

# Work Placement Pack

# For learners and employers



Inspiring lives, discovering futures

# SAFEGUARDING

## An important message for employers offering training or work placements to learners.

### **Students have the right to be and feel safe**

*As a training provider, The Bournemouth and Poole College has a duty to ensure that employers have suitable procedures in place to safeguard children and vulnerable adults.*

*Employers are expected to have a safeguarding policy in place if they are offering training or work placements to learners. However, we accept that in reality most employers will not have developed such policies, in which case it is recommended that the employer agrees to adopt the procedures detailed below.*

### **Guidance for placement providers and learner supervisors regarding appropriate behaviour:**



#### **Touch**

There may be occasions when you need to have contact with a learner (e.g. when you are guiding them in carrying out a technical operation) but these should be kept to a minimum. No one should touch a student in any way that causes physical harm. No one should make suggestive, inappropriate or sexual remarks to learners.



#### **Mentor**

Care should be taken over the choice of staff having daily responsibility for learners. Those placed immediately in charge of learners should be competent in their work-role, have a mature and responsible approach and feel at ease in the company of the learner.



#### **Behaviour**

Whilst it is important to reassure any learner who may be nervous and could be particularly reliant on your guidance, you should avoid being over-familiar. Never permit 'horseplay' or inappropriate behaviour which may cause embarrassment or fear.



#### **Disclosure**

Occasionally students may disclose confidential information to a work colleague that gives rise to concern for their physical or emotional safety. In such situations you should speak to your line manager and share your concern (within 24 hours) with a Designated Safeguarding Officer at The Bournemouth and Poole College on  
**Tel: (01202) 205974**  
**Mobile: 07793 880629**  
**or Email: [mondinon@bpc.ac.uk](mailto:mondinon@bpc.ac.uk)**



#### **Environment**

Where possible avoid being on your own in an isolated or closed environment with a learner. There should not be any images on display that may cause offence i.e. those of a sexual or religious nature.



#### **Disqualification**

You are reminded that you are required by law to protect children/vulnerable adults from harm and that any employees are required, under the Criminal Justice and Court Services Act 2000, to declare if they are disqualified from working with children and/or vulnerable adults.



#### **Language**

Ensure language used around students is appropriate, so that communications are not derogatory, offensive or have sexual connotations.



#### **Travel**

Ensure that there is a known destination and check-in-times with a third party in situations where a learner will be travelling alone with an adult.

## WE CAN HELP

### **Confidentiality policy**

We will always treat any information you share with us as confidential. However, if you tell us that you or someone else is being abused or is in danger, we have a duty of care and must take further action.

### **Equality Commitment**

This safeguarding statement is available in a range of accessible formats upon request.



<Date>

Dear

**RE: Work Experience Placement for (Student's Name) from (Placement Date)**

The College would like to thank you for agreeing to participate in our Work Experience and providing a great opportunity for our Student.

*At the beginning of the work experience the Student will bring with them a 'Work Placement Pack'. This Pack contains information and tasks that need to be undertaken by the Student. We would very much appreciate your assistance in working with the Student to ensure that this information is completed.*

At Bournemouth and Poole College we aim to ensure that the work placement takes place in a safe, healthy and supportive environment that gives Students the best opportunity to develop their skills and knowledge. Detailed below is the key information that you, will need to be aware of:

Course Title:	
Faculty:	
College contact name / telephone number	
Student's age	
Student's emergency contact name / telephone number	
Special arrangements/requirements	
Details of Student's medical, physical or learning difficulties	
Additional Requirements	

We thank you once again for your assistance and please feel free to contact me, should you have any questions or need further information during work placement period.

Yours sincerely

# WEX - AGREEMENT



Between THE BOURNEMOUTH & POOLE COLLEGE (The College)  
And  
SHORT-TERM WORK EXPERIENCE PLACEMENT PROVIDERS

The purpose of this agreement is to ensure all participating students are covered under current Health and Safety legislation, when working on premises other than those of The College. The College naturally would like to ensure that this 'Duty of Care' is extended to students who are required to complete a certain amount of work experience, as part of their course content, outside of The College premises.

