
DEPARTMENT OF EDUCATION, SPORT AND CULTURE DEPARTMENT

RHEYNN YNSEE, SPOYRT AS CULTOOR



School Work Experience

Policy

April 2023

Glossary of Terms

For the purpose of this school work experience policy:

Children in the workplace are pupils who are by age in Year 10 and 11 ie. Year 10 - aged 14 in the academic year they turn 15 years old; and Year 11 – aged 15 in the academic year that they turn 16 years old, and before reaching their official school leaving date.

For Isle of Man maintained schools the official school leaving date for Year 11 is the Monday after the last Friday in May in the academic year that they turn 16 years old. This date marks the end of compulsory education on Island.

Pupils under the age of 14 are not able to undertake work experience.

Young people in the workplace are pupils who are under the age of 18 but have reached the end of their compulsory education (i.e. they are 16/17 years old).

Department means the Department of Education, Sport and Culture (DESC) including schools, UCM, Villa Gaiety and MSR.

Work experience means a placement on an employer's premises in which a pupil carries out a range of tasks or duties, as would an employee, but with an emphasis on the learning aspects of the role. Work placements in the context of school work experience are part of school curricular provision and should be unpaid volunteer roles.

Work Experience/Placement 'Organiser' means someone who is appropriately trained and competent in reviewing the Safeguarding risks (Health & Safety and Welfare risks) associated with a school work experience placement. This may be a member of school staff (teacher or ESO), careers adviser or an external work experience provider.

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Summary

About this policy

This document sets out the policy for people within the Department who have responsibilities for organising and managing safe work experience placements for *children and *young people.

*See glossary for definitions

Who is this document for?

This document is for governors, head teachers, teachers, education support staff and others who are employed in a professional capacity to organise work placements for school pupils. It may also be referenced by employers, parents, students and the wider public for information.

Key points

The Department will support well planned and risk assessed work experience placements which follow this policy and the associated specific work experience/placement guidance procedures outlined in Section 4. School work experience/placements should always have a clear focus on student learning and skill development.

A school must ensure that every work experience place links to student curricular provision and that all placements are planned, appropriately risk assessed for Safeguarding (both Health & Safety and Welfare) and run with the highest regard for those taking part in them to ensure that the placement meets the pupils' needs and any risks to pupils are minimised.

Effective Date

This document is effective from 08/04/2023. It will be kept under review and updated at least every two years.

The School Work Experience Policy

1. General information

Work experience is defined as a placement on an employer's premises in which a pupil carries a range of tasks or duties, as would an employee, but with an emphasis on pupil development of workplace skills and understanding. Any arrangements made with employers for a child or young person to be in the workplace should always have a clear aim in terms of educational provision and learning.

This policy provides a framework to ensure that any pupil who undertakes a work placement as part of their education provision accesses placements that provide a safe environment and are carefully managed and monitored. This includes the organisation of the placement as well as health, safety and welfare (Safeguarding) requirements of all work experience programmes.

The Department and schools have a duty for the education and well-being of all students.

The primary concern regarding work experience placements is to safeguard and ensure appropriate safety measures are maintained pursuant to the Education Act 2001, Safeguarding Act 2018 and the Employment of Children regulations 2018. The Department's schools must therefore take reasonable steps to satisfy themselves that any placements they arrange in the workplace will be safe.

All pupils participating in work experience must be aged 14 years or over at the start of the placement. The head teacher may withdraw the offer of a work experience placement to any pupil for whom the programme would be deemed unsuitable, including those younger than their chronological year group as a result of being accelerated through KS3.

This policy includes key aspects of Safeguarding linked to learner work experience and placements. Health & Safety and child/young person Welfare should be considered in line with the important guidance, resources and procedures included in this policy document to mitigate any Safeguarding risks. These are provided to minimise the likelihood of an accident and ensure that schools exercise their duty of care to pupils undertaking work experience/placements.

2. Responsibilities in supporting work experience/work placements

2a. Department of Education, Sport and Culture

The Department shall ensure that:

- appropriate public liability insurance is in place to cover school work experience placements;
- schools are made aware of their responsibilities in ensuring that pupils are adequately safeguarded when undertaking any work experience placements;

- they act as a contact between employers and education settings to promote the value of experience in the workplace for pupils of different stages and ages and build employer contacts to support school placements;
- they support a team approach with schools to enable the smooth planning and running of safe, meaningful work placements for learners;
- they support schools in the development of a coherent and safe delivery model for targeted work experience placements.

More specifically the Department will:

- support work experience organisers in their understanding of their responsibilities in ensuring they quality assure placements in line with Health & Safety and wider Safeguarding requirements in accordance with timescales dependent on risk banding and prior to the use of a place for the first time;
- support schools in ensuring that learners are adequately prepared prior to them undertaking work experience (including an understanding of Safeguarding – Health & Safety and Welfare) and that work experience is supported by wider school provision and not a stand-alone activity;
- support work experience organisers in monitoring the safety, quality, and suitability of placements through supporting preparation for school staff visits and ensuring that schools have access to the information and support to undertake this role effectively. It will also support the school in following up on any issues raised during these visits in relation to the suitability of the placement;
- support work experience organisers in the quality assurance of medium/high risk placements in line with health & safety and pupil welfare and in accordance with timescales dependent on risk banding and prior to the use of a place for the first time for Key Stage 4 (Year 10 and 11) pupils. It will also support schools in the liaison with other more specialist Health & Safety and Welfare/Safeguarding Advisers for guidance on placements as appropriate;
- support schools in their processes to inform employers of any relevant medical or other conditions of the learner and discuss any special arrangements/reasonable adjustments deemed necessary; and
- support schools in ensuring that the employer has the opportunity to receive and give feedback after the placement.

2b. Head teacher

The Head teacher shall ensure that:

- adequate Safeguarding (Health & Safety and Welfare) risk assessments and checks are carried out before allowing work experience to take place;
- an appropriate process for organising work experience placements is implemented, including the use of external bodies, where appropriate;

- any work experience organiser is appropriately trained and competent in visiting and approving work placements for their pupils so as to minimise the likelihood of an accident in the workplace and ensure that the school exercises their duty of care;
- the work experience organiser acts as a single point of contact for teachers, learners, parents/carers, and employers. The best person to undertake this role will depend on the nature of the provision and the requirement for an awareness of the pupils' needs and abilities when setting up placements;
- they clarify the purpose of, and facilitate adherence to, the clear aims and objectives for any school work experience including integration within wider school and other provision around careers and employability education;
- support employers and other stakeholders' understanding of the specific aims and objectives for different work experience placements undertaken by pupils at different stages and ages.

