

## Work Experience placements in a neighbouring local authority and Work Experience placements Abroad

### Work Experience placements in a neighbouring authority

The LEBC works closely with the East Midlands Regional Group consisting of Lincolnshire & Rutland, Derbyshire, Nottinghamshire and Northamptonshire. Together the group has agreed a working protocol for vetting employer placements to ensure the same standard of employer assessor, the assessing process and the documentation gathered and produced.

Where a learner is taking up a work related learning opportunity or work experience placement in a neighbouring local authority, the expectation is that the home learning base/school is to follow the guidance, as set out in this Code of Practice. In particular, where a health, safety and welfare check is being undertaken by an agency other than LEBC, the LEBC must be satisfied that the checks are being carried out by competent persons and they operate their checks in line with LSC HASPS standards as adopted by both Local Authorities.

In the event a home learning base/school is using LEBC to carry out its health, safety and welfare checks, the home learning base/school **must** be satisfied that LEBC has in place an approved subcontracting arrangement with an agency in another local authority, and that evidence has been provided to support this. Where a learner may undertake a placement in a neighbouring county, safeguarding considerations **must** be given to travel and possibly overnight arrangements by the home learning base/school and the parent(s)/carer(s) of the learner.

### Work Experience placements abroad

Work placements abroad do have the benefit of offering a 'once in a lifetime' opportunity for a learner. However, the necessity to safeguard and promote the welfare of a learner should not be underestimated. If the learner is of compulsory school age, it is strongly recommended that alternative arrangements are made.

Where a home learning base/school is approached by a learner or parent(s)/carer(s) regarding a work placement abroad, the approach should be referred to a senior manager with responsibility for work related learning.

The senior manager for work related learning should then contact his/her respective local authority to discuss the following, bearing in mind the official stance of each authority:

- the health and safety regulations of the country in question;
- the differences in insurance requirements
- the challenges associated with a different language and culture
- assessment of risks involved in travelling, including health and vaccination requirements;
- provision of contacts , if the learner has any worries or problems, and who to contact during an emergency;

- additional preparation required, so the learner knows what to expect and what is required of him/her.

*Leicester City Council maintained Schools*

It is the view of Leicester City CYPS that maintained schools that come under its jurisdiction in terms of safeguarding should not arrange work placements abroad. For further discussion and explanation of this policy decision, contact should be made with the following services within CYPS:

- Health and Safety Team  
0116 252 7873
- Insurance and Claims Manager  
0116 252 7485
- Education Officer (Residential and Outdoor Education)  
0116 252 6002
- Safeguarding Unit  
0116 252 8400

*Leicestershire County Council maintained Schools*

Leicestershire CYPS has taken the view that, maintained schools within its jurisdiction in terms of safeguarding should not arrange work placements abroad, unless it can be proven that, this experience is essential to fulfil the requirements of a vocational placement, and it can be proven that the experience offered is not available within the United Kingdom. Contact should be made with the following services within CYPS in order to obtain advice:

- Health, Safety and Training Service  
0116 305 6402
- Insurance Manager, County Treasurer  
0116 305 7658
- Residential and Outdoor Education  
01509 890119
- Safeguarding Unit  
0116 305 7570