



Year 12 Work Shadowing Policy

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Introduction

Work shadowing is an important part of our Year 12 offer in developing well rounded young people who are prepared for life beyond their sixth form studies. The annual programme is developed in line with our careers programme, offering students important insights into the world of employment and adding value through developing employability, timekeeping and self-motivation skills as well as general personal development.

The work shadowing programme differs to a traditional work experience programme in that there is an expectation that students will shadow professionals to gain a good insight into their chosen profession. This has dual benefits: the employer is not expected to 'create' tasks for the student, rather assign a buddy or buddies who will model real life scenarios and create a realistic week-in-the-life experience, and the student is able to shadow all levels within the business, avoiding being allocated mundane tasks which are often assigned during work experience placements.

The shadowing placement lasts for either one or two weeks of the summer term, where possible, encompassing the same week as Year 6 transition activities.

Programme preparation

Year 12 students are introduced to the work shadowing programme through assemblies, the annual careers fair, sixth form lectures and tutor group sessions, each of which highlight:

- The opportunities and benefits of the programme
- Information about sourcing effective placements
- The importance of planning ahead
- Expectations of exemplary behaviour, reliability, attendance and punctuality throughout the placement
- Help and support available through the sixth form team
- The importance of feeling well supported throughout the programme and how to highlight concerns, including those of health, safety and safeguarding

Parents are given advance notice of the programme and are encouraged to support the student in finding a placement and getting the most from their experience.

Placements

The programme is available to all students in Year 12 and does not discriminate on any grounds. Students are encouraged to source their own placements but help and support is available through the sixth form team who keep a list of local employers who are known supporters of the programme.

When sourcing a placement, students are encouraged to seek experience relevant to their chosen career paths or particular skillsets. Students with additional need (e.g., SEND) are given appropriate support through the sixth form team and SENDCo, and where appropriate the sixth form team will liaise with the provider to make any specific and practicable arrangements.

If for any reason a student does not participate in the programme, arrangements will be made for a suitable alternative activities, including, for example, work shadowing in schools across the trust or attending educational trips which run during the programme week/s.

Programme management

The sixth form team approve each work placement once they are satisfied of suitability. It is expected that most placements will be sourced directly by the students, for example, through family / friend contacts or known providers however the sixth form team also maintains a bank of providers to aid student choice.

The work shadowing programme is managed in accordance with Health & Safety Executive (HSE) guidance to ensure that students are in a safe working environment throughout their placements.

The administration of the placements is completed through Unifrog.

There is a £30 cost to recover placements that are deleted on Unifrog. If a student deletes a placement that they wish to complete, they must pay the fee to recover the placement.

Health and safety and risk assessment

Please refer to:

DfE guidance: [16 to 19 study programmes: guidance \(2021 to 2022 academic year\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/16-to-19-study-programmes-guidance-2021-to-2022-academic-year)

HSE guidance: [Work experience \(hse.gov.uk\)](https://www.hse.gov.uk/workexperience/)

Under HSE guidance, schools do not need to complete their own health and safety checks ahead of placement commencement however the following considerations are taken into account when approving a work placement:

- Suitability of the role to the student's skills and abilities
- Any special circumstances regarding student need, e.g. SEN, and if so, what reasonable adjustments might be required
- The provider must have employer liability insurance. If for any reason they do not, for example if the provider is a voluntary organisation which only has Public Liability Insurance, they will need to obtain temporary Employer Liability Compulsory Insurance for the duration of the placement
- Confirmation that the provider has in place appropriate risk assessments for the activity / activities to be carried out as part of the placement (note: formal risk assessments may not be in place where the provider has less than 5 employees however the employer must be able to satisfy health and safety provision)
- Any additional risk assessments required given the lack of experience and young age of the student, noting however that the student is expected to be shadowing professionals rather than doing the work themselves

Under HSE guidance, health and safety checks should be in proportion to the situation. For example, low risk placements and providers that are well known to the school and have been

used reliably for many years may not need a full check of their activities provided that working practices have not significantly changed.

Under the Health and Safety (Training for Employment) Regulations 1990, work shadowing students attract the same rights as an employee to a safe and healthy working environment. As young people with no or very limited experience, the employer must ensure that students within their care are protected from all risks, particularly with regard to their age and inexperience.

