



# PARKSIDE

COMMUNITY SCHOOL

## Work Experience Policy

Includes

**School checklist for reporting accidents/incidents on work experience**

**Date of original policy:** December 2005  
**Member of Staff Responsible:** Katie O'Sullivan, Louise Wigston  
**Review Date:** September 2022

**Approved by SLT on 6 May 2021**

**Approved by Full Governors on 10 May 2021 (min no: 48/2020/21.12)**

**'This policy was reviewed and has been impact assessed in the light of all other school policies including the Disability Equality Scheme.'**

*Please note the term Subject Leaders relates to Faculty Leaders, Core Leaders and Lead Teachers at Parkside School.*

"Work Experience is an important part of the curriculum. It helps learners understand and develop the employability skills and positive 'can-do' attitude employers are looking for in a highly competitive economy. We also know that it has a more personal effect on learners. It helps them to understand their own strengths, and areas for development; it builds confidence in handling new situations and in working within a team of adults.

Work Experience is a placement on employers' premises in which a student carries out a particular task or duty, or range of tasks or duties, more or less as would an employee, but with the emphasis on the learning aspects of the experience.

The following extract is taken from the Department's Aims and Objectives:

"The school recognises that all students are entitled to experience the world of work at first hand during the last twelve months of compulsory education."



## **Roles and Responsibilities:**

The staff involved with the Work Experience Programme include:

- Senior Manager with responsibility for maintaining an overview of the programme to monitor its quality – Ben Riggott.
- Leader of Personal Development, a member of staff who has operational responsibility for work experience – Katie O’Sullivan.
- Work Experience Co-ordinator, a member of staff who administers the work experience programme – Louise Wigston.

## **Before the 'Work Experience or Placement' takes place:**

1. Students attend a Work Experience assembly at the start of Y10, outlining the purpose of work experience and preparing them for researching their own placements. Learners are encouraged to discuss their ideas with their parents and involve them with their research.
2. The students should be encouraged to exploit the relevance of the 'Work Experience or Placement' to their studies - often in a manner as detailed as linking to specific aspects of a programme of study and attainment targets.
3. Students at Parkside Community School are encouraged to research their own placements. LWI also has a comprehensive list of regular placements which students can select from. A Health and Safety check, of the companies is carried out by Derbyshire County Council (LA). Companies without the relevant documentation are not used.
4. During mentor time and assemblies, staff discuss with the learners their choices and preferred types of placements. A preference list is completed by mentors and shared with KOS and LWI in order to begin placement allocation. Discussions take place regarding the type of work and skills required. Students are given time to research their placements at lunchtime where the Careers Leader is able to support. Staff are encouraged to help them look at the practicalities of each placement before applying, for example, travel time and method.
5. The students should be properly prepared, briefed and debriefed. The briefing should include reference to:
  - the relevance of the 'Work Experience or Placement' to the Curriculum and the learning objectives of the placement, including any employability and enterprise skills needs.
  - the supervision of students during the 'Work Experience or Placement', i.e. who is their line manager in the place of work. Specific reference should be made to supervision during the lunch break, etc.;
  - aspects of Health and Safety. Reference must be made to the 1974 Health and Safety at Work Act and personal hygiene and safety. Prior to the placement all students receive guidance on this issue during a WEX specific assembly.
  - expected behaviour during the placement.
6. The 'Work Experience or Placements' offered should:



- be determined on a basis of individual student need - consideration needs to be given to health issues. All employers are given the relevant information regarding any special needs or medical conditions the learner may have and which might impact on the health, safety and welfare of the learner in the placement, co-workers and the public;
- consider and conform to different aspects of equal opportunities, i.e. gender or ethnic origin should not normally be a factor in determining the nature of the 'Work Experience or Placement';
- reflect the local economy;
- consist of businesses of varying sizes. Some should be public sector and some private sector;
- consider the rights and opinions of trade unions;
- conform to the requirements of the 1974 Health and Safety at Work Act. An appropriate member of the LA should visit the business before any 'Work Experience or Placements' take place.  
This is one way in which the School can discharge its responsibilities with respect to the 1974 Act.  
It should be noted that once the student has taken up the 'Work Experience or Placement' the responsibility for a student's safety, when in the workplace, is taken on by the 'employer'.  
It has now become a requirement that employers provide parents of pre-16 students with a 'risk assessment' for the particular placement they are to undertake. The school retains a duty of care to the learner for the duration of the placement.
- be co-ordinated.

