

**RICHMOND
EDUCATION
BUSINESS
PARTNERSHIP**

**Richmond Education
Business Partnership:
Health and Safety and Child
Protection Policy (students)**

Richmond Education Business Partnership (REBP) actively promotes and supports good practice in the workplace. Arrangements are in place to minimise risk to students engaged on work experience and other work related learning activities.

The health and safety responsibilities of students and employers will form an integral part of REBP student briefing sessions for all work related learning activities.

Prior to the start of their work experience placement every student will be issued with the "Be Safe" Health and Safety booklet. Learners will also be issued with a special safety leaflet giving advice on safe travelling.

Health and safety and child protection will be included in all presentations given by REBP staff at work experience information evenings for teachers, parents and carers.

REBP will advise all employers to carry out a full health and safety briefing as part of a student's induction process on their first day of work experience or at the start of any industry visit.

Students will be encouraged to report any health and safety concerns to their supervisor or manager and should have regular opportunities during their work experience placement or visit to notify either their school or the REBP of any safety issues.

All placement providers will be vetted for Health and Safety and a risk assessment will be completed by a qualified employer visitor from the REBP. Placement providers will receive a risk evaluation from the employer visitor. This is done by using a qualitative approach based on allocating high, medium and low values to the likelihood of occurrence and the likely severity of the harm, by then relating the two together a risk value can be decided. Placement providers will receive regular revisits based on the risk rating of the previous evaluation as follows:

- Low risk: every four years
- Medium risk: every two years
- High risk: every year

The employer visitor will discuss with the placement provider child protection issues including the requirements of the ISA and possible need for CRB checks. A child protection leaflet providing help and advice for the provider will be discussed and issued to the provider.

All placement providers are required to sign a 'Letter of Understanding' between the Director of Children's Services and Culture and themselves as the employer providing the placements. The letter sets out the borough requirements with regard to Health and Safety, the provision of suitable Employers Liability Insurance and the care of young people in the workplace.

Employers provide a named supervisor for all programmes and activities off site. CRB checks are completed where necessary. Where a group visit to an employer's premises forms part of a programme, all students must be accompanied by the appropriate numbers of teaching staff. In school, visitors must be accompanied at all times and never left alone with the learners.

REBP aims to use a particular group of employers for working with SEN students and those with disabilities. These employers are experienced in this area of support for young people and work closely with the REBP and the school. When an employer has not previously worked with students who have additional needs REBP will brief the employer and ensure that support is available as required throughout the placement. If necessary REBP will ask the school to contact the employer to explain the student's needs. Students with PMLD are supported by a teacher or teaching assistant for the duration of their work placement.

As part of the Children's Services and Culture Directorate of the local authority REBP are signed up to and actively supports the governments Every Child Matters framework. Safety of the child is paramount and is included in the planning and briefings for all authorised programmes.

The management and staff of Richmond Education Business Partnership and Placement Providers will be responsible for the health and safety and the protection of students, staff and visitors to their premises. They will do all in their power to promote personal safety and the protection of children. Schools will always retain the duty of care for their students, however, all involved in the teaching of work related learning will always be reminded of their own responsibilities under the common law duty of care for children.

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