



Safeguarding policies for those interns between 16 and 18 years old

IIB does not work with children under the age of 16. Whilst the employment of young people over the age of 16 is heavily regulated by statute and by local authority bylaws an exception is made for young people in the last two years of school, who are permitted to take part in **work experience placements**, provided that the placement does not involve:

- tasks that are unsuitable for the young person's physical or mental capacity, or could damage their health; or where they come into contact with chemical agents, toxic material or radiation; or extreme cold, heat or vibration, which may pose a risk to health.
- heavy industry; or
- working at premises where alcohol is sold (unless the intern is accompanied in this part of the premises). Basically the intern should not be allowed to sell alcohol to a customer if unaccompanied.

Assessment of the role: An assessment should be carried out to ensure that the nature of the work, the level of supervision, and the working hours are suitable for the individual. This assessment may result in a need to make adjustments to the role. For instance, close supervision may be appropriate when undertaking particular tasks or operating particular equipment.

Health and Safety Risk Assessment: Organisations that employ 16-18 year olds or have them as interns should always carry out the normal required assessment with these individuals specifically in mind as well. They must consider a number of factors, such as the inexperience and immaturity of young people, the suitability of work equipment for use by young people, and the extent of health and safety training that will be required.

Safeguarding: DBS checks are not usually necessary when employing or interning young people, unless there is a residential or travel element (for instance, a weekend residential course).

Employers' Liability Insurance: Employers should check that their cover includes the employment or interning of 16-18 year olds.

All of the pre-employment steps described above, including risk assessments and safeguarding, should be kept under review and updated as required.

Working time: Young people on work experience may not work for more than eight hours per day, or 40 hours per week. Furthermore, subject to specific exceptions, young people cannot work between 10pm and 6am.

It is useful to appoint a **safeguarding officer** to deal with these issues & oversee the protection of young people in the workplace and arrange training for relevant members of staff. There should be a clear policy in relation to potentially harmful behaviour, and ensure that whistleblowing policies provide clear procedures for reporting any suspected risk of harm. Such a policy may address conduct such as bullying and sexual harassment, or conduct that exposes people to physical harm.

We will be happy to try and answer any further questions you may have regarding these issues.