

Work Experience Agreement

Archway School

Please complete this form in full, as neatly as possible and return to the co-ordinator at school.

School Co-ordinator
Mrs. V. Martin
Tel: 01453763242 e-mail: martin@archwayschool.net

Section 1: Student

Mr <input type="checkbox"/> Miss <input type="checkbox"/>	First Name:	Surname:
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Date of Birth:	Tutor Group:
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Student Declaration:
Please read and sign

- I agree to take part in work experience with enthusiasm, a sensible attitude and courtesy for all other workers, customers and members of the public at all times.
- I will hold all information I gain about the organisation, it's customers, associates and suppliers in confidence unless given specific permission to share certain areas of knowledge.
- I will act as a junior employee during this week and will follow all the organisation's rules.
- I will have a strong regard for my own and others safety and will use safety equipment required.
- If I have any concerns or issues at work I will tell my supervisor immediately.
- I will carry out preparation work before I start my week of work experience.

I have the following difficulties that the employer may need to take into consideration when creating a work programme for me –

Student to sign: **Date:**





Section 2: Employer

Organisation Name:

Contact Details for Correspondence

Title: Mr/Mrs/Ms/Dr
Other:

First Name:

Surname:

Tel:

Mobile:

E-mail:

Postal Address:

Post Code:

Contact Details for Main Supervisor/Manager

This is the address where the student will actually be working or based:

These details will be used to send out the pre-placement letter, reference form and for monitoring the student whilst on placement. If this is the same person as for correspondence, leave blank.

Title: Mr/Mrs/Ms/Dr
Other:

First Name:

Surname:

Tel:

Mobile:

E-mail:

Postal Address:

Post Code:

Students Role:

e.g. Teaching Assistant, Shop Assistant

Students Job Description
Please list the expected tasks

Hours to be worked:

The student can work up to 40 hours during work experience week, between 6 or 7am and 10 or 11pm.

A 30 minute break is required if working more than 4½ hours.

Please set hours to suit the type of business and the staff who will be supervising the student creating a balance for an interesting but accurate and worthwhile experience.

Start:

Break:

Lunch:

Finish



Section 3: Employer Declaration

As a representative of the employer, I agree to arrange the minimum level of support for the student on work experience as follows:-

Child Protection

- Sensible steps will be taken to ensure that the student is not working in isolation with one adult for any length of time where this can be avoided.
- Should any issues of a child protection nature arise, the appointed Child Protection Officer at school is to be alerted immediately.
- Any staff who is disqualified from working with children are required by law to disclose this.

Health and Safety

- The student is regarded as a junior employee whilst on work experience and subject to all relevant and current legislation with regard to health and safety.
- A risk assessment for the tasks the student is likely to carry out whilst at work will be conducted with particular focus on the maturity, experience and ability of the student.
- An induction will be provided on or before the first day, followed by a meaningful programme of work. *It may be useful to conduct a short interview prior to the placement to access ambition, interests and abilities.
- A qualified person appointed by the school will carry out a check to assess the safety of tasks and environment for the student. *Checks need to be carried out, according to level of risk, every one to three years and will take approximately an hour. Policies and procedures are looked at, along with safety equipment and measures in place which are valid for all workers.
- The student will be under appropriate supervision and given appropriate instruction for all tasks during working times.
- The student will be given Personal Protective Equipment or instructed prior to the placement to bring their own where necessary.
- Any breach in behaviour standards will result in the student being dismissed.

Restrictions on Work

A full list of restrictions and advice suitable for your industry is available from the Health and Safety Executive (www.hse.gov.uk). To summarise, students **must not carry out any work that:**

- Cannot be adapted to meet their physical or mental limitations.
- Exposes the student to substances that are toxic or cause cancer, or to radiation.
- Involves extreme heat, noise or vibration.
- Is at a height of over 2 meters on a ladder, scaffold etc.
- Is in excavations.
- Involves driving a vehicle.

Welfare

- The students will be given details on what to wear, lunch and break arrangements etc. prior to starting.
- No payment will be made to the student. Aid towards food or travel etc to enhance the placement is acceptable but the organisation is not obliged to do this.
- Parents or guardians are responsible for travel to and from the placement.
- The school should be alerted of any issues with behaviour or attitude including absence.

Insurance

An Employers Liability Insurance policy is in place and the insurers have been informed of the work experience. *This is the insurance to cover injury to the employee or damage to others or property caused by them whilst at work.

Please Tick to confirm that you have Employers Liability Insurance. A copy will be requested by erfa, as the health and safety vetting representative.

The organisation I represent has offered the student named above a work experience placement between _____ and _____ 2016.

I will inform the school of any issues and any changes in contact name or site address if they arise prior to the starting date.

