

During work experience placements

Much of the success related to a work experience placement will rest on how well the Work Experience Co-ordinator and/or the central placement organiser have communicated and organised the placement. An essential element of the placement is a visit or telephone call by a named member of staff i.e. a Tutor/Teacher to the learner and the placement provider.

The purpose of the visit or telephone call is to:

- check on the learner's health, safety and welfare, including safeguarding/child protection issues;
- confirm that the tasks being carried out are only those covered in the placement description;
- check that the learner has identified the learning that has to be achieved;
- Discuss with the placement provider and the learner the targets that are to be met for learning and the continuing placement.

The meeting/telephone call with the learner and employer will provide an opportunity for feedback. These issues should be followed up on site as appropriate and formally recorded on the form entitled *Work Experience Programme Periodic Visit* (for those home learning bases/schools that organise their own placement see '*Administrative process for Work Experience/Work-related Learning Opportunities*' p.82. If the visiting Tutor/Teacher has any serious concerns relating to any aspect of the placement, but especially child protection or a health and safety issue, these concerns must be communicated to the DSP, if the DSP is not available contact should be made with Children's Social Care see *Appendix B – Contact details for child protection concerns* p.97. The DSP should withdraw the learner immediately; the parent(s)/carer(s) must be notified and a discussion must be had with the central placement organiser, as well as the local authority. The DSP, dependent on where the home learning base/school is situated **must report** to:

Leicester City Council CYPS - Health and Safety Team
0116 252 7873

or in cases of child protection
Duty and Assessment Service
0116 252 8400 *or*

Emergency Duty Team
0116 255 1606

Leicestershire County Council -
CYPS

Health, Safety and Training Team
0116 305 6402

Safeguarding Unit
0116 305 7570