

**Work Experience Placement Checklist – to be completed by the Employer**

Please complete and return to Penny Hudson, Hurworth School, Croft Road, Darlington. DL2 2JG or email to phn@hurworth.swiftacademies.org.uk

An electronic version of this form can be obtained on request from the email address above.

|  |
| --- |
| **Employer details** |
| Name of employer |  |
| Address |  |
| Contact Name |  |
| Contact Tel Number |  |
| Contact email address |  |
| Nature of business |  |
| Name of pupil undertaking placement |  |

|  |
| --- |
| **Employers Liability Insurance Details** |
| Insurers Name |  |
| Expiry Date |  |
| Policy Number |  |
| **Public Liability Insurance Details: If held** |
| Insurers Name |  |
| Expiry Date |  |
| Policy Number |  |

|  |  |  |
| --- | --- | --- |
| **For school use only**Date recd | Date processed | Checks made |

|  |
| --- |
| Information to be shared with pupil before starting their placement |
| Area of work |  |
| Who should the pupil report to on their first day? |  |
| Where should they go on their first day? |  |
| Does the pupil need to visit before starting their placement? |  |
| Dress code | * Smart
* Casual
* Old clothes
* Uniform provided
* Other (please give details) -
 |
|  S H | Tuesday 7th May: |
| Wednesday 8th May: |
| Thursday 9th May: |
| Friday 10th May: |
| Lunch arrangementsEg. Bring packed lunch, eat in staff canteen, buy lunch from local shops. |  |
| Safety equipment the pupil needs to bring eg. safety boots |  |
| What are the main duties the pupil will be undertaking? |  |
| Named person undertaking H & S Risk Assessment with student |  |

Name of person completing this form: …......................................................................

Position held:…..............................................................................................................

**Please return to** Penny Hudson, Hurworth School, Croft Road, Darlington. DL2 2JG or email to phn@hurworth.swiftacademies.org.uk