

# Woodside Group
# Work Experience Policy/Work Place Encounters Policy

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## 1 Introduction

1.1 Work experience that is well planned and well organised has an important role in developing a Learner's personal and social skills and gives them important opportunities to learn directly about the world of work.

1.2 However, learners outside the school environment will be more exposed to the potential risks involved, both from the tasks they undertake and from the working environment, e.g. equipment and hazardous substances. The special educational needs, physical and psychological immaturity of Learners also constitutes a risk in itself and therefore it is important that these are taken into account in the risk assessment completed by Woodside Group and the placement provider.

1.3 By age 16, every pupil should have at least one meaningful workplace experience (plus a further experience by age 18). All pupils receive two weeks of workplace activities—one week in **Years 7–9** (exploratory/activities) and one week in **Years 10–11** (work placements)—progressively scaled. Every placement must feature a clear purpose, defined learning outcomes, two-way employee interaction, task performance, employer feedback, and structured post-experience reflection. Woodside Group considers individual needs ahead of any placement arrangement. If suitable, some learners may have a placement as part of their timetable that continues throughout the academic year.

1.4 The Working Time Regulations 1998 apply to learners 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 / academy and Learners. Woodside Group should put measures in place to ensure that Learners on placements are not required to work excessively long hours or unnecessarily unsocial hours. It is strongly recommended that learners should not be asked to work more than a standard eight-hour day.

1.5 Children between 13 and the minimum school leaving age (MLSA) are prohibited from being employed in industrial undertakings such as factories, construction sites etc, except when on work experience schemes approved by the Children's Services Department. The Health and Safety (Training for Employment) Regulations 1990 have the effect of designating children on work experience placements as staff and employers must provide them with at least the same health, safety and welfare protection that they give their own staff. There are also some age-related restrictions which prohibit young workers, including children on work experience, from working with particular machinery or undertaking particular tasks. Employers should be aware of these restrictions.

1.6 This document provides advice to Woodside Group on arranging work experience placements to ensure that all placements are in line with health and safety legislation.

## 2. Definitions

2.1 The Department for Education (DfE) defines work experience as “a placement on an employer’s premises in which a learner carries out a particular task or duty, or range of tasks and duties, more or less as would an employee, but with the emphasis on the learning aspects of the experience.

2.2 Work Experience can be classified as: Block - the placement takes place over 5 or 10 consecutive working days. Extended - the placement takes place on 1 or 2 days per week over a period of time. Schools must ensure that they comply with the criteria that are designed to safeguard Learners' entitlement to a broad and balanced curriculum. For learners with SEND, workplace experiences can include tiered, needs-based support, short hands-on sector rotations (e.g., local cafés, retail, or salons), supported internships, and supported volunteering leading to sustained destinations.

## 3. Responsibilities

3.1 The Headteacher within the school, who is trained, qualified or occupationally competent will ensure, so far as is reasonably practicable, that Learners on work experience, are not exposed to risks to their health and safety by ensuring that:

The school implements a robust health and safety management system for work experience.

Safeguarding: The school will ensure that all placements comply with safeguarding regulations, including ensuring compliance with guidance on regulated activity and DBS checks (See Appendix A for further information).

Staff and learners are aware of their responsibilities with regards to work experience .

The school understands that when purchasing a work experience service through a ’Placement Organiser’, that they are responsible for ensuring that all aspects of this policy are met, that there is evidence of this in the provision and that monitoring arrangements are in place.

3.2 Headteachers and Career Lead

The Headteacher has overall responsibility to ensure the health, safety and welfare of Learners on work experience and staff who are involved in the planning and preparation of the placement.They are supported by the careers lead. They will ensure that:

● a suitable and sufficient management system is implemented for work experience.
● a named member Headteacher/HOB or an appropriate person is nominated within the school with responsibility for ensuring that the health and safety requirements for work experience are carried out.

