



Work Experience & Unifrog Forms

A Guide for Employers



**WHICKHAM
SCHOOL**

Thank-you for hosting a Whickham Student for Work Experience!



Experiences of the world of work are invaluable for students. It helps them to develop a range of important skills and experiences which enhance their CVs, Personal Statements and future job applications. Your support of that is very much appreciated.

Contacting Whickham School

The Careers Lead and Guidance Practitioner at Whickham School is **Mrs Debbie Ross**.

Please feel free to contact her with any questions or queries you may have in advance of the placement or should there be any issues during the placement itself.

☎ 0191 4960026

✉ dross@whickhamschool.org

🌐 www.whickhamschool.org/ourcurriculum/ceiag/

Forms & Paperwork

We use an online careers platform called **UNIFROG** to manage our placements, this simplifies the paperwork and forms as they can all be done on-line and are mostly tick boxes for you. The process is as follows:



1. Student Form

Student completes the Initial Student Placement form with basic information:

- Your contact details / business name
- Any medical conditions/allergies they have
- Parent/Carer Contact Details



2. Employer Form

You will receive an email from Unifrog (this can sometimes go into your spam/junk folder) You will be asked for:

- A brief placement overview
- Details of your insurance, risk assessments and health & safety systems.
- Some basic housekeeping information (e.g. dress code, working hours, food and refreshments arrangements etc).

This should take 5-10 minutes and guidance is on the next page.



3. Parental Consent

Once you have completed your form a copy will go to the Parent/Carer to give their consent to the placement.



4. School Sign Off

Mrs Ross reviews all information and decides on final approval. At this stage she may contact you directly to clarify any information, but only if needed.

Non-Attendance / Illness

Students and parents are advised that, in the case of illness they need to notify both you and Whickham School, with the stipulation that the call should take place on the morning of each day of absence. Should a student be absent without notification from either a parent/carers or a member of Whickham School Staff could you **please contact Mrs Ross** (details above).

The Employers Form



unifrog

Hello! You've been invited to host an **In-person Placement** for Debbie

Let's make it happen

Debbie has invited you to be an employer placement lead. **The next stage is for you to fill in a short form**, giving information about the placement you will very excellently host.

Start and End date:
8 July 2026 - 10 July 2026

Location:
1 The Parade, Gateshead, United Kingdom, NE16 5AR

What now?
Complete the Employer initial Complete it now

1 Initial Email

Once the student has submitted their form you will receive an **email from UNIFROG** with a link to the Employers Form.

Click the green "Complete it now" button

2 You should then be able to see all the information that the student has entered. **Please check it is correct**

Employer initial form
You're editing an Employer initial form for an In person Placement for Debbie Ross

Please read the information below carefully. When you're done click 'finished' at the bottom of the form.

Details submitted by student:

| | |
|--|---|
| Student name, school/college, and email | Debbie Ross, Whickham School, dross@whickhamschool.org |
| Placement start and end dates | 8 July 2026 - 10 July 2026 |
| Student's time commitment for the placement | Full time |
| Student age at placement scheduled start date | 26 years old |
| Employer placement lead | Joan Ross, jross@hotmail.org |
| Debbie's response to the question: what are your objectives for this placement? | To learn more about working in retail To get experience of working in a Team To develop customer service skills |
| Placement address | 1 The Parade, Gateshead, United Kingdom, NE16 5AR |
| Is this the workplace where Debbie will be based throughout the placement? | Yes |
| Debbie's response to the question: will you live at home as normal during the placement? | Yes |

Details for you to complete:

* Placement business / organisation: The shop

* Your name: Joan Ross

* Your work email: debs.ross@hotmail.co.uk

* Your job title: eg Director

* Your career profile: Search from Unifrog's list of career profiles

Your phone number: United Kingdom (+44) 1914960026

* Placement start date: 8 July 2026

Placement end date: 10 July 2026

* Describe the time commitment: Full time

* What sector does your business / organisation best fit into? [select]

* The business / organisation's main industry: [select]

* Number of employees: [select]

* Placement country: United Kingdom

* Placement address: 1 The Parade, Gateshead

* Placement postcode / zip code: NE16 5AR

* Is this the workplace where Debbie will be based throughout the placement? Yes

* Has your business / organisation hosted a placement before? [select]

* What languages do students need to be able to speak: eg English and basic French

* Overview of the placement

3 About your Business

Complete the first section with information about your business.

About the Placement

- What activities the student will be doing
- What time the student should arrive and who they should ask for
- How the induction will work
- Who the student will be reporting to

4

Safeguarding

Use the drop down multiple choice boxes to answer questions about Safeguarding (i.e. keeping both YOU and the STUDENT safe)

N.B. As our students are under the age of 18 they do not require a DBS check (unless you require it for your setting)

* Is the student likely to be on their own with only one adult, for significant periods of time?

