We need 3 things before the placement can go ahead:

The **Parent form** to be completed and signed by both the student and a parent/guardian (downloaded from the Careers website)
The **Company form** completed and signed by the company (downloaded from the Careers website)
Employer Liability Insurance certificate (to be requested from the employer)

All of the above must be returned to Careers and all further checks deemed necessary by the School must also have been satisfactorily concluded. Companies can often take a while to respond, so please make sure we receive your forms a month before the placement begins. For Summer placements this would be a month before the end of term.

Our Policy st
employers. They will send this themselves as requested (if organised privately), but parents can
lf if it is
organised by the school.

Actions for students before, during and after their placements

Before students go on work experience, they should refer to the which is available to download from the Careers Website. These covers:

Pre-work experience checklist
What to do during the placement
Code of conduct
Emergency procedures
Post work experience checklist including Reflection.

Virtual Schemes

Virtual schemes have grown in popularity since the pandemic. They provide flexibility for students as travel/distance is no longer a barrier and many schemes enable the students to complete the programme at their own pace. They can be interactive and held in real-time. Students should consider the following when participating in a virtual scheme:

Obtain permission from a parent/guardian before registering.
Only use their School email address to register and participate.
Behave professionally be polite, consider body language and not use inappropriate content in the chat function.
If the scheme requires you to turn your camera on, please ensure it is not from your bedroom, and that you are appropriately dressed.
Do not disclose personal information such as where you live.
If students feel uncomfortable or witness inappropriate behaviour whilst on the call to shut it

OMTs and Networking