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CE037 – Work Experience Policy and Procedure

Review Date	Ratified Date	Next Planned Review
29/04/2025		04/2028

Version Number	Date	Reason for Change	Owner

Directorate (Indicate which applies by marking the appropriate box)						
General	HR	Finance	College	ACC	Sight Loss	Central Services
			X			

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Ratified by	College SLT

Reason for this Review	Out of date, review required
Were changes made?	Yes
Summary of changes	• Review date and next planned review • General tidy up and review
Relevant Legislation	• The Human Rights Act 1998 • Equality Act 2010 • The Care Act 2014 • Mental Health Act 1983 (amended 2007) • Keeping Children Safe in Education 2021 • Safeguarding Vulnerable Groups Act 2006 • Working Together to Safeguarding Children 2018
Underpinning Knowledge – What have we used to ensure the policy is current	• Equality and diversity knowledge, safeguarding and College policies

Linked Henshaws Policies	
Equality Impact Completed	See Appendix One
Action and Communication Plan	Disseminate to all staff

Area of the Charity	Indicate Policy Department
Whole charity	X
Arts and Crafts Centre	
Care	
Clinical	
College	
Compliance	
Data Protection and Privacy Notices	
Estates	
Finance	
Fundraising	
Health and Safety	
Human Resources	
IT	
Marketing	
Safeguarding	
Sight Loss Support	

Policy Owner:

Review frequency: **Three Years**

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1. Scope and Purpose

Henshaw's Specialist College is committed to encouraging and facilitating work experience for our students, as we believe it helps to develop their employability skills and fulfil their full potential.

There is a broad range of employer engagement activity across the College with long standing relations with employers. The College also promotes close and effective relationships with industry, community groups and external agencies.

Henshaw's Specialist College meets its legal obligations in relation to safeguarding and Equality and Diversity. In addition, the Health and Safety at Work Act 1974 requires employers to ensure the Health, Safety and Welfare at work of their employees and anyone who may be affected by their activities.

Henshaw's Specialist College will endeavour to ensure that risks arising from work placements are reduced to the lowest level so far as reasonably practicable and comply with current best practice.

This policy and its associated procedures extend to all full and part-time students, residential and day students.

Supported Internship placements are also included in the scope of this policy.

All work placements that are organised by staff of Henshaw's Specialist College are included in the scope of this policy. This includes short placements at local employers to placements over a longer term.

All procedures should be also followed if a student is placed in a family run business.

Work placements on site of Henshaw's Specialist College must have suitable inductions and risk assessments in place in line with the Management of Health and Safety at Work Regulations 1999 (Reg 19 – protection of young persons). If the student is below 18 years old at the time of placement, then a specific risk assessment must also be completed.

2. Policy

Work experience is defined as beneficial experiential understanding of the world of work and the opportunity for the development of specific vocational skills. It is an integral part of Henshaw's Specialist College student development and is assessed and recorded.

The length and pattern of the placement will be dependent upon student needs and preference where applicable. On no account will any student be engaging in a work placement before this Work Experience procedure is adhered to, particularly noting the requirements for a Health & Safety check list to be carried out first.

3. Aims and Objectives

To raise aspirations of the students and prepare for transition from education to working life by sampling different careers, investigating the rewards and demands of those careers and relationships within the work environment.

To give all students the opportunity to:

- Appreciate the relevance of their college learning by applying it to the work environment, thereby increasing motivation and achievement.
- Increase their vocational awareness, visualise themselves in new roles, and broaden career vision and planning regardless of disability, gender or racial stereotyping.
- Develop knowledge and understanding of the structure and function of employment or community organisations and an awareness of the role of different organisations in society.
- Develop personal attitudes and key skills necessary for success in working life: social confidence, good communication, reliability, and responsibility, working effectively with others, enhancing overall employability.
- Develop awareness of individual strengths and areas for development and improve self-assessment skills.

- Meet the assessment needs of their qualifications.

The objectives of the work experience process are to ensure that all students are placed in a working environment where the associated risks to their health, safety and welfare are suitably controlled. To ensure that the health and safety arrangements for work placements have been adequately vetted and approved prior to commencement of the placement.

