September 2021

Dear Parents/Carers

**Year 10 Work Experience**

This year’s work experience will be for one week commencing **Monday 14th February 2022**

Each year our students find work experience to be invaluable as it gives them an insight into the real world of work and leads them to investigate employment opportunities with increased confidence and self-awareness. These skills can have a positive impact on academic achievement.

Students are required, with parental guidance if necessary, to seek their own places for their work experience. These placements may, or may not, be directly connected with their future career.

It is essential that all students attend placements in a safe and healthy environment and only with employers who have in place a current Employer’s Liability Insurance. To this end, all placements are checked through Entrust to ensure they meet Health and Safety Standards and all legal requirements for Child Protection.

Students should expect to provide their own lunches, and we ask parents to make appropriate travel arrangements to and from the place of work; the hours of work will normally be those of the establishment at which the individual student is undertaking the work placement.

The progress of students will be monitored by a member of staff either visiting or telephoning the employer during the placement; employers will be asked to provide a brief written report at the end of the placement. Students will be expected to complete a work experience log.

Please return the attached form to the white box at the front admin office before **Friday 8th October 2021** so that the appropriate checks can be carried out. Please do not hesitate to contact me if you require any further information.

Yours faithfully

**Ms M Justice**

**Assistant Headteacher, Head of Maths and Careers Leader**

**m.justice@alleynes.staffs.sch.uk**

**What is employers' liability insurance?**

Employers’ liability insurance can cover compensation payments and legal costs if an employee sues their employer or ex-employer for a work-related illness or injury. The compensation amount may take into account things like medical costs and lost income.

Employers’ liability insurance is designed to cover the costs if an employee claims compensation for illness or injury that they believe has been caused by their work.

For example, an office worker is badly injured when they trip over a cable running across the floor. A former employee is diagnosed with an illness related to asbestos exposure during their work. A builder is electrocuted by a piece of faulty electrical equipment supplied by their employer.

In each case, a compensation claim is brought against the employer or former employer. The court can order the employer to pay compensation for injury, costs and other damages. The compensation figure may take into account things like medical care and lost income.

Employers’ liability insurance can cover the compensation payment and the legal costs, up to the limit of the policy.

**What does it mean for me if the placement does not have Employers liability insurance?**

Some employers may not have employment liability insurance as they may be a sole trader or employ family members only.

In the event an employer does not have Employers’ liability insurance, the responsibility remains with the parent/carer and the decision to continue with the placement also remains with the parent/carer.

The work experience placement and/or school cannot be held accountable for any injuries or illness the student may sustain as result of attending the work experience placement.

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**Please return to the white box at front admin office, by Friday 8th October 2021**

Name of Student:

Tutor Group:

Name and address of Company:

Telephone Number of Company:

E-mail address of Company:

Nature of Business:

Person Responsible for student whilst on work experience:

Telephone number of person responsible:

E-mail address of person responsible:

Will your child be working with a family member? **Yes/No**

Risk assessment and Insurance paperwork will be sent to the work placement, how would they like to receive this? **Email/Post** (**PLEASE ENSURE YOU PROVIDE A CORRECT AND VALID EMAIL ADDRESS**)

In the event your child’s placement does not have Employers Liability Insurance, are you happy for this placement to proceed? **Yes/No**

A care plan is a plan of action for the management of any medical needs during the school day.

Does your son/daughter have a care plan? **Yes/No**

If so are you happy for us to share this with the person responsible for them during their placement? **Yes/No**

I am willing for my son/daughter to take place in the work experience programme for one week from Monday 14th February 2022 and **have completed all of the details above** **in block capitals.**

Signature of person with parental responsibility:

Date: