

September 2023

TO BE RETAINED BY EMPLOYER



Dear Employer

Thank you very much for supporting a work placement for one of our students. We really do appreciate it and the chance you have offered a young person to gain vital employability skills. Developing skills such as interpersonal and communication skills, working independently, using initiative and teamwork will enhance their transition into further education and/or employment and will ensure they stand out from other applicants.

**Please keep this form for your records and ensure the student/parent has fully completed it overleaf.** Information on this form will help ensure you effectively assess risks to the student in relation to any additional needs they may have. If you have any questions please do get in touch.

### What next?

- Please ensure you understand the term and conditions and your responsibilities listed below before signing the Self Placement Form.
- Please ensure you provide the young person with details such as start and finish times, who to report to and any specific clothing requirements.
- Before the placement starts, our team may contact you to understand how you are managing the risks to the young person.

### Employer Guidance, Terms and Conditions

***Please be aware by completing the Self Placement Form you are agreeing to the below terms and conditions:***

- Provide work experience as stipulated on the job description section.
- To provide appropriate supervision, information, training and management for the student whilst they are on placement taking into consideration their age and lack of experience.
- To ensure 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 persons.
- To induct the student on the first day (or by prior arrangement), specifically including Health and Safety.
- You have the permission/authority to offer work experience placements in your business/service.
- If for some reason you are unable to support the student, please inform Silverdale School immediately.
- To notify Silverdale School immediately of all accidents (including minor) involving the student.
- To contact Silverdale School regarding grievance and disciplinary matters.

Chorus Education Trust CEO: Chris James



- To notify Silverdale School of any absences of the student, including sickness.
- To allow school staff onto the premises for monitoring/feedback purposes.
- To designate an employee to be responsible for the student's welfare whilst on placement and ensuring that the student is appropriately supervised whilst on site.
- To ensure the student has 2 days off work in a 7-day period.
- To ensure the student works no more than 8 hours/day excluding breaks.

This agreement becomes operative from the student's first day on placement. Silverdale School accepts no responsibility for any injury, loss or damage caused by any act or default of a student on placement.

Student Name and Personal Information	
Student Name	
Parent/Carer Name	
Parent/Carer Contact Number	
Parent/Carer Email address	
Student Additional Needs	Student Health/medical Needs
Student's School : Silverdale	School Contact Name: Mrs H Elmore
School Contact Number: 0114 236 9991	Email : <a href="mailto:helmore@chorustrust.org">helmore@chorustrust.org</a>
Work Experience Dates	
1 week only                      Monday 1 <sup>st</sup> -Friday 5 <sup>th</sup> July 2024	

Yours sincerely,

Mrs H Elmore  
Careers & Employability Manager