

Persnore High School

Work Experience Placement Approval & Consent Form



This form is designed to enable the student, employer, parents or carers and the school to share essential information to make sure the health, safety and welfare of the student has been considered and that all the partners approve of the placement taking place.

Instructions for completion

Parents/carers fill in section 1, read details provided by the employer and **sign the consent in section 5**

Employer fills in sections 2-4 and returns the form to the student, parent/carer.

Student reads details provided by the employer and **signs the consent in section 6 and returns the form to school**

The school completes the approval and consent, section 7.

Placement Start date: _____ End date: _____

SECTION 1 – INFORMATION ABOUT THE STUDENT

Name of Student: _____ DoB: _____ Age at time of placement _____

Address: _____ Post Code: _____

Name of Emergency Contact: _____ Emergency Contact Tel. No.: _____

Email Address for confirmation to be sent (please print) _____

Essential Information relevant to Health, Safety and Welfare

In order for the employer to provide a safe placement it is essential that any medical or other significant information that may affect your son/daughter's health and safety is provided.

Does your son/daughter (if yes, please provide details below)	NO	YES*
Have any restrictions of normal physical activity?		
Have skin allergies or eczema?		
Have bronchitis, asthma or chest complaints?		
Having any hearing disability?		
Have any significant colour vision defect or other vision disability?		
Have any learning/behavioural difficulty that may affect their ability to understand or act on instructions?		
* Please give details		
Have any other health problems that may affect their safety and welfare, including the need for regular medication? If so please outline the details.		
Have any specific disability and/or care plan? If so please give brief details		
Any other information you would like to make the employer aware of that could affect the health, safety and welfare of your son/daughter		

I agree that the above information can be seen by the employer and that the school can disclose any information that they feel is relevant to the health, safety and welfare of my son/daughter whilst on the above work experience placement solely for the purposes of the work experience scheme.

Signature of Parent/carer: _____ Date: _____

Signature of Student: _____ Date: _____

SECTION 2 – ABOUT THE EMPLOYER AND THE PLACEMENT

(Please print information required for confirmation)

Name of Company/Organisation _____

Address _____

Post Code _____ Type of business _____

Are you a 'sole trader' (a company run by one individual with no employees)? **YES/NO** No. of employees _____

Main contact (person agreeing placement) _____ Position _____

Main contact telephone no. _____ Mobile _____ Email _____

ABOUT THE PLACEMENT

Students job role: _____

Hours of work: _____

Dress code or special clothing required: _____

Lunch time supervision and welfare arrangements (please outline arrangements for lunch break supervision: - e.g. must stay on premises, can go off site, come and go as needed etc.)

Lunch time _____ Lunch Facilities (canteen available, packed lunch) _____

SUPERVISION

Name of the main person responsible for supervising the student during placement: _____

Job role/position in organisation: _____

Will the student be under the direction supervision of more than one person during the placement? **YES/NO**

If **YES**, please give the following details:-

Name of additional supervisor	Role or position in organisation

I can confirm that the people who will be supervising the student are competent to deal with this student and to my knowledge have not been restricted or barred from working with children.

Please Tick

THE WORK ENVIRONMENT

Please give some detail of the environment(s) the student will be working in (building site, client's home, office etc) as this may not be obvious from the student's job role

WORKING ONE-TO-ONE

Will the student be working in isolation with the same person for the majority of their placement? (on the premises, other location or travelling) **YES/NO**. If yes please give details

PHYSICAL CONTACT

Will you or any of your employees need to have physical contact with the student either as a normal part of the job or as part of any training **YES/NO**. If yes please give details

SECTION 3 – YOUNG PERSONS RISK ASSESSMENT FOR THE STUDENT

The health, safety and welfare of the student must be considered, taking into account their **age, inexperience, immaturity** and **any factors mentioned in section 1** of this form. In most cases employers should already have the necessary risk management arrangements in place. Please assess whether or not you need to do anything additional for the student joining you and detail the arrangement in the table below. The full set of guidelines regarding taking on a young person/child can be found at www.hse.gov.uk/youngpeople/workexperience/placeprovide.htm

Specific Hazard Identified	Current Control Measures	Additional control for the student

SECTION 4 – EMPLOYER AGREEMENT AND CONSENT

I have read the ‘Information about the student’ section and agree to take the student on a Work Experience Placement. The student will be covered by the company’s **EMPLOYER’S LIABILITY POLICY and PUBLIC LIABILITY POLICY** and where applicable the Vehicle Insurance Policy. I confirm that a risk assessment has been completed and any additional measures not covered by our existing risk assessments have been noted under section 3 and the control measures will be implemented for the duration of the placement. We will provide induction, training, supervision, site familiarisation and any protective equipment that might be needed.

I confirm I have read the ‘Information for Employers’ overleaf and understand my responsibility for Health & Safety issues and Child Protection and agree to abide by the ‘statement of principles’ for child protection.

