

Work experience information for Parents and Employers

Work Experience Safeguarding

Below is a summary of safeguarding principles in the context of work experience. Please read the full version of the College's Safeguarding Policy, which can be found here [College Policies – Reigate College](#)

Should you have any questions specifically regarding safeguarding, please contact the safeguarding team by email safeguarding@reigate.ac.uk or by phone 01737 221118.

Safeguarding Principles

Bullying or Harassment: We expect our students to work in an environment that is free from any bullying, harassment or discrimination. It is important that you have in place procedures to deal with any incidents that arise and that you promote an environment where any form of bullying or harassment is unacceptable. We encourage our students to report to us if they feel uncomfortable by actions, words or any incidents that occur.

Professional Behaviour: Whilst it is important to make a young person feel at ease, avoid being over familiar and maintain a professional employer/employee relationship at all times. Supervisors or mentors should be competent in their work role, mature in their attitudes but also be at ease with young people.

Environment: Where possible, avoid being on your own in an isolated or closed environment with a young person, if this is unavoidable make sure that others know of the situation.

Travel: A young person should not be travelling alone with an adult during a placement. In normal circumstances, the student is responsible for getting to/from the organisation for the duration of the placement. If additional travel is integral to the placement, then you should seek advice from the work experience coordinator, by e-mailing workexperience@reigate.ac.uk.

Physical Contact: There may be occasions when physical contact is unavoidable, (e.g. when you are guiding them in carrying out a technical operation) however it is advised these are kept to a minimum. Always explain the context and seek the consent of the student.

Disclosure: Occasionally young people may disclose confidential information at work that gives rise to serious concern for their physical or emotional safety. In such situations, you must share this concern with the College. This can be done by contacting the safeguarding team by email safeguarding@reigate.ac.uk or by phone 01737 221118.

Disqualifications: There is a requirement by law to protect children from harm; therefore, any employees disqualified from working with children, must declare it and make the College aware.

Work experience supervision

The following guidance determines the level of staff supervision for in person Work Experience placements. We have identified four categories of in person work experience.

The College accepts that a significant part of work experience is independently organising and travelling to the place of work. However, we also acknowledge that work experience placements need to be checked and verified for quality and safeguarding purposes.

The level of supervision will be determined by the nature of the work experience, the travel to and from the work experience and the level of supervision requested by The Employer.

In person work Experience should be supervised in four different ways

Identify which type of work experience you are undertaking and then read the relevant section

1. Work Experience privately organised and attended by students.
2. Work Experience organised by Reigate College Staff but attended independently by students.
3. Work Experienced organised by Reigate College staff, students attend independently but employer requests a member of staff to be present.
4. Work Experience organised and supervised by Reigate College staff, including the transport provision.

Procedures

Students should log any work experience they are going to undertake on their portal. Once the work experience team have approved it parents are sent an e mail asking them to provide consent via their parent portal. There are four main categories of work experience:

1 - In person work Experience privately organised and attended by students.

- A student must log their planned work experience a minimum of 5 days in advance of the placement, which is approved as being aligned to a career goal by the Work Experience Team.
- Parents will receive an e mail asking them to provide consent via their parent portal.
- Following portal approval students travel independently to and from the placement.
- Students should plan Work Experience around their lesson time, so not to miss any lessons.

In instances when this is not possible:

- An absence of one day can be authorised by the Work Experience Team with a minimum of 5 days' notice in advance of the placement.
- An absence of more than one day can be authorised by the Director (Progression) in advance of the placement with a minimum of 5 days' notice in advance of the placement.

The above guidance includes placements signposted by the Careers Department (e.g. via email or the Careers Bulletin) where students still need to arrange travel independently.

2 - Work Experience organised by staff at the College, but students attend independently:

- The organisation will have been vetted by the Work Experience Team, including checks on company websites, conversations with relevant company managers, and agreements regarding the nature of the work experience, including a risk assessment where necessary.

- If the experience is taking place during holiday time or on weekends, college staff will not be contactable during the experience. However, if the experience is during a college day, students can call the College phone number.
- Parents will be informed about the work experience and asked to provide consent

3 - Work Experience organised by Reigate College staff, students attend independently but employer requests a member of staff to be present.

- The organisation will be vetted by the Work Experience Team, including checks on company websites, conversations with relevant managers, and agreements regarding the nature of the work experience.
- Reigate College staff will be in attendance but will not be in loco parentis. Students must organise their own transport to and from the placement.
- Parents will be informed about the work experience and asked to provide consent

4 - Work Experience organised and supervised by Reigate College staff, including the transport provision.

- Where any form of transport is being organised by the College, the placement will be organised in line with the trips policy.
- Parents will be informed about the work experience and asked to provide consent