

Work Experience Placement Policy

January 2026



Introduction

This policy provides a framework to ensure that students who take part in work experience as part of their Alternative Learning Education Provision at RedEverywhere access placements that are carefully managed and monitored, and which provide a safe environment. This includes the organisation of the placement as well as the Health and Safety including all safeguarding requirements of all work experience programmes.

RedEverywhere will ensure that:

Health and Safety checks are carried out before allowing work experience to take place.

An appropriate process for organising work experience placements is implemented, including the use of external bodies, where appropriate.□

Liaise with the work experience placement providers to ensure that they have identified relevant control measures that will be applied during any placement to guard against such risks.

Employer

Under the Management of Health and Safety at Work Regulations 1999, an employer has a responsibility to ensure that young people employed by them are not exposed to risk due to:

Lack of Experience

Being unaware of existing or potential risks and/or□

- Lack of maturity

An Employer Must Consider:

The layout of the workplace□

The physical, biological, and chemical agents they will be exposed to□

How they will handle work equipment.□

How the work and processes are organised.□

The extent of Health and Safety training needed.□

Risks and assessment of processes and workflows.□

Parents/Carers

RedEverywhere is only able to provide information regarding additional educational needs when these are supplied by parents/caregivers. It is therefore the responsibility of parents/caregivers to ensure that details regarding additional educational needs are provided to RedEverywhere as soon as they arise.

Parents/caregivers should support students on work experience placements, especially in regard to providing transport or meeting transport costs. Out-of-area placements may incur a cost for the Health and Safety check that would need to be carried out by that area which will need to be discussed and agreed with Redeverywhere.

Students

Students are expected to take reasonable care of their health and safety or that of other people who may be affected by their actions throughout their placement.

Students are expected to cooperate fully with their employer and behave in a manner befitting their workplace, as representatives of RedEverywhere and their home School.

RedEverywhere arranged Work Experience

Parents/caregivers will be provided with all relevant information regarding the work experience placement via communication by letter or text and through student information. Before embarking upon the arranged work experience, we will ensure:

Students are provided with any relevant information about the employer and the site conditions that may affect their health and safety.

Students have received health and safety instructions and about any risks that they are likely to be exposed to in the course of their placement.

Students are provided with details of a RedEverywhere and School contact who they can contact should they encounter any problems or concerns during their work experience.

**** No placements will be allowed to go ahead without Employers Liability Insurance.**

Health and Safety

Throughout the placement RedEverywhere always retains a **'Duty of Care'**, and will ensure:-

Students are not placed in a working environment where there are significant risks to their health and safety.

Placements are vetted, following health and safety procurement standards.□

Risk assessments from prospective employers are checked.□

Systems are in place to ensure health, safety, and welfare, as far as reasonably practicable, of placements, i.e., health and safety policy, risk assessments, communications, and consents.

Students are always supervised by competent people whilst on work experience.

Specific activities that students undertake on a work placement take account of any restrictions and prohibited work aligned to age.

Employers are provided with relevant information about students, for example, their health and factors that might affect their ability to understand and respond to information and instructions about health and safety at work e.g., learning disabilities or language problems.

Safeguarding

Our '**Duty of Care**' extends to all students, including those who undertake work experience.

To assist in this, RedEverywhere will:

Ensure that employers or training providers hosting our students endorse the safeguarding policy.

Identify actions to be taken, when and by whom, if any child protection issues are raised before, during or after the placement.

RedEverywhere will provide students with clear advice and a point of contact at the school in case of any problems or issues whilst on work experience.

Redeverywhere will consider any potential risks to students to see if any additional safeguards are needed in the case of:

Any vulnerable student, e.g. special needs, or immaturity, is known to have experienced abuse or neglect, or substance misuse.

Any student who is likely to be alone with an adult as part of the work placement, e.g., sole trader, self-employed person working from home

DBS Requirements

DBS clearance forms are not required for work experience by the student or the employer as no student is to be left on their own or unsupervised at any time whilst on placement. **This is the responsibility of the employer to ensure trained, responsible members of staff are always providing mentoring and supervision for the period of the placement.**

For those students who are identified as vulnerable due to special educational needs/behavioral issues; they will be mentored at the placement by a qualified member of staff from RedEverywhere according to their individual needs. The employer will be made aware of this before commencing placement.

Placement Briefing

All Students will be made aware of;-

Health & safety and their responsibility in the workplace☐

What to do if unable to attend or if ill

Operational requirement in certain situations ('What if ?' Scenarios, particularly in Safeguarding)

Parents/Carers must make employers aware of any health issues including;-

Medical Conditions☐

Learning Styles/Challenges ☐

Physical Disability☐

Behavioral and Communication Needs☐

During the Placement

We will monitor the progress made by an individual student on a placement.

A suitably briefed member of staff will monitor daily to ensure the student(s) are settled and safe. Where possible, a member of staff will arrange a suitable visit with the student's home school during the second week as part of our quality assurance and observation visits.

The student completes a personal log during the placement to complete. This has fact-finding, questions, and answers to put to the employer and a daily diary to complete. Along with this a feedback sheet is completed by the employer and returned to the work experience coordinator to evaluate.

We are responsible for the student's attendance on the placement although the employer will need to monitor it for us. Students are required to contact the RedEverywhere if they cannot/do not attend that day.

The student is also required to let their placement know if they cannot attend as they would if they were employed and as common courtesy.