

Birchwood High School

Year 10 Work Shadowing Day

FAQ Sheet

This sheet is designed to answer some of those frequently asked questions regarding the Y10 Work Shadowing Day.

Can my child do more than one day for their placement?

The Work Shadowing Day takes place during enrichment week so if your child has the opportunity to spend more than one day in the workplace during that week (23 – 27 June) then they may do so. Please remember that there may be trips running for Y10 students during that week.

What happens if I do not work or cannot take my child to work with me?

If you do not work or are unable to take your child to your own workplace you can nominate a family member or close friend to take your child with them and be responsible for them during the day. If you are experiencing problems with this then please contact Mrs Crimes – crimesj@birchwoodhigh.org.uk.

What if I work from home?

We recognise that working patterns are changing and that 'working from home' is a legacy of covid that is likely to stay. If you have flexible or hybrid working it would be great if you could organise the week so that the work shadowing day was spent in the office to avoid your child being 'distracted' by the familiarity of home.

Is it safe for me to take my child to work?

Every employer involved in the work shadowing project will be required to complete an Employer Insurance Checklist and sign a declaration. Children will be classed as visitors on their Work Shadowing Day, so if your place of work accepts visitors their current insurance policy should provide the relevant cover. Personal insurance for children can, of course, be obtained privately if you wish.

When might a placement host be exempt from needing Employer's Liability Insurance?

In the UK these sorts of employers are **exempt** from needing Employers' Liability Insurance:

- Sole traders, and companies employing only their owner where that employee also owns 50% or more of the issued share capital in the company;
- Most public organisations including government departments and agencies, local authorities, police authorities and nationalised industries;
- Health service bodies, including National Health Service trusts, health authorities, primary care trusts and Scottish health boards;
- Some other organisations which are financed through public funds, such as passenger transport executives and magistrates' courts committees;
- Family businesses, ie if all of your employees are closely related to you (as husband, wife, civil partner, father, mother, grandfather, grandmother, stepfather, stepmother, son, daughter, grandson, granddaughter, stepson, stepdaughter, brother, sister, half-brother or half-sister). However, this exemption does not apply to family businesses which are incorporated as limited companies.

What do I need to do now?

Have a chat with your employer about work shadowing and seek approval to take your child to work with you for the day. Encourage them to see the educational benefits this experience will give your child both now and in preparing them for life beyond the classroom.

Once you have received approval from your employer your child will need to login to their **Unifrog** account and add the placement details using the **Placement Tool**; this will automatically trigger an email to your employer for them to complete their Risk Assessment and Insurance details. Your parental consent will be sought once the employers form as been submitted.

Placement details **MUST** be added to Unifrog by **Friday 23 May**. Any student who has not added a placement by this date will be expected in school on 25 June.

On the Unifrog Placements tool, for an in-person placement:

- If the employer fits into one of the special categories above, the tool asks the Employer placement lead what insurance, if any, the employer does have in place
- Otherwise the tool asks employers to give details for their Employers' Liability Insurance, including sharing with the school / college a copy of their insurance certificate (even for a normal low risk placement, the UK's Health & Safety Executive recommends that schools / colleges see a copy of the employer's insurance certificate).
- Employers upload their insurance certificate straight into the form. If they are blocked from doing this (a rare occurrence normally caused by an employer's firewall) then the form allows for them to email it to the placement coordinator instead.
- If the Employers' Liability Insurance will have expired before the end date of the placement (or a day after the start date if the placement is marked as 'ongoing'), then the Employer placement lead must commit to updating the insurance details before the start of the placement. The system also sends the employer a reminder email to update their insurance details on the day after they've said that their insurance will expire.