
DEPARTMENT OF EDUCATION, SPORT AND CULTURE DEPARTMENT

RHEYNN YNSEE, SPOYRT AS CULTOOR



School Work Experience

Policy

April 2023

Glossary of Terms

For the purpose of this school work experience policy:

Children in the workplace are pupils who are by age in Year 10 and 11 ie. Year 10 - aged 14 in the academic year they turn 15 years old; and Year 11 – aged 15 in the academic year that they turn 16 years old, and before reaching their official school leaving date.

For Isle of Man maintained schools the official school leaving date for Year 11 is the Monday after the last Friday in May in the academic year that they turn 16 years old. This date marks the end of compulsory education on Island.

Pupils under the age of 14 are not able to undertake work experience.

Young people in the workplace are pupils who are under the age of 18 but have reached the end of their compulsory education (i.e. they are 16/17 years old).

Department means the Department of Education, Sport and Culture (DESC) including schools, UCM, Villa Gaiety and MSR.

Work experience means a placement on an employer's premises in which a pupil carries out a range of tasks or duties, as would an employee, but with an emphasis on the learning aspects of the role. Work placements in the context of school work experience are part of school curricular provision and should be unpaid volunteer roles.

Work Experience/Placement 'Organiser' means someone who is appropriately trained and competent in reviewing the Safeguarding risks (Health & Safety and Welfare risks) associated with a school work experience placement. This may be a member of school staff (teacher or ESO), careers adviser or an external work experience provider.

Contents

Glossary of Terms

Summary	3
About this policy	3
Who is this document for?	3
Key points	3
Effective Date	3
The School Work Experience Policy.....	4
1. General information	4
2. Responsibilities in supporting work experience/work placements	4
2a. Department of Education, Sport and Culture	4
2b. Head teacher	5
2c. Employers	7
2d. Parents/Carers.....	7
3. Safeguarding - Health and Safety	8
3a. Safeguarding – Health and Safety risk assessments	9
3b. Safeguarding – Welfare risk assessments.....	9
4. Specific Work Experience/Placement Policy Guidance and Procedures	9
5. Legislative Links.....	10
Version Control	11
Review Date	11

Summary

About this policy

This document sets out the policy for people within the Department who have responsibilities for organising and managing safe work experience placements for *children and *young people.

*See glossary for definitions

Who is this document for?

This document is for governors, head teachers, teachers, education support staff and others who are employed in a professional capacity to organise work placements for school pupils. It may also be referenced by employers, parents, students and the wider public for information.

Key points

The Department will support well planned and risk assessed work experience placements which follow this policy and the associated specific work experience/placement guidance procedures outlined in Section 4. School work experience/placements should always have a clear focus on student learning and skill development.

A school must ensure that every work experience place links to student curricular provision and that all placements are planned, appropriately risk assessed for Safeguarding (both Health & Safety and Welfare) and run with the highest regard for those taking part in them to ensure that the placement meets the pupils' needs and any risks to pupils are minimised.

Effective Date

This document is effective from 08/04/2023. It will be kept under review and updated at least every two years.

The School Work Experience Policy

1. General information

Work experience is defined as a placement on an employer's premises in which a pupil carries a range of tasks or duties, as would an employee, but with an emphasis on pupil development of workplace skills and understanding. Any arrangements made with employers for a child or young person to be in the workplace should always have a clear aim in terms of educational provision and learning.

This policy provides a framework to ensure that any pupil who undertakes a work placement as part of their education provision accesses placements that provide a safe environment and are carefully managed and monitored. This includes the organisation of the placement as well as health, safety and welfare (Safeguarding) requirements of all work experience programmes.

The Department and schools have a duty for the education and well-being of all students.

The primary concern regarding work experience placements is to safeguard and ensure appropriate safety measures are maintained pursuant to the Education Act 2001, Safeguarding Act 2018 and the Employment of Children regulations 2018. The Department's schools must therefore take reasonable steps to satisfy themselves that any placements they arrange in the workplace will be safe.

