



# WORK EXPERIENCE POLICY AND PROCEDURES 2022-2024

## SECTION 1: CONTEXT

1.1 The purpose of this Policy is to:

- Ensure learners have access to high-quality work experience placements to help them to make informed decisions about their career pathway.
- Provide clear guidelines to staff, learners and employers to ensure a positive experience for all parties is achieved.

## SECTION 2: STATUS

2.1 This policy was approved by the Senior Leadership Team on 10<sup>th</sup> January 2023.

## SECTION 3: POLICY

3.1 Work experience has the potential to be a major link between Green Labyrinth (GL) and our local and regional economic community. It is central to achieving the aims of work-related learning, enabling the development of skills and attitudes people will need in the world of work. Work experience needs to be seen by learners as positive, challenging, and relevant to their current studies and their future job prospects.

3.2 Learners undertaking work experience fall under the duty of care of GL. It is therefore the responsibility of staff to ensure that all reasonable care is taken in placing learners, ensuring that the work experience is safe and that all relevant checks are made prior to the learner taking up the work experience. All staff arranging work experience must do so in compliance with GL's Health and Safety Work Experience Guidance. A contract between GL and the Employer/Work Placement must be agreed and signed prior to any work experience commencing.

3.3 Work experience needs to be agreed with employers well in advance of the placement start.

GL extends the provision of the Policy to individuals receiving training or work experience from an employer in the workplace organised, vetted and monitored by GL. Such individuals are deemed as employees for the purposes of health and safety

legislation. In effect, learners on work experience become employees and must be covered by the work experience provider's Employer's Liability Insurance. Learners undertaking paid work or voluntary work organised independently between themselves and an employer are not the responsibility of GL. GL will organise the work experience, often as part of the curriculum, therefore, it has a 'duty of care' to ensure that the management of health and safety of employers providing work experience is such, that learners (particularly those classed as 'young people') are very unlikely to suffer injury or ill health while participating. Both GL and the employer have an 'enhanced' duty of care to learners on work experience because of their inexperience and lack of awareness.

### **3.4 Work experience involving groups and young people**

Certain occupations, for example, health and social care, education, and local authorities, are subject to a Disclosure and Barring Service (DBS) check. These regulations generally do not apply to learners participating in other types of work experience, but GL staff should ensure that they liaise fully with staff at such establishments regarding supervision of learners on work experience and that they carefully brief the learners before the work experience begins. All learners who intend to go on work experience in a childcare or vulnerable adult setting must undergo a Disclosure and Barring Service (DBS) check. Staff will need to ensure that the DBS application process is completed well in advance of the start date of placements. NB: under no circumstances should any learner be placed in a domestic setting for work experience. Health and Social Care learners, however, can be placed with registered child minders as the Local Authority vets all registered child minders as part of the registering process.

3.5 GL adheres to a strict child/vulnerable adult protection policy and will work with partners to follow procedures that will minimise the risk to the health, safety and welfare of its young people/vulnerable adults undertaking work experience, ensuring that they are protected and provided with the highest possible standard of care. Child responsibility protection information will be provided to all employers

### **3.6 Health and safety vetting of employers**

The purpose of vetting is to evaluate the employer's management of health, safety and welfare, to ensure learning/work experience is undertaken in an acceptable environment with risks managed. GL has no legal responsibility for enforcing health and safety law at companies offering work experience – this is the role of enforcing authorities such as the Health and Safety Executive and Local Authorities. However, GL does have a responsibility to ensure that learners are not exposed to risks affecting either their safety or health.

### **3.7 Insurance**

All employers used for work experience must have appropriate insurance in place. Details of such cover will be recorded on the Vetting Form (V1) and subsequent health and safety monitoring forms. The Insurer, Policy Number and Effective Dates should always be recorded. This must subsequently be checked and recorded by the person

carrying out the monitoring visit. Insurance cover expiry dates are to be entered on the Work Experience Data Base to enable effective monitoring and compliance.

### **3.8 Contractual controls**

GL, via a suitably competent person carrying out the vetting, will exchange contracts with each employer prior to placing the learner.

### **3.9 Health & safety monitoring visits of employers**

The purpose of the monitoring visit is to verify the processes of employer's health and safety management systems through the viewpoint of the learner. The frequency of the monitoring visits will be carried out within the timescales laid out by GL. In the event of GL staff feeling that an environment is not conducive to the potential wellbeing of learners, it is their responsibility to curtail the work experience. If necessary, this may involve withdrawing the learner immediately and reporting events and circumstances to a responsible manager who will then investigate the situation.

