TRINITY ACADEMY

Policy: Work Experience

Status: Statutory

Last revision by: N Anderson

Date of last revision: July 2025

Open view on website: External

Approved by:	Chair of Governors
Approval date:	October 2025
Date of next review:	October 2026

Action	Date	By whom
On secure website	October 2025	AIA
On public website (if applicable)	October 2025	AIA

Work Experience Policy 2024

Introduction

Work experience is one of the most important links between employers and schools. This exposure to work is a significant step in preparing young people for adult and working life by developing their personal and social skills as well as the key skills they will need for the world of work.

From September 2025, all institutions should adopt the strengthened benchmark. Trinity Academy ensures that students have multiple first-hand experiences of workplaces by the age of 16 and one such further experience by the age of 18 via work experience programmes, and trips and visits to explore/tour various work environments.

This document details the health and safety responsibilities for schools and external organisations who are involved in work experience placements.

Work Experience

1. Introduction

1.1 Work experience that is well planned and well organised has an important role in developing a student's personal and social skills and gives them important opportunities to learn directly about the world of work.

1.2 However, students outside the school environment will be more exposed to the potential risks involved, both from the tasks they undertake and from the working environment, e.g. equipment and hazardous substances. The physical and psychological immaturity of students also constitutes a risk in itself and therefore it is important that these are taken into account in the risk assessment completed by the placement provider.

1.3 Work experience placements in-person are only permitted by law for students during Key Stage 4 and above.

1.4 The Working Time Regulations 1998 apply to students at work experience placements, for example they should not work for more than five days in any consecutive seven-day period. The number of hours worked, and pattern of duties is normally agreed by the placement provider, school, and students. The school will put measures in place to ensure that students on placements are not required to work excessively long hours or unnecessarily unsocial hours.

1.5 Children between 13 and the minimum school leaving age (MLSA) are prohibited from being employed in industrial undertakings such as factories, construction sites etc, except when on work experience schemes approved by the Children's Services Department. The Health and Safety (Training for Employment) Regulations 1990 have the effect of designating children on work experience placements as staff and employers must provide them with at least the same health, safety and welfare protection that they give their own staff. There are also some age-related restrictions which prohibit young workers, including children on work experience,

from working with particular machinery or undertaking particular tasks. Employers should be aware of these restrictions.

1.6 This document provides advice on arranging work experience placements to ensure that all placements are in line with health and safety legislation.

2. Definitions

2.1 The Department for Education (DfE) defines work experience as
'a placement on an employer's premises in which a student carries out a particular task or duty, or range of tasks and duties, more or less as would an employee, but with the emphasis on the learning aspects of the experience.'

2.2 Work Experience can be classified as either:

- **Block** - the placement takes place over 5 or 10 consecutive working days.
- **Extended - the placement takes place 1 or 2 days per week over a fixed period.** Schools must ensure they comply with the criteria designed to safeguard students' entitlement to a broad and balanced curriculum. It is therefore unlikely that extended work experience of more than two days a week will meet this requirement.

3. Responsibilities

3.1 Headteacher and Governing Body

The Headteacher and Governing Body are responsible for ensuring the health, safety, and welfare of students on work experience and staff involved in the planning and preparation of the placement. They will ensure that:

- a suitable and sufficient management system is implemented for work experience.
- a named member of SLT is nominated within the school with responsibility for ensuring that the health and safety requirements for work experience are carried out.
- the suitability of work experience placements has been considered by a competent person.
- there is clear communication with all key parties involved with the work placement.
- health and safety procedures are followed.
- arrangements are in place to send consent forms to parents/carers and that a copy of this document is signed and returned before the placement begins.
- arrangements are in place to provide placement providers with any additional needs of the student – should it be requested/required.
- staff comply with the school's incident reporting procedure and that all parties understand their responsibilities.

