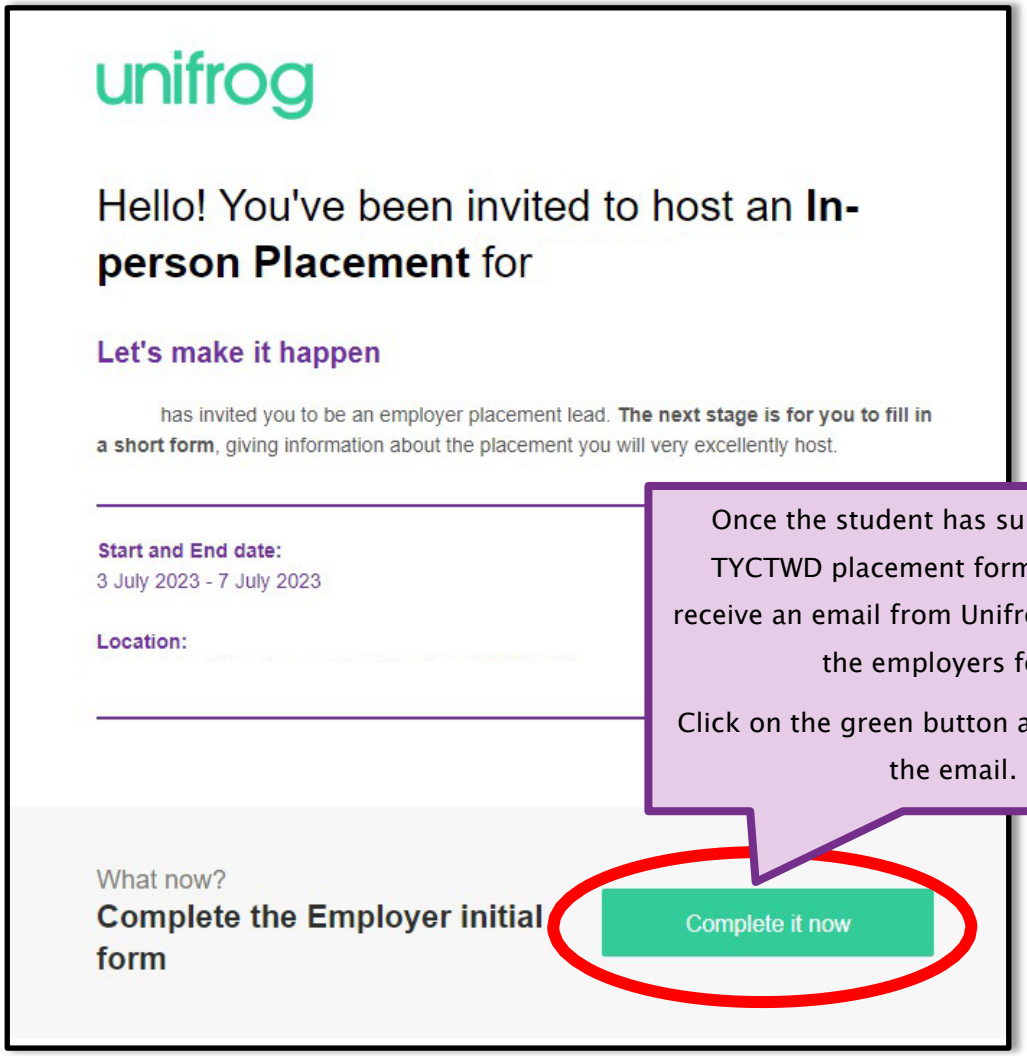
Year 9
Take your child to work day (TYCTWD)

Guide to Completing the Employers TYCTWD Placement Form

1.

