

Work Experience Students, Information for Parent or Guardian



In order to ensure that the implications of the work experience scheme are fully understood by all parties, we would like to set out the following essential points:

1. The employer/placement provider will have due regard to the health and safety of each student and operate within the terms of the current Health and Safety legislation, making available to parents/guardians any special risk areas and control measures appropriate to the placement, complying with their responsibility under the Management of Health and Safety Regulations 1989.
2. The student will be carrying out meaningful work during their period of work experience. The work will be planned by a competent and responsible person and the student will be given appropriate instructions before and closely supervised whilst operating machinery, equipment or carrying out any potentially hazardous activities. The student should work 'reasonable' hours, not before 6am or after 10pm.
3. The employer will ensure that the student does not operate any hazardous machinery or carry out any work of an unsuitable nature. The employer will supply any special equipment or protective clothing required by the student whilst performing the work.
4. The employer is responsible for the welfare of the student during work experience and is aware of child protection issues, including their responsibility under the Criminal Justice and Court Services Act 2000 to disclose names of individuals who are disqualified from working with children.
5. In case of accident or sickness the employer will notify by telephone and without delay the parent or the headteacher of the students school/college. The student will be allowed to use whatever first aid and welfare facilities the employer provides.
6. The employer will arrange that their Public and Employers Liability Insurance cover takes account of the activities of students whilst on work experience against accident or injury caused to the student by the negligence of the employer or another employee and confirms that these insurances will be in place at the time of the work experience placement.
7. The employer will (as would be for paid employees) accept or insure him/herself against liability of loss, damage or injury caused by the student, while acting as a servant of the organisation, the employer's property, other employees or a third party.
8. The student will NOT receive any payment for this work in accordance with the Education Act 1996, but the employer may, if they so wish, make good direct to the student the additional costs of travel and meals.