4. Responsibilities

4.1 Senior Leadership Lead for Work Experience

- The Senior Leadership Lead for Work Experience is responsible for ensuring that the policies and procedures are fully implemented.
- Appropriate safety measures are in place and that the training needs have been fully addressed for all students on work placement.
- All work placements must be authorised by the SLT Lead.
- All placements have a specific objective and are linked to the curriculum through on-going assessments and targets set by the employers.
- All placements comply with regulations and guidelines, including the College's Health and Safety Policy and procedures.
- All employers are suitable.
- All paperwork necessary to evidence good practice, College policy and legislative requirements are recorded and filed by the Work Experience Co-ordinator.

4.2 Work Experience Co-Ordinator

Responsibility for the co-ordination of work experience across the College lies with the Work Experience Co-ordinator.

- The Work Experience Co-ordinator responsibilities include:
- Maintenance of a central database for work placement employers and maintaining accurate records at all times.
- Risk Assessments are completed for each student.
- Consistent and standardised procedures and documentation for quality assurance purposes are maintained.
- Work Experience Packs containing all relevant documentation are completed with the students, employers and support staff and are filed on the Student Work Experience Folder.
- Arrangements are made prior to placement for the medical needs and the SEND needs of the student as required.
- The SEN Support Workers who support the student during their work placement will all the relevant forms to complete and all feedback will be assessed and adjusted by the Work Experience Co-ordinator.
- Site visits are completed and recorded.
- Ensure that all students are aware of their responsibilities.

- Ensure that all employers are aware of their responsibilities.
- Record and report any accidents or incidents involving the student on work placements to the College Director and Health and Safety Manager within 24 hours of the incident.
- Issue a thank you letter and evaluation questionnaire to the employer upon closure of the placement which should be at the end of the college year.
- Students will have an assessment in the first instance to ensure that they are ready to go out into that chosen industry.
- It is then the Work Experience Co-ordinator's responsibility to ensure that each student is checked and monitored whilst on placement and ensure the placement has current effective health and safety standards and that the relevant insurance policies are in place.

4.3 Health and Safety Manager

The Health and Safety Manager has overall responsibility to ensure the College policy is current and up to date and all records are completed and maintained.

In addition:

- Liaise with the Work Experience Co-ordinator to ensure the Risk assessments are being completed and adhered to.
- Ensure all approved employers are maintained on the database.
- Investigate any accidents or incidents and report these to RIDDOR accordingly.

4.4 Student

The student must:

- Understand and adhere to the health and safety procedures within their work placement.
- Understand that their safety and that of others when on a placement is their responsibility.
- Ensure that any instructions given by the employer are adhered to.

4.5 SEN Support Worker

The SEN Support Worker must:

- Ensure they are aware of the risk assessment for that student on that placement.
- Ensure the control measures defined are appropriate for both themselves and the student.
- Ensure they receive an induction to the employer's premises and activities and always follow all rules and policies.

4.6 Employer

The employer must:

- Complete all paperwork associated with the student and work placement.
- Approve the risks assessments and adhere to any control measures identified.
- Liaise and raise any issues with the Work Experience Co-ordinator.
- Understand the complex needs of the student and provide a safe working environment.
- Work alongside the College to ensure the student has a positive and productive work placement.
- Ensure that the Student and SEN Support Worker receive an induction within the workplace on their first day of the placement.

Note – please refer to the Work Experience Placement pack for the paperwork required for completion for each placement.

Question	Explanation/Justification	
Is it possible the proposed policy or activity or change in policy or activity could discriminate or unfairly disadvantage people?	This policy has been written in conjunction with a wide range of evidence-based literature and practice that has been designed to follow similar core values to our organisation, and as such we are being mindful.	
Final Decision:	**Tick the relevant box**	**Include any explanation / justification required**
1. No barriers identified; therefore activity will **proceed**.		
2. **Stop** the policy or practice at some point because the data		

shows bias towards one or more groups		
3. **Adapt or change** the policy in a way which you think will eliminate the bias	X	All policies and procedures will be adapted to meet a member of staff's reasonable access requirements
4. Barriers and impact identified, however having considered all available options carefully, there appear to be no other proportionate ways to achieve the aim of the policy or practice (e.g. in extreme cases or where positive action is taken). Therefore, you are going to **proceed with caution** with this policy or practice knowing that it may favour some people less than others, providing justification for this decision.		