



**CORNWALL
COUNCIL**
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Together 
for Families

Work Experience Policy & Guidelines for Schools in Cornwall and The Isles of Scilly

2021-2022

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PART ONE

Guidelines for Schools in Cornwall & the Isles of Scilly

1. Introduction

These Work Experience Guidelines are intended to assist schools in Cornwall and the Isles of Scilly to comply with the legal and administrative requirements put into place by the Government and by the Cornwall and Isles of Scilly Services for Together for Families. ***All maintained schools must comply with these guidelines before any pupils are allowed to participate in work experience programmes.***

All mainstream schools who wish to run Work Experience Programmes must have their programme approved by the Services for Together for Families. At present the Cornwall Education Business Partnership (CEBP) discharges this duty for the Cornwall and Isles of Scilly Services for Together for Families.

These guidelines cover the basic elements of organising work experience programmes and the information which must be considered by a school before putting any programme into place. They spell out the current legal and insurance requirements as well as the procedures to ensure a robust system is in place to safeguard all partners involved, so far as is reasonably practicable.

These guidelines aim to further the quality of the experiences gained from the real world of work and to establish the endorsing authorities "duty of care" to the next generation of employable young people. In making arrangements, all the partners, including schools, colleges, agencies, parents and students, must pay attention to both the personal development and health and safety issues involved and ensure that students are in suitable placements and properly supervised. Employers should be fully briefed about the needs of individual students so that employers can take account of these in their risk assessments.

Where a student is attending an alternative provision school on fixed term exclusion, and the duty of care remains with the 'base' school, then the alternative provider must provide full details of the placement and seek consent with the 'base' school for it to take place. Where a student is permanently excluded it is the alternative provider who has duty of care and it is recommended that these guidelines are followed at a minimum.

These work experience guidelines apply to ALL types of work experience programmes. This includes placements undertaken by students whilst working on a course with another training provider, e.g. on a vocational course with a further education provider.

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2. The Legal Framework

The Education Acts of 1973 and 1996 enable students of compulsory school age to participate in schemes of work experience as part of their education ‘from the beginning of the last two years of compulsory schooling’. These Acts require that provision of work experience for all maintained schools must be approved by the local authority. Independent schools and academies may arrange and approve their own schemes, but liability rests with the Head Teacher & governors. If a student has been placed into Year 10 ahead of time, eg. outside of their chronological age group, then that student is not considered eligible, because of age, for work experience until the following year.

Work Experience Placements are governed by Management of the Health & Safety Regulations 1999.

3. Insurance Cover for Students on Work Experience

Although young people under the age of 16 cannot be “employed” during the school day under normal circumstances this does NOT apply to Work Experience. The Health and Safety (Training for Employment) Regulations 1990 designates children and young persons on work experience as ‘employees’ for the purposes of health and safety legislation. They must, therefore, be provided with at least the same health and safety and welfare protection as other employees, including being covered by Public and Employer Liability Insurance.

Students on Work Experience have the status of an “employee” for legal and insurance purposes only and must not receive payment for the work they do. In view of this there are no tax or National Insurance costs involved.

The Association of British Insurers, The British Insurance & Investment Brokers Association and Lloyds of London have agreed to regard work experience students in Years 10 and 11 on a placement as “employees” solely for the purposes of Work Experience:

‘as a matter of convention that students on work experience placements, in conformity with the Education Act, should be treated as employees and all placement providers must have Public Liability and Employer’s Liability Insurance. This Agreement is based on the assumption that placements will last up to two weeks. For placements lasting longer than two weeks the ABI have confirmed that extended placements are acceptable as long as the insurer has been notified of the placement details, including the duration’.

For “sole-traders” who do not have Employer Liability insurance, the employer will need to either obtain specific cover for the period or contact their Public Liability insurer to see if they will indemnify the student for Employer’s Liability as a volunteer. The employer’s insurance company must be informed of the employer’s intention to take on a Work Experience student. Where a student will be travelling in a vehicle for the purposes of work the vehicle insurance must include cover for “Business Use”.

Placements with employers who do not have both Public and Employer Liability cover cannot be approved by the endorsing local authority.

4. The Nature of Work Experience

There has been an enormous increase in demand for work related learning opportunities in recent years. Work experience placements offer a myriad of learning and self-assessment opportunities for students. Understanding the importance of key employability skills is an entitlement of all young people to support the transition from adolescent to adult working life.

Work Experience can be undertaken traditionally by taking place on an employer’s premises or remotely via a Virtual/Digital placement.

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4.1 Traditional Work Experience

Work Experience has a very specific meaning in the context of this document and can be defined as:

“a placement on an employer’s premises in which a pupil carries out a particular task or duty, more or less as would an employee, but with an emphasis on the learning aspects of the experience.” (DCSF, 1996).

Work Experience is an educational activity, and the educational benefits should be maximised at all times. These experiences allow students to gain an insight into the world of work, its disciplines and relationships, usually by spending a short, continuous spell in a real work situation, either as a block placement of 1 or 2 weeks or an extended placement which may be one or more days per week over a longer period, for example over three terms. In considering the suitability of students and consenting to placements, schools should give due consideration to the age and maturity of individual students and to the nature of the particular workplace environment.

With its emphasis on ‘hands-on’ participation, work experience differs from other work-related learning activities, such as work shadowing or employer visits, which focus on roles and processes respectively, or the use of a workplace as a setting for coursework. Visits, work observation, work-based projects, and community service do not normally come within the scope of work experience legislation. For work related activities that take place outside school premises, teachers must be familiar with their own school’s requirements in respect of off-site activities and risk assessments

Placements which merely simulate employment or just link activity with employers are not defined as work experience or encouraged by the DfE or the Together for Families Service.

Moreover, since work experience focuses on the performance of actual tasks in the workplace with the students having the legal status of “employees”, it is subject to the statutory rights, responsibilities and restrictions relating to the employment of young people. Details of the employment of young people can be found on the Health and Safety Executives (HSE) website: <http://www.hse.gov.uk/youngpeople/index.htm>

There is a requirement for all students to be visited while on their placement, to monitor their health, safety and wellbeing. Therefore, to facilitate the staff visits work experience needs to be scheduled in term to respond to any issues that could arise, whilst a student is on placement including emergencies. Such cover is not available during holidays and weekends, therefore for maintained schools placements during these times cannot be approved by the endorsing local authority.

4.2 Virtual/Digital Work Experience

Remote working is a way of working ‘at a distance’ from the employers’ premises using Information Technology to allow employees to undertake work tasks from other locations.

