

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: January 2022**

**Period of Approval: 3 years**

**Review Date: January 2025**

**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 all staff arranging or involved in work experience placements for school children and must be read before a placement is arranged within the College.

## **2. Procedure**

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. The host department should make an assessment of the overall potential risks posed to the student taking into account 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 placement will normally be for one or two weeks in duration, and for no more than 35 hours per week.

#### **6. Induction**

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

- College overview
- Arrangements for the issue of a temporary College ID card.

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

The host department will be responsible for;

- 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
- Equality & Diversity
- Health & Safety
- Induction

**Work Experience Placement Approval Form**

For completion by host department

Host department	
Manager	
Placement supervisor (if not manager)	
Placement start date	
Placement end date	
Times of attendance	
Brief outline of duties	

Name of student	
Email (if arranged directly with student)	
Emergency contact	
Name of school	
School contact name	
School contact telephone / email	
Age at time of placement	
Any other relevant information (e.g. specific information regarding any disability)	

For completion by HR

Risk assessment completed	
Risk assessment sent to school	
Placement approved	

**RNCM General Risk Assessment Form HS-007-A1**

Task/Activity:		Location:	
Assessed by:		Approved by:	Assessment No:
Date:		Review date:	SWP No:

No.	Activity	Hazard	Persons in danger	Existing controls	S (1 – 5)	L (1 – 5)	Risk Rating	Further Action Required

**KEY**

SEVERITY (S)	LIKELIHOOD (L)	Risk level = S × L
Fatality = 5	Certainty = 5	Low 1 – 8
Serious injury = 4	Probable = 4	Medium 9 – 16
Major injury = 3	Possible = 3	High 17 – 25
Minor injury = 2	Remote = 2	
No injury = 1	Improbable = 1	

**RNCM Risk Assessment Action List HS-007-A1**

The following is a prioritised action list in order to eliminate or reduce the risks so far as is reasonably practicable. Risk assessment number:-

Hazard	Action required & by whom	Target date	Date completed

Are any specific assessments required? (tick as appropriate)

Manual Handling		COSHH					
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Specific Training Requirements:

Senior Manager Sign-Off:

Name:	Position:		Date:	
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