



HOPEBRIGHT
S C H O O L

Work Experience Policy

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Work Experience Policy

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Work Experience Policy

Hopebright is committed to safeguarding and promoting the welfare of children and requires all staff to act in the best interests of our children at all times. This policy is in line with the Independent School Standards (Revised January 2015)

Introduction

In line with the Education Act 1996, we believe in providing children with learning opportunities which aim to equip them for adult life. Hopebright strives to introduce children to a range of teaching and learning opportunities, which offers them practical experience in many aspects of life. For many students, active learning is the key to motivation and has an impact on other aspects of their learning. Work experience is an integral part of our Key Stage 4 programme and offers students a valued opportunity to practice key skills and career management skills learned in other areas of the curriculum, within a safe environment. The programme allows a tailored approach to students' learning needs, and is personalised to each individual. The programme includes target setting and action planning as the norm and allows staff to link the experience to the aspirations and interests of each child. This approach ensures that students are able to transfer the skills they learn to the requirements of employers.

1. General/legal requirements

Health and safety is an important consideration for those organising placements for children away from the learning base. It is important that robust health and safety systems and procedures are in place to ensure the safety of children, employees and others, both prior to and during the placement.

The Health & Safety at Work etc. Act 1974 places a duty on employers, including learning providers to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its employees. Children on work placement are regarded in health and safety law as employees.

The Health and Safety (Training for Employment) Regulations 1990 states that anyone receiving relevant training (work experience provided as part of a training course or programme, or training for employment or both) should be treated as employees for the purposes of health and safety legislation.

Children on work placements must be provided with the same health, safety and welfare protection given to employees.

The regulations define a 'child' as someone who has not attained the age of 18. Certain types of employment are prohibited.

A child should not be expected to undertake any of the following activities unless specifically required as part of their training, and then only under close supervision:

- Work beyond their physical or psychological capabilities
- Work involving harmful exposure to radiation
- Work involving risks to health from noise, vibration, or extreme heat or cold
- Work involving harmful exposure to any agents which can chronically affect health, including those with toxic or carcinogenic effects, or those causing genetic damage or harm to an unborn child

2. Special needs

All children with special needs participate fully in our work experience programme. Their individual needs are taken into consideration when placements are allocated, and, where necessary, employers are informed of their specific needs and provision discussed between Hopebright staff and the employer.

3. Workplace health and safety check/inspection

A model checklist for employers/learning placements to complete has been produced reflecting the minimum standard required by Hopebright, which lists the questions that must be included to ensure that specific health and safety arrangements are in place prior to the child's placement.

See Appendix 1 (Child Work Placement Health and Safety Check /Inspection).

Use of a recognised vetting agency for placements, such as CWSP or WEXA discharges this responsibility. But Hopebright will still take an active role in ensuring the placement is suitable for specific children.

4. Risk assessment

The Management of Health and Safety at Work Regulations 1999 requires all employers to assess risks to all their employees, including children and to do what is reasonably practicable to control those risks. Children are seen as being particularly at risk because of a possible lack of awareness of existing or potential risks, immaturity and inexperience.

As a result, employers/learning providers are required to:

- Assess risks to children before they start work/placement
- Take into account their inexperience, physical and psychological immaturity, and lack of awareness of existing or potential risks
- Address specific factors in their risk assessment and introduce control measures to eliminate or reduce risks
- Provide information to parents/guardians/Hopebright on the results of the risk assessment and the control measures introduced
- Take account of the risk assessment in determining what the child shall or shall not be permitted to do on placement

There is a specific requirement to provide this information in writing for children under the age of 16. Risk assessments must be suitable and sufficient and recorded in an understandable format, addressing the issues described below.

A suitable and sufficient risk assessment must:

- Identify significant hazards
- Decide who might be harmed and how
- Evaluate risks in terms of severity and likelihood, and decide on appropriate precautions (including further controls if the residual risk is unacceptable)
- Record findings and implement them

- Review and update the assessment as and when there are significant changes

The level of detail in a risk assessment should be proportionate to the risk (e.g. more detail would be expected for a risk assessment carried out for a machine or workshop where there are significantly more hazards than say, a small office).

Risk assessments should be carried out by a competent person; somebody who has acquired through training, qualification and experience the knowledge and skills necessary for undertaking the task. If there is no competent person, expert help and advice must be sought.

5. Safeguarding

DBS checks are not a requirement for adults working with students for work experience. See Appendix 3 and 4 for further details.

