



ACADEMIC YEAR 2015-16

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Record of Alterations

Version 1.0 Original Version

Tdrive: Policies/School policies 2012-13/B16

WORK EXPERIENCE AND ALTERNATIVE PROVISION POLICY

POLICY

Work placements provide young people with the opportunity to gain experience in a work environment and are an extremely valuable part of a young person's education.

Alternative Provision provide young people with the opportunity to gain an educational experience in a vocational setting and are an extremely valuable part of a young person's education.

PROCEDURE

The index for this policy is as follows:

- What is a placement?
- What are the risks?
- Who should undertake risk assessments?
- Emergency arrangements and contact details
- Insurance
- DBS procedures for students on placement
- Operational processes

1. Scope

1.1 A student work placement is defined, for the purposes of this guidance, as a period of unpaid vocational experience where:

- There is a transfer of direct supervision of a student to a third party regardless of the duration; and
- The student is enrolled at Shelley College during the period of the placement

1.2 This guidance does not cover:

- One off observational/educational visits
- Students undertaking placements at their current place of employment outside the school day
- Placements students have arranged independently and the placement is outside the school day

1.3 An alternative provision is defined as a student undertaking their academic studies at another educational establishment.

- There is a transfer of direct supervision of a student to a third party regardless of the duration; and
- The student is enrolled at Shelley College during the period of the placement

2. What are the risks?

2.1 The risks associated with student placements can be separated into two categories:

- Foreseeable injury or ill health arising out of the undertaking of the placement provider i.e. failure to provide appropriate safety equipment; and
- Foreseeable injury, ill health or loss to the placement student or arising out of the undertaking of the placement provider, but as a consequence of the placement i.e. negligent working practices on the part of or in relation to the student placement

2.2 In order to counter, as far as is reasonable practicable, these risks, Shelley College will work in conjunction with the LA and placement providers to ensure appropriate risk assessment procedures are in place. Shelley College will not undertake risk assessments of placement agencies, rather request to see relevant documentation from agencies. Shelley College believes (according to HSE guidelines) that the placement agencies are the specialists in their fields and will accordingly undertake appropriate risk assessments for work activities carried out. The process followed will differ according to the risk associated with each workplace. These are typically defined as:

2.3 Assessment for risk will be conducted by C and K Careers

Students will not be permitted to start a work experience placement until clearance has been obtained by C and K Careers.

3. Who should undertake risk assessments?

3.1 Shelley College in conjunction with the LA will request copies of any pertinent risk assessments for the activities the student is due to undertake. The Student Manager will check these risk assessments and discuss concerns (if any) with the placement provider. Students will not be sent on placement until any concerns are resolved or the placement agency is deemed to be an inappropriate setting for a student to attend (in which case suitable alternative arrangements will be sought)

4. Student brief prior to commencing work placement

- **Students will be briefed on their responsibilities for health and safety**
- **Students will be reminded on how to raise Safeguarding concerns during their placement**

5. Emergency arrangements and contact details

5.1 Prior to any placement being undertaken the Student Manager will ensure that the information it holds in respect of the details below is accurate:

- Home address and telephone number for the student;
- Next of kin address and telephone number;

- Destination, duration and nature of placement; and
- Placement primary contact details

These details are securely stored by the Student Manager in the Work Experience file..

5.2 This must be completed prior to the student commencing a placement (Appendix I)

5.3 Student personal information (address, telephone number, next of kin details) should already be held on the central management system and therefore these will be checked for accuracy with the student prior to the commencement of their placement activity

5.4 Student Manager will undertake an Individual Health Risk Assessment which will be shared with the placement agency. The placement agency must then make a decision regarding any additional support required and inform the Student Manager if the placement can commence. This discussion will be documented by the Student Manager and stored in the work experience file.

5.5 Any queries or concerns raised by students about their work placement should be dealt with by the Student Manager

5.6 If a student raises any health and safety concerns regarding their work placement to their Student Manager and/or other staff member, the staff member should seek advice from a Vice Principal and C and K Careers.