7. Parents should be fully informed as to the purpose of and arrangements for 'Work Experience or Placements' - this is done by a detailed letter, which includes dates, work times, dress code, contact details, details of the health and safety risk assessment and a comprehensive job description. Before a learner is permitted to attend a placement, written parental consent must be obtained by the school.
8. Free school meal students will be reimbursed for any travel costs on receipt of bus tickets and money for free school meals is handed out prior to the placement.
9. All necessary insurance must be arranged. Employers must hold a valid employers' liability compulsory insurance and public liability insurance and has advised their insurance insurers that they are involved in work experience schemes.

#### **During the 'Work Experience or Placement':**

1. Each student should be visited at least once. Employers should be contacted prior to the visit to check on the learners' progress. Students are encouraged to contact school should a problem arise with their work experience placement. Visiting teachers take a certificate of thanks for each employer.
2. Emergency contact arrangements must be in place between employers, parents, school and students.
3. The learners are required to complete a work experience journal, where they can record tasks, practical and theoretical, achievements and challenges of their placements. This should be achieved in conjunction with the employer. At the end of the placement, a review should take place between the students and the employer, highlighting achievement and areas for development.



4. Incidents of inappropriate pupil behaviour are referred to the Headteacher and students will be dealt with in accordance with the school behaviour policy.
5. Accidents should be reported in line with the LA guidelines, see below:



## WORK EXPERIENCE ACCIDENT REPORTING STATEMENT OF ARRANGEMENTS

### Lead Body

In the event of a work experience accident or incident the school will immediately inform the LA of any reported accidents and will liaise with the LA to ensure that they are kept informed of events.

### Accident procedure to be followed

The procedures to be followed in the event of a work experience accident or incident are detailed in the attached flowchart. A copy of this flowchart is included in the Work Experience Guidelines which are posted on the WEX On-line database and which have been sent out as a hard copy to all schools and other organisations that currently use the LA central placement service for work experience.

Reporting accidents and incidents and ill health at work is a legal requirement under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation, 1995 (RIDDOR).

#### 1. Non-Reportable accident under RIDDOR

The school will follow the specific Education Accident Reporting Procedures as set down by the LA. The school will also inform the LA of the occurrence within 24 hours of the event.

#### 2. Accidents reportable under RIDDOR Reporting procedure

- Employers are instructed to report any work experience accidents to school immediately
- The school should report the accident to the LA as soon as practicable immediately using the work experience direct line number 01773 747238
- The school should start to complete the school checklist for Reporting Accidents/Incidents on Work Experience and complete the local authority accident report form in line with LA accident reporting procedures

