

# RIDGEWAY ACADEMY



Ridgeway Academy Work Placement Form Year 10

(Complete in full and return by 7<sup>th</sup> December)

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## Pupil details

Pupil Name \_\_\_\_\_ Form \_\_\_\_\_

Age (at time of placement) \_\_\_\_\_ May 13<sup>th</sup> – 17<sup>th</sup> Inclusive

## Employer's details (are they from the EBP database Yes/no)

Company \_\_\_\_\_ Contact name \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

\_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_ Fax \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_ Mobile \_\_\_\_\_

In order for a company to take a pupil on work experience they MUST have Employers Liability Insurance and Public Liability Insurance. If the employer is not on the EBP list, please supply the following details:

Employers Liability Insurance Details:

Insurance Company \_\_\_\_\_

Policy Number \_\_\_\_\_ Expiry date \_\_\_\_\_

As a representative of the above employer I agree to the pupil named above working on our premises in accordance with the guidance overleaf and acknowledge my responsibilities under the Health & Safety at Work Act.

Name (printed) \_\_\_\_\_ Position \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Work Experience job title \_\_\_\_\_

Brief details of work \_\_\_\_\_

\_\_\_\_\_ continue on separate sheet if needed

Start and finish times \_\_\_\_\_

Lunch arrangements \_\_\_\_\_

Clothing arrangements \_\_\_\_\_

Pupil agreement – As the pupil named above, I agree to take part in this work experience scheme and confirm that I have read and understood both sides of this form. I also agree to be respectful to the employers information I might see and remember to act confidentially and not talk about the business to anyone else. I agree to follow all safety, security and health regulations described by the employer (either in person or by signs).

Signed \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian – As parent/guardian I confirm that I have read and understood both sides of this form and agree to him/her undertaking the work experience and undertaking that s/he will observe the conditions set out.

\*S/he does not suffer from any medical condition which could result in an unnecessary risk to his/her health or safety or to other people

\*S/he suffers from the following medical conditions and the employer should know (attach details)

\*Delete as appropriate

Name (printed) \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_

### Guidance and information between Employer and school work experience provider

#### The Job

1. The pupil will carry out meaningful work. The employer will ensure that the work is supervised by a responsible adult and the pupil will receive appropriate induction, instructions and supervision during the work experience.
2. Pre 16 pupils will not receive payment for the work experience in line with the Education Act.
3. The hours to be worked will be agreed before hand with the pupil, parents and school.

#### Health & Safety/Welfare/Security

- The pupil is regarded as an employee for the purpose of H&S and duty of care. The employer will ensure the pupil does not operate hazardous machinery, or carry out work that is unsuitable and that the correct protective clothing is provided where necessary.
- The employer will recognise the need for risk assessments to be completed prior to the placement and communicated to the pupil and parent/guardian as necessary. The ability of the pupil will need to be taken into account during the placement.
- The pupil will not disclose any information which is confidential to the employer
- The pupil will obey all safety, security and other instructions given by the employer  
(The parent/guardian) will undertake to see that the pupil carries these obligations and will confirm that s/he is not suffering from any complaint that will create a hazard to him/herself or others.
- In case of absence, accident or sickness the employer will immediately notify the Head teacher of the school.

#### Safeguarding

- The employer is reminded of their duty of care towards young people and to consider the suitability of staff working with young people. The employer must endorse the principles of 'Keeping Children Safe in Education'. The employer must disclose staff, where known, who are disqualified from working with children in accordance with the relevant legislation.

#### Insurance

- The employer will confirm that pupils on placement are covered by the Employers and Public Liability policies (as quoted overleaf).
- The employer will accept or insure against liability for loss, damage or injury caused by the pupil on placement, to the employer's property, other employees or third parties in the same way as employees. The employer will notify the insurer of pupil placement.

#### GDPR

- Personal data used in the process is maintained in accordance with Data handling and Protection Policies and the GDPR. Further details can be found at the school.

#### Monitoring

- The employer will allow Ridgeway Academy staff to visit the establishment to monitor the pupil during the placement at agreed times.