

Work Experience Agreement form for Employers

To ensure that the principal conditions of the Work Experience Scheme and the arrangements between an employer and Carshalton High School for Girls and parents are fully understood, please note the following points:

Health & Safety

- Employers offering Work Experience placements understand that students are regarded as an employee for the purposes of Health & Safety legislation. Students must not carry out any work of an unsuitable nature and that protective clothing or equipment will be provided where necessary and instruction given on its use.
- Employers should carry out a risk assessment to take into account a young person in the workplace and the results of this communicated to parents/guardian of the student via the school. If workplace risk has already been assessed with young people in mind, a business does not need to repeat this for each new student/young person. A separate risk assessment is not required specifically for work experience students.
- Students must comply with the conditions of restrictions set out in the risk assessment and follow all safety regulation in their workplace.
- Protective equipment or clothing, where necessary, should be provided by the employer.
- In the case of absence, sickness or an accident the employer will immediately inform the school if between the hours of 8:20 – 15:20 or the parents if outside of these hours.
- Parents/guardians must inform the employer of any medical or other special requirements that may affect the student's ability to undertake the work or that may affect other members of staff.
- Employers must ensure they obtain emergency contact details for the student.

Insurance

- Employers Liability Insurance, Public Liability Insurance and vehicle insurance (where applicable) need to be in place for students on Work Related activities. As part of the government's Red Tape Challenge, ministers have written to employers confirming that the insurance industry has committed to treat work experience students as employees so that they will be covered by existing Employers' Liability Compulsory Insurance policies. If an employer has Employers' Liability Compulsory Insurance cover already with a member of the Association of British Insurers, they do not need to buy additional cover.
- If a student participating in a work experience scheme is negligent, and this gives rise to a claim, the school's public liability insurance applies.
- A student on placement has no automatic entitlement to any form of benefit in the event of suffering an accident and the only remedy is a claim, perhaps through the courts, against the negligent party. This assumes that someone other than the student was to blame.
- Employers or organisations participating in the scheme will be asked by the school to confirm that they have employer's liability insurance to meet any claim where they are at fault.
- Parents of students can take out personal accident insurance for their own benefit. Any reputable insurance company or broker would be able to advise.

The Job

- An induction process for the student should be undertaken on the 1st day to explain Health & Safety and emergency procedures.
- The student will carry out meaningful work during the placement and will have instruction and supervision during the tasks set out in the agreed job description.
- The student will not receive any payment for this work but an employer may if they wish contribute to the costs of meals or travel.
- Students will be expected to work the normal hours worked by young employees of the organisation and may be asked to work at the weekend with a day off in lieu.
- Employers should keep a record of attendance for each student. They should inform the school immediately of any unexplained absence or unacceptable behaviour.
- Parents must let the employer and the school know at the start of the working day if their daughter will be absent.

Date Protection

Students' personal details are confidential and should be safeguarded in accordance with the Data Protection Act 1998.

All employers' details held by will be stored on our database for the purposes of administration and tracking of work experience schemes and other work related learning activities.

Statutory Obligations

The employer agrees to observe all relevant and current legislation relating to Health & Safety, Disability, Race, Sex Discrimination and the Children's Act.

References.

HSE – Work Experience (HSE Guidelines)

Association of British Insurers guideline for work experience (ABI & work experience) (Government letter)

Employer Guidance Child Protection on Work Experience

For adults working with young people, particularly those still of compulsory school age, it is important to be aware of potentially difficult situations. By following the simple guidance outlined below it should be possible to ensure that the placement is a secure and productive environment for both the provider and the student.

1. Touch

There may be occasions when you need to touch a young person (e.g. When you are guiding them in carrying out a technical operation) but these should be kept to a minimum.

2. Behaviour

Whilst it is important to reassure a young person who may be, nervous in a new placement and reliant on your guidance, you should avoid being over familiar. Never permit 'horseplay' which may cause embarrassment or fear.

3. Environment

Where possible avoid being on your own in an isolated or closed environment with a young person.

4. Travel

Ensure that there is a known destination and checking times with a third party in situations where a young person will be traveling alone with an adult during the placement. It is a good idea to make available a mobile phone (or equivalent) in such situations and ensure the parents are aware.

5. Mentor

Those placed immediately in charge of young people should be competent in their work-role, mature in the attitudes, and yet, at the same time, be at ease with them.

6. Disclosure

Occasionally young people may disclose confidential information to a work colleague that gives rise to concern for their physical or emotional safety. In such situation you should speak to your line manager and share your concern with an appropriate representative of the school, usually this will be Careers & WRL Manager Mrs Jenny Greenland as per the above contact details.

7. Duty of care

The employer has a duty of care towards young people and is required by law to protect children from harm. Any employees are required, under the Criminal Justice and Court Services Act 2000, to declare that they are disqualified from working with children.