WORK EXPERIENCE PLACEMENT SCHOOL CHECKLIST FOR EMPLOYERS

BEFORE THE PLACEMENT

- [ ] Check the employer has up-to-date Employers' Liability Compulsory Insurance covering students on work experience (some exemptions exist)
- [ ] Check the employer has conducted an appropriate health & safety risk assessment
- [ ] Check the employer has scheduled an induction session at the start of the day
- [ ] Ensure the employer has seen the guidance on working with young people
- [ ] Check the employer is aware of who to contact in school if they are concerned about the student's welfare or protection at any point during the placement
- [ ] Conduct Disclosure and Barring Service (DBS) checks on any relevant staff if necessary
- [ ] Give the employer the evaluation form for completion post-placement