3.2 Careers Team

The Placement Organiser is responsible for the following duties:

- ensure that placement providers hosting students have evidence of Employer's Liability Insurance and Risk Assessments are in place, so the student is not subject to unacceptable risks;
- assess the suitability and approve all placement providers with regards to health and safety and child protection;
- Ensure that placement providers understand their responsibilities regarding health and safety and when undertaking a risk assessment, that they consider any additional needs the student may have.
- ensure that placement risk assessments are made available to schools, should they be requested, in order that it can be sent to parents/carers.
- ensure that placement providers comply with the school's accident protocol and that all parties understand their responsibilities;
- ensure that placement providers understand their responsibilities regarding child protection.
- ensure that, before approving a placement, they are satisfied that the Placement Provider has put in place the requirements set out in paragraph 3.5.
- consent forms are sent to parents/carers and a copy of this document is signed and returned before the placement begins.
- liaise with school staff regarding any additional needs that students might have and provide all placement providers with this information in order that a specific risk assessment can be completed for the student before the placement begins.
- comply with the school's incident reporting procedure and contact the Careers Team immediately if an accident occurs whilst a student is on placement.

3.3 Member of staff with overall responsibility for work experience

The Careers Leader is responsible for ensuring that procedures in relation to work experience are carried out in line with this policy. They will ensure that:

- health and safety requirements for Work Experience are carried out; key staff understand their roles and responsibilities in relation to work experience.
- procedures are in place to send consent forms to parents/carers and that a copy of this document is signed and returned before the placement begins.
- all guidance issued by the Careers Team is implemented and monitored.
- students are given all necessary health and safety instruction and training; clear communication and consultation are in place with all key parties involved with the work placement.
- Health and Safety updates relating to work experience are communicated to appropriate staff.
- procedures are in place to ensure that students are visited on placement, or a telephone communication be undertaken – once for a block placement.
- relevant staff comply with the school's incident reporting procedure and that all parties understand their responsibilities.

3.4 Teacher(s)/School Staff monitoring Work Experience Placements

The teacher(s)/School Staff responsible for monitoring work experience placements will ensure that:

- they are familiar with the placements being visited and that any identified personal protective equipment or clothing is worn should it be necessary.
- records are kept of the monitoring visit.
- a visit takes place once for a block placement. Where it is not possible to make a visit due to the location of the placement, phone contact takes place and is recorded.
- ensure where there are any concerns, this is reported as soon as possible to the Careers Team. Any concerns should also be fed back to the team.
- ensure child protection and health and safety procedures are followed.

3.5 Placement Providers

The Placement Provider is the employer that agreed to take a student on placement. The Placement Provider must comply with the following requirements:

- contact their insurance company to advise them that they are taking a student for work experience and ensure that Employer's Liability Insurance is in place.
- assess the risks to their young workers (i.e. under 18 years of age), including students on work experience, **before** they start work.
- ensure that a risk assessment is completed and considers specific factors such as immaturity, inexperience, and lack of awareness, as well as any additional needs the student may have. This document must be accessible should it be requested by the school so that parents/carers can receive a copy prior to the placement commencing, should this be requested.
- introduce and implement control measures to eliminate or minimise the risks and ensure that these are implemented, including the wearing of personal protective equipment or clothing.
- ensure the student receives adequate training and health and safety instructions prior to commencing the placement/first day.
- nominate a mentor or suitable person to work with the student.
- provide adequate supervision as detailed on the risk assessment; ensure students are made aware of the work activities involved and any associated significant risks.
- ensure that students are informed of who has day-to-day responsibility at the workplace for supervising them, and who (if different) has overall responsibility for their health and safety during their work experience.
- inform the Careers Team and parents/carers of any accident/incident as soon as practicable; and
- report the incident/accident according to current school policy, and/or report as a RIDDOR to HSE in the event of serious accident/incident in line under required under RIDDOR.
- if a student fails to attend the placement, you must ensure that the Careers Team are contacted. If a student walks out of the placement or fails to return from a planned break, please contact the Careers Team.

The Careers Team must ensure that they are satisfied that the Placement Provider has these processes in place before approving a placement.

3.6 Responsibilities of parents and/or carers

Parents or carers of a child have no specific responsibilities under health and safety legislation, except when they provide work experience for members of their own family. In this case they will have the same health and safety responsibilities as other placement providers.

