



ST MARY'S CATHOLIC SCHOOL

SIXTH FORM WORK EXPERIENCE EMPLOYER CONSENT FORM

STUDENT INFORMATION	
STUDENT NAME: Student Form.....	
EMPLOYER INFORMATION	
COMPANY NAME:	
PLACEMENT ADDRESS:	
TOWN:	POSTCODE:
WEBSITE	
TELEPHONE:	MOBILE:
SUPERVISOR OF STUDENT:	
POSITION IN COMPANY:	
CONTACT NUMBER	
WORK EXPERIENCE JOB TITLE:	
BRIEF DESCRIPTION OF STUDENT ACTIVITIES :	
<p>Please state if the duties are; low /medium / high risk (please circle)</p> <p>Low-risk environment, such as an office or shop, with everyday risks that will mostly be familiar to the student. Medium risk environments with less familiar risks (eg in light assembly or packing facilities), higher-risk environment such as construction, agriculture and manufacturing.</p>	
DAYS OF WORK	WORKING HOURS:
DRESS CODE:	
LUNCH ARRANGEMENTS / BREAKS:	
FOR AN EXTENDED WORK EXPERIENCE PLACEMENT:	
Does the person responsible for the student agree to complete a DBS check if required by the school? YES / NO	

THIS SECTION MUST BE COMPLETED BEFORE HANDING BACK TO YOUR SCHOOL

INSURANCE—Employers Liability insurance and Public liability insurance cover are legal requirements for Work Experience.

EMPLOYERS LIABILITY INSURANCE:

Insurance Provider: Policy Number: Expiry Date:/...../.....

PUBLIC LIABILITY INSURANCE:

Insurance Provider: Policy Number: Expiry Date:/...../.....



RISK ASSESSMENT INFORMATION

Students are classed as Employees for insurance purposes and will be subject to Health & Safety Regulations that legally require them to take proper care of themselves and others in accordance with the Health & Safety at Work Act 1974 - Section 7.

The employer will give an induction on the students first day that will include Health and Safety information, an Introduction to the team and tour of the premises.

Information on the company's 'Safe Working Practices' including emergency procedures and any relevant risk assessments as well as the job description must be covered.

Employers will risk assess the suitability of the work area, including any off site visits, prior to the commencement of the student placement.

Employers have primary responsibility for the health and safety of the student and must manage any significant risks.

Students will be assigned a supervisor and Employers will ensure the competent supervision of the student/s throughout the placement.

The school and the student must undertake, prior to placement, to inform the Employer if the student suffers from any medical/health condition or has any specific learning needs that may create a hazard to the student or to others with whom he/she will be working.

At no time will the student be left alone on the premises. The employer will inform the school if placements involve an element of 'one to one' working or 'one to one' travel, schools/parents/carer should consider whether this is a suitable placement for the student.

Students may be asked to sign an Employer Confidentiality Agreement

Student should adhere to the telephone, mobile, internet and social media policies of the employer.

Any PPE required will be provided by the Employer (except safety boots). Employers have the right to refuse any placement where these conditions have not been met by the student.

AUTHORISED BY: PRINT NAME:

POSITION..... DATE.....

For office use only;

Employer Contacted by ; Name..... Date.....

Risk assessment discussed Issues raised;

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