

Work and Study Placements

Introduction:

Young people up to 18 years old (and after) can be in work, education or study placements, part or full time, which can make them vulnerable to abuse.

Examples may be Key Stage 4 work experience and off-site or alternative work, education, and study provision in voluntary and independent organisations.

Education settings need to protect young people from harm and, alongside placement organisations, need to have appropriate health, safety and welfare safeguards and policies in place.

Young people are particularly vulnerable if the placement is:

- More than one day per week
- Longer than one term
- Aimed at young people who are vulnerable e.g., under 16 years or who have special needs.
- Where a supervisor or a colleague has substantial unsupervised access to the student
- One which has a residential component

Safeguards to have in place:

- Staff in education settings and organisations who arrange, vet, or monitor placements must have all recruitment checks and up to date safeguarding training.
- Staff should always liaise with the Designated Safeguarding Lead or Deputy (DSL/D) prior to the placement to discuss any safeguarding issues which may impact on the young person or others at the placement.
- Placement organisations should have a safeguarding children policy, make appropriate recruitment checks and have staff training in place.
- The education setting should define what actions need to be taken if safeguarding issues are raised before, during or after the placement.
- If the placement is with other children, young people or vulnerable adults, the young person's suitability for the placement will need to be risk-assessed by the education setting before the placement starts, including:
 - Discussion with the DSL/D
 - Consideration of whether a DBS check is required (where young person is over 16)

The key to a safe and successful placement is:

- Advanced planning and risk assessment
- Appropriate supervision, communication and monitoring between student, parents and carers, education setting and placement organisation

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Regulated Activity:

Any person specifically designated to care for, train, supervise or be in sole charge of a child under 16 on a work experience placement should be considered to be in regulated activity if:

- they are unsupervised, and
- in this role at least once a week, or
- on more than 4 days in a 30-day period, or
- overnight

If so, the person supervising should be:

- vetted and subject to a 'barred list check and an enhanced DBS disclosure
 - given appropriate safeguarding training.
 - given details of a person at the education setting to contact if they have concerns.
- Please note: If the student is over 16 and the placement involves contact with children (i.e., 'regulated activity') the placement organisation should consider whether to request an enhanced DBS for the student. This should be explored with HR for further advice.

Before the placement:

The student should have:

- An awareness of online safety, what is abuse, their rights and responsibilities.
- Regular contact with someone (at the placement and education setting) that they can talk to immediately if they are worried, uncomfortable or suffer abuse

Useful Links and Resources:

[Young People at Work, HSE website](#)

[Keeping Children Safe in Education, DfE 2023](#)

[Special educational needs and disability code of practice: 0 to 25 years, DfE April 2020](#)