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WORK EXPERIENCE

A GUIDE TO INSURANCE, HEALTH, SAFETY AND WELFARE

(January 2006)



1999, 2001 & 2004



INTRODUCTION

This document has been produced and approved by the Staffordshire Partnership, Staffordshire County Council and Stoke City Council. Head Teachers and others with such responsibilities must ensure that the procedures set out within this document are incorporated within the school Health and Safety Policy.

The procedures will assist Work Experience Co-ordinators in the management of the Insurance and Health, Safety and Welfare issues which surround the placing of students on Work Experience.

This document is reviewed and distributed annually.

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WORK EXPERIENCE AT A GLANCE

Checklist for each work experience placement:

- √ Employer Liability
- √ Public Liability
- √ On database/Health and Safety vetted
- √ Health, Safety and Welfare check / risk assessment sent to parents

If the placement lasts for more than fifteen days as a block placement or for more than 15 days as 1 day per week extended placement or there is substantial individual isolated supervision

- √ Decision regarding CRB Check actioned/recorded
- √ Extended Placement (Continuous risk assessment) check

N.B

The duty of care for pupils remains with the school even if a third party (college/training provider) arranges a placement. The school must ensure the above have been properly checked.

LEGAL RESPONSIBILITIES

LEGAL BACKGROUND

Work Experience placements are covered by the Education (Work Experience) Act 1999. This enables pupils in their last two years of compulsory schooling to participate in schemes of work experience which have been made or approved by the Education Service of Staffordshire and Stoke on Trent with a view to providing work experience as part of a pupil's education.

The responsibility for organising work experience has been delegated by the Staffordshire Education Service and Stoke on Trent LEA to governing bodies, who must satisfy themselves that adequate arrangements for Insurance and Health, Safety and Welfare are in place in organisations where pupils attend for work experience and extended work experience.

DUTY OF CARE

The Education Service and Governing Bodies have a common law duty to look after pupils in their care. Having such duty of care, the Education Service and the governing bodies must take reasonable steps to satisfy themselves that the placements which they arrange are safe and satisfy themselves that arrangements are in place to protect their pupils' welfare.

Employees who have the task and responsibility to organise and supervise work experience placements must ensure that the procedures, which are set out within these guidelines, are followed.

The Work Experience Provider is responsible for the well being and actions of a student whilst on work experience, as they are for any other employee. Therefore, the provider will need to be properly insured against injury and damage by having notified their insurers of the work experience placement and the insurer has accepted the additional risk.

POST 16 WORK EXPERIENCE

A similar degree of care will be expected before placements of Post 16 students. It is recommended that these same guidelines be followed.

FURTHER GUIDANCE:

From the DfES Telephone Orders: 0845 60 222 60:

Work – Related Learning and the Law: Guidance for schools and school-business link practitioners (DfES/0475/2004)

Safeguarding Children in Education (DfES/0027/2004)

Work Experience - A Guide for Secondary Schools (SPD/WES/01/02(rev))

From The Staffordshire Partnership (01889 571994):

Work Experience - A Guide for Employers

Staffordshire Partnership Child Protection Policy for Work Experience.

INSURANCES

In addition to ensuring that work experience will provide quality learning experiences there shall be due consideration before the placement to:-

EMPLOYER LIABILITY INSURANCE

ESSENTIAL TO CHECK

It is the duty of the employer (placement provider) to indemnify the student on work experience in respect of accidents, damage and loss for which the employer is responsible, as they would for any regular employee.

Therefore, pupils are to be on placement only with employers who have current **Employer Liability** and **Public Liability** and have notified their insurers of the fact that pupils are on work experience.

There is no legal requirement for sole traders to have employers liability insurance, but most will have Public Liability insurance. Some insurance companies may offer cover for students on work experience if the policyholder notifies them. The cover offered would be Employers Liability (some insurance companies/brokers may charge for this).

It is essential that all businesses that take students have Employers Liability and Public Liability.

If a student does his work experience with his parent/guardian then the above insurance must be in place. **There can be no exceptions from this rule.**

ACTION: All new employers must complete and return Appendix A.

Responsibility for making an annual check that employers already on our database have this insurance has been delegated to hub schools.
(See Appendix E)

PERSONAL ACCIDENT INSURANCE

RECOMMENDED

To insure the student for accidental injury for which the employer is not responsible, the school is recommended to ensure that there is appropriate cover. A blanket policy is in place for Staffordshire schools. Stoke on Trent LEA offer suitable policies to schools through the relevant Treasurers' Department.

