



Guidance for taking on and working with Work Experience Students

Work experience at the London School offers secondary school students their first real chance to apply maths and science skills outside the classroom. It is also a great opportunity for us to widen students' understanding of the working world; many of them will not have realised that jobs in health extend beyond medicine, that jobs in science do not necessarily involve working in a laboratory, or that a career in research is possible. In addition, many of our work experience students are from families where no one has been to university, and are often (pleasantly!) surprised to find out that higher education does not just mean another three years in a classroom.

Work experience in bench science is a great opportunity for a young person if you are able to offer it, but you can create an equally rewarding placement if you work in epidemiology or health economics for example. The most important thing is to create a structured programme of activities with planned outcomes, such as mini-research projects (speak to Public Engagement Co-ordinator Vickie Bazalgette if you would like to discuss some options).

General

- Work experience students who wish to visit/work at the School **must be aged 14 or over**.
- The School Safety Manual states that children (i.e., someone aged thirteen or younger) are not permitted in the School Bar, laboratories, computer teaching rooms, plant rooms or areas in which building contractors are operating.
- It is likely that the student's school in question will send you paperwork to complete to confirm the details of the placement, which may include information about emergency contacts at the student's school as well requesting these details from us. If this does not happen, **please ensure that you request an emergency contact** from the student's school in advance of the placement.

Health and Safety

- The School is responsible for the safety of work experience students during their time with us. If your work experience student does not arrive or does not arrive within 45 minutes of the agreed time you should contact the emergency contact you have been given at the student's school.
- The member of staff hosting the work experience student is responsible for the student at all times. While on the premises the student remains the responsibility of the member of staff arranging the work experience. The staff member is also responsible for ensuring the students safety in the event of an emergency evacuation.
- Most schools arranging work experience will ask that you complete a health and safety checklist about the School. Table 1 lists some of the types of questions that may be asked with the appropriate answers.
- Risk Assessments for all procedures that the student will be carrying out **MUST** be completed with appropriate controls and necessary modification required specific to the age of the student. A standard laboratory RA will not suffice, it must specifically state the additional controls required, e.g., at this stage the student will be observing only.

- Work experience students **MUST NOT** handle any live pathogens or radionuclides whatsoever.
- Use of chemicals should be limited and in each case risk assessed.

Table 1: Possible questions that may be asked by the students' school

POSSIBLE QUESTIONS	SUGGESTED ANSWERS	NOTES
Does the School have a written safety policy?	Yes	
Does the School have a policy regarding health and safety training for people working in your undertaking?	Yes	
Are risk assessments in place?	Yes	If no, write them!
Do risk assessments specifically address the additional controls needed for work experience students?	Yes	Your risk assessments must be adjusted for the student. It is most likely that your current risk assessments will not address the student's age so please do them before you take on the student!
Are risk assessments kept under regular review?	Yes	
Are the results and recommendations of a risk assessment implemented?	Yes	
Who is responsible for Safety?	Matt Lee Chief Operating Officer	
Who is the day-to-day safety contact?	Beth Webster School Safety Advisor	
Does the school have public liability insurance? If yes, what is the expiry date and policy number?	Yes.	A copy of the insurance can be found on the notice board in the HR corridor. If the school requires a copy of the insurance please contact Ukana Uko in Finance.
Is there a formal procedure for reporting and recording accidents and incidents in accordance with RIDDOR?	Yes	
Will the School report to the student's school if an accident occurs?	Yes	
Is the School registered with an enforcing authority: Local authority or HSE?	HSE	
Will fire safety training be included as part of the students induction?	Yes	You will need to explain to the student where the assembly point is and the timing of the weekly bell test.

Child Protection

Guidance from the Department for Education states that DBS checking for hosting work experience students is not required. However, if staff hosting have a background in science/math/technology and would like to be DBS checked, they can join the STEM Ambassadors Programme run by the nationwide education charity STEMNET.

STEMNET works to increase the amount of science, technology, engineering and mathematics (STEM) enrichment taking place in schools, and STEM Ambassadors are professional with skills in these areas who volunteer to act as role models and encourage young people to continue with these subject. STEMNET asks each STEM Ambassador to take part in a minimum of one activity a year, and hosting a work experience student would fulfil this requirement.

Any member of staff arranging and taking on a work experience student must notify Vickie Bazalgette (Public Engagement Coordinator) who maintains a record of all placements, the students' school details and dates of the work experience time.

