



The Warriner School Work Experience Booklet



Work Experience Coordinator: Mr N. Smith
email nsmi2068@warriner.oxon.sch.uk 01295 720777

Dates of work experience 25th to 29th June 2018

Introduction

The Warriner School offers the opportunity for students to do a week of work experience at the start of New Term 1 2018. The benefits to the students, as part of their ongoing careers education, are enormous and provide valuable inspiration for future careers and useful skills experience that can be added to their CV.

In order for this to happen, regulations regarding Health & Safety and Safeguarding must be adhered to in order to protect the students. As such, if the attached forms are not completed satisfactorily or Oxfordshire County council inform us of a problem with the situation the school can cancel the placement. The student would then attend school during that week.

Costs

The school incurs significant cost in arranging the Work Experience programme. The Warriner school is invoiced for £20 for each student on roll within the year group thus to extract full value all students are expected to arrange a placement during this week.

If a placement is not within Oxfordshire, the school is charged a further £30 for 'out of county Health & Safety checks' and this charge will be passed on to parents and will be invoiced prior to the placement going ahead.

We have been given advice from the county council that we cannot authorise any overseas placements. This is because of it is not possible to fully verify Health & Safety and Safeguarding.

Help with finding placements

Placements should be selected based on

- Their suitability to inform students about a potential future career
- The opportunities the placement may provide to gain some transferrable skills that can be added to on a student's CV

Placements are usually found through parental contacts or through contacts found of the **Oxfordshire Work Experience** website using the search facility (they cannot be booked via the website it only provides names and contact details for companies in particular work sectors and who may have previously taken part in the work experience scheme). Login details will be provided.

This booklet

To ensure Health & Safety and Safeguarding compliance traceability this booklet must be completed fully signed (no digital signatures permitted), returned to the work experience coordinator and *held by the school for reference purposes*.

As such the student and employer will need to photocopy the booklet for their information and records.

- ***The back page of the booklet will be completed by the school and a confirmation email sent to both student and employer***

Timings

The work experience booklet needs to be returned to the Work Experience Coordinator (Mr N. Smith) by end of February 2018

The students/parents should ensure that contact is made with the employer periodically to ensure there have been no changes to placement details and the employer should inform the student/parents of any issue that arise between confirmation and execution of the placement.

During the work experience placement

Students will be expected to behave in such a manner as to reflect the ethos of The Warriner School.

The use of mobile phones by students whilst on the placement is at the discretion of the employer.

Transport to and from the work experience placement each day is the responsibility of the student/parent.

If the student is absent for any reason they must inform the employer at the start of the morning they are away and provide adequate reason. The student should then inform the school as well.

At any point the employer may call the school and ask for termination of the placement if the student does not fulfil the expected conduct behaviour.

Student/parent Agreement Form

Name of Student: _____ Date of birth: _____

Oxfordshire Work Experience website owe.learnaboutwork.net/log-in-student.asp

PIN number (via tutor) _____

Home Address:

Student contact telephone number: _____ Student Email address: _____

Emergency parent contact details number for use during W/e week:

Mobile _____ email _____

Information that the work placement should be aware of: eg dietary / disabilities

Details of the work experience placement you have organised:

Name of Employer: _____

Contact Name: _____

Company Address:

Telephone No: _____ Email address: _____

Is the placement with a family member? _____

Has the placement been agreed with the company Y/ N

Parental consent Signature _____ Date _____

Printed name _____ Relationship to student _____

EMPLOYER'S / PLACEMENT PROVIDER'S SECTION

The school has a legal obligation to ensure that our students are placed in a safe working environment. We have therefore joined the local education authority's Work Experience Registration Scheme which maintains a register of all work placements.

Would you please sign the following disclosure and complete the Employer form (make a copy for yourself) and return it to the student.

- I have read the Oxfordshire Education Business Partnership "Information for Employers" section (next page) and agree to accept the student named overleaf for Work Experience during the stated period. (leaflet attached- please keep for your records)
- I understand that I will be contacted by the Oxfordshire Education Business Partnership if I am not already registered as an approved Work Experience provider.
- I have appropriate insurance to cover work experience students (and have notified my brokers if necessary)
- I will undertake to provide induction training including Health and Safety and emergency arrangements.
- I will notify the school in the event of any absence, early termination of placement, injury, or any other difficulties regarding the student. (school contact number 01295 720777)
- I will undertake to have due regard for the welfare of the young people in the workplace and understand that it may be necessary to undergo a D.B.S. check in line with the "Safeguarding of Children in Education" (DfES Guidance September 2004)
- I am aware of the requirement on employers to complete a suitable and sufficient risk assessment and to provide information to a parent/guardian for a child of compulsory school age in accordance with the Management of Health and Safety at Work Regulations 1999 (as amended)

Signed:

Date:

Name (print):

Job Title:

The school has a legal obligation to ensure that our students are placed in a safe working environment. We have therefore joined the local education authority's Work Experience Registration Scheme which maintains a register of all work placements.

If you have not already been registered by the Scheme, you will be contacted by one of the Scheme's staff to discuss a few points relating to insurance, and health and safety arrangements for the students.

I would personally like to thank you for giving up your time to fill in these forms, as well as the time lost in instructing students for the week of work experience. This week is a valuable part of the learning curriculum and can only be achieved by the generosity of companies like yourselves.

