



Newent Community School and 6th Form Centre
 Watery Lane, Newent, Glos. GL18 1QF

Contact: Mrs Tracy Edwards 01531 820550

YEAR 12 WORK SHADOWING FORM

(IT IS THE RESPONSIBILITY OF THE STUDENT TO ENSURE THAT THIS FORM IS COMPLETED IN FULL)

| | | | | |
|------------------------|--|---------------|-----------------------|---------|
| STUDENT DETAILS | | Mr/Miss | First Name | Surname |
| Home Address | | | Landline phone number | |
| | | | Mobile phone number | |
| Tutor Group | | Date of Birth | | |

| | | | | |
|-------------------------|--|----------------------------|--|--|
| EMPLOYER DETAILS | | COMPANY NAME | | |
| Address | | Landline phone number | | |
| | | Mobile/Direct phone number | | |
| | | e-mail address | | |
| Postcode | | Supervisor/contact name | | |

| | | | | |
|------------------------|--|--|--|--|
| STUDENT | | As the student named above, I agree to take part in this work shadowing scheme and confirm that I have read and understood all of the information contained in this form. I also agree to hold in confidence any information about the Employer's business which I obtain during this work period and not to disclose any such information to another person without the Employer's permission. I also agree to observe all safety, security and other regulations laid down by the Employer and made known to me either by the Employer's representatives or by displayed instructions. | | |
| Signed | | Date | | |
| PARENT/GUARDIAN | | As parent/guardian of the student named above I confirm that I have read and understand all of the information contained in this form and agree to his/her taking part in this scheme and undertake that he/she will observe the conditions set out. I have read and understand the information about data protection and agree to abide by the elements stated. In the interests of my child I confirm that: *(i) He/she does not suffer from any medical condition which could result in an unnecessary risk to his/her health or safety or to the health or safety of another person. (Should you be in any doubt, please consult the teacher responsible before signing). *(ii) He/she suffers from the following medical condition which should be conveyed to the Employer. (Please attach details). * delete as appropriate | | |
| Name (printed) | | | | |
| Signed | | Date | | |

Upon completion, this form should be returned to Mrs Edwards without delay

Health and Safety Audit

In order to ensure that work shadowing placements are suitable for students of school age, please complete the following table, adding detail where necessary. In most cases this will confirm the suitability of the intended placement; for some industry sectors it may be necessary to follow this with some additional enquiries. Thank you for your assistance in providing this valuable opportunity for our student.

Work Shadowing Job Title.....

| | | | | | | | | | |
|-------------|-----------------------|--|---|---|---|----|---|----|----|
| Start time | Clothing requirements | | | | | | | | |
| Finish time | Lunch arrangements | | | | | | | | |
| Start date | End date | Days of the week worked (please circle all that apply) | M | T | W | Th | F | Sa | Su |

Please enter a brief description of the expected duties.

Have you had a student on Work Experience with you in the past 3 years?

Yes/No
If you have answered yes and there have been no significant changes since then

PLEASE GO TO SECTION 13

| | Health and Safety Provision Checklist | Yes/No N/A | Comment/Further Detail |
|---|--|---------------|------------------------|
| 1 | Named Person Responsible for Health and Safety of student(s) | | |
| 2 | Does Motor Vehicle Insurance cover students <i>(where appropriate)?</i> | | |
| 3 | Is there a written Health & Safety Policy? <i>(If there are 5 or more employees in the company it is a legal requirement to have a written H & S policy. It should be signed by a senior member of the company, dated and available to all employees).</i> | | |
| 4 | <p>Have Risk Assessments been carried out? <i>(It is a legal requirement that all employers must complete a risk assessment which identifies significant risks in the workplace and ensure effective control measures are in place to control the risks. This must be recorded where there are 5 or more employees).</i></p> <p>Please indicate whether risk assessments are in place for the following:</p> <ul style="list-style-type: none"> • General Risks • Hazardous substances • Manual handling • Display screen equipment • Noise • Fire • Electrical equipment • Training, if required..... | | |
| 5 | Have you specifically carried out a young person's risk assessment to cover this placement under the requirements of the Management of Health and Safety at Work Regulations (1999)? <i>(this should take into account the inexperience and capability of the student)</i> | | |

