



Work Placement Form of Acceptance

School.....

Start Date End Date.....

Days Attending Start time..... Finish Time

Please complete pages 1-3 in full and sign pages 3& 4.

Part 1 - Contact information

Pupil Name:	Class:	Date of Birth:
Pupil Support Teacher:		

Company/Organisation Name ("the placement provider") _____
Person with responsibility for Work Experience: Title _____ Name _____
Position within the Company/Organisation: _____
Placement Supervisor: Title _____ Name _____
Position within the Company/Organisation: _____
Is this pupil a member of your family? Yes..... No..... Relationship.....
Nature of business: _____
Address of Company/Organisation: _____

Postcode: _____
Tel: _____ Mobile: _____
Fax: _____ E-mail: _____ (Please provide an email address)

Please return this Form of Acceptance to:
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Pupil's job title:

Brief description of tasks/duties to be undertaken:

Start Time:

End Time:

Early Finish (State Day)

Dress Requirements:

Smart

Smart/Casual

Casual

Working

Other

Lunch Arrangements

Canteen facility

Free lunch

Provide own lunch

Other

Preferred pupil interests and attributes:

Good communication skills		Ability to work with others	Any other specific requirements
Good literacy skills		Ability to problem solve	
Good numeracy skills		Ability to be resourceful	
Good ICT skills		Ability to work with others	
Shows a positive attitude		Ability to be creative	

Please give details of any medical conditions that are not suitable for your working environment:

Asthma

Colour blindness

Diabetes

Skin conditions

Allergies

Hearing impairment

Epilepsy

Food poisoning organism carrier

Other (please give details below)

Is this placement suitable for pupils with supported needs? Yes.....

No.....

Part 3 – Health and Safety and Employee Liability Insurance details

Please complete this section to provide relevant and accurate evidence of safety standards within your company/organisation. If there are any significant hazards identified, please attach a copy of a young person’s risk assessment.

Indicate below any significant hazards / risks in the duties that the pupil may undertake during work experience placement.

Indicate which of the following control measures will be in place throughout the placement:

- Appropriate instruction/training will be provided to the pupil by a competent person
- Full induction will be undertaken
- The pupil will be supervised and mentored by a competent person at all times
- The workplace is designed to allow safe working, access and egress
- Fire escape routes, sounders and fire fighting equipment instruction will be given
- The pupil will be prohibited from working in hazardous areas
- Operating machinery to be observed only
- All equipment / machinery is maintained and sufficiently guarded
- Pupil only involved in the use of low risk substances
- Instruction on manual handling procedures
- Personal Protective Equipment will be worn at all times
- Appropriate ventilation will be used at all times
- Other (please give details below)

Please provide a copy of your current Employer Compulsory Liability Insurance. This is required to progress the application.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will you agree to notify your insurers of your participation in the work experience programme?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Do you require the school to supply the following safety equipment?

- Safety Boots (to comply with BSI Standard 1870) Yes No
- Overalls Yes No
- Will you be able to supply any additional Personal Protective Equipment Yes No?

I hereby acknowledge and confirm that the information which I have provided above is truthful and accurate

Signed by authorised person: _____ **Date:** _____

Printed full name of authorised signatory: _____

For and on behalf of: _____ **the placement provider)**

South Lanarkshire Council

Letter of understanding between South Lanarkshire Council and organisations providing Work Experience placements.

