

Employer Guide to Work Experience for Nunnykirk School Students

We hope you can consider providing a short term work experience placement or work taster for one of our students. Nunnykirk School supports, where appropriate, for our students to attend work experience opportunities. This exposure to work is a significant step in preparing young people for adulthood and working life by developing their personal and social skills as well as the knowledge, skills and behaviours required by employers like you. Work experience can effectively support students to make better choices for further and higher education or prepare them for programmes like Supported Internships, Traineeships and Apprenticeships, or direct entry to full employment.

Work experience placements are periods of unpaid work. They are short term placements which can last from a one day careers taster to a week or a fortnight of work experience.

To help you understand what is involved for a work experience placement provider, we have set out below the arrangements you'll need to know about.

Before the placement

We will work with you, students and parents to assure ourselves that this is the best placement for you and the student. We will tell you about any vulnerabilities the student has which might influence how you plan the work experience activity.

We won't carry out more checks on you, if you are an existing or recent placement provider and the nature of the work and students you are accepting is the same or similar. If you are a new placement provider we may visit you, but otherwise most of the organisation of the placement can be done by email or telephone. We will carry out the checks that the required health and safety arrangements are in place. We will not ask you to complete lots of paperwork.

We will carry out any DBS checks needed on our students and provide you with the clearance. Anyone who will be supervising someone on work experience *could* require an Enhanced DBS Check, if the child on work experience is under the age of 18 and particularly if the supervisor will need to spend every day or long periods of time alone with the child.

We will complete a travel plan with the student to make sure they can get to and from the placement. If you need us to supply or pay for PPE / uniform or other essential items, you will need to tell us before the placement starts.

During the placement

Once the placement starts, the first step is for you to carry out an induction. Covering these things in induction will be helpful to the student:

- general information about the company and the nature of your business
- where they will be working
- introduction to who they will be working with – including the supervisor if not you
- the work they will be doing
- layout of the building and where to access facilities
- health and safety rules
- policies they may need to be aware of eg data protection
- sickness and absence reporting

Please apply your normal standards for attendance, behaviour, timekeeping, reliability and honesty to the student and give them a real view of employer expectations. Please give them activities that are meaningful to your company whilst in the placement and avoid activities that they are not qualified or sufficiently experienced to undertake.

It is helpful to identify a supervisor / contact to oversee the student's work during the placement and they can make sure that the pattern of hours is reasonable. Where the work placement is over an extended period, we may visit the student and supervisor in the workplace to carry out a review. They can also be the main contact for notifying the parents/guardian and the school of any concerns, accident or ill health, or any other incident which relates to the student's work placement. If you have any difficulties with a student during the placement do let us know as quickly as possible so that we can put support or alternative arrangements in place.

You are not expected to meet any expenses for the student getting to or from the placement, taking meals, and you are not expected to pay them for work done.

At the end of the placement

On completion of the work placement, think about how the experience was, for you, the student, other people involved and the business. Please give feedback to us and the student at the end of the placement to help them and us improve our work experience offer and arrangements. Let us know if you would be willing to consider taking students in the future.

Health and Safety

You will need to:

- be fully responsible for the student's health and safety in their placement
- have a current company Health and Safety Policy which is compliant with legislation
- carry out a risk assessment for the work experience, only if your current risk assessments don't already outline risks for young or inexperienced workers or those with additional needs
- explain health and safety requirements for your company. This must include:
 - Company Health and Safety Policy

- Fire and Emergency Drills
- General Safety Rules (covering hazards and any other relevant literature)
- Accident / incident reporting and where to find the First Aid box and contact for first aiders
- Areas that are restricted
- Training on use of equipment (including IT, lifting, dangerous substances etc)
- Provision of Personal Protection Equipment where necessary. If you need help with the costs of providing PPE, you need to let us know.
- Introduction to key staff members and their roles explained
- Location of welfare facilities (e.g. toilets, kitchen, rest room, showers, etc.)
- Use of and control measures for hazardous substances in the workplace (e.g. COSHH)
- Display Screen Equipment Regulations and associated procedures – if applicable
- Manual handling procedures – if applicable
- Specific training for tasks to be undertaken
- Specific information relating to risk assessments covering tasks to be undertaken
- provide a named contact for the student to go to if they have any concerns

We will help by checking through you have all that you need in place before starting the placement.

Insurance

- Where the company’s existing employers’ liability insurer is a member of the Association of British Insurers or Lloyds, there is no need for you to obtain any additional employer’s liability insurance for work experience students, though an individual insurer may seek information from you on the dates on which you are offering work experience places and the named students it is being offered to.
- If the student will travel with an employee or their supervisor during the placement, it is essential that the vehicle is insured appropriately to cover the work experience student for business travel.

If you need more guidance on insurance in relation to work experience placements, please check out this resource from the Association of British Insurers:

<https://www.abi.org.uk/products-and-issues/choosing-the-right-insurance/business-insurance/liability-insurance/employers-liability-insurance/work-experience-students/>

DECLARATION
To the best of my knowledge, the placement provider agrees to the terms, conditions and responsibilities set out above in accepting a school student for a work experience placement. Any information held by the school will be processed in accordance with the terms of the Data Protection Act 1998 and the General Data Protection Regulation. The information disclosed above will be held and processed securely and will be retained in accordance with the school’s records retention policy.
Signed for and on behalf of the Placement Provider

Signature Name (Print)

Position Date ____/____/____