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Thank you for offering our Aylsham High School student a work experience placement.

They will be joining you from 17-21 July 2023 (5 days).

This booklet has been designed to give you all the information you need to ensure that you are ready to provide a work placement and that it's a positive experience for both you and the student(s).

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Key contact information

Aylsham High School contacts

School contact	Emma Durand, Work Experience Coordinator
Aylsham High School, Sir Williams Lane, Aylsham, Norwich, Norfolk, NR11 6AN	
School telephone	01263 733270 x 167
School mobile	07561 183877 (for work experience use only)
Email:	edurand@aylshamhigh.norfolk.sch.uk

Student's emergency contact details

We will provide you with emergency contact details for the student(s) in the separate briefing sheet.

Please can you ensure you confirm these details with the student. This is to make sure that you have emergency contact information, for example, in case the student is taken ill at work.

Safeguarding contacts

Designated Safeguarding Lead for AHS – Mrs Kathryn Garnham,
Deputy/Alternate Designated Safeguarding Leads: Mr Duncan Spalding, Mrs Carol Flatters,
Mr Phil Brockington, Mr Chris Bridge, Ms Karen Harris and Mrs Sara Dale.

For any safeguarding concerns, please call the school in the first instance – 01263 733270. If you are unable to get a quick response, please call Children's Advice and Duty Service (CADS) on 0344 800 8020. In an emergency, phone 999.

Student absence

If a student does not arrive to start their placement on Monday 17th July, or is absent on any other day, it is very important that you call Emma Durand on the above number to let us know. Thank you.

Insurance requirements

The Association of British Insurers, the British Insurance and Investment Brokers Association and Lloyds of London have agreed that students on work experience should be treated as employees for the purposes of work experience. Most employers will carry the appropriate insurances already, these are:

Employer's liability insurance

This will cover injury to any individual under your employment, including voluntary and temporary staff or work experience students. Employers are responsible for the health and safety of their employees while they are at work. If employees are injured at work or they become ill as a result of their employment, they might try to claim compensation from you. Employers' liability insurance ensures that you have at least a minimum level of insurance cover against any such claims and will enable you to meet the cost of compensation. You can be fined up to £2,500 a day if you do not hold an adequate policy. As a minimum, you must have in place insurance cover for at least £5 million. For more information about employer's liability insurance, please visit: <https://www.hse.gov.uk/pubns/hse40.PDF>

Employers liability insurance is mandatory under the Employers Liability (Compulsory Insurance) Act 1969. Without confirmation that you have this in place, we cannot authorise the work experience placement. Public liability insurance alone will not suffice.

Public liability insurance

This is a separate voluntary provision which will cover you for claims made against you by members of the public or other businesses, but not for claims by employees.

Self-employed placement providers

We understand that if you are self-employed, with no employees, you may not legally be required to have employers' liability insurance. In these instances, it is essential that you:

- **Contact your current insurer**
You should discuss your current insurance arrangements to confirm that you are covered for work experience. In most cases, you will be able to take out temporary employer's liability insurance for the week that you are hosting the placement, which should not be expensive.
- **Carry out your own risk assessment of the placement you are offering**
Please consider if there are everyday risks that will mostly be familiar to the student, or if the environment exposes the student to risks that may be less familiar. Please see more guidelines on risk assessments and health and safety on the following pages.

Travel and motor insurance

Ideally, students should not be travelling in cars or other vehicles during their placement, as this is an avoidable risk. Also, from a safeguarding perspective, a student should not be alone in car with an employer or other employee on a one-to-one basis. If this is a necessary part of the job, please phone Emma Durand to discuss. It is mandatory that you also ensure that the vehicle is insured for business use (and is not just covered under private insurance).

Health, safety and welfare

The following guidance will help you, and those responsible in your organisation, to ensure that young people on work experience have their health and safety protected while they are with you and that you are meeting your obligations and protecting yourself as an employer offering work experience.