The requirements of the Work Experience Placement Provider to provide a safe and healthy working environment are based in law. Providers should ensure that the aforementioned 'Duty of Care' will continue by fully discharging their legal duties in managing the health, safety and welfare of the students under the Health and Safety at Work etc Act 1974 and its relevant statutory provisions, including the Management of Health and Safety at Work regulations 1999. This includes self-employed providers who are deemed to be employers of the students they host.

This agreement covers the following issues/minimum requirements expected:

1. Students should carry out meaningful work that is within their skills and capability and has been planned by a responsible person, during their placement.
2. The placement provider should take responsibility for the health, safety and welfare of students during the period of work experience.
3. The placement provider should comply with all relevant current health, safety and welfare legislation and official guidance.
4. At the commencement of their work placement, students should be given health and safety induction into the workplace which includes, hazards in the workplace and control measures for fire, emergencies, first aid, accident reporting and security arrangements. This induction should include an outline of any prohibitions on machinery, equipment and areas.
5. Students should have access to adequate first aid facilities.
6. Students are not permitted to work more than 40 hours per week
7. A competent person should be designated for the welfare and supervision of each student at all times in the workplace.
8. Students should be given appropriate instruction and supervision while operating machinery or equipment or handling substances.
9. Students should be provided with and instructed on the correct use of appropriate personal protective clothing/equipment and its use should be enforced.
10. Students need to be covered, for the period of the work experience, by Employer and Public liability insurance and insurers notified. Students should be similarly covered by motor vehicle insurance where required.
11. The employer complies with all relevant equality and diversity legislation, promotes equal opportunities and does not discriminate on the grounds of ethnicity, disability, gender, sexual orientation, transgender, age or faith/religious beliefs, marriage/civil partnerships, pregnancy and maternity.
12. The employer understands Child protection/vulnerable adult issues and has appropriate actions implemented for safe guarding.
13. It shall be the responsibility of the placement provider to notify The College authorised person named overleaf, of all accidents and dangerous occurrences involving participating students, at the earliest opportunity, and to record any such incidents in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) 1995.
14. The placement provider should take into account any information, supplied by The College, students and or parents/carers relating to medical conditions, physical and learning disabilities so as not to create a hazard either to the students or others.
15. It is expected that the placement provider shall grant access to authorised representatives of the College, subject to being given what is deemed to be a reasonable period of notice.

This agreement is ongoing, however, The College reserves the right to terminate this agreement without prior notice and where necessary withdraw from the workplace any participating students, for reasons concerning their health, safety and wellbeing.

(Please complete the Authorisation boxes overleaf)

**Authorised to sign on behalf of The College:**

The Bournemouth and Poole College, North Road, Parkstone, Poole, BH14 0LS  
Telephone (01202) 205231

Title of College training Programme \_\_\_\_\_

Signature \_\_\_\_\_ Name in Capitals \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

**Authorised to sign on behalf of the Work Experience Provider:**

Name and Address of company \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email Address \_\_\_\_\_

Signature \_\_\_\_\_ Name in Capitals \_\_\_\_\_

Position \_\_\_\_\_ Date \_\_\_\_\_

## EMPLOYERS GUIDE TO WORK PLACEMENTS

The work placement scheme at The Bournemouth and Poole College is designed to give Students an opportunity to put into practice the skills and knowledge that they have gained on their course.

### **Benefits of Work Placements**

By offering a Student a work placement you as an employer have the opportunity to:

- Contribute to enhancing the work experience of motivated and trained Students who may approach you for employment in the future.
- Utilise an extra pair of hands, who are keen to participate in different areas of the daily workings of your organisation.
- Strengthen the links between education and business.
- Raise the profile of your company in the local community.

### **Work Placement**

The main aims are to help Students see the commercial application of the skills they are acquiring at The College and to enable them to gain an insight into the world of work.

