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# Strathearn School

## Work Experience Policy & Procedures

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Version History: Approved by Board of Governors

Date	Amendment
02/2020	AG
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## Contents

### Page

3	Policy	
9	Appendix 1A	Initial email to employers to accompany school indemnity
10	Appendix 1B	Initial email to employers to accompany school indemnity (Non-designated work experience)
11	Appendix 1C	Initial email to employers to accompany school indemnity (outside of NI)
12	Appendix 2A	Initial letter to employer for inclusion in envelope
13	Appendix 2B	Initial letter to employer for inclusion in envelope (non-designated work experience)
14	Appendix 2C	Initial letter to employer for inclusion in envelope (outside of NI)
15	Appendix 3A	Important Information for Employers
16	Appendix 3B	Important information for Employers outside of NI
17	Appendix 4	Microsoft Data Collection Form
21	Appendix 5	Indemnity Form
22	Appendix 6A	EV2C – Consent Form – Unaccompanied
23	Appendix 6B	Parent letter to accompany permission slip
25	Appendix 6C	Parent letter to accompany permission slip (non-designated work experience)
27	Appendix 7	Sharing of Special Category Information
28	Appendix 8A	Checklist to be completed by pupil
29	Appendix 8B	Checklist to be completed by pupil (non-designated work experience)
30	Appendix 9	Amended letter to parents May
32	Appendix 9A	Letter to parents May 2023
34	Appendix 10	Additional Health & safety checklist and information
36	Appendix 11	Guidance for Staff on Visits
37	Appendix 12	Employer Feedback
38	Appendix 13	Pupil Feedback
39	Appendix 14	Placements outside NI
41	Appendix 15	Pre-placement pupil checklist
42	Appendix 16	Letter to (L6th) parents re providing Work Experience placements
43	Appendix 17	Work Experience Report
45	Appendix 18	Promoting Safety & Welfare of pupils
46	Appendix 19	Post placement thank you letter

## **1 Introduction**

Strathearn School is committed to running a meaningful work experience programme for all pupils in L6. This programme runs for a continuous period of 5 days and is held in June. Pupils are encouraged to have one placement during the designated week; however, if required, paperwork for a second placement will be processed. Pupils can attend work experience on other days within the School's timetable calendar with the prior permission of the School, placement provider and parents. The majority of placements are arranged by the pupils through personal contacts or by contacting a local employer directly. A number of organisations, notably the Health Trusts, have placements managed by Work Inspiration. These opportunities will be advertised to School, though currently only one place per school is allocated. Placements using personal contacts within the Health Trusts may not, in the end, be approved by the Trusts.

The EA 'Work experience arrangements for controlled, maintained and Irish medium schools. September 2019' document states:

"The Department of Employment and Learning (now the Department for the Economy) and Department of Education document 'Preparing for Success' CEIAG, (2009) clearly states that:

*'Work-related learning experiences are the opportunity for planned and appropriate experiences of the world of work to increase learners' motivation, develop their employability skills and give relevance to their learning programme. Appropriate experiences of the world of work can increase the learner's motivation to learn across the curriculum and give relevance to their learning programme and increase their knowledge and understanding of the requirements of the world of work. Work-related learning experiences enhance the learner's self-awareness, develop their career exploration, career planning skills and help them make informed decisions about their future education, training or employment pathway. Experience of the world of work can make a major contribution to a learner's preparation for adult and working life.'*

The learning outcomes gained from work experience can provide an excellent opportunity for young people to enhance their employability skills through practical experience. Work related teaching and learning, of which work experience is a key element, can improve the transition from school to adult and working life and help raise standards by adding quality to a programme of Careers Education, Information, Advice and Guidance (CEIAG)."

## **2 Definition**

Work experience is defined as 'A placement on an employer's premises in which a student carries out a particular task or duty, or range of tasks and duties, more or less as would an employee but with the emphasis on the learning aspects of the experience'. (Dept for Education and Skills 'Work Experience: A Guide for Secondary Schools' 1/2/02).

### **3 Aim of programme**

The aims of our programme are:

- to enhance pupils' employability and skills so that they can gain an insight into skills and attitudes required by employers and particular sectors, and to develop, practise and demonstrate these skills in the work setting (e.g. recognising hazards, assessing and controlling risks, working with others, ICT skills);
- to assist pupils in making decisions about their future career aspirations by having a better understanding of changes in the world of work and the implications of these for their career;
- to help with the personal and social development of the pupils in terms of their motivation, self-confidence and interpersonal skills; and
- to develop understanding of a range of other areas including health and safety, economic and business issues, citizenship and environment.

### **4 Staffing and resources**

All L6 careers teachers are responsible for collecting information of proposed work experience opportunities from pupils so that the School secretary can send the School indemnity to the employers, along with other important information for employers (Appendix 1A, 2A, 3A & 5).

The Head of Careers, with appropriate administrative support, is responsible for :

- sending information to and, where appropriate, collating information from employers;
- liaising with *Work Inspiration* regarding additional placements such as those in hospital trusts;
- providing analysis and feedback on the work experience programme;
- having an overview of the programme, ensuring that it is suitable for the needs of Strathearn pupils.
- Reviewing the Working Experience Policy at least every three years.

The Vice-Principal (Teaching and Learning) is ultimately responsible for:

- the work experience programme and other aspects of the careers' programme in Strathearn School.

A team of wider School staff is also involved in visiting pupils/phoning employers when pupils are on placement.

All L6 pupils have a timetabled careers period for 35 minutes every week. Work experience is discussed with each pupil. Each pupil is provided with an envelope containing the work experience paperwork (Appendices 2A, 3, 4, 6A, 6B, 7 & 8A) and is responsible for approaching the employer (with the exception of Work Inspiration placements) to complete the Data Collection Form and provide them with the relevant paperwork from School, except for the indemnity. Each pupil is responsible for uploading this Data collection information to the Microsoft Form and handing in the envelope complete with the paper copy of the Form and completed parental permissions and Special Category information. On receipt of the completed envelope the relevant information will be

passed to the School secretary to email the employer a completed copy of the School indemnity and Important Information for the Employer. Prior to work experience each pupil is given the Work Experience booklet to be completed on placement. This document contains important health and safety information, and an Induction Checklist has to be completed on the first day of each placement. In preparation for the programme, all L6 will receive, before they go on work experience, information about appropriate health & safety considerations whilst on placement. Health & Safety on work placements is discussed in the first term of the L6th career programme. All pupils going to placements in a hospital or healthcare setting are given an additional briefing covering areas such as confidentiality, manner and demeanour in the workplace and health and safety issues.