Signature: _____ Date: _____

Name of Signatory: _____ Position: _____

SECTION 5 – PARENT/CARER AGREEMENT and CONSENT

I have read Sections 2 & 3 of this form and agree to my son/daughter taking up this Work Experience Placement and undertaking the main duties and tasks detailed. I have read the lunch time arrangements and discussed with my son/daughter suitable arrangement for lunch and break periods. I am aware that if my son/daughter leaves the employer’s premises during lunch or break periods, no liability can be accepted by the employer or school for any incident that may occur.

Signature of Parent/Carer: _____ Date: _____

SECTION 6 – STUDENT AGREEMENT AND CONSENT

I have read Sections 2 & 3 of this form and understand the information they contain. I agree to:

- Take part in this work experience placement
- Follow all safety, security and other regulations laid down by the employer, with through instructions, training or as displayed
- Take reasonable care of my own health, safety and welfare and that of anyone else who may be affected by my actions or omissions
- Hold in confidence any information about the employer’s business which I may obtain during this work experience placement and not to disclose such information to another person without the employer’s permission
- Follow the Code of Conduct for Use of Social Media and Electronic Devices whilst on work experience

Signature of Student: _____ Date: _____

SECTION 7 – APPROVAL AND CONSENT

Work Experience Placement Management	YES	NO	COMMENTS/ACTION TAKEN
Placement is suitable for this student? <i>Please note any communication (including verbal) with either parents or employer about any issues regarding this placement</i>			

Signature of person completing this section: _____ Date _____

Name of person completing this section: Jacqueline Finn _____ Date: _____

School Use Only: New Provider YES/NO Date entered on school recording system: _____	Date completed form received: _____ Date confirmation sent: _____
--	--

WORK EXPERIENCE - INFORMATION FOR EMPLOYERS

WHAT IS WORK EXPERIENCE

Introducing students to the world of work can help them understand the work environment, choose future careers or prepare for employment, giving them the opportunity to observe and practice work tasks. Work experience is a placement on an employer's premises in which a student carries out particular tasks, more or less as would an employee, but with emphasis on the learning aspects. Your existing employers and public liability insurance will cover work placements provided your insurer is a member of the Association of British Insurers or Lloyds. The ABI website will confirm this. We do recommend however, you inform your insurers that you are hosting a work experience student prior to the work experience taking place.

The effectiveness of the employer's risk management arrangements is what matters. Employers should already be managing the risks in their workplaces and are best placed to assess whether or not they need to do anything additional for a new young person/child joining them. Simply use your existing arrangements for assessments and management of risks to the child/young person. For full guidance on assessing the risk please go to www.hse.gov.uk/youngpeople/workexperience/placeprovide.htm

All students will require induction training that must include; accident procedure, fire alarm, emergency evacuation and health & safety rules. Students will require supervision, site familiarisation and any protective equipment that might be needed.

STATEMENT OF PRINCIPLES FOR CHILD PROTECTION

For adults working with young people (ie, persons under 18 years old) it is important to feel comfortable in the relationship but at the same time be aware of potential problems that may arise. The following statement of principles has been written to help employers provide a secure and productive work experience placement for students and employers alike.

- **Supervision**
Good supervision is an effective way of enabling the placement to be successful and reduced the risk of problems arising. Those placed immediately in charge of a young person should be confident in dealing with young people, be mature, yet capable of putting them at ease.
- **Behaviour and relationships**
It is important that young people are reassured and helped to feel comfortable and confident in their new surroundings. However, relationships should remain professional and avoid becoming too familiar. Never permit 'horseplay' which may cause embarrassment or fear.
- **Environment**
Where possible, avoid being alone in an isolated or closed environment with a young person. If one to one contact is used (eg, review meetings) either do this in a public area or in a room with the door open so you are visible from outside.
- **Physical contact**
This should be kept to a minimum and be clearly used in a manner that is appropriate to the situation.
- **Travel**
Ensure that there is a known destination and check in time with a third party when a young person is travelling alone with an adult during the placement. It is a good idea to make available a mobile phone in the event of a break down or emergency.
- **Disqualification**
You are reminded that you are required by law to protect children from harm and that employees are required under the Criminal Justice and Court Services Act to declare that they are disqualified from working with children.
- **Referral where there are concerns about child protection**
You may observe something about the young person or the young person may disclose confidential information to a work colleague that gives rise to concern for their physical or emotional safety. If this arises, the employee should speak to the Designated Person for Safeguarding, Fiona Lovecy at Pershore High School.

GENERAL INFORMATION

We encourage students to have an interview with an employer in person or by telephone, prior to starting the placement. This is an opportunity to discuss areas such hours of work, dress code and any specific requirements, in addition to giving students a chance to practice their interview skills.

If possible, provide the student with an outline programme for the placement to include an Induction Session, which will allow you to brief on Health & Safety matters such as safety regulations, breaks, fire drills and accident reporting. This also allows you to set out your expectations of the student for the placement.

If the student does not turn up for their placement, please contact the school immediately.