



## 5<sup>th</sup> Year Work Experience Scheme *A Checklist for Parents*

### **Summer 2019 Placements**

The following is a checklist for preparing for your son's work experience placement:

#### **Arranging the Placement**

- ☐ Nature of Placement  
Make sure the host employer has given you a written description of the kind of work, activities, and opportunities the placement will involve.
- ☐ Minimum Age Requirement  
Make sure your son meets the minimum age requirement for the placement.
- ☐ Photo ID  
Ask the host employer if your son needs to provide photo ID. If so, should he scan and email the photo page of his passport or bring his passport on the first day of the placement?
- ☐ Placement Dates  
Agree the first and last days of the placement. Find out to whom and where your son should report when he arrives on the first day.
- ☐ Work Hours  
Agree the start time and end time of each day of the placement.
- ☐ Transport Plan  
Make sure your son has a reliable way of getting to and returning home from the placement.
- ☐ Dress  
Ask if there is a dress code or requirements for wearing special clothing or shoes during the placement.
- ☐ Lunch  
Find out what the lunch arrangements are. Should your son bring a packed lunch, buy lunch on the employer's premises or very nearby, or will lunch be provided?

☐ Pre-Meeting/Telephone Call

Find out if the host employer would like to have a meeting or telephone call with your son before the first day of the placement.

## **Contact Information**

☐ Emergency Contact

Choose an emergency contact and provide the host employer with that person's email address, mobile, and land line. Ask the host employer to contact the emergency contact if your son is absent from attendance or if the employer has any concerns about your son.

☐ Contacts at Host Employer

Get the name, email and telephone number(s) of the placement supervisor and administrative contact (if different people) at the host employer.

## **Assessing and Managing Risks**

☐ Supervision

Ask the host employer to confirm that your son will be supervised at all times and given all necessary instruction and protective equipment (where appropriate) for tasks he will undertake during the placement.

☐ Risk Assessment

Ask the employer for a copy of the risk assessment for the placement. Look for mitigations, including a fire certificate and first aid. Most placements will not carry any significant risks as they will be office/desk-based but if you have concerns about any risks of the placement (such as exposure to hazardous substances or activities), ask to make a visit to see the host employer's premises to assess these risks yourself.

☐ Liability Insurance

Ask the host employer for copies on email of certificates of its public and employer liability insurance policies and get confirmation that the employer has notified the insurers of your son's placement and that the policies would cover any accidents or injuries caused to/by your son during his placement.

*Note: All UK employers are obliged by law to have employer liability insurance for employees. It is standard UK insurance practice to cover work experience students, although this should always be checked and confirmed. Association of British Insurers insurance policies should always cover work experience students.*

☐ Off-Premises Travel

Ask if your son will travel off the host employer's premises during the placement. If so, make sure the host employer confirms that any vehicles taking your son off premises will be roadworthy and insured for business use.

☐ DBS Check

You may ask the host employer to do a Disclosure and Barring Service check on the person who is responsible for your son. As you will be aware certain

professionals who work with children and vulnerable adults are required to undergo safeguarding checks. If the School is not responsible for arranging the placement, you may wish to ask about DBS checks as an additional layer of safety. You may wish to advise your son to monitor and consider his own wellbeing during the placement.

☐ Confidentiality Agreement

Your son may be asked to sign a form saying that he will treat as confidential all information gained during the placement and not share it with anyone. This is usual and often a data protection requirement.

## **Health and Safety**

☐ Health Conditions/Special Needs

Tell the host employer of any health conditions or special needs that your son has which may need to be considered and accommodated during the placement. There may be allergies, sensitivities, social phobias or other information which would be very helpful to the placement host.

☐ Compliance with HSE Legislation

Ask the host employer to confirm that its H&S policy is compliant with all relevant HSE legislation. Your son may be asked to sign a form saying he will observe and comply with all H&S rules and regulations of the host employer.

☐ H&S Induction

Check that the host employer will conduct a Health & Safety induction at the start of the first day of the placement.

**The above checklist has been designed to assist pupils and parents with an overall consideration of the issues arising from a placement organised independently between parents, pupils and the placement organisation. It is not an exhaustive list, as it is impossible to anticipate all matters which could arise. The intention is that it provides a useful prompt of the various factors to inform whether or not further enquiries should be made.**

**It should be noted that, in cases of negligence, Abingdon School's public liability insurance would not cover any damage caused by any pupil. You may, if you consider it necessary, take out separate insurance cover for any injury or damage arising from the placement.**