## **5 External Agencies**

These external agencies consist of a range of public sector and private employers but also include a key player called *Work Inspiration*. Some placements, including those in hospital trusts, can only be accessed by going through this organisation who organise placements on behalf of Strathearn. They liaise with the employers and School, and ensure that all paperwork is in place for these placements to proceed. *Work Inspiration* will only deal with a designated individual from a school and not with parents or students directly.

## **6 Operational issues**

Strathearn School will:

- provide normal School insurance for pupils and insurance indemnity cover for appropriate placement providers within the UK (Appendix 5). Pupils/parents should seek advice from the School regarding indemnity for work experience outside of the UK and complete the required paperwork (appendices 2C, 3B, 4, 5, 6A, 6B, 7, 8A & 14);
- be responsible for the administration of the work experience programme (Appendices 1-8);
- ensure that students are effectively briefed before the placement as part of work experience preparation;
- ensure students are provided with a means to record their tasks and achievements on placement (a work experience booklet is provided for this purpose).
- gather feedback from students and workplace providers, and follow up on concerns/issues raised (Appendices 12 & 13);
- liaise with outside organisations to organise placements e.g. Work Inspiration;
- endeavour to visit or contact the student on placement, if the placement is in the Greater Belfast area and falls within the designated work experience week;
- review with students in class their experiences on placement;
- undertake a general review of the School work experience programme annually;
- contact any placement providers for pupils with special needs to discuss particular implications for these placements (VP Pastoral);
- allow placements overseas, in the rest of the UK (non-NI) and Eire provided certain conditions are met (Appendix 14); and

- allow placements outside of the normal work experience week as deemed appropriate. No visits will be made (Appendix 2B).

## **7 Before placement**

- parents will be informed of the dates of the work experience programme via the School calendar in September each academic year;
- parents will be advised about the work experience programme and a range of other careers issues at a Parents Information Evening in early September;
- parents are emailed a Microsoft Form requesting information about placements they could provide for L6th Strathearn pupils (Appendix 16);
- parents are written to by the Head of Careers in April/May reminding them about the programme, their daughters' responsibilities on work experience and requesting that they complete details for their daughter's placement(s) (Appendix 9);
- if required, parents are written to by the Head of Careers in April/May highlighting any gaps their daughter has in the work experience week and reminding them about the programme, their daughters' responsibilities on work experience and requesting that they complete details for their daughter's placement(s) (Appendix 9A);
- written consent is sought from the employer by way of a paper form detailing hours, dates, duties, location and an assessment of risk (Appendix 4);
- employers are sent a copy of the School's indemnity (Appendix 5) and a sheet detailing 'Important Information for Employers relating to Work Experience' is provided via the pupil envelope and in the School email (Appendix 3);
- employers are requested to return, via pupil envelope, proof of appropriate insurance (Appendix 2);
- Careers teachers will complete lessons in class on work experience and collect appropriate paperwork from the envelope (Appendix 4, 6A, 6B & 7 along with details of employer's Insurance, if required) from the girls, map details (Appendix 7) and will ensure the check list has been completed (Appendix 8A);
- During term 3, prior to placement, pupils will complete the prior placement checklist (Appendix 15); and
- School staff will be allocated students to visit/phone on placement and will be given written guidance as to what to do and look for on visits (Appendix 11).

## **8 During placement**

Strathearn School will, as far as is reasonably practicable, contact each pupil and placement provider once during the placement, either by visiting the place of employment, or by telephone/email. Guidelines are provided for staff (Appendix 11). Any student undertaking work experience outside the programme in *June* will not be visited.

## **9 After work experience**

After work experience there are debriefing sessions in class for pupils. All pupils must complete their Work Experience booklet and a Work Experience Report (Appendix 17); the latter is kept on file in the Careers Suite so that these can be a useful resource for other pupils in securing placements for subsequent years. All visiting staff are asked to provide feedback for the Head of Careers and employers are asked to post or email a feedback sheet (Appendix 12). After analysis of all feedback by the Head of Careers, a copy of the employers' feedback sheets are made available to the girls and the original is placed in their UCAS folder. The annual evaluation of the programme is sent to the VP (Teaching and Learning) and Principal.

A post work experience thank you email will be sent to all employers from School (Appendix 19).

## **10 Health and Safety**

The Careers Department in Strathearn considers the health and safety of its students as a top priority.

- Parental consent is sought before pupils embark on a placement.
- Employers are reminded of their own health and safety obligations in documentation which is sent before they agree to the placement in 'Important Information for Employers relating to Work Experience' (Appendix 3A or 3B).
- Employers are asked to complete a Risk Assessment checklist as part of the Microsoft Form.
- The importance of health and safety is stressed in careers classes before the girls go on placement and students are informed of the need to comply with employer guidelines regarding health and safety measures. Failure to comply will mean that students will be withdrawn from the scheme.
- Pupils must complete the Health and Safety Induction Checklist (Appendix 10A) on the first day of each placement and have this signed by the workplace supervisor.
- Pupils are reminded that they have a duty of care to themselves and colleagues regarding their own health and safety and that of others (Appendix 10).
- If required, pupils and their parents will have informed the employer of any Special Category considerations (Appendix 7), such as medical information or a statement of special educational need, at the time of the initial request for the completion of paperwork. A copy of this information should also be provided to School.
- On the first day of each placement pupils give employers a guidance statement on Promoting the Safety and Welfare of pupils (Appendix 18).
- Strathearn staff must ask pupils and employers about any issues/concerns relating to health and safety on workplace visits.

## 11 Placements outside our June Work Experience programme

These cover a range of activities. Sometimes companies run Work Inspiration or Insight Days. In addition, some professional bodies run Open Days (speech and language, dietetics, pharmacy, physiotherapy etc), but these are coordinated through Work Inspiration. In these instances, approval is requested from the Principal and, if granted, pupils in L6 and U6 are emailed with the relevant information. Indemnities are forwarded to employers and all the relevant joining instructions are issued to the girls.

Some girls request additional work experience. The Vice-Principal will be contacted to confirm if permission will be granted on receipt of appropriate information. Pupils will then be asked to complete the same set of paperwork as required for the designated work experience week, with some minor changes:

- the covering letter will make clear that, as this is outside of the designated work experience week, there will be no visit from a member of the School staff (Appendix 2B).
- Pupils will not be expected to complete the MS Form before returning the completed paperwork.
- In place of an EV Form there should be a letter from a parent/guardian giving permission for their daughter to participate in this additional work experience opportunity.

On receipt of the paperwork an email (Appendix 1B) will be sent to the employer with a copy of the School indemnity, Important Information for Employers and a reminder that there will be no visit.

