



Dear Employer

my-work-experience.com has been asked by The Belvedere Academy to oversee their work experience placements to ensure that they are suitable and safe.

Please read the following Letter of Understanding before completing the attached Work Experience Placement Form. Make a note of the student's details in the space provided below, **and retain this letter for reference.**

Should you have any difficulty in completing the form, or want to discuss any aspect of work experience, you may contact me by phone on **07899906469** or email to **ron.robinson@my-work-experience.com**

Ron Robinson
my-work-experience.com

Letter of Understanding between The Belvedere Academy and Employers Providing Work Related Activities

Employers are asked to confirm acceptance of the following essential points.

1. The Student will carry out worthwhile and meaningful work. The Employer will ensure that the work is planned by a responsible person. The Student will be given an effective Health and Safety induction before starting work and will receive appropriate instructions and supervision during the period of work experience.
2. Supervision will be provided by a suitable, responsible and competent named person.
3. The Employer will ensure that the student does not operate machinery unless adequate instruction and competent supervision can be provided in order for it to be used safely. The Employer shall not require the Student to carry out work of an unsuitable or inappropriate nature. The Employer will ensure that the Student wears protective or special clothing/protective equipment as and when necessary. All prohibitions will be recorded on or attached to the Work Experience Placement Form.
4. The Student will not receive any payment for their work. Employers are not obliged to assist with expenses but may, if they so wish, make a contribution directly to the Student towards the extra cost of meals and travel expenses.
5. The Student will work the hours shown on the Work Experience Placement Form.
6. The Student will be required to sign an Agreement stating that they will
 - not disclose any information confidential to the Employer
 - follow all safety, security and other instructions given by the Employer
 - pass on to their parents or guardians any information from the Employer regarding arrangements for their personal health, safety or welfare (including Risk Assessment information)
7. The Student's parent or carer will confirm that they do not suffer from any complaint which may cause a hazard either to the Student or those working with him or her. The School / College will be required to inform the Employer of any known details requiring special attention in order to secure a successful placement.
8. The Employer undertakes to ensure appropriate Employer Liability insurance cover against accident or injury caused to the Student by the negligence of the Employer or the Employer's servants. The Employer will accept (by way of insurance or otherwise) liability for loss, damage or injury caused by the Student in carrying out the tasks allocated to her/him in accordance with the Employer's instructions.
9. All parties, in accordance with normal practice, will observe all current relevant legislation, including approved codes of practice relating to Health and Safety, Equal Opportunities and Child Protection.
10. The Employer will provide a safe and healthy working environment which covers
 - Welfare facilities
 - Equipment
 - Safe Systems of work
 - Emergency Arrangements
 - Risk Assessments as necessary
11. The Employer agrees to provide reasonable access for the purpose of monitoring the Student.
12. In cases of accident or sickness occurring to the Student whilst under the supervision of the Employer, the Student will be allowed to use whatever first aid facilities the Employer provides. The Employer will notify the Student's School / College without delay and arrange for appropriate action to be taken.
13. The Employer will provide the School / College with an accident report, in writing, following any accident which causes injury to a Student on work experience and will report the accident to the enforcing authority, if appropriate, within the time limit stipulated.

Student's name		
School		
Job Title		
No of working days	Start date	End date