Virtual/Digital Work Experience is defined as a placement where a pupil carries out a particular task or duty for an employer as would a remote working employee. As with traditional work experience there should be an emphasis on the learning aspects of the experience.

Organisations involved in remote working must have a Remote Working Policy in addition to their risk assessment (see section 8). The Virtual/Digital Work Experience placement may take place in the students own home or at school but must take into account this remote working policy and consider any issues around online safeguarding.

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Remote workers have the same legal status as employees working on an employers' premises and therefore a student on a virtual/digital placement will also have the status of an 'employee' for legal and insurance purposes. The process of arranging and approving the placement will be the same as a traditional placement in that an Approval & Consent form must be completed, a placement suitability check must be done, and Public and Employer Liability Insurance cover will need to be in place.

As with traditional work experience there is a requirement for all students to be visited while on their placement to monitor their health, safety and wellbeing. This visit can be entirely online depending on where the student is working (see Part 2, Section 7).

Online experiences where students are involved in work related learning activities such as virtual tours of employers premises, observational learning encounters, work-based projects and activities are all within the category of Online Employer Engagement but do not come within the scope of work experience legislation. It is only where a student can be shown to be acting as a remote worker that the placement can be classed as Virtual /Digital Work Experience.

There are distinct benefits and challenges with any online engagement. Actively participating online can enable young people to learn about industries and careers that may not otherwise be accessible due to geography, health and safety concerns and other practical barriers. Online experiences can teach young people about digital skills, teamwork and communication in an increasingly relevant online work environment.

However, young people are most likely to learn from interactive and hands-on experiences which are harder to replicate or achieve in the online world. Online Employer Engagement and Virtual/Digital Work Experience can complement but never completely substitute physical face-to-face experiences.

5. Prohibited Work Placements, Environments, Machinery & Substances

Employment law and work experience law are not the same. Within the Education Acts work experience allows students below the minimum school leaving age into workplaces which employment law would not, such as industrial settings. However, a number of employment laws and guidelines which are age related still apply in a work experience setting.

Work Placements

Certain situations are not allowed for work experience for students under a certain age. For example, students in years 10 and 11 cannot work:

- In a tattoo studio or any other skin piercing environment
- On board a registered boat or ship
- In any gambling context
- In a cinema or night club
- Behind a bar
- In a travelling fair ground or circus
- In a Scrapyard

Apart from the shipping rule the above also apply to under 18's.

Work Environments

Within the work environment a young person under 18 cannot:

- work above two metres fall height i.e. two metres above ground level outdoors or floor level indoors
- work in excessive noise, heat or cold
- work in confined spaces: mines, chimneys, storage tanks, tunnels, basements etc

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- Ride horses while on their work placement

Prohibited Equipment, Machinery and Substances

No pupil under the age of 18 should be involved in activities using equipment and substances listed. The following are either prohibited by law for young workers or are prohibited for work experience because the Health & Safety Executive List them as dangerous and requiring special training. Exceptions to this may be considered where the practices involved form an integral part of training a student receives in the workplace as an aspect of a vocational course, and the activity is not prohibited by law.

Students on Block Work Experience should not be using equipment listed below:

- transmission machinery (shafts and belts)
- dough breaks
- bricks and tile presses
- carding machinery
- extruding machines
- industrial laundry machines (including garment presses)
- powered food mincers, mixers, extruding and all chopping and slicing machines
- industrial guillotines, loose knife punches
- powered presses, wire stitching machines, mounting or dressing abrading wheels
- any process involving asbestos, lead or pathogens
- electrical work 'at hazard' i.e. with exposed conductors and voltage exceeding 30V ac or 60V dc and the power ON
- circular saws, band saws, planers, routers, moulding machines or similar power tools
- using portable power tools especially chain saws
- driving any vehicle, including forklift or pallet trucks, tractors, quad bikes etc (This also applies on farms owned by the student's family)
- industrial solvents (concern about intoxication)
- toxic substances, highly corrosive strong acids and alkalis or chrome, nitro or amino processes
- radioactive products or environments
- operating cranes or hoists or winches or acting as signaller
- any contact with lead, lead paints, glazes, varnishes etc
- the application of pesticides unless qualified to FCPA standards.

6. Out of County Placements

National guidelines state that work experience for young people in years 10 and 11, must be based in **England or Wales**. We do not have the resources to regulate in countries where education, employment and health and safety laws vary from ours.

If a student wishes to undertake a placement not in Cornwall, then parents/carers are responsible for making contact with the employer and making the appropriate arrangements for travel and accommodation. The process for arranging the placement is the same as in Cornwall.

7. Hours of Work, Lunch and Break Periods

Within the Education Acts work experience not only allows students below the minimum school leaving age into workplaces which employment law would not but it also dis-applies the regulations around the days and hours a student can do on their placement.

Wherever possible, students should work the normal hours of a company. The number and pattern of hours worked is normally agreed with the employer, parents/carers, school and the student. It is recommended:

- a limit of eight hours working time a day and 40 hours a week
- not to work between 10pm and 6am (except in certain circumstances)

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- not to work more than 5 days in any consecutive 7-day period
- 2 days' weekly rest
- 12 hours' rest between each working day

Regarding break and lunch arrangements where a student is to stay on the placement premises then the employer has a duty of care as for any employee. If a student leaves the employer's premises during lunch or break periods, no liability can be accepted by the employer or the school for any incident that may occur.

8. Health and Safety in the Workplace & Assessing Risk

It is the employer's responsibility to manage the health and safety in their workplace and assess any risks related to the business. The Management of Health and Safety at Work Regulations 1999 provides specific guidance to employers when employing a young person, which also applies to work experience where students have the status of 'employee'. The regulations cover areas employers are required to adhere to:

- assess risk to young people, under 18 years old, before they start work to take into account their inexperience, lack of awareness of existing or potential risks and immaturity
- address specific factors in the risk assessment
- provide information to parents of school age children about the risk and the control measures introduced
- take account of the risk assessment in determining whether the young person should be prohibited from certain work activities, except where they are over minimum school leaving age (MSLA) and it is necessary for their training
- identify control measures to reduce risks so far as is reasonably practicable
- ensure supervision is provided by a competent person

Risk Assessments

Employers are required to make a suitable and sufficient assessment of the risks to the health and safety of all employees and identify groups of workers who might be particularly at risk, e.g. young or inexperienced workers. Their assessment of the risk to the health and safety of young workers must take into account their inexperience, lack of awareness of existing or potential risks, and immaturity.

For very small businesses with four or less employees there is still an obligation to complete risk assessments, but no requirement for them to write down the significant findings.