Employer responsibility

While a student is on work experience the primary responsibility for their health and safety is with the placement provider (employer). In effect, the student becomes your employee for the time that they are with you. While hosting a student on work experience, you (the employer) are responsible for their health and safety, in the same way as you are responsible for all other employees, under the Health and Safety at Work Act (1974). However, it is the student's responsibility to act responsibly and follow instructions at all times.

We will ask you to provide evidence of your H&S policy. If you employ five or more employees, it is a statutory requirement that you have a written policy.

Risk assessment

It is essential that the school is satisfied that you have assessed the associated risks and have sufficient risk management arrangements in place. If you employ five or more people, it is essential that you have a written Risk Assessment in place and this should be relevant to young people who are at your workplace as apprentices or work experience students...

Full information about your obligations as an employer can be found on the Health and Safety Executive website: <https://www.hse.gov.uk/young-workers/index.htm>

Whenever young persons are at work, the tasks that they will be asked to undertake should have been risk assessed before they commence work. Please use your existing arrangements for assessing and managing risks to young persons. Avoid repeating your assessment of the risks if a new student is of a broadly similar level of maturity and understanding, and has no particular needs. If you do not currently employ a young person, have not done so in the last few years, or are taking on a work experience student for the first time, or one with particular needs, review your assessments before they start. We will inform you if there are additional needs regarding the student's physical or psychological capacity and any additional needs and you should take this into account.

Risk assessments should be appropriate and proportionate to the working environment:

- For placements in low risk environments, such as offices or shops, with everyday risks that will mostly be familiar to the student, your existing arrangements for other employees should be sufficient.
- For environments with risks less familiar to the student, such as light assembly or packing facilities, you will need to make arrangements to manage the risks. This should include an induction, supervision, site familiarisation and any protective equipment required.
- For a placement in a high risk environment, such as construction, agriculture and manufacturing, you will need to consider what work the student will be undertaking or observing, the risks involved in that work and how these are managed. You will need to satisfy yourself that the instruction, training and supervisory arrangements have been properly thought through and that they work in practice. Significant risks to the student

should be identified and notified to the parent/carer of the student. Any specific high risks should be identified to the school, who will notify parents of that risk.

You must consider whether the work the young person will do is beyond their physical or psychological capacity; taking into account:

- The layout of the workplace.
- The physical, biological and chemical agents they will be exposed to.
- How they will handle the equipment.
- How the work processes are organised.
- The extent of health and safety training needed.
- Risks from particular agents, processes or harmful exposure to substances including radiation.
- Risk due to extreme cold, heat, noise or vibration.

Induction, training and supervision

Prior to the placement, students will have an assembly to prepare them for health, safety and welfare matters. However, many young people are likely to be new to the workplace, and in some cases will face unfamiliar risks.

Young people are likely to need more supervision than adults. Good supervision will help you get a clear idea of the young person's capabilities and progress. You will need to consider how much training is necessary. Induction and training needs to be tailored to the tasks they are going to undertake. It is important to check that the young person has understood any instruction and training which will include the hazards and risks in the work place as well as the precautions put in place. Adequate levels of supervision should be provided throughout, bearing in mind the age, inexperience and any special needs the student may have.

Under the Management of Health and Safety at Work Regulations 1999, you have a responsibility to ensure that young people employed by you are not exposed to risks due to: lack of experience, being unaware of existing or potential risks or lack of maturity.

When the student arrives, you should give them an induction. This should make them aware of any risks associated with this placement, how they are controlled, and how to raise health and safety and any other concerns they may have. It should cover information about the company and who else works there and information about how to keep themselves and others safe in the workplace.

Please make sure their induction covers the following:

- ☐ They have been told about the work they will do.
- ☐ They know who they are working with and who their supervisor is.
- ☐ They have been told about health and safety in the workplace.

Their induction should also tell them:

- ☐ How to raise the alarm in the event that they discover a fire.

- ☐ Where the assembly point is, if the building is evacuated.
- ☐ Who their first aider is and how to report any accidents or hazards.

