

## Work experience host agreement

Spark! recognises the right of every individual to stay safe while accessing our work experience opportunities. We work with partners such as schools and employers to facilitate high quality, meaningful and safe work experience placements and take our responsibilities for safeguarding and equality & diversity seriously.

In this document, we ask you as a work experience host to certify that:

- You agree to provide a safe, meaningful and engaging placement to meet the needs of the young person.
- You agree to maintain our safeguarding ground rules as listed below.
- You agree to abide by Spark!'s Diversity, Equality and Inclusion policy.
- You agree to provide the young person with an induction to welcome them and keep them safe in your organisation.
- You agree to maintain working hours in line with legal regulations.
- You agree to manage accidents and emergencies in an appropriate manner, as outline by Spark!.
- You agree to manage absences and behaviour issues in an appropriate manner, as outline by Spark!.

## Safeguarding ground rules

Safeguarding is about ensuring the protection of children and young people wherever possible and dealing sensitively and appropriately with the situation should any incident arise which places a child at risk or in which a child has suffered abuse.

### What does that mean for me as a host?

- You have a responsibility to keep your young person safe while on site with you. You should take the relevant steps to do this. Spark! will provide guidance pre-placement.
- Young people must not complete tasks and activities that may put them at risk due to their lack of experience, maturity and training.
- If you are planning to take your young person to a secondary site, please inform Spark! so that we can make sure this is done safely.
- Young people should never be alone with a member of staff who is not DBS checked in a closed space (e.g. a car, or a meeting room with the door closed).
- As we, the school and parents need to know where the young person is, if they are absent or leave early for **any** reason, please inform us so we can make sure they are safe.
- If you have any concerns about a young person's safety both in or outside of their placement (e.g. if they say something worrying to you), you have a duty to report this to your Spark! contact who will take appropriate reporting action.

For adults working with young people, particularly those of compulsory school age, it is important to be aware of potentially difficult situation. By following the simple guidance outlined below it should be possible to ensure that the placement is secure and productive for both the provider and the young person.

## **1. Physical touch**

There may be occasions when you need to touch a young person, (e.g. when you are guiding them in carrying out a technical operation), but these should be kept to a minimum and permission must be sought from the young person beforehand.

## **2. Behaviour**

Whilst it is important to be relaxed in the young person's company and to reassure them that they are in a friendly and supportive environment, you should avoid being over familiar. Never permit 'horseplay' or 'banter' which may cause embarrassment or fear.

## **3. Environment**

Where possible avoid being on your own with a young person in an isolated or closed environment.

## **4. Travel**

Where possible avoid situations where a young person will be travelling alone with an adult during the placements. However if this occurs, please inform Spark! that the young person will be travelling to a different site, and ensure that there is a known destination and check-in times with a third party. It is also a good idea to make a mobile phone available for the young person to contact in these situations.

## **5. Supervisor**

You will need to provide the young person with a mentor or supervisor who they can go to if they have any concerns or issues. Those placed in immediate charge of young people should be competent in their work role, mature and responsible, and be at ease in the company of young people.

## **6. Disclosure**

Occasionally young people may disclose confidential information to a work colleague that gives rise to concerns for their physical and emotional safety. In these situations you should speak to your line manager and share your concerns with Spark! and the young person's school or college.

## **7. Disqualification**

You are reminded that you are required by law to protect children and young people from harm and that any employees, under the Criminal Justice and Court Services Act, to declare if they are disqualified from working with children.

## **Equality and diversity principles**

Spark! is dedicated to making sure that all employees, partners and beneficiaries, have equal access to opportunities and actively seek to remove all barriers to inclusion. Spark! recognises that individuals and groups have been discriminated against on many grounds, and we as well as our employer partners have a clear responsibility to create a diverse and inclusive workplace. No individual or group should receive less favourable treatment, and we actively welcome, value and celebrate difference across our workforce and all aspects of our work.

We expect employers to extend to work experience young people their adherence to legislation which protects people against all forms of discrimination based on particular protected characteristics. Protected characteristics are certain attributes that people possess,

which the law considers must be safeguarded. There are nine protected characteristics that it's unlawful to discriminate based on:

- sex
- age
- disability
- pregnancy and maternity
- race
- sexual orientation
- religion or belief
- marital or civil partnership status
- gender reassignment.

We expect employers to ensure they are offering placements to young people regardless of their socioeconomic circumstances and they should consider how to make sure their placements are accessible. For example, offering expenses for travel or lunch and providing IT equipment required for the role.

Employers need to abide by Spark!'s Diversity, Equality and Inclusion policy.

