

Employer agreement overview

Upon accepting a work experience student, you agree to the following terms and conditions.

- Please ensure the student is aware of key information such as start and finish times, who to report to and any specific clothing requirements.
- You will be contacted by our risk assessment team before the start of any placement to ensure that health & safety standards are met in line with Local Authority and HSE guidelines.
- Please ensure you read the work placement guidance and conditions criteria on the opposite page before signing the self-placement form.
- To provide work experience in accordance with the role stipulated within the job description section on the supplied risk assessment.
- If circumstances change and you are unable to support the student please inform Changing Education on 01625 837 309 immediately.
- That you have the authorization to support a young person on work experience.

- To ensure that the student has the same rights and obligations as an employee under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, including regulation 19 regarding young workers.
- To release the student for training arranged by school, if required.
- To provide induction training during the first day, with particular attention paid to health and safety.
- To notify Changing Education immediately on 01625 837 309 of all accidents involving the student.

- To allow Changing Education and School staff onto the premises for monitoring and assessment purposes.
- To nominate an employee who shall be responsible for the students welfare during the placement and ensuring that the student is supervised at all times whilst on placement.
- To notify school of any absences of the student, including sickness.
- To liaise with Changing Education on 01625 837 309 regarding grievance and disciplinary matters.
- To operate an Equal Opportunities Policy in respect of each student. To adhere to the students entitlement to all school and public holidays.
- This agreement becomes operative from the students first day on placement. Changing Education and School accepts no responsibility for any injury, loss or damage caused by any act or default of a student in placement.

As the agency responsible for completing the risk assessment for this placement we endeavour to liaise between the student, employer, school or college and to do everything we can to ensure that the arrangements, paperwork and details of the placement are correct and that the placement provides the intended benefit to the student, the employer and the school/college.