

## Information required for the Placement Tool forms.

Here are all the questions the Placement Tools asks in each of the forms. Bear in mind that there are some questions which lead on to further questions (e.g. if a student says they won't live at home as normal during the placement, they have to explain where they are going to live).

Ensure you fill out details accurately to avoid delays in confirming your placement.

- **Student initial form**

- In person or virtual? – select **In person** for LCS work experience week
- School/college placement coordinator name – **please select Mrs Placement Coordinator**
- Name of business / organisation
- Business / organisation phone number
- Start and End dates
- Describe the time commitment
- Employer placement lead name and email address
- Placement address
- Is this the workplace where you'll be based throughout the placement?
- Will you live at home as normal during the placement?
- How will you travel to and from the placement?
- Do you have any special needs, illnesses or injuries that may affect your placement? (the answer to this question is kept confidential from the parent / guardian)
- Parent / guardian (who must also be your emergency contact) name and email address
- Do you agree to abide by confidentiality, safety, and absence rules?

- **Employer initial form**

- Employer placement lead name, job title, email address, phone number
- Confirm:
  - Start date and end dates
  - Time commitment
  - Address
  - Whether this is where the student will be based throughout the placement
- Organisation's sector and number of employees
- What languages do students need to be able to speak?
- Have you hosted a placement before?
- Overview of the placement
- Will the student ever be with an adult without another adult being present?
- Does the student need a criminal records (eg DBS) check?
- Does the placement and its environment carry any specific health risks additional to a low risk workplace?
- Dress code
- Is PPE or other special safety equipment required?
- Working hours
- Eating and refreshment arrangements
- Confirm that your Employers' Liability Insurance policy covers work placements, or that your organisation is exempt from needing ELI (and explain it is exempt)
- Insurance provider, policy number, expiry date
- Confirm that your organisation has a written, up to date and appropriate Risk Assessment
- Confirm that your organisation will follow Covid safety guidance
- Confirm that your organisation has a written, up to date and appropriate Health & Safety policy
- Confirm that your organisation will abide by data protection and privacy law

- Confirm that you will follow the safeguarding policy
- **Parent / guardian agreement**
  - Name, email address and phone number
  - Does the student have any special needs, illnesses or injuries that may affect your placement? (the answer to this question is kept confidential from the student)
  - Confirm you're aware that the placement provider will have primary responsibility for the health and safety of the student
  - Agreement for the student to take part in the placement
- **School permission**
  - Name of school staff
  - Permission for the placement to happen