INDEMNITY

Where the school is insured under the Staffordshire County Council or Stoke City Council insurance arrangements the LEA undertakes to indemnify the employer in respect of injury and or damage for which the LEA is legally responsible arising as a direct result of attendance of students on work experience.

HEALTH, SAFETY, WELFARE AND RISK ASSESSMENT

Pupils are to be on placement only in a safe and healthy environment and there is a demonstration of good management systems.

To meet the Learning and Skills Council Standards (Procurement Standards) for work experience two types of check are required:

- 1) A vetting of the employer **by the Staffordshire Partnership Health and Safety Officer** to check that the employer provides a safe and healthy environment and has appropriate health and safety management systems in place. Employers that have been vetted and approved are to be found on our database.

ESSENTIAL

- 2) A Health and Safety check/risk assessment **for individual placements** to check that the placement is appropriate for the individual pupil and to ensure that any significant risks that the employer needs to communicate to the pupil and the parents are known to the school and communicated to the parent.

ESSENTIAL

A PLACEMENT MUST NOT PROCEED UNLESS THESE CHECKS HAVE BEEN MADE

From Work- related Learning at Key Stage 4 Advice for practitioners on legal background and other areas (DFES/0132/2003):

'Employers offering placements to children must assess any risks to the children and do whatever they can to control those risks.'

'The management of Health and Safety at work Regulations (1999) state that for pupils of compulsory school age, the provider must inform parents/guardians of the findings of the risk assessment and the control measures to minimise, or ideally eliminate any significant risks.'

'Schools and central organisers can undertake this task to help employers.'

ACTION: The checklist given in Appendix B is to be used for all placements.
A copy of the completed form must be sent to the parents before the placement commences.

Please refer Appendix H to see how The Staffordshire Partnership and schools meet the standards set by the LSC (who fund this process) and to the Partnership Agreement (Appendix I) for further detail of the agreed responsibilities.

CHILD PROTECTION

No work experience placement (of any duration) should proceed unless proper consideration of Child Protection matters have been made:

- ❑ In the vetting of the employer by the Staffordshire Partnership
- ❑ In establishing a job description and communicating any risk assessment to the pupil and parents/guardians by the school

And

The school is satisfied that the pupil has been prepared sufficiently to:

- ❑ Avoid potential situations where they may be vulnerable
- ❑ Be able to respond appropriately should they have concerns or an incident occurs

A Criminal Record Bureau check may be necessary for whoever is responsible for the pupils supervision when:

- ❑ A placement lasts more than fifteen days as a block placement
- ❑ A placement lasts for more than fifteen days over fifteen weeks as an extended placement
- ❑ There is substantial individual isolated supervision
- ❑ The pupil is judged to be vulnerable

It is important that you record your decision regarding whether a CRB checks is necessary or not and the reason for your decision.

The prime communications route for dealing with Child Protection issues will be with the head teacher/principal and the work experience co-ordinator. This policy intends to complement, not replace school and LEA policy on Child Protection. Work Experience job descriptions should make clear situations at work where the students may be vulnerable. Special consideration should be given to work placements, which are substantially on a one to one basis.

Employers are required to endorse a set of 'Child Protection' principles or have their own Child protection policy. Schools should use Appendix B (Part B) for this purpose

INSURANCE CHECKLIST

In connection with the placement of all students on work experience, schools need to establish that the employer has the necessary insurance cover and that their insurers have confirmed their acceptance of this additional risk. Then, students on work experience will be deemed to be an employee for the purpose of insurance. Insurance companies will normally carry the additional risk of work experience at no extra cost.

Please complete and return to the school.

Name of Company _____

Address _____

Telephone No _____ Fax No _____

This company carries insurance as detailed below and our insurers have confirmed their acceptance of the additional risk. (Particular care is needed here for Sole Traders) who may not carry Public Liability Insurance.

- Injury to the student will be covered by your Employers Liability Policy.

Employers Liability Insurance Company: _____

Policy Number: _____ Renewal Date: _____

Limit of Indemnity: _____

- Injury and damage to others caused by the student will be covered by your Public Liability Policy

Public Liability Insurance Company: _____

Policy Number: _____ Renewal Date: _____

Limit of Indemnity: _____

Signed: _____ Position: _____ Date: _____

Thank you for your help.

