

Catch22 Policy

Work Experience Policy and Supporting Guidance Documents (Education) Version 1.0

Catch22 Include School Norfolk

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Signed	
Date	31 st August 2024

This policy will be reviewed on an annual basis. Catch22 reserves the right to amend this policy, following consultation, where appropriate.

Date created:	March 2018
Date of last review:	August 2025
Date of next review:	August 2027

Catch22 Independent Schools Education Intent Statement

Catch22's Vision is:

To deliver better social outcomes through transforming public service through the 3Ps:

1. Place- supporting people to find, retain, transition safely into homes and communities
2. Purpose- Working with people to achieve their purpose in education, employment or training
3. People- Building networks of people around individuals

Our Education Mission is:

To enable young people to progress and succeed in sustained education, training or employment.

We do this through engaging young people positively with their purpose through learning and future life aspirations. All our learners achieve positive outcomes, thrive and enjoy a quality education that is delivered by skilled, passionate people with high expectations in a place that is safe, high quality and appropriate.

Our schools cater for young people aged 4-16 who are outside of mainstream education, and have troubled and challenging backgrounds. We embody our vision in all we do to ensure our young people are supported fully to achieve these goals.

Our Education Intent is to:

Brilliant basics, magic moments

- Support pupils to gain academic qualifications, experiences and the skills needed to move successfully to the next stage in life.
- Provide a values-based curriculum, working with pupils to build their spiritual, moral, social and cultural capital and personal development

Relationships beat structures

- Treat pupils as individuals and help them to build bright futures in both their personal and professional lives

Things about you, built with you, are for you

- Understand pupils' unique needs and help them overcome their barriers to learning
- Engage young people with a broad and rich curriculum so they can realise their ambitions
- Make our pupils' voices heard and harness participation to benefit pupils and help our schools to improve.

Unleash Greatness

- Have high aspirations for our pupils so they leave us prepared for life in modern Britain and the wider world.
- Instill belief in pupils so they can progress and succeed in education, training and employment

Let robots be robots and humans be human

- Ensure pupils have a rounded understanding of themselves and the world around them.
- Harness curiosity and nurture a love of learning.
- Support and protect our pupils to be safe and feel safe online and offline.

Incubate, accelerate, amplify

- Embrace the values of 'Rights Respecting Schools'; helping pupils thrive as individuals both as members of their school and the wider community.

1. Summary

The aim of this Policy and Supporting Guidance is provide a framework to support Catch22 Include School Norfolk staff in the acquisition and vetting of work experience placements for young people on Catch22 Include Projects and to maintain the Health & Safety requirements for young people accessing placements.

2. What is the policy about?

Work experience/tasters are seen as a valuable and integrated part of the Catch22 Include School Norfolk curriculum. For those young people who are mature enough to engage in a work experience/taster placement, enormous value can be accrued from relating the educational, social and vocational components of the project. This can provide a real life experience that cannot be substituted or simulated in a classroom situation

3. Who is the policy for?

All staff involved in the securing, vetting and monitoring of work experience placements for young people

4. Work Experience Guidance

The Procedure

Where Catch22 Include is organising the Work Experience Placement:

- On contacting a prospective employer staff must inform the employer that health and safety vetting (carried out by **Catch22 Include**) and risk assessment (carried out by the employer) must take place before the placement can commence.
- The vetting then takes place using **F3.1(1) Employer Vetting Form**. See guidance at Appendix A in order to complete this form.
- If the employer is given the standard “Recommended” the placement is approved and the employer should be notified of the next steps.
- If the employer is given the standard “Provisionally Recommended” and an Action Plan is agreed a monitoring meeting will be scheduled to look at progress against the Action Plan. The monitoring meeting will be recorded using form **F3.1(2) Employer Monitoring Record**. Only when minimum standards are met can approval of the placement be given.
- If the employer is given the standard “Not Recommended/Withdrawn” no work experience placement can take place unless the employer is willing and committed to making all necessary changes in order to meet the minimum standards. If this is the case an Action Plan will be put together and the employer will be monitored, **using F3.1(2) Employer Monitoring Record**. Only when minimum standards are met can approval of the placement be given.
- Following approval the employer should complete a health and safety risk assessment on their own documentation and set out the associated control measures. The risk assessment and control measures should then be sent to the Work Experience Manager who should check the risk assessment against **F3.1(3) Risk Assessment Checklist**.
If the risk assessment is insufficient the Work Experience/Project Manager should notify the and ask that the risk assessment and/or control measures are expanded/amended.
- Once the work experience/project manager is satisfied with the employers risk assessment and control measures an interview should be arranged for the young person, the appropriate project representative and the employer. During this interview the employer will specify acceptable forms of behaviour, time-keeping and general expectations. Specific equipment, especially those relevant to Health & Safety requirements must be discussed.

