



SIR THOMAS BOTELER

CHURCH OF ENGLAND HIGH SCHOOL
THROUGH GOD, WE CARE

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LETTER OF UNDERSTANDING FOR THE EMPLOYER December 2024

Thank you for providing Work Experience for a Young Person(s) from Sir Thomas Boteler Church of England High School.

It is very valuable for young people to understand and take part in the world of work. The school will have prepared the Young Person(s) for the world of work through a variety of activities including health and safety awareness, security, confidentiality and other instructions prior to the placement.

During the placement a point of contact at the Young Person(s) school will be available for the employer and a representative from school may visit the premises and monitor their progress.

Your company/organisation will have to spend time determining how the students are going to spend their time during the week. The Young Person(s) should not work more than a standard eight-hour day and / or work more than five consecutive days out of seven. Employers who offer Work Experience placements with unsociable hours containing start times before 7am and finish times after 7pm should have agreements established with the school and written consent from Parents to ensure that suitable transport (accompanied) is arranged for the Young Person(s) whole journey during the unsocial hours to and from their place of work.

What about Insurance? The employer shall ensure that the Young Person(s) are treated as an employee for the purpose of insurance and shall be covered by the organisations Employer's Liability Insurance Policy, Public Liability and where appropriate 'Motor Vehicle Insurance for business use' and will be able to provide a copy of the relevant Insurance Certificates if requested by school. Whilst it is normal for Employer's and Public Liability policies to automatically include Young Person's or other Young Person's on work experience, we would recommend that you check with your insurers or brokers that they are included in your policy coverage.

The school recognises their own responsibilities for Young Persons during placement. Accident, Illness or significant changes in any cases of any absences, accident or sickness and/or any changes, which may affect the Young Person(s) health, safety and welfare, the employer should inform the school immediately and co-operate with any accident investigation.

Child Protection. Employers should do all they can to ensure their employee's relationships with young people on work experience are appropriate to their age and gender, and do not give rise to comment or speculation. Attitude, behaviour and language all require care and thought.

Equal Opportunities. Employers should adopt a policy of equal opportunities in their work experience programmes. This should be taken forward particularly in the areas of gender, race and disability by encouraging the Young Person(s) to take up non-traditional placements. This may need special preparation



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for the reactions they may encounter and even more careful supervision during the placement. Similarly, no legislation with respect to equal opportunities relating to sex, creed or gender should be breached.

Health & Safety Under the Management of Health and Safety at Work Regulation 1999, employers are required to assess the risks to young workers before they start and a representative from Sir Thomas Boteler may visit your organisation to undertake a routine Health and Safety check.

There is also a requirement for employers to provide the parents/guardians with the key findings of the risk assessment and control measures introduced to minimise, or ideally eliminate, any significant risk for a Young Person(s) who are below compulsory school leaving age.

The risk assessment should take into account their lack of experience, or absence of awareness of existing or potential risks or the fact that Young Person(s) have not yet fully matured. This assessment will determine whether the Young Person(s) should be prohibited from certain work. However, there are no requirements to provide this information in writing.

Data Protection Employer/placement provider details will be held on the school's database. This information will also be disclosed on request (in accordance with the Data Protection Act) to Schools, Colleges, LCS's Training Providers, Young Person(s), their Parents/Guardians and third party registered organisations who have the responsibility to safeguard the Young Person(s) health, safety and welfare so far as is reasonably practicable.

Please find a quick checklist of what you may need:

- A young persons Risk Assessment
- Employers liability Insurance
- Health and Safety policy
- Safeguarding Policy (May need Prevent)
- A named person, responsible for the placement
- Fire Risk Assessment
- GDPR/Privacy Policy
- Enhanced DBS

Please see the attached 'WEx in a box ' guidance. Please use this to support your work experience.

If you have any queries or require further advice, do not hesitate to contact either:

Mrs Anna Mawby or Mrs Catherine Slough via email at: workexperience@boteler.org.uk