More specifically the Head teacher will:

- work with the Work Experience Organiser to ensure that placements are visited before being used for the first time by Key Stage 4 (Year 10 and 11) pupils and that any placements are reviewed for Safeguarding (Health & Safety and Welfare) in accordance with timescales dependent on risk banding;
- work with the Work Experience Organiser to set up appropriate school systems for the allocation of placements;
- ensure that learners are adequately prepared prior to undertaking work experience (including an understanding of Safeguarding – Health & Safety and Welfare) and that there are follow up learning activities that build on the experience that the pupils had in the workplace;
- ensure that if the work placement is linked to delivery of the curriculum for a pupil, then the school should consider the vulnerability of customers/clients in the setting that the pupil will be working in. For some work experience placements (for example, those in a Health and Social Care setting) the school will need to arrange for the young person (aged 16 +) to provide a clean DBS check prior to starting the placement;
- as appropriate, negotiate suitable placements with learners and their parents/carers;
- use agreed processes to inform employers of any relevant medical or other conditions of the learner and discuss any special arrangements/reasonable adjustments deemed necessary;
- provide an emergency contact number outside school opening hours for the Work Experience Organiser as appropriate;

- ensure adequate monitoring of the safety, quality, and suitability of placements through arranging school staff visits and ensuring that visiting school staff have the required training, information and support to undertake this role effectively;
- manage suitable school systems to ensure the safe and smooth running of work experience. School systems should be in line with the DESC policy and guidance and any additional specific advice relevant to the placement or pupil; and
- ensure that the employer receives feedback and thanks after the placement.

2c. Employers

The employer pursuant to the Employment of Children regulations 2018 and Health and Safety at Work Act 1974 has a responsibility to ensure that:

- The work place is not likely to be harmful to the safety, health or development of children; and
- The work place is not such as to be harmful to attendance at school, participation in work experience or capacity to benefit from the instruction received or, as the case may be, the experience gained.

An employer must consider:

- the layout of the workplace;
- the physical, biological and chemical agents they will be exposed to;
- how they will handle work equipment;
- how the work and processes are organised;
- the extent of health and safety training needed;
- risks and assessment of particular agents, processes and work;
- the limited level of experience and/or maturity of the student; and
- the pupil's physical capability.

2d. Parents/Carers

Parents/carers will be provided with all relevant information regarding the work experience placement in writing before embarking upon school arranged work experience and will be provided with any relevant information about the employer and the site conditions that may affect the pupil's health and safety. All pupils on placements will be provided with details of a school contact who they can contact should they encounter any problems or concerns during their work experience.

Work experience arranged by the pupil or family:

Work experience placements arranged by pupils themselves or their family are still subject to the same Safeguarding (Health & Safety and Welfare) risk assessments and other checks and all details must be provided by parents/carers. All placements must be with employers which have appropriate Employers Liability Insurance.

3. Safeguarding - Health and Safety

The following is an extract from the Employment of Children regulations 2018 and is a good starting point for work placement organisers considering work experience opportunities for Key Stage 4 (Year 10 and 11) pupils.

What a child can't be employed to do if they are of school age:

- Work in a cinema, theatre or nightclub (unless it is in connection with an age-appropriate performance);
- Sell or deliver alcohol (except where it is sold or supplied for consumption with a table meal in a part of the premises used only for that purpose. The effect of this exemption is that, for example, a child under the school leaving age working as a waitress or waiter is able to carry alcohol to the table lawfully in a restaurant);
- Deliver fuel oils;
- Prepare food in commercial kitchens;
- Work with refuse;
- Work more than 3 metres above floor level indoors or out;
- Work in employment involving harmful exposure to physical, biological or chemical agents. Employment of children in this type of work is also likely to be forbidden on health and safety grounds and, as far as hairdressing products are concerned, employers should also note their health and safety guidance;
- Go door to door selling or collecting;
- Work involving adult material not suitable for children;
- Telephone sales;
- In a slaughterhouse or in that part of any butcher's shop or other premises connected with the killing of livestock, butchery or the preparation of carcasses or meat for sale;
- In a fairground, amusement hall or arcade;
- Work as a personal carer in a care/nursing home;
- In any other employment that may be from time to time prohibited by other legislation.

What work a child of school age can do:

- Work in farming if employed by their parent or guardian on an occasional basis;
- Deliver newspapers;
- Shop work including stacking shelves;
- Hairdressing assistants;
- Office work;
- Car washing by hand;
- Serving/clearing in a café or restaurant but not in the kitchen - this regulation is aimed at the process of cooking and would not prevent:
 - Serving at the counter of a fish and chip shop provided this does not involve getting fish or chips out of a deep fryer;
 - Washing up in an area of the kitchen separate from where food is prepared;
 - Making sandwiches at the counter of a sandwich bar although the use of sharp knives or slicers should be taken into account on health and safety grounds and covered in the job description and associated risk assessment and mitigations; and
 - Collecting meals from a kitchen or returning empty plates to a kitchen.

- In a riding stables but not to supervise riding or to be left in charge;
- Work in hotels in a domestic role; and
- They can work outside, but must be provided with suitable clothing.

3a. Safeguarding – Health and Safety risk assessments

Work experience organisers can match the occupational and organisational risk levels to reach a combined risk banding to support a specific health and safety risk assessment on whether the work placement is suitable for a particular learner. The risk bands associated with different occupations and organisations can be found in Safeguarding Policy Procedures – Health & Safety Risk Banding

3b. Safeguarding – Welfare risk assessments

The School will consider any potential risks to pupils and take steps to put in any additional safeguards that are required pupils in the workplace, in particular any learner who is vulnerable and any pupil who is likely to be alone with an adult as part of the work placement, e.g. sole trader, journey person, self-employed person working from home.

Generally, sole traders or a self-employed adults will not have Employer’s Liability Insurance, so they cannot be considered as a placement for a work experience.

