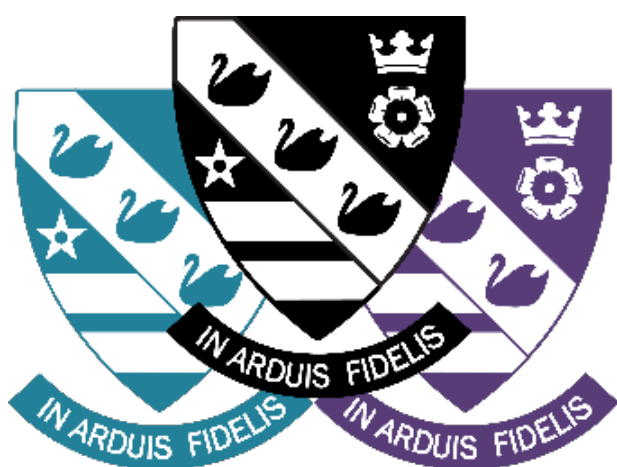


SELBY HIGH SCHOOL

SPECIALIST SCHOOL FOR THE ARTS AND SCIENCE



2026 Work Experience Procedure and Guidance

Ratified by the Board of Governors

Date April, 2026

Signed Andy Reed

Chairperson Andy Reed

Review Date: April, 2027

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for all

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Work Experience Policy Guidance, 2026

Year 10 Work Experience will take place during the final full week of the summer term. The programme will be launched early in October using the placements tool on Unifrog to support the programme. The launch will be conducted in Year 10 assemblies and students will be further supported during PD sessions until the agreed deadline. Detailed guidance will be provided for students, parents and carers and communicated via letter and the schools designated Work Experience tab on the Careers Portal. The expectations are for all students to take part in the programme; those who are not successful in securing a placement will follow a full program of activities in school.

From a legal perspective, students on placements are generally considered the same as normal employees, so they are covered by the employer's health and safety and insurance policies. The role of the school/college is to take reasonable steps to ensure that the employer is acting responsibly. Parents / guardians of students under 18 need to agree to the student going on a placement.

The placement provider (i.e. the employer) has primary responsibility for the health and safety of the student. The school's legal role is to take reasonable steps to satisfy themselves that the employer is acting responsibly. Young people on placements are considered like normal employees of the host, so a company's normal policies are sufficient. The employer needs to make sure that what they have in place is appropriate for the age of the people hosted on the placement. For example, the Risk Assessment and Health & Safety policy needs to take into account young people who might not be familiar with workplaces.

Unifrog Placements tool:

Selby High School uses the Unifrog Placements tool to arrange work experience placements.

The Unifrog placements tool supports schools to execute their legal duty to take reasonable steps to ensure that the employer will provide a safe placement.

The Unifrog placements tool is essentially a series of forms that lets schools check that the employer has the necessary insurance and policies in place. It also gives employers guidance to help them run a successful placement, and to make sure that their insurance and policies are all appropriate, and it makes it easy for a parent/guardian to agree to the placement.

Insurance

In the UK and in many other countries, students on work experience placements are treated as employees of the employer for the purposes of insurance. Because of this, to host work experience, most employers must have appropriate **Employer's Liability** Insurance.

The main thing to be careful of is whether the Employer's Liability insurance covers young people who are less familiar with workplaces. The employer should check their policy documentation to ensure that they are adequately covered; when in doubt, they should contact their insurer or the broker who arranged the policy. One other thing to note is that if the student will be working for

the employer for longer than 2 weeks, employers need to notify their insurer about the placement. Selby High School work experience placements are only 1 week in total.

Separately, the employer **may** have a **Public Liability** insurance policy, which is not a legal requirement to host work placements, and it will not cover students themselves when they are at the placement. Nonetheless, most Public Liability policies will cover any accidental injury or damage to third party property arising from the actions of the student on work experience, and many employers want to make sure that they are insured in this way. If this is the case they should check their Public Liability insurance policy document, and if they are in doubt, contact their insurer or the broker who arranged the policy.

