

THE WARRINER SCHOOL YEAR 12 WORK EXPERIENCE PASSPORT FOR W/C 18th May 2020



Introduction

The Warriner School offers year 12 students the opportunity to participate in a week of work experience which relates very strongly to their intended post 18 interests. On work experience, a student spends time on employer's premises and carries out set tasks, as would an employee, with an emphasis on the learning aspects.

The benefits to students, as part of their ongoing careers education, are enormous and provide valuable inspiration for future careers, a chance to develop employability skills and learn more about the world of work.

The benefits to employers are a chance to influence young people to choose a career in their sector or industry, to inform young people of the skills and attitudes required at work and an opportunity to promote the business within the local community.

What happens?

The school asks students to source a work experience placement for themselves that is meaningful, will give them an opportunity to develop some skills they will need for work and matches their interests. Finding their own job will become a reality on finishing education and research shows that students get much more from work experience if they have been active in this process.

Once students have identified an organisation they would like to approach, they will ask for a placement. If the employer agrees, students will ask employers to complete the **Employer Form** at the back of this passport. The school needs this information so they can communicate with the employer, understand the nature of the placement and know it is a real placement offer and that appropriate insurance exists.

What do I need to know as an employer offering work experience?

There is an information leaflet on the school website here that has all the information you need:
[The Warriner School, main school, careers, work experience employer information](#)

But the key points an employer needs to know are:

- Students can carry out most tasks on work experience, with suitable training, instruction and supervision and managed risk
- The emphasis during the placement should be on "doing" rather than watching
- The school will communicate with employers throughout the process
- It's most likely you will already have everything you need in place for health & safety and insurance to accommodate a work experience student i.e. you meet current legally required health & safety standards
- you as the employer have primary responsibility for the health and safety of the student on placement and should be managing any significant risks
- You must have Employer Liability Insurance in place

Please note, for General Data Protection Regulations The Warriner Multi Academy Trust is required to hold on record the placement details for Work Experience students. Secured data base records of placement location and contact details are kept, as well as the Employer Form for the purposes of Health & Safety and Safeguarding. The details are also kept for the purposes of administration of the placement. Records are kept for seven years and are then deleted.

Work Experience Coordinator: Mr N. Smith
Work experience Support: Anna Morton

Email: n.smith@warriner.oxon.sch.uk
Email: a.morton@warriner.oxon.sch.uk
Contact Tel: 01295 720777

What happens once the Employer Form is returned?

The school will contact Employers via email to confirm the form has been returned to school and the placement recorded.

Before each student can go on placement the school has to ensure the placement will be safe for that student, so each employer will be assessed for health & safety using a common-sense approach. If the school has already worked with an employer for work experience, we will simply remind you of your responsibilities and share information with you and collect insurance details. If you are a new employer to the school, or new to work experience, we may need to give you a quick call to gather some basic information and get a copy of your insurance. In a few cases where an employer is new and it's a high-risk environment, we may need to do a site visit to get information and see your insurance certificate.

This contact is also to support you as an Employer and answer any queries you may have.

The school will maintain contact with employers via email prior to, during and post placement to ensure Employers are supported through the process.

How are students supported with the process?

Students will receive an introductory briefing and information about work experience which includes the process, how to approach finding a placement, things to consider when looking for a placement, and general information about working hours, dress code etc. Parents are also given information at the beginning of the process so they can also support their student.

Prior to the placement, students will have a preparation session which will cover basic health & safety and what to expect in the workplace. They will also be informed of what to do if they encounter any issues. Students also have access to a work experience co-ordinator and support staff throughout the programme.

Thank you for your support

I would personally like to thank you for offering a work experience placement and supporting students from The Warriner School. This week is a valuable part of the learning curriculum and can only be achieved by the generosity of companies like yourselves.

If you have any questions regarding work experience, please contact me as below.

Nigel Smith (Careers and Work Experience Coordinator)

n.smith@warriner.oxon.sch.uk

EMPLOYER FORM

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.

Student Name		Tutor group	
Name of Employer			
Address & Post Code			
Contact Name			
Contact Telephone Numbers	Landline:	Mobile:	
Contact Email address			
Work Placement Job Title			
Tasks and Duties to be undertaken by student			
Dress Code			
Working Hours			
Lunch arrangements			
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 personal protective equipment. 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.
- 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 the organisation
- 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	
Parent signature		Date	

The deadline for returning this Employer Form to the School Work Experience contact is 10th January 2020