

BALLYMENA ACADEMY
REGULATIONS FOR WORK SHADOWING

1. The student will be expected to attend work shadowing placement on the dates and times agreed between the student, the school and the employer.
2. In the event of a student being unable to attend a work shadowing placement, the student must inform the employer and the school in advance of absence.
3. The student will not receive any payment for work shadowing.
4. The student's parents will undertake to see that the pupil carries out the obligations stated in 1 and 2 above.
5. The student's parents will sign a form giving consent for their son/daughter to participate in the work shadowing programme.
6. The student's parents will provide accurate information on the 'Out of School Activities Parental Consent Form'.
7. The student will be required to sign an agreement stating (1) that he/she will not disclose any information confidential to the employer without the employer's approval, and (2) that he/she will obey all safety, security and other instructions given by the employer.
8. In case of accident or illness the employer will notify by telephone and without delay, the Head Teacher of the student's school. The student will be allowed to use whatever first-aid facilities the employer provides.
9. The employer will ensure that the student is not required to operate any hazardous machine, to shadow in any hazardous environment, to shadow work of an unsuitable or objectionable nature.
10. The work shadowing will be planned and supervised by a responsible person and students will be given appropriate instructions during their shadowing.