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### **Introduction**

Brownhill Learning Community offer work experience to Year 10 and targeted Year 11 students. Placements are aimed to offer opportunities that will meet individual needs and aspirations, as well as enhancing and adding value to existing skills. In addition, students will gain an understanding of the work environment, build confidence and gain support in professional development.

National legislation and guidance are followed to ensure health; safety and safeguarding are priority for all students when on a work placement.

### **Priorities**

When preparing for work experience Brownhill Learning Community will:

- ◆ Ensure students are provided with a positive experience with an emphasis on learning
- ◆ Retain a 'duty of care' at all times for all students
- ◆ Ensure potential risks to each student have been assessed
- ◆ Ensure the chosen placement is suitable for the individual student and any additional safeguarding issues are taken into account and actioned.
- ◆ Provide a named contact, who is available during the times the students are on placements.
- ◆ Obtain the consent of parents/carers and service provider.

### **Legislation**

Brownhill Learning Community has a range of legal responsibilities in relation to the organisation and delivery of work experience.

#### Education Act 1996

- BLC will provide work experience in industrial and non-industrial settings for students who are in their final two years of compulsory schooling
- BLC will enable students in Year 10 and 11 to assume the temporary status of a Young Person in Employment Law.

### Management of Health and Safety at Work Regulations 1999

- BLC will ensure an employer understands they have a responsibility to ensure that young people employed by them are not exposed to risk due to: lack of experience; being unaware of existing or potential risks and/or lack of maturity
- • BLC will ensure the employer considers: layout of the workplace; the physical, biological and chemical agents students will be exposed to; how students will handle work equipment; how the work and processes are organised; the extent of health and safety training needed; and the risks from particular agents, processes and work. These risks will be straightforward in a low risk environment such as an office. In higher risk workplaces, the risks are likely to be greater and will need more attention to ensure they are properly controlled.
- BLC will ensure the employer is aware that a child must not carry out work if it:
  - Is beyond their physical or psychological capacity; involves harmful exposure to substances that are toxic, can cause cancer, can damage/harm an unborn child, or can affect human health in any other way,
  - Involves exposure to harmful substances, involves risks of accidents that cannot be reasonably recognised or avoided by students due to their insufficient attention to safety or lack of experience or training
  - Has risks through extreme cold, heat noise or vibration.

Other agent's processes and work that should be taken into account – employers should refer to <http://hse.gov.uk/youngpeople/law/index.htm>.

### Education Act 2002

- Employers must take into account Safeguarding and promoting the welfare of young people, reporting any concerns to the school immediately.

### Apprenticeship, Skills, Children and Learning Act 2009

- BLC will encourage post 16 students to undertake work experience.

### **Other legislation:**

#### Health and Safety at Work Act 1974

#### Working Time Regulations 1998

#### Sex Discrimination Act 1975

#### Sex Discrimination Regulations 1999

#### Race Relations Act 1976 and Amendments 2000

#### Disability Discrimination Act 2005

Human Rights Act 1998

Employment Equality Regulations 2003 and 2006

Equality Act 2006 and 2010

## **Health and Safety**

Brownhill Learning Community retains a 'duty of care' at all times and we will ensure:

- Employers have a risk assessment in place for the work placement that takes into account any restrictions and prohibited age related work
- Our students are matched carefully to the placement and support is in place for students on the placement
- Our students are prepared and briefed about health and safety, know how to identify hazards and know what should be in place to reduce the risk of injury or accident
- Students do not work excessively long hours, no more than 8 hours per day, 40 hours per week, 5 days per week with no unsocial hours
- Systems are in place to ensure the health, safety and welfare, so far as reasonably practical.

We will organise the placements ourselves using an external company approved by the Local Authority.

## **Safeguarding**

Our 'duty of care' extends to all students who undertake work experience. We will:

- Consider the frequency of supervision i.e. once per week as a minimum
- We will ask the employer providing the work placement to ensure that any person working alone with a student is suitable
- Identify actions to be taken, when and by whom, if child protection issues are raised prior to, during or after placement
- Provide students with clear advice and contacts at Brownhill Learning Community in case of concerns, issues or emergencies.

Brownhill Learning Community will arrange visits to the student and employer during work placement. Members of staff visiting a workplace will be provided with details of the job description, risk assessment and any specific restrictions.

## **Debriefing**

- All students will have 1.1. debriefing interviews to look at what learning has taken place and how best to evidence their achievements i.e. Asdan: Preparation for

Working Life and Vocational Links.