### Investigation procedure

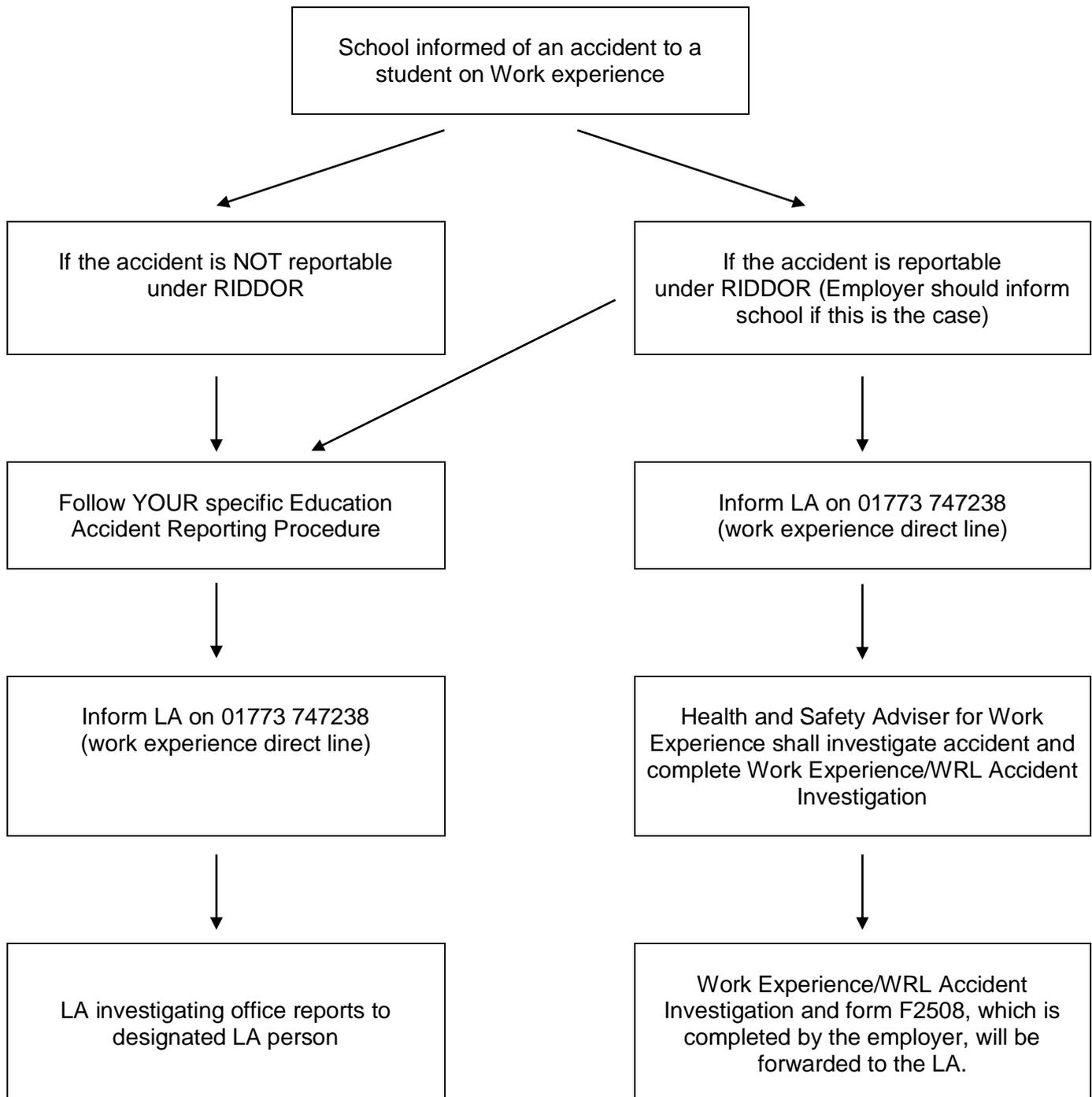
The LA will appoint a competent Health and Safety adviser to investigate the accident. They will interview all relevant parties and will conduct the investigation according to the LA's prescribed procedures for accident reporting and in line with the guidance produced by HSE 'Investigating Accidents and Incidents' (HSG245).

### Submission of report to the LA

When the investigation is complete the LA investigating officer will, together with the Team Leader, complete the Work Experience/WRL Accident Investigation Form and will forward this form with Form F2508 electronically to the designated person at the LA. This will be done within 10 working days, where practical, following the date of the accident.