## **4 Procedure**

It is crucial that a signed V1, confirming the work experience placement as acceptable, is obtained before learners commence work experience. In addition, all learners must have received an induction and health and safety training prior to beginning their work experience.

### **4.1 Work Experience (WE) Co-ordinator work experience procedure**

When GL confirms that the vetting and/or monitoring has been satisfactorily completed, the work experience can proceed. GL will confirm all aspects of the work experience with the employer, including start time, duration of work experience, health & safety requirements and expected learning outcomes.

When placing learners that have special education needs or medical conditions, the WE Co-ordinator will ensure that the employer is fully informed and will record details on the V1 and Prohibitions Form. The competent person carrying out the vetting must ensure that the learners' needs are brought to the attention of the employer to enable them to undertake any additional risk assessments prior to commencement of the placement.

Before work experience commences the WE Co-ordinator should:

- Deliver a Health and Safety induction including relevant information in respect of health and safety, legal and contractual responsibilities.
- Learners must be briefed on how to conduct themselves whilst on work experience.

The WE Co-ordinator is responsible for communicating confirmation of the work experience to the learner and ensures the learner has ample notice to prepare themselves fully for the work experience in terms of PPE, equipment, dress, start times, reporting procedure and transport arrangements.

The WE Co-ordinator is responsible for any parental contact or consents that may be required pre-work experience.

### Monitoring procedures

The purpose of the monitoring visit is to verify the implementation of employer’s health and safety management systems and is tested through the viewpoint of the learner. The frequency of the monitoring visits will be placement carried out within clearly defined timescales. If there is no learner in the placement at the time a monitoring visit is due, then as soon as a learner is placed there a first day monitor would be required. Health and Safety Monitoring visits will be undertaken by a suitably competent person.

Vetting and Monitoring Frequency			
Combined Risk	First Monitoring	Subsequent Monitoring	Vetting Validity
High	Within 3 weeks of vetting date	Within 3 months of vetting date	4 years
Medium	Within 8 weeks of vetting date	Within 6 months of vetting date	4 years
Low	Within 13 weeks of vetting date	Within 12 months of vetting date	4 years

### 4.3 Responsibilities whilst in the workplace

Learners must be made aware that health and safety is the responsibility of everybody in the workplace and that they too have a responsibility for preventing danger to themselves and others. Employers must ensure that learners receive appropriate instruction about the tasks they perform and company safety regulations. Learners should be supervised during their work experience and should be made aware of first aid provision. Employers should provide full personal protective equipment (PPE) where necessary. Learners should not work in hazardous environments or undertake tasks which are inappropriate to the agreed objectives for the work experience and the interests or abilities of the learner. Under health and safety law an employer must assess the risks to learners before they start work experience and tell them what the risks are.

### 4.4 Duty of care to staff

GL Managers have the responsibility to implement and monitor the Work Experience Policy and Procedures.

### During and after work experience

Learners must complete the Work Placement Induction Checklist. GL must ensure the work placement induction is tested to ensure that learners have understood the induction provided by the employer and confirm by signing the ‘Work ‘Placement

Induction Checklist'. Employers should be asked to complete an 'Evaluation Form' and return to Green Labyrinth. Learners should be asked to complete an 'Evaluation Form'. GL should regularly evaluate the work experience using the evaluation forms.

A thank you letter should be sent to the employer by the learner (see Letter Templates Appendix III).

## **SECTION 5: MONITORING**

5.1 This policy will be monitored by the Senior Leadership Team.

## **SECTION 6: REVIEW**

6.1 The policy will be reviewed annually.

6.2 The next date of review will be January 2026.

# Appendices

## **Appendix 1**

### **Guidance for employers**

Work related activities such as work experience or work shadowing contribute to the learner's general, personal and social development as well as learning about the world of work. They help learners to gain the self-confidence needed in the world of work and to develop skills and knowledge required by industry. Employers can help learners develop these qualities and influence career choices by providing a direct experience of work. Work experience is an ideal way of raising the profile of career opportunities within the organisation. This pack aims to provide essential information for employers.

This guidance covers:

- Insurances
- Health and Safety
- Guidance on Induction
- Employer's Evaluation of Work Experience.

### **Objective of work experience**

The main objective of work experience is to allow learners to carry out meaningful work, establish relationships with other employees and experience the difficulties and the satisfaction of going to work. Learners are placed with employers and are given work related tasks which normally relate to their vocational course. This can help to improve the standard of their vocational work and increase their competence in core skills.