With reference to those children who are sent to alternative providers of education for part of their timetable, those settings are asked to provide:

- A statement, written on the organisation's letterheaded paper, confirming that employees who have direct contact with students hold current DBS checks
- A copy of current risk assessments covering students working on their premises or, where applicable, satellite sites
- Evidence that suitable insurance is in place

Children must be informed during their preparation for work experience sessions that if they have any problems regarding their placement, they must contact Hopebright as soon as possible.

Any such problems must be recorded on the Work Experience Visit Form and followed-up, by the Work Experience Co-ordinator, within one working day.

Concerns about allegations of child abuse or safeguarding (including unacceptable risk) must be followed up and referred immediately to the Designated Safeguarding Lead in accordance with our 'Safeguarding and Child Protection Policy'.

6. Induction

A thorough process of induction is important in safeguarding the interests of children working away from the learning base. It is also important in safeguarding the interests of Hopebright.

The induction process must cover health and safety requirements, fire safety, duties, welfare arrangements, any prohibited areas or activities and layout of the workplace. The level and detail should be appropriate to the work and level of risks and also reflect the needs of the child.

A model induction checklist for children has been produced reflecting the minimum standard required by Hopebright which lists the questions that must be included. Additional questions specific to the learning placement may be added, as appropriate.

To ensure that the child has fully understood their induction and the duties, they must complete a child's Placement Induction with the Hopebright Work Experience Coordinator prior to commencing the placement (See Appendix 2).



7. Concerns

All work experience placements will be organised after discussion with parents/carers. If parents/carers have any concerns about any aspect of the work experience, they should discuss this in the first instance with the child's tutor. If the issue is not resolved parents/carers should contact Hopebright leadership in writing.



APPENDIX 1

Here is a clean, professional, policy-ready formatted version:

Child's Work Placement Health and Safety Check / Inspection

Employer Details

Employer Name:

Address:

Post Code: _____

Telephone/Fax No: _____

Email:

Nature of Business: _____

No. of Employees: _____

Contact Name: _____

Position: _____

Type of Work Offered:

Person Responsible for Health & Safety:

Insurance

Indicate type of insurance held and seen:

- Employer Liability
- Public Liability
- Combined Liability

Safeguarding & Child Protection

Question

Yes No Comments / Actions to be Taken

Does the company have child protection arrangements in place?

Health & Safety Policy

A written Health and Safety Policy is required if the company employs five or more people.

Date of Issue or Most Recent Revision: _____



Question

Yes No Comments / Actions to be Taken

Do you display the Health and Safety law poster or provide leaflets?

1. Hazards, Risks & Control Measures

(Requires evidence of written risk assessments where significant risks are identified)

Question

Yes No

Comments / Actions to be Taken

Are all significant risks to the health and safety of employees and learners assessed and recorded?

Are effective control measures/precautions in place as a result of risk assessments?

Are risk assessments reviewed following changes, accidents, or incidents?

2. Supervision & Training

Named Supervisor(s) of Child:

Name(s): _____

Question

Yes No

Comments / Actions to be Taken

Will the supervisor(s) be made aware of their H&S responsibilities towards the child?

Will any areas be out of bounds to the child? If yes, how will this be communicated?

3. Working Conditions

(Requires assessment and observation)

Question

Yes No Comments / Actions to be Taken

Is lighting, heating and ventilation satisfactory?

Are washing and toilet facilities satisfactory?

Is drinking water available?

What rest/eating facilities are provided?

Are premises maintained in line with safety and welfare standards?



4. Fire Precautions

Question	Yes	No	Comments / Actions to be Taken
Has a fire risk assessment been carried out or reviewed in the last year?	<input type="checkbox"/>	<input type="checkbox"/>	
Does fire safety appear to be managed appropriately?	<input type="checkbox"/>	<input type="checkbox"/>	
Will the child receive a fire safety induction on their first day?	<input type="checkbox"/>	<input type="checkbox"/>	

5. First Aid

Question	Yes	No	Comments / Actions to be Taken
Are there satisfactory arrangements in place for first aid?	<input type="checkbox"/>	<input type="checkbox"/>	

6. Accident Procedure & Near Miss

Question	Yes	No	Comments / Actions to be Taken
Is there a system in place to report accidents to HSE and Hopebright if required?	<input type="checkbox"/>	<input type="checkbox"/>	

7. Machinery & Equipment*

(Assessment required where applicable)

Question	Yes	No	Comments / Actions to be Taken
Is there a system to inspect, test and maintain equipment (e.g. PAT testing, ladder checks)?	<input type="checkbox"/>	<input type="checkbox"/>	
Will the child use high-risk tools/equipment (if supervised and trained)?	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, please specify: What tools, machinery or equipment are prohibited?			