Further detailed information can be found in Safeguarding Policy Procedures – Welfare.

Depending on the age of the pupils, DBS checks may be required for employers supervising students on work experience placements that are longer than 10 days (i.e. extended placements). It is the responsibility of the school to ensure suitable Safeguarding checks and welfare risk assessments are undertaken prior to the child or young person starting a work experience place. Once the pupil is on a placement it is the employer’s responsibility to ensure trained, responsible members of staff are providing mentoring and supervision at all times for the period of the placement and that the pupil is only undertaking activities in the workplace that are specified on the agreed job description and in line with the work placement risk assessment and permissions.

4. Specific Work Experience/Placement Policy Guidance and Procedures

These documents should be used to support schools in the delivery of safe work experience placements as part of pupil learning.

1. Work Experience Safeguarding Policy Procedures

To support Health & Safety and welfare risk assessments of all types of work experience/placements

[Appendix 1](#)

2. Work Experience Letter of Understanding

To support arrangements with employers for all types of work experience placements

[Appendix 2](#)

3. Work Experience Risk Assessment and Consent Forms template

To support Health & Safety and welfare risk assessments of all types of work experience/placements

[Appendix 3a – Employer Placement Template](#)

[Appendix 3b – Parent/Carer & Student Placement Template](#)

4. Arrangements for Block Work Experience (less than 10 days)

[Appendix 4](#)

5. Arrangements for Extended Work Experience (more than 10 days)

[Appendix 5](#)

6. DBS Check Requirements

[Appendix 6](#)

7. Types of IOM work placements offered for different stages and ages

[Appendix 7](#)

5. Legislative Links

Education Act 2001

[Education Act 2001 \(gov.im\)](#)

Employment of Children Regulations (no.2) 2018

[employment-of-children-regulations-no2-2018.pdf \(gov.im\)](#)

- (Section 4(4)(b) specifically relates to work experience

Safeguarding Act 2018

[Safeguarding Act 2018 \(gov.im\)](#)

- places a duty on the Department of Education, Sport & Culture to act as a relevant safeguarding body

Health & Safety at Work Act 1974

[healthsafetyatworkact1974.pdf \(gov.im\)](#)

The Management of Health & Safety at Work Regs 2003

[Untitled Document \(gov.im\)](#)

- Section 3(4) and (5) detail the requirement for health and safety risk assessments relating to children and young people
- Section 9(2) details the requirement of an employer to provide a parent of a child with certain information
- Section 16 details the requirements of an employer relating to the protection of children and young people in the workplace

Version Control

The business area that owns this document is Education Advice and Support

Version	Author	Date	Changes
V0.1	EAS	DEC 2022	First Draft
V0.2	EAS	FEB 2023	Amendments following consultation
V0.3	EAS	FEB 2023	Final Draft submitted to SLT (Policy Hub Edit)
V0.4	EAS	N/A	Amendments following SLT review (if applicable)
V0.5	EAS	APRIL 2023	Final Draft approved by SLT
V1.0	EAS	APRIL 2023	Version 1.0 published

Review Date

This document was issued on 11/04/2023 and is due be reviewed in April 2025.

Appendices

Appendix 1

1. Procedures for the arrangement of different types of Work Experience/Placements

All Work Experience /Work Placements should be safe for the child or young person undertaking them. There are different Safeguarding aspects linked to the Health and Safety and the Welfare of the child or young person in the workplace that any school arranging work experience will need to consider. Risk assessments may only be reviewed by a competent qualified member of school staff or Careers Team.

Safeguarding – Health & Safety Risk Banding

Using the following tables, work experience organisers can match the occupational and organisational risk levels to reach a combined risk banding decision.

The occupational risk level should be determined by the activity the learner is expected to undertake.

Example:

The learner is only involved in administrative duties but is working for an engineering organisation. This would be classified as **low** occupational risk assuming the learner has little or no contact with the engineering environment.

Occupational Risk

This table gives a general classification of risk in each occupational area.

The classification should be based on the work activity undertaken for the majority of the time, and at the highest risk.

Users will need to take account of the particular circumstances of the learner(s).

Occupational Area	Risk Level
Administration	Low
Agriculture, Horticulture, Fishing* and Forestry	High
Animal Nursing	High
Animal Care (including retail)	High
Care	Medium
Catering (kitchen)	High
Chemicals and Chemical Products	High
Construction	High
Education	Low
Electronics	Low
Engineering (mechanical and electrical)	High

Equestrian	High
Hairdressing/Beauty	Medium
Hotels and Restaurants (non-catering)	Medium
Manufacturing/Craft	High
Mining and Quarrying	High
Printing	High
Repair of Motor Vehicles, Motor Cycles	High
Retail Trade	Low
Sales	Low
Security	High
Sport/Recreation and Leisure	Medium
Textiles/Clothing	High
Transport	High
Utilities	High
Wholesale and Warehousing	Medium
Outdoor Pursuits	High

***Fishing** – Please note that IOM Maritime Law does not allow for under 16s to be employed on fishing boats so this is not possible to use a fishing boat for a work experience placement for this age group. Working on land in a fish processing environment may be possible depending on the risk assessment attached to the specific role.

Definition of organisational risk

Different organisations will have risks associated with them linked to their evidenced compliance with health, safety and overall risk management, compliance and capabilities of young people at different ages and stages of development.

Low Risk

Demonstration of high standards of health, safety and overall risk management. Detailed evidence of compliance with health and safety contractual requirements and an understanding of the capabilities of young people.

Medium Risk

Demonstrate basic standards of health and safety. An understanding of the capabilities and supervision of young people to be agreed and improvements required in accordance with an agreed development plan.

High Risk

Demonstrate poor standards of health and safety. Insufficient compliance with health and safety contractual requirements. Significant improvements necessary, **unacceptable** until a development plan with strict time-scales has been agreed and initiated.

Unacceptable

The organisation's attitude and/or non-compliance with health and safety requirements, means that the placement is unacceptable.

		Highest Occupational Risk Level		
		Low	Medium	High
Organisational Risk Level	Low	L	L	M
	Medium	L	M	H
	High	H	H	H
	Unacceptable	Unacceptable		

N.B Where an 'organiser' has a provider in a high occupational risk category, they may be regarded as a combined low risk if there is clear evidence of long term and sustained high levels of health, safety and risk management performance in respect of the health, safety and supervision of learners.