In the UK these sorts of employers are **exempt** from needing Employers' Liability Insurance:

- Sole traders, and companies employing only their owner where that employee also owns 50% or more of the issued share capital in the company;
- Most public organisations including government departments and agencies, local authorities, police authorities and nationalised industries;
- Health service bodies, including National Health Service trusts, health authorities, primary care trusts and Scottish health boards;
- Some other organisations which are financed through public funds, such as passenger transport executives and magistrates' courts committees;
- Family businesses, i.e. if all of employees are closely related to the owner (as husband, wife, civil partner, father, mother, grandfather, grandmother, stepfather, stepmother, son, daughter, grandson, granddaughter, stepson, stepdaughter, brother, sister, half-brother or half-sister). However, this exemption does not apply to family businesses which are incorporated as limited companies.

On the Unifrog Placements tool, for an in-person placement:

- If the employer fits into one of the special categories above, the tool asks the Employer placement lead what insurance, if any, the employer does have in place.
- Otherwise, the tool asks employers to fill in the details for their Employers' Liability Insurance. If this will have expired before the end date of the placement (or a day after the start date if the placement is marked as 'ongoing'), then the Employer placement lead must commit to updating the insurance details before the start of the placement. The system also sends the employer a reminder email to update their insurance details on the day they've said that their insurance will expire.

Risk Assessment

In a Risk Assessment an employer must:

- Identify what in the business could cause injury or illness (the hazards);
- Decide how likely it is that someone could be harmed and how seriously (the risk);
- Explain how the employer minimises the hazards, and how they control the risks.

In the UK, companies with fewer than 5 employees don't legally need to have a **written** Risk Assessment, though it is the school's position that it's good practice to have one. Even though it doesn't legally need to be written down, the employer should still have gone through the process of assessing risks, and considering what steps to take to mitigate the identified risks.

It is wholly up to the employer to create a suitable Risk Assessment - they are the ones who are responsible for the wellbeing of their employees (including students on placements), and they are the ones who understand the risks encountered at their workplace. **It's not the role of the school, parent / guardian or student to 'sign off' on the Risk Assessment.** However, if the school feels that risks have not been properly assessed, a placement will not go ahead.

When an employer is hosting a young person on a placement, they should check that their Risk Assessment sufficiently takes into account having a young person on site, who might be less familiar with workplaces. This doesn't mean that the Risk Assessment needs to specifically mention young people, but there might be additional risks or actions that employers need to take to ensure that everyone at the workplace remains safe - and if so, employers should update their organisation's Risk Assessment.

How often should an employer review their Risk Assessment? There is no official rule on this and it is for each employer to decide what they think is sensible; for example, they might have a policy of reviewing it once a year, or when relevant circumstances change (e.g. moving into a new workplace).

The school recommends that the employer's Risk Assessment includes a simple table like this one, with a new row for each identified risks:

Hazard description	Who might be harmed and how?	What are you already doing to control the risks?	What action need to control the risks?	further do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?
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<i>E.g. Slips and trips</i>	<i>E.g. Staff and visitors may be injured if they trip over objects or slip on spillages.</i>	<i>E.g. All areas well lit, including stairs. No trailing leads or cables. Staff keep work areas clear.</i>	<i>E.g. housekeeping staff needed, e.g. on spills. Arrange for loose carpet tile on second floor to be repaired/replaced.</i>	<i>Better in kitchen on</i>	<i>E.g. All staff, supervisors to monitor</i>	<i>E.g. Immediately</i>
					<i>Manager to organise for carpet to be repaired.</i>	

On the Unifrog Placements tool if any of the below points apply for an in-person placement:

1. The employer has never hosted a placement before
2. The workplace represents above average risks
3. The student has said that they have special needs, illnesses or injuries that might affect the placement

Then the tool instructs the Employer placement lead that they must email a copy of their Risk Assessment to the School placement coordinator.

The School placement coordinator can choose to give permission for the placement to happen before receiving these documents.

Health & Safety policy

A Health & Safety policy explains how the employer manages health and safety in their business. It should lay out who does what, when and how.