Where a provider (employer) employs young people or takes any on work experience, students must be informed about the risks to their health & safety identified by the employer's risk assessments, and the measures put into place to control them. Where students are below compulsory school leaving age, the provider must provide their parents/guardians with the key findings of the risk assessment and the control measures introduced to minimise, or ideally eliminate any significant risks.

COVID Secure Policy

During the coronavirus pandemic employers should operate COVID-securely. The employer should make additions to their existing risk assessment to show that they are managing the risk of coronavirus (COVID-19) in their business to protect their employees. The HSE website contains guidance and a sample COVID-19 risk assessment.

As well as updating their risk assessments employers should consider social distancing, overhauling cleaning, hygiene and handwashing facilities and procedures, checking there is adequate ventilation and/or air conditioning, and communicating with their employees about working safely including the use of any additional PPE.

Remote Working Policy

Organisations involved in remote working must have a remote working policy. Where employees are working from home either permanently or temporarily, or working from other locations, or travelling from place to place, the employer should consider how they will keep in touch with their employees, what work activity they will be doing (and for how long), whether the tasks or duties can be done safely, and whether any additional control measures need to be put into place to protect staff.

The risks should be looked at from both perspectives – the organisation's and the individual workers. Consideration should be given to the employee's work environment and work equipment, including a Display Screen Assessment, the effects of lone working for periods without supervision, the effects of isolation on an employee's stress and mental health, and monitoring the remote workers' health & safety.

For young people the policy should also consider online safeguarding.

The HSE website contains guidance on protecting home workers.

9. Health & Safety - Duties of the Key Partners in Work Experience

Under the Health and Safety at Work Act 1974, all the key partners have roles and responsibilities for ensuring, so far as is reasonably practicable, the health, safety and welfare of students on Work Experience. In Health and Safety Law the term "so far as reasonably practicable" means:

'a balance between the degree of risk in a particular job or workplace against the time, cost and physical difficulty of taking measures to avoid or reduce that risk. This must be considered in light of the age and fact that most pupils will not have been in a workplace before.'

Schools that place students into work experience have a common law duty to look after children in their care. They must take reasonable steps to satisfy themselves that placements will be safe and that any risks for a young person have been considered. Staff with responsibility for work experience placements should be able to equip themselves, through training and experience, with skills which enable them to assess the general suitability of placements. However, while on placement both the individual student and the employer are responsible for health and safety in the workplace. In common law:

'one can be sued if by one's actions, or through the failure to discharge responsibilities, one is deemed to cause injury or loss to another person'.

This includes the student who has the status of 'employee' while on their placement. Therefore, it is essential students are briefed prior to their placements on the importance of good practice with regard to health and safety at work. Students health and safety pre-briefing should be done by teachers in a classroom environment, e.g. during Personal and Social Education lessons. Preparation also needs to include briefing about the students' own responsibilities for health and safety and the necessity for health and safety controls in the workplace.

An employee of the Education Business Partnership will visit each maintained school on a biannual basis to review their work experience programmes, including health & safety procedures and approve their programmes on behalf of the Services of Together for Families.

The successful management of Work Experience Programmes relies on close co-operation between all key partners:

- **Education Employers:** For maintained school this is the Cornwall and Isles of Scilly Services for Together for Families.

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- **Work Experience Organisers:** Maintained schools or academies who are organising work experience programmes.
- **Placement Providers:** means employers or other organisations offering work experience placements.
- **Students:** the employee.

9.1 Duties of Education Employers

Education Employers have duties under health and safety law both to their employees, such as teachers, and to others affected by their work activity such as students. They should ensure, so far as is reasonably practicable, that non-employees, including students on work experience, are not exposed to risks to their health and safety. Cornwall and the Isles of Scilly Services for Together for Families both have a policy for health and safety which includes work experience:

‘The responsibility of the Services for Together for Families under the health and safety legislation cannot be delegated, even where other management responsibilities have been delegated, for example delegating the organising of work experience programmes to schools. In order to fulfil its duties under the health and safety legislation, the education employer must take reasonable steps to;

- Ensure the suitability of work placements taken up by students, whether identified and arranged by the Work Experience Organiser or by the student themselves;
- Ensure that the Work Experience Organiser is competent and will make the necessary arrangements for assessing the suitability of a placement;
- Ensure that Work Experience Organisers provide the necessary information to the Education Employer and to the placement provider regarding students. This information must include details about health, learning disabilities and any other factors that could affect the health, safety and welfare of a student. Such information should only be disclosed where necessary in order to ensure the placement is suitable for the student and to put any necessary additional safeguards in to place to ensure the health and safety of that student and others working with the student;
- Any disclosure of personal information as described under iii above, should only be made in accordance with the provisions of the Data Protection Act 1998.

9.2 Duties of Work Experience Organisers:

- Ensure that students are not placed in a working environment where there are significant risks to their health and safety by assessing the suitability of a Placement Provider to take account of the students’ health, safety and welfare;
- Provide the student with a Health and Safety Welfare Preparation course based on the Health and Safety Programme of Study and the Child Protection Programme of Study.
- Ensure that any staff they use to make Teacher Visits (teachers, other members of staff or governors) receive adequate health and safety instruction in relation to any risks they are likely to be exposed to in the course of their visits;
- Provide staff making visits with suitable personal protective equipment and train them to use it; and inform staff making visits that they must take reasonable care of themselves and of others who may be affected by what they do or fail to do.

9.3 Duties of Placement Providers

- i. Ensure that all students participating in Work Experience are treated as employees for the purposes of health and safety (Providers must ensure the health, safety and welfare at work of all their employees);
- ii. Ensure that all statutory risk assessments are carried out and that the risks to which employees are exposed at work are assessed;
- iii. Introduce and maintain appropriate measures to eliminate or control the risks;
- iv. Provide adequate information, training, instruction and supervision for all students;
- v. Provide adequate insurances for employees and notify the insurers that work experience will be taking place.

Under the Management of Health and Safety at Work Regulations 1999, placement providers have particular duties to:

- i. Assess the risks to young workers, including students on Work Experience, before they start work;
- ii. Ensure that the Young Person's Risk Assessment takes account of specific factors such as immaturity, inexperience and lack of awareness;
- iii. Introduce control measures to eliminate or minimise the risks;
- iv. Inform parents/carers before the student takes up the placement, of the key findings of the risk assessment and the control measures.