Safeguarding - Child & Young Person Welfare in the workplace for all Work Experience/Work Placements

The Department of Education, Sport and Culture is committed to Safeguarding, promoting the welfare of all its pupils and to protecting them from risks of harm. All staff and volunteers are expected to share this commitment by demonstrating their understanding of how each individual adult working on behalf of the school, including work placements, has an active part to play in protecting children from harm and promoting their welfare.

If a safeguarding/child protection issue arises for a student on work experience the placement venue should contact:

- **the relevant school Headteacher**

Staff in the placement should apply procedures for responding to a suspected safeguarding concern remembering that:

- you cannot promise confidentiality to the young person
- information should only be shared with those that need to know
- it is important to stay calm and reassuring to the young person
- the needs and safety of the young person must always come first

Safeguarding & child/young person welfare in Work Placements

Placement Provider Responsibilities

To be agreed by the placement provider prior to the start of the placement:

Attendance

As a business we will always seek to clarify the reason for a child or young person's absence with the school as soon as is practicable on the first day.

Behaviour

Appropriate standards of work-place behaviour will be expected from employed staff and those on a work placement/work experience. As a business we foster an environment where

bullying behaviour is known to be unacceptable. We will always take seriously any reports of bullying and respond appropriately

Touch

From time to time there may be occasions when a member of staff in the business may need to touch a young person for example when guiding them in carrying out a technical operation, but these will be kept to a minimum and the young person will be informed first and an explanation offered as to why touch is necessary.

E-Safety

As a Business we have an e-safety policy to ensure that all employees understand the protocols on using the internet whilst in the workplace. This includes the use of personal devices whilst in the workplace. There will be times when it is unacceptable to use a personal device, and this will be addressed with the student prior to the start of the placement.

Travel

If at all possible it is best practice not to be alone with a young person but in some situations it is unavoidable. All personnel should adopt good practice in keeping the young person and themselves safe.

(1) Employers should always be cautious about young people travelling on their own with employees. Where this is unavoidable they are advised to ensure that there is a known destination and check in times with a third party in situations where a young person will be travelling alone with an adult during the placement.

(2) This should always be raised with the parent and young person prior to the placement and an agreement must be in place covering 1 above.

(3) Appropriate vehicle insurance should also be in place.

ADULTS WORKING WITH CHILDREN

Allegations

All adults should take care not to place themselves in a vulnerable position with a student. It is always advisable that your work with individual students or meetings with parents are conducted in view of other adults.

We understand that a student may make an allegation against a member of staff. If such an allegation is made, the member of staff receiving the allegation will immediately inform the Headteacher of the respective school.

Appendix 2

Department of Education, Sport and Culture

Rheynn Ynsee, Spoyrt as Cultoor

**Chief Executive Officer
Graham Kinrade**

Policy, Strategy and Governance

Department of Education, Sport and Culture
Thie Slieu Whallian
Foxdale Road
St John's
Isle of Man, IM4 3AS
Email: Admin.DESC@gov.im
Website: www.gov.im

Dear Sir/Madam

LETTER OF UNDERSTANDING BETWEEN THE DEPARTMENT OF EDUCATION, SPORT AND CULTURE AND EMPLOYERS PROVIDING WORK RELATED ACTIVITIES

To ensure that the principal conditions of this Work Placement/Experience and the arrangements between the Employer and the Department are fully understood, I should like to set out the following essential points:

THE JOB

1. The student will carry out meaningful work, as described in an agreed Job Description. The Employer will ensure that a responsible person will plan the work and the Student will receive appropriate induction, instructions and supervision during the period of the work experience.
2. The Student will not receive any payment for this work in accordance with the Department's Work Placement/Experience Policy. The Employer will/will not make a contribution directly to the Student towards the cost of meals and travelling. Details will be shown in the Job Description.
3. The Student will work the hours shown on the agreed Job Description.

HEALTH, SAFETY, WELFARE AND SECURITY

4. The Employer will ensure that the Student does not operate any hazardous machinery, or carry out work of an unsuitable nature, and that any protective clothing/equipment is supplied where necessary and instruction given on its use. The Employer undertakes to restrain any animal likely to cause harm to a student while undertaking work experience. The Employer recognises that a Student on work experience is regarded as an employee for the purposes of Health and Safety legislation and the associated duties of care.
5. The Employer recognises the need for Safeguarding risk assessments (both Health & Safety and Welfare) to be carried out for students before the placement and this will be conveyed to the parents/guardians by agreement.
6. The Student will be required by the Department to sign an Agreement stating that she/he:

- (i) Will not disclose any information confidential to the Employer;
- (ii) Will obey all safety, security and other instructions given by the Employer.

7. The Student’s parent or guardian will confirm that she/he is not suffering from any complaint (medical or other condition), which may cause a hazard either to the Student or those working with him/her. The school will advise the Employer of any known details concerning the Student, which may require special attention, such as a reasonable adjustment, to ensure a successful placement.

8. In case of absence, accident or sickness, the Employer will immediately notify the school whose telephone number will appear on paperwork and process any necessary reports. Appropriate welfare and first aid facilities will be provided.

INSURANCE

9. The Employer will arrange for Employer’s Liability (Compulsory) Insurance, Public Liability Insurance and vehicle insurance (where applicable), and will confirm that Students on work related learning schemes are covered by each policy.

10. The Employer will accept, or insure against liability for loss, damage of injury caused by the Student, whilst on work experience with the organisation, to the Employer’s property, other employees of third party, in the same way as for paid employees. The Employer should notify their insurer of Student participation in work experience.

DATA PROTECTION

11. The Employer gives permission for the appropriate education establishment to process Employer personal details for the purposes of work experience /placements in accordance with the Data Protection Act 2018 and associated legislation. Student’s personal details are confidential and should be safeguarded in accordance with the Data Protection Act 2018 and the Data Protection (Application of GDPR) Order 2018.

MONITORING

12. The Employer will permit access for monitoring purposes to representatives of the appropriate educational establishment.

STATUTORY OBLIGATIONS

13. The Employer will observe the relevant legislation and is reminded of his/her duty to disclose staff who are disqualified from working with children, where appropriate.

Please confirm that this Letter of Understanding is acceptable to you by signing below.