All pupils participating in work experience must be aged 14 years or over at the start of the placement. The head teacher may withdraw the offer of a work experience placement to any pupil for whom the programme would be deemed unsuitable, including those younger than their chronological year group as a result of being accelerated through KS3.

This policy includes key aspects of Safeguarding linked to learner work experience and placements. Health & Safety and child/young person Welfare should be considered in line with the important guidance, resources and procedures included in this policy document to mitigate any Safeguarding risks. These are provided to minimise the likelihood of an accident and ensure that schools exercise their duty of care to pupils undertaking work experience/placements.

2. Responsibilities in supporting work experience/work placements

2a. Department of Education, Sport and Culture

The Department shall ensure that:

- appropriate public liability insurance is in place to cover school work experience placements;
- schools are made aware of their responsibilities in ensuring that pupils are adequately safeguarded when undertaking any work experience placements;

- they act as a contact between employers and education settings to promote the value of experience in the workplace for pupils of different stages and ages and build employer contacts to support school placements;
- they support a team approach with schools to enable the smooth planning and running of safe, meaningful work placements for learners;
- they support schools in the development of a coherent and safe delivery model for targeted work experience placements.

More specifically the Department will:

- support work experience organisers in their understanding of their responsibilities in ensuring they quality assure placements in line with Health & Safety and wider Safeguarding requirements in accordance with timescales dependent on risk banding and prior to the use of a place for the first time;
- support schools in ensuring that learners are adequately prepared prior to them undertaking work experience (including an understanding of Safeguarding – Health & Safety and Welfare) and that work experience is supported by wider school provision and not a stand-alone activity;
- support work experience organisers in monitoring the safety, quality, and suitability of placements through supporting preparation for school staff visits and ensuring that schools have access to the information and support to undertake this role effectively. It will also support the school in following up on any issues raised during these visits in relation to the suitability of the placement;
- support work experience organisers in the quality assurance of medium/high risk placements in line with health & safety and pupil welfare and in accordance with timescales dependent on risk banding and prior to the use of a place for the first time for Key Stage 4 (Year 10 and 11) pupils. It will also support schools in the liaison with other more specialist Health & Safety and Welfare/Safeguarding Advisers for guidance on placements as appropriate;
- support schools in their processes to inform employers of any relevant medical or other conditions of the learner and discuss any special arrangements/reasonable adjustments deemed necessary; and
- support schools in ensuring that the employer has the opportunity to receive and give feedback after the placement.

2b. Head teacher

The Head teacher shall ensure that:

- adequate Safeguarding (Health & Safety and Welfare) risk assessments and checks are carried out before allowing work experience to take place;
- an appropriate process for organising work experience placements is implemented, including the use of external bodies, where appropriate;

- any work experience organiser is appropriately trained and competent in visiting and approving work placements for their pupils so as to minimise the likelihood of an accident in the workplace and ensure that the school exercises their duty of care;
- the work experience organiser acts as a single point of contact for teachers, learners, parents/carers, and employers. The best person to undertake this role will depend on the nature of the provision and the requirement for an awareness of the pupils' needs and abilities when setting up placements;
- they clarify the purpose of, and facilitate adherence to, the clear aims and objectives for any school work experience including integration within wider school and other provision around careers and employability education;
- support employers and other stakeholders' understanding of the specific aims and objectives for different work experience placements undertaken by pupils at different stages and ages.

More specifically the Head teacher will:

- work with the Work Experience Organiser to ensure that placements are visited before being used for the first time by Key Stage 4 (Year 10 and 11) pupils and that any placements are reviewed for Safeguarding (Health & Safety and Welfare) in accordance with timescales dependent on risk banding;
- work with the Work Experience Organiser to set up appropriate school systems for the allocation of placements;
- ensure that learners are adequately prepared prior to undertaking work experience (including an understanding of Safeguarding – Health & Safety and Welfare) and that there are follow up learning activities that build on the experience that the pupils had in the workplace;
- ensure that if the work placement is linked to delivery of the curriculum for a pupil, then the school should consider the vulnerability of customers/clients in the setting that the pupil will be working in. For some work experience placements (for example, those in a Health and Social Care setting) the school will need to arrange for the young person (aged 16 +) to provide a clean DBS check prior to starting the placement;
- as appropriate, negotiate suitable placements with learners and their parents/carers;
- use agreed processes to inform employers of any relevant medical or other conditions of the learner and discuss any special arrangements/reasonable adjustments deemed necessary;
- provide an emergency contact number outside school opening hours for the Work Experience Organiser as appropriate;