Parents or carers of a child can provide useful information about their child's medical or behaviour conditions, or particularly any potential health and safety problems that may relate to the placement. This information must be passed on to the placement provider so that s/he is able to carry out an effective risk assessment prior to the commencement of the placement.

4. Risk Assessment

4.1 The Management of Health and Safety at Work Regulations 1999 states that employers must assess the risks to their young workers, including students on work experience before they start work.

4.2 Risk assessments should be undertaken by the placement provider as soon as the placement details have been agreed in conjunction with the school and **before** the student takes up the work placement. Placement providers should be informed in advance by the school about any individual students who may be at greater risk, for example because of any specific medical needs/behavioural needs or learning difficulties.

4.3 The risk assessment must consider the following factors: -

- inexperience and immaturity of students.
- lack of awareness of existing or potential risks.
- the fitting and layout of the workplace and/or workstation.
- the nature, degree, and duration of any exposure to physical, biological and chemical agents.
- the form, range and use of work equipment and the way in which it is handled.
- the organisation of processes and activities.
- the extent of the supervision to be provided to the student.
- the extent of the health and safety training provided, or to be provided, to the students concerned.
- risks from agents, processes and work listed in Appendix A; and
- any issues relating to students medical, behavioural, physical and/ or learning needs.

4.4 The extent of the risk will determine whether to restrict the work or the activities of the work experience student. If the placement provider concludes that because of a risk assessment, there is a significant risk to the student undertaking this activity, the student must be prohibited from doing it.

4.5 The Placement Provider must ensure that the control measures identified on the risk assessment are implemented. The person responsible for mentoring the student must be

provided with a copy of the risk assessment.

4.6 There is, however, an extra requirement on the employer to provide the parents/guardians of children at work (including those on work experience) with information on the key findings of the risk assessment and control measures taken before the child starts work should this be requested. Where the Placement Provider employs five or more staff, the significant findings of the risk assessment must be recorded, including work experience risk assessments.

4.7 In order to fulfil the legal requirements relating to risk assessment, schools must implement a procedure to ensure that consent forms are sent to parents/carers and that a copy of this document is signed and returned before the placement begins.

5. Suitability of the Placement

5.1 The school must be satisfied that the Placement Providers:

- have suitable systems in place to ensure the health, safety, and welfare, as far as is reasonably practicable, of the student while under their control;
- are competent to manage health and safety in relation to the placement;
- will use competent people to supervise work experience.

6. Confidentiality

6.1 Parents must inform the school of any issues, health or otherwise (behavioural issues, infringements of the law, language ability etc.) relating to the student prior to the student commencing work experience.

6.2 The school is required to inform an employer of any of the above that may affect the employer's willingness to take that student for work experience. If this information is not supplied, then the placement cannot be approved.

6.3 Permission must always be sought from parents and the student before any information listed above covered by the data protection act is shared. Please note that a placement cannot go ahead if such permission is not received.

7. Supporting Students during the Work Experience Placement

7.1 Students should understand the necessity for health and safety controls in the workplace. General principles could be introduced as part of the pre-briefing by the school and/or at a pre-placement visit by the student.

8. Monitoring of Students whilst on Work Experience

8.1 It is a requirement of the HSE that all work experience placements are monitored. These provide a useful opportunity to ask students if they have any health and safety concerns

and to discuss the practical ways in which risks are controlled.

8.2 Staff carrying out monitoring visits of students must have access, should it be requested, a copy of the risk assessment to alert them of the control measures that should be in place and the potential risks to their own health and safety in that industry.

8.3 Schools and any other organisations arranging work experience should ensure that staff monitoring work experience placements are provided with and wear suitable personal protective clothing (PPE). If this is not practical, staff must be instructed not to enter any areas of work that require PPE.

8.4 Staff on monitoring visits should ask the students about the tasks they are performing and the level of supervision they have received. If the level of supervision is believed to be insufficient, this should be raised with the employer, school, and Placement Organiser so that remedial action can be taken.