### Placement Induction

The induction should take place on the young person's first day, ideally in the morning or in advance of the placement starting. Please bear in mind the young person's inexperience when planning the induction. It should include:

- An overview of the organisation and introduction to their supervisor and other key staff.
- A discussion about the purpose or their role and their job description.
- Clarification on working hours, including start and finish times, breaks and lunch times.
- Rules and regulations for use of the internet and emails.
- The location of toilets, kitchen, drinking water and smoking areas.
- How they can access support throughout their placement if they need it.
- Health and safety requirements:
  - Any risks applicable to the job they are doing and the environment that they will be operating in.
  - Prohibited activities, e.g. machines, equipment and no-go areas.
  - How to report any unsafe conditions, problems or equipment failure.
  - Security procedures.
  - Safe use of work equipment, including Visual Display Unit regulations and the wearing of Personal Protective Equipment and clothing.
  - How to get first aid treatment if required
  - Procedures for reporting accidents and incidents.
  - Fire procedures, including how to raise an alarm, emergency exits, assembly points.
  - Manual handling and safe lifting techniques, and use of ladders and other equipment, if applicable.
  - Any specific expectations on behaviour in relation to safety, e.g. no running, no overloading, etc.
  - Any specialist instructions, e.g. health risks and hazards, use of hazardous substances, safe use of specific equipment. etc.
- Always double-check the young person's understanding on instructions, as they may not have the confidence to ask questions. It is a good idea to have them sign an induction checklist to confirm their understanding and agreement.

## Working hours

The Working Time Regulations 1998 and 1999 applies to young people on work experience. However, the number and pattern of hours worked is normally agreed by you (the placement provider), their school, Spark!, and the young person. If possible, normal hours should be worked, but young people are not allowed to work outside any hours specified by legislation.

Where a placement involves Shift Work and the young person wants to undertake shift work or night shift, as part of their experience, this can be allowed. However, it must be agreed by the parents/guardians and you (the employer) and must not exceed the legal maximum.

Lunch and break periods are to be agreed in advance between the employer, the schools, Spark! and the young person. Where a young person is to stay on the placement premises during breaks, then the employer has a duty of care, as for any employee.

If a young person leaves your premises during lunch or break periods, no liability can be accepted by the employer, Spark!, or the school for any incident that may occur.

## Accidents and emergencies

If a young person is injured or falls ill while in your care please

- Give First Aid in the normal way, but check the permission section on the young person's Work Placement Letter of Agreement before giving any medication
- Summon Medical Assistance if necessary.
- Inform Spark!, the school/college and any other contact (including parents/guardian if contact details are available) as soon as possible.
- Enter details of the incident on your accident book and take any further action as required by law.
- Spark! or the school/college may advise you of further steps to take
- If an emergency occurs, then the young person should be treated as an other member of staff.
- Contact Spark! as soon as possible. Spark! will complete an incident report and inform the school/college.
- If an incident requires further investigation, please contact Spark! who will be able to help. Young people may be withdrawn from the placement if required.
- If the young person requires time off because of injury due to an accident during working hours, then this should be reported to the [Health and Safety Executive](#).

## Absences and behaviour

- If a young person fails to attend their work experience placement, please contact the school/college or Spark! immediately.
- If the young person informs you that they are unwell and will not be able to attend please contact Spark! and the school/college immediately to confirm,
- Minor disciplinary matters should be dealt with in an appropriate way, the same as any other employee. Please ensure that Spark! and the school/college are informed.
- If inappropriate behaviour continues, or in the case of a major break of discipline, then please contact Spark! to arrange for the young person to be sent back to their school/college for the rest of the placement.
- Where you wish to terminate the placement, Spark! and the school/college must be informed immediately.
-

## End of placements

A positive way to end the placement is by asking the young person what they have learnt during their time with you and your team, and provide the opportunity for them to give you feedback on what went well for them, and how work placements might be improved for other young people.

If you have potential employment opportunities for the young person in the future, let them know what these may be and how they could go about applying after their education.

## Spark! Contact Details:

Georgia Ford - Head of Programmes (Designated Safeguarding Officer)  
[georgiaford@sparkcharity.org.uk](mailto:georgiaford@sparkcharity.org.uk) / 07903 499617

Beverley Anim-Antwi – Work Experience Manager  
[beverleyanimantwi@sparkcharity.org.uk](mailto:beverleyanimantwi@sparkcharity.org.uk) / 07985 180281

Matt Lent - Chief Executive Officer of Spark!  
[mattlent@sparkcharity.org.uk](mailto:mattlent@sparkcharity.org.uk)

NSPCC Helpline: 0808 800 5000

**I confirm that I have read and agree to abide by the Work Experience Agreement terms.**

**Signed:**.....

**Organisation:**.....

**Name:**.....

**Date:**.....

*Last reviewed – March 2023*