Helpline: Mr Ken Mason/Alison George, Staffordshire Partnership
Tel: 01889 571994 Fax: 01889 571992

School Name: _____

Address: _____

Health and Safety & Welfare: Risk Assessment Young Persons

In connection with any work experience placement, schools need to ensure that organisations provide a safe, healthy and secure working environment for pupils. Please confirm below:

Name of Company _____

Address _____

Tel No _____ Post Code _____

Type(s) of work experience offered _____

No of employees (approx) _____

- | | | |
|---|--|--------|
| Is the company registered with HSE or Environmental Health? | | Yes/No |
| Have you got a written Health and Safety Policy? | | Yes/No |
| Have mandatory assessments been carried out?
(e.g. COSHH, Manual Handling etc) | | Yes/No |
| Have you got | a) a first aid box and a first aider/appointed person? | Yes/No |
| | b) an accident book? | Yes/No |
| | c) fire risk assessment? | Yes/No |
| | d) adequate toilet and washing facilities? | Yes/No |
| | e) eating and rest areas? | Yes/No |
| | f) protective clothing where necessary? | Yes/No |
| | g) adequate levels of lighting, heating and ventilation? | Yes/No |

What areas, processes or machines from which students are prohibited will be notified to them on induction?

Please specify if any _____

What risks have been identified under the Management of Health and Safety at Work Regulations (Young Persons), bearing in mind the inexperience and capability of the student, and which need to be notified to the parent/guardian by the school? If you have already done a suitable risk assessment for young persons please attach

Please specify if any _____

Are there any aspects of the work unsuitable for students with a health problem?
(e.g. Asthma, allergies etc)

Please specify if any _____

Who will be responsible for organising the continuous competent supervision and protection of the student ensuring that appropriate induction and training will be provided?

Contact name is: _____

Signed: _____ Position: _____

Date: _____

Helpline: Mr Ken Mason, Staffordshire Partnership
Tel: 01889 571994 Fax: 01889 571992

(This proforma should sent to the employer for completion prior to the work experience, retained by the school and a copy given to the parents).

Working with young people: Endorsement of principles

In consideration of the Education Act (2002) it would be helpful if you would read the following principles of working with young people. In the unlikely event that your organization has a child protection policy, you will, by endorsing these principles, ensure that the placement is a secure and productive environment for both you and the student.

Environment

Where possible avoid being on your own in an isolated or closed environment with a young person.

Travel

Ensure that there is a known destination and check-in times with a third party in situations where a young person will be traveling alone with an adult during placement. It is a good idea to make available a mobile phone (or equivalent) to the student in such situations.

Mentor

Those placed immediately in charge of young people should be competent in their work-role, mature in their attitudes and yet, at the same time, be at ease with young people.

Personal contact

There may be occasions when physical contact is unavoidable (e.g. when you are guiding them in carrying out a technical operation) but these should be kept to a minimum.

Behaviour

Whilst it is important to reassure a young person who may be nervous in a new placement and reliant on your guidance, avoid being over familiar.

Disclosure

Occasionally young people may disclose confidential information to a work colleague that gives rise to concern for their physical or emotional safety. In such situations you should speak to your line manager and share your concern with an appropriate representative of the education provider (usually this will be a school's work experience co-ordinator, the Headteacher) or the Central Work Experience Co-ordinator.

Disqualification

You are reminded that you are required by law to protect children from harm and that any employees are required, under the Criminal Justice and Court Services Act, to declare if they are disqualified from working with children.

I endorse these principles in the context of work experience on behalf of our company

Name:
Company/Organisation

Signature:

Date:

WORK EXPERIENCE
INSURANCE, INDEMNITY AND ACCIDENTS

To the Employer:

Thank you for accepting students on Work Experience. May we remind you of the following points:

- INSURANCE

Your insurer, having accepted the additional risk on work experience, usually at no extra premium, will indemnify you and the student in respect of any accident or damage to them, other employees and third parties, as they would for any regular employee.

- INDEMNITY

The Council undertakes to indemnify you for claims for personal injury and or damage to property **for which the Council is legally responsible**, arising as a direct result of the attendance of students on your premises for work experience.

Guidance on good practice can be obtained from the “Guide for Employers” published by Staffordshire Partnership (Tel 01889 571994).