The importance of health and safety is reinforced by the Head of Careers when the work experience form is returned, and pupils are reminded of the requirement to complete the health & safety checklist from their careers lessons on day 1 of the placement. Pupils sign this form to say they are aware of these health and safety implications and that they must get the check list completed.

A number of additional Insight events are now completed via webinars. These are advertised to the pupils via the appropriate Microsoft Team and the pupil participates in the experience in an appropriate venue in School, usually the Careers room.

*Appendix 1A*

Email:

Dear

Thank you for providing work experience for a Strathearn pupil(s) in June 2026.

Name(s):

Dates:

Careers Teacher:

Please find enclosed a copy of the School's indemnity insurance cover for you to retain along with a digital copy of 'Important Information for Employers'.

Thank you again for your help and interest.

Yours sincerely

A handwritten signature in black ink that reads "N. Connery". The signature is written in a cursive style with a horizontal line underneath the name.

N Connery  
Principal

Encs

*Appendix 1B*

Email:

Dear

Thank you for providing work experience for a Strathearn pupil(s).

Name(s):

Dates:

Careers Teacher:

Please find enclosed a copy of the School's indemnity insurance cover for you to retain along with a digital copy of 'Important Information for Employers'.

As this has been organised by the pupil herself and is outside our official School's work experience programme, no member of staff will visit during the placement. However, should you need to contact the school about any matters concerning this placement, please do not hesitate to ring the school (028 9047 1595) and ask to speak to myself or the Vice-Principal for Teaching and Learning, Mr Alistair Anderson.

Yours sincerely

Head of Careers

Enc

*Appendix 1C*

Email:

Dear

Thank you for providing work experience for a Strathearn pupil(s).

Name(s):

Dates:

Careers Teacher:

Please find enclosed a copy of the School's indemnity insurance cover for you to retain along with a digital copy of 'Important Information for Employers'.

As this work experience is taking place outside of Northern Ireland, no member of staff will visit during the placement. However, should you need to contact the School about any matters concerning this placement, please do not hesitate to ring the school (028 9047 1595) and ask to speak to myself or the Vice-Principal for Teaching and Learning, Mr Alistair Anderson.

Yours sincerely

Head of Careers

Enc

Appendix 2A

Dear

Thank you for providing work experience for a Strathearn pupil(s) in June 2026.

Name(s): \_\_\_\_\_

Date(s) of Birth \_\_\_\_\_

Dates: \_\_\_\_\_

Careers Teacher: \_\_\_\_\_

In this envelope you should find:

'Important Information for Employers' relating to Work Experience for you to retain.

A Form to be completed giving details of the work experience which includes a risk assessment.

Please return the completed Form along with a copy of your Public Liability or Employer Liability Insurance (unless one of the exemptions listed in the Form apply to you) to the pupil. This is a requirement of both the Education Authority and our own insurers.

On receipt of the completed information, we will email a copy of the School's indemnity insurance for your records.

Thank you again for your help and interest.

Yours sincerely



N Connery

Careers teacher

Principal

Encs

Appendix 2B

Dear

Thank you for providing work experience for a Strathearn pupil(s).

Name(s): \_\_\_\_\_

Date(s) of Birth \_\_\_\_\_

Dates: \_\_\_\_\_

Careers Teacher: \_\_\_\_\_

Accompanying this letter you should find:

'Important Information for Employers' relating to Work Experience for you to retain.

A Form to be completed giving details of the work experience which includes a risk assessment.

Please return the completed Form along with a copy of your Public Liability or Employer Liability Insurance (unless one of the exemptions listed in the Form apply to you) to the pupil. This is a requirement of both the Education Authority and our own insurers.

On receipt of the completed information, we will email a copy of the School's indemnity insurance for your records.

As this has been organised by the pupil herself and is outside our official School's work experience programme, no member of staff will visit during the placement. However, should you need to contact the School about any matters concerning this placement, please do not hesitate to ring the school (028 9047 1595) and ask to speak to myself or the Vice-Principal for Teaching and Learning, Mr Alistair Anderson.

Thank you again for your help and interest.

Yours sincerely



Careers teacher

N Connery  
Principal

Appendix 2C

Dear

Thank you for providing work experience for a Strathearn pupil(s).

Name(s): \_\_\_\_\_

Date(s) of Birth \_\_\_\_\_

Dates: \_\_\_\_\_

Careers Teacher: \_\_\_\_\_

Accompanying this letter you should find:

- 'Important Information for Employers' relating to Work Experience for you to retain.
- A Form to be completed giving details of the work experience which includes a risk assessment.

Please return the completed Form along with a copy of your Public Liability or Employer Liability Insurance (unless one of the exemptions listed in the Form apply to you) to the pupil. This is a requirement of both the Education Authority and our own insurers.

On receipt of the completed information, we will email a copy of the School's indemnity insurance for your records.

As this placement is taking place outside of Northern Ireland, no member of staff will visit during the placement. However, should you need to contact the School about any matters concerning this placement, please do not hesitate to ring the school (028 9047 1595) and ask to speak to myself or the Vice-Principal for Teaching and Learning, Mr Alistair Anderson.

Thank you again for your help and interest.

Yours sincerely



N Connery

Careers teacher

Principal

## **Important Information for Employers relating to Work Experience – Northern Ireland**

The aim of Strathearn School's Work Experience programme is to enable all members of LVI to spend some time in an actual employment situation. We hope that the insight which pupils will gain into the discipline and relationships of the world of work will help them to make more informed career choices in the future.

Already, by taking part in informal discussions, personal interviews, brief industrial visits, listening to talks, reading books and watching DVDs, pupils have begun to make career choices but none of these is a substitute for direct contact with the challenges and demands of the work environment. We hope to place girls in all sections of the employment market, believing that what they learn will be of value even if it does not relate directly to their future career.

Pupils will be expected to keep a daily record of their experience in a Work Experience booklet, carry out basic research and complete a work experience report. As a follow up they will be given the opportunity to analyse and assess their experience in discussions with teachers and fellow pupils.

Pupils on Work Experience will receive no payment from the firms concerned and students will be expected to cover their own expenses.

Employers will be responsible for ensuring that pupils are closely supervised in the work situation, but the School will remain in contact with them, and students should expect a visit from a member of the careers team.

The employer will comply with the Data Protection Act 2018 and the UK GDPR in relation to the processing of personal data. This will include compliance with the data protection principles, including ensuring that personal data is stored safely and securely.

**We are delighted that you have agreed to be a placement provider. We also appreciate that it places on employers a burden of responsibility. It is important to note that the main duty to ensure the health and safety of Strathearn students on Work Experience rests with the placement provider. The placement provider is responsible for students on Work Experience in exactly the same way as for any other young person they employ. Therefore, we ask that employers undertake a health and safety briefing with our student(s) and complete the Health and Safety Induction Checklist on page 7 of the student's Work Experience booklet.**

Pupils will be provided with normal School insurance cover and the employer will be provided with insurance indemnity cover.

