



## ***Policy for Work Placements***

*The purpose of this document is to outline our policies for work experience and to ensure that ALL volunteers are aware of the expected 'behaviours' and the school's legal responsibilities in relation to safeguarding and promoting the welfare of all of our children.*

*(Please also refer to the school safeguarding policies.)*

### ***Aim of Policy***

*At Laurel Avenue Community Primary School, we know the importance of qualifications and training to support the quality of our teaching staff. As part of our commitment to quality, we offer placements to students undertaking training in Primary and Secondary teaching.*

*The types of placements we offer include:*

- ◆ *NVQ students who require practical placements as part of their course requirements.*
- ◆ *Volunteers with specific reasons for gaining school experience, the majority of who are applying to for Initial Teacher Training.*
- ◆ *Year 10 pupils who feel in the future, they may want to go into teaching or other fields of work with children. They are given the opportunity to experience working as part of a year group team, interact with children and learn to follow instructions and carry out simple jobs and tasks that they are set.*

*We aim to provide candidates on placement with us experiences that contribute to the successful completion of their studies.*

### ***Safeguarding children and adults from abuse is everybody's business***

*We all share the responsibility to ensure that every person in society is treated with dignity and respect and protected from others who may abuse them. All work experience candidates who come into contact with our children have a duty of care to safeguard and promote their welfare and to work to prevent, detect and report neglect and abuse.*

*Whilst candidates are on placement we have an obligation to make arrangements to ensure their health, safety and welfare and also the health, safety and welfare of our children.*

### ***Equal Opportunities***

*Laurel Avenue Community Primary School is committed to the equal opportunities for all and to the pro-active and inclusive approach to equality, which supports and*

*encourages all under-represented groups, promotes an inclusive culture, and values diversity.*

### ***Arrangements for Young People on Work Experience***

*Arrangements for young persons will be made before the start of any placement. There will be liaison between Laurel Avenue Community Primary School and the school or college which the young person attends, the parents and also the organisation arranging the placement. An interview will take place where the school's work experience coordinator will discuss safeguarding regulations so that students understand what is deemed to be appropriate and professional behaviour in school. The School will also ensure that students understand what is meant by 'child protection' and the need to disclose to the class teacher any issues that pupils may reveal to students while on placement. An escorted tour of the school will be given and the emergency fire evacuation procedures will be discussed including the locations of the nearest exits and the fire assembly point. Information on the accident reporting system and location of Matrons office will also be discussed at this stage.*

### ***Definition***

*A young person is someone under the age of 18 years. The Health and Safety (Young Persons) Regulations 1997, requires that a specific assessment is made of the health and safety risks that the young person may be exposed to whilst at work. Laurel Avenue Community Primary School is legally required to take particular account of the young person's lack of experience of work place safety and the additional problems that may be caused by stress, strain or fatigue. Appropriate allowances must be made.*

### ***Arrangements for Adults on Work Experience***

*Adult volunteers will be made aware at interview of the school's policies for Safeguarding and their personal responsibilities (Please refer to the school's safeguarding policies).*

### ***Limitation of Work Undertaken***

*The majority of our work can be classified as low risk. The school does, however, undertake some higher risk activities such as maintenance work. Within the school's buildings certain higher risks are undertaken by the site manager, cleaning team and contractors. Under no circumstances is a young person permitted to undertake any of these higher risk tasks or visit unaccompanied to the school kitchen and boiler rooms.*

### ***Class Teachers Responsibility***

*Any young person undertaking work placement is placed with a class teacher who will assist and guide the individual at all times. It is the responsibility of the class teacher to take responsibility for the young person's health and safety.*

*Regular checks will be made by the work experience coordinator to ensure that the young person is able to cope with the work and the hours of work required.*

*If at any time the individual is concerned about any issue they should feel free to voice that immediately to their class teacher.*

