

We need 3 things before the placement can go ahead:

- The **Parent form** – to be completed and signed by both the student and a parent/guardian (downloaded from the Careers website)
- The **Company form** – completed and signed by the company (downloaded from the Careers website)
- A copy of the company's **Employer Liability Insurance certificate** (to be requested from the employer)

All of the above must be returned to Careers and all further checks deemed necessary by the School must also have been satisfactorily concluded. Companies can often take a while to respond, so please make sure we receive your forms a month before the placement begins. For Summer placements this would be a month before the end of term.

Our Policy states that students agree to share CV's and application requirements with employers. They will send this themselves as requested (if organised privately), but parents can also give written consent to the Merchant Taylors' Careers Team to send on their behalf if it is organised by the school.

Actions for students before, during and after their placements

Before students go on work experience, they should refer to the which is
available to download from the Careers Website. These covers:

- Pre-work experience checklist
- What to do during the placement
- Code of conduct
- Emergency procedures
- Post work experience checklist – including Reflection.

Virtual Schemes

Virtual schemes have grown in popularity since the pandemic. They provide flexibility for students as travel/distance is no longer a barrier and many schemes enable the students to complete the programme at their own pace. They can be interactive and held in real-time. Students should consider the following when participating in a virtual scheme:

- Obtain permission from a parent/guardian before registering.
- Only use their School email address to register and participate.
- Behave professionally – be polite, consider body language and not use inappropriate content in the chat function.
- If the scheme requires you to turn your camera on, please ensure it is not from your bedroom, and that you are appropriately dressed.
- Do not disclose personal information such as where you live.
- If students feel uncomfortable or witness inappropriate behaviour whilst on the call to shut it down immediately and report it to a parent/teacher.

OMTs and Networking

We often invite our OMT's to come along and talk to students about their career journey, and to start the networking opportunities for current students.

The following protocols apply should they contact a guest speaker:

- Students should only use their School email for correspondence and at no point divulge personal information or telephone number.
- If a meeting is arranged as follow up, parents should be copied on the correspondence and agree they are happy with arrangements. Please also copy the careers team so they are aware.
- All meetings should be conducted in a public place.
- Students can arrange to have a Zoom/Teams call with an OMT set up in School with a member of staff present or at home with a parent/guardian present.

On the occasions work experience is arranged through an OMT, parents must be fully conversant with our work experience policy requirements.