- ensure adequate monitoring of the safety, quality, and suitability of placements through arranging school staff visits and ensuring that visiting school staff have the required training, information and support to undertake this role effectively;
- manage suitable school systems to ensure the safe and smooth running of work experience. School systems should be in line with the DESC policy and guidance and any additional specific advice relevant to the placement or pupil; and
- ensure that the employer receives feedback and thanks after the placement.

2c. Employers

The employer pursuant to the Employment of Children regulations 2018 and Health and Safety at Work Act 1974 has a responsibility to ensure that:

- The work place is not likely to be harmful to the safety, health or development of children; and
- The work place is not such as to be harmful to attendance at school, participation in work experience or capacity to benefit from the instruction received or, as the case may be, the experience gained.

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 and assessment of particular agents, processes and work;
- the limited level of experience and/or maturity of the student; and
- the pupil's physical capability.

2d. Parents/Carers

Parents/carers will be provided with all relevant information regarding the work experience placement in writing before embarking upon school arranged work experience and will be provided with any relevant information about the employer and the site conditions that may affect the pupil's health and safety. All pupils on placements will be provided with details of a school contact who they can contact should they encounter any problems or concerns during their work experience.

Work experience arranged by the pupil or family:

Work experience placements arranged by pupils themselves or their family are still subject to the same Safeguarding (Health & Safety and Welfare) risk assessments and other checks and all details must be provided by parents/carers. All placements must be with employers which have appropriate Employers Liability Insurance.

3. Safeguarding - Health and Safety

The following is an extract from the Employment of Children regulations 2018 and is a good starting point for work placement organisers considering work experience opportunities for Key Stage 4 (Year 10 and 11) pupils.

What a child can't be employed to do if they are of school age:

- Work in a cinema, theatre or nightclub (unless it is in connection with an age-appropriate performance);
- Sell or deliver alcohol (except where it is sold or supplied for consumption with a table meal in a part of the premises used only for that purpose. The effect of this exemption is that, for example, a child under the school leaving age working as a waitress or waiter is able to carry alcohol to the table lawfully in a restaurant);
- Deliver fuel oils;
- Prepare food in commercial kitchens;
- Work with refuse;
- Work more than 3 metres above floor level indoors or out;
- Work in employment involving harmful exposure to physical, biological or chemical agents. Employment of children in this type of work is also likely to be forbidden on health and safety grounds and, as far as hairdressing products are concerned, employers should also note their health and safety guidance;
- Go door to door selling or collecting;
- Work involving adult material not suitable for children;
- Telephone sales;
- In a slaughterhouse or in that part of any butcher's shop or other premises connected with the killing of livestock, butchery or the preparation of carcasses or meat for sale;
- In a fairground, amusement hall or arcade;
- Work as a personal carer in a care/nursing home;
- In any other employment that may be from time to time prohibited by other legislation.

What work a child of school age can do:

- Work in farming if employed by their parent or guardian on an occasional basis;
- Deliver newspapers;
- Shop work including stacking shelves;
- Hairdressing assistants;
- Office work;
- Car washing by hand;
- Serving/clearing in a café or restaurant but not in the kitchen - this regulation is aimed at the process of cooking and would not prevent:
 - Serving at the counter of a fish and chip shop provided this does not involve getting fish or chips out of a deep fryer;
 - Washing up in an area of the kitchen separate from where food is prepared;
 - Making sandwiches at the counter of a sandwich bar although the use of sharp knives or slicers should be taken into account on health and safety grounds and covered in the job description and associated risk assessment and mitigations; and
 - Collecting meals from a kitchen or returning empty plates to a kitchen.

