

Placement provider (Employer)	REBP	School	Parents/carers
<ul style="list-style-type: none"> <li>◆ Take responsibility for Child protection issues in the work place</li>   <li>◆ Take responsibility for Criminal Justice and Court Services Act</li> </ul>	<ul style="list-style-type: none"> <li>◆ Discuss and raise awareness of               <ul style="list-style-type: none"> <li>○ Child protection issues</li> <li>○ Criminal Justice and Court Services Act (relating to disqualified people working with children)</li> </ul> </li>   <li>◆ Leave information with placement provider.</li>   <li>◆ Record on visit document:               <ul style="list-style-type: none"> <li>○ Issues discussed</li> <li>○ Information provided</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>◆ Consider and disclose relevant information based on student risk assessment that may affect the student's safety. E.g.               <ul style="list-style-type: none"> <li>○ SEN</li> <li>○ Medial</li> <li>○ Vulnerability</li> <li>○ Emotional and behavioural issues</li> <li>○ Criminal record</li> <li>○ Suitability of students for working with young children</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>◆ Give permission for students to complete a placement.</li>   <li>◆ Ensure that the school are aware of any issues that may affect the student or employer's health, safety or wellbeing on the placement.</li> </ul>
	<ul style="list-style-type: none"> <li>◆ If an incident occurs               <ul style="list-style-type: none"> <li>○ Log contacts and action taken</li> <li>○ Inform Headteacher and WRL coordinator</li> <li>○ Withdraw student</li> <li>○ Review use of placement</li> </ul> </li>   <li>◆ Log all incidents that occur on work experience and build up an accumulated pictures for evaluation and review</li>   <li>◆ Provide details of all incidents to school.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Obtain permission from parent/carers for each student to take part in the work experience programme</li>   <li>◆ Provide emergency out of hours contact details to REBP</li>   <li>◆ Deliver a pre placement briefing to student that includes health and safety and ensures that students are aware of what to do and who to contact in an emergency. This can be delivered by REBP if requested. See brochure</li> </ul>	
	<ul style="list-style-type: none"> <li>◆ Regularly raise child protection issues with EBP staff and ensure that new staff are appropriately trained.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Advise students to share job descriptions and employer's risk assessment with parents/carers. If students cannot be relied upon to do this school must take responsibility.</li>   <li>◆ Report any incidents that occur during placements to REBP even if they are deemed 'minor'.</li> </ul>	