

2<sup>nd</sup> December 2025

### Careers at Sedgehill Academy

Dear Parents & Carers of Students in Y10 & Y12,

I would like to inform you of a fantastic opportunity open to all Year 10 and Year 12 pupils to undertake work experience for five working days between **Monday 22<sup>nd</sup> June and Friday 26th June 2026**.

We would like your child to source their own in-person work experience, as we feel students receive a far better experience if they are in control of their own path.

We therefore ask that you support this process by asking family, friends, colleagues and businesses if they can accept your child (or, indeed, any other students) for work experience during this period.

Once your child has sourced a placement, we ask that you provide the relevant details for safeguarding purposes including details of health and safety and public liability insurance certification (see attached form). This will involve sending the attached form to the provider to fill out and return to Mr Stuchfield.

Getting an insight into the world of work is an invaluable experience and may help to determine your child's future plans. In the past, work experience has led to pupils securing part-time employment or apprenticeships and greatly improving their applications to Colleges and Sixth Forms.

While we would like the pupils to find their own placements, we will endeavour to help those who are unable to secure a placement themselves.

I will be having a **personalized WEX meeting with each student in Y10 & Y12** and I heartily encourage you to stress the importance of attending these meetings.

Please complete the form and return it to Mr Stuchfield via email:  
[tom.stuchfield@sedgehillacademy.org.uk](mailto:tom.stuchfield@sedgehillacademy.org.uk) by **Monday 11<sup>th</sup> May 2026**.

Yours sincerely,



**Mr Stuchfield**

Associate Assistant Principal

[tom.stuchfield@sedgehillacademy.org.uk](mailto:tom.stuchfield@sedgehillacademy.org.uk)

## United Learning Work Experience Placement Provider Declaration

Whilst undertaking work experience, students become an 'employee' and are entitled to the same level of consideration as other employees under the Health and Safety at Work etc. Act 1974. To aid the decision-making process and determine the suitability of your organisation as a potential work experience provider, please complete this form and return it to your named contact at **Sedgehill Academy school** –

| Details of Placement Provider                          |  |
|--------------------------------------------------------|--|
| Organisation Name                                      |  |
| Organisation Address                                   |  |
| Address of Placement (if different from above)         |  |
| Placement Contact Name                                 |  |
| Placement Contact Telephone                            |  |
| Placement Contact Email                                |  |
|                                                        |  |
| Name(s) of Student(s) to whom this declaration applies |  |
| Summary of the work the student(s) will be undertaking |  |

| Placement Provider Self-Assessment                                                                                                                                                                   | Yes | No |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| <b>Insurance</b>                                                                                                                                                                                     |     |    |
| Do you hold an Employers' Compulsory Liability Insurance Certificate, valid for the placement duration?                                                                                              |     |    |
| *Please provide the Liability Insurance name, reference and expiry date below:                                                                                                                       |     |    |
|                                                                                                                                                                                                      |     |    |
| If the student will be a passenger in a business vehicle, is there appropriate business insurance in place?                                                                                          |     |    |
| <b>Health and Safety Management</b>                                                                                                                                                                  |     |    |
| Are there clear delegated responsibilities for health and safety?                                                                                                                                    |     |    |
| If there are five or more employees is there a documented health and safety policy?                                                                                                                  |     |    |
| Have risks been assessed and, where there are five or more employees, are the significant findings documented?                                                                                       |     |    |
| Has a young person risk assessment been carried out?                                                                                                                                                 |     |    |
| Will the student be protected from: work beyond their physiological and psychological capacity? Substances that are toxic, carcinogenic, or teratogenic? Extremes of heat, cold; noise or vibration? |     |    |

| <b>Accident Procedures and First Aid</b>                                                                  |  |  |
|-----------------------------------------------------------------------------------------------------------|--|--|
| Are you aware of accident reporting procedures under RIDDOR?                                              |  |  |
| <b>Will you notify the school immediately in the event of an accident involving the student?</b>          |  |  |
| Is there a qualified first aider or appointed person on site?                                             |  |  |
| Is first aid equipment provided and records kept of any treatment administered?                           |  |  |
| <b>Environment and Welfare</b>                                                                            |  |  |
| <b>Does the premises exhibit suitable housekeeping standards?</b>                                         |  |  |
| <b>Are there suitable rest facilities, drinking water provision and planned breaks available?</b>         |  |  |
| <b>Fire Safety</b>                                                                                        |  |  |
| <b>Is there an evacuation procedure in place in the event of a fire?</b>                                  |  |  |
| <b>Training and Supervision</b>                                                                           |  |  |
| Has a supervisor who is aware of their health and safety responsibilities been appointed for the student? |  |  |
| Will the student receive health and safety training relevant to the work they will undertake?             |  |  |

| <b>Specific Needs of the Student</b>                                                                                                                                                                          |  |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <b>[Schools should use this space to detail any specific needs of the student. E.g. physical/mental disability, religious beliefs (where these may conflict with the work experience to be provided etc)]</b> |  |  |
| Have you taken reasonable steps to accommodate the specific needs of the student (detailed above)?                                                                                                            |  |  |
| Provide details:                                                                                                                                                                                              |  |  |
|                                                                                                                                                                                                               |  |  |

|                |                      |              |  |
|----------------|----------------------|--------------|--|
| <b>Signed:</b> | [placement provider] | <b>Date:</b> |  |
|----------------|----------------------|--------------|--|