

Work Experience - Placement Form

School Name:	Fosse Way School	Address:	Longfellow Road, Radstock, Somerset, BA3 3AL		
Contact Name:		Tel:	01761 412198	Email:	
Student Details	First Name:		Surname:		DOB:
School Tutor:					

Placement Details	Start Date:		Finish Date:	
Company:				
Address (incl. postcode)				
Contact Name:		Mentor:		
Tel:		Email:		
Employer/Public Liability Insurance	Insurance Company:		Policy No.:	Expiry Date:

PLEASE ATTACH A COPY OF YOUR PUBLIC LIABILITY AND EMPLOYER'S LIABILITY INSURANCE

Student job title / duties:	
Start/finish times:	
Specialist clothing, uniform dress code or PPE:	
Custom & practice (unwritten rules) breaks/lunchtime:	

Where are your toilet, washing & rest facilities?

Employer: As a representative of the above employer, I agree to the student named above working on my premises and acknowledge our responsibilities under the Health and Safety at Work Act.

Name: _____ Position: _____

Signature: _____ Date: _____

Student: I agree to participate in this work experience placement and confirm that I have read the job description and know what I have to do at work. Doing work experience means, I am representing the work place. I must not tell anyone else information about the workplace that is private to the workplace. I will follow the employers' rules in the workplace, including rules safety and security.

Student signature: _____

Date: _____

Parent/Guardian of the student: I confirm that I have read and understood both sides of this form and agree to my son/daughter taking part in this work experience and undertake that he/she will observe the conditions set out. I have read and understood the information about data protection and agree to abide by the elements stated. In the interest of my child, I confirm that:

- He/she does not suffer from any medical condition which could result in an unnecessary risk to his/her health or safety or to the health and safety of another person (should you be in any doubt, please consult the student's Tutor before signing this form)
- He/she suffers from a medical condition which should be conveyed to the employer (please attach details)

Name (please print): _____

Parent/Guardian signature: _____

Date: _____

Letter of Understanding

The Job

1. During the Work Experience placement, the student should carry out meaningful work and/or observation of work activities. The employer will ensure that the work is planned by a responsible person and that the student will receive an appropriate induction as well as instructions and supervision during the period of their placement.
2. Students under the age of 16 should not receive any payment for their work experience, in accordance with Work Experience guidelines and the current Education Act. The employer may contribute towards the cost of travel and meals, but this is not an obligation.
3. The student will work the hours agreed on the placement request form which will be in accordance with employment regulations for young people.

Health, Safety, Welfare and Security

1. The employer recognises that a student on work experience is regarded as an employee for the purpose of Health and Safety legislation and the associated duties of care. The employer will ensure that the student does not operate any hazardous machinery / equipment or carry out work of an unsuitable nature. Where necessary protective clothing and equipment should be provided and instructions given on how to use such Personal Protective Equipment.
2. The employer recognises the need for risk assessments to be carried out for students before the placement and that these are communicated to the school. The employer also undertakes to monitor and modify risk assessments during the placement to take account of individual student capabilities.
3. The student will:
 - Not disclose any information that is confidential to the employer
 - Obey all safety, security and other instructions given by the employer
4. The student's parent/guardian will undertake to see that the student carries out the obligations (in 3) and will confirm that he/she is not suffering from any complaints that may hazard the safety of the student which may require special attention to ensure a successful placement.
5. In the case of absence, accident or sickness, the employer will notify the school contact. If necessary the student will be allowed to use the employer's first aid facilities.

Child Protection

1. The employer has a duty of care towards young people and needs to consider the suitability of staff who may be working with children on work experience placement. The employer is reminded to disclose staff (where known) who are disqualified from working with children (in accordance with the Criminal Justice and Court services Act 2000).

Insurance

1. The employer will arrange for Employers Liability (compulsory) insurance, Public Liability and Vehicle insurance (where applicable) and will confirm that students on work experience placement are covered by each policy (as applicable).

2. The employer will accept, or insure against liability for loss, damage or injury caused by the student whilst on work experience with the organisation, to the employer's property, other employees, or third parties in the same way as with paid employees. The employers will notify their insurance company of their participation in providing a work experience placement.

Data Protection

1. The employer gives permission for the school to process employer personal details for the purpose of work experience in accordance with the Data Protection Act 1998. Student's personal details are confidential and should be safeguarded in accordance with the Data Protection Act 1998.

Photos

1. Sometimes when students are on work experience placements we take photos of them completing tasks. This information may be used as evidence in course work, on our website as pictures around the school and on our social media outlets.
2. Please tick the statements which apply to you;
 - a) We are happy for you to take photos of students in our place of employment for coursework.
 - b) We are not happy for you to take photos of students in our place of employment for coursework.
 - c) We are happy for you to take photos of students in our place of employment for our website and social media.
 - d) We are not happy for you to take photos of students in our place of employment for our website and social media.

Monitoring

1. The employer will permit access for monitoring purposes to representatives of the school.

Statutory Obligations

1. The employer agrees to observe all relevant / current legislation - in particular that relating to Health & Safety and legislation in respect of Sex Discrimination, Race Relations, Disability and the Children's Act.