



Wednesfield Academy

**Wednesfield Academy
Take Your Child to Work Day
Friday 12th July 2024**

Parents/Carers: Please complete this form with the support of the employer and (if not you) the family member or friend who will be taking care of your child during their work placement. Please return the completed form to school reception, along with copies of the employer's Public and Employers' Liability Insurance documentation.

Employers: Thank you for supporting our pupil with this work experience day. Please complete Section 2 of the form below.

Pupil name		Tutor Group	
Date of placement: Friday 12th July 2024			

Section 1: To be completed by parents/carers

Full name of person your child is going to work with			
Relationship to pupil			
Position/Job title			
Contact number			
<i>My child will be going to work with the person named in section 1 on Friday 12th July, 2024 and I give my permission. I have checked that the employer supports this placement and confirmed that they have public and employer's liability insurance. I have included copies of these documents.</i>			
Signed (Parent/Carer)		Date	
Signed (person taking child to work, if not parent)		Date	

If you have been unable to secure a placement, please sign below to confirm that your child will be attending school on Friday 12th July 2024 instead.

Signed (Parent/Carer)		Date	
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Section 2: To be completed by the employer

Working Hours	From:		To:	
Company name				
Type of company/industry				
Contact name at company				
Address				
Postcode				
Email				
Telephone number				
Do you have a Health and Safety Risk Assessment in place?	Yes	No		
Do you have Public Liability and Employers' Liability insurance that will cover our pupil during their work experience day? Please include copies of these.	Yes	No		
Will the pupil be given an induction at the start of their placement, outlining relevant health and safety considerations?	Yes	No		
<p>You may find this guide about the health and safety of work experience students useful: https://www.hse.gov.uk/pubns/indg364.pdf For placements in a higher-risk environment (such as construction, agriculture or manufacturing), the school will contact you directly for a discussion about health and safety. If you have any concerns before or during the placement, please contact Miss Brough (Careers Coordinator) on 01902 558222 or email postbox@wednesfieldacademy.co.uk.</p>				
Signed (Employer)			Date	

Parent/Carers: Please return the completed form to school reception along with copies of the employer's Public and Employers' Liability Insurance documentation.

Thank you for your support.