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Health and Safety Audit

| | | | |
|----|--|--|--|
| 6 | Is the Employer registered with the local enforcing authority? <i>(Every employer is required to register with the local enforcing authority, i.e. the HSE or Environmental Health Dept).</i> | | |
| 7 | Will student(s) be provided with appropriate supervision at all times? <i>(Supervision must be provided by someone with experience who understands the risks and control measures associated with the activities in which the student will be involved).</i> | | |
| 8 | Will student(s) be provided with information on health and safety issues? <i>(This should include a formal induction briefing on the risk associated with the tasks, the control measures in place, areas, machines or activities prohibited by the student, fire, first aid, evacuation drills and other emergencies).</i> | | |
| 9 | Are there procedures to deal with any accidents and emergencies that may arise? <i>(This includes fire, evacuation, accident reporting, first aid treatment).</i> | | |
| 10 | Are trained first aiders available? <i>(The provision of first aiders or appointed persons will depend on the activities taking place. The student needs to know who to go to for first aid).</i> | | |
| 11 | Is the requirement to report all accidents involving students understood? <i>(The employer must report all RIDDOR reportable accidents to students to the local enforcing authority on F2508. The employer must also notify the agreed school contact of any accidents to students whether RIDDOR reportable or not).</i> | | |
| 12 | Do you have a process of recording "near misses" (incidents) in your Health & Safety procedures? | | |
| 13 | Are there areas, processes or machines from which students are prohibited and which will be notified to them on induction? <i>(Please specify if any)</i> | | |
| 14 | Are there adequate toilet and washing facilities, eating and rest areas, protective clothing supplied where necessary, adequate levels of lighting, heating and ventilation? | | |
| 15 | Are there any aspects of the work unsuitable for students with a health problem? <i>(e.g. Asthma, allergies etc) Please specify if any</i> | | |
| 16 | Has an enforcement officer (HSE, EHO or Fire Service) visited during the last 3 years? Has any enforcement action been taken against the company e.g. improvement/prohibition notices/legal proceedings? <i>(Give details where appropriate)</i> | | |

| | | | |
|---|--|---|--|
| In order for a company to take a student on work shadowing, they MUST have current Employer's Liability Insurance and Public Liability Insurance with a limit of indemnity no less than £5 million. Please provide the details below. | | If your policy is a joint policy, please tick this box | |
| Employer's Liability Insurance | | Public Liability Insurance | |
| Insurance Company | | Insurance Company | |
| Policy Number | | Policy Number | |
| Expiry date | | Expiry date | |

| | | | |
|--|--|----------|--|
| Declaration: As a representative of the above employer, I agree to the student named above working on my premises in accordance with our Letter of Understanding (see back of document) and acknowledge my responsibilities under the Health & Safety at Work Act | | | |
| Name (printed) | | Position | |
| Signed | | Date | |

| | | | |
|--|--|--------------|--|
| This work shadowing placement is authorised on behalf of Newent Community School and 6th Form Centre for the dates and activities stated herein: | | | |
| Name: | | Date: | |
| Signed: | | | |

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**LETTER OF UNDERSTANDING BETWEEN NEWENT COMMUNITY SCHOOL AND 6TH
FORM CENTRE AND EMPLOYERS PROVIDING WORK ELATED ACTIVITIES**

THE JOB

- 1) The student 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 work shadowing.
- 2) Students will not be in receipt of any payment in respect of work done during this work shadowing, in accordance with the current Education act. The employer may elect to contribute towards direct travel and subsistence costs but is under no obligation to do so.
- 3) The student will work the hours agreed within this document, which shall be in accordance with employment regulations for Young Persons.

HEALTH, SAFETY AND WELFARE

- 4) The employer recognises that a student on work shadowing is regarded as an employee for the purposes of Health & Safety legislation and the associate duty of care. The employer shall ensure that the student does not operate any hazardous machinery, or carry out activities outside of those agreed and assessed for risk, or of an unsuitable nature. Any necessary protective equipment and/or clothing will be provided by the employer with suitable instruction for use. The employer undertakes to restrain any animal(s) likely to cause harm to a student whilst participating in work shadowing.
- 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 throughout a placement to take due account of an individual student's capabilities.
- 6) The student will be required to sign an agreement that he/she:
 - i) Will not disclose information confidential to the employer
 - ii) Will comply with all safety, security and other instructions given by the employer.
- 7) The student's parent/guardian will undertake to see that the student carries out these obligations and will confirm that he/she is not suffering from any complaint that will create a hazard either to the student or to those working with them. The employer will be advised of any known details of the student which may require additional consideration to ensure a successful work shadowing placement.
- 8) In case of absence, accident or sickness the employer will immediately notify the attendance office at Newent Community School and 6th Form Centre. The student will be granted access to whatever first aid facilities are available by the employer.

CHILD PROTECTION

- 9) The employer is reminded of the 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, or subsequent amendments.

INSURANCE

- 10) The employer will hold valid Employer's Liability, Public Liability and vehicle insurance as appropriate to the nature of the business. The employer will confirm that the student is covered by each policy. The employer will accept, or insure against liability for loss, damage or injury caused by the student whilst on work shadowing with the organisation, to the employer's property (material damage), other employees or third party, in the same manner as for paid employees. The employer will notify their insurer of the student's participation in work shadowing.

DATA PROTECTION

- 11) The employer gives permission for Newent Community School and 6th Form Centre and its associated educational partners to process employer personal details for the purposes of work shadowing and linked activities, in accordance with the Data Protection Act 1998. Students' personal details shall be considered confidential and safeguarded in accordance with the Data Protection Act 1998.

MONITORING

- 12) The employer will permit access for monitoring purposes to representatives of Newent Community School and 6th Form Centre.

STATUTORY OBLIGATIONS

- 13) Notwithstanding the content of this agreement, the employer agrees to observe all relevant/current legislation, in particular that relating to Health & Safety, and legislation in respect of sex discrimination, race relations, disability and the Children Act.

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