5.7 Any safeguarding concerns relating to work placements should be dealt with as per the Shelley College Safeguarding Policy and Procedure

6. Insurance

6.1 Placement students should be covered under the placement provider's Employers Liability Insurance in the same manner as the provider would cover their own employees. In this regard, the student should be classed as an employee

6.2 Shelley College's own Public Liability Insurance would come into force if the:

- Placement provider is a company with less than 5 employees and is therefore exempt from the requirement to hold its own Employers Liability Insurance, where this is the case a full risk assessment will need to be undertaken by Shelley College prior to any placements taking place; or
- A student on placement does damage to 3rd party property or persons in the course of their placement, and the 3rd party wishes to pursue Shelley College for compensation, i.e. the student uses the wrong toner in a photocopier and causes damage

6.3 Each placement provider will be requested to submit details of their Employers and Public Liability Insurance policies. This should be done on the placement agency registration form (Appendix J)

7. Contact Details

7.1 If a placement agency has any queries or concerns regarding anything to do with the placement process or an individual student on placement, they should in the first instance contact the Student Manager

8. DBS procedure for students on placement

8.1 As work placements are not a regulated activity DBS checks should not be required. Placement agencies are welcome to discuss this with the Student Manager.

<http://www.homeoffice.gov.uk/publications/crime/disclosure-and-barring/>

9. Placement visits

A member of staff will visit the work placement provider twice an academic year after the initial assessment has taken place. Further visit(s) would take place to the placement providers in the following circumstances:

- a) The placement provider requests a visit to discuss any problems/issues/concerns with either an individual student;
- b) The placement provider has less than 5 employees and is therefore exempt from the requirement to hold its own Employer's Liability Insurance, in which case Shelley College will visit and undertake a full risk assessment.

Any site visits will be undertaken by either SLT, Student Manager or the Careers Coordinator.

Appendix A - WORK PLACEMENT/ ALTERNATIVE PROVISION REGISTRATION FORM

Name of agency	
Contact name	
Address	
Telephone Number	
Email Address	
Overview of business <i>Type of work; opportunities for student to undertake whilst on placement</i>	
Safeguarding procedures and policy	<p>Please tick to confirm you have a written Safeguarding policy or you adopt and train all staff with the Shelley Expectations document.</p> <p>YES <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p> <p><u>Please attach a copy of your policy for our records</u></p>

<p>Health and Safety Policy</p>	<p>Please tick to confirm you have a written Health and Safety Policy if you employ more than 5 people</p> <p>YES <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p> <p><i><u>Please attach a copy of your policy for our records</u></i></p>
<p>Employer's Liability Insurance</p>	<p>either complete the below information or provide a copy of the schedule</p> <p>Policy Number:</p> <p>Insurer:</p> <p>Date of Expiry:</p>
<p>Public Liability Insurance</p>	<p>either complete the below information or provide a copy of the schedule</p> <p>Policy Number:</p> <p>Insurer:</p> <p>Date of Expiry:</p>
<p>Risk Assessments</p>	<p><i>Please tick to confirm you have undertaken the relevant risk assessments required for young people in the workplace</i></p> <p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p> <p><i><u>Please attach a copy of any risk assessments relevant to accepting a young person on work placement</u></i></p>

<p>Learning and Teaching expectations</p>	<p>Discussions have taken place regarding the Teaching and Learning and feedback expectations. The institution has agreed to the monitoring arrangements.</p> <p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p> <p><u>Please attach a copy of any relevant policies.</u></p>
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<p>Signed on behalf of agency:</p>	
<p>Print Name :</p>	
<p>Signed on behalf of Shelley College:</p>	
<p>Print Name:</p>	

If you have any questions about any part of this form, please contact the Careers advisor on 01484 868777. Once complete, please attach the relevant documentation and return to:

Careers Advisor
Shelley College
Huddersfield Road
Shelley College
HD8 8NL

Appendix B - WORK PLACEMENT STUDENT CONTACT DETAILS FORM

Name of student:	
Address:	
Home Telephone:	
Mobile Telephone :	
Email:	
Emergency contact 1:	Name: Address: Mobile Telephone:
Emergency Contact 2:	Name: Address: Mobile Telephone:

By signing this form you are confirming you are happy for this information to be sent to your work placement agency

Student signature:

Parent/Carer Signature:

Date:

Appendix C – Placement agency feedback form

Dear [agency contact name],

Thank you for accepting [name of student] on work placement. As part of their development, it is really useful for our students to gain some feedback from you regarding their performance whilst on placement as it helps to support their learning. If you could complete and return the below form to me either by email or to the postal address below, it would be greatly appreciated.

Thank you again for supporting our students through the work placement scheme and we look forward to working with you again in the near future.