Parents and carers were asked on the parent/carers consent form to disclose any medical conditions which might affect the student on placement and they gave us permission to share this with the employer. This information will be sent separately by encrypted email. This is so that you can take this into account when allocating tasks to a student. Failure to do so could contribute to the injury of a student or other party at the workplace. This practice further contributes to the safeguarding of students while they are on placement.

List of prohibited equipment, machinery and environments

The following list indicates prohibited or restricted activities specified by law for young workers, because they are considered as high risk requiring special training. This list is not exhaustive, and you should always undertake a young person's risk assessment for all activities considered to be medium to high risk for the work experience student.

Students are not permitted to work with:

- Transmission machinery (shafts and belts)
- Dough breaks
- Bricks and tile presses
- Carding machinery
- Extruding machines
- Industrial laundry machines (including garment presses)
- Powered food mincers, mixers, extruding and all chopping and slicing machines
- Industrial guillotines
- Loose knife punches
- Powered presses
- Wire stitching machines
- Mounting or dressing abrading wheels
- Any process involving asbestos, lead or pathogens
- Electrical work 'at hazard' i.e. with exposed conductors and voltage exceeding 30V ac or 60V dc and the power ON
- Circular saws, band saws, planers, routers, moulding machines or similar power tools
- Using portable power tools especially chainsaws
- Work involving work place transport including driving any vehicle (including fork lift trucks, tractors, quad bikes etc.) or acting as banksman
- Industrial solvents and other chemicals or substances considered to be hazardous
- Highly corrosive strong acids and alkalis or chrome, nitro or amino processes
- Radioactive products or environments
- Operating cranes, hoists, winches or other lifting machinery or acting as signaller
- Any contact with lead, lead paints: glazes, varnishes etc.
- The application of pesticides unless qualified to FCPA standards

In addition to the above there are restrictions and prohibitions on young people under the age of 18 selling alcohol in public houses and working in betting offices under the age of 21.

Health and safety signs

Students have been advised that they need to understand and be aware of the following health and safety signs whilst at work.

As part of their induction, please make them aware of where these signs are located in the workplace and their purpose.

Safety Signs



Prohibition: Red. Prohibits behaviour likely to increase or cause danger. E.g. 'no access for unauthorised persons'



Mandatory: Blue. Prescribes specific behaviour. E.g. 'Eye protection must be worn'



Warning: Amber/yellow. Gives warning of a hazard or danger. E.g. 'Danger: electricity'



Emergency or First Aid: Green. Gives information on emergency exits, first aid or rescue facilities. E.g. 'Emergency exit'

Working hours

Hours of work should be restricted to: 8 hours a day and 40 hours a week. Night work is prohibited. (Between 10 pm and 6 am). If the working hours fall beyond usual office hours (9am to 5pm) or the student cannot be with you for the whole week (17th-21st July), this must be agreed with the student. Additionally, please notify Aylsham High School and the parent/carer.

If you have any concerns about your insurance position, or the potential health and safety of a student on placement, please phone Emma Durand to discuss – 01263 733270.

Safeguarding

Government statutory guidance on safeguarding in relation to work experience placements was introduced in April 2021 in 'Keeping Children Safe in Education'.

The following are requirements for work experience which will ensure that both the student and the employer are safe:

- Aylsham High School does not generally permit placements where one student is working with one adult, including for transportation/travel purposes. Students should not be on their own with one adult, and consideration needs to be taken in placements where there are less than five employees to the practicalities and arrangements to ensure this does not happen, if possible. If a student will be in this position, please phone Mrs Durand to discuss.
- All electronic communication in respect to this placement must be conducted via school and professional email addresses, or via parental contacts, not student's own email.
- Employers should avoid being in an enclosed room alone with a student. Always conduct interviews or one to one meetings in open public spaces, or have the door open.
- The location for all aspects of the programme should be agreed well in advance. Never change the location or job role at short notice or without consent.
- Placements should not include any area of work where direct physical contact is an element of the job.
- Employers should refrain from overfamiliarity and always maintain a professional barrier.
- If a student has not arrived within an hour of their agreed start time, it may be a safeguarding matter. In the first instance, please contact AHS to notify us that the student has not arrived. Tel 01263 733270.
- Students should not be placed unsupervised in environments where there is inappropriate or confidential material. Ensure students are well-briefed on confidentiality matters in the workplace – including use of social media and other online platforms.
- Students may disclose a safeguarding concern to a workplace supervisor or mentor. Examples of a disclosure could be one of physical, emotional or sexual abuse; family concerns including neglect, addiction, substance misuse; risk of radicalisation or exploitation. If any disclosure is made, please phone the Safeguarding Team at the school urgently.
- Be mindful of working hours and ensure regular breaks. 15 to 16-year-olds can only work a maximum of **35 hours a week**.

