Greater Essex CAREERS HUB

THE CAREERS & ENTERPRISE COMPANY

EMPLOYER GUIDE

to Work Experience Placements

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Your Responsibilities



- Provide a safe working environment
- Review your risk assessment
- Give a full workplace induction
- Assign appropriate tasks
- Supervise appropriately throughout
- Check subcontractors or partners

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Insurance



[Work experience students | ABI]

- Employers' liability insurance
- Public liability insurance
- If the student's activities go beyond your normal business operations, check with your insurer whether additional cover is needed
- If you are using subcontractors during the placement confirm they hold appropriate insurance too

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Risk Assessments



HSE Health and Safety Executive

- Review existing assessments
- Develop new ones if needed
- Update if new risks emerge

Risk assessment template

Company name: **Assessment carried out by:**

Date of next review: **Date assessment was carried out:**

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done

Risk assessment: Template and examples – HSE

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Safeguarding



[Keeping children safe in education - GOV.UK]

- Schools have a legal duty to safeguard and promote the welfare of all pupils under 18
- Employer to have a policy and procedures
- Avoid certain situations
- Stay in contact with the provider
- Employer to provide appropriate supervision
- Parental consent and communication
- Report concerns

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DBS Requirements



[Disclosure and Barring Service - GOV.UK]

Scenario	DBS Requirement
Secondary school student on placement in an office, business, retail, engineering, hospitality, local authority or most workplace settings	Not generally required
Staff supervising a secondary school student on work experience	Not generally required
Students ages 16+ on placement in healthcare, care or early years settings	DBS Check for the student is likely to be required
Students ages 16+ on placement in schools, nurseries or other education settings involving children	Enhanced DBS check for the student may be required
Students under 16 on work experience placements	Students under 16 cannot obtain a DBS check. Appropriate supervision and risk assessments should be in place.

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FAQs



1. What are my main responsibilities when hosting a work experience student?

Employers should provide a safe working environment, review risk assessments, give a workplace induction, assign appropriate tasks, ensure suitable supervision throughout the placement, and check any subcontractors involved.

2. Do I need specific insurance for a work experience student?

Most employers should have employers' liability and public liability insurance in place. If the student's activities go beyond your normal business operations, check with your insurer whether additional cover is required.

3. Do I need to carry out a new risk assessment?

Not necessarily. You should review your existing risk assessments and update them if needed. New assessments may only be required where additional or different risks are identified.

4. Is a DBS check required for work experience placements?

In most workplace settings, DBS checks are not generally required for staff supervising secondary school students. However, placements in healthcare, care, early years, schools, or other settings involving children may require checks for students aged 16 and over.

5. What should I do if I have a safeguarding concern during the placement?

Employers should follow their safeguarding procedures, maintain appropriate supervision, keep in contact with the school or provider, and report any concerns.

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Resource Guide

How? | CEC Resource Directory