9.4 Duties of students on Work Experience, 'the Employee'

- i. Understand and comply with the legal duties of an Employee as set out in the Health and Safety Law – "What you Should Know" poster/leaflet which includes: -
 1. Take reasonable care of their own health and safety and that of other people who may be affected by an act or omission by the student;
 2. Co-operate with the placement provider in complying with the provider's legal duties.
 3. Correctly using work items provided by the employer.
 4. Not interfering with or misusing anything provided for the use of health, safety or welfare.
- ii. There are many situations where a placement provider will consider the information about their business as confidential. All students must hold in confidence any information about the placement providers business which they obtain during a placement and not disclose such information to another person without the placement provider's permission.

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10. Visits to the Workplace

Before approval is given on any placement, a “competent person” on behalf of the local authority or governing body should visit the premises of the Placement Provider according to National Risk Banding Schedules, in order to appraise general placement suitability from a health, safety and welfare point of view. As proprietor of the local authority scheme, Cornwall Education Business Partnership (CEBP) discharges this duty for the Cornwall and Isles of Scilly Services for Together for Families.

Visits should be undertaken by a competent person who has experience and appropriate training in health and safety. (Regulation 6 of the Management of Health and Safety at Work Regulations 1992 refers to appointing competent persons to assist with measures that must be taken to comply with health and safety laws. In regulation 6 (5) it says: - “A person shall be regarded as competent where he has sufficient training and experience or knowledge and other qualities to enable him properly to assist in undertaking the measures referred to.... Himself”.

Out of County Placements

The process for arranging the placement is the same as in Cornwall, however, it is the EBP, or equivalent, in that area who carry out the placement suitability check. Getting this arranged can be hindered by their work commitments and there is no guarantee that the organisation will/can do the check. Therefore, it is recommended that a placement in Cornwall is found as a fall back. If students want to arrange an “out of county” placement then organise it early and contact the school as soon as possible.

11. Key Contacts

The central contacts for Work Experience queries are:

Gavin Stephens
Work Experience Team Leader
Tel: 01209 615082
Email: gavin.stephens@cornwall.gov.uk

Education Business Partnership
Chy Trevail, North 2,
Beacon Technology Park
Dunmere Road
Bodmin PL31 2FR

For all maintained schools the Cornwall Services for Together for Families must be informed of any accidents or incidents under the RIDDOR regulations by the school's Authorised Accident Reporting Officer. Key Contact:

Phil Rundle
Principal Health and Safety Advisor
Cornwall Council
Fowey Building
New County Hall
Truro
TR1 3AY

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Tel: 01872 323138

Email: phil.rundle@cornwall.gov.uk

The Isles of Scilly contact for reporting accidents or incidents under the RIDDOR regulations (see section 3.3.1) is:

Cambridge Education Associates
Town Hall
St. Marys
Isles of Scilly
TR21 0LW

Tel. 01720 423996



PART TWO

The Framework for a Work Experience Programme in Cornwall & the Isles of Scilly



Introduction to Part Two

Part Two of this document sets out a framework for work experience programmes for all maintained schools in Cornwall and the Isles of Scilly. Independent schools and academies may arrange and approve their own programmes, but as liability rests with the Head Teacher & governors it is recommended this framework is followed as a minimum.

The requirements of the framework are highlighted in bold below with an explanation of what is required in order to achieve the requirements of each part of the framework. It is intended that this part of the guidance should assist with the preparation of the school's work experience action plan which will inform the schools development plan for work related learning.

Key participants in this framework are:

- **Work Experience Organisers:** Maintained schools or academies who are organising work experience programmes.
- **Placement Providers:** employers or other organisations offering work experience placements.
- **Students**
- **Education Business Partnership:** carrying out duties on behalf of the local authority

1. Curriculum Links and Learning Objectives

1.1 Work experience forms part of a coherent programme of work-related learning

Work Experience Organisers should outline where Work Experience features as part of their overall policy for Work-Related Learning (WRL).

1.2 Schemes of work in PSHE and other courses identify learning objectives for work experience and incorporate preparation and follow-up activities

Work Experience Organisers should have a Scheme of Work with learning outcomes, based on the work undertaken in Careers/Citizenship/PSHE, which prepares students to go into the workplace. There is a need for students to be given a full briefing before they take up a placement (see section 5).

Where students are following shared/linked courses which involve a work placement there must be a clear division of the responsibility for the teaching of the learning objectives between the school and the Institution, usually an FE College or Training Provider.

1.3 Individual Action Plans identify key skills and personal objectives to be developed and are based on discussion and agreement

Work Experience Organisers should prepare students to be able to complete an Individual Action Plan (IAP) for Work Experience, arrived at through discussion and agreed with an appropriate adult. The IAP forms part of the Work Experience Logbook. The completion of the IAP should form part of the briefing process (see section 5) so that it is still fresh in the student's mind when attending the placement. This applies to both Block Work Experience and Extended Work Experience

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2 Institutional Support and Administration

2.1 All staff share an understanding of the aims of the work experience programme and policy

Work Experience Organisers must have a policy for Work Experience, which must be made available to governors, teachers and all staff. Where the school has a Staff Handbook it is suggested that the Work Experience Policy should be included.

2.2 There are monitoring procedures for Equal Opportunities and Special Educational Needs

Work Experience Organisers should have procedures for monitoring Equal Opportunities and Special Educational Needs.

The Disability Discrimination Act 1995 states that it is unlawful for a school to discriminate against a disabled pupil in relation to “the provision of education or associated services provided for, or offered to, pupils at the school”. Advice from the Disability Rights Commission suggests that Work Experience is an “associated service” in terms of the act. In view of this a school must ensure that in the provision of associated services:

- a. It does not treat the pupil any less favourably than it treats or would treat other pupils, unless it can show that the treatment in question was justifiable; and
- b. It takes reasonable steps to ensure that disabled pupils are not placed at a substantial disadvantage in comparison to pupils who are not disabled (this is known as the “reasonable adjustments” requirement).

2.3 Time and the necessary administrative support is allocated to the organiser’s Work Experience Co-ordinator

Work Experience Organisers must appoint a Work Experience Co-ordinator. All Work Experience Programmes run by a Work Experience Organiser, for whatever purpose, must be organised through (although not necessarily by) the Work Experience Organiser’s Work Experience Co-ordinator.

The Work Experience Co-ordinator must inform any colleagues involved in running Work Experience Programmes of the need to follow these guidelines and that ALL Placement Suitability Visits (see section 3.2) must be requested through the Work Experience Co-ordinator.

It is estimated that running a Work Experience programme can take as many hours as a GCSE short course and it is therefore recommended that Work Experience Organisers review, on an annual basis, the support given to their Work Experience Co-ordinator. Work Experience Organisers need to have a management system in place that supports and monitors the work of the Work Experience Co-ordinator. Help and guidance on this is outlined in the publication “Managing Work Experience – A Guide for Senior Managers” which has been prepared by Cornwall Education Business Partnership and a copy can be obtained from the Cornwall Council website (see Appendix 1).

