



Norfolk County Council



flourish

Factsheet 11

Safeguarding (For work experience organisers)



Safeguarding

- Schools are responsible for safeguarding students during all work experience placements
- Policies and procedures must be in place to protect children from harm, and government statutory guidance on safeguarding in relation to work experience placements can be found in *Keeping Children Safe in Education 2025*
- Schools must check the individual circumstances of each placement and ensure any necessary DBS checks on employer staff are carried out - see *Disclosure and Barring Service (DBS) Checks* factsheet
- Parents/carers must be given a named school contact and a contact number (this should not be the main school reception number). The nominated member of staff (or a deputy) must be available to speak to the student/employer for any queries or concerns before the placement begins
- Students must also be given a clear point of contact at school who is available to speak to (as detailed above) in case they experience any issues while on placement
- Any concern or allegation about an adult working with a young person on placement must be reported immediately to Norfolk County Council's Children's Services LADO (Local Authority Designated Officer)
www.norfolk.gov.uk/article/40533/Local-Authority-Designated-Officer

If you contract with a third-party provider of work experience services, then all necessary health and safety checks – including safeguarding checks – will be conducted on your behalf



Norfolk County Council



flourish

- All reasonable efforts have been made to ensure that the information in this publication was correct at time of going to press (April 2026)
- *Factsheets* are produced by Post 16 Education Employment and Training Service, Norfolk County Council, County Hall, Martineau Lane, Norwich, NR1 2DH
- Tel: 0344 800 8022
- © Norfolk County Council