### **Smoking**

*The school operates a no smoking policy on its premises both inside and outside of the buildings.*

### **Working Hours**

*Class teachers should ensure that all work experience candidates work within the school core hours of 8.30 to 15.30/16.00 (Unless attending extra-curricular activities agreed prior to commencing the placement).*

*All personnel under the age of 18 must never work between 22.00 hours and 06.00 hours.*

*It is particularly important to ensure that sufficient time is allowed for children still at school and attending our school as part of a work experience placement to travel home safely avoiding the hours of darkness.*

*Young persons must not be left to work in isolation.*

### **Manual Handling**

*Movement of heavy objects is carried out by the caretaker or cleaner and should not be undertaken by young persons. Young persons will be protected from exposure to tasks involving lifting or carrying.*

### **Disability**

*If the young person has a physical or mental disability we need to take account of this in order that additional and suitable measures are taken to safeguard the individual's safety. A physical or mental disability includes visionary or audible problems, epileptic seizures or a restriction on an individual's mobility e.g. wheelchair bound, walking aides etc. We recognise our duties under the Disability and Discrimination Act and will undertake all reasonable measures to ascertain any additional measures required necessary to accommodate for the physical or mental disability of the young person, e.g. fire evacuation procedures.*

### **Durham County Council**

#### **Code of Practice for the Protection of Young Employees**

#### **Performance standard**

*Durham County Council are aware of the additional risks that may arise as a consequence of work/work experience activities involving young employees (child/young person), and will take all measures necessary to minimise those risks so far as is reasonably practicable.*

#### **Definitions**

*Child - anyone who has not yet reached the Minimum School Leaving Age (MSLA).*

*Young Person - anyone aged above the MSLA but has not yet reached eighteen years of age.*

### ***Performance criteria***

*All Service Groupings shall ensure that:*

- 1. A suitable and sufficient assessment of the risks to the health and safety of young employees will be carried out before they commence work.*
- 2. All risk assessment for young employees will take into account their physical or psychological immaturity, inexperience and lack of awareness of potential or existing risks.*
- 3. Young employees will not be employed for work which:*
  - ◆ is beyond their physical or psychological capability;*
  - ◆ involves harmful exposure to toxic agents;*
  - ◆ involves harmful exposure to radiation;*
  - ◆ may cause a risk to health from extreme temperatures, excessive noise or vibration.*
- 4. Where the assessment identifies significant risks that cannot be further controlled, no child will be allowed to carry out the relevant work activity. A young person can only undertake the work activity if:*
  - ◆ the risk is reduced to the lowest reasonably practicable level;*
  - ◆ it is deemed to be necessary for their training; and*
  - ◆ they are directly supervised by a competent person.*
- 5. All young persons and the parents/carers of children below the MSLA will be provided with comprehensive information of the risks to their health and safety as identified by the risk assessment.*
- 6. Suitable and appropriate information, instruction, and training and will be provided to the young employee during induction training in order to reduce or control the risks identified.*
- 7. All risk assessments will be reviewed when they are no longer valid or when there are significant changes in the work activity.*

*See following guidance for further information and references.*

***HEALTH AND SAFETY GUIDANCE***

***PROTECTION OF YOUNG EMPLOYEES***

### ***Why do we need to pay particular attention to the protection of young employees?***

*Young people starting work face a time of considerable change, excitement and opportunity.*

*However, they also face unfamiliar risks from the job they will be doing and from the working*

*environment. For example they may find themselves working with or in the vicinity of:*

- ◆ powerful chemicals or machinery, or*
- ◆ they may be in an occupation with the potential for violent or aggressive behaviour towards them.*

*(Note: There are very few hazardous substances present within Laurel Avenue Community Primary School. The most common hazardous substances are photocopier toners and printer chemicals. The copiers use sealed toner cartridges and the toner is non-hazardous. Changing of these cartridges is undertaken by school staff. Young persons are not permitted to undertake this task.)*