This list is not exhaustive and if you have any safeguarding concerns at all please telephone Mrs Kathryn Garnham our Designated Safeguarding Lead. During work experience week (17th-21st July) the safeguarding contact available in school is Mr Duncan Spalding, Head Teacher and one of our Designated Alternative Safeguarding Professionals, phone 01263 733270. If the student is at immediate risk, you must dial 999.

It is the employer's responsibility to share this guidance with anyone who may be supporting the students whilst they are on work experience with you.

Preparing for the placement

The student has been asked to contact you, at least a week before the placement starts, to confirm that you are still expecting them.

Students have also been asked to ensure that they know the following information. We would be most grateful if you could confirm this with them when they contact you:

What time do they have to arrive for work and finish work?	
Who do they report to when they arrive?	
Is there a dress code or uniform? If so, who will provide it and do they need to collect it in advance?	
What type of footwear is required?	
What are the lunch arrangements? Do they need to bring their own lunch with them? Or will they need any money to buy lunch?	
Do they need to bring anything else with them?	
Is there anything else they need to remember or prepare before starting the placement?	

If you do not hear from the student prior to the placement – please let Emma Durand know and we will follow up with the student.

Benefits of work experience

Benefits for the student

We hope that work experience will be a chance for the students to:

- ✓ Gain an insight into what the world of work is really like
- ✓ Learn about what they want to do in the future
- ✓ Discover more about a particular job or industry – ‘try out’ a job to see if they like it
- ✓ Develop some new skills
- ✓ Discover different jobs you hadn’t considered or didn’t know existed
- ✓ Understand employers’ expectations for employees
- ✓ Practice organising themselves and travelling to work on time

- ✓ Meet new people and learn about their career journeys
- ✓ Increase their awareness of their own skills and strengths and build confidence
- ✓ Understand how the subjects they study in school link to certain jobs
- ✓ Increase their motivation to do well in school
- ✓ Make contact with potential employers for part-time work or future apprenticeships
- ✓ Build useful experience for their CV
- ✓ Develop some valuable experience for college applications

Benefits for the employer

We also hope that it will be a positive experience for you:

- ✓ To raise the profile of your company in the community
- ✓ To help to develop a well-trained and motivated workforce for the future
- ✓ To develop the competencies and motivation of staff through their involvement
- ✓ To reinforce good health and safety practices
- ✓ Possibly to identify staff for part-time roles, apprenticeships or other opportunities within the organisation in the future

Employability skills

Students know that employers value people who are adaptable and who possess skills such as the ability to communicate well, work effectively as part of a team, solve problems and organise themselves. We hope that, all students will be able to develop some of the following **Employability Skills** through work experience.

Core Skills	Advanced Skills
Punctuality and attendance Personal presentation Politeness Listening and concentration Reliability and trustworthiness Communication with adults Ability to learn skills needed	Communication with wide range of colleagues and clients Team working Problem solving Creativity Ability to acquire advanced work related skills Self-directed working

School expectations for students during work experience

Here are basic expectations that we expect all students to adhere to whilst on placement. Overall, we expect all students to be flexible, professional, friendly and polite.

They have been asked to listen attentively and show that they are interested. We have suggested that, if tasked with a project, they should remember to clarify what they are being asked to do and when the deadline is, and to ask for help if they are unsure about any task.