To ensure that the implications of the work experience scheme and arrangements between the organisation providing work experience placements (“the placement provider”) and the Department of Education in South Lanarkshire are fully understood, the agreement of placement providers with the following provisions is required:

1. The pupil will carry out meaningful work during the period of his/her work experience. The work will be planned by a responsible person and the pupil will be given appropriate instruction before, and supervision whilst, participating in any activity. Under no circumstances will a pupil operate proscribed machinery as defined by legislation.
2. The placement provider providing work experience will ensure that the pupil is not required to operate any hazardous machinery, to work in any hazardous environment, or to carry out any work of an unsuitable or objectionable nature. The placement provider providing work experience placements will ensure that the pupil is working at all times within the guidelines of the Health & Safety at Work Act 1974 and any regulations made under that act. Account must be taken of the Management of Health and Safety at Work Regulations 1999; see the Health and Safety section on the Form of Acceptance for details.
3. The placement provider may be visited by staff of the Council’s Health & Safety Unit to ensure that appropriate standards of health, safety and welfare are being met in relation to the Education Department’s pupils.
4. The pupil will not receive any payment for this work, but if it is possible for the placement provider to supply a mid-day meal, this would be appreciated.
5. The pupil will not be allowed to work outside the hours stipulated in the job description.
6. The pupil and his/her parents will sign an undertaking that he/she will not discuss any information confidential to the placement provider without the placement provider’s approval, and that he/she will obey all safety, security and other instructions given by the placement provider..
7. The pupil’s parents will undertake to ensure that the pupil carries out the obligations contained in clause 6 and will confirm that he/she is not suffering from any condition which will create a hazard to the pupil or those working with him/her.
8. **The placement provider providing work experience placements will ensure that Public and Employee Liability Insurance are extended to cover pupils for the period of work experience. Placement providers must not receive pupils before they have advised their insurers and obtained confirmation of appropriate cover from their insurers.**
9. Pupils on work experience are on an extension of school attendance. Accordingly, where a pupil has an accident or feels unwell, the placement provider must notify, by telephone and without delay, the work experience co-ordinator of the pupil’s school. Pupils should be allowed the use of the “sick room” facilities where available.

I hereby acknowledge and confirm on behalf of _____ (“the placement provider”) that the provisions numbered 1 to 9 and set out above are acceptable to the placement provider and that appropriate insurance cover will be in place for the duration of the work experience placement. I enclose details of the risks notified to me by another employer (only where multi-site contractors are involved):

Signed by authorised person: _____ **Date:** _____

Printed full name of authorised signatory: _____

For and on behalf of: _____ **(the placement provider)**



Education Resources

Privacy Notice – Annual Data Check Form

Using your personal information

In line with the General Data Protection Regulation (GDPR) we have produced this privacy notice to inform you how we deal with personal information as part of our statutory function as an education authority.

The Council has a legal obligation to deliver effective education services to children, young people and adult learners in South Lanarkshire. In order to do this we need to collect personal information about children, young people and their families so that we can help them to learn and keep them safe.

Every year we ask employers to update their company's information like Company name, Company address, names, email address and telephone numbers of the staff within the company that deal with the work placements; a description of the work to be carried out by the young person, availability of placements within the company for the forthcoming educational year, a Health and Safety questionnaire, a copy of your current E(C) LI and the signing of a letter of understanding between you the employer and the council as part of our annual data check process. We will also ask you to tell us when there are changes to your details during the school year, i.e. updated E(C) LI.

The annual data check form asks for this information as we need this information to ensure that young people are educated appropriately, are supported in their learning and to take account of their health and wellbeing. We will also use it to maintain records and to create statistical reports.

All these details are stored on a software programme called Work It provided by Gateway. Any paper copies are either held in a secure room in our headquarters or in our secure archive warehouse until they are destroyed.

Information sharing

We will not share your information with third parties without your prior consent.

However, other councils, (who also utilise Work It as their database), can see your name and company address and know we use you as a work placement provider.

Your rights and how to complain

You have the right to access your personal information as well as the rights of rectification, erasure, restriction and the right to object. For information on these rights and how to exercise them or for information about how we manage your personal information, you can get a copy of our full privacy notice from our website:

https://www.southlanarkshire.gov.uk/info/200235/meta/1730/general_privacy

Our full privacy notice will also provide information on how to make a complaint or to request a paper copy of the privacy notice from the Data Protection Officer.