



Viabes Community Association

Work Experience Policy

Viabes Community Association has policies in place to protect those within the organisation as employees, volunteers, children or vulnerable adults. When working with children on work experience, these same policies apply. **In addition**, the Association will ensure the following:

Health and safety

All those on a work experience placement will be properly briefed of the health and safety aspects specific to their role and area of work, in addition to the overall site within which we operate.

Learners will have a named person to call upon should they have queries, questions or require clarification or equipment to ensure their safety.

A risk assessment of the activity that learners will participate in will have been carried out in advance of their placement starting. This may include a review of a risk assessment already in place.

Viabes Community Association will seek information about the learner in advance of the placement, particularly if there are factors such as health or learning disabilities which may impact upon their ability to carry out certain tasks.

Viabes Community Association recognises that they are responsible for the health, safety and welfare of the learner while they are on placement and that the school or college from which they have been sent retains a duty of care.

Delivery

A competent person will support the learner at all times.

An induction will be carried out on the learner's first day of placement.

The learner will take part in meaningful tasks to ensure they are receiving valuable work experience. This will include a range of activities to enable the learner to view the role from all aspects, as long as they are appropriate for the learner.

We will keep the placement coordinator informed if we feel there are achievements to be celebrated or concerns to be shared.

Review

The named person will contribute to reviews with the learner and the placement coordinator (from the school or college) providing feedback about the learner's achievements and areas for development.

Viabes Community Association will acknowledge and celebrate achievements with the learner.