A Risk Assessment forms part of a Health & Safety Policy, but the policy should cover other things as well, for example it should make clear who has overall responsibility for health and safety, and who has day-to-day responsibility for different things.

The employer **might** want to explicitly detail how health and safety will be managed on work experience placements, for example laying down the rules of what a student can do during a placement, explaining who will be responsible for them from a health and safety perspective, and covering logistics like the policy of doing a health and safety briefing with students on their first day.

Just like with Risk Assessments, it is wholly up to the employer to write a suitable Health & Safety policy - they are the ones who are responsible for the wellbeing of their employees (including

students on placements), and they are the ones who understand the risks encountered at their workplace. It's not the role of the school, parent/guardian or student to 'sign off' on the policy.

In the UK companies with fewer than 5 employees don't legally need to have a written Health & Safety policy, but it's good practice to have one. And even though it doesn't legally need to be written down, the employer should still have gone through the process of creating a Health & Safety policy, including making clear who does what, when, and how when it comes to health and safety.

On the Unifrog Placements tool if any of the below points apply for an in-person placement:

1. The employer has never hosted a placement before
2. The workplace represents above average risks
3. The student has said that they have special needs, illnesses or injuries that might affect the placement

Then just like for Risk Assessments, the tool instructs the Employer placement lead that they must email a copy of their Risk Assessment to the School placement coordinator.

The School placement coordinator can give permission for the placement to happen before receiving these documents.

Safeguarding

In the context of work placements, 'safeguarding' means keeping young people safe from physical, emotional or sexual abuse during the placement, and also for the employer to follow best practice in flagging concerns they might have that a young person is being abused, or is at risk of being abused.

The school will give the employer information about how safeguarding concerns should be dealt with during the period of the placement, including sharing with the employer the contact details of the designated safeguarding person. This information is given to employers via the Placements tool on the Employer initial form.

The following points represent safeguarding best practice during placements:

- The Employer placement lead (and whoever else is directly interacting with the young person on the placement) should be mature in their attitudes and able to establish good professional relationships with young people;
- Physical contact should be avoided where possible, with the understanding that sometimes it is unavoidable, for example when it is necessary to show someone how to operate machinery;
- If a student doesn't show up to their placement, or they have an accident during the placement, or the student commits a significant act of indiscipline, employers must let the School placement coordinator know right away;
- If a young person confides to an adult personal information that gives rise to concern for the young person's safety or the safety of others, the adult should:
 - Be open to listening and be non-judgemental;

- Not promise to keep anything secret;
- Write down what the young person said in as much detail as they can, and as soon as possible pass on the information to the School placement coordinator.

On the Unifrog Placements tool, the employer placement lead is shown the school's safeguarding policy, including how to raise a safeguarding concern with the school

Prior to the placement all students will also receive a card with all contact details. There is also a clear expectation for students to contact the employer and make arrangements to meet with them prior to the placement.

When does an employer hosting a placement need to have a criminal records check (e.g. a DBS check)?

In the UK:

- The statutory guidance says that if the person working with the young person is unsupervised, and in frequent contact with the child, then the school 'could' ask the employer providing the work experience to ensure that the person providing the instruction or training is not a barred person. In some circumstances the school could ask for a DBS check to be done.
- At the same time, under UK law, a school or college is not allowed to request that an employer obtains an enhanced DBS check with children's barred list information for staff supervising children aged 16 to 17 on work experience.

On the Unifrog Placements tool:

- We advise the employer that it's not a good idea for the person working with the young person to be alone with the young person.
- If the adult and the young person are going to be unsupervised:
 - We flag this to the school and the Parent/Guardian
 - We ask the employer to confirm that they can ensure that the adult is not barred from working with children.

The form can be seen below:

* Is the student likely to ever be with only one adult, without another adult present?	Yes It's best practice to avoid this ever happening. If you think it's unavoidable, we will show this to the parent and the school coordinator so that they can take it into consideration when giving their agreement.
* Can you ensure that the relevant adult(s) is not barred from working with children?	---- select ---- This normally means via an up to date security check, for example the UK's enhanced DBS check including the children's barred list.

