

ILLUSTRATIVE CONTENT

Dear Sir/Madam

LETTER OF UNDERSTANDING BETWEEN THE DEPARTMENT OF EDUCATION, SPORT AND CULTURE AND EMPLOYERS PROVIDING WORK RELATED ACTIVITIES

To ensure that the principal conditions of this Work Placement/Experience and the arrangements between the Employer and the Department are fully understood, I should like to set out the following essential points:

THE JOB

1. The student will carry out meaningful work, as described in an agreed Job Description. The Employer will ensure that a responsible person will plan the work and the Student will receive appropriate induction, instructions and supervision during the period of the work experience.
2. The Student will not receive any payment for this work in accordance with the Department's Work Placement/Experience Policy. The Employer will/will not make a contribution directly to the Student towards the cost of meals and travelling. Details will be shown in the Job Description.
3. The Student will work the hours shown on the agreed Job Description.

HEALTH, SAFETY, WELFARE AND SECURITY

4. The Employer will ensure that the Student does not operate any hazardous machinery, or carry out work of an unsuitable nature, and that any protective clothing/equipment is supplied where necessary and instruction given on its use. The Employer undertakes to restrain any animal likely to cause harm to a student while undertaking work experience. The Employer recognises that a Student on work experience is regarded as an employee for the purposes of Health and Safety legislation and the associated duties of care.
5. The Employer recognises the need for Safeguarding risk assessments (both Health & Safety and Welfare) to be carried out for students before the placement and this will be conveyed to the parents/guardians by agreement.
6. The Student will be required by the Department to sign an Agreement stating that she/he:
 - (i) Will not disclose any information confidential to the Employer;
 - (ii) Will obey all safety, security and other instructions given by the Employer.
7. The Student's parent or guardian will confirm that she/he is not suffering from any complaint (medical or other condition), which may cause a hazard either to the Student or those working with him/her. The school will advise the Employer of any known details concerning the Student, which may require special attention, such as a reasonable adjustment, to ensure a successful placement.
8. In case of absence, accident or sickness, the Employer will immediately notify the school whose telephone number will appear on paperwork and process any necessary reports. Appropriate welfare and first aid facilities will be provided.

INSURANCE

9. The Employer will arrange for Employer's Liability (Compulsory) Insurance, Public Liability Insurance and vehicle insurance (where applicable), and will confirm that Students on work related learning schemes are covered by each policy.
10. The Employer will accept, or insure against liability for loss, damage of injury caused by the Student, whilst on work experience with the organisation, to the Employer's property, other employees of third party, in the same way as for paid employees. The Employer should notify their insurer of Student participation in work experience.

DATA PROTECTION

11. The Employer gives permission for the appropriate education establishment to process Employer personal details for the purposes of work experience /placements in accordance with the Data Protection Act 2018 and associated legislation. Student's personal details are confidential and should be safeguarded in accordance with the Data Protection Act 2018 and the Data Protection (Application of GDPR) Order 2018.

MONITORING

12. The Employer will permit access for monitoring purposes to representatives of the appropriate educational establishment.

STATUTORY OBLIGATIONS

13. The Employer will observe the relevant legislation and is reminded of his/her duty to disclose staff who are disqualified from working with children, where appropriate.

Please confirm that this Letter of Understanding is acceptable to you by signing below.

**Policy, Strategy and Governance
Department of Education, Sport and Culture**

I confirm that:

- (i) I have read this Letter of Understanding and all the points are acceptable to me.
- (ii) I have discussed Health and Safety matters and child protection with respect to possible work experience/ placements with the work experience organiser (Member of staff from the school/DESC Careers Team as appropriate)

Name (Block capitals).....

Position.....

Organisation.....

Address.....

.....Post Code.....

Telephone Number.....

Signature.....Date.....

Name of student(s) (if appropriate).....