### WORK EXPERIENCE ACCIDENT REPORTING PROCEDURE FLOW CHART





**After the 'Work Experience or Placement' has taken place:**

1. WEXIT day. Students are required to attend a debriefing session in school with an employer, where positive work experience achievements are celebrated. Learners must complete an evaluation of their experience, focusing on the skills they have used and developed. This information will be used to update their CV in workshops with employers for support.
2. If the students and staff were properly briefed about the potential for exploiting the cross-curricular aspects of the 'Work Experience or Placement', then benefits can occur for subjects such as Geography, History, Science, Technology, English and Drama, e.g. it could involve the oral and/or written presentation by students of their experiences as a means of assessment in English and/or Drama.
3. The debriefing can be linked to the presentation of Employer Accreditation, job applications and mock interviews. Year 11 students can be greatly encouraged to work hard for their GCSE exams by completing a 'Work Experience or Placement'. We ensure that individuals involved in the Careers Interview process have access to a separate interview area providing client confidentiality.
4. The suitability or otherwise of different 'Work Experiences or Placements' should be reviewed annually and the findings passed onto the LA or a committee that represents the local cluster of schools.
5. The work experience coordinator attends cluster meetings and relevant training throughout the academic year to maintain standards.
6. Regular meetings are held between the Leader of Personal Development and the work experience coordinator. Matters arising are passed to the Senior Leadership Team and any other relevant staff.

This policy has been compiled in accordance with the Quality Standard for Work Experience (DCSF, 2008 - now known as DfE) and the Service Level Agreement between the Derbyshire County Council and Parkside Community School, which is reviewed annually.



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| <b>SCHOOL CHECKLIST FOR REPORTING ACCIDENTS/INCIDENTS ON WORK EXPERIENCE</b> |                                       |      |
|--|---------------------------------------|------|
| Name of Employer:  | School:                               |      |
| Name of person reporting incident:<br>LA                                     | Date and time incident reported<br>LA |      |
| <b>PUPIL DETAILS:</b>  |                                       |      |
| Name:  | Date of Birth:                        | Age: |
| Address:   | Gender:                               |      |
|  | Ethnicity:                            |      |
| Disability: (if Yes Please Give Details)                                     | National Insurance No: (if Over 16)   |      |
| <b>PLACEMENT DETAILS:</b>  |                                       |      |
| Type of placement:   |                                       |      |
| Start Date:  | Proposed End Date:                    |      |
| <b>INCIDENT DETAILS:</b>   |                                       |      |
| Date and time of incident:   |                                       |      |
| Brief details of incident:   |                                       |      |
| Pupil's own account of incident:   |                                       |      |



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| <b>ACTION FOR RIDDOR REPORTABLE ACCIDENTS</b>  | <b>Date</b> | <b>Comments</b> |
|--|-------------|-----------------|
| <p><b>School WEX Co-ordinator</b></p> <ul style="list-style-type: none"> <li>▪ Inform – parents/carers by telephone</li> <li>▪ Inform DEBP WEX Team 01773 747238</li> <li>▪ Request a copy of the completed RIDDOR form F2508 from the employer (Employer can complete the F2508 online and/or download a paper copy from the RIDDOR website).</li> <li>▪ Send copy of the completed F2508 to DEBP Team Leader – WEX.</li> <li>▪ Place priority status on the reporting procedure to ensure that all documents are sent off to the relevant sections within 3 working days of being notified of the incident.</li> <li>▪ Ensure the pupil does not return to the placement until the school has received confirmation that the placement has been revisited and approved.</li> </ul> |             |                 |
| <b>OTHER INFORMATION REQUIRED:</b>   |             |                 |
| Copy of Work Experience Agreement with parental consent.   |             |                 |
| Relevant information, with dates given to employer regarding pupil including any additional needs information:   |             |                 |
| Full details of all work experience preparation undertaken by the pupil: (e.g. use of journal, attendance sheets).   |             |                 |
| Date and comments of school’s contact with employer (e.g. arranging placement, other telephone contacts, visits by school staff).  |             |                 |
| Details of pupil’s induction: (Please refer to journal and if possible ask the pupil to describe their induction).   |             |                 |

Form Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

Job Title: \_\_\_\_\_