### **Objective of work shadowing**

The main objective of work shadowing is to give the learner a broader understanding of an employee's role. An individual learner is assigned to 'shadow' an individual employee going about his or her normal activities, allowing close observation of jobs which for reasons of complexity, safety or security cannot be actively undertaken by the student. In all work-related activities:

- Employers should ensure that learners receive appropriate instructions about the tasks they perform and company health and safety regulations.
- Learners should be supervised during the work experience and employers should provide specific protective clothing where necessary.
- Employers should ensure that all staff likely to be involved with the work experience programme are informed and satisfactorily briefed.
- Learners should not operate any hazardous machinery, work in hazardous environments or undertake tasks which may be considered unrelated to the occupation concerned.

Green Labyrinth aims to prepare its learners for their role in the workforce of the future and regards their participation in a period of structured work experience, in a real working environment, as being invaluable. However, it is important that learners and

employers fully understand their responsibilities. When an employer offers work experience to a learner they have the same responsibilities for the health, safety and welfare of learners as for all of their workforce. Under the Health and Safety Regulations 1990, learners participating in work experience are regarded as the employers' employees for the purpose of health and safety.

### **Insurance arrangements for learners**

All employers will carry insurance policies that cover most risks arising from learner visits, provided that the insurers know in advance the type of activity planned. This is a matter of conforming to the basic principle of disclosing to insurers material facts that may affect the terms of the policy. The Association of British Insurers (ABI), the British Insurance and Investment Brokers Association and Lloyd's of London have agreed that, as a matter of convention, learners on work experience placements should be treated as employees for the purposes of insurance against personal injury (that is, they will be covered by the Employers' Liability Policy). Learner injury arising from other forms of attachment would normally be covered - like all injuries to visitors - by the employer's Public Liability policy. Any injuries caused to employees by learners should normally be covered by the Employers' Liability policy. Any injuries caused to employees or learners, provided they arise out of activities undertaken in the employer's name, should normally be covered by the employer's Public Liability policy or Employers' Liability policy. It is the responsibility of the employer to make sure that such cover is in force and that their insurers have been notified that they will be taking work experience learners. Without appropriate insurance in place a learner cannot be permitted to attend a work experience placement. If any learner is involved in an accident whilst on work experience, the employer should notify Green Labyrinth immediately by contacting the named contact person of GL staff who arranged the work experience.

### **Health and safety during work experience**

Employers must ensure so far as is reasonably practicable the health, safety, and welfare at work for all their employees including learners on work experience. Green Labyrinth and an employer must assess the risks to learner before they start work experience and tell them what the risks are. An employer should also consider that learners may be inexperienced and unaware of health and safety risks and may be physically or mentally immature. Young employees and work experience learners should be protected from the risk of accidents or ill health which they are unlikely to recognise because:

- they are inexperienced;
- have not been trained;
- they may not pay enough attention to safety.

The employers' risk assessment may bring to light certain risks which young people cannot be exposed to under health and safety law. Learners will have been informed that they also have the same duties as other employees with regard to health and safety, these are:



- to take reasonable care of their own health and safety and that of other people who may be affected by their actions;
- to co-operate with the employer's instructions and legal requirements in regard to health and safety.

### **Hours of work**

Employers should ensure that the period of work experience is no more than 5 days in any consecutive 7 days; that the period of the working day does not exceed more than 8 hours; that there are 12 hour rest breaks between periods of working time and that there is a minimum 30 minute rest break after 4.5 hours work. (Hours of work will be agreed with the employer before the commencement of the work experience and will take into account the individual needs of the learner.

### **Induction**

The learner should receive an Induction either prior to, or on the first day of the work experience. The learner should receive general advice including the following topics:

- Employer's legal responsibilities;
- Learner's legal responsibilities (to themselves and others including co-operation with their employer/placement);
- The significant risk identified from the risk assessments;
- The control measures devised;
- The health & safety policy, organisation and arrangements;
- Emergency and fire arrangements;
- Prohibitions, rules, do' and don'ts;
- Accident, ill health and incident reporting arrangements;
- First aid arrangements;
- Arrangements for the provision and safe use of personal protective equipment/ clothing, and its cleaning and storage;
- Supervision arrangements;
- Arrangements for the safe use of equipment and machinery;
- Arrangements for the protection of students in relation to the use of any hazardous substances;

- Manual handling hazards and protective measures;
- A tour of the premises and introduction to key staff;
- Welfare facilities for example, location of toilets, food etc.
- Security arrangements;
- What expectations, how they should behave and what dress is appropriate?