*They are also likely to lack the confidence to question or challenge what they are asked to do, especially if they are trying to make that all important good impression with employers and colleagues.*

### ***Who are classed as young employees?***

*Health and Safety law defines young people and children as:*

- ◆ *a child is anyone who is not over the compulsory school age. This is generally known*
- ◆ *as the Minimum School Leaving Age (MSLA).*
- ◆ *a young person is anyone above the MSLA and under eighteen years of age.*

*The working time regulations define young workers as below 18 years but above MSLA.*

*What about work experience placements?*

*Young people such as students and trainees, including those below the MSLA are, in health and safety law regarded as employees. If you offer work experience placements to students, you must provide the same health, safety and welfare protection you give to other employees.*

### ***What do I need to do?***

*Essentially an employer must carry out a risk assessment before any young person under the age of eighteen starts work.*

*Specifically taking into account the young persons possible:*

- ◆ *lack of awareness of existing or potential risks.*
- ◆ *psychological or physical Immaturity*
- ◆ *inexperience.*

### ***Are there any restrictions on what a young employee can do?***

*Yes, the United Kingdom has implemented the health and safety protections for young employees through the Management of Health and Safety at Work Regulations 1999. Specific information on young people at work such as the law (including working hours, rest from work, prohibitions and limitations etc.); work related risks to young people and work experience etc. is available by visiting the Health & Safety Executive (HSE) website at <http://www.hse.gov.uk/youngpeople>*

*Restrictions on working hours of young employees can be found contained in the Working Time Regulations 1998 and also the Working Time (Amendment) Regulations 2002 which further introduced provisions to protect young employees at work.*

*The Corporate Health and Safety Unit can provide further advice concerning this guidance but briefly young persons should not be employed in work which;*

- ◆ *is beyond their physical or psychological capability.*
- ◆ *involves harmful exposure to toxic agents.*
- ◆ *involves harmful exposure to radiation.*
- ◆ *may cause a risk to health from, extreme temperatures, excessive noise or vibration.*

### ***What about training and supervision for young employees?***

*Young people need training most when they start a job; they need to increase their competency to a level where they can work without risk to themselves or others.*

*It is not enough to make training available. You should make sure it is undertaken and check that key messages have been understood. This training should include hazards and risks in their work environment, including control measures put in place to protect them. It should also include the introduction of procedures for:*

- ◆ *reporting of accidents and near misses.*
- ◆ *fire and evacuation.*
- ◆ *first aid.*

*You will need to bear in mind that young employees are likely to require a higher level of supervision than adults. You will find that effective supervision will assist in the effectiveness of the training young employees receive.*

### ***Is it a good Idea to introduce the young employee to a “buddy”?***

*Yes, a “buddy” could be assigned to the new employee, someone to act as a mentor who can answer questions about working safely and can identify and correct any problems.*

### ***Where can I get further advice?***

*The Corporate Health and Safety Unit can provide further advice on the protection of young employees. We can be contacted on (0191) 383 3430.*

*e.mail:hsunit@durham.gov.uk*

*You may also find the further suggested reading useful.*

### ***Further suggested reading list***

*The Management of Health and Safety at Work Regulations SI 1999/3242 – ISBN 0 11 085625 2*

*Management of Health and Safety at Work Regulations 1999 Approved Code of Practice and Guidance L21 (Second Edition) ISBN 07176 24889*

*A Pocket Guide to Supervising Learner Health and Safety, Learning and Skills Council  
(February 2006)*

*The Right Start – Work experience for young people: Health and safety basics for  
employers HSE booklet HS (G) INDG364*

*Working Time Regulations 1998 SI 1998/1833 & 1999 SI 1999/3372*

*ISBN 0 11 079410 9 and ISBN 0 11 085698 8*

*Working Time (Amendment) Regulations 2002 SI 2002/3128 – ISBN 0 11 044467 1*

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