

Royal Northern College of Music
Work Experience (School Children) Policy
Policy & Procedure
Department: Human Resources
Document owner: Head of Human Resources
Approval Committee: HR Committee
Revised: March 2025
Period of Approval: 3 years
Review Date: March 2028

RNCM
ROYAL NORTHERN
COLLEGE of MUSIC

1. Introduction

The College welcomes and encourages work experience placements for children aged 17 or below where feasible, and recognises that they are an important part of secondary education. The College is keen to support the individual development of young persons from local schools and colleges and fulfil its commitments as a responsible employer in the region. Work experience is part of the student's education; it is not employment and there must be no payment for tasks or duties performed or expenses paid by RNCM, however there are Health & Safety obligations that must be met.

This policy applies to the annual RNCM work experience week organised by the HR team, and to individual staff and departments organising 'local' work experience placements.

2. Procedure

2.1 RNCM Work Experience Scheme

The HR department will co-ordinate an annual one-week work experience programme, contacting departments and staff members to provide mini placements for a half day slot throughout the week.

The co-ordination of all school age work experience placements will be carried out by the Human Resources Department, in liaison with the Health & Safety Advisor. HR will be responsible for the students on placement across the week, and will conduct the relevant work experience placement forms, risk assessments and inductions.

2.2 Department hosted work experience

Heads of School/Services may take 'local' decisions as to whether they wish to facilitate the provision of work experience placements for school children, however the co-ordination of all school work experience placements will be carried out by the Human Resources Department, in liaison with the Health & Safety Advisor.

If you are contacted directly by the student (or a representative from their school) as the prospective host department and want to facilitate the work experience placement then you should contact a member of the HR Department and provide them with all the relevant contact details and dates of the placement by completing the attached form (Appendix 1). HR will make direct contact with the student or school, formally confirming all arrangements relating to the placement once a risk assessment has been considered by the Health & Safety Advisor. The placement must be approved by HR and the Health & Safety Advisor before it is offered or confirmed to the student.

As the host department you should consider:

- The time and resources that can be devoted to the placement
- Suitable tasks and duties
- Health, safety, and welfare implications i.e. conducting a risk assessment prior to a work experience placement and possible DBS disclosure
- The time it will take work experience placement students to learn and understand the task(s) involved

- The timing of the placement and the disruption that it is likely to cause to the workplace routine and time critical tasks.
- A selection process where more than one placement is requested for the same period.

3. Risk Assessment

For many young people the workplace will be a new environment and they will be unfamiliar with what may appear to be 'obvious' risks and the behaviour expected of them. The College has a responsibility to ensure that work placements are not exposed to risk due to:

- Lack of experience
- Being unaware of existing or potential risks
- Lack of maturity

A risk assessment must be completed (Appendix 2) in liaison with the Health & Safety Advisor and sent to HR before any work experience placement takes place.

Upon completion and consideration of the risk assessment it may be concluded that the department is not an appropriate location to host a work experience placement student.

If any accident or incident occurs involving the work experience person during their placement, the Health & Safety Advisor should be notified immediately.

4. Disclosure and Barring Service (DBS) Disclosure

There are limited circumstances where government guidelines recommend DBS checks in employment settings for work experience. For the HR work experience programme, the HR department will assess the overall potential risks posed to the student, considering any systems in place to minimise these risks and arrange the necessary DBS checks where required.

For 'local' placements the host department should assess the overall potential risks posed to the student, considering any systems in place to minimise these risks.

Please contact HR for further advice and guidance on whether a DBS check is required.

5. Duration of placement

The duration of the HR Work Experience placement will normally be for one week in duration, and for no more than 35 hours per week.

For 'local' placements the duration should not be for more than two weeks in duration, and for no more than 35 hours per week.

6. Induction

The HR Department will arrange an induction for work experience placement students on the first day of their placement. The induction will include, but may not be limited to:

- A college overview
- Arrangements for the issue of a temporary College ID Card
- Tour of the College
- Practical information, first-aid, café and toilet facilities etc.

The Health & Safety Advisor will undertake a Health & Safety induction.

Host departments for 'local' work experience placements will be responsible for:

- A college overview
- Arrangements for the issue of a temporary College ID Card if required
- Tour of the College
- Practical information, first-aid, café and toilet facilities etc.
- Introduction to departmental procedures
- Introduction to team members and relevant contacts throughout the College
- Explaining any risks and how they are controlled, checking that these have been understood
- Explaining how any health and safety concerns can be raised.

7. Public Liability Insurance

The College's public liability insurance policy covers those on work experience placements.

Related Policies

- Child Protection Policy
- DBS Policy
- Equality & Diversity
- Health & Safety
- Induction

ROYAL NORTHERN COLLEGE OF MUSIC

POLICY APPROVAL/REVIEW PROCESS

Release: Final
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AMENDMENTS SINCE DRAFT

ISSU E No	PAGE	DETAILS	DATE	ISSUED BY
1		First draft	25 February 2025	Paul Hynes
2		Final – ready for publication	25 February 2025	Paul Hynes

Approvals

This document requires the following approvals.

Name/Committee	Date	Version
Human Resources Committee	25 February 2025	2

Department hosted work experience placement approval form

For completion by host department

Host department	Name of School or department
Manager	Departmental manager
Placement supervisor (if not manager)	Name of employee supervising the student
Placement start date	Select date
Placement end date	Select date
Times of attendance	Times required to attend
Brief outline of duties	Details of duties that will be undertaken

Name of student	Name of student
Email (if arranged directly with student)	Email address that can be used for correspondence about the placement
Emergency contact	Name and contact number of parent / guardian / emergency contact
Name of school	Name of student's school
School contact name	Name of school contact
School contact telephone / email	Telephone number and email address
Age at time of placement	Select age
Any other relevant information (e.g. specific information regarding any disability)	Details of any further relevant information

For completion by HR

Risk assessment completed	
Risk assessment sent to school	
Placement approved	

RNCM General Risk Assessment Form HS-007-A1

Activity:			
Assessed by:		Additional persons involved in Risk Assessment: -	
Date:	Review Date:	Approved By:	Version

Activity	Hazard	Persons in danger	Risk Rating before controls			What are we doing to control the risk?	Risk Rating after controls			Further action required
			L	S	RR		L	S	RR	
1.										
2.										
3.										
4.										
5.										
6.										..
7.										..
8.										
9.										
10.										..

		S E V E R I T Y								
L I K E L I H O O D		No Injury	Minor	Major	Serious	Fatality	Risk Score	Risk Rating	Description	Action
	Improbable	1	2	3	4	5	1 - 4	LOW	Acceptable	No further actions required
							5 - 8		Tolerable	Should be reviewed to ensure that there is nothing else which could be done
	Remote	2	4	6	8	10	9 - 16	MEDIUM	Undesirable	Review current control measures, and where appropriate decide on further actions
	Possible	3	6	9	12	15	17 - 25	HIGH	Intolerable	STOP activity and make immediate improvements
	Probable	4	8	12	16	20				
	Certainty	5	10	15	20	25				
	Likelihood (L) x Severity (S) = Risk Rating (RR)									