Below is an extract from HSE guidance regarding proportional pre-placement checks. Whilst this refers to work experience rather than work shadowing, the importance of ensuring health and safety for all is equally important.

Do:

- remember that the placement provider (employer) has primary responsibility for the health and safety of the student and should be managing any significant risks
- take reasonable steps to satisfy yourself that they are doing this. For employers who are new to taking students on work experience, talk through what the student will do and any relevant precautions. It might be helpful to make a note of your conversation
- rely on past experience, or pooled experience, for example within the local authority area. You do not need to do it all again for a new student where an employer is known to you and has a good track record, and the student's needs are no different to those on past placements
- work with parents to ensure employers know in advance about students who might be at greater risk, for example due to health conditions or learning difficulties, so they can take these properly into account
- keep checks in proportion to the environment:
 - for a low-risk environment, such as an office or shop, **with everyday risks** that will mostly be familiar to the student, simply speaking with any new employer to confirm this should be enough. This can be part of the wider conversation on placement arrangements
 - for **environments with less familiar risks** (eg in light assembly or packing facilities), talk to the employer to find out what the student will be doing and confirm the employer has arrangements for managing risks. This will need to include induction, training, supervision, site familiarisation, and any protective equipment that might be needed
 - for a placement in a **higher-risk environment** such as construction, agriculture and manufacturing:
 - discuss with the employer what work the student will be doing or observing, the risks involved and how these are managed. Remember that although the placement might be in a higher-risk environment, the work the student is doing and the surroundings they are working in may not be, for example it could be in a separate office area
 - satisfy yourself that the instruction, training and supervisory arrangements have been properly thought through
 - check that the employer understands about the specific factors relevant to employing young people
 - check that students know how to raise any health and safety concerns

Don't:

- repeat the process for a new student, or visit unnecessarily, where an employer is known to you and has a good track record, and the student's needs are no different to those on past placements
- seek additional paperwork for assurance purposes, or seek to second-guess the employer's risk assessment or their risk control measures:
 - you are unlikely to have the knowledge to evaluate the assessment
 - this could give the false impression that you have 'approved' it
 - employers with fewer than five employees are not required to have a written assessment
- duplicate checks on employers. Schools and colleges using a third party to arrange placements should work with them to make sure employers are not requested to do things twice

Provider preparation

Providers can gain much from participating in the programme:

- Good public relations
- Evidence of community involvement
- Satisfy social enterprise and community outreach targets
- Build contacts for future employees and apprenticeship programmes
- Bring in a fresh pair of eyes to the workplace, encouraging new ideas and approaches

Providers should read the HSE guidance: [Placement providers \(hse.gov.uk\)](https://www.hse.gov.uk/placement-providers/)

Prior to starting the placement, students and the sixth form team should be made aware of the following:

- Employer placement lead name, job title, email address, phone number
- Company's sector and number of employees
- If the student will ever be with an adult without another adult being present?
- Overview of the placement
- Any specific health risks additional to a low-risk workplace
- Dress code
- If PPE or other special safety equipment is required
- Working hours
- Eating and refreshment arrangements
- Confirmation that the Employers' Liability Insurance policy covers work placements
- Insurance provider, policy number, expiry date
- Confirmation that the company has a written, up to date and appropriate Risk Assessment
- Confirmation that the company has a written, up to date and appropriate Health & Safety policy
- Confirmation that your company will abide by data protection and privacy law

All placement providers are expected to carry out workplace induction on day 1 of the placement, including risk assessment and appropriate health and safety training.

Risk assessments must take into account the student's potential inexperience, lack of awareness of risks and their stage of development.

Where it is appropriate to do so, relevant information (such as a care plan) may be sent to the provider to aid their work shadowing planning. The advice of the SENDCo and other relevant staff is key so that comprehensive information is provided to aid health and safety.

In some cases where the student will be observing within a higher risk environment or insufficient information has been provided by a new placement provider, independent advice may be sought through the external careers team.

