

Work Experience and Placement Policy

Ratification Date: 20/07/21

Signed: AJHawkins

Review Date: 12/09/25

Date of next review: September 2027

Version Control

Version	Date	Changes
1	12/09/25	Original, new policy

Approved and reviewed by The Board of Directors.

This policy will be reviewed bi-annually, or more frequently, if necessary, to ensure that it remains up-to-date and effective. The review will take into account changes in legislation, guidance, and best practice. The review will also consider feedback from Young people, staff, and parents.



Introduction

This policy has been developed in conjunction with our organisational CEIAG Policy and best practice, and up to date guidance, particularly the Health and Safety Executive.

<https://www.hse.gov.uk/young-workers/employer/work-experience.htm>

Purpose of this policy

This policy provides a framework to ensure that students who take part in work experience as part of their education provision at Liminal Education access placements and opportunities that are carefully managed, monitored and provide a safe environment. The policy includes the organisation of placements as well as health, safety, and safeguarding requirements of all work experience placements.

Key Principles

- Experience of work should be an opportunity for all students, regardless of ability, ethnic origin, social background, disability, or gender.
- Students on work placements should not be asked to work excessively long hours or unnecessarily unsociable hours. Unless there are strong reasons to the contrary, it is recommended that students should not work more than a standard eight-hour day. Students should not work for more than five days in any consecutive seven-day period.
- Experience of work must be unpaid. A student's 'out of pocket' travel expenses may be met by Liminal Education only in exceptional circumstances and on written application from a parent/carer.

Aims and Objectives of Work Experience

To enable students to:

- Gain experience of the world of work
- Try out a particular job or career.
- Discover something about their skills, preferences, and talents.
- Develop relevant qualities including, initiative, assertiveness, independence, confidence, respect for others, the ability to compromise and negotiate.
- Understand more about work-related issues e.g. health and safety, equal opportunities, business organisation.
- Develop presentation, interview, communication, and decision-making skills.
- Relate their individual education/GCSE subjects to the world of work.

Organising Placements

In the workplace, the primary duty relating to the **Health & Safety at Work Act (1974)** rests with the employer. The Health & Safety (Training for Employment) Regulations 1990 extended the meaning of the term 'employee' to include students on Work Experience. Therefore, it is the duty of students to take reasonable care for their Health & Safety and anyone else who may be affected by their actions or omissions. In addition, the **Health & Safety (Young Persons) Regulations 1999** require the employer to undertake a risk assessment before Students start the placement. The employer should



take account of the students' inexperience and lack of awareness of the hazards associated with the workplace and ensures that measures are in place and implemented to safeguard them.

Whilst on placement, it is essential that there should be an **Induction** to the workplace. This should include an explanation of the safety precautions observed in the particular industry, including procedures relating to accidents, first aid, fire and emergencies, and the reasons for them. The students will be under the supervision and care of individual employees, who will need to know the purpose of Work Experience and to be aware of their responsibilities towards the students.

There is a legal requirement for employers to have **Employer Liability Insurance** which must cover students on Work Experience, though there are some exemptions to this. Information can be found at www.hse.gov.uk Please note that without employers' liability (where it's required by law) Liminal Education cannot authorise the placement, public liability is not sufficient.

Health and Safety

Work experience organisers have no responsibility under health and safety law for work experience students. The employer is responsible for workplace health and safety.

Liminal Education will take reasonable steps to satisfy yourself that any work-related risks to a student are managed by the employer. Reasonable checks will be made in proportion to the risks involved without second-guessing the employer's assessments and procedures. Liminal Education will work with employers to identify workplaces or tasks that would not be suitable for certain students.

We will minimise the barriers and not introduce unnecessary additional paperwork that could lead to employers being discouraged from offering placements. We will work in partnership with employers to identify:

- what work the student will do
- what the relevant precautions are
- the planned arrangements for the induction, training and supervision of the student

Insurance

We will check with employers if they have employers' liability insurance and whether it covers work experience students as employees. Liminal Education will request a copy of the insurance certificate and make sure it covers the period of the work experience placement. Public Liability alone is not adequate insurance for a placement.



Safeguarding

Our 'duty of care' extends to all students, including those who undertake work experience. To assist in this, we will ensure that employers or training providers hosting our students endorse our safeguarding policy, and identify actions to be taken, when and by whom, if any child protection issues are raised prior to, during or after the placement. All students are provided with clear advice and a point of contact at Liminal Education in case of problems and an emergency contact number.

DBS Requirements

DBS clearance forms are not required for work experience by the student or the employer as no student is to be left on their own or unsupervised at any time whilst on placement. This is the responsibility of the employer to ensure trained, responsible members of staff are providing mentoring and supervision at all times for the period of the placement.

Students will be mentored and supported by a qualified member of staff from Liminal Education according to their individual needs. The employer will be made aware of this before commencing placement.

Suitable Activity and Restrictions

Students have the choice of where they go but there are laws and regulations outlining what young people **CANNOT** do and these are listed below:

- In a tattoo studio or any other skin piercing environment
- On board a registered boat or ship
- In any gambling context
- In a cinema or night club
- Behind a bar
- In a travelling fairground or circus

There are also restrictions on the types of activity students can do on work experience:

- Students may not work above two metres fall height i.e. two metres above ground level outdoors or floor level indoors
- Students cannot work with toxic substances
- Students cannot be exposed to radiation
- Students cannot use power driven tools and machinery
- Students cannot work in excessive noise, heat or cold
- Students cannot work in confined spaces: mines, chimneys, storage tanks, tunnels, basements etc.
- STUDENTS CANNOT DRIVE TRACTORS, QUAD BIKES OR EARTH MOVING MACHINES ETC.

Employers Information

<https://www.hse.gov.uk/young-workers/employer/work-experience.htm>