Arrive on time and inform the employer by phone of any unexpected delays.	Dress appropriately and wear required footwear, protective clothing, and uniform if requested by the employer.
Let the employer and Mrs Durand know straight away if they are ill or are unable to attend the placement for any reason.	Understand that the placement may involve confidential and sensitive information which must be kept private.
Behave as an employee whilst on placement, conforming to all the workplace rules and instructions from their supervisor.	Remember that they are representing AHS, therefore they must be a good ambassador for the school and represent our core values at all times.
Complete a work experience journal during their placement to reflect on what they are learning.	Demonstrate commitment and a positive attitude.
Understand that all equipment, use of telephones, internet, etc. are for work purposes only.	Take responsibility for their own actions.
Act sensibly and safely, following health and safety rules.	Seek feedback from the employer at the end of the placement and thank them for the opportunity.
Respect the equality and difference of others.	Be polite to team members and customers.
Avoid being on their phone all the time!	Make the most of the opportunity to consider their future education and career paths.

If you feel that students are not meeting these expectations, please phone Emma Durand to discuss and/or mention it to the AHS staff member who visits you.

Work experience journal

Students have been asked to complete various tasks and a journal whilst they are on placement with you. We would appreciate it if you could support them with this, if possible.

Before joining you, they have been asked to consider what they hope to achieve from work experience, what skills they would like to improve and what knowledge they would like to gain.

Following is an example of the journal entry they have been asked to complete each day whilst on placement:

Monday 17th July 2023 – Day 1
Did you arrive on time and prepared?
Who did you meet and what were their role(s)?
What did you do?
What did you learn?
What did you enjoy?
Did anything surprise you?
What went well?
If you could change anything about today, what would it be?
How are you feeling about tomorrow?
Any other thoughts about today?

Student tasks:

Students have also been asked to complete the following activities throughout the placement:

- ✓ **Task 1:**
Ask a member of staff about their role. Find out one positive and one challenging part of their job.
- ✓ **Task 2:**
Speak to a manager. Find out the top 3 employability skills they would look for in a potential employee.
- ✓ **Task 4:**
Think of something you have found challenging this week. What could you do to tackle this challenge?
- ✓ **Task 5:**
Summarise how you feel about their work experience in five words.
- ✓ **Task 6:**
Find two members of staff, employed in different roles, and interview them to find out more about their responsibilities, daily challenges and skills required for that job.
- ✓ **Final task:**

Reflect on your overall experience:

- What was your biggest success of the week?
- What did you find most challenging?
- What did you enjoy the most?
- What skills did you practice this week?
- What will you do as a result of their placement? For example, you definitely want to work in this industry, work hard at school to get the qualifications you need, try and find a part time job etc.

Students have also been asked to write or email you after the placement to thank you for offering them this opportunity and for supporting them throughout the week.

Feedback and references

Visit from a member of AHS staff

During work experience week, you and the student will be visited by a member of staff from Aylsham High School. They will be keen to find out how it's going.

The staff member will phone you in advance to arrange a convenient time to visit.

During this visit, they will complete a questionnaire with you and the student to provide feedback on the placement and the student's experience.

Please do also take this opportunity to give us any suggestions for how we could manage the work experience process any better to support you as an employer.

Employer feedback

Through our careers platform, Unifrog, we will email you at the start of the placement to check in with you that the student has arrived and all is well. We will also ask you for a review at the end of the placement – to provide feedback for the student, and for us at Aylsham High School.

This feedback will be shared with the student and their form teacher. It will also inform our processes for managing the programme in future years.

**Thank you very much for
supporting our AHS work
experience programme
2023!**



Work Experience Contacts

www.aylshamhigh.com/workexperience

For any questions or concerns about work experience:

**Mrs Emma Durand, Careers Adviser
and Work Experience Coordinator
edurand@aylshamhigh.norfolk.sch.uk**

**Designated Alternative Safeguarding Professional
Head Teacher
Mr Duncan Spalding**

**01263 733270 x 167
Work Experience mobile 07561 183877**