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| **BSix Work Experience Policy and Procedure** |
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# Introduction

## BSix offers work experience placements to all students. We will check the employer has the appropriate risk assessment in place before a student goes on any work placement.

## Definition of meaningful work experience:

* Purposeful, substantial, offers challenge and is relevant to the young persons’ study programme and/or career aspirations.
* Is managed well under the direction of a supervisor in order to ensure that the student obtains a genuine learning experience suited to their needs.
* It ensures that time is well spent: the employer has prepared a structured plan for the duration of the work placement that provides tangible outcomes for the student and employer.
* It provides up-front clarity about the roles, responsibilities and the expectations of the student and employer.
* It is reviewed at the end: the employer provides some form of reference or feedback based on the young person’s performance during their time on the work placement[[1]](#footnote-1)

# Purpose

## This policy provides a framework to ensure that students are able to access work experience placements that are carefully managed, monitored and provide a safe environment. This includes the organisation as well as health, safety and safeguarding requirements of all work experience programmes for all age groups of students.

# Priorities

## When preparing for work experience BSix will:

* Ensure students are provided with a positive experience with an emphasis on learning.
* Retain a ‘duty of care’ at all times.
* Ensure that the potential risk to each student has been assessed.
* Ensure that the placement provided to the student is suitable for them and any additional safeguarding issues are taken into account and actioned.
* Provide a named contact, who is available during the times when the students are on placement.
* Obtain the consent of parents/carers and service provider.

# Legislation

## BSix has a range of legal responsibilities in relation to the organisation and delivery of work experience.

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

* An employer had a responsibility to ensure that young people are 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.
* An employer must consider: layout of the workplace; the physical, biological and chemical agents students will be exposed to; how students will handle work equipment; how the work processes are organised; the extent of health and safety training needed; and risks from particular agents, processes and work. These considerations will be straightforward in a low-risk workplace, for example an office. In higher-risk work places the risks are likely to be greater and will need more attention to ensure that they are properly controlled.
* A young person 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 or harm an unborn child, or can chronically affect human health in any other way; involves harmful exposure to radiation; involves risks of accidents that cannot reasonably be recognised or avoided by students due to their insufficient attention to safety or lack of experience or training; has a risk to health from extreme cold, heat, noise or vibration.
* There are other agents, processes and work that should be taken into account. Further information can also be found at [www.hse.gov.uk/youngpeople/risks/index.htm](http://www.hse.gov.uk/youngpeople/risks/index.htm)

### Education Act 2002

* Safeguarding and promoting the welfare of young people within BSix Brook House Sixth Form College.

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

* Encourage post-16 students to undertake work experience.

### The Working Time Regulations 1998

### Applies 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. Schools should put measures in place to ensure that students on placements are not required to work excessively long hours or unnecessarily unsocial hours. It is strongly recommended that students should not be asked to work more than a standard eight-hour day.

### Other legislation that is adhered to includes:

* Health and Safety at Work Act 1974 – including amendments
* Sex Discrimination Act 1975 and Sex Discrimination (Gender Reassignment) Regulations 1999
* Race Relations Acts 1976 and Race Relations (Amendment) Act 2000
* Disability Discrimination Act 2005
* Gender Equality Duty under the Equalities Act 2006
* Human Rights Act 1998
* Employment Equality (Sexual Orientation) Regulations 2003
* Employment Equality (Religion or Belief) Regulations 2003
* Employment Equality (Age) Regulations 2003
* Equality Act 2006
* Equality Act 2010
* Protection of Freedoms Act 2012.

# Health and Safety

## BSix retains a ‘duty of care’ at all times, and we will ensure:

* Employers have a risk assessment in place for the work placement for a young person that takes into account any restrictions and prohibited work aligned to age.
* Our students are matched carefully to the placement and support the student when they are on placement.
* Our students are prepared and briefed about health and safety and understand how to identify hazards and the sort of control measures that can be put in place to reduce risk of injury or accident.
* Our students develop a set of safe behaviours, so that they can play an active part in the process and acquire practical, transferable skills from their experience.
* Students do not work excessively long hours, no more than 6 hours per day, 30 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 practicable, of placements, e.g. H&S Policy, Risk Assessments, communications and consents.

## We will remain aware of legislation and guidance documents relating to work experience published by the Department for Education and Health and Safety Executive and update this policy as appropriate.

