

SECTION 4 – WORK EXPERIENCE ON CAMPUS

Appendix 14 - GUIDELINES TO SUPPORT WORK EXPERIENCE PLACEMENTS (OF YOUNG PERSONS) ON CAMPUS

1. Introduction

The University has a duty of care to safeguard and promote the welfare of children and to protect all children from harm who are involved in activities run by the University.

The University requires all staff, that come into contact with children on work experience as part of their day to day duties, to ensure their safety and protection at all times by adhering closely to the Safeguarding Policy and this appendix.

2. Scope

This appendix is to guide those members of staff dealing with those aged between 14 and 18 years of age who may spend short periods of time at the University on work experience/placement.

3. Arrangements and responsibilities for those undertaking work experience

All work experience students must be supervised by an identified member of staff within the department (“the supervisor”). The supervisor must:-

- fully understand and meet all their responsibilities as set out in the Safeguarding Policy and this appendix.
- ensure the safeguarding and protection of any work experience students under their supervision at all times
- liaise with the young person’s educational provider as required and complete and return any paperwork required as part of the agreement to host a period of work experience
- obtain an emergency contact number for the work experience student’s parents (or carer / guardian);
- gain parental consent if it is necessary for any work experience student to be taken off campus at any time during their placement;
- gain parental consent if it is necessary for any work experience student to travel in any staff members car at any time during their placement (including updating ABW to confirm that they have the necessary car insurance for business purposes
- complete a risk assessment for the young person/work experience at least 6 weeks before the commencement of the work experience and send a copy to HR and H&S so that any DBS checks or follow up H&S concerns/actions can be taken.
- Where a DBS check is required (as specified in the Policy) they must complete a check in good time.
- complete an induction checklist for each person undertaking work experience and retain it (with any parental/school consent) for six months following the end of work experience. All those

undertaking work experience should be informed of the health and safety procedures and receive a copy of the Safeguarding Policy when they first arrive.

- investigate, record and report any concern or incident in line with Section x of the Safeguarding Policy;

4. Further Information

Staff can seek information and advice from the University's Principle Safeguarding Officer - Staff, where they have any questions or potential concerns about a placement.

5. Health & Safety Department

The H&S department will keep a register of all work experience placements by department including a copy of the risk assessment and induction checklist.

6. Human Resources Department

The HR Department will check the risk assessment against the requirement for a DBS check and provide advice to the host Head of Department so that they can make a decision on whether a DBS check is required for the supervisor and any of his staff members.

Appendix 15 - Risk Assessment Form

<https://www.aber.ac.uk/en/hse/proc-prac/risk-assessment/>