It's best practice to avoid a student ever being with only one adult, without another adult present. Nonetheless, here we are not asking if there will be **short moments** when a student will be on their own with another adult.

* Does the student need a criminal records (eg DBS or AccessNI) check?

This is unnecessary for most placements; given the additional effort and expense it entails, only ask for it if it is necessary. Learn more in [our guide](#)

* Are there any additional risks associated with this placement and its environment, beyond those of a typical low-risk workplace?

A normal office would be a low risk workplace, while a construction site, a farm or a laboratory would carry risks greater than a low risk workplace.

* Dress code

* Is PPE or other special safety equipment required?

* Working hours

* Eating and refreshment arrangements

5

Insurances

Confirm that your company has employers liability insurance and that it covers work placements. Provide details of the Provider, Policy Number and Expiry Date.

N.B. If you don't have this insurance select the "My Organisation is exempt from needing Employers Liability Insurance"

Then provide **further details** in the text box that will appear

Confirm that your Employers' Liability Insurance policy covers work placements
You have insurance that safeguards your organisation against legal and compensation expenses from employee claims, and covers work placements. [What's this?](#)

* Insurance Yes, I confirm that we have Employers' Liability Insurance, and that it covers work placements
 My organisation is exempt from needing Employers' Liability Insurance

* Employers' Liability Insurance provider

* Employers' Liability Insurance policy number

* Employers' Liability insurance policy expiry date

* Employers' Liability Insurance certificate (no document uploaded yet)

Problem uploading? [Check out your options](#)

6

Health & Safety

Tick the boxes to Confirm that :

- Your organisation follows **Fire Risk Rules**
- That you have an appropriate **Risk Assessment**
- That you have a **Health & Safety Policy**
- That you will abide by **Data Protection Law**
- That you will follow the **Safeguarding Policy** (as detailed on the form)

Confirm that your organisation follows Fire Risk Assessment rules
Workplaces and business premises (except for single-family private homes), regardless of the number of employees, must have a Fire Risk Assessment. If there are fewer than 5 employees it doesn't necessarily need to be written down, though it's a good idea to do so.

I confirm that the business premises follows these rules. [What's this?](#)

* Fire Risk Assessment confirmation Yes, I confirm that the above statement is correct

Confirm that your organisation has an appropriate Risk Assessment
If you have 5 or more employees, you must write your Risk Assessment down. If you have fewer than 5 employees the law does not oblige you to write anything down, though you must still have done a Risk Assessment.

I confirm that the organisation has a Risk Assessment that evaluates the potential risks in working for the organisation, which is up to date and appropriate (including taking into account having a young person working at the organisation). [What's this?](#)

* Risk Assessment confirmation Yes, I confirm that the above statement is correct

* Risk Assessment last reviewed

Confirm that your organisation has an appropriate Health & Safety policy
If you have 5 or more employees, you must write your Health & Safety policy down. If you have fewer than 5 employees the law does not oblige you to write anything down, though you must still have a Health & Safety policy.

I confirm that the organisation has a Health & Safety policy that sets out its general approach to how it manages health and safety, including saying who does what, when and how. It is up to date and appropriate (including taking into account having a young person working at the organisation). [What's this?](#)

* Health & Safety Yes, I confirm that the above statement is correct

Health & Safety policy last reviewed

Confirm that you agree to abide by data protection and privacy law
Your organisation agrees to abide by the relevant laws in place in the placement's country, for example The Data Protection Act 2018 (DPA), the UK GDPR and the GDPR. Your organisation commits to ensuring that only necessary personal data is collected, that it is only stored for as long as it is needed, and that it is stored securely. [What's this?](#)

* Data protection and privacy law Yes, I confirm that our organisation agrees to abide by the data protection and privacy law in the placement country.

Confirm you will follow the safeguarding policy
The Employer placement lead (and whoever else is directly interacting with the young person on the placement) should be mature in their attitudes and able to establish good professional relationships with young people:
Physical contact should be avoided where possible, with the understanding that sometimes it is unavoidable, for example when it is necessary to show someone how to operate machinery.

7

Mark As Finished

- Tick the **Mark as Finished Box**
- Click the **Green Update Button**

Finished? mark as finished and notify parent to fill in their agreement?

Careers Provision at Whickham

Website

www.whickhamschool.org/ourcurriculum/ceiag/

Phone

0191 4960026

Whickham School

Burnthouse Lane
Whickham
NE16 5AR

E-mail

Mrs Ross, Careers Lead & Guidance Practitioner
dross@whickhamschool.org

Mrs Gainey, Associate Senior Leader & SLT
Careers Link
jgainey@whickhamschool.org