The School is required to inform the school sending the student if it has a reason to believe that a young person is in danger of harm.

Individuals who are disqualified from working with young people cannot host work experience children.

Further details are provided in appendix one; Child Protection Guidance for Placement Providers.

Things to organise in advance of work experience placements:

- Arrange a security pass from reception in advance (contact Vickie Bazalgette)
- Arrange insurance cover for the individual student visit through Finance (contact Ukana Uko by emailing insurance@lshtm.ac.uk) – compulsory
- Arrange a computer login if the student will need to use email and computer programs through IT Services (contact Margaret Chandler) – optional
- Arrange desk space for the student if needed – optional
- If you think the student or student's family may have any difficulty in meeting their food and travel costs, you can arrange lunch and break vouchers for the refectory, and travel reimbursement, from Vickie Bazalgette.
- Try to arrange for the students to see more than one side of the School, for example by asking colleagues doing a different kind of work to meet the students.
- Things which staff have organised in the past include:
 - a visit to the a laboratory or insectary
 - sitting in on an MSc lecture or lunchtime seminar (with permission of the organiser)
 - a computer based demo of using GIS techniques or genetic sequencing techniques
 - a small workshop of how to do a randomised controlled trial
 - or a time when interested students can meet a doctor and ask about medical school and a career in medicine.

Feedback from students:

I found the labs extremely interesting, but my favourite part would have to be when I got to see and understand how to plan and run a clinical trial. I also now feel more prepared for the social interaction require in the work place. Year 10 student, 15 years old.

It's awesome working here. I love having the freedom to choose my own research topic and it was brilliant seeing the labs. Year 10 Student, 14 years old.

Child Protection Guidance for Placement Providers

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

BEHAVIOUR

WHILST IT IS IMPORTANT TO REASSURE A YOUNG PERSON WHO MAY BE NERVOUS IN A NEW PLACEMENT AND RELIANT ON YOUR GUIDANCE, YOU SHOULD AVOID BEING OVER FAMILIAR AND PHYSICAL CONTACT AND MAINTAIN A PROFESSIONAL PERSONA. NEVER PERMIT 'HORSEPLAY' WHICH MAY CAUSE EMBARRASSMENT OR FEAR.

ENVIRONMENT

WHERE POSSIBLE AVOID BEING ON YOUR OWN IN AN ISOLATED OR CLOSED ENVIRONMENT WITH A YOUNG PERSON, USE THE REFECTORY FOR BRIEFINGS AND MEETINGS.

TRAVEL

AVOID TRAVELLING ALONE WITH A YOUNG PERSON; IF THIS IS UNAVOIDABLE, PROVIDE A THIRD PARTY WITH CHECK-IN TIMES AND DESTINATION INFORMATION. IT IS A GOOD IDEA TO MAKE AVAILABLE A MOBILE PHONE (OR EQUIVALENT) IN SUCH SITUATIONS.

MENTOR

THOSE PLACED IMMEDIATELY IN CHARGE OF YOUNG PEOPLE SHOULD BE COMPETENT IN THEIR WORK-ROLE, MATURE IN THEIR ATTITUDES, AND YET, AT THE SAME TIME, BE AT EASE WITH THEM.

DISCLOSURE

OCCASIONALLY YOUNG PEOPLE MAY DISCLOSE CONFIDENTIAL INFORMATION TO A WORK COLLEAGUE THAT GIVES RISE TO CONCERN FOR THEIR PHYSICAL OR EMOTIONAL SAFETY. DO NOT EVER PROMISE CONFIDENTIALITY TO A YOUNG PERSON. IF A YOUNG PERSON DISCLOSES CONFIDENTIAL INFORMATION TO YOU THAT GIVES RISE TO CONCERN FOR THEIR PHYSICAL OR EMOTION SAFETY PLEASE CONTACT THE WORK EXPERIENCE COORDINATOR FROM THE RESPECTIVE SCHOOL AND COPY VICKIE BAZALGETTE.

DISQUALIFICATION

YOU ARE REMINDED THAT YOU ARE REQUIRED BY LAW TO PROTECT CHILDREN FROM HARM AND THAT ANY EMPLOYEES ARE REQUIRED, UNDER THE CRIMINAL JUSTICE AND COURT SERVICES ACT, TO DECLARE THAT THEY ARE DISQUALIFIED FROM WORKING WITH CHILDREN.