Etone College
www.etonecollege.co.uk

Dear Employer

**Etone College- Work Experience**

Firstly, thank you for offering a work experience placement to our students from the 12/19th July 2027. This is an invaluable experience for students which enables them to be more employable in the future. We hope that whilst with you, students can experience a variety of roles in your organisation.

I wish to make you aware of some specific requirements to note for pupils on work experience:

- Pupils must only work during the daytime (not before 7am or after 7pm)
- Pupils must have a 30-minute break for any shift lasting more than 4.5 hours
- Pupils must not work for more than 8 hours a day
- Please ensure that any students are made aware of policies such as the use of mobile phones, safeguarding procedures or general conduct.
- You must complete a health and safety briefing with students on arrival to the placement

Placements should not be 'high risk' and you must ensure your placement has the appropriate insurances, risk assessments and health and safety procedures in place, including Employers' liability insurance. Students can work in factories, garages etc but they must not be undertaking any high-risk activities whilst in these industries.

Please email a copy of your Employers liability insurance certificate including your company name and the name of the student placed with you to ssheikh@etonecollege.co.uk by no later than the **20th June 2027**. A student cannot attend work experience without the school seeing a copy of this policy.
Alternately a paper copy of the insurance can be sent to the student to bring into school.

If any concerns arise during the placement, please contact Mrs Barlow at etone college.

A member of staff will call during the placement to check students' progress and students will have a work experience diary to complete whilst on placement. If students are unwell whilst on placement, they have been asked to call the employer directly and the school for each day of absence to keep everyone informed.

Students should not be left working with adults known to be on the DBS barring list or working alone for a long period of time with any one person if they have not obtained a DBS check (for example, a driver's mate). Students can work with one individual without the need for a DBS check as long as other individuals are nearby.

If you have any questions, please do not hesitate to contact Mrs S Sheikh on 02476 757300.

Yours sincerely

**Mrs L Barlow**
**Careers Leader**

**Mr I Smith**
**Headteacher**