



**Year 12
Work Shadowing**

**EMPLOYER INFORMATION HANDBOOK
21st to 22nd May 2026**

**St John's Marlborough
Granham Hill
MARLBOROUGH
Wiltshire
SN8 4AX**

**Miss C Peat
Careers Coordinator
Direct Line: 01672 519562**

**Out of school hours
Emergency Contact Number
07391 993 760**

1. Introduction

- This booklet provides information on Work Shadowing for Year 12 students at St John's Marlborough. Organisations are invited to read the information and to contact the school if any points are unclear.
- Work Shadowing involves observing a professional in their place of work, to gain a better understanding of the role. Students will spend two days in the placement and should be provided with an insight into the organisation and can involve undertaking different tasks, thus gaining an understanding of an occupation and/or industry sector.

AIMS

- To enable students to gain a broader view of the world of work and the disciplines involved therein, so that they might be better prepared for the transition to an adult work environment.
- To enable students to gain first-hand experience of the world of work, the opportunity to develop relevant skills within a specific sector, promoting a greater awareness of the business community and other organisations.
- Provide an opportunity to gain work related evidence for post 18 applications.
- As part of Unifrog's placements tool, students are asked what they are looking to get out of the placement. You can see a student's answer in the first form you receive.

OBJECTIVES

- To develop a partnership between students, the school, employers and the community.
- To practise and develop the students' personal and social skills in a 'real life' context.
- To identify personal aptitudes, likes and dislikes, assisting in the selection of a career.
- To demonstrate a sense of self discipline and responsibility in matters such as timekeeping and presentation. Most importantly, to develop an understanding of key employability skills most valued within the workplace.
- To offer young people a real-life insight into the world of work and enrich the world outside.
- To enable students to become more aware of different values and ethics which might exist in the world of employment.

2. General Information

- Every student should be linked to a specific person although they might not spend all the time with that one person. On Unifrog's Placements tool, we call this person the Employer placement lead. The placement lead should, preferably on the first day, brief the student about the organisation in general terms and the procedures applicable to the student's placement. Special attention should be paid to Health & Safety aspects of the organisation and the student should be aware of arrangements in instances of accidents, fire or other emergencies.
- When you induct the student at the beginning of the placement, a guided tour of the premises and brief introduction to relevant personnel should ensure that the student is integrated into the organisation and

settles in relatively easily. You should also explain all the risks present in your workplace and how they are controlled, checking that they understand what they have been told, and that they know how to raise any health and safety concerns.

- Most students on work placement find it helpful to have a few minutes with the placement lead at the start and end of each day. At the start of the day this provides an opportunity to discuss the forthcoming day's activities and, at the end of the day, an opportunity to reflect on what has been observed and achieved.
- Whilst with the organisation, the student should be subject to the same code of conduct etc. as any other young trainees. If at any time the organisation is dissatisfied with the student then immediate contact should be made with the school, and if necessary, the student should return to the school.
- Employers get the chance to give their opinion on the student and the hosting process via an 'Employer review form', which will be emailed the morning after the placement has been completed.
- If any accident occurs whilst a student is on work shadowing then, in addition to any statutory responsibility, the school must be informed.

3. Insurance

- Although St John's has insurance cover against the consequences of negligence whilst students are under the DIRECT supervision of teachers, the insurance does not cover the students whilst under the supervision of the organisation. Each organisation should have their own Employers' Liability Insurance which covers the student for the duration of work shadowing.
- Many employers are nervous about hosting a placement because they are worried about 'the legals' - Risk Assessments, Health & Safety, Insurance and complying with the GDPR or related data protection legislation.
- Actually, it's simple: from insurance and legal perspectives young people on placements are considered the same as normal employees, so your normal policies cover you. You just need to make sure that what you have in place is appropriate for the age of the people you host on the placement. For example, check that your Risk Assessment is appropriate for people who might not be familiar with workplaces. **You are advised to notify your insurer that you are taking a learner on work shadowing or a work-related activity.**
- Read more about the legals in Unifrog's guide ['Placements: the legals explained'](#).

4. Health, Safety and Welfare

- For all in person placements, the employer needs to actually provide their Employers' liability insurance. If the student has said they have special needs, illnesses or injuries that might affect the placement, or if the employer says that workplace represents above average risks, or that they've never hosted a placement before, the employer also needs to provide their Health & Safety policy, and their Risk Assessment.
- If an employer cannot upload required items into the forms (perhaps because the document uploader is blocked by their firewall, or they can't find the necessary document at that moment),

they can opt to instead email the documents to the placement coordinator. The system also allows employers who do not possess the normal documents at all (for example, because they are sole traders) to bypass the uploading requirement – in this case the fact that they've done this is flagged to all parties.