Signed:

Name of signatory:

Date:



Section 4: Parent or Guardian

Title: Mr/Mrs/Ms/Dr
Other:

First Name:

Surname:

Parent /Guardian Declaration:

Please read and sign below.

- I will allow my child to participate in work experience at the organisation stated above.
- I will encourage and support my child to make the most of work experience.
- I will inform both the school and the employer should my child be genuinely and unavoidably need to be absent from work.
- It is important that each child has an experience suitable for their individual abilities. Also that there is no delay or misunderstanding in treatment should they be ill at work. Please state any educational, emotional, medical, physical conditions or requirements that need to be taken into consideration:-

- I will update the school and employer should any changes to the conditions be noted or any new issues arise.

Parent to sign:

Date:



Section 5: School

Title: Mr/Mrs/Ms/Dr
Other:

First Name:

Surname:

School Co-ordinator Declaration:

Please read and sign below.

- Consent has been obtained from parents for the above named students to participate in work experience at the organisation stated above.
- The above named student will be informed of their duties during this work experience placement
- Both the student and the work placement are fully aware to contact the school in the event of absence, injury or incident that occurs during the period of the placement.
- Information relating to the child in relation to their suitability to their work experience and specific role to be carried out, that may restrict, delay or cause misunderstanding in treatment should the child be ill at work, including any educational, emotional, medical, physical conditions or requirements that need to be taken into consideration have been provided to the work place organisation from the information provided by the parents/guardian in section 4 of this form.
- All paperwork is completed and signed
- A work placement assessment has been completed looking at the H&S management of the placement
- The suitability of the student for work experience and tasks to be carried out have been assessed by the school to allow the placement to proceed.

School co-ordinator to sign:

Date:



TERMS OF PLACEMENT

THE PLACEMENT

- 1.0 The student will carry out meaningful duties as discussed between the school, student, parent/guardian and the placement provider. It is the duty of the placement provider to ensure that all undertaken work is planned and that the student receives a suitable induction, ongoing instruction, and competent supervision throughout the duration of the placement.
- 2.0 The student will receive no payment for work carried out whilst on placement however, the placement provider may wish to contribute towards the cost of travel and meals although this is not an obligation.
- 3.0 The student shall only work the agreed hours ensuring that this is in accordance with the employment regulations for young persons.

HEALTH, SAFETY & WELFARE

- 4.0 A student on a work placement is regarded as a junior employee under health & safety legislation and is owed a duty of care under common law. The placement provider will ensure that the student does not engage in any activities that are unsuitable; given their lack of experience and that they do not operate any hazardous machinery. Personal protective clothing and/or equipment must be provided by the placement provider, along with the necessary instruction in its safe use.
- 5.0 An assessment of risk must be made by the placement provider in relation to the work experience student's lack of experience, capabilities, and personal circumstances.
- 6.0 Under the work experience agreement the student has a legal duty to co-operate fully with the placement provider and ensure that they abide by all procedures pursuant to health & safety.
- 7.0 It is the responsibility of the parent/guardian and/or student to inform the placement provider of any known complaints that may create a hazard to either the student or other persons who may be affected at the placement.
- 8.0 In case of absence, sickness, or injuries as a result of an accident, the placement provider must inform the school at the earliest practicable time. First aid provision must be provided by the placement provider.

CHILD PROTECTION

- 9.0 It is the duty of the placement provider to consider the suitability of staff that work with and/or supervise the student whilst on work placement. In accordance with The Criminal Justice and Court Services Act 2000, it is the duty of the placement provider to inform the school, where known, of staff who are disqualified from working with children.

Insurance/Liability

- 10.0 In order for a student to be placed with a company for work experience, the said company must ensure that they have Employer's Liability (Compulsory) insurance, Public Liability insurance, and if applicable, vehicle insurance to cover students placed on work related learning schemes.
- 11.0 Any loss, damage or injury caused by a student including that to third parties is the liability of the placement provider who will accept or insure against such liability. It is the duty of the placement provider to inform all insurance companies of their participation of a work based learning scheme.

DATA PROTECTION

- 12.0 The placement provider gives permission to ERFA and the appropriate educational establishment to process personal information for the purposes of work experience and educational business activities, in accordance with the Data Protection Act 1998. Student's personal details remain confidential and should be safeguarded in accordance with the Data Protection Act 1998.

MONITORING VISITS

- 13.0 The placement provider will permit access to ERFA or the appropriate educational establishment during the placement period for the purpose of monitoring.

STATUTORY OBLIGATIONS

- 14.0 The placement provider agrees to observe and abide all relevant statutory legislation including the Health & Safety at Work etc Act 1974, legislation in respect equality, and the Children Act.

The school

- 15.0 Will accept responsibility for placing the student with a suitable employer and will brief the student regarding Health & Safety prior to the commencement of the work experience start date.
- 16.0 Will maintain its duty of care towards the student whilst on work experience