### **Equality and Diversity**

It is the policy of The College to offer equal opportunities for education regardless of race, disability, age, faith or religious belief, sexual orientation, gender, marital status, sexual orientation, pregnancy or social economic status and we would wish to co-operate with placement providers to try to ensure that this also applies to Students on work placement.

### **Health & Safety**

As with any new employee, it is important that a competent person from the organisation is made responsible for meeting the Student on arrival, introducing fellow workers, explaining about the organisations and its products or services.

It is important that any hazards within the organisation be carefully explained and control measures outlined to the Student. On the Students first day we ask that an 'Induction' for the Student is completed, explaining the arrangements for risk control, fire, first aid, clothing etc. The Induction checklist is located within this Work Placement Pack.

If an accident occurs whilst the Student is on placement it is important that The College are notified as soon as possible. Contact details can be found on the covering letter.

### **Insurance**

All work placement providers are required to have in date and valid Employers' Liability Insurance. Your insurance provider will normally cover work experience as part of your employers' liability insurance. If this is not the case you are required to notify your insurer and provide evidence that liability cover is in place in respect of any work experience placements.

### **Payment**

Placement providers do not need to make any payment to The College or Student. Work placements are part of the Student's education and training.

### **Hours of Work**

These will generally be the normal hours worked by the employees of the organisation, in line with the Working Time Regulations. Students will need to be given at least statutory breaks.

If it is necessary for the Student to leave early on any day, this should be discussed and agreed. Students have been requested to avoid making unnecessary appointments during the placement period, however reasonable adjustments will need to be made for religious observance, personal circumstances, caring requirements etc. Any absences should be reported to The College work placement co-ordinator.

### **After the Placement**

The College would appreciate any feedback on the Student's performance during their placement.

***Thank you for taking a Bournemouth and Poole College Student and giving them the opportunity to practice and develop their skills and knowledge.***



## HEALTH AND SAFETY STANDARD 10



### Employer Confirmation Statement

*This form is to be completed by the employer and is to confirm that the required health and safety arrangements and safeguarding controls are in place for the Student undertaking a work placement.*

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I confirm that we have, as the employer providing a work placement:

- Assessed the risks to the Student/young person taking into account their age, inexperience, immaturity and lack of awareness and that risk assessments have taken into account any physical, learning or medical needs of the Student.
- Put into place control measures as identified from risk assessments.
- A safeguarding children and vulnerable adults policy or if the company do not have this policy, agree to adhere to The College Safeguarding Statement - *this document is attached overleaf*. In addition we have been made fully aware of whom to report any issues of safeguarding to at The College - *the contact details are on the Safeguarding Statement*.
- Put into place competent supervision for the Student/young person at all times and the supervisor is fully aware of the aspects of safeguarding and risk assessments and control measures.

The supervisor responsible for the Student will be: *(please insert name)*

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Please detail below any necessary prohibitions and restrictions that have been identified for the Student;

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.....

.....

**Delete** as necessary:

**1** - I confirm that any Personal Protective Equipment or clothing will be provided free of charge and we will ensure its proper and effective use.

**2** - That it will not be necessary for the Student/young person to receive any Personal Protective Equipment or clothing for their role during work experience.

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Information on risk assessments and guidance for offering work placements can be found at:

[www.hse.gov.uk/youngpeople/workexperience/placeprovide.htm](http://www.hse.gov.uk/youngpeople/workexperience/placeprovide.htm)  
[www.hse.gov.uk/pubns/indg364.pdf](http://www.hse.gov.uk/pubns/indg364.pdf)

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Student's Name: .....

Employer Signature: .....Date: .....

Print Name: .....

Company: .....





## WORKPLACE INDUCTION CHECKLIST



Please ensure that the following areas are demonstrated / explained to the students on the first day of their work placement, please tick the boxes when completed and sign the declaration.