The learner will be expected to complete the 'Work Placement Induction Checklist' to confirm their understanding of the induction.

### **Child and vulnerable adult protection**

What to do if you have knowledge, concerns, or suspicions that a child or a vulnerable adult is suffering, has suffered, or is likely to be at risk of harm.

- Green Labyrinth adheres to a strict Safeguarding Policy.
- Green Labyrinth will work with partners to follow procedures that will minimise the risk to the health, safety and welfare of learners, including young people and vulnerable adults undertaking work experience, ensuring that children and vulnerable adults are protected and provided with the highest possible standard of care.
- These procedures will support providers of work experience who cannot be expected to be experts in matters concerning the welfare of young people and vulnerable adults. Contact details of Green Labyrinth's Safeguarding Team will be supplied to providers of work experience. It is the responsibility of Green Labyrinth Safeguarding Team to communicate with external agencies like Social Services and the Police.
- In all matters concerning the welfare of children and vulnerable adult undertaking work experience, confidentiality will be observed. Please contact by the quickest practicable means:
  - Amy Farley (Designated Person for Safeguarding at Green Labyrinth) – [afarley@greenlabyrinth.co.uk](mailto:afarley@greenlabyrinth.co.uk); or
  - Rachel Huntley (Deputy Designated Person for Safeguarding at Green Labyrinth) – [rhuntley@greenlabyrinth.co.uk](mailto:rhuntley@greenlabyrinth.co.uk).

### Employer's Evaluation of Work Experience

We value your feedback and would very much appreciate your comments as it will help us to continually improve the work experience for employers and students

Learner Name \_\_\_\_\_ Employer/Placement \_\_\_\_\_

Evaluation Category	Grading	Comments
1 Appearance	1 Excellent	
	2 Good	
	3 Satisfactory	
	4 Poor	
2 Attendance and Timekeeping	1 Excellent	
	2 Good	
	3 Satisfactory	
	4 Poor	
3 Motivation / enthusiasm	1 Excellent	
	2 Good	
	3 Satisfactory	
	4 Poor	
4 Ability to manage own time	1 Excellent	
	2 Good	
	3 Satisfactory	
	4 Poor	
5 Ability to seek guidance/help	1 Excellent	
	2 Good	
	3 Satisfactory	
	4 Poor	
6 Ability to fit into a working team.	1 Excellent	
	2 Good	
	3 Satisfactory	
	4 Poor	
7 Attitude to members of staff	1 Excellent	
	2 Good	
	3 Satisfactory	
	4 Poor	
8 Suitability as an employee	1 Excellent	
	2 Good	
	3 Satisfactory	
	4 Poor	
9 Did you receive sufficient information in relation to work experience?	1 Excellent	
	2 Good	
	3 Satisfactory	
	4 Poor	

**General Comments:**

Employer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Grading Guidance</b>	<b>Excellent</b>	You would consider this learner to potentially be an ideal employee
	<b>Good</b>	This learner is of a standard to be considered as a suitable employee
	<b>Satisfactory</b>	This learner would be considered suitable for employment or interview, but would need further development/training

	<b>Poor</b>	This learner would need to concentrate on this area before you would consider interviewing/appointing him/her
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## **Work Experience Learner Guidance Pack**

Work Experience is an important part of your learning experience and preparation for adult life and the world of work. It is therefore crucial that your time spent on work experience is enjoyable and above all safe.

### **Induction**

Prior to, or on your first day, you should receive induction training and general advice on the following topics:

- Employer’s legal responsibilities
- Learner’s legal responsibilities
- The significant risks identified from the risk assessments
- The control measures devised
- The health & safety policy, organisation, and arrangements
- Emergency and fire arrangements
- Prohibitions, rules, do’s and don’ts
- Accident, ill health and incident reporting arrangements
- First aid arrangements
- Arrangements for the provision and safe use of personal protective equipment/ clothing and its cleaning and storage
- Supervision arrangements
- Arrangements for the safe use of equipment and machinery
- Arrangements for the protection of students in relation to the use of any hazardous substances
- Manual handling hazards and protective measures
- A tour of the premises and introduction to key staff
- Welfare facilities, for example, the location of toilets, food etc.
- Security arrangements
- What expectations there are on how you should behave and what dress is appropriate

You will be expected to complete the ‘Work Placement Induction Checklist’ to confirm your understanding of the induction.

