



Work Experience and Under 16 workers Policy

Responsible Person	Area Manager
This version Date	January 2026
Review Date	January 2027
Review by	Jo Garnham

1. Policy Statement

CM Sports is committed to supporting young people who are interested in sports coaching, teaching and related careers.

We welcome appropriate students and young people to undertake work experience, placements or employment with CM Sports where this can be provided safely and in accordance with safeguarding, health and safety, education and child employment requirements.

The welfare and safeguarding of children attending CM Sports will always remain the priority.

2. Before a Placement or Employment Begins

Before accepting a student or young worker, CM Sports will establish:

- The person's age and status.
- Whether the placement is arranged through a school, college or other recognised organisation.
- The purpose and duration of the placement.
- The agreed days and hours.
- The duties the individual will undertake.
- Any relevant risk assessments or adjustments required.
- Appropriate parental/carers and/or school consent where applicable.
- Whether a child employment permit or other local authority requirement applies.
- Whether the individual is legally permitted to undertake the proposed work.

Where the placement is arranged through a school or college, CM Sports will agree appropriate arrangements with the educational establishment.

3. Safeguarding and Suitability

All students, volunteers and young workers must follow CM Sports safeguarding procedures and professional standards.

CM Sports will assess the appropriate safeguarding and DBS requirements based on the individual's **age, role, duties, frequency of work and whether the role constitutes regulated activity**.

DBS checks will only be requested where the role is legally eligible for that level of check.

From 1 September 2026, the previous supervision exemption for regulated activity with children has been removed. This means that appropriate DBS eligibility must be considered even where a student, volunteer or young worker is supervised by another member of staff.

Where a role involves regulated activity with children, CM Sports will ensure that the appropriate safeguarding and DBS requirements are met before the individual undertakes those duties.

4. Supervision

Students and young workers will be assigned an appropriately experienced member of staff who will provide support and supervision.

They will:

- Receive an appropriate induction.
- Be informed of relevant safeguarding procedures.
- Be informed of health and safety and emergency procedures.
- Be supported to understand their role and responsibilities.
- Have a clear member of staff to approach with questions or concerns.
- Be supervised according to their age, experience, role and identified risks.

Students and young workers must not be given responsibilities beyond their competence or authorisation.

Where a placement is for work experience and the individual is not otherwise authorised or cleared to undertake regulated activity, they must not be placed in a position where they are independently responsible for children.

5. Safeguarding Responsibilities

All students and young workers must:

- Treat children with dignity and respect.
- Maintain appropriate professional boundaries.
- Follow the CM Sports Code of Conduct.
- Follow safeguarding and child protection procedures.
- Report concerns about a child immediately to the appropriate member of staff/DSL.
- Report concerns about the conduct of another adult.
- Maintain confidentiality.
- Never use personal phones or cameras inappropriately around children.
- Never take photographs or recordings of children unless specifically authorised under CM Sports procedures.

They must understand that “**it could happen here**” and that safeguarding concerns must never be ignored.

6. Confidentiality

Students and young workers may have access to information about children, families, staff or CM Sports.

They must:

- Keep information confidential.
- Only access information necessary for their role.
- Never discuss children or families outside appropriate professional circumstances.
- Never share photographs, videos or information about children on social media.
- Follow the CM Sports **Data Protection, Confidentiality and Information Sharing Policy**.

Any breach of confidentiality must be reported immediately.

7. Duties and Activities

Duties will be appropriate to the individual's age, experience, competence and placement.

Students and young workers may assist with suitable activities such as:

- Preparing resources.
- Supporting sports activities.
- Helping with equipment.
- Assisting with age-appropriate activities under supervision.
- Supporting administrative or organisational tasks.
- Observing coaching and teaching practice.

They must not undertake activities that have been identified as unsuitable or unsafe for their age or level of experience.

They should not undertake heavy or hazardous manual handling and must follow the **Manual Handling Policy**.

8. Health, Safety and Emergency Procedures

Before commencing work or placement, the individual will receive appropriate information about:

- Health and safety.
- Fire and evacuation procedures.
- First aid arrangements.
- Accident and incident reporting.
- Safeguarding.
- Emergency procedures.
- Safe use of equipment.

During a fire drill, evacuation or other emergency, the student or young worker must follow the instructions of the designated CM Sports staff member and remain with the group or supervisor where appropriate.

Any accident, injury, near miss or safety concern must be reported immediately.

9. Working Hours and Child Employment

CM Sports will comply with applicable child employment legislation, local authority requirements and any conditions attached to a child employment permit.

The working hours of a child or young person will take account of:

- Their age.
- Whether they are of compulsory school age.
- Whether the work takes place during term time or school holidays.
- Their education and school attendance.
- Required breaks and rest periods.
- Local authority requirements.
- The nature of the work.

CM Sports will not require a young person to work hours that interfere with their compulsory education.

Where a child employment permit is required, CM Sports will obtain the appropriate permit before employment begins.

Local councils may apply specific rules and permit requirements, so CM Sports will check the requirements of the relevant local authority rather than relying on a single national set of working-hour limits.

10. Young Workers Aged 16 and 17

Young workers aged 16 or 17 will receive appropriate support and supervision.

CM Sports will ensure that:

- Their duties are appropriate to their age and competence.
- They receive appropriate induction and training.
- Working hours and rest arrangements comply with applicable requirements.
- Their education or training commitments are respected.
- Health and safety risks specific to young workers are considered.
- Safeguarding and DBS requirements are assessed according to their actual role.

Being aged 16 or 17 does **not automatically mean that an Enhanced DBS check is required.**

The appropriate level of DBS check depends on the legal eligibility of the role and the duties undertaken.

11. Work Experience Placements

For school or college work-experience placements, CM Sports will agree appropriate arrangements with the educational establishment.

Where appropriate, this may include:

- Placement dates and hours.
- Duties and learning objectives.
- Named placement supervisor.
- Emergency contact arrangements.
- Health and safety information.
- Safeguarding arrangements.
- Feedback and review arrangements.

Students will be supported throughout the placement and given constructive feedback appropriate to their role.

12. Support and Development

CM Sports will provide students and young workers with appropriate support and guidance.

We will encourage them to:

- Develop their skills.
- Ask questions.
- Take part in suitable activities.
- Learn about professional standards.
- Develop an understanding of safeguarding and children's wellbeing.
- Explore careers within sports coaching and related areas.

Feedback will be respectful, constructive and appropriate to the individual's age and experience.

13. Conduct and Expectations

Students and young workers must follow the same professional standards expected of CM Sports staff, including:

- Appropriate behaviour.
- Respect for children and colleagues.
- Appropriate dress.
- Timekeeping and attendance.
- Confidentiality.
- Safeguarding requirements.
- Health and safety procedures.
- Appropriate use of technology and social media.

Any serious breach may result in the placement or employment being ended and, where appropriate, reported to the relevant organisation or safeguarding lead.

14. School and College Liaison

Where appropriate, CM Sports will maintain communication with the student's school, college, tutor or placement coordinator.

This may include:

- Confirming attendance.
- Discussing progress.
- Addressing concerns.
- Providing feedback.
- Reviewing the placement.

Any information shared will be handled appropriately and in accordance with data protection requirements.