

# Ringway Primary School Work experience / Student Policy

*The Future*  
*The Future*  
*starts here*

Our aim is to provide the foundations for a positive future  
for our pupils.

A future where pupils learn to stay safe, to understand the  
importance of a healthy lifestyle , and to enjoy all they do.

A future where they are money smart & make a positive &  
respectful contribution to their culturally diverse  
community - at a local, national & global level.

A future where they aspire to be the best they can be &  
achieve their full potential

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Review Oct 19 .....

## Safeguarding pupils on work experience

Work experience provides a number of benefits for children. It can help with their development and also help them choose their vocation for later life. For pupils to get the most out of this experience it is essential that school and the employer work together to ensure the pupils' safety and wellbeing.

### **Aims and objectives**

Work experience should have clear aims and objectives and identify what the pupil will get out of the experience. The placement should be chosen to reflect the interests and needs of the pupil. Involving the pupil in making arrangements for their work experience helps to keep them engaged in the process.

### **Expectation**

All pupils should be expected to take part in the work experience scheme. The school should identify pupils who have additional needs or who may be vulnerable outside of the routine of school life. The school should ascertain the suitability of work experience placements even if pupils have themselves identified a placement.

### **Organisation**

Pupils should be aware of the member of staff who is responsible for their work experience placement and be told how to contact them when on placement if they have any problems.

### **School support**

Schools need to provide safeguards such as; undertaking initial checks, checks during the placement and helping pupils to prepare for their placement. This will involve working closely with work experience placements to ensure that the correct employment checks, health and safety considerations and any other safeguards, such as risk assessments are in place. The school and the work experience placement should clearly identify responsibilities for ensuring these checks are in place.

### **Parental Support**

It is important that schools engage with parents to discuss work experience placements and gain the relevant consent to say that the child can take part. Parents also need to be aware of who will support their child and how to contact them if they have any concerns. Schools should hold a parents' meeting to outline work experience and their approach. Individual meetings with parents of pupils with additional needs should also be considered.

### **Responsibility of the pupil**

Pupils need to know the expectations of their behaviour while on placement, what to do if they are ill and who to contact if they have a concern.

### **Health and safety/Insurance requirements**

All checks and risk assessments should be done prior to the placement starting, to ensure that it will be a suitable environment for the pupil. The school should ensure that the right insurance is in place to protect both the pupils and the company.

### **Safeguarding**

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

Other safeguards should be put in place such as:

- Risk assessments are undertaken prior to young people going on placements.
- Ensuring there is appropriate supervision of pupils on placements.
- Making sure that any concerns or disclosures are acted upon quickly.

### **Disclosure and Barring checks**

#### **Children under 16**

Adults who are supervising children on work experience do not usually require disclosure and barring services checks unless those adults are taking part in "regulated activity" which means regularly supervising or being solely in charge of children. If this is the case, 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.

#### **Children aged 16 or 17**

Schools and colleges are not able to request an enhanced DBS check with barred list information for staff supervising children aged 16 to 17 on work experience

#### **DBS checks on children on placement in schools or nurseries**

DBS checks cannot be requested for children/young people under the age of 16.

Where the student on placement is aged 16 or 17, the work experience provider must consider what supervision arrangements should be in place and what tasks the student will undertake. An enhanced DSB check may be required. Further advice from the [Disclosure and Barring Service](#).