

WORK EXPERIENCE AGREEMENT

In order to ensure that the implications of the Work Experience scheme are fully understood by the Employer, School and Calderdale & Kirklees Careers, I should like to set out those points in this letter:

1. The student will carry out meaningful work during the period of their employment. The work will be planned by a responsible person and the student will be given appropriate induction to the company as well as instructions before, and supervision whilst, operating machinery or equipment.
2. The employer will ensure that the student is not required to operate any hazardous machine, to work in any hazardous environment, or to carry out work of an unsuitable or objectionable nature. The employer will supply any special or protective clothing required by the student whilst performing the work.
3. The student will not receive any payment for this work, but the employer may make good direct to the student the additional cost of travel and meals.
4. The student will not be allowed to work outside the hours stipulated in the agreed Job Description.
5. The student will be required by the work experience team to sign an agreement stating:-
 - 5.1 That he/she will not disclose any information confidential to the employer without the employer's approval.
 - 5.2 That he/she will obey all safety, security and other instructions given by the employer.
6. The student's parents will undertake to see that the student carries out these obligations and will confirm that he/she is not suffering from any complaint which will create a hazard either to the student or to those working with him/her.
7. The Local Authority, or in the case of Independent Schools, the school, will take out Personal Accident Insurance to cover all school students against injury to himself/herself caused by accident during the course of his/her work with the employer.

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8. The employer will arrange for insurance cover against accident or injury caused to the student by the negligence of the employer or another employee.
9. The employer will (as they would for paid employees) accept, or insure against, liability for loss, damage or injury caused by the student whilst acting as a servant of the organisation, to the employer's property, other employees or a third party.
10. The employer will carry out an adequate induction programme and any necessary Health and Safety training and record that this has taken place.
11. The employer will have due regard for child protection and the Health and Safety of each student and operate within the terms of the current Health and Safety legislation.
12. In case of accident or sickness the employer will notify, by telephone and without delay, Calderdale & Kirklees Careers, the Head Teacher of the student's school, and the student's home if a telephone number is given. The student will be allowed to use whatever first aid facilities the employer provides.



**Chief Executive
Calderdale & Kirklees Careers**

Employer Liaison Officer