**Policy, Strategy and Governance
Department of Education, Sport and Culture**

I confirm that:

- (i) I have read this Letter of Understanding and all the points are acceptable to me.
- (ii) I have discussed Health and Safety matters and child protection with respect to possible work experience/ placements with the work experience organiser (Member of staff from the school/DESC Careers Team as appropriate)

Name (Block capitals).....

Position.....

Organisation.....

Address.....

..... Post Code.....

Telephone Number.....

Signature..... Date.....

Name of student(s) (if appropriate).....

Appendix 3a

Employer

KS 4 or 5 Student Work Placement Form

Type of placement (please circle)

Managed	Self
Block	Extended

Student details (BLOCK CAPITALS)			
Name:			
School:			
School contact name:			
School contact details: email:		tel:	
Company / Organisation details			
Company / Organisation name:			
Address:		Post code:	
Tel:			
Email address:			
Contact name:		Position:	
Contact telephone number / mobile:			
Company / Organisation has Employer and Public Liability insurance:			YES / NO
Insurance Company name:			
Policy No:		Expiry Date:	
To your knowledge have any members of staff been disqualified from working with children?		Yes	No
Are there service users/volunteers that work at/access your facilities?		Yes	No
To your knowledge is there any service users/volunteers on/or	Sex offenders register	Yes	No
	Rehabilitation programme	Yes	No

	Disqualified from working with children	Yes	No
Is an employer DBS check required (ie any placement over 10 days)? Yes/No			
Does the main supervisor of this young person have a current DBS check? Yes/No			
Any follow up action and date			
Placement details			
Job title:			
Main Supervisor of student:			
Brief description of key tasks activities (ie Job Description) or attached			
Start date:		Finish	
Working days and times / meal breaks:			
Employer agreement			
As a representative of the employer organisation I agree to this student undertaking work placement in accordance with the details above.			
Name:		Position:	
Signed:		Date:	

Employers Risk Assessment. This record is written from the information supplied by the representative of the placement provider. It indicates those risks which the representative considers to be significant, and the control measures that will be in place.

	Potential Risks (with brief guide to range of risks to assess)	Yes / No
1	Mechanical – (crushing; cutting; trapping; impact; friction)	
2	Electrical – (direct/indirect contact; other	
3	VDU - (lack of rest breaks; position; lack of wrist supports etc.)	
4	Lifting - (one person loads; mechanically supported loads; awkward loads)	
5	Handling - (repetitive movements; stressful working position)	
6	Falls - (working at heights; step ladders; inspection pits)	
7	Wet Surfaces - (sinks; equipment spillage)	
8	Hot Substances - (liquids; tea/coffee etc; solids; food)	
9	Hot Surfaces - (hot plates; pipes; heaters and boilers; other equipment)	
10	Fire - (flammable substances; unguarded equipment)	
11	Dust - (result of processes; mist; fumes)	
12	Chemicals - (cleaning materials; paint/thinners; petrol; office chemicals; toxic	
13	Sharp objects - (knives; tools; electrical; manual)	
14	Occupational Health Diseases	
15	Ventilation - (windows; vents) Lighting (fluorescent lights; lack of daylight etc.)	
16	Noise - (machinery; external eg. planes/traffic)	
17	Non Smoking Environment	
18	*Are there any known medical or other conditions of the student that could result in unnecessary health and safety or other risk?	
	*Details as appropriate:	
19.	Has a risk assessment for the young person in the workplace been completed by the organisation?	
20.	Are there any other Safeguarding considerations that need to be considered? (eg risks linked to Transport etc)	

Any Risks and Control Measures	Effect

**CONFIRMATION AND AGREEMENT
EMPLOYER**

I confirm that: - to the best of my knowledge and belief, the information given above is correct.
- I have read the attached Letter of Understanding and that all the points are acceptable to me.

As representative of the employer organisation I agree to the student named above working on our premises, and to abide by all legislation relating to Equality, Health and Safety and Child Welfare & Protection. I will arrange for my Employer's Liability Insurance to provide cover against accident and injury caused to the student by negligence of the employer or another employee and will accept or insure myself against liability for loss, damage or injury caused by the student in the same way as for other paid employees. My company / organisation has prepared a Risk Assessment and a safe system of work which covers all the tasks we expect this student to undertake. I confirm that the current Job Description is correct.

Employer signature _____ **Date** _____

Name _____

Resultant Risk Band:	(High / Medium / Low)
Signature of person assessing risk assessment on behalf of the school _____	
Name _____	Date _____

Data Protection

The above information is collected and used by the DESC and not shared with any third party. This information is collected under the public interest, further to the GDPR and LED Implementing Regulations 2018 Section 22 Safeguarding of children and of natural persons at risk (b) the natural person is — (i) aged under 18;. For queries on how your information is stored and why it is collected you can contact the Data Protection Officer at DPO-desc@gov.im or visit <https://www.gov.im/about-the-government/departments/education-sport-and-culture/privacy-notice/#accordion> for privacy policy.

Appendix 3b

Parent/Carer/Student

KS 4 or 5 Student Work Placement Form

Type of placement (please circle)

Managed	Self
Block	Extended

Student details (BLOCK CAPITALS)	
Name:	
School:	
School contact name:	
School contact details: email:	tel:
Company / Organisation details	
Company / Organisation name:	
Address:	Post code:
Tel:	
Email address:	
Contact name:	Position:
Contact telephone number / mobile:	
Placement details	
Job title:	
Main Supervisor of student:	
Description of key tasks/activities (ie Job Description) or attached	

Start date:	Finish
Working days and times / meal breaks:	

Any Safeguarding (Health & Safety/Welfare) Risks and Control Measures	Effect

PARENT / CARER with legal responsibility for the student

As parent / carer of the student named above I agree to them taking part in this Programme and undertake that they will observe the placement requirements. I confirm that any needs (including medical) that may affect them in the workplace have been disclosed to the school and understand that these will be used to inform any reasonable adjustments for this work placement.

Signature of Parent / Carer _____ **Date** _____

Name _____

STUDENT

I agree to take part in this work placement, and will adhere to the standards expected of me while at the place of work. I will follow the workplace health and safety procedures and any training that I am required to take. I will also report any concerns I have about my placement and health, safety or welfare to a senior member of staff at the organisation and my school. I will let my employer know if I am going to be late or absent. I will not disclose any information confidential to the employer.

