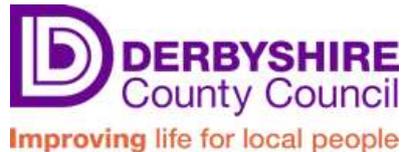


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Letter of Understanding for Work Experience

Introduction

Thank you for providing work experience for a Young Person(s) from a school/college 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 Young Person(s).

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 to ensure that suitable transport (accompanied) is arranged for the Young Person(s) whole journey during the unsocial hours to and from their place of work.

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. For placements during school holidays an emergency contact will be available and made known to the employer.

Insurance

The employer shall ensure that the Young Person(s) 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 for business use'. While it is normal for Employer's and Public Liability policies to automatically include Young Person(s) or other Young Person(s) 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 Young Person(s) during this placement.

Accident, Illness or Significant Changes

In case of any absence, accident or sickness and/or any changes, which may affect the Young Person(s) health, safety and welfare, the employer should inform the school/college or emergency contact immediately and co-operate with any accident investigation.

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 advise 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.

Continued overleaf



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 the Young Person(s) 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.

Associated Legislation

Under the Management of Health and Safety at Work Regulation 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/carers 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 provider details will be held on the Derbyshire County Council Work experience database. This information will also be disclosed on request (in accordance with the Data Protection Act) to Schools, Colleges, LSCs, Training Providers, Young Person(s), their Parents/Carers and third party registered organisations who have the responsibility to safeguard the Young Person(s) health, safety and welfare so far as is reasonably practicable.

Education

If you have any queries or require further advice, please do not hesitate to contact the Work Experience Co-ordinator at the school or college or alternatively for safety & health issues contact the Derbyshire County Council Work experience team on the telephone number or address given at the top of this document.

Safety and Health Information

How And Where You Can Get More Help:

Many HSE guidance documents are free and will provide you with clear guidance on health and safety matters, which is easy to follow and understand. Free guidance notes can be obtained from the HSE web site www.hse.gov.uk.

The HSE branch address for Derbyshire, Lincolnshire and Nottinghamshire is HSE, Kingsley Dunham Centre, Nickers Hill, Keyworth, NOTTINGHAM, NG12 5GG. Fax: 01159 712802. Office hours 9 am to 5 pm Monday to Friday.

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