



# Fierté Multi Academy Trust

## Work Placement Policy

**2018-2019**

At the heart of our Trust are both the UNICEF Rights Respecting values and articles and Learning Behaviours. Through these, we aim to put **children's rights** at the heart of our schools. We work together to embed children's rights in our ethos and culture; to improve well-being and develop every child's talents and abilities to their full potential. We aspire to give children a sense of pride and achievement in all that they undertake.

**Dyslexia:** Fierté Multi Academy Trust recognises the unique contribution of every individual in the school community. It is an inclusive school in which adults and pupils of all abilities and from all cultures and backgrounds are valued. Pupils' wider achievement is encouraged and celebrated and the good progress of all our pupils is of paramount importance as is the safeguarding and wellbeing of all pupils.

### **Protocol for Placements of Young People:**

Fierté Multi Academy Trust academies are a popular 'training' ground for student from various settings i.e. universities, colleges and schools. The school is always welcome to have students who have applied for a placement in the proper manner:

- Visit to the school by High School children followed by a letter of introduction and confirmation from the High School
- Applications from colleges

As long as schools has the capacity to integrate the young person into the school but with regard to the following:

- Only two young people can take up placements during any week in the school year in each academy
- If any child in the school is a relative of the young person applying for a placement, then the placement will not be allowed.

### **Introduction:**

This document outlines our procedure for protecting the Health and Safety of young persons whom visit the Schools premises as part of a workplace placement or training scheme. A young person is someone under the age of 18 years. Health and Safety legislation, in particular The Health and Safety (Young Persons)

Regulations 1997, requires that a specific assessment is made of the Health and Safety risks that the young person may be exposed whilst at work. The obligation to undertake this assessment and act on the findings rests primarily with academy.

### **Purpose:**

This risk assessment is designed to highlight any potential risk that could present a danger to the Health and Safety of a young person who is entering the School for work experience. This is in addition to any other risk assessment carried out during standard Health and Safety procedures.

### **Young People and Safety:**

Young persons are considered to be particularly at risk because of their lack of maturity, experience and awareness. There is evidence that the young are more likely to expose themselves to risk not only through ignorance but also by deliberate intent. Their lack of physical and psychological development means that they are more susceptible to workplace hazards. Examples of such hazards include musculoskeletal problems through manual handling and poor ergonomics. In essence, it is important to remember that young people will not be able to undertake the same work as an adult and appropriate allowances must be made.

Young persons over the age of 16 will need to produce an enhanced Criminal Records Bureau Disclosure (from college if necessary) if the placement is for longer than ten days.

### **Definitions:**

The definition of a young person is someone under the age of 18 years. This could include school leavers, workplace placements and work experience candidates. Individual academies are legally required to take particular account of the young person's lack of experience of workplace safety and the additional problems that may be caused by stress, strain or fatigue.

### **Limitation of Work Undertaken in each individual academy**

Our Schools undertakes a variety of work, the majority of which can be classified as low risk. The School does however undertake some higher risk activities such as maintenance and facilities work. Additionally, within the Schools buildings certain higher risk tasks are undertaken by contractors including catering and cleaning. Under no circumstances is a young person permitted to undertake any of these higher risk tasks or visit unaccompanied any of the restricted access areas. These include boiler rooms, roof areas, kitchen etc.

### **Mentor Teacher's Responsibility:**

It is the responsibility of Mentor Teacher to take immediate responsibility for their Health and Safety. To facilitate this, the risk assessment detailed within this document should be completed. Any queries or questions on this should be taken up with the Headteacher. When completed the Mentor Teacher should retain a copy of this assessment, one copy should be sent to the Headteacher and another to the young person's parents, guardian or school.

## **Induction:**

To comply with our duties the following precautionary measures should be carried out when the young person commences work:

- An Induction Pack will be given to every student/volunteer to give details of school procedures
- An escorted walk and/or a detailed commentary of the emergency fire evacuation procedures including the locations of the nearest exits and the assembly point should be undertaken by the Mentor Teacher or Headteacher.
- A Mentor teacher should be provided who will assist and guide the individual at all times.
- Information on the accident reporting system and location of First Aider should be given.
- Regular checks should be made to ensure that the young person is able to cope with the workload given and the hours of work required.

## **Electrical Equipment/Machinery:**

All electrical equipment and machinery is regularly inspected and tested. In the unlikely event that a fault is found, the equipment must not be used, but taken out of service and reported for repair.

## **Hazardous Substances**

There are very few hazardous substances present within each academy and these are locked away in the Cleaner's Cupboard. The most common hazardous substances are photocopier toners and printer chemicals. The copiers use sealed toner cartridges and the toner is non-hazardous. All of these are locked in the Store Cupboard. Changing of these cartridges is undertaken by trained staff. Untrained staff, including young persons, are not permitted to undertake this task.

## **Emergency/First Aid Procedures:**

Emergency procedures are displayed in prominent areas of the buildings and in the classrooms. In house trained First Aid staff are available. Fire fighting and first aid equipment is regularly inspected. The Responsible Mentor Teacher should arrange for the young person to be briefed on the local fire and emergency procedures at the start of the work experience.

## **Manual Handling**

Movement of heavy objects is carried out by the Site Manager and should not be undertaken by young persons. Young Persons will be protected from exposure to tasks involving lifting or carrying.

## **Smoking:**

We operate a no smoking policy in all inside areas. Smoking is not permitted in any building or anywhere in the school grounds.

## **Working Hours and Rest Breaks:**

The working hours of a young person must be closely monitored and supervised. Mentor Teachers should ensure that they generally work within the Schools core hours (08.30 to 15.30 hrs). It is particularly important to ensure that sufficient time is allowed for children still at school and attending our School as part of a work experience placement to travel home safely avoiding the hours of darkness. All Personnel under the age of 18 must never work between 22.00 hrs and 06.00 hrs. Young persons must not be left to work in isolation. Finally, it is important to consider rest periods. Young persons are entitled to a Rest break if their working time is more that 4.5 hrs. The break must be at least 30 minutes (consecutive).

#### **Insurance:**

Children on work experience are covered by the Schools Liability Insurance whilst on the premises. Insurance whilst travelling to and from the site should be covered by the schools or LEA public liability and personnel injury insurance.

#### **Employee Concerns:**

If at any time the individual is concerned about any issue, particularly those relating to their own safety, they should feel free to voice that immediately to their Mentor Teacher. If they feel that their concerns are not being addressed, they should contact the agency responsible for their placement e.g. school, college etc.

#### **Impairment:**

If the young person has a physical or mental impairment we need to take account of this in order that additional and suitable measures are taken to safeguard the individual's safety. A physical or mental impairments includes visionary or audible problems, epileptic seizures or a restriction on an individuals mobility e.g. wheelchair bound, walking aides, etc. We recognise our duties under the Disability Discrimination Act and will undertake all reasonable measures to accommodate these needs. It is the responsibility of the Mentor Teacher and Headteacher to ascertain any additional measures required necessary to accommodate for the physical or mental impairment of the young person e.g. fire evacuation procedures.

This policy will be reviewed in September 2019