Signature of Student _____ **Date** _____

Name _____

Data Protection

The above information is collected and used by the DESC and will not be shared with any third party. This information is collected under the public interest, further to the GDPR and LED Implementing Regulations 2018 Section 22 Safeguarding of children and of natural persons at risk (b) the natural person is — (i) aged under 18;. For queries on how your information is stored and why it is collected you can contact the Data Protection Officer at DPO-desc@gov.im or visit <https://www.gov.im/about-the-government/departments/education-sport-and-culture/privacy-notice/#accordion> for privacy policy.

Appendix 4

Guidelines to ensure the safety of students block work experience

These guidelines are provided to minimise the likelihood of an accident and ensure that schools exercise their duty of care to keep children and young people safe

- All block placements for KS4 students (14-16 year olds) will need to be visited, risk assessed and approved for use by an appropriately trained and competent person before they are used for the first time.

Placements will need to be visited thereafter on a cycle dependent on risk banding – every 12 months for potentially high risk placements, 24 months for potentially medium risk placements and 48 months for potentially low risk placements.

- Block placements for KS5 students should be appropriately risk assessed and any placements deemed potentially medium or high risk should be visited and approved for use by an appropriately trained and competent person before they are used for the first time.

Placements which are deemed low risk, for example a placement in an office setting that could be viewed as a comparative environment to a school could be risk assessed by the employer and a desk top review could then be undertaken by an appropriately trained and competent work experience organiser before they are used for the first time. Where a desk top review has been undertaken the placement should be visited by a member of school staff early on in the placement.

Placements will need to be visited thereafter on a cycle dependent on risk banding – every 12 months for potentially high-risk placements, 24 months for potentially medium risk placements and 48 months for potentially low risk placements.

- All employers must have Employer's and Public liability insurance in place for the period of the work experience.
- All Employers offering a block work experience placement of 10 days or longer for a KS4 student must provide a DBS check related to the appropriate supervision of this learner.
- Extended placements of longer than 10 days will require a more extensive level of pre-placement vetting and subsequent monitoring by the school. The level of school monitoring should be determined when the placement is set up.
- Placement providers must carry out a written assessment of the Safeguarding risks (both Health & Safety and Welfare risks) to which young employees, including learners on work experience will be exposed. (see Safeguarding risk assessment and consent form template).

In the case of employees under the age of 16 (including KS4 learners on work experience) the significant findings of this risk assessment must be made known to the child and their parent or carer before the start of the placement.

For students over the age of 16 this information should be shared with the young person themselves and their parent/carer.

Every work experience placement requires employers to induct the child or young person and this induction should include revisiting any Safeguarding (including Health & Safety) risks and mitigations.

- The learner on work experience is considered to be an employee of the placement provider, which puts legal responsibilities on both the provider and the learner. Given their youth and inexperience work experience participants may not always behave as a mature employee would. This point, and hence the need for effective supervision, should be made to the placement provider.
- All learners must receive Safeguarding guidance (Health & Safety and Welfare) as part of their preparation by the school for work experience.
- Provided that the school and Department have taken reasonable care in respect of their obligations, then once the placement has started the primary responsibility for Safeguarding (Health & Safety and Welfare) falls on to the employer. It is important that employers understand their responsibilities from the outset and schools should use the work experience letter of understanding to clarify the responsibilities of the employer when agreeing to host a student on a work experience placement.

Appendix 5

Extended Work Experience

Extended work experience may be offered to learners as part of a programme of work-related learning. These programmes may be designed to re-motivate those learners who have grown disillusioned with their current school curriculum offer or support learners following pre-vocational or vocational courses.

Extended work experience should form part of an overall programme of learning and should not be viewed as a panacea for tackling a lack of engagement with school.

The Department of Education, Sport and Culture needs to be satisfied that learners or schools do not 'abuse'; work experience by being away from school excessively and failing to adhere to the statutory duty around provision of schooling for children of compulsory school age.

Extended work experience should therefore be part of a planned programme of study with tangible outcomes. For those pupils where the extended placement does not link directly to the achievement of a vocational qualification learners are required to demonstrate the development of broad, transferable employability skills and some specific technical skills as appropriate to the age of the learner and the nature of the work experience place. Schools should ensure that children/young people on extended placements are able to evidence the development of these skills (eg through use of a STAR skills booklet, a learning portfolio, annotated CV or personal statement).