We are very grateful for all your co-operation with our Work Experience programme.

Careers Department  
Strathearn School

## **Important Information for Employers relating to Work Experience – Outside of Northern Ireland**

The aim of Strathearn School's Work Experience programme is to enable all members of LVI to spend some time in an actual employment situation. We hope that the insight which pupils will gain into the discipline and relationships of the world of work will help them to make more informed career choices in the future.

Already, by taking part in informal discussions, personal interviews, brief industrial visits, listening to talks, reading books and watching DVDs, pupils have begun to make career choices but none of these is a substitute for direct contact with the challenges and demands of the work environment. We hope to place girls in all sections of the employment market, believing that what they learn will be of value even if it does not relate directly to their future career.

Pupils will be expected to keep a daily record of their experience in a Work Experience booklet, carry out basic research and complete a work experience report. As a follow up they will be given the opportunity to analyse and assess their experience in discussions with teachers and fellow pupils.

Pupils on Work Experience will receive no payment from the firms concerned and students will be expected to cover their own expenses.

Employers will be responsible for ensuring that pupils are closely supervised in the work situation, but the parents will remain in close contact with them.

**We are delighted that you have agreed to be a placement provider. We also appreciate that it places on employers a burden of responsibility. It is important to note that the main duty to ensure the health and safety of Strathearn students on Work Experience rests with the placement provider. The placement provider is responsible for students on Work Experience in exactly the same way as for any other young person they employ. Therefore, we ask that employers undertake a health and safety briefing with our student(s) and complete the Health and Safety Induction Checklist on page 7 of the student's Work Experience booklet.**

We are very grateful for all your co-operation with our Work Experience programme.

Careers Department  
Strathearn School

**Pupil Name** \_\_\_\_\_ **Form Class** \_\_\_\_\_

If you are providing work experience for more than 1 Strathearn pupil, please add their names below to this Form. It will be the pupils' responsibilities to share the details among themselves.

Pupil Name \_\_\_\_\_ Form Class \_\_\_\_\_

Pupil Name \_\_\_\_\_ Form Class \_\_\_\_\_

**Employer contact name** \_\_\_\_\_

**Employer's Company Name** \_\_\_\_\_

**Address for main site of work experience**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Post code** \_\_\_\_\_

**Contact telephone number** \_\_\_\_\_

**Contact email address** \_\_\_\_\_

**Dates for Work experience**

\_\_\_\_\_

**Start and finish time for each day**

**Start** \_\_\_\_\_

**Finish** \_\_\_\_\_

**Job area pupil will be experiencing**

\_\_\_\_\_

**Brief outline of the duties the pupil will be expected to do/observe.**

Appendix 4 cont.

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**It is the School's policy to visit or phone as many pupils as possible during their week of work experience. These visits or calls are usually unannounced as it is difficult to accurately plan these contacts. We are aware that we may not be successful in meeting the pupil during the visit. If there are specific requirements regarding contact from School, please outline them below.**

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It is your responsibility to contact your insurance company that you are taking a pupil for work experience.

**A copy of the cover page of either your Public Liability insurance or Employer Liability insurance must be returned to the pupil with this completed Form.**

The only exemptions to this requirement are:

- A NHS Hospital
- Controlled, maintained and Irish medium schools. EA youth groups and any EA establishment
- A self-insured public body
- A barrister

**If you are exempt, please indicate which exemption applies.**

Appendix 4 cont.

### Risk Assessment Checklist for Work Experience Placements

To be completed by the employer prior to the commencement of placement and with consideration of the age, maturity and any specific needs of the student being placed.

Name of Student:		
Dates of Placement:		
Job Assessed:		
Date of job assessed:		
Brief details of work to be undertaken by the pupil as agreed with the School:		
Dress code – rules on clothing and jewellery:		
Are there any particular health and safety risks specific to the placement environment? E.g. Layout of the workplace. Physical, biological and chemical agents they may be exposed to. How they will handle work equipment. The extent of health & safety training required etc.	Yes:	
	No:	
If yes, give details below and state how risk is managed:		

Signed: \_\_\_\_\_ Company: \_\_\_\_\_  
(employer)

Job Title \_\_\_\_\_ Date: \_\_\_\_\_

Please feel free to share your own risk assessment with us, if appropriate.

By signing this Form, you are confirming that you are willing to accept the named pupil(s) for work experience for the dates and times indicated, that you have appropriate insurance and have carried out an appropriate risk assessment.

*Appendix 4 cont.*

Once School receives this completed Form the School's Indemnity Form covering the stated dates will be emailed to you. Please note we cannot sign your own company's indemnity.

**Signature for employer** \_\_\_\_\_

**Date** \_\_\_\_\_

## FORM OF INDEMNITY – WORK EXPERIENCE SCHEMES

Name of Student				
Provider :				hereinafter referred to as the “Employer”
For period from	Click here to enter a date.	to	Click here to enter a date.	hereinafter called “the period agreed”

In consideration of the Employer agreeing to participate in the Work Experience scheme and to provide facilities (including the provision of any protective equipment or clothing which may be necessary) and supervision, and to comply with all Health and Safety legislation relating to the workplace at the times and for the period agreed, the Board of Governors of Strathearn School will indemnify the Employer, up to a maximum of £10,000,000 for any one occurrence, against:-

- 1 Legal Liability of the Employer to pay damages including Claimant’s costs and expenses in respect of Death, Bodily Injury or Disease suffered by the Student and caused by an event occurring whilst that Student was attending for Work Experience during the period agreed (except where the Employer is found to be negligent).
- 2 Legal Liability of the Employer to pay damages including Claimant’s costs and expenses in respect of Death or Bodily Injury of any person if such Death or Bodily Injury is caused by the Student whilst attending for Work Experience during the period agreed (except where the Employer is found to be negligent).
- 3 Legal Liability of the Employer to pay damages including the Claimant’s costs and expenses in respect of Loss/Damaged Property in the event that such damage is caused by the Student whilst attending for Work Experience during the period agreed (except where the Employer is found to be negligent).
- 4 Any claims, costs or expenses rising out of Death, Injury or Damage to Property where such claims, costs or expenses result from the negligence of a Teacher or Employee of the Board of Governors of Strathearn School whilst such Teacher or Employee is attending at the Employer’s premises for the purpose of monitoring the Student’s Work Experience placement.

It is a condition of this indemnity that the Student will not be permitted to drive, manage, control or move mechanically-propelled vehicles of any description, and indemnity will not be provided in any cases that arise from a breach of this condition.

