**EMPLOYER OFFER OF WORK EXPERIENCE PLACEMENT**

**Monday 30th – Friday 3rd Jan 2023**

Please provide as much detail as **possible** by completing all of the sections.

**Student’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of company/business \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone Number** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Placement location (if different from above**) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Contact for Work Experience \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Do you require the pupil to arrange and attend a pre-placement interview **Yes No**

Would you be willing to provide placements in the future **Yes No** 

| EMPLOYER’S LIABILITY INSURANCEInsurance Company ..…………………………………….………Expiry Date…………………………………………………………….Policy Number………………………..……………………………. |  Please sign here to confirm that ELI will be renewed if this expires  before the above date of work experience.  ………………………………..……………………………… Name  ……………………….……………………………………….. Title  |
| --- | --- |
| **Will the student be required to travel offsite during the placement? (If yes, please give details)**  **No Yes**  |
| **Important -Please tick to confirm you have read the attached guidance sheet:**  |
|  **PLEASE COMPLETE THE FOLLOWING DETAILS OF THE PLACEMENT:** |
| **Work Placement/Job Description:** |  |
| **Likely work tasks:** |  |
| **Dress code/special requirements:** |  |
| **Hours of work (ie start/finish times):**  |  |



Please return to w.experience@becketonline.co.uk no later March 31st 2023

**EMPLOYER GUIDANCE FOR WORK EXPERIENCE**

Thank you for providing work experience for a Young Person from The Becket School. The school will prepare each student for work experience through a variety of activities including health and safety awareness, security, confidentiality and other instructions requested by the employer prior to placement. The Becket School has responsibility “in loco parentis” (in place of parents) for the safety and welfare of their learners. We will inform parents of the full details of each learner placement and will advise the employer if a learner has special educational needs or health issues, which may need to be addressed before the placement commences.

Before work experience commences – and to cover both the school and the employer - please read the following and sign the attached sheet to ensure that the placement is a secure and productive environment for both the provider and the learner:

**Health and Safety**: All placements have to be Health and Safety checked by prior to The Becket School being able to send a pupil for a placement to your premises.  It is possible that this has already been undertaken but if this is not the case a visit will be organised with Safety Measures, our health and safety provider, at your convenience.  Whilst on work experience, the student should be treated as an employee for the purposes of insurance and should be covered by the organisation’s Employer’s Liability Insurance policy.

**Safeguarding:** If the learner is working one to one with a supervisor for the majority of the week then please check that this person is DBS / Barred List checked and safe to be in close contact with young people. There should be adequate and appropriate supervision arranged for each day of placement and a student should never be left alone in a vulnerable situation or work in an area of isolation with an adult, for long periods of time, unless that person has been DBS /Barred List checked. If you need further clarification on whether or not a DBS will be needed please contact K Salisbury, the Work Experience Coordinator: w.experience@becketonline.co.uk

(N.B. if a DBS check is required this will be paid for by the Becket School.)

Employers are asked, when offering work related learning, to take responsibility for the social and physical welfare of each learner and should ensure that their relationship and their employees’ relationship with learners on placement is appropriate to learner age and gender and does not give rise to comment or speculation. In addition, attitude, behaviour and language all require care and consideration.

**Disclosure** - Occasionally young people/vulnerable adults may disclose confidential information to a work colleague that gives rise for concern for their physical or emotional safety. In such situations you should record the discussion and speak directly to the Headteacher/ Work Experience Coordinator at The Becket School.

**Travel**: Please inform the Work Experience Coordinator if the student will be travelling off site as parental permission and business insurance for the vehicle will be required. Please ensure that there is a known destination and check- in times with a third party in situations where a young person will be travelling during the placement. It is a good idea to make available a mobile phone (or equivalent) in such situations and ideally, there should be more than one member of your staff travelling with the student

**Hours**: The Young Person(s) should not work more than a standard eight-hour day and/or work more than

five consecutive days out of seven. Employers who offer Work Experience placements with unsociable hours

containing start times before 7am and finish times after 7pm, should have agreements established with the school and written consent from the Parent/Carer.