2021 - 2022**2.4 Staff attend appropriate training courses**

The Work Experience Organiser's Work Experience Co-ordinator must have the Chartered Institute of Environmental Health's (CIEH) **Level 2 Award in Health & Safety in the Workplace** before managing the school Work Experience Programme. As with all school-based staff the coordinator must have the mandatory training in child protection and safeguarding.

2.5 Work Experience documentation

Work Experience Organisers must provide written information to students, parents/carers and employers outlining their scheme, explaining all the aspects of work experience and giving details of the procedures involved in setting up a placement. The Education Business Partnership have produced documents and examples to assist with this, which can be found on the Cornwall Council website (see appendix 1)

At a minimum the information to parent/carers and employers should include:

- The leaflets 'Information for Parents/Carers' and 'Information for Employers'
- An introductory letter to parents/ letter to employers
- Schedule of key dates and deadlines (see 2.6)
- Child Protection Statement of Principles (for the employer)

2.6 There is a schedule of key dates and a record of deadlines being met

The Work Experience Organiser should inform students and parents/carers of the key dates and deadlines associated with the Work Experience scheme. There is an example of a schedule of key dates which can be obtained from the Cornwall Council website (see Appendix 1).

2.7 Paperwork used by the organiser is user-friendly for young people, parents, other staff and employers

Where possible, the Work Experience Organiser should seek feedback from staff, students, parents/carers and placement providers on all Work Experience documentation which they produce. This should form part of Work Experience Evaluation Report (see section 9.2)

The Approval and Consent Form and the Information for Parents/Carers and Employers leaflets have been compiled by Cornwall Education Business Partnership with advice from Cornwall Council Legal Services, the Together for Families Service's Safety Officer and the Safeguarding Team.

3 Health, Safety and Welfare**3.1 Health and safety issues and regulations are presented to young people by the organiser and reinforced in the workplace**

The Pre 16 Work Experience Health and Safety Preparation Programme of Study for a Block, Extended and Vocational Work Experience Programme, prepared by the EBP, outlines the minimum level of preparation a student must receive in relation to health, safety and welfare **BEFORE** they attend a work placement. This is particularly essential for those going into high risk placements within the occupational areas of construction, engineering, catering and agriculture. Work Experience Organisers must base their scheme of work on the sample Programme of Study but can exceed this if they wish. Details of this Programme of Study and the associated High-Risk

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Placements Programmes of Study can be obtained from the Cornwall Council website (see Appendix 1).

All Work Experience Organisers must have a Scheme of Work for Health and Safety Preparation, which all students taking part in work placements must follow. It is advisable for the Work Experience Organiser to register students attending this programme in order to monitor and verify that students have been adequately prepared.

Post 16 students must receive Health and Safety Preparation which builds on the pre 16 work and takes account of the nature of the placement and the level of work to be undertaken before going out on the placement. If a Post 16 student has not completed the Pre 16 Health & Safety Preparation, then arrangements must be made for this to be done.

3.2 There is a database of placement risk-assessments and record of visits

Work Experience Organisers have a responsibility to decide the suitability of each placement and need to be reasonably satisfied that the placement provider:

- a. has appropriate systems in place to ensure the health, safety and welfare, so far as is reasonably practicable, of the students while under their control;
- b. is competent to manage health and safety in relation to the placement; and
- c. will use suitably competent people to supervise students on work experience

To determine the suitability of a Placement Provider to provide a work experience placement, each Placement Provider must receive a Placement Suitability Visit (PSV) in accordance with the LA policy on the frequency of visits (see section - 3.2.1 iii).

3.2.1 Arrangements for Placement Suitability Visits to be carried out

- i. There are significant problems faced by a school when arranging for placement suitability visits to be carried out, including:
 - a. the level of competence needed to determine a placement provider's suitability in terms of health, safety and welfare;
 - b. the problems repeat visits by all the schools to one provider would cause;
 - c. the need to meet the standards of management and Health and Safety required by both the HSE and the Together for Families Service for these visits;
- ii. Therefore, the Cornwall Education Business Partnership provides this service for Work Experience Organisers in Cornwall and the Isles of Scilly who choose to buy into this scheme. All Placement Suitability Visits are conducted by employees holding the Institute of Occupational Safety and Health's (IOSH) 'Managing Safely' qualification as a minimum and who have met the Safe Learner standards which were originally set out by the Learning and Skills Council.
- iii. The frequency of the placement suitability visit depends on the nature of the placement provider's business and the work environment. The EBP shall assess the risk banding for each placement provider upon notification of the placement by the school. The risk bands are as follows:
 - Potentially High-Risk placements – visit every year
 - Medium Risk placements – visit every second year
 - Low Risk placements – visit every fourth year

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- iv. Work Experience Organisers, through their Work Experience Co-ordinator, are responsible for verifying that a work placement has a current Placement Suitability Visit Approval **before** sending any students on the placement. The Work Experience Co-ordinator must inform the Cornwall Education Business Partnership of their intention to use a placement provider **at least six weeks in advance of the placement**. Where a placement is considered as an “Out of County Placement” (see section 3.2.3 below), *at least ten weeks’ notice is required*. For secondary schools this is managed through Veryan “WebView”.
- v. The Work Experience Organiser must make sure that the Approval and Consent Form (see 3.3. below) for the student wishing to use a placement provider has been fully completed **BEFORE** booking a placement on WebView. This will avoid a visit being made unnecessarily if, when the form is completed, the placement is not suitable and will ensure the placement provider is fully aware that they are offering a student placement when visited.
- vi. For Block Work Experience the “start date” and “end date” of the week or fortnight must be entered on the Approval and Consent Form and on WebView or spreadsheet.
- vii. For Extended Work Experience you should enter the proposed start and end date on the Approval and Consent Form. **For Veryan Webview** the end date entered on the system must be within the same school term as the start date. If the placement continues into the following term the end date must be re-entered at the start of the new term. This process must be repeated at the start of every term in order to keep the Veryan database accurate and up to date.
- viii. The EBP shall carry out any required visits and inform the school whether or not the placement is suitable providing that the information has been received within the deadlines given above.
- ix. The “status” of a placement is shown in the “status” column in Veryan WebView or on the spreadsheet using the following descriptors:-

Descriptor	What this means	Can it be used?
EBP Approved	The placement provider is approved and can be used	YES
Ins Failed	The provider has not obtained the necessary insurance cover	NO
Emp Cancelled	The provider has cancelled the placement	NO
Stud Cancelled	The student has cancelled the placement	NO
HS Failed	The provider cannot cater for the health, safety and welfare of students	NO
Ins needed	The provider needs to provide details of their insurance	NO
Visit Required	The provider needs to have a PSV	NO
Unable to visit	The EBP were unable to visit due to a late notification OR the provider was contacted to arrange a visit on at least 3 occasions but did not respond.	NO

3.2.2. Placements not approved by the Services for Together for Families

Where the “status” of the Placement Provider is **NOT** “EBP Approved”, the placement must not be used **under any circumstances**.

