

Work Placement Policy

Purpose

This policy outlines the framework for organising and managing work placements for learners at Next Steps Ed. It ensures that all placements provide meaningful learning opportunities, align with the learner's educational and career goals, and adhere to safeguarding and health and safety requirements.

Scope

This policy applies to:

- All learners participating in work placements as part of their educational program.
- Staff involved in arranging, supervising, or supporting work placements.
- Employers or organisations providing work placement opportunities.

Principles

Next Steps Ed is committed to:

- Enhancing learners' employability skills through high-quality work placements.
- Ensuring the safety, well-being, and safeguarding of learners during placements.
- Fostering positive partnerships with local employers and organizations.
- Promoting equal access to work placement opportunities for all learners.

Roles and Responsibilities

Senior Leadership Team (SLT)

- Confirm approval from the commissioner prior to work placements commencing.
- Coordinate work placement programs and partnerships with employers.
- Oversee the implementation of this policy.

Work Placement Coordinator

- Identify and secure suitable work placement opportunities.
- Conduct health and safety checks and risk assessments for placements.
- Liaise with employers, learners, and parents/carers to coordinate placements.
- Provide ongoing support and monitoring during placements.

Learners

- Act responsibly and professionally during their work placements.
- Comply with the policies and procedures of the placement provider.
- Communicate any concerns or issues to the school and placement provider.

Parents/Carers

- Provide consent for their child's participation in work placements.
- Support their child in preparing for and attending the placement.

Employers/Placement Providers

- Provide a safe and supportive environment for learners.

- Adhere to health and safety and safeguarding requirements.
- Offer meaningful tasks and learning opportunities aligned with the learner's goals.

Planning and Arranging Placements

Identifying Placements

- Placements should align with learners' skills, interests, and career aspirations.
- Opportunities must comply with health and safety and safeguarding requirements.

Pre-Placement Checks

- A risk assessment and health and safety check will be conducted for each placement.
- The placement provider must confirm that they have appropriate insurance and safeguarding measures in place.

Learner Preparation

- Learners will attend pre-placement sessions covering:
 - Workplace expectations and professional behavior.
 - Health and safety awareness.
 - Reporting concerns or incidents.

Parental Consent

- Parents/carers must provide written consent for their child's participation in the work placement.

Safeguarding During Placements

- Young people will not be accompanied whilst on their work placement.
- If any safeguarding issues arise the staff at the work placement are required to contact the DSL at NSE immediately via phone call.
- NSE will provide staff at the work placement with a safeguarding form that must be completed and returned promptly.
- All placement providers must comply with the school's safeguarding policies and procedures.
- The school will provide placement providers with relevant information about safeguarding and child protection.
- A designated school contact will be available to address any safeguarding concerns during the placement.

Monitoring and Support

- The Work Placement Coordinator or a designated staff member will maintain regular contact with learners and placement providers to monitor progress.
- Learners will have a designated point of contact at the school for any issues or concerns.
- Staff may conduct visits to the placement site to ensure the learner's safety and well-being.

Health and Safety

- Placement providers must comply with all health and safety regulations.

- Learners must receive a health and safety induction at the placement site.
- Any incidents or accidents must be reported to the school immediately.

Insurance

- Placement providers must confirm that they have employer liability and public liability insurance.
- The school will ensure that its own insurance covers work placement activities.

Evaluation and Feedback

- Learners and placement providers will complete evaluation forms at the end of the placement to provide feedback on the experience.
- Feedback will inform future work placement programs and improvements.

Equal Opportunities

- Work placement opportunities will be accessible to all learners, regardless of their background or individual needs.
- Reasonable adjustments will be made to support learners with additional needs or disabilities.

Policy Review

This policy will be reviewed annually by the Senior Leadership Team to ensure it remains effective, relevant, and compliant with current legislation and best practices.

This policy reflects Next Steps Ed's commitment to providing learners with valuable work placement experiences while safeguarding their well-being and promoting their development.

Policy Review Date: 10th December 2025

Policy Approved By: Mica Smith - Director