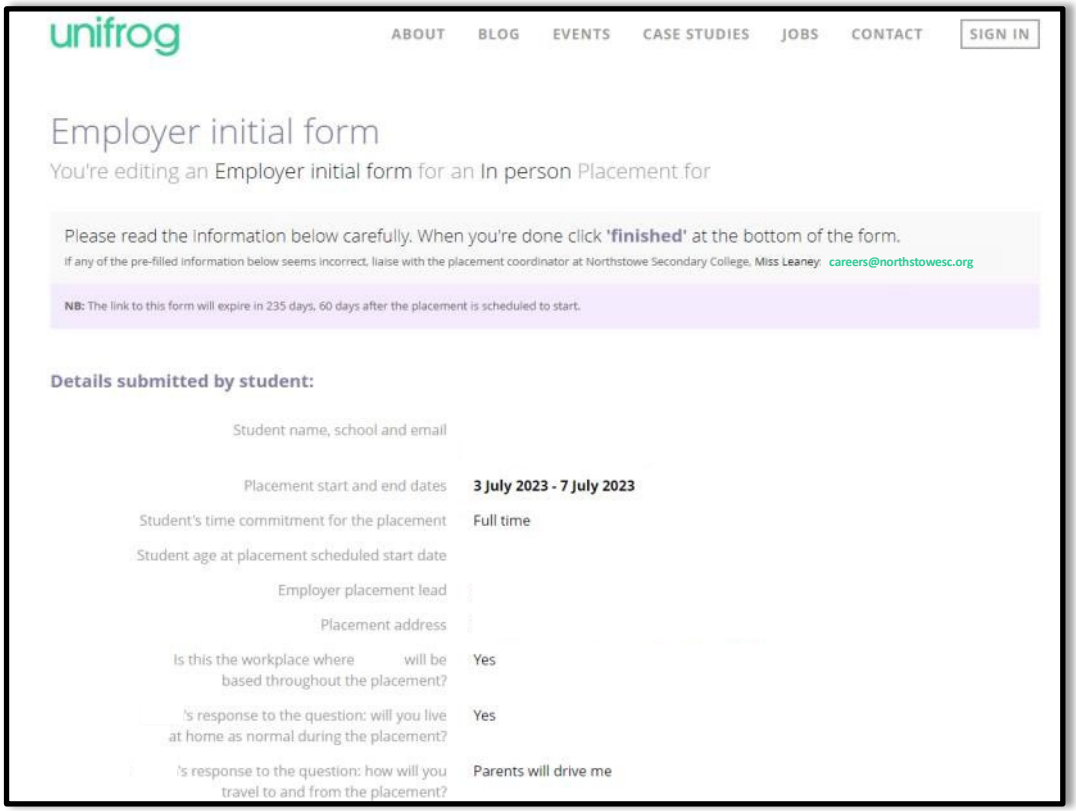


Once the student has submitted their TYCTWD placement form, you should receive an email from Unifrog with a link to the employers form.

Click on the green button at the bottom of the email.

2.

You should then be able to review all the information that the student has entered. Please check it is correct.



2.

Finally, please complete the employer section. If you have any questions, please feel free to contact us on year9workday@ashbyschool.org.uk

* Placement business / organisation	eg Lottie's little bakery
* Your name	eg Tim Cook
* Your email	eg tcook@apple.com
* Your job title	eg Director
* Your phone number	-- country code -- / Phone number
	We'll pass this to the student and the school.
* Placement start date	3 / July / 2023
Placement end date	7 / July / 2023
* Describe the time commitment	Full time
* The business's / organisation's main sector	---- select ----
* Number of employees	---- select ----
* Placement address	eg 100 Pudding Lane, London
* Placement postcode / zip code	eg EC3R 8AB
* Is this the workplace where will be based throughout the placement?	Yes
* Has your business / organisation hosted a placement before?	---- select ----
* What languages do students need to be able to speak?	eg English and basic French
* Overview of the placement	

Please give details of the activities the student will be undertaking.

Words: 0. 50 minimum recommended.

Cover: to whom the student will be reporting, and what activities the student will be doing See example ~
Get fully clued up on how to structure a successful placement using our guide

* Is the student likely to ever be with only one adult, without another adult present?	---- select ----
	It's best practice to avoid this ever happening. If you think it's unavoidable, we will show this to the parent and the school coordinator so that they can take it into consideration when giving their agreement.