If, during the course of the work experience placement, the Student is being transported in a mechanically-propelled vehicle of any description, the Employer shall ensure that that vehicle is insured for business purposes.

The School confirms that it has a current policy of insurance sufficient to meet its liabilities under the terms of this agreement.

Signed		Dated	
As Authorised Officer on behalf of Strathearn School			

Employer Signature:

Date:



# Strathearn School

## EV2(C) Consent Form (Own Transport)

**Members of the Sixth Form will not be accompanied by a member of the School staff on this visit nor will the School be responsible for travel arrangements**

Educational visits are an important part of the school curriculum and it should be appreciated that it is essential that the girls should co-operate completely with the staff on such occasions.

The Governors would assure parents that every reasonable precaution is taken for the safety of pupils whilst on visits, but they must point out that there can be circumstances in which the school may not be legally liable and which would not be covered by the school's insurance.

Each year the school issues details of the school's insurance to each family. A full copy of this is available from the School Bursar.

Parents may wish to consider the desirability of separate additional insurance for their children on such visits.

**If your daughter does not return the completed form before the visit she will not be allowed to take part**

**I have noted the arrangements and I consent to my daughter:**

Name:	Class:
Visiting: <a href="#">Click here to enter text.</a>	
For the purpose of: <input type="text" value="Work Experience"/>	
Detail of any payment required: <a href="#">Click here to enter text.</a>	
Any other relevant information: <a href="#">Click here to enter text.</a>	

Date: <a href="#">Click here to enter a date.</a> time: <a href="#">Click here to enter text.</a>	
Signature of Parent/Guardian:	Date:
Please return this completed section to: Name of Organiser by: 30/03/2023	

Dear Parent

### **Work Experience**

Work experience for all L6th pupils will take place from 15<sup>th</sup> -19<sup>th</sup> June 2026.

Time spent by pupils at work under certain approved arrangements is regarded by the Department of Education as equivalent to attendance at school. The arrangements are governed by the following conditions:

- participation can only be permitted with the written consent of the parent;
- payment must NOT be accepted by the pupil;
- neither parent nor pupil must sign any form of indemnity.

If you are agreeable for your child to participate in these work experience arrangements, please complete and return the attached slip.

To ensure your child will be placed in a safe and suitable environment, placement providers are required to be informed, in advance, of any student who may be at greater risk, for example because of any specific medical needs/behavioural needs or learning difficulties/dietary/allergy issues.

Please ensure all relevant details are provided to the employer prior to the completion of the Forms in this envelope. School will also be required to share information with employers regarding special needs as detailed above.

All information will be treated in line with Data Protection legislation (UK GDPR and the Data Protection Act (DPA) 2018).

The School's Privacy Policy can be accessed on the School website.

Further information on Work Placement Arrangements can be accessed from the School website: [https://strathearn.org.uk/parental\\_information/policies.php](https://strathearn.org.uk/parental_information/policies.php)

Yours faithfully

**Principal**

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Appendix 6B cont.

I am / am not\* agreeable for my child \_\_\_\_\_ to participate in the work experience arrangements. (*\*delete as appropriate*)

I agree to take responsibility for the organisation of travel arrangements for my child whilst they are on work placement.

Is there any medical (or other) condition which may affect your child on work placement? (*please tick*)

Yes:  No:

If yes, please give details: \_\_\_\_\_

*'I provide consent for the medical information I have given to be shared with my child's work placement provider in order to ensure the health and safety of my child during their placement. Where applicable, I also provide consent for the School to share information in relation to my child's special educational needs with the work placement provider in order to support their work experience. I understand that the SEN information provided will be limited to only what is necessary'.*

Yes:  No:

**Please note: Consent can be withdrawn at any time by notifying the Principal and completing a new copy of this form.**

Signed: \_\_\_\_\_ (Parent / Guardian) Date: \_\_\_\_\_

Dear Parent

### **Work Experience**

Work experience for all L6th pupils will take place from 15<sup>th</sup> -19<sup>th</sup> June 2026.

Your daughter has indicated that in addition to this week she has arranged work experience from  
to .

Time spent by pupils at work under certain approved arrangements is regarded by the Department of Education as equivalent to attendance at school. The arrangements are governed by the following conditions:

- participation can only be permitted with the written consent of the parent;
- payment must NOT be accepted by the pupil;
- neither parent nor pupil must sign any form of indemnity.

If you are agreeable for your child to participate in this additional work experience arrangement, please complete and return the attached slip.

To ensure your child will be placed in a safe and suitable environment, placement providers are required to be informed, in advance, of any student who may be at greater risk, for example because of any specific medical needs/behavioural needs or learning difficulties/dietary/allergy issues.

Please ensure all relevant details are provided to the employer prior to the completion of the Forms in this envelope. School will also be required to share information with employers regarding special needs as detailed above.

All information will be treated in line with Data Protection legislation (UK GDPR and the Data Protection Act (DPA) 2018).

The School's Privacy Policy can be accessed on the School website.

Further information on Work Placement Arrangements can be accessed from the School website:  
[https://strathearn.org.uk/parental\\_information/policies.php](https://strathearn.org.uk/parental_information/policies.php)

Yours faithfully

**Principal**

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Appendix 6C cont.

I am / am not\* agreeable for my child \_\_\_\_\_ to participate in the work experience arrangements. (*\*delete as appropriate*)

I agree to take responsibility for the organisation of travel arrangements for my child whilst they are on work placement.

Is there any medical (or other) condition which may affect your child on work placement? (*please tick*)

Yes:  No:

If yes, please give details: \_\_\_\_\_

*'I provide consent for the medical information I have given to be shared with my child's work placement provider in order to ensure the health and safety of my child during their placement. Where applicable, I also provide consent for the School to share information in relation to my child's special educational needs with the work placement provider in order to support their work experience. I understand that the SEN information provided will be limited to only what is necessary'.*

Yes:  No:

**Please note: Consent can be withdrawn at any time by notifying the Principal and completing a new copy of this form.**

Signed: \_\_\_\_\_ (Parent / Guardian) Date: \_\_\_\_\_

### Sharing Special Category Data

Where a pupil has a specific medical/behavioural/learning need and/or statement of special educational need, then employers/placement providers are informed by the School of any pupil who may be at greater risk due to these additional needs. Any information provided should be limited to only what is necessary.

Relevant details regarding the individual pupil's additional needs must be provided to the employer/placement provider in advance of their completion of the Forms in this envelope. A copy of this information must also be shared with School.

<b>Name of pupil:</b>	
<b>Dates of placement:</b>	
<b>Information on pupil's additional needs:</b>	

The employer/placement provider should comply with the Data Protection legislation (UK GDPR and the Data Protection Act (DPA) 2018) in relation to the processing of personal data. This will include compliance with the data protection principles, including ensuring that personal data is stored safely and securely.