● a Work Experience Co-ordinator or appropriate person is nominated within the school; if the service is being delivered in-house, the responsibilities of the Placement Organiser are implemented (see 3.4)
● the suitability of work experience placements has been assessed by a competent person and signed off by the Executive Head and Head of Compliance.
● there is clear communication with all key parties involved with the work placement;
● Safeguarding/Health and Safety procedures are followed
● arrangements are in place to send consent forms and risk assessment to parents/carers and that a copy of this document is signed and returned before the placement begins.
● arrangements are in place to provide placement providers with any additional needs of the Learner.
● staff comply with Woodside Group accident and injury protocol and that all parties understand their responsibilities.

3.3 Proprietary body

The role of the proprietor body to ensure that the work experience policy is up to date and to monitor that work experience is delivered effectively. They will ensure that:

● the Work Experience Policy is correct and ensures that the school's arrangements meet all requirements;
● when/If purchasing a work experience service from a 'Placement Organiser', all aspects of this policy are met, that there is evidence of this in the provision and that monitoring arrangements are in place.

3.4 Placement Organisers (The person responsible for arranging the placement)

Placements should only be organised by Headteachers. Head of Base, with written sign off from the Headteacher and Executive Headteacher.
Before a placement is organised the young person and the parents / carers should give written consent that they are happy for a placement to commence. (Appendix B)

The Placement Organiser may be the school or a service that has been purchased. Whoever takes on the role of Placement Organiser is responsible for the following duties:

● to ensure that, before approving a placement, the Work Experience Placement Assessment Form has been completed and the assessment outcome is satisfactory (The form is available in Shared Drive alongside the policy). This ensures the following is in place:

● Safeguarding/ health and safety requirements
● Child Protection - ensuring a child protection policy is in place and up to date and that consideration has been given to the young person's social and emotional welfare whilst on the placement
● Health and Safety Policies including but not limited to: H&S policy/Lone working policy/Drugs & Alcohol policy/Smoking policy/COSHH and/or DSE policy

● Risk Assessment and Control
● Accidents, Incidents and first aid
● Supervision, Information, Instruction and Training
● Work Equipment and Machinery
● PPE
● Fire and Emergencies
● Safe and Healthy working environment.
● The Health and Safety inspection and the Work Experience Placement Assessment Form must be carried out by a Head of Compliance/Health and Safety Administrator. A competent person is classed as somebody who is confident within health and safety, has experience in this field and has completed relevant health and safety training.
● ensure that placement risk assessments are made available to schools, in order that they can be sent to parents/carers
● ensure that placement providers have read and understood the school's safeguarding and child protection policy.
● ensure the placement provider has been given relevant information about the Learners needs
● ensure that all placements are visited and there is a revisit programme in place, usually when a new learner starts.
●ensure that Woodside Group receives copies of necessary insurances such as public liability and completes a sufficient due diligence process on the placement provider to review GDPR protocols (how they will store and process the Learner/parents data).
●ensure the provider has policies and procedures in place to protect children from harm

A work experience placement can only start if the assessment outcomes from the Work Experience Placement Assessment Form is deemed satisfactory and any high priority action points have been addressed.

**3.5 - Monitoring the Placement**

Staff monitoring Work Experience Placements can be the Headteacher/Head of Base/Non Qualified Teacher who is assigned to the Learner on placement. The staff member responsible for a placement will ensure that:

● they are familiar with the risk assessments for placements being visited and that any identified personal protective equipment or clothing is worn; records are kept of the monitoring visit;
● a visit takes place as required. Where it is not possible to make a visit due to location of the placement, phone contact takes place and is recorded;
● ensure, where there are any concerns, that this is reported as soon as possible to the placement organiser, Careers Lead and Headteacher and more frequent visits made;
● ensure child protection and health and safety procedures are followed.

**3.6 Placement Providers**

The Placement Provider is the employer that has agreed to take a Learner on placement.

