

Work Experience Policy (U18s)

Finalised: January 2026 by Ashley Roye, Schools Programme Manager / Designated Safeguarding Lead

Next review: January 2027

1. Introduction

This policy outlines the approach and expectations for individuals under the age of 18 undertaking work experience placements with Music Masters. The charity is committed to providing meaningful and safe learning opportunities for young people interested in music education, arts administration, and community engagement. We aim to foster a diverse, inclusive and welcoming environment for everyone wishing to give up their time to support Music Masters.

Work experience placements are only permitted by law for students during Key Stage 4 and above. The Working Time Regulations 1998 apply to students at work experience placements, for example they should not work for more than five days in any consecutive seven-day period. The number of hours worked, and pattern of duties is normally agreed by Music Masters, school/college, and student/s. The school/college and Music Masters will put measures in place to ensure that students on placements are not required to work excessively long hours or unnecessarily unsocial hours.

Work experience placements can benefit young people by providing career clarity, essential employability skills, and a competitive edge in the job market. For organisations like Music Masters, these placements offer a chance to nurture future talent in the sector, engage existing staff, increase advocacy opportunities for young people, and benefit from fresh perspectives and ideas.

2. Definitions and Aims

For the purposes of this policy, the following terms will be used consistently:

- **Music Masters:** The charity providing the work experience placement.
- **Schools Programme Manager (SPM):** The Music Masters staff member who acts as the line manager for the work experience participant and has overall responsibility for the placement.
- **School / College:** The educational setting that the work experience participant attends and which arranges or supports the placement.
- **Flagship Schools:** Schools that are part of the Music Masters programme where work experience placements may take place.
- **Work Placement Manager:** The named individual at the school or college who oversees and manages the student's work experience placement.
- **Participant / Student:** The individual under the age of 18 undertaking the work experience placement.
- **DSL / DDSL:** The Designated Safeguarding Lead and Deputy Designated Safeguarding Lead for Music Masters.

Work Experience

Work experience is a structured and supervised placement, usually lasting 5–10 consecutive working days, which provides students with insight into the work of Music Masters. Placements typically cater for 16–18-year-olds in Key Stage 4 and above (Years 10–13 or equivalent).

This policy focuses on short-term work experience placements for under 18s and does not cover longer-term or regular volunteering arrangements, such as weekly lesson or ensemble support.

Aims of the Programme

The work experience programme is designed to:

- Provide insight into the operation of a music education charity.
- Develop practical workplace skills in administration, events, and community engagement.
- Build awareness of the role of music and creative learning in primary schools.
- Support the charity's ongoing programmes while ensuring a positive and structured experience for the participant.

3. Activities and Responsibilities

Work experience participants may support a range of supervised tasks including but not limited to:

- Assisting with school concerts and events (e.g. setting up, greeting guests, helping manage materials).
- Supporting children to complete evaluation surveys during or after sessions.
- Office-based tasks such as printing music, preparing certificates, drafting parent letters, sending invoices, and supporting database updates.
- Research tasks for the fundraising and marketing teams, including identifying funding opportunities and promotional ideas.
- General administrative support as directed by the Schools Programme Manager.
- Capturing and creating content for marketing team.

All tasks will be age-appropriate, risk-assessed, supervised by a designated member of staff, and factor in the learning and accessibility needs of the person taking up the placement.

Member of staff with overall responsibility for work experience

The Schools Programme Manager is responsible for ensuring that procedures in relation to work experience are carried out in line with this policy. In particular, they will ensure that they or another responsible member of staff will:

- Contact their insurance company to advise them that they are taking a student for work experience and ensure that Employer's Liability Insurance is in place.
- Assess the risks to their young workers (i.e., under 18 years of age) including students on work experience, before they start work.
- Ensure that a risk assessment is completed and takes into account specific and bespoke factors such as maturity level, prior experience and awareness, as well as any additional needs the student may have. This document must be forwarded to the school or college so that parents/carers can receive a copy prior to the placement commencing.
- Ensure the student receives adequate safeguarding and health and safety instructions prior to commencing the placement/first day.
- Nominate a (DBS checked) contact to work with the student; provide adequate supervision as detailed on the risk assessment; ensure students are made aware of the work activities involved ahead of the commencement of the work placement and any associated significant risks.
- Ensure that students are informed of who has day to day responsibility at the workplace for supervising them, and who (if different) has overall responsibility for their health and safety during their work experience.
- Create a schedule for the student's time on the placement and share it with the Music Masters Office team ahead of the first day of the placement.
- Ask Operations & Systems Manager to set up a temporary email account for the student and restricted space on SharePoint.

- Arrange time with the Operations & Systems Manager to explain organisational protocols with the student.
- Conduct regular check-ins during the placement to monitor progress, provide feedback, and ensure wellbeing.
- Inform the School Work Placement Manager and parents/carers of any accident/incident as soon as practicable.
- Hold a final review or reflection meeting at the end of the placement to summarise achievements and learning outcomes.

Work Placement Manager monitoring Work Experience Placements

The Work Placement Manager responsible for monitoring Work Experience will ensure that:

- They are familiar with the risk assessments for placements being visited/contacted and that any identified personal protective equipment or clothing is worn.
- Records are kept of the monitoring visit.
- A visit takes place once for a block placement (more than one week). Where it is not possible to make a visit due to location of the placement, phone contact takes place and is recorded.
- Any concerns should also be fed back to the Work Placement Manager to ensure child protection and health and safety procedures are followed

4. Risk Assessment

The Management of Health and Safety at Work Regulations 1999 states that employers must assess the risks to their young workers, including students on work experience before they start work.