The indemnity is valid only if the school is covered by the County Council or Stoke City Council insurance arrangements. Schools not so insured need to check with their own insurers to establish that they are covered by suitable arrangements.

- ACCIDENTS

In the event of an accident or emergency involving a child on work experience

Contact: _____ at (the school): _____

Telephone: _____

The Head teacher will complete and send an Accident Form immediately to:

The Education Health and Safety Adviser and The Health and Safety Officer,
Staffordshire Partnership.

WORK EXPERIENCE INSURANCE, HEALTH, SAFETY AND WELFARE REVIEW

Name of Employer	
Type of work available for work experience	
Address	
Telephone No	
Fax No	

Health and Safety

I can confirm that our circumstances have not changed since last year and that Health, Safety and Welfare continue to be managed effectively.

Signed on behalf of employer: _____ Date: _____

Insurance

I can confirm that our Employer and Third Party / Public Liability Insurances are valid and will be renewed as specified.

	Employers Liability	Third Party/Public Liability
Insurance Company		
Policy Number		
Renewal Date		
Limit of Indemnity		

Signed on behalf of employer: _____ Date: _____

Position: _____ Thank you for your help and support. Please return to the school

HUB SCHOOL RESPONSIBILITIES

Hub schools have been established to manage, update and maintain a database of employers within their localities who have demonstrated that insurance and Health & Safety requirements are satisfactory.

<u>HUB SCHOOL</u>	<u>AREA</u>	<u>CONTACT</u>	<u>TEL.</u>
Longton High	Stoke On Trent	Andy Dale /	01782 599232
Clayton High	Newcastle	Carol Cregan /Pip James	01782 614901
Rising Brook	Stafford / Stone	Linda Peasland /Morag Thorpe	01785 258383
Fair Oak	Rugeley	Mel Newman/Jim Fogarty	01889 583365
John Taylor	Burton / Uttoxeter	Peter Ellerington/ Stephanie Hornblow	01283 712476
Woodhouse	Tamworth	Roger Dodds / Liz Collier	01827 475620
Friary	Lichfield/Burntwood	David Atkins / Jeanette Cole	01543 510631
Kingsmead	Cannock	Jan Myatt / Helen Brass	01543 422268
Leek High	Leek/Moorlands	Chris Taylor / Martina Oakden	01538 483036
Codsall High	South Staffordshire	David James/Pam Wall	01902 434200

DUTIES

1. Collect from local schools any newly checked placements.
2. Annually, write to all employers on the database and seek returns to establish insurance and health, safety and welfare details. (Appendix E)
3. Annually, update the database with incoming information from employers, schools and The Staffordshire Partnership.
4. Alert the Health and Safety Assessor at the Partnership about any concerns and problems with compliance.
5. Liaise with the Health and Safety Assessor at the Partnership to plan the programme of visits to employers, so as to comply with current requirements of Risk Assessment.

*** Helpline: Ken Mason – Health, Safety and Welfare Officer, The Staffordshire Partnership. Telephone Number: 01889 571994 (Fax 01889 571992) Mobile 079718609859**

HUB SCHOOL

FUNDING ALLOWANCE AGREEMENT

AIM

To establish, update and distribute to local schools the database of “approved” employers within their locality.

FUNDING

1. Annually £1000 (£500 in April and £500 in December plus 75p x number of employers on the database (December only)
2. Training of personnel

METHOD

1. Collect from local schools any existing lists of checked placements.
2. Annually, write to all employers on the database and seek returns to establish insurance and health, safety and welfare details.
3. Update the database with incoming information from employers, schools and The Partnership.
4. Alert the Health and Safety Assessor at the Partnership about any concerns and problems with compliance.
5. Liaise with the Health and Safety Assessor at the Partnership to plan the programme of visits to employers, so as to comply with current requirements of Risk Assessment.
6. Arrange for a transfer request to be sent on headed paper to The Staffordshire Partnership in April and December

Signed Date
Head Teacher

School

Signed Date
Work Experience Co-ordinator
Staffordshire Partnership

The Safe Learner Concept

(Extracts relating to pre 16 work experience from the LSC's consultation paper)

This publication is available in an electronic form on the Council's website: www.lsc.gov.uk

The LSC requires those it funds to ensure, so far as is reasonably practical, that all learning takes place in a safe, healthy and supportive environment. The LSC uses its funding agreements and contracts to make clear this requirement and other expectations.

