



## Royal Wootton Bassett Academy

# Work Placement Agreement

Written by: Mr D Storey  
Date ratified: April 2022, Reviewed December 2022  
Next Review Date: December 2024  
Version Number: 2

### Letter of Understanding between

Royal Wootton Bassett Academy and the Employer providing work-related activities.

#### THE JOB

1. The learner will carry out meaningful work, as described in an agreed job description. The employer will ensure that the work will be planned by a responsible person and the student will receive appropriate induction, instructions and supervision during the period of the work experience.
2. Pre 16 and Post 16 students attached to a school's work experience programme will not receive any payment for this work, in accordance with the current Education Act.
3. The learner will work the hours shown on the agreed job description, which will be in accordance with employment regulations for Young Persons

#### HEALTH, SAFETY, WELFARE AND SECURITY

4. The employer recognises that a student on work experience is regarded as an employee for the purposes of Health and Safety legislation and the associated duty of care. The employer will ensure that the student does not operate any hazardous machinery, or carry out work of an unsuitable nature, and that any protective clothing/equipment is supplied where necessary and instruction given on its use. The employer undertakes to restrain any animal likely to cause harm to a student while undertaking work experience.
5. The employer recognises the need for risk assessments to be carried out for students before the placement, and that these are communicated to the parent/guardian. The employer also undertakes to monitor and modify risk assessments during the placement to take account of an individual student's capabilities and any changes to working practices.

6. For schools work experience, the learner's parent/guardian will be expected to confirm firm that they are not suffering from any medical or other condition that will create a hazard either to the student or to those working with him/her.
7. In case of absence, accident or sickness the employer will immediately notify the Learners educational establishment. The learner will have access to welfare and other staff facilities including first aid.

#### **CHILD PROTECTION**

8. The employer is reminded of his/her duty of care towards young people and to consider the suitability of staff who work with them. The employer endorses the statement of principles contained in the Child Protection Guidance. The employer is also reminded to disclose staff, where known, who are disqualified from working with children, where appropriate, in accordance with The Criminal Justice and Court Services Act 2000.

#### **INSURANCE**

9. The employer has or will have in place Employer's Liability (Compulsory) Insurance, Public Liability Insurance and vehicle insurance (where relevant), and will confirm that students on work related learning schemes are covered by each policy before the placement commences.

#### **DATA PROTECTION**

10. The employer gives permission to process employer personal details for the purposes of work experience and Education Business Link Activities. In accordance with the Data Protection Act 1998, learner's personal details are confidential and should be safeguarded.

#### **STATUTORY OBLIGATIONS**

11. The employer agrees to observe all relevant/current legislation, in particular relating to Health & Safety GDPR, and legislation in respect sex discrimination, race relations, disability and the Children Act.