

# LONDON BOROUGH OF BROMLEY WORK EXPERIENCE SCHEMES

## Notes for Parents and Employers

### Aims

The main aims are to help students prepare for the change from school to employment and to provide an opportunity to practice and observe the Key Skills. Work experience gives students a chance to take part in actual work, with the emphasis on 'doing' rather than 'watching'. This will give students first hand experience of the differences between school and employment as part of their education. Parents and students should realise that work experience schemes make considerable demands on employers. The success of the scheme depends on the goodwill and co-operation of all those involved.

### Who can take part?

Work experience for students is controlled by the 1996 Education Act and Section 112 of the School Standards and Framework Act 1998. Students may only legally take part in work experience during the last two years of their compulsory education.

### Approval

All proposals for work experience schemes for students have to be approved by the Local Authority. Provided the arrangements are in accordance with the guidelines of the Authority, approval is delegated to the Governing Body of the individual educational institution. Additionally, no student may start work experience without written permission from their parent or guardian, who will have signed Form WEX1 and returned it to the school.

### Hours of Work

Students will be expected to work the normal hours worked by young employees of the organisation

### Payment to Students

Students on work experience should not be paid. As work experience is part of the student's education, no payment is made to the student or the school, although there is certainly no objection to employers assisting with meal and travel expenses.

### Attendance

Employers should keep a record of attendance for each student. They should inform the school immediately of any unexplained absence or unacceptable behaviour.

Parents must let the employer and the school know at the start of the working day if their son or daughter will be absent.

- Health & Safety**
- (a) A work experience placement will only be approved if the Governing Body's representative is satisfied that it is suitable for students.
  - (b) Students must follow all safety regulations in their workplace.
  - (c) Students must be given training in any safety precautions that apply to the type of work they are doing.
  - (d) Protective equipment or clothing, where necessary, should be provided by the employer.
  - (e) Students must not work with prohibited or dangerous equipment and substances. It is the responsibility of employers to ensure that students are not required to work in a hazardous environment or to carry out work of an unsuitable or objectionable nature.
  - (f) The employer must carry out a risk assessment that specifically identifies 'Young People' and takes into account their inexperience, lack of awareness of existing or potential risks and immaturity. The outcome of this risk assessment should be communicated to the student and, where the student is under minimum school leaving age (MSLA), to their parents/guardians/carers.

In the unfortunate event of an accident, the employer should record this in the Accident Book and inform the school immediately. In the case of an accident or sickness or any other emergency, the employer should notify the school and the student's parent or guardian without delay, contact numbers must be provided by students. The school must carry out the reporting procedures identified in the DCSF publication 'Work Experience - a guide for secondary schools'.

**Access for LA's Representative**

The employer must allow access to the workplace in order that the LA's representative may conduct pre-placement and student monitoring visits.

**Insurance**

If a student participating in a work experience scheme is negligent, and this gives rise to a claim, the school's public liability insurance applies. A similar claim against a teacher will also be covered in the same way.

A student on placement has no automatic entitlement to any form of benefit in the event of suffering an accident and the only remedy is a claim, perhaps through the courts, against the negligent party. This assumes that someone other than the student was to blame. Employers or organisations participating in the scheme will be asked by the school to confirm that they have employers' liability insurance to meet any claim where they are at fault.

Parents of students can take out personal accident insurance for their own benefit. Any reputable insurance company or broker would be able to advise.