- If the interview is successful a start-date should be agreed and **F3.1(4) Work Experience Agreement (with employers risk assessment and control measures attached)** should be completed and signed by the employer, representative from **Catch22 Include** and the young person. The young person's parent/carer will also need to sign if the young person is under 16 and the Work Experience/Project Manager should send the Work Experience Agreement **(with employers risk assessment and control measures attached)** to the parent/carer with **F3.1(4) Work Experience Agreement Parent Letter**. The placement cannot start before this agreement is signed and returned to the Work Experience/Project Manager.
- Prior to the placement the employer should be furnished with contact details of the appropriate project staff and informed of the monitoring and checking procedures the Work Experience/Project Manager will employ. These are as follows:
 1. Daily/Weekly telephone contact to check attendance
 2. Monthly visit by project staff, or as and when necessary.
 3. Monthly review of progress with the young person.
- The Work Experience/Project Manager will make a note of all the contact made between Catch22 Include and placement commencing using the **F3.1(2) Employer Monitoring Record** this must be used to record details of visit and the **F3.1(7) Young Person Work Experience Survey** must be completed by the young person.
- After the initial monitoring visit, monitoring visits will take place according to the risk banding allocated on **F3.1(2) Employer Monitoring Record**.
 1. Low Risk: 12 Monthly Visits
 2. Medium Risk: 6 Monthly Visits
 3. High Risk: 3 Monthly Visits
- All monitoring visits will be recorded on **F3.1(2) Employer Monitoring Record**.
- An employer should be vetted again if there is a significant change in their work, premises or practices.
- A termination of placement meeting will be held whether termination is planned or unplanned and the employer will complete **F3.1(8) Employer Work Experience Review** form. This does not need to be completed where a reference is provided by the employer.
- All forms relating to the work experience placement will be stored by the Work Experience/Project Manager for as long as required by the client or until the use of the employer is no longer required.
- **Catch22 Include** will use checks already done by EBPs where protocols re data exchange are in place.

Where the Work Experience Placement is being organised by a third party such as an Education Business Partnership (EBP) or the Carers Service (CS) the procedure is slightly different in that the EBP or CS carried out the vetting of the employer and the results will be notified to the Work Experience/Project Manager. All other aspects of the procedure remain the same.

Dealing with Exceptional Circumstances:

This can occur for a range of reasons including:- non-attendance, inappropriate behaviour (including offending behaviour) and non-compliance to placement agreements. In these circumstances the **Catch22 Include** staff member must:

1. Liaise with the employer
2. Liaise with the young person
3. Assess the issues and formulate a response – ranging from a temporary removal of the young person, termination of the placement, renegotiation of the placement agreement.
4. Debrief all relevant parties.
5. Report all incidents according to **WP7.1 Accidents and Incidents**.

Accidents, Incidents and Near Misses

If a student has an accident or a near miss at a placement/taster then **WP7.1 Accidents and Incidents** must be followed.

Associated Form/Procedure	Reference
Employer Vetting Form	F3.1(1)
Employer Monitoring Record	F3.1(2)
Risk Assessment Checklist	F3.1(3)
Work Experience Agreement	F3.1(4)
Work Experience Agreement Parent Letter	F3.1(5)
Contact Sheet	F3.1(6)
Young Person Work Experience Review	F3.1(7)
Accidents and Incidents	F3.1(8)
Accidents and Incidents	WP7.1
Near Miss Form	Cloud
See Appendix A Below	

Appendix A: Guidance Notes for Vetting Potential Employers

INTRODUCTION

This guide is to assist those vetting health & safety standards in work placements. Under health & Safety Legislation, learners on training programmes have the status of employees, with the placement provider being their employer. In completing the vetting form relevant evidence or comments should be provided rather than simple statements such as “satisfactory”, however “not applicable” may be appropriate in some places.

