the student

The place of work must be provided with a copy of the risk assessment.

3.7 Child Protection

When arranging work experience placements there are considerations regarding child protection. Child protection means protecting children against all forms of abuse, including sexual abuse, physical and emotional abuse and neglect.

Employers are asked, when preparing a programme of work experience for a young person, to take responsibility for their social welfare as well as their physical welfare.

Employers should do all they can to ensure their employee's relationships with young people on work experience are appropriate to their age and gender, and do not give rise to comment and speculation. Attitude, behaviour and language all require care and thought. All parties involved in setting up and monitoring of work experience placements should be familiar with child protection procedures.

3.8 The role of the job coach

The Job Coach is an essential role at Fosse Way School, the role includes engagement with host businesses, vocational profiling of students (either themselves or ensuring it is completed by school staff), job matching and in work support. The job coach can spend time in the host business learning the role in order to support a student to complete the role. The job coach supports students to become as independent as possible in their given task and may eventually leave the student without support. Some students will need continued support and this will come from the job coach or a class teaching assistant.

3.9 Recording

Microsoft 365 is used to record employer name and address, work placement supervisor, actual start and end date, planned and actual hours. This will be checked by the Assistant Principal for Post-16 on a regular basis.

3.10 Starting a placement

Tutors have the responsibility to decide when a student is ready to start work experience. This will be dependent on a number of factors including their understanding of being in the work place, independence and responsibility levels. Students in their first year of post-16 should not expect to start a work placement until at least term 2.

3.11 Publicity, marketing and published images

No photographs can be taken in the work place without the prior consent of the host company. This consent will be gained on the initial work placement form.

4. Partnerships and Contracts

Fosse Way School endeavours to work in partnership with all work experience hosts. If a host is experiencing difficulties however they may contact the Job Coach in the first instance or following this the assistant principal of Post-16 Fiona Moody.

jobcoach@fossewayschool.com

fmoody@fossewayschool.com

5. Monitoring and reporting

This policy is monitored by the Assistant Principal for Post-16.

Appendix One – blank risk assessment

Employer/ Workplace Risk Assessment

Student name:		
Tutor name:		
Tutor confirms the student will be accessing this placement:		
Independently	With 1:1 support initially	With 1:1 support throughout
Tutor signed:		Date :
Company name:		
Address:		
Primary contact name:		
Mentor(s) name:		
Specialist clothing, uniform, dress code or PPE:		
Custom & practice (unwritten rules, tea fund etc.) breaks/lunchtime:		
Where are your toilet, washing and rest facilities?		
What are the main dangers on site, e.g. :	Hazard is present	What controls do you have?
Slips and trips <ul style="list-style-type: none"> ▪ Kitchen/food service staff and customers may be injured if they trip over objects or slip on spillages 		Good housekeeping work areas kept tidy, goods stored suitably etc. Staff clean up spillages (including dry spills) immediately. Wet floor sign put out.
Manual handling <ul style="list-style-type: none"> ▪ Handling heavy items such as cases of juice, boxes of takeaway cups, ingredients, trays of crockery, kegs etc 		Staff trained in how to lift safely
Contact with steam, hot water, hot oil and hot surfaces		Staff trained in risks of release of steam. Heat-resistant cloths provided.
Knives		Staff trained to handle knives
Food handling		Where possible staff use cutlery, tongs scoops etc). Where handling cannot be avoided hands are

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		rinsed promptly after finishing the task.
Contact with bleach and other cleaning and washing chemicals		Dishwasher used instead of washing up by hand. All containers clearly labelled.
Gas appliances		Daily check of gas appliance controls.
Electrical		Staff trained to check equipment before use and to report any defective plugs.
Fire		Fire risk assessment done and necessary action taken.
Machinery		Staff trained in cleaning, assembly and operating procedures. All dangerous parts to machinery suitably guarded. Daily checks of machinery guards before use.
Falls from height		Staff trained in safe use of stepladder
Pressure systems ▪ Steam pipes, pressure fryers etc		
Workplace temperature		Staff to take regular drinks of water
Other dangers on site		
Form checked & updated		
By:	Date:	



Appendix 2

KS4 Work Experience - Placement Form

School Name:	Fosse Way School	Address:	Longfellow Road, Radstock, Somerset, BA3 3AL		
Contact Name:		Tel:		Email:	
Student Details	First Name:		Surname:		DOB:
School Tutor:					

Placement Details	Start Date:		Finish Date:		
Company:					
Address (incl. postcode)					
Contact Name:		Mentor:			
Tel:		Email:			
Employer/Public Liability Insurance	Insurance Company:		Policy No.:		Expiry Date:

PLEASE ATTACH A COPY OF YOUR PUBLIC LIABILITY AND EMPLOYER'S LIABILITY INSURANCE

Student job title / duties:	
Start/finish times:	
Specialist clothing, uniform dress code or PPE:	
Custom & practice (unwritten rules) breaks/lunchtime:	
Where are your toilet, washing & rest facilities?	



