

SCHOOL: Chauncy School, Ware

Work Shadowing Date: \_\_\_\_\_

Listed below are the principle responsibilities for the stakeholders in relation to students participating in Work Shadowing. To acknowledge understanding and an agreement to undertake the responsibilities as outlined below between the employer and The Chauncy School are required to sign this letter of understanding.

1. Employers will offer students the opportunity to carry out meaningful and relevant work appropriate for their level of ability. Activities to be undertaken will be planned by a responsible person and the student will be given opportunities to find out about the structure and function of the company or organisation.
2. The employer will take all reasonable care to ensure the Health, Safety & Welfare of the student and to comply with the Health & Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999—Regulation 19, Protection of Young Persons.
3. The employer will ensure that the student receives instruction and understands the nature and scope of their duties, working conditions health & safety & security arrangements before starting work.
4. The student will be given appropriate instruction and supervision while operating machinery/equipment. The student will not operate hazardous machinery or machinery of an unsuitable nature for untrained persons.
5. The employer will provide any essential personal protective clothing or equipment (PPE) required by the Work Experience student while on placement.
6. The student has a responsibility towards her/himself and others in accordance with the Health & Safety at Work etc. Act 1974—section 7.
7. The school undertake to inform the employer if a student suffers from any condition or has a specific learning need that may create a hazard to the student or to other with whom he/she will be working.
8. The employer must ensure that its Public Liability insurance and Employers Liability insurance covers Work Experience students.
9. During the course of each Work Experience placement, the school undertake to contact the employer to arrange for a member of the school staff to carry out a short visit to the employer in order to monitor and check the wellbeing and progress of the student.
10. If a student is absent, or affected by accident or sickness, the employer will notify the student's school as soon as possible by telephone. The employer will also notify the school of any accident or injury involving a student, and will provide a written report if requested.
11. All the stakeholders agree to undertake to offer equality of opportunity in relation to the provision of Work Experience for young people.

I confirm I have read the Chauncy Letter of Understanding and agree to the responsibilities as listed.

**Name of Student:** \_\_\_\_\_

**Employer/Organisation:** \_\_\_\_\_

**Authorised Employers Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Authorised Chauncy Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Date:** \_\_\_\_\_