1 INSURANCE

1.1 Employer Liability Insurance (ELI) is a compulsory legal requirement for most employers. Some public bodies (e.g. Government Departments or Local Authorities) are exempt. Those employers employing close family members (e.g. spouse, parent, child) are also exempt but the DCSF still require that all suitable insurance is in place for such placements.

A copy of the certificate should be prominently displayed in the workplace. Employers should inform their insurers that they are providing a placement for a learner – for small employers the presence of a trainee may materially affect the risk from the insurer’s viewpoint.

1.2 It is a DfE contractual requirement that all suitable insurance is held by placements including Public Liability Insurance. This ensures that cover is in place should the learner cause injury or damage to others, e.g. members of the public.

1.3 Other types of insurance may be relevant e.g. motor vehicle insurance if the other learner is to travel in the placement employers vehicles.

Placements without suitable insurance **must not** be used.

Useful Documents: HSE4: Employers Liability (Compulsory Insurance) Act 1969: A guide to employers

2 NOTIFICATIONS TO ENFORCING AUTHORITY

Some employers must formally notify the relevant enforcing authority of their occupation of work premises. Factories, maintenance/repair workshops and large warehouses register with Health & Safety Executive (HSE) using form F9 – The HSE will also inspect any associated office/provision.

Employers occupying offices, shops or railway premises must register with their local authority environmental health department using the OSR1. Local Authority offices register with the HSE. Those employers without a workshop base e.g. small plumbers, electricians etc. do not need to register in this way.

Evidence that notification has been sent may be copies of the F9 or OSR1 forms, inspectors' calling cards or letters, clear recollections of visits or simply that the premises have been occupied for many years. A check can be made with the enforcing authority in cases of real doubt.

It is acceptable to provide the relevant form to employers who have not sent notification, but placements where the employer is unwilling to notify the authorities **must not be used**.

3 SAFETY POLICY

Employers with 5 or more employees must have a documented Health & Safety policy which normally consists of three parts:

3.1 A Statement of commitment or intent (preferable signed by a senior member of management and dated).

3.2 Details of the responsibilities in the organisation for implementing the policy.

3.3 The arrangements for implementing the policy e.g. procedures, practical precautions etc.

It is sometimes the case that all three sections are not contained in a single document – “arrangements” in particular may be detailed within other manuals etc.

Where similar employers do not already have a Health & Safety policy the assessor may advise them to prepare one (see reference below) but employers with 5 or more employees who refuse to prepare a policy **must not be used**.

Under regulation 7 of the Management of Health & Safety at Work Regulations 1999 employers must have access to a competent source of Health & Safety advice. Smaller employers may fill this role themselves – if they are competent. The name of this person should be entered in 3.4 and details of the person with day-to-day responsibility for Health & Safety at the placement, recorded in 3.5.

Useful documents: INDG 324 “Starting your business” – guidance on preparing a Health & Safety Policy Document for small firm. This free H&S booklet contains an outline Policy Document into which employers can insert their own details.

4 RISK ASSESSMENT

Even in small workplaces the Employer should be aware of common risk (e.g. Fire, Slips, Trips and Falls, Electricity, Manual Handling, Hazardous Substances, Work Equipment) and the precautions in place to control these risks. Where there are 5 or more employees the assessor should ask to see the risk assessment record.

Assessors should take particular account of risks that may affect the learner and control measures that are or will be in place. (Sections 9 to 13 should contain much of this detail).

All employers must be aware of the risks associated with their activities and related controls. Where Risk Assessments have not been recorded as required, Employers should be advised to do this (see below)

For students under school leaving age the Employer holds the responsibility for completing a risk assessment in relation to the placement. The information on risks and control measures must be passed to the parents/carers for guidance prior to them giving consent to their child taking part up to the placement.

Useful documents: INDG163 5 Steps to Risk Assessment – Free H&S leaflet.

