THE CAREERS & ENTERPRISE COMPANY

Administrative tasks for workplace experiences

Modern work experience.

Let's make it work.

Who is responsible for a young person's health and safety?

The employer is responsible for workplace health and safety whilst they are on work experience with you. Under health and safety law, work experience learners are regarded as your employees, like any other young person you employ.

Similarly, if you are hosting a group visit, as the employer, you are responsible for all workplace health and safety.

There is guidance including from NSPCC and the Health and Safety Executive (HSE). Following this guidance helps keep young people safe, balancing that with making sure arrangements aren't overly bureaucratic and burdensome, and limiting experiences for young people.

Take time to review your Health & Safety policy to ensure it has a section covering young people in the workplace on work experience and consider (if you're a significant provider of placements) a dedicated work experience policy.

Do I need to do a special risk assessment before a school visit?

If you are bringing a group of learners into your workplace, carry out or adapt an existing risk assessment specific to the activities you will be undertaking.

Do I need to do a special risk assessment when taking on a work experience learner?

What you cover in your risk assessment depends on the level of risk.

Employers must manage risks for all workers, with additional attention to potential risks for young people adapting to a new work environment.

Review your risk assessment before the visit if you:

- do not currently employ a young person
- have not employed a young person in the last few years
- are taking on a work experience learner for the first time
- are taking on a work experience learner with particular needs

If you have employed a young person on work experience in the last few years, don't repeat your risk assessment if the new learner has a similar level of maturity and understanding, with no particular or additional needs.

You can access an example and template below when considering any accessibility requirements of the learner (in addition to your Workplace or building Risk Assessment).

HSE Template.

For more information, please refer to the guidance available on the Health and Safety Executive website.

Safeguarding & Welfare

It is important that all adults working with people under 18 are aware of issues around the safeguarding of children and young people.

Good Practice:

- Request as this is best practice - to understand and follow the schools policy.
- Do not give your personal email or contact number to learners.
- Learners may also reach out to you via LinkedIn which is limited to 16+, with those between 16-18 advised to seek parental support. You may want to encourage learners aged 16-18 to follow your content instead of connecting or connect but refrain from private messaging.
- Always work in an open environment, avoiding private or unobserved situations.
- Treat all young people equally and with respect and dignity.
- Be an excellent role model - this includes not smoking or drinking alcohol in the company of young people.
- Use appropriate language when working with young people and be conscious that the learners will be aged 18 and under.

Do I need to take out additional insurance?

Your existing employers' liability insurance policy should cover work placements, provided your insurer is a member of the Association of British Insurers (ABI), or Lloyds, so there is no need for you to get any additional employers liability insurance if you take on work experience learners. Find out more at www.abi.org.uk

For many insurers, a definition of who is to be treated as an 'employee' would include:

- any person employed under a contract of service or apprenticeship
- people on work experience schemes, for example learners

If in doubt, check with your insurer. If you don't currently require employers' liability insurance and are going to take on a work placement, discuss the situation with your insurer to check you have adequate insurance cover.

If you are hosting a group visit, check that your public liability insurance covers you for people visiting your premises.

Do I, or my staff, need to undergo criminal record checks (DBS) in light of the recent changes that the Crime and Policing Act 2026 and Keeping Children Safe in Education (KCSIE) 2026 introduce?

The Crime and Policing Act 2026 removes the supervision exemption from the definition of regulated activity with children. This change, which came into effect on 1 September 2026, means that certain activities with children, including teaching, training, instructing, caring for and supervising, now constitute regulated activity regardless of whether the person carrying out those activities is themselves supervised by someone in regulated activity.

This means that all such activity (as defined in Paragraph 407 of KCSIE 2026) is now considered to be regulated activity if it is carried out frequently, or if it meets the period condition. The **period condition** means:

- on **more than 3 days in any 30-day period**, or
- **overnight** (between 2am and 6am),

where the individual has the opportunity for direct contact with children. Whether a person is themselves supervised is now irrelevant to the classification of their role.

If this applies to your role, Paragraph 407 of KCSIE 2206 states 'You must not allow someone on the barred list to take part in regulated activity.' Ultimately the decision in each instance should be between the school and the employer based on an assessment of the role and the employer will be responsible for carrying out any check that is needed for their employees, to satisfy this requirement. For further details of circumstances where a check may be needed, you can use GOV.UK's online eligibility tool to find out which DBS check is right for you and further guidance is available from the DBS here.

Should I pay a learner on a work experience placement?

No. Work experience activities are part of a learner's programme of learning. They normally take place during school term time and are a great opportunity for a young person to be inspired and learn about the world of work.

This is different from part-time paid work (such as weekend work), where you might employ a young person. There are specific rules about employing young people under 18 which do not apply to a work experience placement. Visit Child Employment for more information.

It is however considered good practice to reimburse reasonable expenses, such as travel costs, lunch, and business attire, particularly when supporting disadvantaged learners. This is voluntary and not a requirement and would always be given as expenses and not pay.

How many hours can a young person work on a work experience?

Work experience is intended to give a deeper insight into a particular role or variety of roles in the workplace. This may involve being in the workplace for longer than a learner would be in school or college. There are no specific rules relating to how many hours a young person can be in the workplace on work experience; however, your risk assessment should account for a young person's level of experience and need.

What support will the school provide?

The school, or sometimes a third-party body on their behalf, should be able to explain how this visit relates to other work experiences the learners are undertaking. There should be opportunities prior to any activities, to talk through the appropriateness of different activities for different age groups, and work with you to decide on the best type of activity for your business.

If you are hosting work experience, you should be given information about any specific needs and expected learning outcomes of the young person and contact information for the school and parent, together with information about what to do if you experience a problem.

Many schools will invite you to be part of wider school activities, such as work experience, reflection days, or awards events. These are great opportunities to see the difference you are making.

Will the school visit us before a work placement or group visit?

Schools will want to see your risk assessment for a group visit, and may wish to visit your workplace in advance, particularly if they have never been before. This can be a great opportunity to share information about the structure and outcomes of the visit and more details about your business.

If you are hosting a work placement learner, some schools (or a third-party body on their behalf) may wish to visit you to check the suitability of the placement. However, many will send you a questionnaire or checklist, asking you to confirm your employers liability insurance, risk assessment process, and any other relevant details about the placement such as hours of work, lunch arrangements, etc.



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