

## Work Experience Safeguarding

When a student is sent on work experience, the school will ensure that a named person is responsible for coordinating work experience. The school will work with Xperience, Education Bradford to ensure a health and safety inspection is carried out by a suitably trained, qualified and competent person.

Students are encouraged to make choices of a placement appropriate to their needs and ensuring the designated safeguarding lead is satisfied with the confirmed placement and environment of vulnerable students.

The school will prepare the student for the placement, ensuring the student attends a pre-placement interview and disclosing any medical/behavioural issues that the employer should be aware of.

If any students source a virtual work experience to work on employer tasks remotely, these will be monitored by school staff during the virtual work experience sessions. If conducted out of school, the parent and student must consider the suitability of their surroundings and clothing during any video correspondence. Beware of any background images that could be seen as inappropriate and/or may cause offence. Clothing should be conservative, not revealing, and with no offensive slogans. The employer should supply the student with their DSE Assessment to allow the student to implement this prior to the start of the Virtual Work Experience.

The Work Experience Coordinator should consider clinically vulnerable and/or BAME students prior to work placements taking place.

The school will support the student and placement provider during the placement by visiting or contacting the student during the placement to monitor attendance, behaviour and wellbeing. The school will provide an out-of-hours mobile telephone number to be available in the event of an emergency, ensuring this is also passed on to the parent/carer.

### **Responsibility for Child Protection**

Throughout any work placement, the responsibility for the young person remains with the school. If an employer has a concern about a young person on placement they should be advised to inform the School's Named Person as soon as possible.

Schools are responsible for visiting young people on placements. If a young person raises a safeguarding concern, or the person making the visit has a concern, they should inform the Designated Safeguarding Lead immediately.

### **Person posing a risk to children in the workplace**

Most employers will not know if any of their employees are schedule one offenders, and it would be unreasonable to ask an employer to police check their staff (where this isn't their normal practice) before offering work experience placements. However, if it should become known that an employee has a schedule one offence the placement should be terminated immediately.

It is the responsibility of that person to make sure they do not place the student with any employee who they know to be unsuitable.

Under 'The Criminal Justices and Court Services Act 2000' the employer is obliged in law NOT to allow a barred person to supervise anyone under 18 on work experience.

All safeguarding guidance should be considered carefully, in particular information in the DfE's *Keeping Children Safe in Education* document, which highlights issues around regulated activity of those unsupervised.

### **DBS checks for students**

There is no requirement for students to be DBS checked before going out on placement. Some placements though will only accept students who have had a DBS check. If this is the case, it is the school's responsibility to arrange for this check to be made. This can be arranged through the Local Authority for students over 16 only.