**Fullbrook**

**Year 10 Work Experience**

**Employer’s Contract**

 Name of Student(s):

 Name of Company:

• Students will carry out relevant and meaningful work, planned and monitored by a responsible and

 competent person, during their placement.

• The employer takes responsibility for students during their working day.

• A competent person will be designated for the welfare and supervision of each student at all times whilst in the workplace.

• Students will not work more than 35 hours per week and no longer than an 8 hour day and will be allowed reasonable break periods.

• Students undertaking work experience who are of compulsory school age are not entitled to the minimum wage.

• The placement will comply with all relevant Health & Safety legislation.

• Students will be covered, for the duration of the work placement by the employer’s liability Insurance, and the insurers will be notified of the student’s presence by the employer. If travelling away from the company base, students will be covered by additional insurances e.g. motor vehicle insurance and insurance for the destination venue.

• At the commencement of their placement, students will be given a health & safety induction into the

workplace. The induction will include all emergency drills and practices, and general and specific risks to the student.

• Should there be any accident / medical emergency involving the student, the employer will notify the school and parent.

• Unexplained / unplanned student absence from the placement will be reported to school in the first

 instance.

• Students will be given appropriate levels of instruction and close supervision by competent personnel before any operation of equipment or machinery or when handling substances and lifting/moving objects.

• Students will not carry out work prohibited by law, for example the operation of dangerous machinery, carry out manual handling tasks or handle dangerous and toxic substances that may endanger their health & safety.

• Students will be provided with and instructed in the correct use of appropriate personal protective

 equipment/clothing, the use of which will be enforced.

• If your company undertakes DBS checks on its employees, any employee who has been disqualified or barred from working with children under Criminal & Court Services Act, Section 36, will be actively prohibited and prevented from working with any young person.

• The company agrees to provide access for school staff to visit and to investigate any matter relating to the health & safety of the student.

• Employers are directed to read information regarding employing young people in the workplace at

 www.hse.gov.uk/youngpeople

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| Signature |  |
| Name (Company representative) |  |
| Date  |  |

*For information on Fullbrook School’s data privacy notice please go to www.learningpartners.org/dataprivacy*