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## **Risk assessment for supporting work experience students who are younger than eighteen years of age**

### **Introduction**

The Training Depot Day Nursery (the nursery) is a professional and well respected children's nursery in Luton. As such, there is a regular demand by students attending school, or recently started college, to be placed in the nursery for work experience. This risk assessment considers how the nursery will support children who apply, those who are younger than eighteen years old. Guidance has been taken from: <http://www.hse.gov.uk/youngpeople/law/index.htm>

### **Work opportunities**

The nursery accepts NVQ level 2 and 3 students, who wish to be placed for one to two years. The nursery focuses on support for these students and local colleges.

Shorter placements are not usually agreed to. Requests for work experience placements, which are often 1-2 weeks in duration, from friends and family of staff members - are to go to the Student Mentor and a decision will be made based on:

- The number of NVQ students already in the setting, eight students is our maximum
- Whether an existing member of staff is prepared to provide additional support

### **Induction**

A pre-placement induction takes place with the Student Mentor, to include an explanation of the student nursery nurse role. The student is asked to show a copy of this role to their parents/guardians, to help them appreciate the work to be expected in the nursery.

The role is limited, to ensure that risks are reduced as far as possible.

The nursery induction sheet is used to record all that was discussed and agreed on. This includes: health and safety, safeguarding and confidentiality. Policies covering these areas will be shared with the student, to enable them to read and familiarise themselves with the nursery requirements.

A tour of the nursery takes place to include: fire exits and toilet facilities.

An opportunity is provided to spend a short time with the nursery children. This allows assessment of suitability to the placement – assessed by the nursery nurse staff.

If the Student Mentor considers that the student has considered the role well and is likely to be well suited, the work experience placement is agreed. The nursery reserves the right to halt the process at this stage, or during the placement if concerns are raised.

## **Support for the student**

The Student Mentor will agree a plan for the duration of the placement and share this with the student and nursery staff.

A work experience student from school will be expected to provide contact details for their Tutor. In turn, the nursery will complete any reasonable documentation required by the school or college.

The student will be expected to follow all instructions given to them, as well as follow the nursery health and safety, safeguarding and confidentiality policies – as explained at induction.

The student will be supported by the Cubs, Tigers or Baby Team that they are with. The student will never be left on their own in the nursery, either in nursery rooms or when taking a break.

The Student Mentor will be available to meet with the student if required by them and routinely at the end of each working day.

As the students who are younger than eighteen are children, the Student Mentor will follow the child protection (safeguarding) guidelines, as detailed in the national standard for work experience organisers – attached as appendix 1. Nursery room leaders are also familiar with these guidelines and will ensure that they are followed in their rooms. Should there be a concern with a member of staff, who appears not to have followed this guidance, the Senior Manager must be informed immediately, and progressed as per the nursery “Whistle Blowing Policy”.

## **Expectations from the student**

They are to arrive at the nursery on time at the agreed times and let us know if they are unable to attend. Students are expected to follow the nursery policies and fulfil the role of student nursery nurse.

Students are expected to work in a safe manner, be respectful and be a good role model for the children.

Students are to ask for feedback from the nursery staff at the end of each of their sessions and respond positively to criticism. They are to speak with the Student Mentor if they have any questions or concerns.

## **Concluding the placement**

On the student’s last placement day, a brief meeting will be held with the Student Mentor. The student will be expected to talk about what they have learnt and offer any suggestions for improving the work of the nursery. Feedback will be given to the student, on their performance in the role of student nursery nurse, based on observation from nursery staff over the placement.

Any forms for the school are to be completed at this meeting.

The induction report and any notes taken from the concluding meeting will be held on file at the nursery, should a future reference be required.

Mr Dave

18<sup>th</sup> October 2018

## Appendix 1

### Child protection (safeguarding) guidelines



#### Child Protection Guidelines (Safeguarding)

The young person(s) who is with you is probably still classed legally as a child and in this respect requires some different consideration. The information below is provided to remind you of the issues, which need consideration.

Child Protection applies to children below the age of 18 and includes young people 19+ with special needs.

Child Protection means protecting children against abuse and non-accidental injury.