If the parent/carer decides they want to take their son or daughter out of school for the Block Work Experience or Extended Work Experience times and put them in the workplace this action will involve both the parents and the employer

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contravening Employment Law. It is suggested that the school notify the parents in writing as this constitutes an unauthorised absence.

3.2.3. Out of County Placements

It is recognised that some Work Experience Organisers may wish to encourage students to travel out of County both for specialist placements and to experience the working environment outside Cornwall. These guidelines do not in any way prohibit out of county activity, but organisers must not underestimate the additional work involved. Placements in Scotland cannot be supported as they have their own Education Act.

Where pupils are staying away from home, travel and accommodation arrangements are wholly the responsibility of parents/carers.

Health and Safety Placement Suitability Visits must still be carried out in advance of any Out of County placement. This visit has to be delegated to a partner organisation working to the same standards in the area where the placement will take place. In view of this **it is advisable for the student concerned to have an alternative placement in county in case of problems with obtaining a PSV visit in time.** The additional cost of the visit will be passed onto the school.

Cornwall Service for Together for Families does not currently support Work Experience abroad.

3.2.4 Work Experience during School Holidays

Where a Work Experience Organiser organises a placement during the school holidays, all the legal requirements specified in this document apply as if it were a term-time placement. Placement Suitability Visits and Teacher Visits to Students must take place and any issues of claiming for overtime or expenses must be addressed in advance by the Work Experience Organiser.

Any “Work Placements” organised by parents/carers taking place during school holidays, which are not part of the Work Experience Organiser’s Work Experience Programme, cannot be approved. It is essential that Work Experience Organisers inform the parents/carers that this placement is not approved and that the parents/carers must take full responsibility for all arrangements, including travel, insurance, health and safety.

The Organiser may wish to mention to the parents the need to contact the Child Employment Officer for the Together for Families Service to make sure that what they intend to do is within current legislation. It is extremely important that the Work Experience Organiser plays no part in helping to arrange such placements.

3.3 Where appropriate, parents/carers are informed of significant findings of risk assessments

The Work Experience Organiser must obtain the consent of each key partner in a Work Experience Placement: parent/carer, placement provider and student, and give their approval of the placement as well. The consenting agreements are contained in the “Approval and Consent Form” which is a single document, so that each partner has the relevant information on which to base consent. This Approval and Consent Form must be fully completed and signed by each partner and the Work Experience Organiser **before** the placement can take place. A copy of the current Approval and

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Consent Form, which must be used, can be obtained from the Cornwall Council website.(see Appendix 1)

The form is completed as follows:-

- Step 1** **Section 1 - Information about the student** to be completed first by the parent/carer and the student.
- Step 2** The school sends/gets the student to take the form to the employer who completes: -
 - Section 2** - Information about the Employer and the Placement
 - Section 3** - The Young Persons' Risk Assessment; and
 - Section 4** - signs the Employer Agreement and Consent section.
- Step 3** The Employer sends/gives the form to the student and parent/carer
- Step 4** The parent/carer and the student complete their parts of **Section 4 –** Parent/carer and Student Agreement and Consent and return the form to the school.
- Step 5** The School completes the Approval and Consent section in **Section 4**

The school is responsible for making sure the Essential Medical Information is accurate as far as they are aware. This means that Section 1 must be checked **either** BEFORE it goes to the placement provider **or** AFTER it has been received from the parents in step 4. If the latter is the case, then the employer must be informed if any information is incorrect or has been omitted BEFORE the student starts the placement

It is the responsibility of the Placement Provider to carry out a Young Persons' Risk Assessment and communicate the findings to the parents/carers. The Work Experience Organiser has a duty of care to make sure the placement provider has done this so the Approval and Consent Form has a section which employers must complete to comply with this requirement, or they may attach a copy to the form if they wish. The parent/carer and the school can use this information to inform their decision as to whether the placement is suitable or not. The "Work Experience Information" section of the Cornwall Council website has sample Young Persons' Risk Assessment's for providers to use.

When the Approval and Consent Form is returned to the Work Experience Organisers it must be checked to see that it is fully completed, and the Work Experience Organisers must complete their Approval and Consent section. The Approval and Consent Form for a student must be archived by the school and retained until the student reaches the age of 21. This is required to make sure that any enquiries regarding this placement can be related to the actual agreement made.

3.3.1 **Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)**

The Work Experience Organiser must follow the Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) Regulations 1995, as set out in the Education Safety Policy, Health and Safety Management: Reporting Accidents. Placement providers must report any incidences under RIDDOR to the Work Experience Organiser, who (for maintained schools) must in turn inform the Together for Families Service through their normal procedures. The Health & Safety Team will contact Cornwall Education Business Partnership providing copies of any forms completed. It is important that the CFA are informed immediately.

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4.

Child Protection

4.1 Educating Children About Child Protection Issues

Schools must give careful consideration to preparing students to deal with and report incidents that they feel uncomfortable with during their work placement. Work Experience Organisers must base their Scheme of Work on the Programme of Study for Educating Children about Child Protection Issues on Work Experience. This Programme of Study can be found on the Cornwall Council website (see Appendix 1).

There must be a “Point of Regular Contact” who the students can contact, and they need to be told:

- a. who to contact if they are worried or uncomfortable about their surroundings or if they suffer abuse;
- b. make it clear that this person is a continuing point of regular contact within the school for the duration of the work experience placement;
- c. explain to the students that this person is available to listen to any concerns they may have.

In practice the regular point of contact will be the Work Experience Co-ordinator whose contact details will be in the Work Experience Logbook.

4.2 Cases Where Extra Child Protection Issues must be considered

Students working in placements where there are children

Schools are responsible for matching students to placements and when arranging a placement, the head teacher and Governors are responsible for ensuring that child protection issues are properly considered. This is especially important where a student is taking up a placement which involves working with children.