The Placement Provider must comply with the following requirements:

● contact their insurance company to advise them that they are taking a Learner for work experience and ensure that Employer's Liability Insurance is in place;
● assess the risks to their young workers (i.e. under 18 years of age) including Learners on work experience, before they start work and provider the (insert job title) with a copy
● ensure that a risk assessment is completed and takes into account specific factors such as individual manifestations of Autism, immaturity, inexperience and lack of awareness, as well as any other additional needs that the Learner may have. This document must be forwarded to the school so that parents/carers can receive a copy prior to the placement commencing; (somebody from the school can assist with this)
● introduce and implement control measures to eliminate or minimise the risks and ensure that these are implemented, including the wearing of personal protective equipment or clothing;
● ensure that the Learner receives adequate training and health and safety instructions prior to commencing the placement/first day;
● nominate a mentor to work with the Learner; provide adequate supervision as detailed on the risk assessment;
● ensure Learners are made aware of the work activities involved and any associated significant risks; ensure that Learners are informed of who has day to day responsibility at the workplace for supervising them, and who (if different) has overall responsibility for their health and safety during their work experience;
● inform the Placement Organiser, the school and parents/carers of any accident/incident as soon as practicable;
● complete the incident/accident book, and/or report as a RIDDOR to HSE in the event of a serious accident/incident.

The School/Placement Organiser must ensure that they are satisfied that the Placement Provider has these processes in place before approving a placement.

3.7 Parents or carers of a child have no specific responsibilities under health and safety legislation, except when they provide work experience for members of their own family. In this case they will have the same health and safety responsibilities as other placement providers. Parents or carers of a child can provide useful information about their child's medical or behaviour conditions, or particularly any potential health and safety problems that may relate in the placement. This information must be passed on to the placement provider so that s/he is able to carry out an effective risk assessment prior to the commencement of the placement.

## 4 Risk Assessment

4.1 The Management of Health and Safety at Work Regulations 1999 states that employers must assess the risks to their young workers, including Learners on work experience before they start work.

4.2 Risk assessments should be undertaken by the school, alongside the placement provider as soon as the placement details have been agreed and before the Learner takes up the work placement. Placement providers should be informed in advance by the school about any individual Learners who may be at greater risk, for example because of any specific medical needs/behavioural needs or learning difficulties.

4.3 The risk assessment must take into account the following factors;

- inexperience and immaturity;
- Individual manifestation of autism
- lack of awareness of existing or potential risks;
- the fitting and layout of the workplace and/or workstation;
- the nature, degree and duration of any exposure to physical, biological and chemical agents;
- the form, range and use of work equipment and the way in which it is handled;
- the organisation of processes and activities;
- the extent of the supervision to be provided to the Learner;
- the extent of the health and safety training provided, or to be provided, to the Learner concerned;
- any issues relating to Learners' medical, behavioural, physical and/ or learning needs.

4.4 The extent of the risk will determine whether to restrict the work or the activities of the work experience Learner. If the placement provider concludes that, as a result of a risk assessment, there is a significant risk to the Learner undertaking this activity, the Learner must be prohibited from doing it.

4.5 The placement provider must ensure that the control measures identified on the risk assessment are implemented. The person responsible for mentoring the Learner must be provided with a copy of the risk assessment.

4.6 In order to fulfill the legal requirements relating to risk assessment, Woodside Group must implement a procedure to ensure that consent forms and the risk assessment are sent to parents/carers and that a copy of this document is signed and returned before the placement begins.

## 5. Suitability of the Placement

5.1 Suitability of the placement will be assessed via the Work Experience Placement Assessment Form in terms of Health and Safety by the Head of Compliance.

5.2 The placement needs to be deemed suitable in terms of educational value. Relevant for the learners needs and assist with personal and social development. This should be agreed between the HT/HOB's, placement provider and parents.

5.3 - The suitability of a placement should be considered by the Headteacher/Careers Lead. Woodside Group has not prohibited any placements as we recognise the diversity and individual needs of our learners. However, there are placements that should be restricted, e.g, working with guns, fireworks, gambling and age appropriate such as working with alcohol, within tattoo studios etc.

## 6 Confidentiality

6.1 Parents must inform the school of any issues, health or otherwise (behavioural issues, infringements of the law, language ability etc) relating to the Learner prior to the Learner commencing work experience.