Risk assessments should be undertaken as soon as the placement details have been agreed in conjunction with the school/college and before the student takes up the work placement. Music Masters should be informed in advance by the school/college about any individual students who may be at greater risk, for example because of any specific medical needs/behavioural needs or learning difficulties.

The risk assessment must take into account the following factors:

- Whether a DBS check may be needed (eg. a 16–18 year old may need a DBS check for school work experience if the role involves "regulated activity" with children or vulnerable adults, such as regular contact where they might be unsupervised).
- Risks from agents, processes and work and any issue relating to students medical, behavioural, physical and/ or learning needs.
- Inexperience and immaturity, including lack of awareness of existing or potential risks.
- The fitting and layout of the workplace and/or workstation.
- The nature, degree, and duration of any exposure to physical, biological, and chemical agents.
- The form, range and use of work equipment and the way in which it is handled.
- The organisation of processes and activities.
- The extent of the supervision to be provided to the student.
- the extent of the health and safety training provided, or to be provided, to the student concerned.
- This list is not exhaustive.

The extent of the risk will determine whether to restrict the work or the activities of the student.

If Music Masters concludes that as a result of a risk assessment there is a significant risk to the student undertaking this activity, the student must be prohibited from doing it.

Music Masters must ensure that the control measures identified on the risk assessment are implemented, and continue to provide dynamic risk assessments. The person responsible for mentoring the student must be provided with a copy of the risk assessment.

In order to fulfil the legal requirements relating to risk assessment, the Work Placement Manager must ensure that consent forms and a copy of the risk assessment are sent to parents/carers and that a copy of this document is signed and returned to Music Masters before the placement begins.

5. Safeguarding and Professional Conduct

As Music Masters works directly with children and schools, safeguarding is central to all activity.

All work experience participants must:

- Read and sign the charity's Safeguarding and Child Protection Policy prior to starting.
- Attend a safeguarding briefing and code of conduct induction before entering any school site.
- Always be supervised by a member of staff when around children.
- Never be left alone with pupils or take responsibility for managing children's behaviour.
- Report any concerns about a child's wellbeing immediately to the Designated Safeguarding Lead (DSL).
- Maintain professional language, dress, and behaviour in all settings.
- Follow school and charity protocols at all times, including confidentiality and data protection, which will be made clear on induction.

6. Hours and Duration

Work experience placements are typically between 1–2 weeks or as otherwise agreed.

Standard working hours will reflect the charity's office schedule or school hours, usually between 9:00am and 4:30pm, with appropriate breaks.

7. Health, Safety and Insurance

The charity's public liability insurance covers all participants while undertaking approved activities.

Participants must comply with all health and safety procedures, including fire and emergency protocols in both school and office settings.

Any accidents or near misses must be reported immediately to the supervisor.

8. Confidentiality and Data Protection

Participants may have access to sensitive information, including data relating to children, families, or partner schools.

They must:

- Treat all such information as strictly confidential.
- Never share data or images externally.
- Comply with the charity's Data, BYOD and IT policies.

9. Dress Code

We encourage everyone to maintain an appropriate standard of dress and personal appearance at Music Masters and to conduct themselves in a professional manner. Work experience placement holders will be advised on Music Masters' dress code ahead of starting their placement. In general, the expectation is that all team members and placement holders appear clean and smart when at work, whilst applying a common-sense approach to the dress code. We understand that activities vary and comfort is important, so generally there is no need to wear overly formal clothes. However where there are special events or visitors, or if specific clothing (e.g. a branded T-shirt) is expected to be worn, placement holders will be informed in

advance. Any enquiries regarding the operation of our dress code (including whether an article of clothing is suitable to wear to work) can be made to the Schools Programme Manager.

A few specific guidelines are as follows:

- Priority is always given to health and safety requirements, so flip-flops are not advised in the office, and staff and placement holders should not wear clothing or jewellery that could present a health and safety risk.
- Staff and placement holders should not wear gym or beach wear to work, including track suits or overly casual t-shirts. Clothing should not be dirty, frayed or torn.
- Tops should not carry wording or pictures that may be offensive or cause damage to our reputation.
- It is inappropriate to wear clothing such as cut-off shorts, crop tops, see-through material or clothes that expose areas of the body normally covered at work.

Staff and placement holders are encouraged to wear religious and cultural dress (including clerical collars, head scarves, skullcaps and turbans) unless it breaches this policy or compromises the health and safety of the wearer, their colleagues or any other person. Where necessary, the Schools Programme Manager can disseminate appropriate information explaining cultural dress and customs.

10. Termination of Placement

Music Masters reserves the right to end a placement early if:

- Safeguarding or conduct concerns arise;
- The participant fails to follow reasonable instructions; or
- The placement no longer aligns with the charity's operational needs.

11. Further guidance section

DFE – <https://guidance.submit-learner-data.service.gov.uk/22-23/psm/article/work-experience>

<https://www.gov.uk/government/publications/16-to-19-study-programmes-guide-for-providers/16-to-19-study-programmes-guidance-2022-to-2023-academic-year>

NSPCC- <https://www.nspcc.org.uk/keeping-children-safe/outside-the-home/at-work/>

HSE - <https://www.hse.gov.uk/young-workers/employer/work-experience.htm>