Work Experience Placement Guidance and FAQ's

Forms which require completing	☐ Work Experience Agreement – details of the employer, their address and insurance information. To be signed by student, parent/guardian and employer. ☐ Letter of Understanding – a 'contract' which all three parties need to sign to agree to their responsibilities regarding the placement. ☐ Health & Safety Questionnaire – For the placement provider to complete and sign. Our Safeguarding team will check this for any unacceptable risk, or further information may be requested. ☐ Health Declaration – For the parent/guardian to fill out and get signed by the employer so they agree to the placement with full knowledge of any medical conditions they may need to accommodate and can keep the young person safe. Forms are available as one digital form that can be sent out via email and completed online. Paper copies can be requested from the School Office.
Unacceptable work placements	**No Fixed Location (Mobile Services)** For example: • Tradesman, visiting multiple addresses. • Home carers, visiting multiple addresses. **High Risk Locations** For example: • Construction sites • Working from height e.g., scaffolding **Solo Working** Solo working with just one employee, unless an immediate family member or close family friend (confirmation of this would be required in writing). Please note, this does not mean the student working 1:1 with an employee whilst there are others in the building/vicinity, it means placements where the student would be working alone with just 1 other adult, that is not a family member or close family friend.

	Establishments Offering Cosmetic Procedures For example: ☐ Beauty salons offering fillers or Botox. ☐ Tanning salons ☐ Tattoo shops **Employers without Employers Liability Insurance.** Employers must have a current valid Employers Liability Insurance.

Ideas for acceptable placements:

- Education settings (Universities, Schools, Nurseries)
- Residential or Care Homes
- Office-based work
- IT companies
- Banks
- Leisure Centres
- Cafes
- Shops / Hairdressers / Barbers

Further information may be required before agreeing to placements involving:

- Animals
- Car mechanics
- Heavy machinery
- Hospitality or food preparation
- Trades

Virtual work experience

Since the pandemic virtual work experience has become more readily available especially within the technology industry. This is something we would agree to as long as the following guidelines are in place:-

Parents/guardians would need to agree to supervise the online safety of their child at home.

Students should be in a communal space when working like a lounge / dining room and not in their bedroom.

Students should be dressed for work and not in their pyjamas.

School email addresses should be used for contact, and no personal information should be shared e.g., home address.

Travel arrangements

You will be responsible for your young person’s travel arrangements to and from their placement. Please consider this when choosing a placement.

Lunch breaks

As part of the Work Experience Agreement form, you will be asked if you give consent for your young person to leave the placement premises at lunchtime.

Depending on the employer, they may or may not have food storage or preparation equipment on site in a staff room, canteen or similar.

Absences

During placement, Digitech must be aware of each young person's location each day. Therefore, if your young person is absent from placement for any reason, please call the school absence line to report this as usual, in addition to contacting the employer to inform them as well.