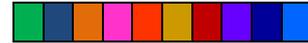


Work & Study Placements



Young people up to 18 years old (and after) can be in work or study placement settings, part or full time for up to 2 years, which can make them vulnerable to abuse.

These guidelines will apply to situations such as Key Stage 4 work experience, and off-site or alternative work & study provision in voluntary or independent organisations, universities etc.

Education settings need to protect young people from harm and alongside placement organisations need to have appropriate health, safety and welfare safeguards & 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 a young person
- 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 up to date safeguarding training
- Staff should always liaise with the Designated Safeguarding Lead or Deputy (DSL/D) prior to placement to discuss any safeguarding issues which may impact on the young person's placement or on 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 education setting's DSL/D
 - Consideration of whether a DBS check is required (where young person is over 16 – see box on right of document)

Regulated activity:

Any person specifically designated to care for, train, supervise or be in sole charge of a person under 16 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, they should be:

- vetted & 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

Before & during placement, the student should have:

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

If the student is over 16 and in a placement which allows contact with children (i.e. 'regulated activity') the placement organisation should consider whether an enhanced DBS check should be requested for the student.

The key to a safe & successful placement is:

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

Useful links/resources:

- [Young People at Work, HSE website](#)
- [Speak Up, Stay Safe, British Safety Council](#)
- [Keeping Children Safe in Education, DfE 2016](#)
- [Alternative Provision Policy](#) for education settings, Safeguarding Sheffield children website