



Finding Work Experience – Parents Guide

It is the responsibility of the student to find their work experience placement. Students will need to do some research and will need to think about the type of role they would like, and the type of organisation it will be in. Then they can ask parents, family and friends, for contacts or use Google to find local companies to approach. A direct introduction is best, so see if anyone known to the student can offer an introduction.

For more advice on how to secure a work experience placement please see the 'How to find a placement help sheet' [Careers Page](#)

If students are struggling to find a placement they can contact Mr Carney for support. It's best to do this well before the **2nd May 2022** deadline date.

Things to consider when sourcing a placement:

- Students (with support from parents) have responsibility for travel to a placement.
- Not all job roles are suitable for work experience so students may need to be more realistic in their choice.
- Work placements are to find out more about the world of work rather than a definitive career choice.
- Some sectors are very competitive.
- A few employers now offer virtual work experience rather than in-person work experience.
- Students cannot have work experience with people working from home (unless they are parents/carers of the student)
- If for any reason students do not get a placement (and we cannot help you source one either), the student will need to attend All Hallows for the week, where we will provide work related learning activities.

Parents and carers

There are very few work activities that a student cannot do due to health and safety law. If you are advised that a particular placement is not possible due to health and safety, you can question this by contacting [HSE's Myth Buster Challenge Panel](#).

Any employer must tell parents and carers if there are any significant workplace risks to a child (under 16) or young person (under 18) and how they are controlled. This can be done in whatever way is simplest and suitable, including a quick chat.

If your child has any medical or behavioural conditions, for example asthma, you should let All Hallows and the placement provider (who has the duties of an employer in law) know.

Useful Information

HOURS OF WORK

Students are treated as young workers when on work experience, so it is expected that:

- There is a maximum of an 8-hour day (not including breaks/travel)
- Students should not usually work before 7am or after 7pm
- Students are entitled to a rest break (of at least 30 minutes) after 4.5 hours worked
- Students should have a rest period of not less than 12 consecutive hours in each 24-hour period. We suggest that working hours are clearly agreed by the employer and student/parent in advance of the placement.

PAYMENT

Work experience is part of the school curriculum and employers should make no payment for work experience to students. Payment would cause issues with child employment law, however, employers may offer expenses for lunch and/or travel at their discretion.



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LUNCH ARRANGEMENTS

Students will follow the employers' usual lunchtime arrangements. If parents would prefer students not leave the employers premises at lunchtime, please contact the employer directly to notify them of this.

STUDENT ABSENCE

Parents must notify employers within 30 minutes of usual start time if a student is to be absent. You must also notify All Hallows of any absence, please call **01252 319211 option 2** If a student fails to appear after 30 minutes, employers are instructed to contact the school immediately.

REPORTING OF INCIDENTS/ACCIDENTS

Employers must contact the school immediately if a student is involved in an incident, and also the student's emergency contact if involved in an accident. Accidents must also be recorded in line with HSE guidance and a written report given to the school. In cases of accident or sickness, employers agree to take action and offer first aid facilities to students, or notify the emergency services if appropriate.

CONFIDENTIALITY

Student must hold in confidence any information about the employing organisation that they may obtain during work experience and such information may not be disclosed without employer's permission. Please be cautious of sharing information about work experience on social media. Negative comments should not be shared on social media and any issues encountered should be raised with school in the first instance.

HEALTH AND SAFETY

It's most likely employers will already have everything needed in place for health & safety and insurance to accommodate a work experience student. The key points are:

- Employers must meet current legal standards for health & safety at work.
- The employer have primary responsibility for the health and safety of the student on placement and should be managing any significant risks.
- Employer Liability Insurance must be in place.
- Employers must be given any student medical information to be considered for risks assessments directly by parents.
- Employers must share risk assessment information directly with parents prior to placement start date.

Further Information

Whilst the above information hopefully covers most people's queries, the information below may also be of some use.

Insurance -Employer Liability Insurance:

Under health and safety law, work experience students are employees and employers existing employers' liability insurance (ELI) policy will cover them on work placements. If an employer is a family business or sole trader, they may not have ELI. If a family business takes on an employee who is not closely related to the employer, or if a sole trader takes on an employee, then there is a requirement to have ELI in place for work experience to take place. **Placements cannot occur without it.**

Risk assessment:

If employers already employ young people or have taken work experience students before, they can simply use existing arrangements for risk assessments and management of risks to young people. If not, they must review/ update their risk assessment before the student starts. Employers need to explain to parents/carers of students what the significant risks are and what has been done to control them. This can be done in whatever way is simplest and most suitable, including verbally. Employers must also remember to share any Covid risk assessment details with students.



Induction, Instruction, Supervision:

Risks should be covered with the student in an induction on day one. This is an opportunity for the supervisor to go through risk assessment and other general health and safety information, including fire safety, first aid procedures, welfare facilities and use of Personal Protective Equipment . Other policies employers may have such as mobile phone use or confidentiality issues can also be covered at induction. Students should receive clear instruction and should be supervised by a competent named person, taking account of the age and lack of knowledge and experience of the student. The student should not operate machinery/carry out tasks unless adequate instruction and competent supervision can be provided for it to be used/done safely. However, with suitable training, instruction and supervision, and risks managed, students can carry out most tasks. Discussing what skills, the student already has when they make contact with the employer prior to the placement, will give employers a better idea of what students are already capable of and what tasks they can be allocated.

General Data Protection Regulations (GDPR):

Employers are required to meet current GDPR standards when handling student and parent data.

Safeguarding and Child Protection:

Employers are reminded of their role in safeguarding and child protection for work experience and the school's expectations of employers offering work experience placements are shared with employers.

Complaints and issues:

If you have any issues or concerns about any aspect of work experience across the year please contact Luke Carney, Careers Leader, in the first instance. Email: lcarney@allhallows.net or alternatively please contact Angela Denman, Administration Manager a.denman@allhallows.net



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