

LONDON BOROUGH OF BROMLEY WORK EXPERIENCE SCHEMES

Notes for Parents/Carers 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 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/carers 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?

Children and young people who are on roll at the education establishment may participate in approved schemes. Work experience for children is controlled by the 1996 Education Act and Section 112 of the School Standards and Framework Act 1998. Children may only legally take part in work experience when they are in Year 10 or above.

Approval

All proposals for work experience schemes for students in Year 10 and Year 11 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, students cannot start work experience without written permission from their parent/carer, who must sign a consent form and return it to the school.

Hours of Work

Students will be expected to work the normal hours worked by young employees of the organisation and no more than a standard 8 hour day.

Payment to Students

Students on work experience should not be paid. As work experience is part of the student's education, no payment should be made to the student or the school, although employers may assist with meal and travel expenses if they wish.

Medical/Behavioural Conditions

Employers will need to know whether a student they are taking on work experience has any medical or behavioural conditions, for example asthma, which may impact on their placement. Parents/carers should ensure that their child's school are aware of any such conditions so that the school can pass this information on to employers.

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/carers 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) Before taking a student on work experience employers should review their existing risk assessments to ensure they identify risks to young people and the measures put in place to control them. These include young people's lack of experience, lack of awareness of existing or potential risks and lack of maturity. The outcome of this risk assessment should be communicated to the student and, where the student is in Year 10 or Year 11 to their parents/carers.
- (g) In the unfortunate event of an accident, the employer should formally record this 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 parents /carers without delay.

Insurance

The ABI (Association of British Insurers) the BIBA (British Insurance Brokers Association) and Lloyds of London have agreed that, as a matter of convention, students on work experience placements should be treated as employees for the purposes of insurance against bodily injury (that is, they will be covered by the Employers' Liability policy), where the employer is legally liable for a loss. Such placements must conform to the requirements of the Education Act 1996 and other regulations in force from time to time.

Employers or organisations offering work experience will be asked 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.

If a student participating in a work experience scheme is negligent, and this gives rise to a claim, the Employers' Liability insurance and Public Liability insurance will apply.