Principle elements of organising extended work experience

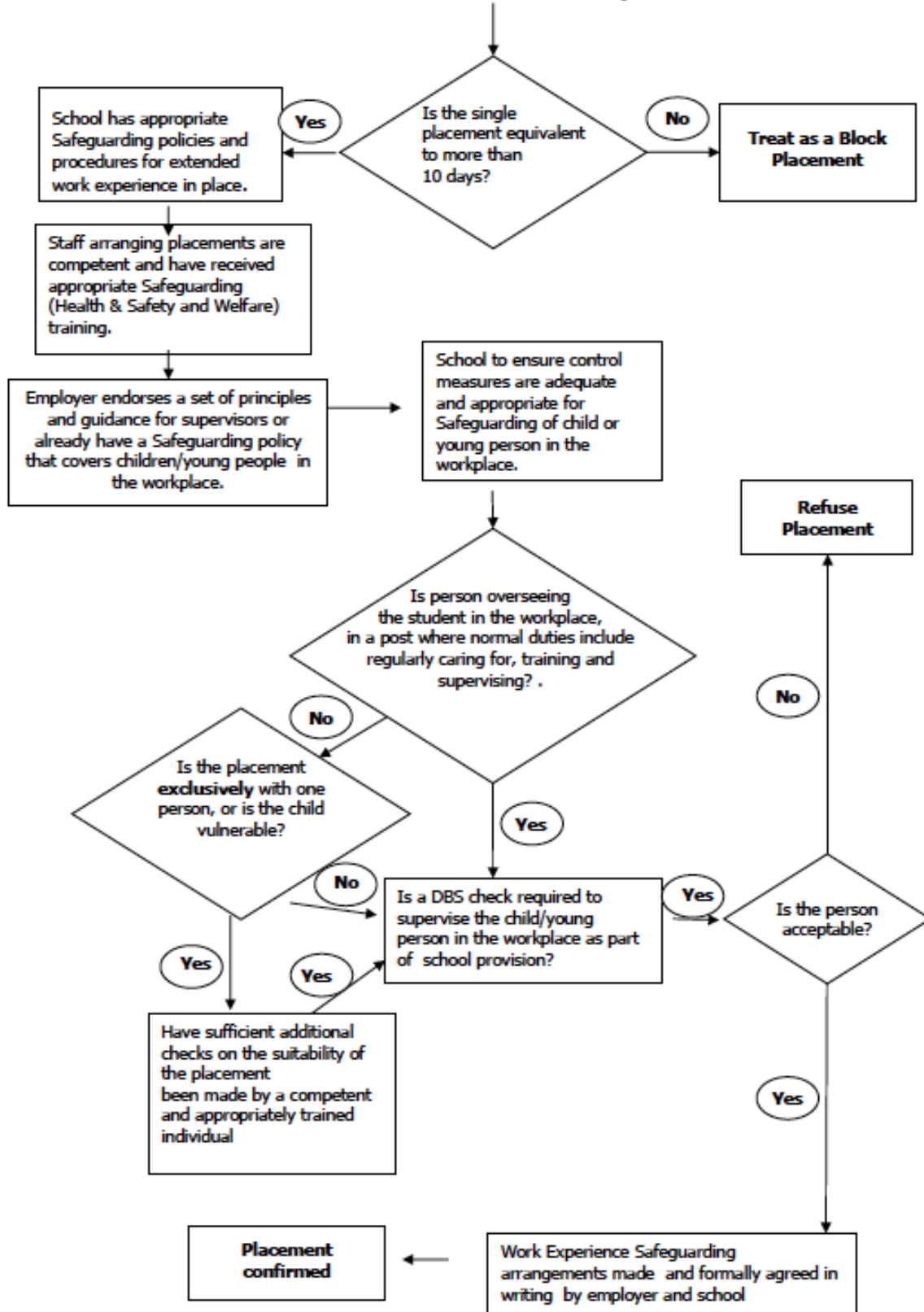
- Before approval of extended work experience can be given for a KS4 pupil (14-16 year old), details of the planned programme of study should be submitted to Policy, Strategy and Governance Division of the Department of Education and Sport and Culture for approval (Form D). In the case of an extended work experience placement being part of this provision, the school must adhere to the following in setting up and managing the work experience placement.
- Careers education and guidance should form the initial part of the planning of any extended work experience programme. The careers guidance will focus on opportunities to develop lifelong learning skills (Teamwork, Problem Solving, Communication, Ability to learn, Self-awareness and Resilience) and how these link to potential positive destinations (employment, training or further education) for the child/young person at the end of compulsory education.
- All Employers offering a block work experience placement of 10 days or longer for a KS4 pupil must provide a DBS check related to the appropriate supervision of this learner.
- KS5 students who undertake a placement in some settings (for example with children or vulnerable adults) may be required to undertake a DBS check as required by the employer hosting the work experience.

- All extended placements must be risk assessed and banded as low, medium or high risk prior to placement by a competent and suitably trained person to assess the suitability of the placement to ensure the health, safety and welfare of the child/young person and that their learning needs will be met.

For children under the age of 16 all extended placements must be visited by a competent and suitably trained person prior to the placement commencing and then visited regularly (at least half termly) by an appropriately trained and competent member of school staff. **Depending on the nature of the placement or the student's needs more frequent visits by school staff may be appropriate.** Any concerns about the suitability of a placement should be raised with the Headteacher of the school initially and the DESC Careers Adviser (Employer Link) should also be informed.

- For KS5 students all potentially high risk placements should be visited by the Careers Adviser (Employer link) or DESC Health and Safety Advisor prior to the placement being agreed by the school. Medium Risk placements should be graded with again the medium risk placement with the greatest element of risk associated with them being visited by the Careers Adviser (Employer Link) or DESC Health and Safety Adviser and other lower risk placements being managed by school through sharing of an employer risk assessment and an early teacher visit (within the first 3 weeks) once the placement commences.
- Communication between learner, employer partner, school and parents/carers at all stages is regarded as essential and should be led by the school. This will help to alleviate any problems that might arise as the programme progresses.
- A partnership agreement set out by the school should provide a written and structured programme of activity in the work place detailing arrangements of supervision, tasks to be performed during the placement and skills to be developed. A partnership agreement will formalise what has been agreed and agree contingencies should the programme start to break down.
- All placements must be visited at least once each half term by a competent person to re-check the job description against the risk assessment as the placement develops and note any changes in the workplace and agree any changes in the tasks undertaken by the learner. For some placements, depending on the needs of the learner and the nature of the placement, more frequent monitoring visits by the school will be required. These arrangements must be outlined by the school when the placement is set up.
- As part of this monitoring schools should review the learner's progress against the aims of the placement by discussion with the learner and their placement supervisor.
- All documentation relating work experience should be kept by the school in the student's school record and should include copies of agreement forms, placement checks, visits or notes made in case of audit or problems that surface after the programme has been completed.

Flowchart: Extended Work Experience



Example Administration Extended Work Placements

Parental consent and information for extended placements - Children – 14+ in KS4

Draft example of a method for monitoring the placement and keeping everyone informed during the life of the placement. The form could be easily monitored as the placement develops.

*Anyiom School
Market Street
Douglas
IOM 2ZY*

Dear Mr and Mrs R Williams

Regarding the modified timetable at Key Stage 4 for your son Jake Williams DOB 18/12/07

Please find following a summary of the arrangements we have agreed with you to start on Sept 4th 2022. The programme will run until July 22nd 2023 and the school contact person who will oversee the day-to-day arrangements and monitoring progress will be the Deputy Head teacher, Mr Ted Fish. Please check that you understand all the arrangements documented on this sheet and sign and date in the relevant places. If there is anything you do not understand please contact me at school.

