

Dear Sir or Madam,

Letter of Understanding between Jersey College for Girls and the Employer providing Work Experience

Thank you for offering a work experience placement.

To ensure that the arrangements between the Employer and Jersey College for Girls are fully understood, I would like to set out the following essential points.

1. The students will be carrying out meaningful work during the period of their employment. The work will be planned by a responsible person and the students will be given appropriate instructions before and supervision whilst operating machinery or equipment.
2. The Employer will observe all statutory requirements, in particular those required by the Health and Safety at Work (Jersey) Law 1989 and will ensure that the student is not required to operate any hazardous machine, to work in any hazardous environment, or to carry out work of any unsuitable or objectionable nature. The employer will supply any special or protective clothing required by the student whilst performing the work.
3. The student will not receive any payment for this work.
4. The student will not be allowed to work outside the hours stipulated in the Job Description.
5. The student will be required to sign an agreement stating: (1) that he/she will not disclose any information confidential to the employer without the employer's approval, and (2) that he/she will obey all safety, security and other instructions given by the employer.
6. The student's parents/guardians will sign an undertaking that the student will carry out these obligations and will confirm that he/she is not suffering from any complaint which will create a hazard either to the student or to those working with him/her.
7. The employer will arrange for insurance cover against accident or injury caused to the student by the negligence of the employer or another employee.
8. The employer will (as he would for paid employees) accept, or insure himself against liability for loss, damage or injury caused by the student, while acting as a servant of the organisation, to the employer's property, other employees, or a third party.
9. In the case of accident or sickness the employer will notify by telephone and without delay, the contact at the College, and the student's home if a telephone number is given. The student will be allowed to use whatever first aid facilities the employer provides.
10. The employer will endorse the Children, Young People, Education and Skills (CYPES) Department's child protection principles and guidelines, which not only endeavour to prevent non-accidental harm to young people but also are designed to protect adults working with them.

11. The employer recognises that the personal information of students provided by Jersey College for Girls, for the purpose of work placement/training, is subject to the Data Protection (Jersey) Law 2018. The employer agrees that this information will not be used or disclosed for any other purpose.

I should be grateful if you would confirm that this Letter of Understanding is acceptable to you by signing the copy and returning it to me.

Yours sincerely

(Name)
Employability Coordinator
(Email address)

I confirm that I have read this Letter of Understanding and that all points are acceptable to me.

Name (block capitals)

Position

Organisation

Address

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Signature **Date**