8. Protective Clothing & Equipment (PPE)

Question	Yes	No	Comments / Actions to be Taken
Is protective clothing, footwear, and equipment provided?	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, specify / If not, what is required:			



Question	Yes	No	Comments / Actions to be Taken
Are adequate storage facilities available for PPE?	<input type="checkbox"/>	<input type="checkbox"/>	

9. General Placement Issues

Question	Yes	No	Comments / Actions to be Taken
Are offensive/inappropriate materials on view?	<input type="checkbox"/>	<input type="checkbox"/>	
Are staff aware of responsibilities regarding appropriate behaviour and conversations?	<input type="checkbox"/>	<input type="checkbox"/>	
Is access to sensitive information controlled while the child is on site?	<input type="checkbox"/>	<input type="checkbox"/>	

Summary of Comments and Actions Required

Check / Inspection Undertaken By

Name (Print): _____

Signature: _____

Position: _____

Date: _____

Employer Declaration

- I confirm that the information provided is correct to the best of my knowledge and agree to complete any outstanding actions prior to the placement start date.
- I agree to notify Hopebright/parents/carers of any absence.
- I agree to notify Hopebright/parents/carers of any accident/incident and report to the Health and Safety Executive where required.
- I agree that this information may be stored on the Hopebright database in accordance with the Data Protection Act.

Name (Print): _____

Signature: _____

Position: _____

Date: _____



Data Protection Act 1998

The data provided on this form will be used for the purposes of improving the work experience process in terms of learning, support, guidance, and health and safety. The data will be stored securely and only used for the purpose(s) originally intended.

APPENDIX 2

Here is a clean, properly structured and professionally formatted version:

Child's Placement Induction

To be completed by the learner prior to the start of the placement

Learner Name:

Placement Employer:

1. Supervision

My supervisor will be:

If he/she is not available, I should go to:

2. Working Hours

Start Time: _____ **Finish Time:** _____

My breaks may be flexible, but are likely to be around these times:

My lunch break will normally be at:

I understand that, if I am unable to attend my placement for any reason, I must telephone my placement as soon as possible on:

Telephone Number: _____

3. Main Duties

4. Jobs / Activities

5. Permissions Required

Activity	Who Will Give Permission
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

6. Workplace Hazards

What are the likely dangers/hazards in the workplace?

7. Control Measures

How have any likely dangers/hazards been controlled?

8. Welfare Facilities

Toilets:

Staff Room:

Kitchen:

Other Facilities (if any):

9. Fire Safety

What must you do if you discover a fire?

What are the workplace fire evacuation procedures?

10. Emergency Procedures

How do you contact the emergency services (e.g. police, fire, ambulance)?

Who must you tell if you have an accident?

Who should you tell if you become ill?

Who should you tell if you have any problems/concerns?

11. First Aid

What are the first aid arrangements?

12. Protective Equipment

What protective clothing or equipment will you need to wear for this placement?

Learner Agreement

I agree to always wear any protective safety clothing or equipment provided for my protection (if appropriate) and to follow all reasonable instructions given to me.

- If I am not wearing my safety clothing or equipment when asked, or
- If I fail to follow instruction and training

I understand that I will not be able to undertake activities at the placement and may be asked to return to Hopebright.

I also agree not to disclose any confidential information regarding the activities of the employer to any person outside the workplace.

Signature (Learner):

.....

13. Risk Assessment Confirmation

I have been given a copy of the risk assessment which has taken into account any disability, medical or other needs applicable to me. I have had the opportunity to discuss the risk assessment and understand its content.

Signature:

.....

14. Tools, Materials and Equipment

MUST NOT USE CAN USE (with supervision/training)

15. Faulty Equipment

What must you do if you find faulty equipment, tools, or materials?