The arrangements have been made in consultation with the following people:

- Jake Williams and parents Rob and Sonia Williams, Tel: xxxxxx, email: rswilliams@aol.com
- Deputy head teacher – Mr Ted Fish, Tel: xxxxxx, email: ted.fish@sch.im
- Employer – Vic Ryden, Quick Garage, Tel: xxxxxx, email: v.ryden@quickgarage.com
- DESC Careers Adviser (Employer Link) – H Hillier Tel: email:
- IOM Government Health and Safety Adviser – A Mooney Tel: email:
- Learning mentor – Barry Wood, Tel: xxxxxx, email: b.wood@aol.com

Summary of the Programme:

Days	Programme	Practical Arrangements	Responsible Person
Mon	Work experience on employers premises	At Quick Garage, Market Street Douglas, IOM 7ZX Placement organised and approved by Anyiom School ted.fish@sch.im Overalls and protective equipment will be provided by the employer. Daryl will receive a job description, induction programme including information about Health and Safety rules, use the DESC Skills Booklet and with their supervisor to record progress As the employer is associated with the Turbo Motor Vehicle Training Company he may also be entered for some NVQ units. Lunch will be provided by employer staying on site in canteen. The placement will only be used after risk assessments and contingencies have been reviewed by IOMG Health and Safety Adviser (DESC link)	Employer – Vic Ryden, Quick Garage Tel: xxxxxxxx Email: v.ryden@quickgarage.com
Tues	Ditto	Ditto	Ditto
Wed	Follows normal timetable	Periods 5 and 6 with Mr Smart supplementing missed English lessons	Mr Ted Fish
Thurs	Follows normal timetable	Progress meeting with Mr Barry Wood 9.00am – 9.30am.	Mr Ted Fish
Fri	Follows normal timetable	Opportunity to see Mrs Smith (Head of Year) period 3 on request.	Mr Ted Fish

General information

We have agreed:

- Jake will start his work placement with Quick Garage on the 19th December 2022.
- We have agreed that independent travelling will help Jake gain confidence and that he will use local bus services.
- We have agreed that he may leave the work experience providers premises at lunch times, as he would normally do at school.

Jake has agreed that he will:

- Attend the **full** programme each day of the week.
- Complete the skills booklet in consultation with his school and work based supervisors.
- Notify the school and the provider by 9am if he is ill or unable to attend his work placement for any reason.
- Keep to the rules for behaviour and safe working practices at all the sites he attends.
- Be liable to withdrawn from the programme if he does not comply with the above conditions.

This agreement will be revised on a termly basis on the following dates: and
.....

I have read and understood the programme and agree to the arrangements made.

Signed (Pupil)

Date

I/We have read and understood the programme arranged for my son/daughter and agree to the arrangements made.

Signed(Parent/carer)

Date

Parents Address:

.....
.....

Contact telephone numbers:

.....

Please return the signed form for the attention of Mr Ted Fish at the school address before the placement can begin.

Appendix 6

DBS Checks

There is an online eligibility checker that helps to determine if a DBS is required. Generally, any student placement over 10 days in total (so 20 afternoons for example) may require any employer who has regular contact (regulated activity) with a student to have a satisfactory DBS check. The online eligibility checker can be found here:

<https://www.gov.uk/find-out-dbs-check>

[DBS Checks Online](#) | [Criminal Record Check](#) | [Care Check](#)

A standard check is £18 and an enhanced DBS is £38. The online eligibility checker will determine which is required. The employer would have to apply as the DBS becomes their own document and the school organising the placement would need to check the DBS check.

The cost of a DBS check for an employer supporting a student's school provision through offering a work placement would need to be covered by the school arranging the placement.

If a student needs to have a DBS check themselves due to working with children or vulnerable adults as part of their course of study, again the school would need to cover this cost.

Appendix 7

7. Isle of Man Work Experience / Placements at Different Stages and Ages			Purpose of this experience of work
Key Stage/Age	Type of Experience of the workplace	Target group	
KS4 14-16 years old	Work placements and experience	<p>Universal Year 10 & 11 - Virtual work experience opportunities - eg Inspiring the Future events, employers contributions to School Careers education programmes, skills based learning opportunities in schools (eg Teamwork, Problem Solving, Communication etc),</p> <p>Year 10 and 11 – targeted groups</p> <p>Vulnerable on transition (modified timetable), Children – looked after etc)</p> <p>Teacher mediated employer input into specific lessons eg D&T</p>	<p>Virtual & other experience of the workplace, Employability skills exploration (link to ROA) & some careers exploration (although limited by age)</p> <p>Short term to longer term placements for targeted students based on support for positive destinations for post 16 transition of those who are potentially NEET. Experience of the workplace, Transversal skills exploration & some Careers Exploration (although limited by age).</p>
16 years + /Adult	Treasury (Job Centre)	Disability Employment Services Work placements subject to specific criteria for entitlement	Experience of the workplace, skills exploration & some careers exploration to support transition into employment
16 years + KS5/FE	Student Mentoring	Year 12 or 13 World of Work or UCM vocational courses	Transition support in moving into employment or progressing to higher education. Linked with JA programmes at KS5 in schools.
16 years + KS5/FE	Work experience /placement	Year 12 school 'World of Work' students (ie those planning on moving straight into the workforce at the end of KS5 studies)	Targeted transition support including experience of the workplace, Employability skills exploration & some Careers Exploration. The nature of this provision depends on school offer.
16 years + KS5/FE	Work placements	Students studying a vocational course at UCM or a School (for example Health & Social Care, IT & Administration)	Experience of the workplace, Transversal skills development and development of curriculum linked work portfolio which will include evidencing some vocational/ technical skills and competencies.
18 years + HE/Adult	Undergraduate work-based project Postgraduate research project	<p>Second Year UCM undergraduates (studying a range of subjects including: accountancy & finance, business management, marketing, event management)</p> <p>UCM Post Graduate Programmes (eg MA in Business Entrepreneurship)</p> <p>Longer work placement and research to support learning and completion of a dissertation.</p>	<p>Experience of involvement of a project in the workplace, Employability and Technical skills development & Careers Exploration. May be part of a talent pipeline for businesses.</p> <p>Experience of involvement of a project in the workplace, Employability and Vocational /Technical skills development & Careers Exploration. May be part of a talent pipeline for businesses.</p>
18 years + HE/Adult	DiE Internship	Post level 3 or Undergraduates or Year 2 undergraduates - STEP	Experience of involvement of a project in the workplace, Employability and Vocational/ Technical skills development & Careers Exploration; Talent pipeline for business