Pre-work experience briefing

Learners should have a general awareness and understanding at the end of any briefing(s) and before any work experience of:

- what occupational health and safety is and why it is important
- what the benefits of occupational health and safety are
- hazard and risk, what each is and examples of each
- the general obligations of learners and employees and the limitations at work
- accidents, ill-health and first aid
- knowledge of what causes most harm to employees at work and the need for first aid
- types of emergencies that can happen at work, including fire and the general control measures used in emergencies (alarms, fire-fighting, means of escape and so on)
- the general duties employers have towards learners and employees, including supervision, information, instruction and training, and prohibitions or restrictions for young people
- safety signs and notices, what the main ones are and what they warn of
- the need for personal protective equipment and clothing as a last resort
- safe systems of work, what they are and the background to control measures that result from risk assessment
- an awareness of key common safety and health hazards, risk and controls (for example, manual handling, slips, trips and falls, machinery and equipment, falls from height, transport, hazardous substances, and electricity).

To support the preparation of students, covering the above topics, three resources are free to schools:

“Be Safe: An introductory Guide to Health and Safety” – schools can order as many copies as they need for their students from the LSC (Ref: MISC/0609/03 Tel: 0870 900 6800)

“Check it out: risk assessment for young people on work placement” HSE (01787 881165 www.hsebooks.co.uk).

“Risk it” - A video package available free to schools from the LSC 0870 900 6800

By the end of their first day of their learning programme (or shortly after in certain circumstances), each learner should understand:

- emergency arrangements (fire, accidents and first aid)
- any significant risks that may affect them (for example, machinery and equipment, manual handling, hazardous substances, slips, trips and falls)
- control measures for the above (for example, safe systems of work, supervision, protective and preventive measures, training and instruction, signs and notices)
- supervision arrangements (and who is responsible for them) and the contact person (if not the supervisor or instructor) for any health and safety concerns
- any restrictions or prohibitions that apply to the learner (for example, equipment, processes, areas, systems)
- any personal protective equipment or clothing that they must wear, why this is so, and when and how they should wear it
- welfare arrangements (for example, drinking, eating, toilets, washing, hours of learning and work)
- the safety policy, or those relevant and appropriate parts that affect the learner
- employer and employee rules (“dos” and “don’ts”) as appropriate.

(Pupils should use their work experience diaries to record this information and preferably discuss it with their parents when they return home after their first day of work experience.)

Safe, Healthy and Supportive Environment: Learning and Skills Council Standards and Sub-standards

These standards should be used for each placement – those shown in bold are covered by the school in using Appendix B, the rest are covered by the Staffordshire Partnership Health and Safety visit. Our health and safety officer will use the HASAPs as appropriate to each placement in accordance with advice from Staffordshire LSC and the LSC's Good Practice Toolkit for Learner Health and Safety which states: "The requirements for learner health and safety vary depending on the occupational or learning area. Some sectors, such as construction and agriculture have a particularly high incidence of accidents and injuries. The LSC requires that all learning takes place in a safe, healthy and supportive environment that meets the needs of learners. The foundation for the above lies in those involved with learners meeting minimum health and safety legal requirements that are relevant to the learning and working environments."

- 1 The employer has a health and safety policy
 - a There is a clear commitment to health and safety (a written policy statement where there are five or more employees)
 - b Responsibilities for health and safety are clearly stated (recorded where there are five or more employees)
 - c Arrangements for health and safety are clearly stated, including the control measures identified from risk assessment (recorded where there are five or more employees)
 - d The commitment, responsibilities and arrangements for health and safety are communicated to all employees.

- 2 The employer has assessed risks and put in place control measures to prevent or reduce risks.
 - a Risk assessments have been carried out and significant risks identified
 - b Significant risks have been recorded (optional where fewer than five employees)
 - c Control measures have been identified and implemented as a result of risk assessment
 - d **The significant risks and control measures are explained to employees (and others as appropriate).**

- 3 The employer has made adequate arrangements for dealing with accidents and incidents including the provision of first aid.
 - a Adequate arrangements for first-aid materials have been made
 - b Adequate arrangements for first-aid persons have been made
 - c All accidents and first-aid treatment rendered are recorded
 - d All legally reportable accidents, incidents and ill-health are or will be reported to the enforcing authority and investigated
 - e Accident, incident, ill-health and first-aid arrangements are made known to all employees and others as appropriate.