**Pupil & Parent Northern Ireland only Work Experience Checklist**

**In this envelope you there is:**

- A letter to the employer (you must fill in your information on this letter)
- Important Information for Employers relating to work experience in NI for the employer to keep
- A Data collection sheet for the employer to complete and return to you
- An EV Form for you to complete and your parents to sign for your 5 days of work experience
- A general parent permission Form for work experience
- Sharing Special category Data (if not relevant please record NA on Form)

Please use the checklist below to ensure you have all the required paperwork **before** returning this envelope to your careers teacher.

	Pupil signature		Parent Signature	
	Placement 1	Placement 2 (if required)	Placement 1	Placement 2 (if required)
<b>Paper</b> copy of the completed & signed Form from Employer*				
Key details from Form, etc. have been accurately upload to the MS Form.*				
<b>Paper</b> copy of Employer’s Public Liability or Employer Liability Insurance**				
Completed and Signed EV Form Make sure all dates and times are clearly indicated along with name and address of the employer.				
Completed and Signed Parental Consent Form.				
Sharing special category Form.				

\* Make sure you can easily read all answers on this Form and have **accurately** copied the information into the MS Form <https://forms.office.com/e/4jZvpQvpFd>. The link to this Form is in your class One note and the L6th Careers Team. **Take a copy of all 4 pages before returning the envelope to your careers teacher.**

\*\* The exemptions to this are (if relevant, highlight the exemption that applies):

- An NHS Hospital
- Controlled, maintained and Irish medium schools. EA youth groups and any EA establishment
- A self-insured public body (e.g. Northern Ireland Housing Executive)
- A barrister

NB: Voluntary Grammar Schools, GP’s, Pharmacies, Private hospitals are NOT exempt.

**All paperwork and the MS Form must be completed and the envelope returned to School by: 6<sup>th</sup> March 2026**  
**If the paperwork has not been returned by the date above, then the planned in-person work experience cannot go ahead.**

**Pupil & Parent Northern Ireland only Work Experience Checklist**

**Pupil Name:** \_\_\_\_\_ **Form Class** \_\_\_\_\_

**In this envelope you there is:**

- A letter to the employer (you must fill in your information on this letter)
- Important Information for Employers relating to work experience in NI for the employer to keep
- A Data collection sheet for the employer to complete and return to you
- A general parent permission Form for work experience
- Sharing Special category Data (if not relevant please record NA on Form)

Please use the checklist below to ensure you have all the required paperwork **before** returning this envelope to your careers teacher.

	<b>Pupil signature</b>	<b>Parent Signature</b>
<b>Paper</b> copy of the completed & signed Form from Employer*		
<b>Paper</b> copy of Employer’s Public Liability or Employer Liability Insurance**		
Completed and Signed EV Form Make sure all dates and times are clearly indicated along with name and address of the employer.		
Completed and Signed Parental Consent Form.		
Sharing special category Form.		
A letter from parent/guardian giving permission, with dates for this additional work experience.		

\* Make sure you can easily read all answers on this. **Take a copy of all 4 pages before returning the envelope to your careers teacher.**

\*\* The exemptions to this are (if relevant, highlight the exemption that applies):

- An NHS Hospital
- Controlled, maintained and Irish medium schools. EA youth groups and any EA establishment
- A self-insured public body (e.g. Northern Ireland Housing Executive)
- A barrister

NB: Voluntary Grammar Schools, GP’s, Pharmacies, Private hospitals are NOT exempt.

**All paperwork must be completed and the envelope returned to School by ASAP**

**If the paperwork has not been returned at least two weeks in advance of the placement, then the planned in-person work experience cannot go ahead.**



May 2024

Dear Parent/Guardian

**LVI Work Experience Programme: 17<sup>th</sup> to 21<sup>st</sup> June 2024 in Northern Ireland**

You will already be aware that your daughter will undertake work experience in her Lower 6 year. The aim of this programme is to enable all members of Lower 6 to spend some time in an actual employment situation and thereby help them to make a more informed career choice. By taking part in informal discussions, personal interviews, listening to talks, reading books and watching DVDs, they have already begun to make career choices. However, none of these are substitutes for direct contact with the challenges and demands of the work situation.

*Anyone who has been unable to secure a placement should speak to their careers teacher as soon as possible. If a placement has been secured, please check that the contact information has been handed in to their Careers teacher so the appropriate paperwork can be sent to confirm the placement.*

The students are expected to keep a daily record of their experience by completing a 'Work Experience' booklet. As a follow up, they will be given the opportunity to analyse and assess their experience in discussions with teachers and fellow pupils.

Employers will be responsible for ensuring that the students are properly supervised in the work situation. In addition, the School will remain in contact with them on placement. I would ask that you remind your daughter that she has a duty to take care of her own health and safety and that of others who may be affected by her actions on work experience.

The students will be provided with normal School insurance cover and the employer will be provided with insurance indemnity cover. Pupils on work experience will receive no payment from the firms concerned and will be expected to cover their own expenses. Please note the normal School insurance is only valid during normal daytime working hours and for the named place of work.

It is your daughter's responsibility to make you aware of the details of their placement. I have enclosed a form which the girls should complete and for you to retain. The first page of their Work Experience booklet (this will be issued in June) should also list these details.

Finally, I would like to thank all the parents who have provided Work Experience placements for Strathearn pupils and encourage others who may be able to offer placements for subsequent years to contact me. The majority of students and employers are positive about this experience and recognise the benefits that result from this programme.

Yours sincerely

*Alison Griffith*

Head of Careers

Enc





May

Dear Parent/Guardian

**LVI Work Experience Programme: June 202 , in Northern Ireland**

You will already be aware that your daughter will undertake work experience in her Lower 6 year. The aim of this programme is to enable all members of Lower 6 to spend some time in an actual employment situation and thereby help them to make a more informed career choice. By taking part in informal discussions, personal interviews, listening to talks, reading books and watching DVDs, they have already begun to make career choices. However, none of these are substitutes for direct contact with the challenges and demands of the work situation.

*As of today, , we have not been provided with the relevant paperwork from your daughter for some or all of the days regarding her placement. I would be grateful if you would discuss this with your daughter and ensure that the Form your daughter was given in Careers regarding the placement details, is completed and handed in to reception ASAP. A copy of this document has been uploaded to the Work Experience folder in the L6th Careers Team. This information is necessary to ensure that appropriate Insurance is in place for her whilst on placement and provides us with the relevant contact details to allow us to visit her/make contact with her employer during the week. Without this information your daughter will be unable to participate in the opportunity to experience the world of work in, hopefully, a relevant field. A mandatory programme of activities will be in place in school for pupils who do not provide us with the required information.*

Whilst on Work Experience, whether in an arranged placement or in School, the students are expected to keep a daily record of their experience by completing a 'Work Experience' booklet. As a follow up, they will be given the opportunity to analyse and assess their experience in discussions with teachers and fellow pupils.