# Safeguarding

## Our ‘duty of care’ extends to all students, including those who undertake work experience. We will:

* Consider the specific circumstances of the work experience, in particular the nature of the supervision, e.g. unsupervised and the frequency (at least once a week or 4 or more days in a 30 day period, or overnight) of the activity being supervised, to determine what, if any barred checks are required. If a person working with a young person is unsupervised and in frequent contact, we will ask that the employer providing the work placement to ensure that the person providing the instruction or training is not a barred person.
* Identify actions to be taken, when and by whom, if any child protection issues are raised prior to, during or after the placement.
* Provide students with clear advice and a point of contact at BSix in case of problems.

## We will consider any potential risks to students to see if any additional safeguards are needed in the case of:

* Any young person who is vulnerable, e.g. special educational needs, immaturity, is known to have experienced abuse or neglect, substance misuse etc.
* A student who is likely to be alone with an adult as part of the work placement.
* The work placement having a residential component.

## For further information please refer to the BSix Safeguarding Policy.

# DBS Checks

## Admissions Process

### To ensure that prospective students are fully aware prepared for their career choices, DBS requirements are covered during college talks and open day events.

### This is also then discussed again during the intervening process, especially in relation to specific courses, e.g. Sports, Childcare and Health and Social Care.

### Students will be asked to disclose any criminal convictions on the BSix enrolment form. Any students that disclose they have a conviction will be required to attend an interview with the Work Placement Organiser. During this interview the nature of the conviction will be discussed, along with the implications on their chosen course.

### A Work Placement Network is held termly at College to discuss issues regarding DBS, health and safety, safeguarding, and good practice etc.

## Disclosure and Barring Service

### The College is a registered body under the DBS and their Disclosure Service will enable nominated persons (“counter-signatories) to apply for an Enhanced Disclosure Registration on students whose work placements may involve working with young children or vulnerable adults. The College asks for DBS registration for all students on the following courses, irrespective of the length of placement.

Such courses will include:

* Childcare Courses
* Health and Social Carer Courses
* Sports Courses

And any other course that may require a placement in a childcare setting, school, residential home, hospital or any other setting which would bring the student into contact with children or vulnerable adults.

### This process will be implemented prior to the commencement of a student’s course.

### Students will be asked to complete the DBS Application form to authorise the check to take place. A DBS must be completed at the beginning of the course. Students will not be placed in work experience without an Enhanced DBS Disclosure.

### Identity checks can be provided by the college where appropriate or identity route 3 on the DBS Application will be followed for students under the age of 18 years.

### The DBS Application Form will be forwarded to the DBS by the counter-signatory and an Enhanced Disclosure will be required in all cases.

### The Disclosure will include:

* A check against the Police National Computer
* A check against the Protection of Children Act list
* A check against the Department for Education and Skills list 99
* A check against local police records
* A check on the DBS Register.

An Enhanced Disclosure will include details of relevant spent and unspent convictions, cautions, reprimands and final warnings that are held on the Police National Computer as well as non-conviction information from local police records if it is thought to be relevant.

### The Youth Offending Service (YOS) and other agencies may be consulted to offer students additional advice regarding existing offences and career choices.

## Procedure on Information Received

### If the Disclosure reveals any information, regardless of its nature, the student concerned will be asked to attend a confidential interview with the Work Placement Organiser. The purpose of this interview is to verify the information and to discuss any implications it may have regarding a proposed future career. It will be the student’s responsibility to ascertain whether identified information will affect future employment.

### The student will receive a copy of their DBS check and must share this with the College’s nominated placement organiser.

### A formal record of such interviews should be kept with the Work Placement Organiser.

### Where the disclosure reveals offences/convictions the student will be advised about disclosure and may be advised about other courses or career opportunities.

### Some convictions such as those listed on the Barred list will be regarded as sufficiently serious to deem the student disqualified to care for children. In this case the student may be advised on a more appropriate course pathway.

### The student will be informed that the information may be made known to the Work Placement Organiser.

### Any information contained in the Disclosure Certificate that gives the Vice Principal for Student Support cause for concern may result in either a work placement being postponed or terminated or an alternative placement being sought. This will be done through liaison with the Work Placement Organiser. This shall also be the case should offences/convictions or allegations come to light at a later stage. Where appropriate this appropriate action will be taken in conjunction with and with advice from the Local Authority Designated Officer (LADO).