- 4 The employer provides employees with effective supervision, training, information

and instruction.

- a Employees are provided with adequate competent supervision
 - b Initial health and safety information, training and instruction is given to all new employees on recruitment
 - c Ongoing health and safety information, training and instruction is provided to all employees and others as appropriate
 - d Information, instruction and training are recorded
 - e The effectiveness of training and so on are assessed and assessments are recorded.
- 5 The employer provides and maintains suitable and appropriate equipment and machinery which is safe and without risks to health.
- a The employer provides the correct equipment to the appropriate standard
 - b Equipment is adequately maintained
 - c Guards and control measures are in place as determined from risk assessment
 - d Safe electrical systems and equipment are provided and maintained.
- 6 The employer has made arrangements for the provision and use of necessary personal protective equipment and clothing (PPE/C).
- a PPE/C is provided for employees as determined from risk assessment
 - b Training and information on PPE/C use has been provided to employees
 - c The proper use of PPE/C is enforced
 - d PPE/C is maintained and replaced.
- 7 The employer has made arrangements for fire and other foreseeable emergencies.
- a Means of raising the alarm and fire and/or emergency detection are in place
 - b Appropriate means of fire fighting are in place
 - c Effective means of escape are in place, including escape routes and unobstructed exits
 - d **There is a named person (or persons) for emergencies.**
 - e Arrangements are maintained, including through tests and drills.
 - f A fire log is kept
- 8 The employer provides a safe and healthy working environment.
- a Premises (structure, fabric, fixtures and fittings) are safe and healthy (suitable, maintained and kept clean)
 - b The working environment (temperature, lighting, space, ventilation, noise) is

- appropriate, safe and healthy
- c Welfare facilities (toilets, washing, drinking, eating, changing) are provided as appropriate and maintained.
- 9 The employer manages health and safety.
- a The employer consults and communicates with employees on health and safety and allows them to participate in health and safety
 - b The employer provides medical or health screening as appropriate and any required medical surveillance
 - c The employer has access to competent advice
 - d The employer reviews health and safety annually
 - e The employer provides and displays necessary signs and notices
 - f Notification has been given to the enforcing authority as appropriate
 - g Employers' liability insurance is current and other insurance in place as appropriate to the business undertaking. This includes informing insurers and/or insurance brokers where appropriate of the learner(s) presence and/or programme
 - h The employer assesses, reviews and updates employee capabilities
 - i The employer manages employee work when it is away from the employer's own premises or when placed with another employer and/or site.
- 10 The employer manages learners' and/or young persons' health, safety and welfare.
- a **The employer has assessed the risks to any learner or young person, taking account of his or her age (inexperience, immaturity, and so on) and any other special needs or circumstances, including any disability and/or medical or health condition**
 - b **The employer has put in place control measures for learners or young persons as a result of 10A, and informed the learner and his or her supervisor**
 - c **The employer has identified any necessary prohibitions and restrictions that apply to any learner or young person as part of 10A and 10B**
 - d **The employer provides competent supervision for any learner or young person and has a designated person to take overall responsibility for any learner or young person.** In some cases where the learner is a child, this may require formal checks of suitability for reasons of child protection
 - e The employer provides an induction and ongoing information, instruction and training to any learner or young person reflecting the result of the risk assessment, environment, tasks and the learner or young person's age, experience and any special needs
 - f The employer provides free of charge any necessary (determined from the risk assessment) personal protective equipment and clothing (PPE/C) to the learner and ensures its proper and effective use.

Partnership Agreement for the Management of pre 16 Work Experience

This Partnership Agreement is prepared annually between each school and the Staffordshire Partnership to ensure that all financial, health, safety and child protection responsibilities are understood.

Work Experience Placements

The Staffordshire Partnership will:

1. Provide annually updated guidance on Insurance, Health, Safety and welfare
2. Provide a database of employers that have been checked and approved by our health and safety officer using the LSC procurement standards
3. Indicate on the database which employers have been vetted for extended placements
4. Send our health and safety officer to visit any employer offering a placement that is not on the database, or requiring an extended placement check, before the placement takes place, on being requested by the school.
5. Discuss and raise awareness of child protection issues with employers and ask them to endorse our child protection principles
6. Inform the school whether the employer has a safe environment and manages health and safety such that a safe placement could be arranged.
7. Provide a list of any prohibited processes, health factors or necessary protective equipment
8. Make it clear to the school when a placement would not be advisable, for any reason identified at the Health and Safety visit.
9. Maintain an ongoing review of all businesses in accordance with current codes of practice
10. Update the database and provide it regularly on the Staffordshire Partnership web site
11. Provide regular training and ongoing support to staff working with the database
12. Help the Fire Service manage applications and select appropriate students for its work experience week.