Employers will be responsible for ensuring that the students are properly supervised in the work situation. In addition, the School will remain in contact with them on placement. I would ask that you remind your daughter that she has a duty to take care of her own health and safety and that of others who may be affected by her actions on work experience.

The students will be provided with normal School insurance cover and the employer will be provided with insurance indemnity cover. Pupils on work experience will receive no payment from the firms concerned and will be expected to cover their own expenses.

It is your daughter's responsibility to make you aware of the details of their placement. I have enclosed a form which the girls should complete and for you to retain. The first page of their Work Experience booklet should also list these details.

Finally, I would like to thank all the parents who have provided Work Experience placements for Strathearn pupils and encourage others who may be able to offer placements for subsequent years to contact me. The majority of students and employers are positive about this experience and recognise the benefits that result from this programme.

Yours sincerely

Head of Careers

Enc





## Health & Safety Induction Checklist

By the end of your first day you need to check that you have had information on the

No	Health & Safety issues to be addressed during Day 1	Initial when completed
1	Tour of work area & welfare facilities	
2	Action on discovering a fire explained	
3	Means of escape demonstrated	
4	Fire warning system explained	
5	Location of fire-fighting equipment indicated	
6	Assembly point after evacuation shown	
7	Accident reporting procedures explained	
8	First aid facilities & First Aiders identified	
9	Health & Safety precautions, eg chemical, electrical hazards	
10	Safe systems of work explained	
11	Lifting and handling techniques explained	
12	Use of personal protective equipment (if required) demonstrated	
13	Importance of keeping fire exits clear of obstruction explained	
14	Supervisor identified	
<p>I have received and understood the instructions/training/information as indicated above and initialled the individual items when complete.</p>		

Your signature \_\_\_\_\_

Supervisor/Manager Signature \_\_\_\_\_ Date: \_\_\_\_\_

*The following diary pages give you an opportunity to record information about what you have learned. The notes you make will help you prepare for future assignments and assessments at school as well as remind you of the opportunities you had. Your diary entries do not need to be all words, if you have taken photos, made a report or illustrations or a presentation that would make your diary even more interesting!*

health & safety

Appendix 10A cont.

***Whilst on any work experience you must remember that you have a duty to:***

- \* Take care of your own health and safety and that of others who may be affected by your actions;
- \* Co-operate with the placement provider in complying with the provider's legal duties eg by complying with instructions and training;
- \* Never intentionally interfere with or misuse anything that has been provided in the interests of health, safety or welfare;
- \* Work in accordance with the instruction and training provided to you particularly in the use of machinery, work equipment, transport equipment, dangerous substances, means of production or safety device;
- \* Inform your placement provider without delay of any work situation, work equipment etc which might present a serious and imminent danger, or of any shortcoming in the protection arrangements in place for health and safety;
- \* Report all accidents, work related ill health conditions and 'near miss' accidents to your placement provider.

**GUIDANCE FOR STAFF VISITING L6 PUPILS ON WORK EXPERIENCE**

Visits are normally unannounced; therefore, you need to be prepared that pupils or their immediate supervisor may not be there. Sometimes School is informed if a pupil knows she will be 'out of the office' on a certain day, but if arranged at short notice this is unlikely.

Procedures:

Report to Reception or to someone who can direct you to the pupil or their supervisor.

Ask to speak to the pupil somewhere private [where they will not be overheard] if possible, or she may not be able to speak openly. If possible ask to speak to her supervisor.

***When speaking to the pupil:***

- **Ensure that girls and employers have completed the 'Health & Safety Induction Checklist' on page 7 of the Work Experience booklet for every placement**
- Ask how they are getting on
- Types of tasks they are being asked to do
- How they find their working environment (comfort, their relationship with work colleagues, etc)
- Health and safety – checked out emergency evacuation procedures, any other health and safety issues?
- Enjoyment?
- Concerns / issues?
- What they have learned? Also, what they have learned about themselves?
- Is this an area of work they would now consider? Either way – what is the next step?

***When speaking to pupil's supervisor:***

- Ask how pupil is getting on
- Her strengths / weaknesses, e.g., is she showing initiative or does she mostly need to be directed
- Tasks she is involved in
- Any issues/ concerns?

***At the end of your visit***

Thank supervisor / some representative of the employer on behalf of Strathearn for allowing the pupil the opportunity to gain work experience at this place of employment.

Appendix 12

Please ask your employer to complete and return this form to Strathearn School

Student Name \_\_\_\_\_ School: Strathearn School

Company/Organisation \_\_\_\_\_

Name of Contact \_\_\_\_\_ Dates of Work Experience \_\_\_\_\_

The information you can provide will be helpful for the student. Please comment on the student's progress through the week.

*Please identify the personal qualities of the student and how they were demonstrated*

PERSONAL QUALITIES	HOW THIS WAS DEMONSTRATED
<b>Attendance</b>	
Poor, no real explanation	
Some absences explained	
Good attendance - 90% +	
100% attendance	
<b>Time Keeping</b>	
Sometimes arrived late	
Usually arrived on time	
Always on time	
<b>Appearance</b>	
Tidy but inappropriately dressed	
Appropriately dressed	
Tidy and appropriate appearance	
Very smart, appropriate appearance	
<b>Attitude to work</b>	
Some interest and some tasks completed	
Interested, tasks completed on time	
Well motivated – conscientious	
<b>Reliability</b>	
Reliable with supervision	
Reliable with minimum supervision	
Reliable and keen to take responsibility	
Takes responsibility, uses initiative, accurate and flexible	
<b>Relationship with staff</b>	
Participates with difficulty	
Cooperates and shows respect	
Helpful, keen and pleasant	
Very willing and positive	
<b>Relationship with customers</b>	
Helpful and shows respect	
Helpful, pleasant and keen	
Excellent rapport, willing and positive	

## L6 Feedback on Work Experience

Name of placement(s) \_\_\_\_\_

Address of placement(s) \_\_\_\_\_

Dates of placement(s) \_\_\_\_\_

Contact name(s) \_\_\_\_\_

1 Did you enjoy/not enjoy your placement? Why?

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2 What were the best aspects of you work experience?

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3 What did you enjoy least on your placement?

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4 What did you learn from your work experience?

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5 Would you recommend this placement for another student? Why?

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6 What is the next step regarding your career plan?

