



Fulford School

Fulfordgate, Heslington Lane, Fulford, York YO10 4FY

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Dear Sir/Madam,

Thank you very much for offering a work experience placement within your organisation. These opportunities enable students to experience the world of work, encounter the challenges and opportunities that the workplace presents and offers employers the chance to support our future workforce.

Whilst the duty of care for the students on placement remains with the school, under health and safety law, work experience students are your employees and should be treated no differently to other young people you employ (for more information see <http://www.hse.gov.uk/youngpeople/workexperience/placeprovide.htm>)

NYBEP carries out work placement assurance visits for every employer on behalf of the school. Your work experience health and safety visit needs to be 'in date' at the time of placement, so if you need a visit our Health and Safety Officer will contact you to arrange a convenient time.

In accordance with best practice we require the following paperwork to be completed before the placement can go ahead:

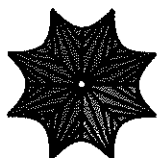
Agreement/Consent Form:

- Please complete (or check if applicable) all details in the 'Employer' section, amending anything that is incorrect, e.g. working hours, contact name etc. **Enter your Employer's Liability Insurance details (unless exempt), and sign.**
- **Students MUST then return the completed Agreement/Consent form to school by 18th December 2018**

Meanwhile, if you would like to discuss anything prior to the placement date, or would like any support, please do not hesitate to contact the school.

Finally, I would like to thank you for supporting our work experience programme. Work experience is an excellent opportunity to shape young people's perceptions of the world of work. Without supportive employers such as yourselves, these opportunities would not be available.

Work Experience Coordinator



South York
MULTI-ACADEMY TRUST