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County Careers (countycareersltd@gmail.com)

## Work Experience – Placement Request Form

<b>School Name</b>	Cirencester Kingshill School	<b>Address</b>	Kingshill Lane, Cirencester, Glos, GL7 1HS				
<b>Contact Name</b>	Mrs Hicks	<b>Tel</b>	01285 651511	<b>Email</b>	phicks@cirencesterkingshill.gloucs.sch.uk		

<b>Student Details</b>	<b>First Name</b>		<b>Surname</b>		<b>Age at placement</b>	
<b>Emergency Contact Name and Number</b>					<b>Tel</b>	
<b>School Year Group</b>	10		<b>School Tutor Group</b>			

<b>Placement Details</b>	<b>Start Date</b>	Monday 26 <sup>th</sup> June 2023		<b>Finish Date</b>	Friday 30 <sup>th</sup> June 2023	
<b>Employer</b>						
<b>Address</b>				<b>Postcode</b>		
<b>Contact name</b>	<b>Title</b>	<b>Forename</b>	<b>Surname</b>			
<b>Position</b>						
<b>Tel:</b>				<b>Email:</b>		
<b>No of employees</b>				<b>Business Activity</b>		
<b>Employer Liability Insurance</b>	<b>Ins Co</b>				<b>Policy No</b>	<b>Expiry Date</b>

<b>Student job title / duties</b>	
<b>Occupational area</b>	
<b>Start / finish time:</b>	
<b>Special requirements ie clothing</b>	

**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 work experience and confirm that I have read and understood both sides of this form. I agree to hold in confidence any information about the employer's business, which I may obtain during my work experience and agree not to disclose such information to another person without permission. I agree to observe all safety, security and other instructions given by the employer and made known to me by my placement supervisor / the employer and through displayed or other instruction materials.

*(The employer has made this placement available to you. You should follow the advice of your School Work Experience Co-ordinator about when you should contact the employer to arrange an introductory visit – if you have not already done so. County Careers Ltd will return this form to the school, which will confirm the placement with you. If circumstances change, the employer has the option to withdraw from the arrangement at any time)*

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Parent/Guardian:** I confirm that I have read and understood both sides of this form and agree to his/her taking part in this scheme 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 (if you have any concerns please consult the teacher responsible before signing this form)
- He/she suffers from the following medical condition which should be conveyed to the employer (please attach details)

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Form to be returned to Mrs Hicks no later than Friday 17<sup>th</sup> March 2023**

## 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 instruction 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 purposes of Health & 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 PPE
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 complaint that may hazard the safety of the student or those working with him/her. The employer will be advised of any known details concerning 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 employers 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 employers' property, other employees, or third parties in the same way as with paid employees. The employer 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 purposes 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

### **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

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