6.2 The school is required to inform an employer of any of the above that may affect the employer's willingness to take that Learner for work experience. If this information is not supplied then the placement cannot be approved.

6.3 Permission must always be sought from parents and the Learner before any information listed above covered by the data protection act is shared. Please note that a placement cannot go ahead if such permission is not received.

6.4 Woodside Group should obtain copies of the placement providers GDPR privacy policies and ensure parents have a copy of these.

## 7.Supporting Learners during the Work Experience Placement

7.1 Learners should understand the necessity for health and safety controls in the workplace. General principles could be introduced as part of the pre-briefing by the school and/or at a pre-placement visit by the Learner.

Headteachers/Head of Base/Non qualified teachers will be available at all times to provide social and emotional support to the Learner in line with their EHCP dissection outcomes and APT/personal progress trackers.

## 8.Monitoring of Learners whilst on Work Experience

8.1 It is a requirement of the HSE that all work experience placements are monitored. These provide a useful opportunity to ask Learners if they have any health and safety concerns and to discuss the practical ways in which risks are controlled.

8.2 Staff carrying out monitoring visits of Learners must be provided with a copy of the risk assessment to alert them of the control measures that should be in place and the potential risks to their own health and safety in that industry.

8.3 Schools and any other organisations arranging work experience should ensure that staff monitoring work experience placements are provided with, and wear suitable personal protective clothing (PPE) where applicable. If this is not practical, staff must be instructed not to enter any areas of work that require PPE.

8.4 Staff on monitoring visits should ask the Learners about the tasks that they are performing and the level of support and supervision that they have received. If the level of support and/or supervision is believed to be insufficient, this should be raised with the employer, school and Placement Organiser so that remedial action can be taken.

## 9.Feedback

9.1 Successful management of work experience programmes depends on feedback, therefore placement coordinators are encouraged to provide feedback to placement providers. This may also include a thank you letter.

9.2 It is recommended that Learners are asked to feedback on the health and safety standards of the placement provider during the post placement review. The placement organiser/careers lead will need to be notified immediately if concerns are raised.

## 10.Child Protection

10.1 When arranging work experience placements there are considerations regarding child protection. Child protection means protecting children against all forms of abuse, including sexual abuse, physical and emotional abuse and neglect and applies to all young people under 18.

10.2 Employers are asked, when preparing a programme of work experience for a young person, to take responsibility for their social welfare as well as their physical welfare.

10.3 Employers should do all they can to ensure their employees relationships with young people on work experience are appropriate to their age and gender, and do not give rise to comment and speculation. Attitude, behaviour and language all require care and thought. Employers must read and sign a Principles of Child Protection Document or provide evidence that they have a Child Protection Policy in place. Schools providing work experience placements are exempt from this.

10.4 As

## 11.Insurance

11.1 Woodside Group ensures that work experience placements have the correct insurance in place. All placement providers must have Employers' Liability and Public Liability Insurance. NB. Although employers who are close relatives of the Learner (mother, father, siblings, uncle, aunt, grandparents) are considered exempt from this, it is still recommended that placements do not take place with ANY employer who does not have employer's liability insurance. (This

recommendation is made with the intention of maintaining the safety and well being of the Learner at all times, all appropriate health & safety guidance adhered to, and appropriate risk assessments carried out).

## 12.Pay, Tax & National Insurance

12.1 The parent or carer will need to be aware that it is a condition of work experience that learners do not receive payment. They therefore will not be entitled to the industrial injuries benefits of the Social Security Act 1975 if they are involved in an accident while taking part in work experience.

12.2 Learners on work experience have the status of an "employee" for legal and insurance purposes but must not receive payment for the work they do. Employers can assist with travelling expenses or lunch costs if they wish.

12.3 The number of hours worked and pattern of duties, is normally agreed by the placement provider, school and Learners. Schools should put measures in place to ensure that Learners on placements are not required to work excessively long hours or unnecessarily unsocial hours.

