



Wednesfield Academy

**Wednesfield Academy  
Take Your Child to Work Day  
Friday 11<sup>th</sup> July 2025**

**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 their work experience day. Please complete Section 2 of the form below.

*Pupil Name:*

*Tutor Group:*

*Date of placement: Friday 11<sup>th</sup> July 2025*

***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*

*My child will be going to work with the person named in section 1 on Friday 11<sup>th</sup> July, 2025 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.*

*Signed (Parent/Carer)*

**Date:**

*Signed (person taking  
child to work if not  
parent/carer)*

**Date:**

## 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?	Yes	No	
<b>Please include copies of these</b>			
Will the pupil be given an induction at the start of their placement, outlining the relevant health and safety considerations?	Yes	No	
<p>You may find this guide about the health and safety of work experience students useful:  <a href="https://www.hse.gov.uk/pubns/indg364.pdf">https://www.hse.gov.uk/pubns/indg364.pdf</a></p> <p>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.  <b>If you have any concerns before or during the placement, please contact Miss Brough (Careers Coordinator) on 01902 558222 or email <a href="mailto:postbox@wednesfieldacademy.co.uk">postbox@wednesfieldacademy.co.uk</a>.</b></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.