In such cases, the school **must** have in place a procedure sufficient to safeguard the children attending the school, nursery or playgroup etc from any risks that may be posed by the student who is undertaking the work placement. Schools should ensure that only students suitable to be placed in an environment where access to children is a feature of that employment are allowed to undertake such placements. The EBP have designed a procedure which can be used, and this can be found on the Cornwall Council website (see Appendix 1)

The DfE guidance, ‘Keeping Children Safe in Education’, September 2020, states ‘*If the activity undertaken by the child on work experience takes place in a ‘specified place’, such as a school or college, and gives the opportunity for contact with children, this may itself be considered to be regulated activity. In these cases, and where the child is 16 years of age or over, the work experience provider should consider whether a DBS enhanced check should be requested for the child/young person in question. DBS checks cannot be requested for children/young people under the age of 16.*’

Other cases

The DfE guidance states that the following types of placement **must** have **additional safeguards** put into place:

a. **Long Term Extended Work Experience Placements**

A work experience placement which lasts for more than one day per week for a term or is a placement which occurs over more than one term is

considered to be a long term extended work experience placement. i.e. 15 days or more

b. **Placements for Vulnerable Children**

A placement aimed at a student who may be vulnerable, e.g. e.g. a student who is likely to form inappropriate relationships with others and/or has difficulty in forming working relationships with others.

c. **Residential Placements**

A placement which is residential or includes a residential component.

d. **Placements with unsupervised access**

A placement where a workplace supervisor or a colleague will have substantial unsupervised access to the child, because of the nature of the business (i.e. sole trader, micro business).

The “additional safeguards” which must be in place are:

The staff of the LA and Schools involved in arranging, monitoring and assessing the suitability of work placements must have been given the mandatory Child Protection Training.

Work Placement Providers taking responsibility for a student must be asked to make a commitment to safeguarding their welfare by endorsing an agreed Child Protection Policy or Statement of Principles a copy of which is on the Cornwall Council website.

Any person whose specific designation or whose normal duties will include regular responsibility for looking after, caring for, training, or supervising a student in the workplace must be vetted and subject to a Disclosure & Barring Service (DBS) Enhanced check to ensure that s/he is not disqualified from working with children or otherwise unsuitable to be responsible for them.

In line with the Department for Education revised statutory guidance Keeping Children Safe in Education, Statutory Guidance for Schools and Colleges, published in September 2020, Cornwall Council safeguarding team advise that schools must determine on a case by case basis, based on considerations of the specific circumstances, whether a work experience provider requires a DBS check. These considerations include, but are not exclusive, the following:

- 1) students identified by the school as vulnerable for educational, medical, behavioural or home circumstance reasons
- 2) students on placements an extended timeframe, especially where these involve the following -
 - a. regular lone working with an employer over long periods (rule of thumb would suggest anything over half a day at a time)
 - b. placements located in particularly isolated environments with 1:1 working
 - c. placements involving a high degree of travelling on a 1:1 basis
- 3) placements which include a residential element.

The fact that a particular placement falls into one of the above categories does not necessarily mean that a DBS check will be required. Such a decision will depend on an assessment of the overall potential risks posed to a young person and will take into account any systems in place to minimise these risks.

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For example, if a student is spending a week with a self-employed person (for example a plumber) then a DBS check would be required as the individual is unsupervised, providing teaching/training/instruction and meets the frequent definition (more than 3 days in a 30-day period). The only exception to this would be if the placement was a family or personal arrangement. Family and personal arrangements are excluded from the regulated activity definition. Therefore, if the placement is arranged with a family friend then the school may not need to undertake a DBS check as this could be deemed as a family or personal arrangement.

All DBS checks must be arranged by the school through the normal procedure and the person will be regarded as a “volunteer” for the purpose of the check.

The person responsible for the student whilst on work experience must be given a Referral Guide which will be part of the Statement of Principles. This will make them aware of their responsibilities in accordance with “What to do if you are worried a child is being abused”. The person must also be provided with the name of a person in school who can be contacted in the event that there are any concerns about the student.

A copy of the Child Protection Statement of Principles with the Referral Guide flowchart can be found on the Cornwall Council website (see Appendix 1).

Virtual/Digital Work Experience

For virtual/digital work experience placements the school should consult their online safeguarding policy. The running of online placements needs to be monitored so that a DBS is considered for those placements where students will be one to one with an employer online for lengths of time in the same way as physical placements are considered where there is regular lone working with an employer over long periods.

4.3 Reporting of Child Protection Issues Raised

Where an alleged incident of child abuse is reported to the school prior to, during or after the placement, the school will act in accordance with the procedures outlined by the Cornwall Multi-agency Referral Unit.

The school must inform the Cornwall Education Business Partnership. The EBP will immediately class the placement provider as “unsuitable” and will not authorise the provider to accept work experience placements until the investigations into the incident have been concluded and the Cornwall Multi-agency Referral Unit has given its approval.

Where an allegation of child abuse is reported to the Together for Families Service and/or the Cornwall Education Business Partnership, they will contact the school immediately either via the Headteacher, the Designated Person for Child Protection or the Work Experience Co-ordinator.

5. Guidance and Preparation**5.1 Feedback from employers confirms that young people have been adequately briefed**

The Work Experience Organisers should ensure that placement providers have the opportunity to comment on the briefing of the student prior to the placement. This forms part of the Work Experience Logbook (see section 6.1 below)

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5.2 Young people's work placement choices are monitored for stereotyping

Work Experience Organisers must have procedures for monitoring placements for stereotyping.

5.3 Where appropriate, briefing sessions are held for parents/carers

Work Experience Organisers must provide all the key partners, parents/carers, placement providers and students, with written information on their Work Experience Programme.

It is recommended that parents/carers are given an opportunity to talk to the Work Experience Co-ordinator regarding work experience prior to their son or daughter taking up a placement.

5.4 Schemes of work and lesson plans for the preparation programme identify specific learning objectives

The preparation as part of Citizenship/Careers/PSHE is covered in section 1.2 above.

There is need for the students to have a 'briefing' fairly close to the time they are attending their placement, and this should cover as a minimum:-

- a. The completion of the following sections of their Logbook:
 - i. My Details (page 2)
 - ii. Employer and Placement Details (page 2)
 - iii. Name of person to be contacted in an emergency (page 2)
 - iv. Target setting at Work (page 6)
- b. A brief review of the main elements of their Health & Safety Preparation and what to do in an emergency and how to report an injury
- c. A brief review of Child Protection Issues and who the "point of contact" is if the need arises

6 Recording Learning**6.1 Recording documents are in active use**

Work Experience Organisers should have a recording document which will be known as the "Work Experience Logbook", which students will use to record various aspects of their placement. The Logbook contains the following sections:-

- Personal and work placement details
- Essential Skills and Qualities
- Target Setting at Work
- Health & Safety Check List - briefing on first day
- Are You Ready for Work Self-Assessment
- Day to Day Diary
- Know Your Employer
- Placement Visit Record for visiting school staff
- Employer's Report & Assessment of the Student
- Feedback from Parent or Carer
- Students Comments on the Placement

There are Extended / Vocational Pre 16 Work Experience Logbooks covering a range of occupational sectors in an A4 format which can be obtained from the Cornwall Council website (see Appendix 1).

