

WORK EXPERIENCE: EMPLOYER/STUDENT AGREEMENT

This form should be completed neatly in black ink and **signed** by the person who has offered the placement and **then by the student**. This form **must** be completed in full and returned by the given deadline to the Work Experience Coordinator for the student to proceed with the work experience process.

Year 10 work experience dates: 8th-12th June 2020

School contact: Claire Christiansen Tel: 01235 520 141 E-mail: c.christiansen@larkmead.oxon.sch.uk

Student Name		Tutor group	
Name of Employer			
Address & Post Code			
Contact Name			
Contact Telephone No.	Landline:		Mobile:
Contact Email address			
Work Placement Job Title			
Tasks and Duties to be undertaken by student			
Dress Code			
Working Hours			
Lunch arrangements			
Interview required			
Any additional information student may need			
Employer Liability Insurance (ELI)	ELI is required by Employers offering work placements		
Company Name			
Policy Number		Expiry Date	

Employer Agreement: As the Employer I agree:

- I have primary care for the student's health & safety whilst on placement. I understand the health and safety legislation and standards and will comply with these laws and standards as if the Student were my employee.
- to provide appropriate information, training, instruction and supervision to the Student and will provide any persona. This will include an effective Health and Safety induction before starting work, including risks, controls and prohibitions.
- I will consider the competency, maturity and physical capabilities of the Student in relation to all activities he or she will undertake. The Student's program of activities will be planned, meaningful, and carried out with these considerations in mind. The Student will not carry out work of an unsuitable or inappropriate nature and will be supervised by a competent named person
- to manage significant risks, taking any information supplied of the students physical or psychological capacity into account, and to inform parents/carers of these risks directly
- to provide a safe and healthy working environment which covers welfare facilities, equipment, emergency arrangements, risk assessment, and first aid
- to ensure appropriate Employer Liability Insurance cover is in place, for the student as an employee, for the duration of the placement as per the Association of British Insurers guidelines.
- To ensure other insurances such as public liability, business vehicle etc are in place as appropriate
- In cases of accident or sickness occurring to the Student whilst on placement, the Student will be allowed to use whatever first aid facilities the Employer provides. The Employer will take appropriate action and notify the emergency services where necessary. The Employer will notify the school & student's emergency contact without delay. The Employer will provide the school with an accident report, in writing, and will report the accident to the enforcing authority, if appropriate, within the time limit stipulated
- to observe all current relevant legislation for Equal Opportunities, Child Protection and General Data Protection Regulations.
- to provide reasonable access for the purpose of monitoring the student
- to inform the school if there have been any significant changes since a student from the school last had a placement with you
- To maintain the confidentiality of health information (where the school has disclosed any necessary health information in relation to the Student) and only disclose this information to another party if treatment is required for a known medical condition or in the case of a medical emergency.
- to read the Employer Information sent and abide by its guidance.

Employer signature**Date****Employer Name****Employer job title****STUDENT AGREEMENT - I understand the school will share information with the Employer in the interest of health & safety and agree to:**

- attend the work experience placement approved for me on each day at the agreed time
- dress appropriately for the placement and use any personal protective equipment supplied
- carry out all reasonable and lawful directions of the Employer and perform my work to the best of my ability;
- hold in confidence any information about the Employer's business that I may obtain during the placement and not to disclose such information to any other person without the employer's permission.
- comply with all health, safety, security and other rules laid down by the employer and made known to me verbally, in writing, or by displayed instructions.
- promptly inform the Employer of any accident, injury or incident that may occur;
- inform the Employer and school as soon as possible of any absence from the Work Experience placement

Student signature**Date**