For short-term placements the school will:

1. Follow the guidance on Insurance, Health, Safety and welfare when making each placement
2. Arrange work experience placements for all their Key Stage 4 pupils (The LSC target for the whole cohort is 97%)
3. Request a health and safety visit for any new employer/placement that is not on the database (at least eight school weeks before the placement begins)
4. Not make a placement if the employer is not on the database or the Health and Safety officer has not visited the employer and approved.
5. Agree/check the job description with the employer before the placement takes place
6. Check with the employer if there are any significant risks associated with the job description agreed and communicate the required risk assessment to pupil and their parents before the placement begins
7. Ensure that the employer has a child protection policy or endorses child protection principles
8. Provide the pupil and employer with an emergency contact number for use outside normal school hours
9. Inform the Staffordshire Partnership immediately of any concern regarding an employer on our database or with a pupil currently on placement with them
10. Follow Child Protection guidance and record decisions regarding CRB checks
11. Use schools/LEA procedures when a criminal Record Bureau Check is required

For long term/extended placements the schools will also:

1. Inform the employer of any students whose profiles include significant 'at risk' elements including medical, emotional/behavioural, criminal record, special education needs.
2. Make arrangements for the regular monitoring of the placement
3. Request an Extended Placement (Continuous Risk Assessment) check through the Staffordshire Partnership

The duty of care for pupils remains with the school even if a third party (college/training provider) arranges a placement. The school must ensure the above are in place.

Support Funding and statistics

The Staffordshire Partnership will:

1. Provide guidance and support materials (covering Insurance, Health and Safety, Child Protection and good practice) for parents, schools and employers.
2. Inform schools of relevant guidance from DfES, QCA, HSE and other appropriate bodies
3. Provide meetings and training for all work experience staff in schools
4. Meet with the LEA Health and Safety Managers/Advisers and Insurance managers to ensure all policy and procedures are appropriate and meet legal requirements
5. Delegate support funding to schools on receipt of a claim form (£8 is transferred to the school for each 5-day placement and £12 for each 10-day placement)
6. Collate work experience statistics from all schools and complete all LSC statistical returns
7. Arrange a Field Officer to visit once a year to evaluate processes procedures and check the receipt and use of support funding

The school will:

1. Complete and return paperwork required to order work experience diaries and other support materials
2. Read, distribute and respond appropriately to guidance and support materials (covering Insurance, Health and Safety, Child Protection and good practice) for parents, schools and employers.
3. Respond to relevant guidance from DfES, HSE and other appropriate bodies
4. Ensure staff attend appropriate meetings and training
5. Raise any issues arising from guidance with the Staffordshire Partnership
6. Submit claim forms after pupils have had their placement, within the term placements take place or shortly after.
7. Only claim up to 10 days funding for any an individual pupil
8. Keep appropriate records of spending against the support funding and make them available for audit purposes

Learning and impact

The Staffordshire Partnership will:

1. Provide a work experience diary for every pupil in Key Stage 4.
2. Review Work experience diaries and other materials to meet changing needs of pupils, teachers and employers.
3. Provide leadership, support, guidance and development activity on meeting the Statutory Requirement for Work related Learning through work experience.

The school will:

1. Use work experience diaries and other materials to ensure that all students are well prepared for, monitored during, and fully debriefed after, work experience.
2. Respond to QCA guidance, DfES good practice and local support regarding work experience in meeting the Statutory Requirement for work related learning
3. Identify learning outcomes, assess, record and monitor pupil learning and progress from work experience(s) as part of work related learning
4. Use their work experience programme to inform pupil progression and challenge equal opportunities stereotypes

School: _____ Date _____

Headteacher: _____ Work Experience Co-ordinator: _____

Director of Staffordshire Partnership:



USEFUL ADDRESSES

The Staffordshire Partnership

Work Experience Co-ordinator - Pete Walthorne
Health & Safety Officer - Mr K Mason
Health & Safety Co-ordinator - Alison George

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