6.2 The proportion of young people whose learning outcomes are endorsed by employers is monitored

Work Experience Organisers must provide the opportunity for employers to complete a report on the student related to their targets. The logbook will include a section where the employer can write a report on the student.

7. Work Placement Visits

7.1 There is a checklist for teacher visits and a record of all visits made

The Work Experience Organiser must arrange for a suitably experienced person who knows the student to make a teacher visit to every student whilst on a work placement. This person must talk to the student and placement provider separately to review the student's progress and monitor aspects of health, safety and welfare concerns. Where the placement is "Out of County", the placement provider and student must still be contacted, usually by telephone, to review the student's progress and monitor health and safety concerns.

Where the placement is virtual/digital the visit can be done online with the placement supervisor and either online or in person with the student depending on their location.

The Work Experience Organiser must have a checklist, for each Work Experience Programme they run, which indicates who will be making the teacher visit to each student.

There must be a written record of each visit or telephone contact including information on health and safety. A sample Teacher Visit Recording Form can be obtained from the Cornwall Council website (see Appendix 1). The completed Teacher Visit Report Forms must be archived by the school until the student reaches 21 years of age.

Work Experience Organisers have a particular responsibility in terms of health and safety for any staff they employ to make teacher visits. It is suggested that all the people involved in undertaking teacher visits are asked to sign a form, confirming that they have received appropriate guidelines and training before undertaking any teacher visits. Where the person is not a Cornwall Council employee (for example, Governors or Careers South West Advisors) they must sign to confirm that they understand the nature of the task they are required to undertake and the fact that they are acting as a representative of Cornwall Council. A Teacher Visit Agreement Form can be obtained from the School Cornwall Council website (see Appendix 1).

For students on a Block Work Experience Programme of five or ten days in duration, one visit must be made whilst the student is on the placement. Where the student has two blocks of five days a visit must be made to each placement. For students on an Extended Work Experience Programme visits need to be on the basis of one visit in three weeks, where the placement is of one or two days in a week, as a minimum and more often if the situation of the placement and the student dictates e.g. potentially high risk placement, vulnerable student.

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Work Experience Organisers must ensure that all personnel involved in teacher visits using their own vehicles have appropriate insurance cover. Teachers using their own car to visit students on placement should notify their insurers that their vehicle is being used "in pursuance of an approved educational activity as an alternative to public transport". This does not normally imply a higher premium, particularly if the insurer is a member of the Association of British Insurers, The British Insurance and Investment Brokers Association or Lloyds of London.

7.2 Evaluation forms allow young people to comment on the usefulness of the placement and of the teacher visit

The Work Experience Logbook (see section 6.1 above) must have a section where the student can comment on the usefulness of the placement and record the Teacher Visit.

8 Debriefing and Follow-up

8.1 De-briefing and follow-up lessons allow learning to be recognised and built upon effectively

Work Experience Organisers should have a scheme of work for debriefing and follow-up which outlines the learning outcomes and happens immediately after the placement has taken place. Schools which have students on placements during the last week of the summer term will not be able to meet this requirement and make arrangements for a debrief within the first few weeks of the new academic year.

8.2 Celebrating success and employer recognition

It is recommended that the Work Experience Organiser should award a Certificate of Completion to students who complete their placement and their Work Experience Logbook.

It is suggested that Work Experience Organisers recognise the value of placement providers and where appropriate provide a Certificate of Participation for employers.

The Cornwall Education Business Partnership has developed the Platinum Provider Award which recognises providers who have met or exceeded these standards. Details of this award can be found on: www.cornwall.gov.uk/workexperience

8.3 Recording Student Achievement

It is recommended that the Work Experience Organiser enable students to put information collected on Work Experience into a summative record of their achievements for future reference.

9. Feedback, Review and Improvement

9.1 Records of feedback on individual placements are sent to employers

It is recommended that the Work Experience Organiser encourage students to write a letter of thanks to the placement provider to show their appreciation and to give feedback on what they feel they gained from the placement.

2021 - 2022**9.2 There is an evaluation report based on feedback from all aspects of the programme**

The Work Experience Organiser should prepare a brief evaluation report evaluating all aspects of the programme outlining those aspects that have worked well and those for development which can form part of the next years Action Plan. An outline for this report can be obtained from the Cornwall Council website (see Appendix 1).

9.3 A summary of the evaluation report is circulated to all partners

The Work Experience Organiser should make copies of the evaluation report available for all partners on request and submit a copy of the report for consideration by the governing body.

9.4 The evaluation report results in an action plan for the development and improvement of the work experience programme and is incorporated into the organiser's development plan

The Work Experience Organiser, through the Work Experience Co-ordinator, may provide an annual Action Plan outlining current practice and intended improvements and/or developments. The Work Experience Action Plan should be made available to Work Experience Organiser's Senior Management Team so that it can be incorporated into the institution's Development Plan.

Guidelines for the completion of the Action Plan can be found on the Cornwall Council website (see Appendix 1).



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APPENDIX 1

The following documents can be downloaded from the Cornwall Council website:-

<http://www.cornwall.gov.uk/education-and-learning/education-business-partnership-ebp/work-experience-placements/management-of-work-experience-scheme-for-schools/>

Work Experience Policy & Guidelines

Information for Parents/Carers and Employers

Guidelines for the Letter to Parents/Carers and Employers

Sample Letter to Parent/Carers

Sample Letter to Employers

Schedule of Key Dates and Deadlines

Programme of Study for Pre 16 Work Experience Health & Safety Preparation

Approval and Consent Form

Programme of Study for Educating Children about Child Protection Issues on Work Experience

Child Protection – Suitability of Student Process

Child Protection – Statement of Principles

Teacher Visit Recording Document

Teacher Visit Agreement Form

Guidelines for Completing the Evaluation Report

Guidelines for Completing the Work Experience Action Plan

Review of Health, Safety & Welfare Aspects of Work Experience Programmes

Managing Work Experience – A Guide for Senior Managers

Alternative Providers – Process Record

Work Experience Process Outline

Work Experience Planning Sheet

Work Experience Logbooks for Vocational & Extended Placements

Sample Risk Assessments in Various Occupational Areas