



Norfolk County Council



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Factsheet 8

Supporting Students During Placement



8. Supporting Students During Placement

Schools retain the duty of care during placement, and must:

- Monitor students whilst out on placement by either a visit and/or a phone call, depending on risk level. RAG ratings can help determine which is appropriate. Suggested factors to consider when determining RAG risk level:
 - Individual learner's needs – e.g. whether student has SEND, SEMH needs, is vulnerable or particularly anxious in new situations
 - Type of industry and environment – e.g. risk level may be deemed higher in industries such as engineering, farming, construction etc.

Please note: This is not an exhaustive list. Schools should set their own criteria to suit the needs of their students and/or the employer.

- Schools should keep a written record of monitoring visits/phone calls – see example **Student Placement Monitoring Form** (*Factsheet 9: Resources and Templates*)
- Use employer induction checklists to ensure students are safely integrated at the workplace
- Provide each student (and employer) with emergency contact details for a member of school staff to contact if any issues arise. Note: This should be a telephone number where a member of staff is available to speak to the student/employer- not an e-mail address. This includes early mornings, evenings and weekends if the student is working irregular hours
- If a placement is taking place during school holidays/inset days, schools should provide emergency contact details so that the student/employer can speak to a member of staff – it is not sufficient to provide a contact e-mail address

If a placement falls through or is cut short:

- Both students **and** employers must be told that they need to advise school asap if a placement has broken down or needs to be cut short for any reason
- Students should attend school in the event of a placement being cancelled or cut short – if they do not attend school, then this is likely to be marked as an unauthorised absence

- Ensure there is a back-up plan in place to enable some form of work experience to go ahead. Options could include:
 - Talking to employers who you have a close working relationship with who already have a student booked in to see if they could take on an extra young person. Schools may need to be flexible with dates in this situation
 - A programme of virtual/online activities (VWEX) the student can follow in school. There are a wide variety of options available - see *Factsheet 10: Resources*
 - Looking within your school/college and also across the wider Multi Academy Trust for possible opportunities in other educational settings for students to assist in a work experience capacity. This could involve students working with administrative, facilities, catering staff etc.



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