If the school has any concerns about the supervision of a student during a work experience placement, then the placement will not be allowed to go ahead.

When does a student need to have a criminal records check (e.g. a DBS check)?

If a student is going to be doing a placement:

- Working with people under the age of 16, or who are otherwise particularly vulnerable
- Significantly without supervision by an adult who has had a criminal records check
- For an extended period of time (i.e. longer than 2 weeks)

Then the employer **may** require the young person to have a criminal records check - it is at the employer's discretion.

It's best practice to make the whole placement process as straightforward as possible, so employers shouldn't require a student to undergo a criminal records check (which can take a lot of effort and some expense) **unless it's really necessary**.

On the Unifrog Placements tool we give the employer the ability to require that the student does a check, including specifying what check needs to be done, and how.

GDPR and related data protection law

In most countries data protection and privacy laws are very detailed, but common themes are that:

- Data must be held securely;
- You should only use and store the minimum amount of data necessary;
- Only people who really need to see the data should be able to see it;
- The data subject should always give permission for their data to be used and stored;
- The data subject should be able to take away their permission when they wish to.

To host a placement via Unifrog employers must abide by the relevant data protection and privacy laws in place in the placement country. You can research these on the relevant official websites, for example ICO in the UK.

On the Unifrog Placements tool, the Employer placement lead must agree to abide by the data protection law in place in the country where the placement is taking place.

When a family member hosts a student for a placement

If a student is on a work placement with a family member (e.g. a parent / guardian), and the placement is part of a school's programme, or is directly encouraged by the school, then the school **still has the same duty of care that they would if the student were doing a placement with anyone else**. The duty of care is to take reasonable steps to satisfy themselves that the host is acting responsibly - i.e. that the host has the appropriate insurance, Health & Safety policy and Risk Assessment in place.

The placement will be run through the Unifrog tool as normal.

Family members hosting placements:

- **Employer's Liability Insurance.** Sometimes people think that if a family member is hosting a placement, there's no need for the employer to have Employers' Liability Insurance. It's

true that in the UK, family businesses where *all the employees* are closely related don't need ELI - however, firstly this exemption does not apply to family businesses which are incorporated as limited companies, and secondly almost any other sort of company does need to have ELI, even if the host is a family member of the student.

- **Health & Safety policy, Risk Assessment, Safeguarding.** For these things, when a family member hosts a placement, there are no differences from any other type of placement, including when the placement is at a family business.
- If the placement is happening **totally separate** to the school (e.g. during a holiday, entirely separately from the school) then staff at the school do not have their normal duty of care to satisfy themselves that the employer is acting responsibly. Any work experience placement that is not totally separate from the school should be run through the normal administrative processes.

The Placements / Work experience journal

Prior to the start of W/Ex all students will have access to the journal via Unifrog. In the journal students will record the basic details such as, what they need to wear, and they will also work through Locker so they can refer back to it later. Reflection will take place, back in school in the Autumn term of year 11.

Student Expectations

Students will have had assembly presentations with regards to safeguarding, absence during placement and any issues that may arise and who to contact within school. Students should make contact with the employer in the weeks leading up to the placement start date. Students will be expected to be dressed appropriately, punctual, well behaved, adhere to the risk assessment, embrace the experience and complete the full week.

Students with SEND

The school will make every effort to ensure that students with special education needs and disabilities are able to take part in work experience placements. The SENCO will work closely with the Director, Work Related Learning to ensure that any necessary reasonable adjustments are put in place. Employers will be aware of students' specific needs via the Unifrog placement form and will be contacted prior to the placement to ensure all is in place.

Monitoring

In school we will ensure that any absences are recorded, make regular contact with identified vulnerable students, make visits where possible, but at least make a phone call at least once during the experience and speak to the student as well as the employer. If issues arise that would require students to be removed from placement or if they are unwilling to attend, then they will be in school for the remainder of the week.

