



Work Experience Letter of Understanding for Employers and Parents/Carers

To ensure that the principal conditions of the Work Experience Scheme and the arrangements between an employer, Tolworth Girls' School & Sixth Form and parents/carers 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. 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/carers 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 8.20am and 3.10pm or the parents if outside of these hours
- Parents/carers 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 an accident and the only remedy is a claim 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/carers of students can take out personal accident insurance for their own benefit

Child Protection

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

The Job

- An induction process for the student should be undertaken on the first 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 cost of meals and/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

Data Protection

- Students' personal details are confidential and should be safeguarded in accordance with the Data Protection Act 1998
- All employers' details held by Tolworth Girls School & Sixth Form will be stored on our database for the purposes of administration and tracking of work experience schemes and other work related learning activities in accordance with the Data Protection Act 1998

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

Reference

- HSE - Work Experience (HSE Guidelines)
- Association of British Insurers guideline for work experience (ABI and work experience)

