



## **Work Experience 2024**

### **Employer FAQ**

#### **What are the dates?**

Monday 13 May 2024 - Friday 24 May 2024

#### **Do I need additional insurance?**

No. Your Employers Liability Insurance (ELI) will cover you for work experience placements. If you are a sole trader or employ less than 5 staff you may not have ELI, unfortunately in that case you will not be able to take on a work experience student. Please email [sbr@waleshigh.com](mailto:sbr@waleshigh.com) if you would like further clarification.

#### **Do I need ELI?**

Yes. This ensures that your business and our student are fully covered in the event of an accident. Please email [sbr@waleshigh.com](mailto:sbr@waleshigh.com) if you would like further clarification.

#### **What hours can I ask students to work?**

All we ask is that they fit in with your business hours and they get a good experience of a typical working day. This does not have to be their usual school hours. We ask that students do not start work before 7am, or work later than 7pm. If your business is operational on a Saturday or Sunday, it would be reasonable to give them the option to work over the weekend and have a day off mid-week if they choose to do so.

#### **Do I need a risk assessment?**

Yes, as you would for any employee. Please bear in mind that students are 14 or 15 years old, will have no (or very limited) experience and will need full training for every task they are expected to undertake. We do ask that you give them a full health and safety briefing on the first day. Students will not be allowed to undertake any high-risk activities, you can see further guidance on the HSE website: <https://www.hse.gov.uk/young-workers/employer/work-experience.htm>

#### **Who do I contact if I have a problem?**

Mrs Brown, Head of Careers: [sbr@waleshigh.com](mailto:sbr@waleshigh.com)

Mr Day, Head of Year 10: [md@waleshigh.com](mailto:md@waleshigh.com)

Mrs Bloomer, Pupil Support Assistant, (Year 10): [nbl@waleshigh.com](mailto:nbl@waleshigh.com)

Before the placement starts, please contact [sbr@waleshigh.com](mailto:sbr@waleshigh.com) for further help with setting up the placement.

During the placement, please contact [attendance@waleshigh.com](mailto:attendance@waleshigh.com) if the student is absent or [md@waleshigh.com](mailto:md@waleshigh.com) / [nbl@waleshigh.com](mailto:nbl@waleshigh.com) if there is anything you need to let us know about.