Induction	Completed
Name of the student's supervisor and how they will be supervised.	<input type="checkbox"/>
What and what not to wear e.g. unsuitable jewellery items.	<input type="checkbox"/>
Expected conduct / how to behave e.g. no horseplay.	<input type="checkbox"/>
Attendance, Hours of work, rest breaks, sickness and absence reporting.	<input type="checkbox"/>
The company's Health and Safety Policy, organisation and arrangements.	<input type="checkbox"/>
Tour of the premises including security arrangements and signing in.	<input type="checkbox"/>
Location of toilets, hand washing facilities, drinking water, staff room etc.	<input type="checkbox"/>
Significant risks and control measures for the work place and work activities.	<input type="checkbox"/>
Prohibitions on equipment/machinery and areas not to go in.	<input type="checkbox"/>
Emergency arrangements – how to raise the alarm, location of fire exits, fire assembly point etc	<input type="checkbox"/>
Where the first aid box is located.	<input type="checkbox"/>
Who to go to if the student has an accident, feels unwell, or needs first aid.	<input type="checkbox"/>
Who the student should go to if they feel unsafe or are experiencing any bullying or harassment, discrimination or inappropriate behaviour.	<input type="checkbox"/>
Personal protective equipment and clothing – how and when to use, maintain, storage and disposal of.	<input type="checkbox"/>
The hazards of lifting, handling, carrying, pushing and pulling objects.	<input type="checkbox"/>
Student's role and responsibilities for their safety and others.	<input type="checkbox"/>
How to safely use any equipment or machinery.	<input type="checkbox"/>
Health and Safety rules - the Do's and Don'ts.	<input type="checkbox"/>

Declaration	
<b>I certify that all items on the Workplace Induction Checklist have been fully explained and understood.</b>	
Company Name: _____	Date Induction Completed _____
Student Signature: _____	Print Name: _____
Supervisor Signature: _____	Print Name: _____



## EMPLOYER'S ASSESSMENT REPORT

When the Student has completed the period of work placement, would you please complete the following report. The contents of this report will be discussed with the Student and used to identify areas for improvement. It will form part of the Student's portfolio and a copy will be held on file for future reference.

Student Name .....

Please tick the appropriate column

	Exc	Good	Acc	Poor	Comments
Timekeeping					Days absent:
Learning Ability					
Productivity					
Health and Safety Awareness					

Areas identified as proficient

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Areas identified for improvement

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General comments

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**In addition to giving students an opportunity to improve their practical competence, work placement provides an opportunity for students to develop their interpersonal skills. To enable these skills to be assessed, would you please complete the following section:**

**(\*Delete as applicable)**

Relationships with other members of staff

Did the student work well both with individuals and as a member of a team? **Yes/No\***

Were any difficulties with working relationships with colleagues which could not be resolved by the student referred promptly to the appropriate person? **Yes/No\***

Were commitments to others met within agreed timescales? If not, were the reasons for this politely explained? **Yes/No\***

When colleagues could not meet timescales, did the student offer assistance within the constraints of his/her own workload? **Yes/No\***

Were colleagues provided with information and support as required? **Yes/No\***

When the student had any concerns over the quality of work of a colleague, were these promptly raised and discussed with appropriate persons? **Yes/No\***

Were methods of communication and support appropriate to the needs of colleagues? **Yes/No\***

Was information relating to colleagues held in confidence? **Yes/No\***

Working with External Contacts

Did the student comply with company procedures in dealing with external contacts? **Yes/No\***

Did the student develop and maintain positive working relationships with external contacts? **Yes/No\***

Were requests for information from external contacts responded to promptly, courteously and accurately within limits of the student's authority? **Yes/No\***

Was confidentiality maintained in accordance with organisational requirements? **Yes/No\***

Were any difficulties in dealing with external contacts which could not be resolved by the student promptly referred to appropriate persons? **Yes/No\***

Signed.....Date.....

Name.....Job Title.....

Company Name & Address.....

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**Thank You for co-operating with The College in the Work Placement Scheme.**



