

CORNWALL WORK EXPERIENCE SCHEME

Work Experience Placement Approval & Consent Form 2023 – 2024

Deadline for Return to School

This form is designed to enable the student, employer, parents or carers and the college to share essential information to make sure the health, safety and welfare of the student has been considered and that all the partners approve of the placement taking place.

Instructions for Completion

- Step 1** - Parents/carers fill in section 1.
Step 2 - Employer fills in section 2 (pages 2 and 3) and signs page 3 and returns the form to the student or parent/carer or the school
Step 3 - Parent/carer and the student read details provided by employer and sign consent on page 4 then return the form to the school
Step 4 - The School completes the Approval and Consent section on page 4.

Section 1 - INFORMATION ABOUT THE STUDENT

Placement Start Date: _____ End Date: _____

Name of School: _____

Telephone Number of School: _____

Tutor Group:

Name of Student: _____ DOB: _____ Age in years : _____

Address: _____

Post Code _____ Tel. No: _____ Emergency Contact Tel. No: _____

Name of Emergency Contact: _____

Essential Information relevant to Health, Safety and Welfare

In order for the employer to provide a safe placement it is essential that any medical or other significant information that may affect your son/daughter's health and safety is provided. Please complete the information below:

| Does your son/daughter: | NO | YES |
|---|----|-----|
| Have any restrictions of normal physical activity? | | * |
| Have skin allergies or eczema? | | * |
| Have bronchitis, asthma or chest complaints? | | * |
| Have fainting attacks or fits? | | * |
| Have any hearing disability? | | * |
| Have any significant colour vision defect or other vision disability? | | * |
| Have any learning/behavioural difficulty that may affect their ability to understand or act on instructions? | | * |
| *Please give any relevant details: | | |
| Have any other health problems that may affect their safety and welfare, including the need for regular medication? If so, please outline the details and list any medication carried for emergency purposes: | | |
| Have a specific disability and/or a Care Plan? If so, please give brief details: | | |
| Any other information you would like to make the employer aware of that could affect the health, safety and welfare of your son/daughter: | | |

I agree that the above information can be seen by the employer and that the school can disclose any information that they feel is relevant to the health, safety and welfare of my son/daughter whilst on the above work experience placement solely for the purposes of the Work Experience Scheme.

Signature of Parent/Carer: _____ Date: _____

Signature of Student: _____ Date: _____

Section 2 - ABOUT THE EMPLOYER AND THE PLACEMENT

**You Will Need Public
and Employers
Liability
Insurance**

Name of Company/Organisation _____

Address _____

Post Code: _____ Type of business: _____

Are you a 'sole trader' (a company run by one individual with no employees)? YES NO

if No, then please add number of employees: _____ (include part-time people)

Main Contact (person agreeing placement) _____ Job Role/ Position _____

Main Contact Telephone No: _____ Mobile No:- _____ Email: _____

ABOUT THE PLACEMENT

Days of Work (please circle): **Mon** **Tues** **Wed** **Thurs** **Fri** for **1 week** or **2 weeks** or _____ weeks (Extended only)

Hours of Work: _____

Dress code or special clothing required:- _____

Lunch Time Supervision and Welfare Arrangements

Please outline the arrangements for the lunch break supervision : e.g. must stay on the premises, can go off site, can come and go as need be etc. _____

Lunch Time _____ to _____ Lunch Facilities (e.g. Canteen available, packed lunch etc)

SUPERVISION

Name of the main person responsible for supervising the student during the placement: _____

Job Role/ Position in Organisation _____

Will the student be under the direct supervision of more than one person during their placement? YES NO

If YES please give the following details:

| Name of Additional Supervisor | Position/Job Role in Organisation |
|-------------------------------|-----------------------------------|
| | |
| | |

I can confirm that the people who will be supervising the student are competent to deal with this student and to my knowledge have not been restricted or barred from working with children. Please Tick

THE WORKING ENVIRONMENT

Please can you give some idea of the environment(s) the student will be working in e.g. on building sites, working in a client's home, in a busy office, etc. as this may not be obvious from the student's job role.

WORKING ONE-TO-ONE

Will the student be working in isolation with the same person for the majority of their placement, e.g. on the premises, outdoor location, travelling in a vehicle? YES NO

If YES please give brief details:

PHYSICAL CONTACT

Will you or any of your employees need to have physical contact with the student either as a normal part of the job or as part of any training? YES NO

If YES, please give brief details:

Section 3 - 'YOUNG PERSONS RISK ASSESSMENT' FOR THE STUDENT

The purpose of this Risk Assessment is to make sure the health, safety and welfare of the student has been considered **with respect to their age, inexperience, immaturity and any factors mentioned in the Information about the Student' section** above. This will also make sure you have complied with Regulation 19 of the Management of Health & Safety at Work Regulations 1999.

