Parents/Carers – When submitting the final form to school, please confirm by ticking this box that the £19 placement fee has been paid via Arbor or the finance office – See pack for details - We do not want cost to be a barrier to work experience – Please contact <u>careers@durring.com</u> to see how we can help.





WORK EXPERIENCE OWN PLACEMENT FORM							
INSTRUCTIONS TO - Parents / Carers							
Please ensure all sections are completed and readable. Completed forms should be bought to the Careers library at							
the end of the first-floor art corridor. We also accept good quality full page scans to <a href="mailto:careers@durring.com">careers@durring.com</a>							
Student Name:		Date of Birth:					
School: Durrington High School			Tutor Group:				
WEX Start Date: Mon 5 <sup>th</sup> Feb 24	WEX End Date	e: Thurs 8 <sup>th</sup> Feb 24					
EMPLOYER TO FILL							
How is the Student Known to You?							
Company name:				No of employees:			
Main contact person:			Position:				
Workplace address:	Postcode:	Is this a home address?	Employer's Liability Insurance Details				

YES / NO

(Please circle)

Insurer:

**Policy Number:** 

Only have 'Public Liability Insurance' – YES (Circle if applicable)

Expiry Date:

Placement Detail	ila

Job Title:

Tel:

Email:

Job Description (Please list the key tasks and / or activities that the student will undertake)

Dress Code: (Circle applicable) Smart Casual **Practical Workwear** Overalls Safety Footwear No Trainers Hair Tied Back No Jewellery No Jeans

Start/Finish Times: Working Days:

Mob:

Any other information? (i.e., other dress code, PPE or any weekend work?)

Would you offer this opportunity to another young person, possibly from another school? (Please circle your answer)

YES (during a different week) YES (during the same week) NO I/We can offer placements to students at any one time.

I/We can offer a maximum of placements per year.

## **Risk Assessment**

The Management of Health and Safety at Work Regulations place a duty on employers and the self-employed. The duty states that the employer shall make a suitable and sufficient assessment of the risk to employees."

This includes employees who are classed as a child (below minimum school leaving age) and a young person (over minimum school leaving age, but under 18 years of age). Both of these definitions may be relevant to students on work experience.

In addition, "Every employer shall, before employing a child, provide the parents/guardians of the child with comprehensible and relevant information on the risks identified by the assessment and the preventative and protective measures"

More information available at: http://www.hse.gov.uk/youngpeople/workexperience/placeprovide.htm

Health and Safety check list	YES	NO				
Is there someone in overall control of health and safety? Name :						
Do you have a written Health and Safety policy? Date Last Reviewed:						
Have risk assessments been carried out to their lowest level through a safe system of work?						
Is the placement in a high-risk environment?						
Are there any significant risks to the student that we need to be aware of?						
When you induct students, will you explain the risks, how they are controlled? whilst checking that they understand what they have been told? (Includes site tour, first aid, fire, prohibited areas)						
You will check that students know how to raise any health and safety concerns?						
Do you have a first aid kit, accident book and will you report any <b>(RIDDOR)</b> accidents?  Name of appointed first aider:						
Do you have fire extinguishers? and means of raising an alarm? Date extinguishers last checked:						
Are appropriate Health and Safety signs (e.g., Fire Exit signs) displayed in the workplace?						
Have you read our Child Protection Guidance and understand your safeguarding responsibilities?						
Prohibitions (e.g., student will not use guillotines, students must not enter areas designated off limits etc)						
EMPLOYER CONFIRMATION AND AGREEMENT						
I confirm that:  - to the best of my knowledge and belief, the information given is correct.  - I have read the attached Letter of Understanding, child protection guidance and that all the points are acceptable to me.  As representative of the employer I agree to the student named above working on our premises, and to abide by all legislation relating to Equal Opportunities, Health and Safety and Child Protection. I will arrange for my Employer's Liability Insurance to provide cover against accident and injury caused to the student by negligence of the employer or another employee and will accept or insure myself against liability for loss, damage or injury caused by the student in the same way as for other paid employees. My company/organisation has prepared a Risk Assessment (if applicable) and a safe system of work which covers all the tasks we expect this student to undertake.						
Employer signature Date						
NamePosition	_					
STUDENT						
As the student named, I agree to take part in this work experience programme. I also agree to hold in confidence any information abo employer's business which I may obtain during this work period and not to disclose such information to any other person without the permission. I also agree to observe all safety, security and other regulations laid down by the Employer and made known to me either Employer's representative or by the displayed instructions. I will pass on to my parent or guardian any information, given to me by my which may affect my personal health, safety or welfare.	e Employ r by the					
Student signature Date						
PARENT / CARER with legal responsibility for the student						
As parent / carer of the student named above I confirm that I have read and understood the information on this form. I agree to them part in this programme and undertake that they will observe the conditions set out above. I confirm that they do not suffer from any other condition which could result in unnecessary risk to their health or safety or to the safety of another person. (Should you be in please consult the teacher responsible before signing this form).  I confirm that if they leave the employer's premises during lunch or break periods, no liability can be accepted by the employer or the any incident that may occur. Once on the placement, parents should discuss the arrangements for lunch and break periods with their make sure they are suitable.	medica any doul	bt for				
Signature of Parent / Carer Date						
Name						

Updated: 11/21