Employer: As a representative of the above employer, I agree to the student named above working on my premises and acknowledge our responsibilities under the Health and Safety at Work Act.

Name: _____ Position: _____

Signature: _____ Date: _____

Student: I agree to participate in this work experience placement and confirm that I have read the job description and know what I have to do at work. Doing work experience means, I am representing the work place. I must not tell anyone else information about the workplace that is private to the workplace. I will follow the employers' rules in the workplace, including rules safety and security.

Student signature: _____

Date: _____

Parent/Guardian of the student: I confirm that I have read and understood both sides of this form and agree to my son/daughter taking part in this work experience and undertake that he/she will observe the conditions set out. I have read and understood the information about data protection and agree to abide by the elements stated. In the interest of my child, I confirm that:

- He/she does not suffer from any medical condition which could result in an unnecessary risk to his/her health or safety or to the health and safety of another person (should you be in any doubt, please consult the student's Tutor before signing this form)
- He/she suffers from a medical condition which should be conveyed to the employer (please attach details)

Name (please print): _____

Parent/Guardian signature: _____

Date: _____

1 Letter of Understanding

1.1 The Job

1. During the Work Experience placement, the student should carry out meaningful work and/or observation of work activities. The employer will ensure that the work is planned by a responsible person and that the student will receive an appropriate induction as well as instructions and supervision during the period of their placement.
2. Students under the age of 16 should not receive any payment for their work experience, in accordance with Work Experience guidelines and the current Education Act. The employer may contribute towards the cost of travel and meals, but this is not an obligation.
3. The student will work the hours agreed on the placement request form which will be in accordance with employment regulations for young people.

1.2 Health, Safety, Welfare and Security

1. The employer recognises that a student on work experience is regarded as an employee for the purpose of Health and Safety legislation and the associated duties of care. The employer will ensure that the student does not operate any hazardous machinery / equipment or carry out work of an unsuitable nature. Where necessary protective clothing and equipment should be provided and instructions given on how to use such Personal Protective Equipment.
2. The employer recognises the need for risk assessments to be carried out for students before the placement and that these are communicated to the school. The employer also undertakes to monitor and modify risk assessments during the placement to take account of individual student capabilities.
3. The student will:
 - Not disclose any information that is confidential to the employer
 - Obey all safety, security and other instructions given by the employer
4. The student's parent/guardian will undertake to see that the student carries out the obligations (in 3) and will confirm that he/she is not suffering from any complaints that may hazard the safety of the student which may require special attention to ensure a successful placement.
5. In the case of absence, accident or sickness, the employer will notify the school contact. If necessary the student will be allowed to use the employer's first aid facilities.

1.3 Child Protection

1. The employer has a duty of care towards young people and needs to consider the suitability of staff who may be working with children on work experience placement. The employer is reminded to disclose staff (where known) who are disqualified from working with children (in accordance with the Criminal Justice and Court services Act 2000).

1.4 Insurance

1. The employer will arrange for Employers Liability (compulsory) insurance, Public Liability and Vehicle insurance (where applicable) and will confirm that students on work experience placement are covered by each policy (as applicable).

2. The employer will accept, or insure against liability for loss, damage or injury caused by the student whilst on work experience with the organisation, to the employer's property, other employees, or third parties in the same way as with paid employees. The employers will notify their insurance company of their participation in providing a work experience placement.

1.5 Data Protection

1. The employer gives permission for the school to process employer personal details for the purpose of work experience in accordance with the Data Protection Act 1998. Student's personal details are confidential and should be safeguarded in accordance with the Data Protection Act 1998.

Photos

1. Sometimes when students are on work experience placements we take photos of them completing tasks. This information may be used as evidence in course work, on our website as pictures around the school and on our social media outlets.
2. Please tick the statements which apply to you;
 - a) We are happy for you to take photos of students in our place of employment for coursework.
 - b) We are not happy for you to take photos of students in our place of employment for coursework.
 - c) We are happy for you to take photos of students in our place of employment for our website and social media.
 - d) We are not happy for you to take photos of students in our place of employment for our website and social media.

Monitoring

1. The employer will permit access for monitoring purposes to representatives of the school.

1.6 Statutory Obligations

1. The employer agrees to observe all relevant / current legislation - in particular that relating to Health & Safety and legislation in respect of Sex Discrimination, Race Relations, Disability and the Children's Act.