This is not relevant as the students will be under 16 years old.

* Does the student need a criminal records (eg DBS) check?
---- select ----
This is unnecessary for most placements; given the additional effort and expense it entails, only ask for it if it is necessary. Learn more in our guide

* Does the placement and its environment carry any risks additional to a typical low risk workplace?
---- select ----
A normal office would be a low risk workplace, while a construction site, a farm or a laboratory would carry risks greater than a low risk workplace.

* Dress code
eg Smart casual - for example jeans are fine but not ripped jeans.

* Is PPE or other special safety equipment required?
---- select ----

* Working hours
eg 9 to 5

* Eating and refreshment arrangements
eg There is a canteen but you can also bring your own packed lunch.

Confirm that your Employers' Liability Insurance policy covers work placements
You have insurance that safeguards your organisation against legal and compensation expenses from employee claims, and covers work placements. What's this?

* Insurance
- ○ Yes, I confirm that we have Employers' Liability Insurance, and that it covers work placements
- ○ My organisation is exempt from needing Employers' Liability Insurance

If you don't have Employers' Liability Insurance, please add a note to explain why.

* Employers' Liability Insurance provider
eg Hiscox

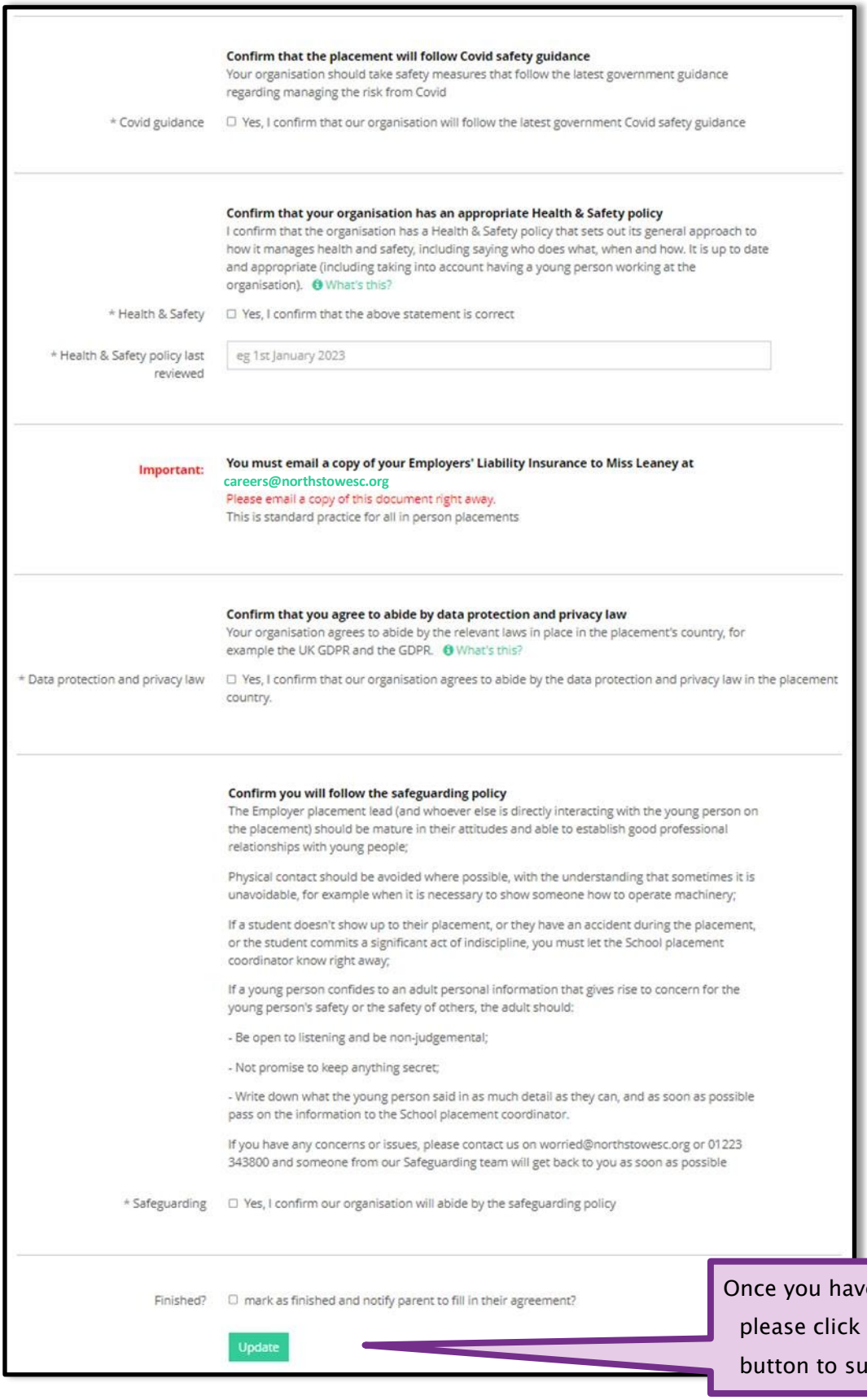
* Employers' Liability Insurance policy number
eg GB123456789