9 ACCIDENTS

Employers must have an accident book or similar means of recording accidents to comply with the DSS requirements. RIDDOR contains requirements for employers to notify accidents, diseases and dangerous occurrences to the relevant enforcing authority (HSE or Local Authority)

There is now a centralised incident contact centre in Caerphilly (Tel: 0845 300 9923) to which all reports can be made. Major incidents must be reported immediately (by telephone or fax) and other accidents resulting in 4 or more days absence from work within 7 days.

A form F2508 must be used in either case. A free HSE leaflet (see below) can be provided to small employees unsure of their responsibilities – this contains a form F2508.

Larger employers should have formal arrangements in place to investigate and report on accidents and incidents. Employers must be aware that any accidents or occupational health involving the Learner must be reported immediately to the training provider.

Useful documents: GSE31 – RIDDOR explained – Free HSE Leaflet, MISC310 – RIDDOR Reporting: information about the new incident centre – Free HSE Leaflet.

10 FIRST AID

All employers must provide adequate first aid materials for the use of where necessary. First Aid kits in vehicles may be necessary as well as at the employer's base. Every employer must have at least an "appointed person" to take charge of all injury or illness and to keep the first aid materials stocked up.

Larger organisations or those with higher levels of risk must have an fully trained first aiders with current certificates. Even low risk workplaces with 50 or more employees should have a first aider. Some training for "appointed persons" in emergency aid is also desirable.

Placements without adequate first aid arrangements **must not be used** until the situation has been rectified.

Useful documents: INDG214 First Aid – Your questions answered – Free and INDG215 Basic advise on first aid at work (HSE Leaflets)

11 FIRE / EMERGENCY ARRANGMENTS

Ensuring that effective arrangements are in place to evacuate everyone in case of fire is an important area of Health and Safety. Procedures may also be required to deal with other emergencies e.g. leakage or spilling of chemicals.

11.1 Means of detecting fires may be by smoke alarms or, in case of small or well-populated workplaces, by the staff themselves.

11.2 Means of raising the alarm may be by shouting “Fire” in small workplaces but larger workplaces should have “break glass” electrical alarm systems.

11.3 Suitable firefighting equipment (extinguishers, hose reels, fire blankets ect.) should be in place for the types of fires likely to be encountered. Extinguishers should be inspected periodically (preferably every 12months) to ensure they are in good order – a small sample could be checked to see if this is taking place. Only trained staff should be expected to use extinguishers.

11.4 Except in very small workplaces there should normally be at least two alternative escape route.

11.5 Fire exit routes must not be locked or blocked. Arrangements should be in place to ensure security doors are unlocked each morning.

11.6 Exit routes and doors other than those regularly used for access should be indicated by appropriate signs.

11.7 Fire procedures should be brought to staff attention by prominent notices (or other suitable means).

11.8 Someone must be appointed to co-ordinate fire evacuations and any other emergency arrangements e.g. a fire warden.

11.9 Fire evacuation drills and fire alarm tests should place regularly (the frequency will be laid down in the Fire Certificate). Records should be kept in a logbook. This is a good indicator of a well-managed workplace.

11.10 Larger workplaces or those using or storing significant amounts of flammable materials may require a Fire Certificate issued by the Fire Authority.

Placements with inadequate fire or emergency arrangements - particularly in respect of the availability of fire exit routes.

12 WORKING ENVIRONMENT

The condition of the workplace and the standard of facilities within it are good indicators of management control.

12. 2 The fabric of the buildings should be in good condition with well-maintained access routes and good standards of housekeeping and cleanliness.

12.2 Environmental conditions will depend on the nature of the placement.

- Temperature: 16c for secondary work or 13c for active work (with alternative arrangements e.g. warm clothing if this is impracticable)
- Lighting: adequate to allow safe access and safe work
- Ventilation: Strong smells or a dusty or humid environment are indicative of problems.
- Noise: hearing protection may be required (or learner kept out of noisy areas)

12.3 Adequate facilities should be available:

- Toilets – Separate facilities except in very small workplaces.
- Washing Facilities – with hot and cold running water, soap, towels/hand towels or dryers
- Eating Facilities – These must be separate from work areas if there is a risk of contamination (or interruption by customers)
- Changing Facilities – If the learner will need to change clothing.