### **Training and instruction**

Satisfactory training, information, supervision and instruction on the relevant activities associated with the work experience should be provided to you.

### **Hours of work**

Employers must ensure that the period of work experience is no more than 5 days in any consecutive 7 days; that the period of the working day does not exceed more than

8 hours; that there are 12-hour rest breaks between periods of working time and that there is a minimum 30-minute rest break after 4.5 hours of work.

### **Health and safety law: What you should know**

Your health, safety and welfare at work is protected by law. Your employer has a duty to protect you and inform you about health and safety. You also have a duty to look after yourself and others.

#### **Duties of employers**

The employer providing your work experience has a duty under the law to ensure, as far as reasonably practicable, the health, safety and welfare of employees (and learners on work experience) whilst at work. In general, your employer's duties include:

- making your workplace safe and without risks to health;
- ensuring plant and machinery are safe and that safe systems of work are set and followed;
- ensuring articles and substances are moved, stored and used safely;
- providing satisfactory welfare facilities;
- giving you information, instruction, training and supervision necessary for your health, safety and welfare.

Your employer must also have assessed the risks to your health, safety and welfare before you start work and told you about them. As an 'employee/learner on work experience' you also have legal duties. You must:

- observe all instructions, whether written or verbal, given to ensure personal safety and the safety of others;
- be sensibly and safely dressed for your working conditions;
- conduct yourself at all times in an orderly manner in the workplace and refrain from any form of horseplay;
- use all safety equipment and/or protective clothing as instructed, reporting any loss or defect to your supervisor;
- not to interfere or misuse any equipment provided for health and safety purposes;
- report any defective tools or equipment to your supervisor;
- report any hazard to your line manager/supervisor;

- report all accidents to your line manager/supervisor, whether injury is sustained or not;
- be familiar with the emergency evacuation procedure, and the location of fire alarm points and emergency equipment;
- inform your line manager/supervisor/lecturer/tutor of any Health and Safety hazards, safety problems or any shortcomings you find in the workplace. Records you need to keep:
- Work Placement Induction Checklist

### **Privacy and work experience**

During Work Experience you may overhear confidential matters. These may relate to:

- customer names and details;
- company accounts and finances
- personal information on colleagues;
- new or developing products or services;
- the Human Resources development plans of the company.

You must hold in confidence any information about the employer's business which you may obtain during work experience and not disclose such information to another person without the Employer's permission – this includes posting any such information on social media sites.

### **General safety**

You should familiarise yourself with:

- the layout of the building;
- emergency exits, the ways of getting out of the building in an emergency;
- the location of telephones;
- the first aid arrangements.

Remember, it may be too late to find out what to do when an emergency actually happens.

If you have any queries on safety matters, please ask the Work Experience Co-ordinator/Tutor/Mentor immediately.

**Standard Letter Templates**

Date:

Dear

I am writing to request your help in finding a suitable work experience for learner(s) on a \_\_\_\_\_ (enter name of course).

The potential date of the work experience is \_\_\_\_\_.

Green Labyrinth is committed to Work Experience and believes that it is an invaluable opportunity for learners to experience the world of work.

If you are able to offer work experience to a learner(s) or would like further information, please contact me using the details below.

I look forward to hearing from you.

Yours sincerely

Work Experience Co-ordinator: \_\_\_\_\_

Tel: \_\_\_\_\_

Email: \_\_\_\_\_



Date:

Dear

Following the Work Experience which you provided for \_\_\_\_\_, I would like to thank you for the invaluable educational experience he/she/they gained. The feedback received from \_\_\_\_\_ has been extremely positive and we are very grateful for all your help.

We value your feedback and would very much appreciate your comments as it will help us to continually improve the work experience for both Employers and Learners.

There is an Employer's Evaluation of Work Experience Form within the Employer Pack, we would be grateful if you could complete the form and return it to me at the address below.

I hope we can work together again in the future.

Yours sincerely

Work Experience Co-ordinator: \_\_\_\_\_

Tel: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

**Confirmation to Learner of work experience arrangements**

Sent via email to Name of Learner: \_\_\_\_\_

Details of Work Experience:

From: \_\_\_\_\_ to \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Name: \_\_\_\_\_

Tel No: \_\_\_\_\_

Please find enclosed a Learner Pack which will give further information on Work Experience and what to expect.

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<b>Version/Date:</b> Ver1.08.08.22
<b>Review Date:</b> 08.08.2023