Learner Responsibilities

- I understand that I need to be reliable and always do tasks to the best of my ability
 - I will try to show initiative and work well with other staff/employees
 - I understand that I must not leave the placement during working hours without permission
 - If I need to leave, I must gain permission from my parents/carers or Hopebright
 - If I have any concerns, I will speak to my supervisor first, but I understand I can also contact my Hopebright placement tutor/coordinator
 - I confirm I understand what is expected of me and the employer/workplace provider
-

Signatures

Learner:

..... Date:

Tutor:

..... Date:

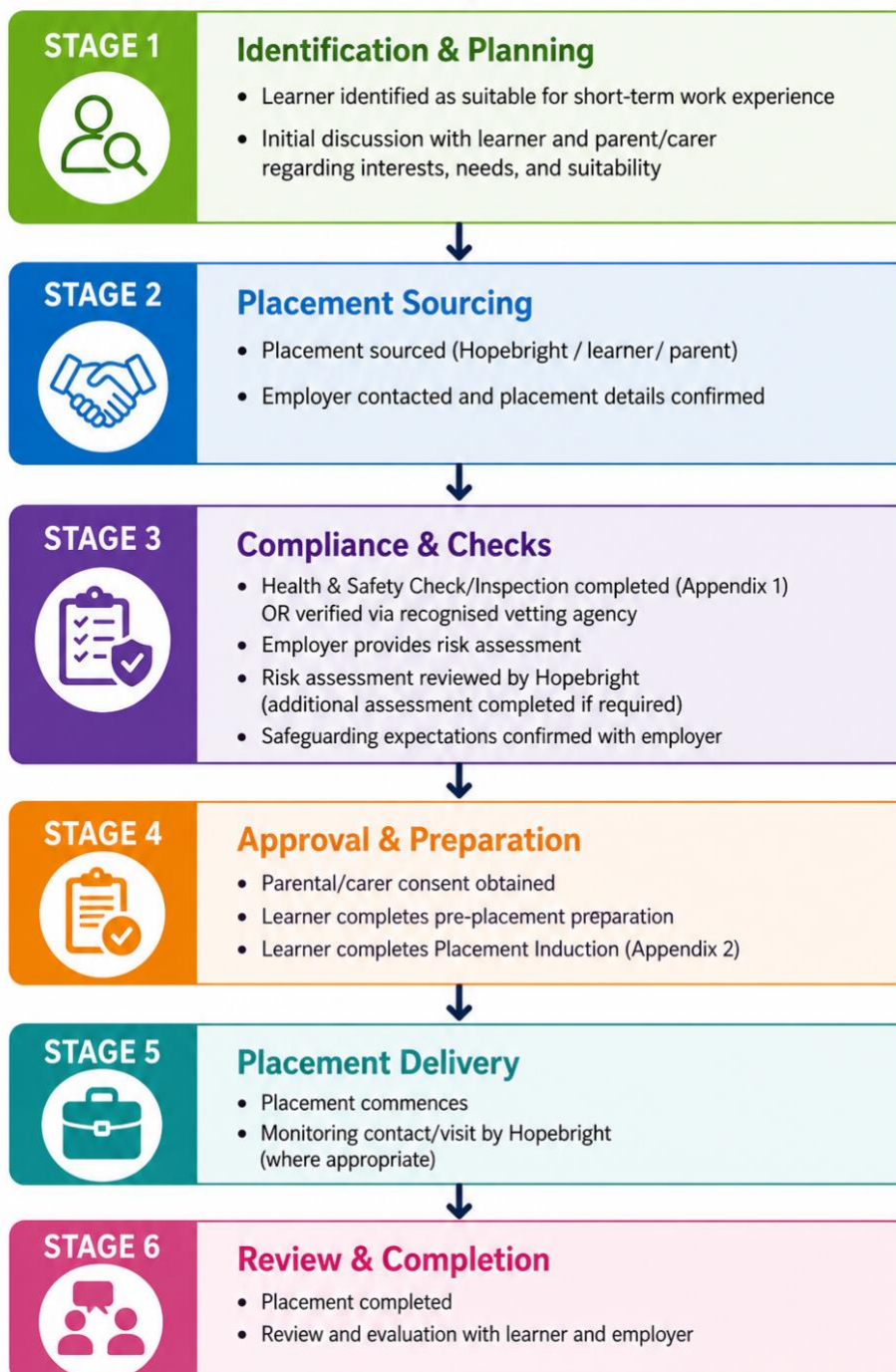
Supervisor:

..... Date:

Data Protection Act 1998

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Short Term Work Experience – Flow Chart



Long Term Extended Work Experience – Flow Chart 2

