

Work Experience: Letter of Understanding

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The Derbyshire Approach: Work Experience Letter of Understanding

Introduction

Thank you for providing work experience for Young Person(s) in schools and colleges in Derbyshire. It is very valuable for young people to understand and take part in the world of work. The school/college will have prepared the Young Person(s) for the world of work through a variety of activities including health and safety awareness, security, confidentiality and other instructions requested by the employer prior to placement. The school will agree in advance with the employer a planned programme of meaningful work for the student.

Young Person(s) on Work Experience should not work more than a standard eight-hour day and/or work for 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, need to know that there are suitable arrangements in place for the young person to get to and from the placement safely.

These arrangements are the responsibility of the parent/guardian but should be communicated in writing to the employer so they can ensure they are followed.

There must be an emergency contact in place who is contactable throughout the time of the placement (and transport home). This again must be provided to the employer in writing.

During the placement a point of contact at the Young Person's school/college will be available for the employer and a representative from the school/college may visit the premises and monitor progress.

Insurance

The employer shall ensure that students on Work Experience are treated as employees for the purposes of insurance and shall be covered by the organisations **Employer's Liability Insurance Policy, Public Liability** and where appropriate **Motor Vehicle Insurance**. While it is normal for Employer's and Public Liability policies to automatically include young persons on work experience, we would recommend that you check with your insurers or brokers that they are included in your policy coverage. The Education Authority/Governing Body recognises their own responsibilities for the student during this placement.

Accident, Illness or Significant Changes

In the event of any absence, accident or sickness and/or any changes, which may effect the Work Experience Young Person's health, safety and welfare, the employer should inform the school/college immediately and co-operate with any accident investigation.

(continued...)



Safeguarding Children

Employers should do all they can to ensure their employee's relationships with young people on work experience are appropriate to their age and gender, and do not give rise to comment or speculation. Attitude, behaviour and language all require care and thought. Employers must make us aware of any changes relating to safeguarding; for example if an employee is convicted of any offence that would disqualify them from working with children or present a safeguarding risk.

Equal opportunities

Employers should adopt a policy of equal opportunities in their work experience programmes. This should be taken forward particularly in the areas of gender, race and disability by encouraging students to take up non-traditional placements. This may need special preparation for the reactions they may encounter and even more careful supervision during the placement. Similarly, no legislation with respect to equal opportunities relating to sex, creed or gender should be breached.

Legislation

Under **The Management of Health and Safety at Work Regulations 1999**, employers are required to assess the risks to young workers before they start work.

There is also a requirement for employers to provide the parents/guardians with the key findings of the risk assessment and control measures introduced to minimise, or ideally eliminate, any significant risk for Young Person(s) who are below compulsory school leaving age. The risk assessment should take into account their lack of experience, or absence of awareness of existing or potential risks or the fact that Young Person(s) have not yet fully matured.

This assessment will determine whether the Young Person(s) should be prohibited from certain work. However, there is no requirement to provide this information in writing.

Data Protection

Employer/placement providers' details will be held on the Derbyshire County Councils computer network system. This information would also be disclosed on request in accordance with the Data Protection Act to Schools, Colleges, Training Providers, Young Persons, their Parents/Guardians and third party registered Organisations who have the responsibility to safeguard the young persons health, safety and welfare so far as is reasonably practicable.

Additional Safety and Health Information

How and where you can get more help

Free guidance available from: <http://www.hse.gov.uk>

HSE Local Offices



Inspectors and other field professionals are based in offices organised into regions. HSE offices are open 9am to 5pm, Monday to Friday.

HSE, Kingsley Dunham Centre, Nickers Hill, Keyworth, NOTTINGHAM. NG12 5GG (Fax: 01159 712802)

Nottinghamshire, Derbyshire, Lincolnshire (North Lincolnshire covered by Sheffield office)

If you have any queries or require further advice, please do not hesitate to contact the Work Experience Co-ordinator at the pupil's school/college or alternatively for Health and Safety issues contact the:

Thank you once again for supporting and expressing an interest to introduce Derbyshire's young people into the World of Work.