Starting the placement

At the start of the placement, it is expected that the provider will perform an induction to cover:

- Expectations of punctuality, professionalism and behaviour
- A 'buddy' for the duration of the placement
- Health and safety training and notification of risk assessments
- How to report an accident
- Tour of the relevant areas of the business
- Full training on any equipment which the student may come into contact with during their placement, noting however that generally the expectations are that the placement is observational rather than physically carrying out tasks

Safeguarding

Under DfE guidance, "providers are no longer required to carry out enhanced Disclosure and Barring Service checks on employers or staff supervising young people aged 16 to 17 on work experience."

However:

"Young people intending to undertake work experience in the healthcare and education sectors will need to have an enhanced DBS before stating their placement. Providers will need to factor in these costs to the total programme cost and also plan for the time it takes to complete an application (up to 4 weeks)."

Even where a DBS is not required, reasonable supervision should be adopted at all times and is central to protecting both the student and the employer. Any safeguarding concerns from either the student or the employer must be raised with the school immediately.

The school will make additional safeguarding checks during the placement where the employer is a sole trader, shadowing a lone worker or where the student is deemed to be more vulnerable (e.g. because of SEN or other factor). This will be by at least one phone call or visit to check wellbeing and safeguarding.

During the placement

Since proportional checks are carried out in advance of the placement, it is the responsibility of the student and the employer to raise any concerns directly with the sixth form team during the placement. This can be done by calling 0161 624 1484 and asking for a member of the sixth form team. Where a student has additional needs, pre-placement visits or inter-placement checks may be carried out. The sixth form team also reserve the right to carry out spot checks during the programme.

Emergency contact details

Students and parents will provide Unifrog with emergency contact details of the student's parent/carer and this will be shared, by Unifrog, with the employer. The employer will also have school contact details in the case of an emergency.

Monitoring and Evaluation

Once a placement has come to an end, students and employers are asked to complete an evaluation. Students are guided through the evaluation process during Year 13 Transition Week.

Feedback received will be shared with the student / employer where appropriate and will be used to aid planning of future placements. As part of the feedback process, employers will be asked whether they are willing to be involved in future years' programmes.

Summary feedback is presented to the senior leadership team and local governance committee on an annual basis, providing summary analysis, key findings and learning points to improve future provision. Any necessary changes to policy will also be highlighted and actioned.

Cross references

- Safeguarding Policy
- Careers Policy

Appendix A: Risk assessment

Task/activity being risk assessed: Year 12 work shadowing programme				Assessment date: July 2022	Review date: Summer 2025		
Brief details of task / activity: Year 12 working offsite on pre-arranged work shadowing placements				Assessed by: J Tipler / L Wright			
What are the hazards and why? e.g. slip/trip hazards, electricity, manual handling, work equipment	Who might be harmed and how? e.g. staff, pupils' visitors etc bruises, muscle strain, fracture, etc	What are the existing control measures? <i>What is in place to reduce the level of risk? E.g. supervision, training,</i>	Risk Level <i>After control measures</i>	What further action is necessary? <i>Only if necessary, realistic and achievable</i>	Action by whom?	Action by when?	Completed
Insufficient health and safety measures at placement	Student	<p>Sixth form team carry out reasonable and practicable pre-placement checks in line with HSE guidance. This varies dependent upon prior knowledge of the employer and success / risks highlighted in any previous placements, therefore may include:</p> <ul style="list-style-type: none"> • Checks on significant changes to any working practices since the previous placement • Information around health and safety practices: <ul style="list-style-type: none"> ○ Employer Liability Insurance ○ Risk assessments are in place for all activities undertaken ○ Training to be given <p>Whilst it is not the school's responsibility to validate the employer's health and safety procedures, the placement approver (i.e. member of the sixth form team) must be satisfied that health and safety has been given sufficient gravity by the employer</p>	6	<p>Where appropriate, the sixth form team may carry out pre-placement visits to determine levels of risk and corresponding control measures</p> <p>Where appropriate, the sixth form team may commission independent advice (e.g. from the Local Authority or H&S Consultant) on the management of risk by the employer</p>	Sixth form team		
Safeguarding concerns arising	Student	<p>Students are given information prior to the placement about how to raise safeguarding concerns. These must be raised directly with the sixth form team by calling the school on 0161 624 1484 during office hours. Any concerns raised outside of office hours should be directed as appropriate as per the school website Safeguarding page (Safeguarding – The Blue Coat School (blue-coat.org))</p>	6	<p>Any concerns highlighted will be managed by the sixth form team and followed up accordingly under the terms of the school's Safeguarding Policy</p>			

