

**DO YOU SUPPORT OUR WORK EXPERIENCE
PROGRAMME?
WOULD YOU LIKE TO GET INVOLVED?**

We find that Employers who take on students for Work Experience find that it has many benefits for them and their staff, as well as helping to prepare young people for the world of work and assisting them in their career choices.

Please contact Mrs Hulse, our Work Experience Co-ordinator on 01243 787014 who will be happy to discuss any aspect of our work experience with you.

STILL NOT SURE.....then read the following

**SOME EMPLOYERS COMMON WORK EXPERIENCE
QUESTIONS**

What information is available for Employers?

There is an "Employers Guide to Work Experience" leaflet available, if you do not receive one please contact the Work Experience Co-ordinator at your local school or telephone West Sussex County Council, Work Experience Department based in Crawley at present.

How is Work Experience organised?

Each school has their own policy and organisation of work experience. Please contact individual School's Work Experience Co-ordinator to find out how this is organised?

What forms are there from the school?

We will send you a copy of the student's Agreement Form and their Personal Statement for your information. It would be appreciated if you could sign the Student's Diary and complete an Evaluation Form and return to school as any feedback is beneficial to the student. Both these documents are referred to during the student's debrief sessions within their PSHE lessons.

What forms do I have to complete?

All employers must have a valid Employers Liability Insurance and Public Liability Insurance to have a student on work experience. Your insurance company must also be advised that you intend having a pre 16 student for work experience. Placements will or must have already received a pre-placement visit which is either carried out by the West Sussex Education Business Partnership or a member of the school; you will be asked to sign a form in this respect. This information is then recorded on a County database and available for other schools in the County to view and will be valid for either 1, 2 or 3 years depending on your risk band.

What is the legal status of students at work experience?

Under health and safety laws, students on work experience have the same status as employees. In addition, they are treated as employees for the purpose of insurance against personal injury, provided your insurers have been notified. During the placement, students must not be asked to do anything dangerous or use equipment without proper training and supervision. They must not be expected to do work which is unsuitable for young people or which is legally prohibited although a separate risk assessment may be necessary for students under the age of 18

What are my Health & Safety Responsibilities?

We ask that all students receive a Health and Safety induction either at their interview or on the first morning of their work experience.

Do Employers need a CRB (Criminal Records Bureau) check?

No generally. As work experience is not longer than 15 days, it is not thought to be necessary for the employer to have a CRB check but if deemed necessary, the school will contact the Employer to discuss. If you have any concerns then please call the School's Work Experience Department.

Do we need to know if the student has any medical conditions or is SEN registered?

If deemed necessary and appropriate, this will be on their Agreement Form which is signed by the student and their parent/guardian or the Schools Work Experience Team will notify you independently.

Do I need to interview the student beforehand?

If it is convenient for the employer, we ask that all students be interviewed before they start their placement although we appreciate that this might not always be convenient.

What hours can the student work?

Students are asked not to try and negotiate their hours but are expected to work those of regular employees doing similar work i.e. up to 8 hours a day. They must not exceed 40 hours per week, nor should they involve unnecessarily unsocial times although shift work may be required for purposes of the job. They are expected to have normal break and lunch times as appropriate and at times convenient to the Employer.

Do I need to provide Personal Protective Equipment?

Generally most employers provide PPE if deemed necessary but if is a problem, please contact the school immediately and before the student is due to commence their placement.

Can the student receive payment for the work undertake?

By law, students under 16 must not be paid for work done whilst on a work experience placement.

What do I do if the Student doesn't turn up or goes home sick?

Please notify the School's Work Experience Department immediately who will take appropriate action. If you have any concerns/queries/problems with the student, again, please contact the School's Work Experience Co-ordinator for advice. Please do not send a student home without notifying the school first.

We hope this has re-assured you and given you a small insight into how we arrange Work Experience at Chichester High School for Girls. It is not a mind field of forms, health and safety inspections and CRB checks; it is in the majority of cases, a rewarding experience for both employers and students alike.

THANK YOU FOR YOUR TIME.

**Beverley Hulse
Work Experience Co-ordinator
Chichester High School for Girls**