If you have any questions at all about this form, or the work placement programme, please contact me on 01484 868777.

Yours sincerely,

Student Manager

Return Address:

Shelley College
Huddersfield Road
Shelley
Huddersfield
HD8 8NL

Name of Student:

Under each heading, please tick one of the following:

E = Excellent G = Good A = Acceptable U = Unsatisfactory

Please leave blank if the heading is not applicable to the work placement

		E	G	A	U			E	G	A	U
Personal	Interview					Communications	Written				
	Timekeeping						Oral				
	Attendance					Use of number					
	Appearance					Use of IT					
Working with others	With colleagues					Problem solving					
	With Manager/supervisor					Ability to improve his/her learning and performance during course of placement					
	Team work ability										

Please provide some general feedback for the student on their strengths and areas for development:

Name: _____ Signature: _____

Job title: _____ Date: _____

Appendix D – Safeguarding Expectations

Agreed expectations:

- All staff at the College and at Alternative Provision or on Work Experience placements (teaching, support, volunteers and contractors) are responsible for the Safeguarding of Shelley College students.
- All Shelley College students (regardless of age) are classified as a child for the purposes of Safeguarding
- Where a person aged 18 or over is in a specified position of trust, it is an offence for that person to engage in sexual activity with or in the presence of that child, or to cause or incite that child to engage in or watch sexual activity. (Sexual Offences Act 2003). (In a position of trust is referring to an individual who works or volunteers at an educational establishment where the student is on roll).
- All adults who work with, and on behalf of children are accountable for the way in which they exercise authority; manage risk; use resources; and safeguard children and young people. (Safer Working Practices Guide for adults who work with children and young people) (2015)
- Members of staff must not be friends with students on social media sites (with the exception of parent/child relationships) and it is advisable to ensure your security settings are such that students or their parents can not see your personal information.

Receiving a disclosure from a student

- Don't offer confidentiality (Gently point out that you are willing to listen but that you cannot offer confidentiality and will have to inform the Designated Safeguarding Lead but that anything that they say will only be shared with those that have to know).
- Offer the student a choice as to where they wish to talk (e.g. office, interview room etc.). Avoid discussing such issues in a public space (i.e. corridors, reception etc.).
- Listen to the student rather than directly question him or her. Use open questions and makes sure they are not leading questions. Allow the student to recall significant events without interruption. You should not make suggestions as to alternative explanations for their worries. If you do ask a question it must be open and not be leading.
- Make notes as soon as possible (within the hour if possible), writing down as exactly as possible, what was said or seen, putting the scene into context, and giving the time and location. Dates and times of events should be recorded as accurately as possible, together with a note of when the record was made. All records must be signed and dated clearly.
- Refer the issue to the Designated Safeguarding Lead at Shelley college Mrs Jenny Carr (TEL: 01484 868777, jenny.carr@shelleycollege.org).as soon as possible after any disclosure (at least within one hour).
- Do not make contact with the young person's family, if any such contact is appropriate, it is the responsibility of the DSL.
- The information must only be shared with the Designated Safeguarding Lead or their deputy, as the information is confidential and must only be shared on a need to know basis.

Raising Concerns about a young person

- Make notes writing down as much detail as possible, what was said or seen, putting the scene into context, and giving the time and location. Dates and times of events should be recorded as accurately as possible, together with a note of when the record was made. All records must be signed and dated clearly.

Appendix D – Review of Learning and Teaching

Student:

Date:

Activity/member of staff:

Observer:

Location:

TEACHING & LEARNING EVALUATION

To be completed by the observer (tick 1 – 2 areas of focus) – others may be highlighted

	Standard	Areas of focus (tick)	Evidence / Comment:
1.	The student works hard during the placement on challenging tasks. Their work shows that they are making strong progress.		
2.	Work placement / alternative provision staff consistently demonstrate high expectations of all students, as demonstrated through work that challenges the students and securing high standards of behaviour.		
3.	The work set is interesting and engaging.		
4.	The student is enthusiastic about their learning and can articulate how it will develop their employability skills..		
5.	Students display high standards of behaviour in lessons / on placement.		
6.	Any potential barrier to learning (e.g. disability or SEN) is being overcome.		

Observer comments including strengths:

Recommendations / Areas of priority:

Feedback given to:

Provider

Student Manager

Shelley SLT