**PLEASE RETURN TO YOUR TUTOR BY 3rd March 2023 AT THE LATEST**

**Year 10 Work Observation Days – 29th & 30th June 2023**

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ T/G: \_\_\_\_\_\_\_\_\_\_\_

Please complete the appropriate section and return the whole form:

**YES**, I would like my son/daughter to take part in the Work Observation Days and have arranged the following two day placement:

Name of Accompanying/Supervising Adult: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How known to student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please read the following carefully and sign below to confirm your agreement.**

* I undertake to accept total responsibility for my child whilst they participate in the ‘Work Observation Days’ on 29th & 30th June 2023.
* I am aware that the insurance arrangements at the host organisation need to be checked with them, by me, in advance to ensure that they meet requirements.
* The employer has agreed to my child attending the workplace for the above days.
* I have notified the employer of any special needs that may be relevant to my child’s safety and that of others on the visit.

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

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (EMPLOYER)     Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

**NO**, I do not wish for my son/daughter to take part in the ‘Work Observation Days’ and he/she will attend school as normal.

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

**Information for students, parents, hosting employers and workplace supervisors**

**Work Observation Days for Students in Year 10**

**Work observation** is when an individual student spends time with a worker following their customary work routine to give a first-hand understanding of the roles, responsibilities and skills associated with a real working day.  It is an excellent opportunity for students to gain a better understanding of the world of work.

**Exciting opportunities** often come from valuable friend or family contact and as they are observational do not require the more stringent checks involved with hands on work experience placements.  However there are still steps that can be taken to reduce or eliminate the risk of accident or injury and to make the day successful.

The purpose of this letter is to ensure that all parties involved in organising the day understand their roles and responsibilities and what is required for the school to be able to approve the visit.  If you are helping a student to organise a visit you should ensure that all the parties involved see this letter and complete and sign to assure us they have understood their part.  We do apologise for the formality of this letter but we feel sure you will understand the assurances we need to feel comfortable that we have taken reasonable steps to safeguard our students.

**The school** needs assurances from those involved that reasonable efforts have been made to ensure that the day is properly organised and safe and that appropriate supervision and insurance is in place.  We will contact you if we have any concerns over the proposed visit.

**The employer** or organisation will have been given this letter by a student or parent seeking an opportunity to organise a work observation day with you.  If you are able to help by hosting a visit you must ensure:

* you have a package of Employer’s Compulsory Liability and Public Liability Insurance which will cover the student (who is under 16 years of age) as a visitor;
* your staff understand that this is observation only and not hands on work experience;
* the student will be directly supervised throughout the visit;
* the student will be given a health and safety briefing and provided with personal protective equipment and clothing if necessary.

**The student** must understand they have responsibilities for their own health and safety and that of others during the visit they must:

* follow all health and safety instructions and use the personal protective equipment and clothing they may be required to use or wear;
* make sure they make the best of the opportunity and respect the ‘trade secrets’ of the employer;
* take a copy of this letter with them on the visit to show anyone who seems unsure of the purpose of the visit and what it should and should not involve.

**The parent** must provide the employer and the school with any information on the student’s special needs that may be relevant to their safety and that of others on the visit and satisfy themselves they are happy with the travel, visit supervision and lunch arrangements.