



Education Strategy Group

Darlington Alternative Education Framework

Quality Assurance

12. Work Experience and Health and Safety Protocol

Purpose

The purpose of this document is to ensure the health, safety and welfare of young people when they undertake work experience through their alternative provision. Work experience is to be viewed in the widest sense to encompass block or extended periods of work on employer's premises in addition to simulated work experience, relevant workplace visits, work shadowing, etc.

Alternative education providers will:

- Obtain home school agreement to proceed with the work experience placement
- Carry out health and safety checks to ensure working environments are of an acceptable standard. All checks are to be carried out by suitably qualified staff
- Inform employers of their responsibility for the health, safety and welfare of learners during placement
- Have systems in place to investigate accidents or incidents in accordance with health, safety and welfare assessment for work experience placements
- Ensure all employers hold employers liability and public liability insurance
- Carry out DBS checking where appropriate
- Provide all relevant information about special needs and medical conditions of the student which may impact on the health, safety, and welfare of the student in the placement, co-workers and the public to the work experience placement provider
- Notify parents of the specific arrangements for their child's placement and ensure that emergency contact details are in place with the work experience placement provider
- Monitor students while on their experience of work through visits and/or telephone contacts with both the workplace supervisor and the students to discuss achievements, challenges, and to resolve issues

(This protocol is one within a series of protocols and should not be considered in isolation. Protocols may be reviewed and are subject to change)