## 13.Reporting of Accidents during Work Experience

13.1 It may be necessary to remind placement providers that they have a responsibility to report all accidents to Learners that are reportable under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.

13.2 Placement providers must notify immediately the parent and school, giving full details of any incident/accident involving a Learner. Schools should then deal with the accident appropriately. This may include an investigation.

## 14.Information and Advice

14.1 Further information about work experience placements, - Department of Education - Post - 16 work experience as a part of 16 - 19 study programmes and traineeships. Departmental advice for post 16 education and training providers.

https://assets.publishing.service.gov.uk/media/6ac3c09c11ed58342ad8e4ac/Keeping_children_safe_in_education_2026.pdf Paragraph 317- Regulated activities

https://www.gov.uk/government/news/regulated-activity-with-children-common-misconceptions-about-the-sept-2026-supervision-exemption-changes

https://www.gov.uk/government/publications/working-or-volunteering-in-regulated-activity-with-children/regulated-activity-removal-of-the-supervision-exemption-comes-into-force-1-september-2026

https://www.gov.uk/government/publications/16-to-19-study-programmes-guide-for-providers/16 - to-19-study-programmes-guidance-2019-to-2020-academic-year

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/f i l e/601373/Work_experience_and_related_activities_in_schools_and_colleges.pdf

**Appendix A**

**What counts as regulated activity?**

Regulated activity is work that a barred person must not do. It covers both paid and unpaid activities.

It's regulated activity if a paid worker or a volunteer will be doing any of the following:

| Activity | Frequency |
| --- | --- |
| ● Teaching, training, instructing, caring for, or supervising children<br>● Providing advice or guidance on physical, emotional or educational wellbeing<br>● **(For paid workers)** Doing any other paid work in school that provides an opportunity for contact with children | ● Frequently (once a week or more), or<br>● On more than 3 days in a 30-day period, or<br>● Once at any time between 2am and 6am and with opportunity to have face-to-face contact with children |
| Driving a vehicle only for children and their carers or supervisors | ● Frequently (once a week or more), or<br>● On more than 3 days in a 30-day period |
| Providing intimate or personal care, including:<br>○ Assisting with toileting, washing, bathing and dressing due to a child's age, illness or disability<br>○ Assisting with eating and drinking due to illness or disability<br>○ Providing health care (physical or mental health) | Any time, even if only once |
| Moderating a public electronic interactive communication service (e.g. the school's social media platforms) which is likely to be used wholly or mainly by children | ● Frequently (once a week or more), or<br>● On more than 3 days in a 30-day period |

**Who needs a barred list check in relation to work experience.**

Anyone engaging in regulated activity (see above for guidance on regulated activity), in support of a learner on work experience **who is aged under 16,** must have an enhanced Disclosure and Barring Service (DBS) check, including barred list information. The barred list is maintained by the DBS and includes people who have been deemed unsuitable to work with children.

Appendix B

Schools address

WORK EXPERIENCE – PARENTAL CONSENT FORM

This form is to cover consent for Woodside Group Learners undertaking work experience during Term Time.

Learner's Name …… has been asked to participate in the Work Experience organised by Woodside Group at:
Name of organisation……
Address……..
Date From ……
Date To……

Consent form

Name……
Address……
……..
Tel No……..
I……. being the parent/carer of ……

Provide consent that he/she should gain work experience organised by Woodside Group. I acknowledge that without the appropriate Health and Safety/Safeguarding check's being carried out by Woodside Group or its counterpart my/our son/daughter will not be able to attend the placement.

Please indicate below if there are any medical conditions or special needs which may affect the type of placement that is suitable.

If your daughter/son suffers from any medical problem or disability which may affect her/him during work experience or if you have any other information which you think we should be aware of please give details:

Does this information need to be passed to the employer YES/NO

Is there any known medical/health reason why your daughter/son cannot participate in the work experience? YES/NO

Shared information

I/we give consent to share relevant information with the placement provider including medical

information that may impact upon the placement. Risk assessment I/we have received and read a copy of the risk assessment.

Signed ……..... (Parent/Carer)
Date .....