- In a riding stables but not to supervise riding or to be left in charge;
- Work in hotels in a domestic role; and
- They can work outside, but must be provided with suitable clothing.

3a. Safeguarding – Health and Safety risk assessments

Work experience organisers can match the occupational and organisational risk levels to reach a combined risk banding to support a specific health and safety risk assessment on whether the work placement is suitable for a particular learner. The risk bands associated with different occupations and organisations can be found in Safeguarding Policy Procedures – Health & Safety Risk Banding

3b. Safeguarding – Welfare risk assessments

The School will consider any potential risks to pupils and take steps to put in any additional safeguards that are required pupils in the workplace, in particular any learner who is vulnerable and any pupil who is likely to be alone with an adult as part of the work placement, e.g. sole trader, journey person, self-employed person working from home.

Generally, sole traders or a self-employed adults will not have Employer’s Liability Insurance, so they cannot be considered as a placement for a work experience.

Further detailed information can be found in Safeguarding Policy Procedures – Welfare.

Depending on the age of the pupils, DBS checks may be required for employers supervising students on work experience placements that are longer than 10 days (i.e. extended placements). It is the responsibility of the school to ensure suitable Safeguarding checks and welfare risk assessments are undertaken prior to the child or young person starting a work experience place. Once the pupil is on a placement it is the employer’s responsibility to ensure trained, responsible members of staff are providing mentoring and supervision at all times for the period of the placement and that the pupil is only undertaking activities in the workplace that are specified on the agreed job description and in line with the work placement risk assessment and permissions.

4. Specific Work Experience/Placement Policy Guidance and Procedures

These documents should be used to support schools in the delivery of safe work experience placements as part of pupil learning.

1. Work Experience Safeguarding Policy Procedures

To support Health & Safety and welfare risk assessments of all types of work experience/placements

Appendix 1

2. Work Experience Letter of Understanding

To support arrangements with employers for all types of work experience placements

Appendix 2

3. Work Experience Risk Assessment and Consent Forms template

To support Health & Safety and welfare risk assessments of all types of work experience/placements

Appendix 3a – Employer Placement Template

Appendix 3b – Parent/Carer & Student Placement Template

4. Arrangements for Block Work Experience (less than 10 days)

Appendix 4

5. Arrangements for Extended Work Experience (more than 10 days)

Appendix 5

6. DBS Check Requirements

Appendix 6

7. Types of IOM work placements offered for different stages and ages

Appendix 7

5. Legislative Links

Education Act 2001

[Education Act 2001 \(gov.im\)](#)

Employment of Children Regulations (no.2) 2018

[employment-of-children-regulations-no2-2018.pdf \(gov.im\)](#)

- (Section 4(4)(b) specifically relates to work experience

Safeguarding Act 2018

[Safeguarding Act 2018 \(gov.im\)](#)

– places a duty on the Department of Education, Sport & Culture to act as a relevant safeguarding body

Health & Safety at Work Act 1974

[healthsafetyatworketcact1974.pdf \(gov.im\)](#)

The Management of Health & Safety at Work Regs 2003

[Untitled Document \(gov.im\)](#)

- Section 3(4) and (5) detail the requirement for health and safety risk assessments relating to children and young people

- Section 9(2) details the requirement of an employer to provide a parent of a child with certain information

- Section 16 details the requirements of an employer relating to the protection of children and young people in the workplace

Version Control

The business area that owns this document is Education Advice and Support

Version	Author	Date	Changes
V0.1	EAS	DEC 2022	First Draft
V0.2	EAS	FEB 2023	Amendments following consultation
V0.3	EAS	FEB 2023	Final Draft submitted to SLT (Policy Hub Edit)
V0.4	EAS	N/A	Amendments following SLT review (if applicable)
V0.5	EAS	APRIL 2023	Final Draft approved by SLT
V1.0	EAS	APRIL 2023	Version 1.0 published

Review Date

This document was issued on 11/04/2023 and is due be reviewed in April 2025.