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Name \_\_\_\_\_

Class \_\_\_\_\_ Date \_\_\_\_\_

Appendix 14

Re: L6 Work Experience: work placements outside Northern Ireland

Date 29<sup>th</sup> January 2026

Dear Parent/Guardian

Your daughter has indicated that, **from 15<sup>th</sup> June to 19<sup>th</sup> June 2026**, she would like to complete her L6 work experience placement outside Northern Ireland. We are delighted that she has this opportunity available to her. Arrangements for facilitating such a placement, however, are a little more complex than if your daughter was to remain in Northern Ireland.

We therefore would ask you to read the information below carefully and check that you have understood the conditions under which the School permits such placements.

**Information for parents of L6 pupils wishing to undertake work placements abroad during work experience week.**

- 1 Pupils are permitted to take up placements outside Northern Ireland.
- 2 Employers will be sent the same pack of information to complete as they would receive in NI. (It would be a pupil's responsibility to ensure that the employer can understand English / have the information translated if necessary).
- 3 The School would expect the same level of information back from employers, if at all possible.
- 4 The School indemnifies employers when pupils are in the work place or engaged in travel in association with this, e.g. to cover a news story with another employee / the employer. The School, however, does not cover travel to and from the work place, e.g. to and from Spain / Germany / USA / London – this should be covered by the pupil / parents via normal travel insurance.
- 5 Pupils should try to ensure this is a meaningful experience (not a holiday).
- 6 Pupils will not be visited and it is unlikely that the School will contact the employer during the week to check on progress (as is more normal practice in NI if a pupil visit is not possible). Parents need to take responsibility for this.
- 7 We cannot ensure that child protection law is the same in all countries. Parents need to take responsibility for checking procedures if this is an issue for them.

**Please complete the attached slip and return it to your daughter's Careers Teacher by Friday 20<sup>th</sup> 2026.** If you have any queries or concerns about the above information please don't hesitate to contact me.

Yours faithfully

Mr A Anderson Vice-Principal (Teaching & Learning)

**L6 Work Experience: placements outside Northern Ireland**

**Please return to your daughter's Careers Teacher by 20<sup>th</sup> February 2026**

Pupil's name \_\_\_\_\_ Form \_\_\_\_\_ Careers Teacher \_\_\_\_\_

I understand and accept the conditions under which my daughter completes her work placement  
outside Northern Ireland from \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Checklist to be completed by pupil**  
**Work Experience check list**

**Name:** \_\_\_\_\_ **Class:** \_\_\_\_\_

**You must complete the details below and show to your careers teacher prior to your placement**

You or your careers teacher has written confirmation that you have been accepted by your placement \_\_\_\_\_

EV forms signed by a parent and returned to careers teacher \_\_\_\_\_

Contact placement to confirm details \_\_\_\_\_

Name of the person who you will see on the first day \_\_\_\_\_

Travelling arrangements \_\_\_\_\_

Start and finish time \_\_\_\_\_

Location (check address & postcode) \_\_\_\_\_

Dress code \_\_\_\_\_

Lunch arrangements \_\_\_\_\_

Risk Assessment \_\_\_\_\_

**Date** \_\_\_\_\_

**Careers Teacher** \_\_\_\_\_

*Appendix 16*

Dear Parent/Guardian,

As you are aware your daughter will be on work experience form 19<sup>th</sup> – 23<sup>rd</sup> June this year. We encourage our pupils to use personal contacts to source these placements but, inevitably, some pupils are unable to find career related placements via family contacts. If you are in a position to offer one or two work experience places for this week to help provide meaningful placements, we would be grateful if you would complete the short Microsoft Form attached to this email highlighting the career area, number of students you could facilitate and the number of days (preferably a minimum of 3) available and your contact details. This database would be shared with Staff only and they would share your contact details only with an interested pupil.

Please note, if you are able to offer hospital based work experience this can only be a provisional arrangement at present as hospital based placements are currently paused. Any member of L6th who is looking for these placements has been advised to also source a back-up placement for June that is outside of the trust hospitals.

The Microsoft Form can be found here

Kind regards,

Alison Griffith

Head of Careers.

**Work Experience report**

**Name:** \_\_\_\_\_

<b>Name of Employer</b>
<b>Area of work. Please give some detail e.g. GP not Doctor/medicine; Civil Engineer not Engineering; Event Management for up to 100 people etc.</b>
<b>Tasks completed/observed during the week.</b>
<b>Skills required to work in this environment.</b>
<b>Academic requirements and possible routes to working in this area e.g. degree/apprenticeship etc.</b>
<b>State below any related career areas you wish to investigate.</b>

**State below if this experience has confirmed or otherwise your future career plans (i.e. do/do not wish to follow this career/related career path). Give reasons for your answer.**

**Reflection. What did you enjoy/not enjoy? Why was this? What further research do you need to do? What skills do you need to enhance? Do you need additional academic qualifications? How will you enhance skills etc.?**



***Education and Library Board guidance for employers on:***

***PROMOTING THE SAFETY AND WELFARE OF PUPILS***

The following points of guidance for employers when working with pupils either in the workplace or in the school setting, serve only to confirm what has always been good practice, with employers exercising their professional judgements in all circumstances:

- It is appropriate, where possible to conduct interviews/meetings in a room with visual access, or with the door open;
- It is useful to let another adult know that the interview/meeting is taking place. It may be necessary to use a sign indicating that the room is in use, but it is not advisable to use signs prohibiting entry to the room;
- When possible another member of staff, preferably of the same gender as the young person, could be present or nearby during the interview/meeting;
- It is advisable that a female member of staff is identified to act as a mentor to young females while they are on work placement;
- Employers who have to administer first aid to a pupil should ensure wherever possible that this is done in the presence of another adult. However, no member of staff should hesitate to provide first aid to an emergency simply because another person is not present;
- Following any incident where an employee feels that his/her actions have been, or may be misconstrued, a written report should be submitted immediately to his/her line manager. The line manager should contact the school Principal;
- All personnel, when they are interacting with pupils, either in the workplace, or school, should ensure that their relationships with the pupils are appropriate to the age, maturity and sex of the pupils, taking care that their conduct does not give rise to comment or speculations. Attitudes, demeanour and language all require care and thought, particularly when dealing with adolescent boys and girls.

***\* To be given to employer on the first day of work experience placement***

*Appendix 19*

Dear Sir/Madam,

Thank you for providing work experience for Strathearn pupils in June 202 .

We are grateful to you for making the time to provide this experience which we know has given them a valuable insight into the world of work.

Thank you again for your help and interest.

Yours sincerely

*Alison Griffith*

*Mrs N Connery*

Head of Careers

N Connery  
Principal