- As part of the induction process, on arrival students will be thoroughly briefed on aspects of Health & Safety as it relates to the areas in which they might work. Emergency procedures are clearly explained.
- Both the student and parent/guardian will have been asked to confirm that all relevant medical conditions, learning difficulties or behavioural issues have been disclosed that may pose a risk to the learner or those working with him/her whilst on placement.
- You will ensure that the learner does not operate any hazardous machinery or work in any hazardous environment, unless suitable control measures are in place and have been indicated in the risk assessment. The learner will not carry out work of an unsuitable or objectionable nature. You are required to supply any protective clothing or equipment needed by the learner whilst on placement and give instructions in its use. The learner may be asked to provide their own safety footwear.
- The learner will normally work between the hours of 07.00 – 19:00 for a maximum of 8 hours exclusive of breaks and may not work for more than 37 hours in one week. Learners under 16 years of age should not work Sundays, Bank Holidays or more than 5 consecutive days out of 7.
- You are required to comply with all relevant legislation, relating to the Health & Safety at Work Act 1974 and all associated regulations including the Management of Health & Safety at Work Regulations, in particular Regulation 19 – the Protection of Young Persons (where applicable).

5. Placement Activity

- The learner will not receive any payment for this work in accordance with the Education Act; however, you may contribute towards the cost of meals or travel. The learner is required to sign the Own Placement Agreement stating that:
- She/he understands that they are classed as an employee whilst on work shadowing. They will abide by all safety, security and other instructions given by yourself and will not disclose any confidential information where you have indicated this is a requirement of the placement.
- The learner will undertake job shadowing, as described in the Placement Description. The kind of job shadowing undertaken will be determined by your time and resources, but can include observation, briefings and hands on tasks. You will ensure that any work will be planned and supervised by a responsible and competent person who is aware of their responsibilities when working with a learner. You agree to give the learner an appropriate induction, instruction and supervision during the period of work shadowing/work-related learning.
- Clear instruction is given for any 'hands on experience' involving tools or machinery, the same applies for the handling of any hazardous or harmful materials.

- Students are encouraged to seek advice if they are unsure of the work to be done.

6. Illness, Accident/Incident or Changes to Placement Circumstances

- 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 should let the School know right away.

7. Safeguarding Young People & Vulnerable Adults

- You will have policies in place to cover learners in the workplace undertaking work shadowing/work-related learning activities.
- You agree to disseminate the information contained within the Employer Information Booklet supplied by STJ to all your employees and ensure that relationships with learners, particularly those under 18 years of age or vulnerable adults on work shadowing/work related learning activities are appropriate to their age, gender and maturity and do not give rise to comment or speculation. Attitude, behaviour and language all require care and thought, especially for those employees supervising the learners.
- Any employee who is disqualified from working with young people /vulnerable adults under the Criminal Justice and Court Services Act is prohibited from working with this group on placement. In affiliation, under the Safeguarding Vulnerable Group Act, you must not knowingly engage a 'banned person' in regulated activity. Where you are aware that a member of your workforce is disqualified, you agree to discuss this with an STJ representative.

8. Equal Opportunities

- Work shadowing/work-related learning activities should, as far as possible, be open equally to all learners regardless of age, disability, race, religion and belief, ethnicity, national origin, gender and sexual orientation. Legislation also protects those with spent convictions who would otherwise be prevented from moving on into training and employment. The Disability Discrimination Act gives people with disabilities the right to be treated no less favourably than able bodied people regarding access to employment, training, goods, facilities and services. You are required to comply with the Sex Discrimination Act, the Race Relations Act and the Disability Discrimination Act. All Young people are treated equally and without discrimination.

9. Data Protection

- You will be given personal information about learners that should remain confidential in compliance with the Data Protection Act. When completing the placement form, you will be asked to confirm that your company will abide by data protection and privacy law.

10. Work Shadowing Placement Form

- Unifrog's placements tool is designed to make it much easier to handle the admin behind placements. [Here's a guide](#) on how it works in detail, but the tool is essentially a series of forms that have to be filled out sequentially. Finishing one form triggers an email to the next person in the chain to fill out the subsequent form.
- All the forms are sent by email, so it's really important that everyone involved in a placement has the right email entered for them, and that everyone checks their email. To help avoid issues, we show each person involved everyone else's email addresses. If you aren't getting the automated emails that the system generates, please check your junk folders, and add noreply@unifrog.org to their safe sender list / whitelist.
- The first form is filled in by the student. It asks basic information about the placement, including when it's happening, where, and with whom. Really important here is that the student enters the correct email address for the 'Employer placement lead' - the person at the employer who is leading on the admin of the placement.
- The second form (the 'Employer initial form') is filled in by the Employer placement lead. It provides details provided by the student, asks more information about the placement - such as for an overview of what the student will do on the placement, how risky the work environment will be, and it checks that the employer has a Health & Safety policy, a Risk Assessment, and appropriate insurance.
- The third form (the 'Parent/Guardian Agreement') is filled in by the Parent/Guardian. It provides details provided by both the student and employer, and asks them to confirm that they are happy for the placement to go ahead.

If you have any concerns regarding Health & Safety, then please consult the school immediately on 01672 519562 (Miss Peat) or 01672 519551 (Mrs Havill) or the Emergency Contact Number 07391 993 760 outside of school hours

Finally, we would like to express our thanks for your time and assistance with this important part of the curriculum. It is of tremendous benefit to the students, the school and the community as a whole for the future.

THANK YOU