

Home Education Work Experience

Children and young people who are electively home educated are exempt from Children and Young Persons Act 1963 and Education Act 1996. However, parents and carers should consider the following when planning work experience:

- Complete a quality assurance checklist to ensure the safety and suitability of the work experience
- Use the work experience to compliment their child's education arrangements
- Evidence will still be requested regarding your child's progress; work experience cannot hinder a child's progress
- Children cannot be paid during traditional school hours as this voids the employer's liability insurance.

Further information regarding child employment can be found at: <https://www.gov.uk/child-employment/restrictions-on-child-employment>

Quality Assurance Checklist

Name of company:

Date:

We advise this quality assurance document must be completed prior to working to any work experience by the parent/carer and **annually** thereafter.

1.	Is there a procedure for when your child does not attend? Y/N <i>How will parents/carers be notified?</i>	
2.	Is there adequate access to resources for your child? Y/N	
3.	Are risk assessments completed for activities your child may undertake? Y/N	
4.	Is there a full and clear induction procedure regarding health and safety and fire evacuation? Y/N	
5.	Are there robust procedures in place to safeguard your child? Y/N	
6.	Does the company have public liability insurance? Y/N	
7.	Has evidence of staff receiving accredited child protection training been seen? Y/N	
8.	Is there a policy for when members of staff are working alone with children? Y/N (copy attached)	
9.	Is there a health and safety policy? Y/N	
10.	Have relevant staff vetting checks been undertaken by the company? Y/N Checks could include; <ul style="list-style-type: none"> • an identity check; • a barred list check; • an enhanced DBS check/certificate; • a check of professional qualifications, where required; and • a check to establish the person's right to work in the United Kingdom. 	
11.	Is there a Designated First Aid Officer and suitable equipment available? Y/N <ul style="list-style-type: none"> - Qualified First Aiders identified - Recording system for accidents including informing parents/carers - Historical or current RIDDOR investigations - Evidence of full first aid kit - 	



Action Plan

If 'no' is answered to any of the questions in Part 2 an action plan must be formulated to obtain information

Area for improvement	Intended action	Date completed

Quality Assurance Review Date: _____