#### **Touch**

Touch should be avoided wherever possible. However, there may be occasions when touch is unavoidable e.g. when applying first aid or when guiding a young person in carrying out a technical operation. Such situations should be kept to an absolute minimum, be clearly necessary in the context of the work activity and be clearly explained to the young person in advance.

#### **Behaviour**

Whilst it is important to reassure a young person who may be nervous and will be particularly reliant on your guidance, you should avoid being over-familiar. Never permit 'horseplay' which may cause misunderstanding, embarrassment or fear. Always ensure that colleagues are aware of your location when you are working with a young person.

#### **Environment**

Where possible, avoid being on your own in an isolated or closed environment with a young person. Never be in a room with the door locked and ensure that the young person can see their own means of escape. It is inappropriate to expose young people to sexualised or violent images e.g. through Internet access.

#### **Travel**

In situations where a young person will be travelling alone with an adult during the placement, ensure that there is a known destination and check-in times with a third party. It is a good idea to make available a mobile phone (or equivalent) in such situations.

#### **Mentor**

Those placed immediately in charge of young people should be competent in their work-role, mature in their attitudes, and yet, at the same time, feel 'at ease' with young people. Check with your manager if you do not feel comfortable with the above requirements.

#### **Disclosure**

Situations in the workplace that give rise to concern over the welfare of a young person must be reported to your manager. Occasionally young people may disclose confidential information to a work colleague that gives rise to concern for their physical or emotional safety. In such situations you should speak to your manager who will pass on your concern to the educational agency responsible for the student's overall welfare – this will normally be a school.

#### **Disqualification**

Employers are required by law (the Criminal Justice and Court services Act 2000) to protect children from harm and may be committing an offence under the Act if they knowingly allow a person of danger to children to work with them (or allow a disqualified person to work with children). Employees who may be asked to take responsibility for learners must also inform their employer if they are disqualified from working with

children. Following a review of the situation, the employer will need to decide whether the placement should go ahead and if so, what additional safeguards may be necessary.

#### Working with Young People Learning Providers

You should brief all Learners and Apprentices on issues related to child protection before they attend their placement/activity and encourage them to report any concerns to their Trainer.

Learning providers have responsibility for the safety and welfare of their learners.

Attitude, behaviour and language all require care and thought.

If, in your judgement, any Child Protection issues arise, please make contact immediately with the EBP manager or co-ordinator who has responsibility for that programme area.

#### Further guidance for Work Related Learning Providers

Schools and colleges have responsibility "in loco parentis" (in place of parents) for the safety and welfare of their students. Employers are asked when preparing a programme for students on work experience, to take responsibility for their social welfare as well as their physical welfare.

Employers should ensure their employees' relationships with students on work experience are appropriate to their age and gender, and do not give rise to comment and speculation.

If, in your judgement, any Child Protection issues arise during the placement, please make contact immediately with the student's Headteacher. If you are unable to contact the child's school, you must immediately contact the Children & Learning Dept (Tel 01582 546000).

Employers must not discuss Child Protection Issues with anyone other than the child's school or the Children & Learning Dept. The school retains responsibility for the child's welfare.

When preparing students for work experience schools and colleges will consider Child Protection issues and give appropriate guidance to students, parents and employers.

#### **PART TIME EMPLOYMENT OF SCHOOL AGED CHILDREN**

All children of compulsory school age must be registered with the Local Authority if they are working. The Children and Young Persons Act 1933 (amended 1998) prohibits certain types of employment for example "Employment of Women, Young Persons and Children's Act 1920" prohibits all work by children in and "industrial undertaking". This is defined to include any role in any business involving the manufacture, repair or packaging of items for sale.

The legislation applying to work experience differs from that of part-time employment. Therefore, before offering employment to a child following a successful work experience placement, advice should be sought from the Education Welfare Service on 01234 228304 (Bedford and Dunstable) or 01582 548026 (Luton). (October 2008)

  
**Work Experience  
Organisers**

#### **NB**

In accordance with child protection requirements this guidance can be adopted by your company as a child protection policy to cover students while on work experience if you do not have a policy. Please ensure that all staff having contact with students are made aware of, understand, and act on the policy