* Employers' Liability Insurance policy expiry date
-- day -- | -- month -- | -- year --

Confirm that your organisation has an appropriate Risk Assessment
I confirm that the organisation has a Risk Assessment that evaluates the potential risks in working for the organisation, which is up to date and appropriate (including taking into account having a young person working at the organisation). What's this?

* Risk Assessment
- ☐ Yes, I confirm that the above statement is correct

* Risk Assessment last reviewed
eg 1st January 2023



Confirm that the placement will follow Covid safety guidance
Your organisation should take safety measures that follow the latest government guidance regarding managing the risk from Covid

* Covid guidance ☐ Yes, I confirm that our organisation will follow the latest government Covid safety guidance

Confirm that your organisation has an appropriate Health & Safety policy
I confirm that the organisation has a Health & Safety policy that sets out its general approach to how it manages health and safety, including saying who does what, when and how. It is up to date and appropriate (including taking into account having a young person working at the organisation). What's this?

* Health & Safety ☐ Yes, I confirm that the above statement is correct

* Health & Safety policy last reviewed eg 1st January 2023

Important: **You must email a copy of your Employers' Liability Insurance to Miss Leaney at careers@northstowesc.org**
Please email a copy of this document right away.
This is standard practice for all in person placements

Confirm that you agree to abide by data protection and privacy law
Your organisation agrees to abide by the relevant laws in place in the placement's country, for example the UK GDPR and the GDPR. What's this?

* Data protection and privacy law ☐ Yes, I confirm that our organisation agrees to abide by the data protection and privacy law in the placement country.

Confirm you will follow the safeguarding policy
The Employer placement lead (and whoever else is directly interacting with the young person on the placement) should be mature in their attitudes and able to establish good professional relationships with young people;

Physical contact should be avoided where possible, with the understanding that sometimes it is unavoidable, for example when it is necessary to show someone how to operate machinery;

If a student doesn't show up to their placement, or they have an accident during the placement, or the student commits a significant act of indiscipline, you must let the School placement coordinator know right away;

If a young person confides to an adult personal information that gives rise to concern for the young person's safety or the safety of others, the adult should:

- Be open to listening and be non-judgemental;

- Not promise to keep anything secret;

- Write down what the young person said in as much detail as they can, and as soon as possible pass on the information to the School placement coordinator.

If you have any concerns or issues, please contact us on worried@northstowesc.org or 01223 343800 and someone from our Safeguarding team will get back to you as soon as possible

* Safeguarding ☐ Yes, I confirm our organisation will abide by the safeguarding policy

Finished? ☐ mark as finished and notify parent to fill in their agreement?

Update

Once you have completed the form, please click on the green update button to submit the information.

Thank you for taking the time to complete this form!
You should receive an email from Unifrog confirming receipt.