Yours sincerely,
N. Smith (Careers and Work Experience Coordinator)

Work Experience

Information for Employers

Introducing students to the world of work can help them understand the work environment, choose future careers or prepare for employment. It can take the form of a short, or longer, placement with an employer where students will have the opportunity to observe and practice work tasks. Taking on work experience students should be straightforward for employers with just a few steps to take to enable the placement to occur.

What happens?

Schools/colleges across Oxfordshire will work in slightly different ways when organising work experience, some may find placements for their students, others' may ask students to find their own placements, but the health & safety checks of employers offering work experience are all co-ordinated by **Oxfordshire Work Experience (OWE)**. Schools and colleges use an online system to notify us where students will go on placement and can then use that system to see if/when a placement is approved.

OWE check employers through a quick visit every 1 to 3 years depending on the risk level of the job role. During our visit we simply check for suitable insurance and make sure the health & safety basics that an employer should legally have in place are there. The visit also gives employers a chance to ask questions about any aspect of work experience or give feedback. We can also update employers on Apprenticeships, Traineeships or other recent skills matters during this visit if required. A follow up visit for health & safety will then occur after 1, 2 or 3 years depending on the nature of the role.

What do you need to do?

Insurance

Under health and safety law, **work experience students** are your **employees**. You treat them no differently to other young people you employ. Your existing **employers' liability insurance (ELI)** policy will cover work placements provided your insurer is a member of the Association of British Insurers, so there is no need for you to obtain any additional employer's liability insurance if you take on work experience students.

If you are a **family business** or **sole trader** you may not have ELI, however, if a family business takes on an employee who is not closely related to the employer, or if a sole trader takes on an employee, then there is a requirement to have ELI in place for work experience.

Risk assessment

If you already employ young people or have taken work experience students before **simply use your existing arrangements** for assessments and management of risks to young people.

If you do not currently employ a young person, have not done so in the last few years or are taking on a work experience student for the first time, or one with particular needs, **review your risk assessment** before they start.

In all cases, you must remember **to take account of what you are told** of the student's physical and psychological capacity and of any particular needs, for example due to any health conditions or learning difficulties when reviewing your assessment.

Schools/colleges should provide you with student details. If a new student is of a broadly similar level of maturity and understanding, and has no particular or additional needs then repeating your assessment of the risks is unnecessary and your current risk assessment for young people will apply.

You need **to explain to parents/carers** of children what **the significant risks** are and what has been done to control them. This can be done in whatever way is simplest and suitable, and is very often done by sending a copy of the risk assessment via the school or college.

Induction

A simple way to explain the risks to young people and how they are controlled is through an induction. This is an opportunity to check that the student understands what they have been told and know how to raise health and safety concerns with you. It can also be used to outline fire safety and first aid procedures and inform students of other policies you may have around more general issues such as mobile phone use or confidentiality issues.

For more information you can visit the Health and safety executive website: www.HSE.gov.uk or call us on 01865 323478.

General Information

Hours of work

The Working Time Regulations 1998 apply for work experience not child employment laws.

Therefore:

- ✔ working time, including overtime, must not exceed an average of 48 hours in each 7 days
- ✔ young workers are entitled to a rest period of not less than 12 consecutive hours in each 24 hour period worked
- ✔ where an young worker's daily working time is more than 4.5 hours, he or she is entitled to a rest break (of at least 30 minutes)
- ✔ young workers are entitled to a 48 hour rest period in each 7 day working period

We suggest that working hours are clearly defined and communicated to parents in advance of the placement so suitable transport to and from placements can be arranged.

Payment and expenses

Work experience is part of the school curriculum and employers should make no payment for work to students, however, employers may help out with travel or meal expenses at their discretion.

Reporting of absence or incidents

Employers must contact the school/college immediately:

- ✔ if a student fails to turn up, as their participation in work experience contributes to school attendance
- ✔ if a student is involved in an incident or accident. Accidents must also be recorded in line with HSE guidance.

Employer Agreement Form

Work Experience Week Dates: 25th to 29th June 2018

Name of Student: _____

Name of Employer: _____

Contact Name: _____

Company Address:

Telephone No: _____

Email address: _____

Supervisor's name (if different from contact name) _____

PLACEMENT DETAILS

Please tick to confirm you have had adequate correspondence with the student and both parties are fully aware of the placement details

Type of Work Experience Opportunity offered

Main tasks to be performed

Hours of work *from* _____ *to* _____

Lunch Break _____

General learning objectives which may be achieved in this placement: [please X box where appropriate]

Working with people

Additional skills

Using initiative

(1)

Understanding and carrying out instructions

Keeping Time

(2)

Information technology skills

Application of numbers

(3)

Will the student need to provide *[Please highlight where appropriate]*

Safety *Overalls* *Have Tetanus* *Anything Else*

Footwear *Immunisation* *Give details* _____

What will be the expected dress? _____

The Warriner School

Work Experience Administration Section

Checks

Student forms complete and signed by parent Y/N

Employer forms complete and signed by employer Y/N

Placement registered and confirmed as OK with O.W.E Y/N

Confirmation email sent to student/parent and employer Y/N Date: _____

SCHOOL'S/COLLEGE'S SECTION

- I agree to the student undertaking Work Experience as outlined above and confirm that the Employer has been notified of any medical or special educational need or other circumstances relating to the student which are relevant to this placement.
- I agree to brief the student before the Work Experience placement commences including Health and Safety matters.

Signed: Date:

On behalf of Head Teacher

Nigel Smith Careers Leader and Work Experience Coordinator