

## **WORK EXPERIENCE GENERAL INFORMATION FOR PARENTS /CARERS/ STUDENTS**

### **Types of Work/Hours of Work**

Students must speak directly to the organisation to agree working hours and the type of work they are able to do.

### **Payment and Expense**

No payment is permitted whilst on work experience. Some employers may help with lunches or fares; and this is allowed.

### **Health and Safety/Legal Requirements**

Unifrog will collect all the information from the employer about their Risk Assessment and Health & Safety Policy as well as getting agreement from parents/carers for the placement to go ahead.

### **Confidentiality**

Students may be involved in handling staff or customer records whilst on work experience. It is important for all pupils to remember that they must not disclose any of this personal information to anyone outside of the employer's organisation.

### **Illness/Absence from Work Placement**

If your child cannot attend work experience on any day, please ensure that you contact the employer immediately to notify them of their absence. Please also contact me at school on 01730 812451 or [samantha.jones@mrc-academy.org](mailto:samantha.jones@mrc-academy.org) so that I can record the absence and ensure that any visit to the student by staff can be cancelled. Please also contact me with any concerns, queries or difficulties that may arise during this week.

### **Police**

Sussex Police are currently unable to offer work experience placements.

### **NHS**

The NHS offer limited work experience opportunities at hospitals or in the community during the year. Students usually need a sponsor to help arrange this. See this [link](#) for their most up to date information.

### **Insurance**

Employers will need to have Employer's Liability Insurance. Please contact Ms Jones to discuss any concerns with this.

### **Dress Code and Travel Arrangements**

The student will need to organise this direct with the company.