28th February 2019

**Take Your Child to Work Day**

Dear Sir/Madam,

Thank you for supporting our Take your Child to Work Day. Spending a day within your organisation allows young people to see what happens in the work place and to look at careers they may not have previously thought open to them.

Obviously, we do need to ensure that appropriate steps are taken regarding safety and insurance issues. Providing you have public liability insurance, you are covered for the student’s presence on your premises, as you would be for any other visitor. However, it is good practice to notify your insurance company in advance. Since the students are not on work experience there are no other insurance issues to consider. The student will be fully supervised by the accompanying adult who has accepted full responsibility for the student’s safety.

Certain workplaces are dangerous. Careful consideration should be given to whether a child should be taken into such an environment and, if so, due precautions should be taken to ensure that all health and safety procedures are closely followed.

The student will need to return the reply slip below to Sandhill View Academy. I would be grateful if you, as the employer, could complete part 1 of the form attached with the appropriate details and return it to the student.

The student must return the form to Sandhill View Academy by **Friday 26th April 2019** at the latest.

Should you wish to discuss this further, please do not hesitate to contact me at Sandhill View Academy.

Yours sincerely

Mrs H.M. Akien- Careers Leader

Director of Careers and Community Relations

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| **To be completed by the organisation:**  Name of Employer: .................................................................................………  Nature of the Business/Activity: .............................................................................................................................  I can confirm that the organisation has public liability insurance  Insurance Company name: …………………………………………………………  Policy number: …………………………………Expiry date: ………………..  Signed: ………………………...........................Date: …………………….  Name: ………………………………………… Position: ……………………….. |

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| **To be signed by the student:**  I agree to take part in this day placement programme.  I also agree:   1. To hold in confidence any information relating to the employer business which I may obtain during my day and not to disclose such information to any other person without the employer's permission, 2. To obey all safety, security and other instructions given to me by the employer, his representative or other means, e. g. notices.   Signed: ...........................................................................  Name of pupil: …………………………………………………… Date: ……………….. |
| **To be signed by the parent/carer:**  I have made the arrangements for my child to accompany me (or [insert name of other relative] ..............................................................................) to work on 14th May 2019.  I have been assured that adequate insurance/health and safety arrangements are in place.  To the best of my knowledge my child does not suffer from any physical disability or medical condition which could result in an unnecessary risk to his/her health or safety or to the health or safety of any other person.  I have passed any relevant medical information to the employer.  Name: ...................................................................................................................................  Signed: ....................................................…………………… Date: ........................ |