9. Feedback

9.1 Successful management of work experience programs depends on feedback; therefore, Careers Teams are encouraged to provide feedback on placement providers to the Placement Organiser.

9.2 It is recommended that students are asked to give feedback on the health and safety standards of the placement provider during the post placement review. The Placement Organiser will need to be notified immediately if concerns are raised.

10. Child Protection

10.1 When arranging work experience placements there are considerations regarding child protection. Child protection means protecting children against all forms of abuse, including sexual abuse, physical and emotional abuse and neglect and applies to all young people under 18.

10.2 Schools and colleges organising work experience placements should ensure that policies and procedures are in place to protect children from harm.

10.3 Barred list checks by the DBS might be required on some people who supervise a child under the age of 16 on a work experience placement. The school or college should consider the specific circumstances of the work experience, in particular the nature of the supervision and the frequency of the activity being supervised, to determine what, if any, checks are necessary. These considerations would include whether the person providing the teaching/training/instruction/supervision to the child will be:

- unsupervised; and
- providing the teaching/training/instruction frequently (at least once a week or on more than three days in a 30-day period, or overnight).

10.4 If the person working with the child is unsupervised and the same person is in frequent contact with the child, the work is likely to be a regulated activity. If so, the school or college could ask the employer providing the work experience to ensure that the person providing the instruction or training is not a barred person.

10.5 The school is not able to request an enhanced DBS check with barred list information for staff supervising children aged 16 to 17 on work experience.

10.6 Employers are asked, when preparing a programme of work experience for a young person, to take responsibility for their social welfare as well as their physical welfare.

10.7 Employers should do all they can to ensure their employees' relationships with young people on work experience are appropriate to their age and gender, and do not give rise to comment and speculation. Attitude, behaviour and language all require care and thought.

10.8 All parties involved in setting up and monitoring of work experience placements should be familiar with child protection procedures. All schools have a designated Child Protection Teacher and Safeguarding Lead, safeguarding procedures are available on the school website.

10.9 For more specific guidance, please refer to the DfE's guidance 'Keeping children safe in education: Statutory guidance for schools and colleges', 2022 p.81. This sets out the extremely specific responsibilities of schools for child protection and work experience. In addition to this, p.4 of the 'Regulated activity with children England' document, may provide further guidance.

11. Insurance

11.1 The Association of British Insurers have agreed that students on work experience placements which conform to the Education (Work Experience) Act 1973 should be treated as staff for the purpose of insurance against personal injury, provided that the insurer has been notified. Therefore, all Placement Providers must have Employers' Liability and Public Liability Insurance.

NB. Although employers who are close relatives of the student (mother, father, siblings, uncle, aunt, grandparents) are considered exempt from this, **it is still recommended that placements do not take place with ANY employer who does not have employer's liability insurance.** (This recommendation is made with the intention of maintaining the safety and well-being of the student at all times, all appropriate health & safety guidance adhered to, and appropriate risk assessments carried out).

12. Reporting of Accidents during Work Experience

12.1 It may be necessary to remind placement providers that they have a responsibility. to report all accidents to students that are reportable under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) 2024.

12.2 Placement Providers **must notify immediately** the parent and school giving full details of any incident/accident involving a student. Schools should then report the incident and complete an investigation that will need to be forwarded immediately to the Health and Safety team.

12.3 The process for reporting accidents must be followed.

Appendix A: Prohibited Placements

Students on work experience are not permitted to work in the following areas:

- a tattoo studio
- a body piercing studio
- parts of a beauty salon where semi-permanent make up is used
- an abattoir
- at any height
- on water – see water guidelines
- in the air – hot air balloons, helicopters, gliders etc
- in gambling locations – amusement arcades, betting shops, casinos
- behind the bar of public houses and restaurants selling alcohol
- with guns – e.g. gun shop, gamekeeper with fireworks on new build sites or total refurbishment sites – see construction guidelines

Please be aware that certain restrictions apply in all industries where placements are permitted.

Notes

Construction industry – new build sites or total refurbishment are not deemed appropriate for work experience.

Related policies

- Careers Policy
- Provider Access Policy