

### INSURANCE

- Council insurance policies apply to staff with responsibilities for visits under the Work Experience scheme.
- Staff assisting with Work Experience who use their own personal transport for visits should confirm that their private motor insurance policy provides cover for such purposes.
- On employer's premises staff are covered by public liability which provides indemnity to third parties in respect of claims arising out of the negligence of the employer i.e. death / injury / damage to property of a member of the public visiting the site. (Pupils are covered by the Employer's Liability policy).

### HEALTH AND SAFETY

When you visit you are not going in as a Health and Safety expert, but you should be aware and take note of the following areas:

- Does the pupil have adequate supervision?
  - Does there appear to be an acceptable level of housekeeping e.g. is the workplace clean and tidy/are areas free of visible tripping hazards?
  - Is adequate training provided e.g. specialist machinery / equipment / computers / hazardous substances?
  - If applicable is protective clothing provided and being worn e.g. overalls, ear defenders boots?
  - Are welfare facilities provided e.g. toilets / washrooms / eating facilities?
  - Are there suitable environmental conditions e.g. no extremes in temperature (too hot/too cold)?
  - Are you able to gain access easily to buildings e.g. no obstructions barring vehicle or pedestrian access?
  - Are there any tensions between personnel that are affecting the pupil's welfare or progress?
- The answers to these questions can be ascertained by direct observation and / or discussion with the pupil / employer.

### WHY YOUR VISIT IS IMPORTANT

- It shows the employer that the school is taking the exercise seriously.
- It offers pupils immediate support and the opportunity for feedback about any aspect of their placement.
- It should help to ensure that the placement is achieving the objectives set and is of mutual benefit to the pupil and employer.
- It gives a chance to discuss and hopefully resolve any problems.
- It enables you to see the facilities and type of work being carried out which may after all contribute to work / projects back at school.
- It provides an opportunity to check progress with completion of the pupil's logbook.

**In some instances more than one visit may be required and should be arranged accordingly.**

### WHAT TO DO IF YOU MEET A PROBLEM?

If whilst undertaking a monitoring visit you come across e.g. harassment or an unsafe working situation, the following action should be taken:-

- Discuss the incident / concern with the employer and pupil.
- Report the incident / concern to the Work Experience Co-ordinator.

**If no action is taken to correct the situation and you are of the opinion that there is a significant risk to health, safety or welfare, the pupil must be immediately withdrawn from the activity or placement. The employer, school, parents and Sandwell EBP must be informed of the action taken.**

### REMINERS

○ If at all possible see where the pupil is actually working rather than just talking to them in reception.

○ Try and arrange a mutually convenient time beforehand rather than just 'turning up'.

○ Do pass on any relevant information to the Work Experience Co-ordinator, especially if the placement is likely to be used again.

### REMEMBER

**Work Experience should be helping a pupil in:**

- Raising self-awareness.
- Making choices and coping with transition.
- Raising awareness of opportunities.
- Gaining knowledge of the world of work.

**Encourage them to make the most of the opportunity!**

**This leaflet has been produced by Sandwell EBP**

### WORK

### EXPERIENCE

Guide  
For Monitors

**Sandwell**  
PARTNERSHIP  
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