Useful documents: INDG244 Workplace Health, Safety and Welfare – A Short Guide for Managers. INDG75 Introducing the Noise at Work Regulations (Both free HSE Leaflets)

13 SIGNS AND NOTICES

All employers must display the poster “Health and Safety – What do you know” (or give a similar leaflet to their employees).

The provision of relevant signs is another good indicator of the standards of Health & Safety Management. The four main types are as follows:

- **Prohibition** **e.g. No Smoking**
- **Mandatory** **e.g. Eye Protection**
- **Warning** **e.g. Beware, overhead loads**
- **Safe Condition** **e.g. Indicating Fire Exit Routes or First Aid Equipment**

Useful Documents: INDG184 – Signpost to the Safety Signs Regulations 1996

It is important that the learner is effectively supervised. This may be by a single names person or a succession.

14 SUPERVISING, INSTRUCTION AND TRAINING of people during the placement. The employer should be made aware of the inexperience and likely lack of maturity of the learner and that supervision at all times will be essential.

15 INDUCTION

An induction must be given to the learner on the first day of the placement. This may just involve a tour of the premises and an informal (but structured) discussion. The checklist in 15.2 provides a good guide as to content. Emergency arrangements restricted or prohibited equipment/activities/area and supervision arrangements are particularly important. Additional topics put forward by the placement provider should be noted under 15.2

Useful Documents: INDG213 Five Steps to Information, Instruction and Training – Free HSE Leaflet.

16 EQUIPMENT AND MACHINERY

16.1 Even if learners are not expected to use equipment or machinery they must still be at risk from working or passing near to it. Electrical equipment must be maintained in a safe condition – one way of doing this is through regular examinations and, in some cases testing (although not necessary annually). Assessors should note Employer’s comments in 16.1 and record the evidence on guarding and maintenance standards in 16.3, based upon their knowledge and experience. Advice should be sought from a competent source in cases of doubt.

16.2 It is essential that learners are adequately trained before using any equipment at their placement – they must be particularly aware of risks associated with the equipment and precautions they should take. Restrictions or prohibitions will often be appropriate during the early stages of training (see section 17.2)

Learners **should not be placed** in workplaces with obviously unsafe machinery or equipment or where employers appear incapable of providing the appropriate degree of training or supervision.

Useful documents: INDG229 Using Work Equipment Safely, INDG231 Electrical Safety and You, INDG236 Maintaining Portable Electrical Equipment in Offices and Other Low-Risk Environments (all free HSE Leaflets)

17 RESTRICTIONS/PROHIBITIONS

Some health or medical conditions may be adversely affected by certain work activities or materials. The employer should be asked if based on their risk assessment any such situations exist in the placement e.g. hairdressing or work with chemicals would be unsuitable for those with dermatitis, as would dusty environments (and some chemicals) for asthmatics. (Where an individual learner is known to have such a condition specific questions may be appropriate, although account should be taken of the need for confidentiality).

Employers should be asked if, based on their risk assessment any equipment, activities or areas should be restricted from learners because of their lack of experience, immaturity etc. Advice should be sought from a competent source in case of doubt. Prohibitions or restrictions must be emphasised during the induction.

They may be gradually removed as the learner acquires more knowledge, experience, skill and maturity.

18 PERSONAL PROTECTIVE EQUIPMENT (PPE)

18.1 All Employers should have identified the need for PPE as part of their risk assessment process. The placement employer should be asked what PPE will be required by the learner and this should be compared with the assessor's own knowledge of what is necessary for the type of environment or activities (see below for guidance). Although strictly speaking PPE should be provided free of charge by the Employer, it may in some cases be acceptable for **Catch22 Include** to provide the learner with some types of PPE.

18.2 Learners are likely to be unfamiliar with PPE and will need to be informed about where it is required and how to wear it or adjust it.

18.3 Employers have a legal obligation to take place reasonable steps to ensure PPE is used as required. The presence of employees not wearing appropriate PPE is a clear indicator of inadequate standards of supervision.

Learners **must not be placed** in workplaces unless suitable PPE is to be provided and its use is effectively enforced.

Useful Documents: INDG174 A Short Guide to the PPE at Work Regulations – Free HSE Leaflet, L25 Personal Protective Equipment at Work.

