Terms and conditions statement

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| **Oragnisers**All automotive work placements have been provided by the companies directly. The IMI, School of Thought and Auto Tech price the platform to enable young people to find a work placement alongside the support of the school. We advise all organisers, parents, carers or guardians to undertake a site visit prior to the work placement.  |

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| **Pupil**If I take part in an automotive work experience placement I agree to: **Behaviour** * Take part in work experience with enthusiasm, a sensible attitude and courtesy for all other workers, customers and members of the public at all times.
* Carry out all reasonable and lawful directions of the Employer and perform my work to the best of my ability;
* Attend the work experience placement approved for me on each day at the agreed time
* Inform the Employer and school as soon as possible of any absence from the Work Experience placement
* Dress appropriately for the placement and use any personal protective equipment supplied
* Act as a junior employee during this week and will follow all the organisation’s rules.
* Hold all information I gain about the organisation, it’s customers, associates and suppliers in confidence unless given specific permission to share certain areas of knowledge.

**Health and safety** * Comply with all health, safety, security and other rules laid down by the employer and made known to me verbally, in writing, or by displayed instructions.
* If I have any concerns or issues at work I will tell my supervisor immediately.

**Preparation*** I will carry out preparation work before I start my week of work experience.
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| **Employer** As an automotive professional by advertising your work placement opportunity to a young person you agree to uphold the following: **Planning** * Provide appropriate information, training, instruction and supervision to the pupil and will provide any persona. This will include an effective Health and Safety induction before starting work, including risks, controls and prohibitions.
* Consider the competency, maturity and physical capabilities of the pupil in relation to all activities they will undertake.
* The pupils program of activities will be planned, meaningful, and carried out with these considerations in mind.
* The pupil will not carry out work of an unsuitable or inappropriate nature and will be supervised by a competent named person
* Read any Employer Information sent but the school and abide by its guidance.

**Health & Safety** * Have primary care for the pupil’s health & safety whilst on placement. I understand the health and safety legislation and standards and will comply with these laws and standards as if the pupil were my employee.
* Manage significant risks, taking any information supplied of the students physical or psychological capacity into account, and to inform parents/carers of these risks directly
* Provide a safe and healthy working environment which covers welfare facilities, equipment, emergency arrangements, risk assessment, and first aid
* An assessment of risk will be made by the placement provider in relation to the work experience student’s lack of experience, capabilities, and personal circumstances.
* In cases of accident or sickness occurring to the pupil whilst on placement, the pupil will be allowed to use whatever first aid facilities the Employer provides. The Employer will take appropriate action and notify the emergency services where necessary. The Employer will notify the school & student’s emergency contact without delay. The Employer will provide the school with an accident report, in writing, and will report the accident to the enforcing authority, if appropriate, within the time limit stipulated

**Insurance*** Ensure appropriate Employer Liability Insurance cover is in place, for the pupil as an employee, for the duration of the placement as per the Association of British Insurers guidelines.
* Ensure other insurances such as public liability, business vehicle etc are in place as appropriate

**Child Protection & Safeguarding** * Observe all current relevant legislation for Equal Opportunities, Child Protection and General Data Protection Regulations.
* Maintain the confidentiality of health information (where the school has disclosed any necessary health information in relation to the pupil) and only disclose this information to another party if treatment is required for a known medical condition or in the case of a medical emergency.
* Child Protection Sensible steps will be taken to ensure that the student is not working in isolation with one adult for any length of time where this can be avoided. Should any issues of a child protection nature arise, the appointed Child Protection Officer at school is to be alerted immediately. Any staff who is disqualified from working with children are required by law to disclose this.

**Statutory obligations** * The placement provider agrees to observe and abide all relevant statutory legislation including the Health & Safety at Work etc Act 1974, legislation in respect equality, and the Children Act.
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