

Letter of Understanding for the Employer Providing a Work Experience Placement

Thank you for providing work experience for one of our Year 10 students. Please read through the below information carefully.

Supervision

The learner will carry out meaningful work, as described in the agreed job description. The employer will ensure that the work carried out is planned by a responsible person and that the learner will receive appropriate instruction and supervision during work experience. The employer will also allow representatives from the appropriate educational establishment to visit the place of work for monitoring purposes.

Health and Safety

The learner is to be treated as an employee with respect to Health and Safety Legislation. The employer will ensure that the learner does not operate any dangerous machinery, or carry out work of an unsuitable nature, and that any protective clothing/equipment is supplied when necessary, with appropriate instruction for its use. Any animals that may cause harm to a learner must be appropriately restrained. Employers are required to carry out a risk assessment of the placement and this must be communicated to the parent/carer of the learner who is to undertake the placement, before the placement commences. The employer will monitor the placement in light of the learner's capabilities and modify the risk assessment if necessary.

Many HSE guidance documents are free and will provide you with clear guidance on health and safety matters. Free guidance notes can be obtained from the HSE website: www.hse.gov.uk.

Child Protection

The employer understands his/her duty of care to the learner on the work placement, particularly with respect to child protection. Employers should do all they can to ensure their employees' relationships with young people on work experience are appropriate to their age, and do not give rise to comment or speculation. Attitude, behaviour and language all require care and thought.

Employers must advise of any changes relating to safeguarding; for example if an employee is convicted of any offence that would disqualify them from working with children or present a safeguarding risk.

Insurance

The employer will arrange employers' liability insurance, public liability insurance and vehicle insurance, as appropriate, and will confirm that the learner on the placement is covered by the appropriate policies. The employer will accept or insure against liability for loss, damage or injury caused to or by the student, while on the placement, just as for paid employees. The employer will notify their insurer of the learner's participation in work experience.

Equal Opportunities

Employers should adopt a policy of equal opportunities in their work experience programmes, particularly in the areas of gender, race and disability. Similarly, no legislation with respect to equal opportunities relating to sex, creed or gender should be breached.

Accident, Illness or Significant Changes

In case of any absence, accident or sickness and/or any changes, which may affect the young person's health, safety and welfare, the employer should inform the school or emergency contact immediately and co-operate with any accident investigation. The learner will be allowed to use whatever first aid facilities the employer provides.

Data Protection

The employer gives permission for the educational establishment or its representatives to process employer personal details for the purposes of work experience in accordance with current GDPR legislation. Learners' personal details are confidential and should be safeguarded in accordance with 2018 GDPR legislation.

Conditions of Work

The learner will not receive any payment for this work. The employer may choose to make a contribution directly to the learner towards the cost of meals and travelling. Details will be included in the job description. The learner will work the hours shown on the job description. These must conform to young person employment regulations.

Associated Legislation

The employer will observe the relevant legislation and adhere to the current workplace health and safety, child protection, equal opportunities, and data protection legislation.

Additional Information

The learner agrees that s/he will not disclose any information confidential to the employer and will obey all safety, security and other instructions given by the employer.

The learner will be required to sign an agreement to these terms and the learner's parent/carer will ensure that the learner adheres to this agreement.

The learner's parent/carer will confirm that s/he is not suffering from any complaint which may cause hazard either to the learner or those working with him/her. The school will advise the employer of any known details concerning the learner that may require special attention to ensure a successful placement.

Please complete the electronic form <https://forms.office.com/e/S2yN7fBtyW> and provide all details regarding Employers' and Public Liability Insurance.

Consent forms are to be completed by Friday 14th February 2025. workexperience@cdcollege.uk