

## YOUNG PEOPLE – WORK EXPERIENCE

It is government policy that school pupils should have a period of work experience between the summer term of year 10 and the end of year 11 as part of their educational programme, and local education authorities also encourage participation by pupils over statutory school leaving age who are still in further education at school or college. Work experience on employers' premises helps to prepare pupils for the opportunities, responsibilities and experiences of adult life.

The University, as a matter of policy, accepts young people on work experience where Schools/Departments can accommodate them but it is essential that proper arrangements are made, particularly with regard to supervision, safety and insurance. The following rules apply:

1. Schools/Departments should only consider applications from schools and other educational bodies. Under no circumstances should applications be considered from individuals without such sponsorship.
2. Schools/Departments intending to accept a work experience pupil should:
  - a) send a copy of the attached 'Work experience application' to the sponsoring body for completion. Although the University's insurance covers the University and members of staff against liability for negligence, an indemnity from the sponsoring body is included in the form regarding the actions of the pupil and the sponsoring body;
  - b) for catering-related placements send also the 'Food Handler Form' (available from the 'Occupational Health' section of the University website) to the sponsoring body for completion. The completed questionnaire should then be sent direct to the University's Occupational Health advisors who will, if satisfied, issue an approval;
  - c) complete a copy of the attached 'Work experience pupils – health and safety aspects' form and send it for endorsement to the sponsoring body.
3. The originals of form (a) and (c) above and, where appropriate, the Occupational Health approval (b) should be held on file in the department for at least six years.
4. The University Insurance Office and Health and Safety Services must be told immediately in the event of any accident or claim, using the normal reporting procedures described in the safety manual.

Policy guidance on work experience is the responsibility of the Human Resources Office. If you require advice or copies of the forms, please contact Faith Eller on extension 6773.