

Thank you for agreeing to offer work experience. Below is a short prompt sheet for your information. This should be used in conjunction with the detailed information via the secure Companies section of our database. We recommend the following:

You look at the 'Young people & work experience; A brief guide to health & safety for employers' booklet, available via the HSE website:

www.hse.gov.uk/pUbns/indg364.pdf

We can email you a copy, please contact our office.

You contact your insurers and inform them that you are taking a student on school work experience. Your ELI should cover the student.

Complete a risk assessment (especially businesses with 5 or more employees) before the student starts. The school should inform you of any needs of the student.

Safeguarding - what are my responsibilities?

- To understand what is meant by safeguarding and promote the welfare of learners.
- Be aware of your statutory duties towards the welfare of children and vulnerable adults.
- Be familiar with our guidance, in particular, the reporting arrangements.
- To understand what is meant by PREVENT.

Give the student an induction, including tour, first aid facilities, toilet facilities and health & safety aspects; including potential hazards. Students should be appropriately trained and supervised at all times.

Please use your best judgment, common sense and the students' previous experience when issuing tasks. Students can work a maximum of 8 hours in one day (i.e. 9-5, one hour of breaks), between 6am and 10pm. There must be 11 hours between shifts. Students can work a maximum of 5 days out of every 7.

The student should arrive with a diary. Please encourage them to fill it in daily. Before they finish their experience could you please complete the short employer section.

Regards, The Proactive Team.

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