



## Barr Beacon School Take Your Child to Work Day Friday 15<sup>th</sup> July 2022

**Parents/Carers:** Please complete this form with the support of the employer and (if not you) the family member or friend who will be taking care of your child during their work placement. Please return the completed form to school reception, along with copies of the employer's Public and Employer's Liability Insurance documentation.

**Employers:** Thank you for supporting our pupil with this work experience day. Please complete Section 2 of the form below.

*COVID 19 Considerations: Work experience is being organised in the hope that it will be safe to do so. Should restrictions change, the placements may need to be cancelled. We are extremely grateful for your support in arranging this placement.*

<b>Pupil name</b>		<b>Tutor Group</b>	
<b>Date of placement: Friday 15<sup>th</sup> July 2022</b>			

### Section 1: To be completed by parents/carers

Full name of person your child is going to work with	
Relationship to pupil	
Position/Job title	
Contact number	

*My child will be going to work with the person named in section 1 on Friday 15<sup>th</sup> July 2022 and I give my permission. I have checked that the employer supports this placement and confirmed that they have both public and employer's liability insurance. I have included copies of these documents.*

Signed (Parent/Carer)		Date	
Signed (person taking child to work, if not parent)		Date	

**OR, if you have been unable to secure a placement, please sign below to confirm that your child will be attending school on Friday 15<sup>th</sup> July 2022 instead.**

Signed (Parent/Carer)		Date	
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<b>Section 2: To be completed by the employer</b>			
Working Hours	From:		To:
Company name			
Type of company/industry			
Contact name at company			
Address			
Postcode			
Email			
Telephone number			
Do you have a Health and Safety Risk Assessment in place?		Yes	No
Do you have a COVID 19 Risk Assessment in place?		Yes	No
Do you have Public Liability and Employer's Liability insurance that will cover our pupil during their work experience day? <b>Please include copies of these.</b>		Yes	No
Will the pupil be given an induction at the start of their placement, outlining relevant health and safety considerations?		Yes	No
<p>You may find this guide about the health and safety of work experience students useful:  <a href="https://www.hse.gov.uk/pubns/indg364.pdf">https://www.hse.gov.uk/pubns/indg364.pdf</a></p> <p>For placements in a higher-risk environment (such as construction, agriculture or manufacturing), the school will contact you directly for a discussion about health and safety.  <b>If you have any concerns before or during the placement, please contact Miss G Killick, Careers Coordinator on 0121 366 6600.</b></p>			
Signed (Employer)		Date	

**Parent/Carers:** Please return the completed form to school reception along with copies of the employer's Public and Employer's Liability Insurance documentation.

Thank you for your support.