### A student will have the right of appeal to the Principal against any decision to terminate a work placement or course of student. He/she should put their appeal in writing to the Principal within 7 days of the notification of termination. However, we cannot accept anyone on a course of study who has an inappropriate record. The Principal’s decision is final.

### Possession of a criminal record or caution will not automatically preclude a person from being a student on their chosen course of study. However non-disclosure of such on the enrolment form, Disclosure Application form or refusal to complete the form will result in disciplinary action, which may lead to the student being excluded from the College.

## Security of Disclosure Information

### The College adheres to the DBS Code of Practice concerning the use of DBS Disclosure Information. A copy of the Code of Practice is available from the DBS website [www.gov.uk/dbs](http://www.gov.uk/dbs)

### Nominated persons or counter-signatories have undergone thorough vetting by the DBS and are currently the holders of the following posts:

### The DBS requires Registered Bodies to have a written policy on the security of Disclosure information. This policy should therefore be read in conjunction with the BSix DBS Disclosure and Storage Policy and Procedure.

## Security of Disclosure Information

### The college recognises that employees, both potential and existing, and students need to feel confident that information about their convictions will not be disclosed to unauthorised persons.

### Disclosure information will only be made available to the following persons:

*\*In exceptional cases only*

## Storage of Information

### Disclosure information will be held securely in lockable filing cabinets with restricted access.

### A record of the Disclosure Reference number will be retained for 6 months after the date on which relevant decisions have been taken or after the date on which any dispute has been resolved.

### Unauthorised disclosure of information is illegal. This is when an employee with authorised access to information about a person’s criminal record, discloses this information other than in the course of official duties. Serious misuse of a person’s criminal record could result in a prison sentence and/or fine. The College will regard any unauthorised use of information relating to a person’s criminal record as very serious and disciplinary action will be taken.

# Responsibilities

## BSix will provide a work experience opportunity and will also implement and/or monitor the responsibilities for students, parents/carers, employers and the work experience organiser in line with Health and Safety Executive guidance[[2]](#footnote-2).

### Students:

* Have a duty to take care of their own health and safety, and that of others who may be affected by their actions.
* Must listen carefully, follow instructions, use any safety equipment that has been provided and take part in any relevant training.
* Raise any concerns about health and safety and any related accidents or illness with the college work experience organiser.
* To keep a record of work experience hours as required by the College.

### Employers:

* Under health and safety law, work experience students are treated as employees and no differently to other young people employed.
* As employers, existing Employers’ Liability Insurance Policy covers all work placements as long as the insurer is a member of the Association of British Insurers.
* Employers will use their existing arrangements for assessments and the management of risks to young people.
* A written assessment is not required if an employer has fewer than five employees.
* If the employer does not employ a young person or are taking on a young person for the first time, the risk assessment must be reviewed before the student starts.
* Discuss with organisers and take into account the student’s physical and psychological capacity and any other particular needs, e.g. health conditions or learning difficulties.
* Additional work required by the employer should be kept in proportion to the environment and level of risk.
* Explain to parents/carers of the students the significant risks and how they can be controlled. This may be done through the work experience organiser.
* Induct students explaining the risks and how they are controlled and check that they understand what they have been told.
* Check students know how to raise health and safety concerns.

### BSix- Work Experience Organisers

#### The employer has primary responsibility for the health and safety of the student and should manage any significant risks, but the organiser must take steps to satisfy themselves that this is being done.

* If a new employer is used, talk through what the student will do and any relevant precautions. Make a record of the conversation.
* Where the employer is known to you and has a good track record and the student needs are no different to past placements reply on the College can rely on the past experience, no further assessments are required.
* Work with parents/carers to ensure employers know in advance about students who might be greater risk.
* Keep checks in proportion to the environment- low risk, less familiar tasks, higher risk environments.
* Discuss with the employer what work the student will be doing or observing, the risks involved and how these will be managed.
* Check that the instruction, training and supervisory arrangements have been properly thought through.
* Check employers understand the specific factors relevant to employing young people.
* Check the students know how to raise any health and safety concerns.

1. [↑](#footnote-ref-1)
2. Young People at Work and the Risks [www.hse.gov.uk/youngpeople/risks/index.htm](http://www.hse.gov.uk/youngpeople/risks/index.htm) [↑](#footnote-ref-2)