Student is harmed during placement	Student	<p>Whilst it cannot negate all risks of work based placements, the school will take all reasonable and practicable steps to minimise and managed risks through the preparation process as defined in the Work Shadowing Policy.</p> <p>If a student is harmed during a placement, the employer must inform the student's emergency contact/s as soon as practicably possible</p>	4	<p>Any accident suffered as part of the placement will be followed up by the school. The employer will need to provide a record of the accident together with any ensuing remedial actions to prevent future recurrence</p>			
Student falls ill during placement	Student	<p>Should a student be too unwell to continue with their work placement, they must remain at home and follow the school's attendance policy. They must also ensure that the employer is aware.</p> <p>Should a student require medical assistance during a work placement, it is the responsibility of the employer to call emergency services and to keep the student's emergency contact/s updated as soon as practicably possible</p>	2				

Risk Matrix

SEVERITY OF THE HAZARD (How bad it could be)		LIKELIHOOD OF HARM (The chance it may occur)		SEVERITY					
				1	2	3	4	5	
LIKELIHOOD	5	Fatality	5	Almost certain	1	2	3	4	5
	4	Major injury, resulting in disability	4	Probable	2	4	6	8	10
	3	Injury requires doctor's or hospital attendance	3	Possible	3	6	9	12	15
	2	Minor injury, 1 st aid required	2	Possible (under unfortunate circumstances)	4	8	12	16	20
	1	Minor Injury, no 1 st aid required	1	Rare	5	10	15	20	25
Likelihood (L) x Severity (S) = RISK RATING									

Appendix B: Unifrog Student Initial Form

- School placement coordinator name
- Name of business / organisation
- Start and End dates
- Employer placement lead name and email address
- Placement address
- Is this the workplace where you'll be based throughout the placement?
- Will you live at home as normal during the placement?
- How will you travel to and from the placement?
- Do you have any special needs, illnesses or injuries that may affect your placement? (the answer to this question is kept confidential from the parent / guardian)
- Parent / guardian (who must also be your emergency contact) name and email address
- Do you agree to abide by confidentiality, safety, and absence rules?

Appendix C: Unifrog Employer Initial Form

- Employer placement lead name, job title, email address, phone number
- Company's sector and number of employees
- What languages do students need to be able to speak?
- Have you hosted a placement before?
- Will the student ever be with an adult without another adult being present?
- Overview of the placement
- Does the placement and its environment carry any specific health risks additional to a low risk workplace?
- Dress code
- Is PPE or other special safety equipment required?
- Working hours
- Eating and refreshment arrangements
- Confirm that your Employers' Liability Insurance policy covers work placements
- Insurance provider, policy number, expiry date
- Confirm that your company has a written, up to date and appropriate Risk Assessment
- Confirm that your company has a written, up to date and appropriate Health & Safety policy
- Confirm that your company will abide by data protection and privacy law

Appendix D: Unifrog Parent/Guardian Agreement

- Name, email address and phone number
- Does the student have any special needs, illnesses or injuries that may affect your placement? (the answer to this question is kept confidential from the student)
- Confirm you're aware that the placement provider will have primary responsibility for the health and safety of the student
- Agreement for the student to take part in the placement

Appendix E: Unifrog School Permission

- Name of school staff
- Permission for the placement to happen

Appendix F: Unifrog School Check-in

- Name of school staff
- Check-in type (phone, in person, email)
- Check-in date
- Check-in notes

Appendix G: Unifrog Employer Review Form

- Employer placement lead name
- Did the placement happen?
- Punctuality and reliability rating
- Overall attitude rating
- Communication rating
- Problem solving rating
- Teamwork rating
- Independence rating
- Strongest competency, and example
- What you think the student should work on
- Would you be happy to host another placement student

Appendix H: Unifrog Student Reflection

- One thing you learnt through doing the placement
- What you did during the placement of which you're most proud

- How doing the placement impacted on your plans for the future
- How likely is it that you would recommend this placement to a friend?