



- THIS DOCUMENT IS THE SCHOOL'S WORK PLACEMENT POLICY.
  - IT WAS APPROVED by the governing body on 16<sup>th</sup> March 2016
  - THIS POLICY WILL BE REVIEWED every two years in the spring term.
  - NEXT REVIEW: March 2020
1. The Headteacher will make suitable arrangements to ensure the health, safety and welfare of all students on placement. For the purposes of health and safety, any child on work experience is regarded as an employee of the organisation with which they are placed.
  2. The Headteacher will ensure that any child on placement receives an appropriate health and safety induction before they commence duties. The induction will cover information relating to the workplace and will also include the provision of appropriate health and safety instruction and information relating to their specific role.
  3. The Headteacher will provide the student with an information booklet detailing guidance on staff members, health and safety procedures, fire procedures, first aid procedures, safeguarding, confidentiality and dress code, together with information on the acceptable use of the internet and placement conduct agreement. All three documents are signed by the student.
  4. When considering the range of duties to be undertaken by a child on work experience, the headteacher and/or health and safety co-ordinator will assess any risks by carefully taking into account any hazards involved, the child's age, any learning or behavioural difficulties, possible immaturity, physical capability and the amount of supervision available. Any significant risks will be notified to the Work Experience Co-ordinator at the child's own school. Where existing Risk Assessments do not take into account the risks with regard to children/young people, they will be revised and suitable precautions introduced prior to the commencement of any placement.
  5. The Headteacher will ensure that all accidents involving a child on work experience are promptly notified to the child's own school and to the Health and Safety Team at Staffordshire County Council initially by telephone and then confirmed using the County Council Accident Report Form.
  6. Further information can be found out at [www.staffordshire.gov.uk/jobs/workexperience](http://www.staffordshire.gov.uk/jobs/workexperience).
  7. Information about Health and Safety and Young People can be found on the [www.hse.gov.uk/youngpeople/index.htm](http://www.hse.gov.uk/youngpeople/index.htm)