To help you with this either the school or Cornwall EBP (gavin.stephens@cornwall.gov.uk) can provide you with a sample Young Person's Risk Assessment to suit your business. Please be aware that NOT ALL the Specific Hazards related to your situation may be covered in the sample.

| | |
|--|--|
| Name of Student | |
| Job Role/Title of Placement and Main Tasks and Duties | |

| Specific Hazard Identified | Current Control Measures | Additional controls for the <u>young person</u> to make sure the risk is adequately controlled |
|----------------------------|--------------------------|--|
| | | |
| | | |
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| | | |
| | | |

I confirm that the risk assessment above has been completed to the best of my ability and that the control measures identified will be implemented for the duration of this work experience placement.

Young Persons Risk Assessment completed by: _____ Date: _____

If you have not completed the above Risk Assessment, then please staple your own 'Young Persons Risk Assessment' to this page. **Please could you now sign the 'Employers Agreement and Consent' below before sending the form back to the student and their parents or carers. Thank You.**

Section 4 (To be completed AFTER Sections 1,2, and 3 have been completed)

EMPLOYER AGREEMENT and CONSENT

I have read the 'Information About the Student' section above and I agree to take the student on a Work Experience Placement and where possible, an outline programme for the placement will be provided. The student will be covered for insurance purposes by the company's **Employer's Liability Policy AND Public Liability Policy** and where applicable the Vehicle Insurance Policy. All of these policies take consideration of the activities of students on work experience. The student will also be covered by our Health and Safety Policy and associated Risk Assessments including the Young Persons Risk Assessment. I have completed the Young Persons Risk Assessment on this consent form, **or** our own Young Persons Risk Assessment document(s) is/are attached. I have read the "Information for Employers" leaflet and understand my responsibility for Health & Safety issues and Child Protection and agree to abide by the 'statement of principles' for child protection.

I am aware that the information contained on this form will be stored manually by the college and some of the information will be stored electronically on the Veryan Workplace work experience management database in accordance with the General Data Protection Regulations (GDPR) and the Data Protection Act 2018.

I declare that I have read and consent to the privacy notice on page 4.

NB: this placement can only be approved if both public liability & employer's liability insurance are current.

Signature: _____ Date _____

Name of Signatory: _____ Position: _____

PARENT/CARER AGREEMENT and CONSENT

I have read the 'Information About the Employer and Placement' and the 'Young Persons Risk Assessment' sections and agree to my son/daughter taking up this Work Experience Placement and undertaking the main duties and tasks detailed. I have read the lunch time arrangements for this placement and have discussed suitable arrangements for lunch and break periods with my son/daughter and I am aware that if my son/daughter leaves the employer's premises during lunch or break periods, no liability can be accepted by the employer or the school for any incident that may occur.

I am aware that the information contained on this form will be stored manually by the college and some of the information will be stored electronically on the Veryan Workplace work experience management database in accordance with the General Data Protection Regulations (GDPR) and the Data Protection Act 2018.

I declare that I have read and consent to the privacy notice shown below.

Signature of Parent/Carer: _____ **Date:** _____

STUDENT AGREEMENT and CONSENT

I have read the 'Information about the Employer and the Placement' and the 'Young Persons Risk Assessment' sections and understand the information they contain. I agree to:

- take part in this Work Experience Placement;
- follow all safety, security and other regulations laid down by the employer, either through instructions, training or as displayed;
- take reasonable care of my own health, safety and welfare and that of anyone else who may be affected by my actions or omissions;
- hold in confidence any information about the employer's business which I may obtain during this work experience placement and not to disclose such information to another person without the employer's permission.
- follow the Code of Conduct for Use of Social Media and Electronic Devices while on work experience.

Signature of Student: _____ **Date:** _____

SCHOOL'S APPROVAL AND CONSENT

Both sections below must be completed

| | |
|-------------------------|-------------------------------|
| School Use Only: | New Provider: Y / N |
| Veryan Job Ref. No: | Date completed form received: |
| | Date entered on Veryan: |

| Work Experience Placement Management | YES | NO | COMMENT/ACTION TAKEN |
|--|-----|----|----------------------|
| Employer DBS check required | | | |
| Placement is suitable for this student In particular, please add a comment if the placement is working with children | | | |

Signature of person completing this section: _____ **Date:** _____

Name of person completing this section: _____ **Position** _____

Data Protection Statement | Privacy Notice

This information is being collected by the school for the purpose of the Management of the Work Experience programme. Please refer to the **Schools' Privacy Policy**.

A Data Protection Agreement is in place between the college and Cornwall Council (acting through Cornwall Education Business Partnership) in respect of the arrangement of Placement Suitability Visits for work experience. As the Data Processor, we, Together for Families Directorate, Cornwall Council, New County Hall, Truro, TR1 3AY, Data Protection Registration Number: Z1745294 are committed to protecting and respecting your privacy. Any information shared with Cornwall Council by the college will be held in a secure environment until the 21st birthday of the student participant in accordance with the TFF data retention policy after which time it will be destroyed in a secure manner.



**CORNWALL
COUNCIL**
one and all • onen hag oll

Together 
for Families