

Dear Employer,

**Work Experience – 10<sup>th</sup> to 14<sup>th</sup> July 2023**

Thank you very much for offering a work experience placement to within your organisation. These opportunities enable students to experience the world of work, encounter the challenges and opportunities that the workplace presents and offers employers the chance to support our future workforce.

Before the placement can go ahead, we need the following paperwork to be completed:

**Work Experience Agreement/Consent Form:**

- Please complete all details in the 'Employer' section e.g., working hours, contact name etc. as this information will be used when completing the Health and Safety visit. **It is important you provide your Employer's Liability Insurance details (unless exempt), and sign. Without this information the placement cannot go ahead.**
- All students are to return their completed Agreement/Consent form to school by **9.00am on Monday 27 March.**
- If you would like to discuss anything prior to the placement date, or would like any support, please do not hesitate to contact Mrs Gratton [gratton.L@hungerhillschool.com](mailto:gratton.L@hungerhillschool.com) or the Safety Measures staff.

Whilst the duty of care for the students on placement remains with the school, under health and safety law, work experience students are your employees and should be treated no differently to other young people you employ (for more information see

<http://www.hse.gov.uk/youngpeople/workexperience/placeprovide.htm>)

'Safety Measures' carries out work placement assurance visits for every employer on behalf of the school. Your work experience health and safety visit must be 'in date' at the time of placement, so if you need a visit then a 'Safety Measures' Health and Safety Officer will contact you to arrange a convenient time.

'Safety Measures' have carried out pre-placement Health & Safety checks for schools for over 20 years, working with local authorities, education business partnerships and individual schools and academies. For more information about 'Safety Measures' please visit [www.safetymeasures.co.uk](http://www.safetymeasures.co.uk)

Finally, we would like to thank you again for supporting our work experience programme. Work experience is an excellent opportunity to shape young people's perceptions of the world of work. Without supportive employers such as yourselves, these opportunities would not be available.

Yours sincerely



Mrs L Gratton  
Careers Lead



Mrs R Hancock  
Assistant Headteacher: Curriculum and Development

