

## Young People at work policy and procedure

---

### Forngett St. Peter CEVA Primary School – Work Experience Policy & Procedure

(adopted from NCC model policy by the GB in May 2014)

Reviewed date – March 2017

Next review March 2020

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### Contents

1. Introduction.....	2
2. Definitions.....	2
3. Specific roles .....	2
3.1 Placement providers .....	2
3.2 Education Establishments .....	3
3.3 Placement Organisers.....	3
3.4 Young People.....	4
3.5 Parents/Guardians .....	4
4. Child Employment .....	4
5. Risk Assessment .....	4
5.1 Specific hazards and Young People .....	4
5.2 Prohibited Activities.....	4
6. Supervision.....	5
7. Induction training for young people .....	5
8. Information for parents/guardians.....	5
9. Incident reporting.....	5

## Young People at work policy and procedure

---

### 1. Introduction

Young people could be present in Norfolk County Council workplaces either as employees, or as pupils on work placements. Additional precautions need to be taken by premises managers in these circumstances because young people may not be suitable for some of the work that is undertaken by adults or they may need extra supervision or information to carry out that work due to their inexperience or immaturity.

There are also certain work activities that young people are restricted from doing. These factors must be risk assessed when someone who is under 18 is employed, or where a premises acts as the host or location for a work placement for a child

Norfolk County Council (NCC) expects employees to adhere to this policy in line with NCC's obligations under equality legislation. Head Teachers must ensure that all reasonable adjustments or supportive measures are considered to allow equality of access and opportunity regardless of age, gender, ethnicity, sexual orientation, disability, faith or religion, gender identity, pregnancy or marital status.

### 2. Definitions

For the purpose of this policy and procedure:

Young Person	A 'young person' is someone who has not reached the age of 18.
Child	A 'child' is a person who is below Minimum School Leaving Age (MSLA). This will be 15 or 16 years old depending on when their birthday falls.
Placement Provider	Placement providers are organisations that take students on work placements.

### 3. Specific roles

#### 3.1 Placement providers

Placement providers must regard any student on a work placement as their employee, with the same health and safety entitlements and duties as any other employee. The general duties of placement providers are to:

- Assess the risks to young people before they start work
- Ensure that the risk assessment takes into account specific factors, including the young person's immaturity, inexperience and lack of awareness
- Introduce control measures to eliminate or minimise the risks
- Inform the young person about the significant risks to their health and safety and the control measures put in place
- Ensure that the parents/guardians of children are informed of the key findings of the risk assessment before the placement begins.

## Young People at work policy and procedure

---

### 3.2 Education Establishments

The Education (Work Experience) Act permits children in their last year of compulsory schooling to undertake work experience as part of their education.

In NCC schools, overall responsibility is placed on the Local Authority (LA). However, head teachers have the same operational role as other line managers in NCC to ensure that the County Council's policy and procedures for work placements are implemented.

Schools have a duty to take reasonably practicable steps to:

- Ensure the suitability of work experience or work-related learning placements taken up by their students
- Ensure that the placement organiser will make the necessary arrangements to check the suitability of placements, including arrangements for safeguarding
- Provide relevant information about individuals going on placements to the placement organiser (e.g. medical conditions, disabilities)
- Brief students prior to placements starting on their health and safety responsibilities and those of the employer while on placement
- Monitor students' health, safety and welfare while on placement and provide 'pastoral' support

See also guidance on Schools PeopleNet on Work Experience and Work-Related Learning where the roles of schools and placement organisers are detailed more fully.

### 3.3 Placement Organisers

Placement organisers may be schools or other organisations such as work based learning training providers. Placement organisers have a duty to take reasonably practicable steps to:

- Ensure that students are not placed in a working environment where there are significant risks to their health and safety by carrying out suitable pre-placement checks against recognised health and safety standards
- Provide relevant information to the placement provider about health conditions or any learning difficulties identified by the student or the school
- Ensure that the parents/guardians of children on work experience or work-related learning placements are informed of the findings of the young person risk assessment

Where a student attends a placement organised through a Further Education college the school and the FE College must have clear joint arrangements in place to fulfill the role of the placement organiser.

## Young People at work policy and procedure

---

### 3.4 Young People

Students participating in work experience or work-related learning programmes are regarded as the placement provider's employee for the purposes of health and safety. Therefore, the County Council has the same duties towards young people on work placements, as it does towards other employees.

### 3.5 Parents/Guardians

Parents/guardians have no responsibilities under health and safety law, but they can assist by providing relevant information about the young person's medical or behavioural condition to the school, placement organiser or placement provider as appropriate. They may also alert education establishments or placement organisers to any actual or potential health and safety problems in the placement that their children tell them about.

## 4. Child Employment

Very few children aged under 16 are employed in County Council premises, although some schools have employed children as cleaning staff. In these circumstances a permit must be obtained from the Children's Services Child Employment Team.

## 5. Risk Assessment

A risk assessment of the activities that a young person may undertake must be carried out before their employment or work placement period begins. The findings of the risk assessment may determine what activities the young person will be allowed to undertake and may even determine whether a work placement can go ahead at all. To assist in this process a 'Risk Assessment – Young People at Work' form is provided on PeopleNet.

### 5.1 Specific hazards and Young People

Please refer to the 'Guide to Specific Hazards to Young People' available on PeopleNet to identify specific risks to young people and the relevant actions that must be taken. This information should be used as part of the risk assessment to identify hazards that present an increased risk to young people.

### 5.2 Prohibited Activities

Young people are not allowed to undertake work that:

- Is beyond their physical or psychological capability.
- Involves exposure to agents that are toxic or carcinogenic, cause heritable genetic damage or harm to the unborn child, or can result in chronic effect on human health.
- Involves harmful exposure to radiation.
- Involves the risk of an accident that a young person would not recognise or avoid, because of a lack of safety awareness, experience or training.
- Involves a risk to health from; extreme cold or heat, noise, or vibration.

## Young People at work policy and procedure

---

### 6. Supervision

Peer pressure, reluctance to ask questions and a misunderstanding of the significance of a safe system of work can all lead to young and inexperienced people over-stretching themselves and having or causing accidents. Therefore, young people should generally be supervised at all times.

Young people should be introduced to their supervisor(s) as part of their induction process. Where a young person will have more than one supervisor (e.g. they are on work experience or work-related learning within different parts of a unit or section) a single person must be assigned to be in overall control of the young person.

### 7. Induction training for young people

The health and safety aspects of the NCC Employee Induction Checklist must be covered with all young people on their first day at work, regardless of the length of the work placement. In addition, Parts A and B of the young person risk assessment must be discussed with the young person as part of the induction process and a copy of the completed risk assessment provided to the young person.

### 8. Information for parents/guardians

Parents or guardians of children (i.e. those under MSLA) must be informed of the findings of the young person risk assessment. If they are on a work experience or work-related learning placement this can be done via the placement organiser - see paragraph 3.3 above.

### 9. Incident reporting

Normal NCC incident reporting procedures should be followed for all incidents involving young people, whether they are employed or on a work placement with NCC. However, if the young person was on a work placement, a copy of the completed Incident Report Form must also be sent to the relevant school.