

Perth & Kinross

Local Agreements : **Work Experience** [November 1996]

**PERTH & KINROSS COUNCIL
EDUCATION COMMITTEE 27 NOVEMBER 1996
WORK EXPERIENCE FOR PUPILS -
POLICY ON ASSESSMENT OF PLACEMENTS
REPORT BY THE DIRECTOR OF EDUCATION**

ABSTRACT

This paper outlines proposals for a new policy in relation to assessment of placements for work experience & similar activities for pupils on employers' premises.

1. RECOMMENDATIONS

It is recommended that the Education Committee

- i Notes the current position in relation to assessment of placements for work experience for pupils
- ii Agrees that the revised policy, as proposed in this report, be implemented as soon as practicable

2. BACKGROUND

Each year pupils are placed in employers' premises for the purposes of gaining work experience. These placements are, in the main, arranged by the Education Authority. The Education Authority has a duty to ensure that pupils are placed in an environment which is generally conducive to their wellbeing. Placements are therefore assessed by the Authority.

The purpose of the assessment and monitoring of placements is to ensure that premises are suitable to the educational purposes of work experience, and that responsible adults will be in control of the premises at all times during a pupil's placement. Responsibility for Health and Safety in the Workplace lies with the employer.

Without assuming responsibility for Health and Safety, the Education Authority acting responsibly would wish to carry out preliminary checks on the supervision and educational benefit of placements, and that there is a generally safe environment.

Schools currently follow interim policy guidance issued by Tayside Regional Council. It had been intended to extend this guidance by the provision of central support in relation to the

monitoring of employer's premises particularly in relation to Health and Safety aspects. This central support had not been agreed by the end of the Regional Council's life.

Further consideration requires to be given to EC requirements in relation to risk assessment in the workplace, particularly in relation to the work experience, training and employment of young people.

In light of the foregoing, the Education Authority now requires to consider a revised policy for the assessment of places for work experience or similar activity to assess suitability in terms of safety and other factors.

3 PROPOSED POLICY FOR INSPECTION AND MONITORING OF PLACEMENTS

1 All existing and new potential placements will be assessed in terms of risk in one of three bands.

High
Medium
Low

2 All new potential placements will be assessed before a pupil is placed there. All placements assessed as High or as Medium risk will be visited before any use is made of the placement.

3 All placements will receive a regular monitoring visit and part of that visit will involve a check on a range of health & safety issues. All high risk placements will be visited annually and all medium & low risk placements once every three years. Where issues arise they will be referred to the Council's Health & Safety Adviser for advice & resolution.

4 Training will be provided to support staff engaging in the assessment and monitoring of placements.

4 FINANCIAL IMPLICATIONS

It is anticipated that any costs will be contained within the EIL programme agreed in principle with SET.

5 CONSULTATION

The Directors of Finance, Law & Administration and Human Resources have been consulted in the preparation of this report.

6 CONCLUSION

The proposed policy for assessment of work experience placements for pupils establishes key principles by which the interests of young people and employers will be safeguarded through the effective use of appropriate staff and operational procedures.

BOB MCKAY

DIRECTOR OF EDUCATION

For further information, contact Len McConnell on (01738) 476213.

BACKGROUND PAPERS

No background papers, as defined by Section 500 of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information), were relied on to any material extent in preparing the above Report.