

1. Procedures for the arrangement of different types of Work Experience/Placements

All Work Experience /Work Placements should be safe for the child or young person undertaking them. There are different Safeguarding aspects linked to the Health and Safety and the Welfare of the child or young person in the workplace that any school arranging work experience will need to consider. Risk assessments may only be reviewed by a competent qualified member of school staff or Careers Team.

Safeguarding – Health & Safety Risk Banding

Using the following tables, work experience organisers can match the occupational and organisational risk levels to reach a combined risk banding decision.

The occupational risk level should be determined by the activity the learner is expected to undertake.

Example:

The learner is only involved in administrative duties but is working for an engineering organisation. This would be classified as **low** occupational risk assuming the learner has little or no contact with the engineering environment.

Occupational Risk

This table gives a general classification of risk in each occupational area.

The classification should be based on the work activity undertaken for the majority of the time, and at the highest risk.

Users will need to take account of the particular circumstances of the learner(s).

Occupational Area	Risk Level
Administration	Low
Agriculture, Horticulture, Fishing* and Forestry	High
Animal Nursing	High
Animal Care (including retail)	High
Care	Medium
Catering (kitchen)	High
Chemicals and Chemical Products	High
Construction	High
Education	Low
Electronics	Low
Engineering (mechanical and electrical)	High
Equestrian	High
Hairdressing/Beauty	Medium

Hotels and Restaurants (non-catering)	Medium
Manufacturing/Craft	High
Mining and Quarrying	High
Printing	High
Repair of Motor Vehicles, Motor Cycles	High
Retail Trade	Low
Sales	Low
Security	High
Sport/Recreation and Leisure	Medium
Textiles/Clothing	High
Transport	High
Utilities	High
Wholesale and Warehousing	Medium
Outdoor Pursuits	High

***Fishing** – Please note that IOM Maritime Law does not allow for under 16s to be employed on fishing boats so this is not possible to use a fishing boat for a work experience placement for this age group. Working on land in a fish processing environment may be possible depending on the risk assessment attached to the specific role.

Definition of organisational risk

Different organisations will have risks associated with them linked to their evidenced compliance with health, safety and overall risk management, compliance and capabilities of young people at different ages and stages of development.

Low Risk

Demonstration of high standards of health, safety and overall risk management. Detailed evidence of compliance with health and safety contractual requirements and an understanding of the capabilities of young people.

Medium Risk

Demonstrate basic standards of health and safety. An understanding of the capabilities and supervision of young people to be agreed and improvements required in accordance with an agreed development plan.

High Risk

Demonstrate poor standards of health and safety. Insufficient compliance with health and safety contractual requirements. Significant improvements necessary, **unacceptable** until a development plan with strict time-scales has been agreed and initiated.

Unacceptable

The organisation's attitude and/or non-compliance with health and safety requirements, means that the placement is unacceptable.

		Highest Occupational Risk Level		
		Low	Medium	High
Organisational Risk Level	Low	L	L	M
	Medium	L	M	H
	High	H	H	H
	Unacceptable	Unacceptable		

N.B Where an 'organiser' has a provider in a high occupational risk category, they may be regarded as a combined low risk if there is clear evidence of long term and sustained high levels of health, safety and risk management performance in respect of the health, safety and supervision of learners.

Safeguarding - Child & Young Person Welfare in the workplace for all Work Experience/Work Placements

The Department of Education, Sport and Culture is committed to Safeguarding, promoting the welfare of all its pupils and to protecting them from risks of harm. All staff and volunteers are expected to share this commitment by demonstrating their understanding of how each individual adult working on behalf of the school, including work placements, has an active part to play in protecting children from harm and promoting their welfare.

If a safeguarding/child protection issue arises for a student on work experience the placement venue should contact:

- **the relevant school Headteacher**

Staff in the placement should apply procedures for responding to a suspected safeguarding concern remembering that:

- you cannot promise confidentiality to the young person
- information should only be shared with those that need to know
- it is important to stay calm and reassuring to the young person
- the needs and safety of the young person must always come first

Safeguarding & child/young person welfare in Work Placements

Placement Provider Responsibilities

To be agreed by the placement provider prior to the start of the placement:

Attendance

As a business we will always seek to clarify the reason for a child or young person's absence with the school as soon as is practicable on the first day.

Behaviour

Appropriate standards of work-place behaviour will be expected from employed staff and those on a work placement/work experience. As a business we foster an environment where bullying behaviour is known to be unacceptable. We will always take seriously any reports of bullying and respond appropriately

Touch

From time to time there may be occasions when a member of staff in the business may need to touch a young person for example when guiding them in carrying out a technical operation, but these will be kept to a minimum and the young person will be informed first and an explanation offered as to why touch is necessary.

E-Safety

As a Business we have an e-safety policy to ensure that all employees understand the protocols on using the internet whilst in the workplace. This includes the use of personal devices whilst in the workplace. There will be times when it is unacceptable to use a personal device, and this will be addressed with the student prior to the start of the placement.

Travel

If at all possible it is best practice not to be alone with a young person but in some situations it is unavoidable. All personnel should adopt good practice in keeping the young person and themselves safe.

(1) Employers should always be cautious about young people travelling on their own with employees. Where this is unavoidable they are advised to ensure that there is a known destination and check in times with a third party in situations where a young person will be travelling alone with an adult during the placement.

(2) This should always be raised with the parent and young person prior to the placement and an agreement must be in place covering 1 above.

(3) Appropriate vehicle insurance should also be in place.

ADULTS WORKING WITH CHILDREN

Allegations

All adults should take care not to place themselves in a vulnerable position with a student. It is always advisable that your work with individual students or meetings with parents are conducted in view of other adults.

We understand that a student may make an allegation against a member of staff. If such an allegation is made, the member of staff receiving the allegation will immediately inform the Headteacher of the respective school.

