



Our school motto is,  
"Work hard, be kind"

# Diss High School

Headteacher: Mr S Stopps

Walcot Road Diss Norfolk IP22 4DH

Tel: 01379 642424

Email: [office@disshigh.co.uk](mailto:office@disshigh.co.uk)

Website: [www.disshigh.norfolk.sch.uk](http://www.disshigh.norfolk.sch.uk)

## Organisation's work experience Insurance Form

Thank you very much for providing a valuable work experience opportunity for our student at Diss 6<sup>th</sup> Form from 13<sup>th</sup>-17<sup>th</sup> July, 2026. We really do appreciate it and the chance you have offered a young person to gain vital employability skills. Developing skills such as interpersonal and communication skills, working independently, using initiative and teamwork will enhance their transition into higher education and/or employment and will ensure they stand out from other applicants.

Please can the organisation complete and return this form as soon as possible to the address below. Alternatively, it can be emailed.

Employers should keep a copy of the form for reference.

**Mrs Steph Self – Diss 6<sup>th</sup> Form**  
Walcot Rd,  
Diss IP22 4DH  
Email: [6thformadmin@disshigh.co.uk](mailto:6thformadmin@disshigh.co.uk)

### Students to complete the following essential information for the organisation providing work experience:

#### Student Contact and Personal Information

|  |  |
|--|--|
| Student name:  | Parent/carer name:   |
| Contact number of parent:  | Email address of parent:   |
| Contact number of student:   | Email address of student:  |
| Student additional needs:  | Student health/medical needs:  |
| Student's school: Diss 6 <sup>th</sup> form                          | School contact name:<br>Miss Rachael Bradford, Mr James Hurley                             |
| School contact number: 01379 642424                                  | School email: <a href="mailto:6thformadmin@disshigh.co.uk">6thformadmin@disshigh.co.uk</a> |
| Work Experience Dates: 13 <sup>th</sup> -17 <sup>th</sup> July, 2026 |  |

### To be completed by the organisation:

Working days and times

|                   |  |
|-------------------|--|
| Meal breaks       |  |
| Clothing required |  |

An **Employer Liability Insurance is mandatory**, could you please complete details:

Name of Insurance Company .....

Policy No. .... Expiry Date .....

I confirm that my company has both Public and Employer Liability Insurance, which cover students for Work Experience/Work Related Learning and have attached a copy of:

1. The ELI certificate \*
2. A relevant young person's risk assessment (see the example provided or your own is also fine) \*
3. A copy of our Health and Safety Policy \*

Name: \_\_\_\_\_  
(Block Capitals)

Signature: \_\_\_\_\_

Position Held: \_\_\_\_\_

Date: \_\_\_\_\_

**\*Please highlight which is appropriate below:**

- i. the three forms have been attached as requested.
- ii. a temporary Employer Liability Insurance for the duration of the student's time with us has been attained and a copy is attached.
- iii. This is a family business which is not a limited company so is exempt from needing Employer's Liability Insurance.
- iv. This is a public organisation which is exempt from Employer's Liability Insurance.

Name of contact at Placement (Who the School can contact for further information)

\_\_\_\_\_

Email address of contact:

***For safeguarding purposes, if you have a concern about the welfare of a student, please contact [6thformadmin@disshigh.co.uk](mailto:6thformadmin@disshigh.co.uk) team immediately.***

***If you have a concern about the behaviour of an adult, please contact the LADO on 01603 223473***

***In other emergencies please call 999.***

Should you have any concerns about the student or that they are not fulfilling reasonable expectations, please contact:

Miss Rachael Bradford

Mr James Hurley

School email: [6thformadmin@disshigh.co.uk](mailto:6thformadmin@disshigh.co.uk)

### **Requirements for work experience**

- To provide appropriate supervision, information, training and management for the student whilst they are on placement taking into consideration their age and lack of experience.
- To ensure the student has the same rights and obligations as an employee under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, including regulation 19 regarding Young Persons.
- To induct the student on the first day (or by prior arrangement), specifically including Health and Safety.
- You have the permission/authority to offer work experience placements in your business/service
- If for some reason you are unable to support the student please inform the school and immediately.
- To notify the School immediately of all accidents (including minor) involving the student.
- To notify school of any absences of the student, including sickness.
- To designate an employee to be responsible for the student's welfare whilst on placement and ensuring that the student is appropriately supervised whilst on site.
- To ensure the student works no more than 8hrs/day excluding breaks.

This agreement becomes operative from the student's first day on placement. Diss 6<sup>th</sup> Form accepts no responsibility for any injury, loss or damage caused by any act or default of a student on placement.

### **Here are some safeguarding best practices during placements:**

The Employer placement lead (and whoever else is directly interacting with the young person on the placement) should be mature in their attitudes and able to establish good professional relationships with young people;

Physical contact should be avoided where possible, with the understanding that sometimes it is unavoidable, for example when it is necessary to show someone how to operate machinery;

If a student doesn't show up to their placement, or they have an accident during the placement, or the student commits a significant act of indiscipline, you must let the School know right away. Contact details are above;

If a young person confides to an adult personal information that gives rise to concern for the young person's safety or the safety of others, the adult should:

- \* Be open to listening and be non-judgemental;
- \* Not promise to keep anything secret;
- \* Write down what the young person said in as much detail as they can, and as soon as possible pass on the information to the School placement coordinator.

Diss High School is a member of Enrich Learning Trust.

Enrich Learning Trust is a charitable company limited by guarantee, registered in England and Wales with company number 07725111. The registered office is at 1 Norwich Business Park, Whiting Road, Norwich, Norfolk, NR4 6DJ



EVERY DAY IN SCHOOL MATTERS - 80% attendance over 5 years is the equivalent to missing an entire year of school.