When there are breaches of this policy, those responsible need to take positive action to redress the imbalance and promote Equal Opportunities. Employers have a responsibility to those internal and external to the organisation. The aim of this is to protect individuals against discrimination at work and, the questions asked within the vetting form, supports this need.

Useful Documents: The Business Benefits of Equal Opportunities and Diversity Management Toolkit.

FEEDBACK AND ACTION

A.) At the conclusion of the betting, the assessor must determine the rating of the placement, the choices are between

1. RECOMMENDED – no significant problems have been found, although there have been comments on minor matters.

2. PROVISIONALLY RECOMMENDED – Minor practical problems have been identified and/or there is an absence of documentation. The employer has been advised about these and appears willing to take action. The placement may be used for learners once they recommend actions have been completed.

3. NOT RECOMMENDED/WITHDRAWN – This category should be used where there is an absence of insurance, evidence or major practical problems or where the Employer does not appear to have an appropriate attitude towards Health and Safety matters. It should also be used when the Employer decides that he or she does not now wish to receive a learner.

Where the employer is still willing to receive a Learner and appears willing to rectify significant problems, there should be discussed and arrangement to be made to re-vet the placement after a period of time.

B.) The placement should be allocated a risk level both for the occupational area involved and the effectiveness of its Health and Safety Management. The **overall** risk category can then be identified from The Matrix in good practice guide within the Health and Safety Policy.

This overall risk category determines when a reassessment of the placement must be made and also the frequency of Health and Safety Monitoring of the learner at the placement.

C.) Comments should be recorded on any other relevant information

D.) An Action Plan should be detailed and agrees here, if necessary, stating objectives and dates for completion of those objectives.

Permitted Variations

Where a third party is arranging work experience for a **Catch22 Include** young person the Work Experience/Project Manager shall ensure that all vetting, monitoring and risk assessment of the third party and the employer are of equivalent standard to this procedure.

Monitoring Arrangements

Adherence to this policy will be checked six-monthly by **Catch22 Incudes'** Health and Safety Rep

based in each operational area and overseen by Includes Health and Safety Representative.

Annex 1: Equality Impact Assessment

Catch22 is committed to always: avoiding the potential for unlawful discrimination, harassment and victimisation; advancing equality of opportunity between people who share a protected characteristic and those who do not; and, foster good relations between people who share a protected characteristic and those who do not.

An Equality Impact Assessment (EIA) is a tool for identifying whether or not strategies, projects, services, guidance, practices or policies have an adverse or positive impact on a particular group of people or equality group. While currently only public bodies are legally required to complete EIA's, Catch22 has adopted the process in line with its commitment to continually improve our equality performance.

1. Summary

This EIA is for:	Work Experience Policy
EIA completed by:	Stuart Rutter Executive Principal
Date of assessment:	September 2017
Assessment approved by:	

Objectives and intended outcomes
This EIA has been completed in order to ensure that the implications and potential impact, positive and negative, of the Catch22 Behaviour policy for all staff have been fully considered and addressed, whether or not the staff members share a protected characteristic.

2. Potential Impacts, positive and negative

Equality Area	Positive	Neutral	Negative	Summary
Age	☐	☒	☐	The policy applies equally to all members of staff regardless of age. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively on any member of staff because of their age.
Disability	☐	☒	☐	The policy applies equally to all members of staff regardless of health/disability. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively on any member of staff because of their disability.
Pregnancy & Maternity/paternity	☐	☒	☐	It's not considered that the policy positive or negatively impacts on pregnant women or on staff on maternity or paternity leave.
Race (incl. origin, colour and nationality)	☐	☒	☐	The policy applies equally to all members of staff regardless of their race, origin, colour or nationality. It's not considered that the policy includes any guidance or rules that may

				impact either positively or negatively in these respects.
Gender and Gender Re-assignment	☐	☒	☐	The policy applies equally to all members of staff regardless of their gender at any given time. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively on any member of staff because of gender.
Sexual Orientation	☐	☒	☐	The policy applies equally to all members of staff regardless of their sexual orientation. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively on any member of staff because their sexual orientation.

3. Negative impacts and mitigations

Negative Impact	Mitigation	Owner
None		