



Founded 1125

Rev'd C Evans
Deputy Headmaster
Head of Sixth Form and Careers

29 June 2018

Dear Employer,

LETTER OF UNDERSTANDING TO EMPLOYER RE WORK PLACEMENTS w/c 2nd July 2018

Thank you so much for providing our pupils with the invaluable opportunity to experience the world of work. We are really grateful for your support, and are convinced that learning in and from a workplace can be of great value to all involved.

Reading School is one of the highest performing state schools in the country. We have a nine hundred year pedigree, and throughout this time have done our best for young men from Reading and the surrounding area. We are very proud of the progress our students make and have every confidence that they will leave the school aged 18 ready to make significant contributions in industry, in business, or in whatever career or vocation they explore.

I am writing so that you have my contact details and know how to contact me in the event of any concerns or problems. My phone number at school is 01189 015600 ext. 243, and my email is cevans@reading-school.co.uk. Please do not hesitate to contact me if I can be of any assistance.

I am also including the following key information that summarises the principal conditions governing Work Experience. I hope that these help you to understand that there are statutory frameworks that underpin work experience placement. We have summarised key requirements as efficiently as possible:

1. The Employer will ensure that their Employer's Liability Insurance covers work experience placements and provide Reading School with a copy of current Employers' Liability (Compulsory) Insurance. A copy should be sent to careers@reading-school.co.uk, if this has not already been done.
2. The Employer will ensure that the Student does not operate any hazardous machinery, or carry out work of an unsuitable nature, and that any basic protective clothing/equipment is supplied where necessary. Read the relevant HSE guidance at www.hse.gov.uk/pubns/indg364.pdf
3. The Student will not receive any payment for this work in accordance with the Education Act 1996.
4. The Student will work the hours shown on the agreed Job Description.
5. The Student will be required to sign an Agreement that he:
 - (a) will not disclose any information confidential to the employer; and
 - (b) will obey all safety, security and other instructions given by the Employer.
6. As these placements have been arranged via parent/community networks the Student's parent or guardian will confirm that he is not suffering from any complaint that may cause a hazard either to the Student or those working with him. The parent/pupil will advise the Employer of any known details concerning the Student that may require special attention to ensure a successful placement.
7. The Employer will take every precaution to ensure that safeguarding of Students is in place.
8. In case of absence, accident or sickness, the Employer will immediately notify the School and the student is also requested to do the same.

The following guidelines may also be useful regarding Safeguarding procedures for Placement Providers to best support yourselves and the young person during their work placement.

READING SCHOOL, Erleigh Road, Reading RG1 5LW

T: 0118 9015600 F: 0118 9352755 E: gcavagan@reading-school.co.uk W: www.reading-school.co.uk

Reading School is an Exempt Charity under Schedule 2 of the Charities Act 1993, and is recognised as charitable by HM Customs and Excise, ref. no. XT35863.
Registered address as above, a company limited by guarantee, registered in England no. 7475515.



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Working One To One

Where possible avoid being on your own with a young person, it is best to be in a visible area, and there should be no unnecessary physical contact. However, there may be occasions when you need to touch a young person (e.g. when you are guiding them in carrying out a technical operation) but these should be kept to a minimum and permission should be given from the young person in these instances.

Supervision

Supervision to support the young person will need to be in place to ensure the work provided is within their physical and emotional capabilities. Whilst it is important to reassure a young person who may be nervous in a new placement and reliant on your guidance, do avoid being over familiar. If communication outside of the work placement is required, please use the phone number they provide you with or their school email. Contact should not be made via social media unless this form of contact is pertinent to the work placement and their career development. In this situation, we would ask that you let me know about this by email for the purposes of full transparency.

Travel

It is best to make arrangements that include a known destination and check-in times with a third party in situations where a young person will be travelling alone with an adult during the placement. It is also a good idea to ensure the young person has their mobile phone (or equivalent) available in such situations.

Disclosure

It is possible that a young person may disclose confidential information to a work colleague that gives rise to concern for their physical or emotional safety. In such situations you should speak to your line manager and share your concern with myself as the school's designated safeguarding officer as soon as you can via email.

Thank you for your consideration with these matters.

If you have any further queries regarding work experience for a Reading School student, please do not hesitate to contact me.

Yours faithfully,

Rev'd C Evans
Deputy Headmaster
Head of Sixth Form and Careers

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