



Information Required to complete Unifrog Placement Details

**IN- PERSON PLACEMENT**  
**DATES- Monday 13<sup>th</sup>- Friday 17<sup>th</sup> July 2026**  
**Full Time**  
**Placement Co-ordinator Mrs A Jukes**



Student Name:  
Student Form Class:

**Company/Organisation Details**

Name Of Company	
Company Address	
Postcode	
Telephone/mobile Number	
Name of person supervising young person	
E-mail Address <b>Please double check this before adding to Unifrog</b>	

Please check- Does the company have .....  
**If the organisation does not have any of the documents below, they need to state why on Unifrog, and a Parent/ Carer needs to decide if they are happy for that placement to go ahead**

• **Employer Liability Insurance**

If an organisation is a limited company, even if they only have 1 employee, they must have Employers' Liability Insurance. If they are a sole trader, even when hosting work experience, they are not obliged to have Employers' Liability Insurance (though they might want to get it for the duration of the work experience).

• **A Risk Assessment for young employees**

If an employer has 5 or more employees, they must write down a Risk Assessment. If they have fewer than 5 employees the law does not oblige them to write anything down, though they must still have done a Risk Assessment.

• **A Fire Risk Assessment.**

All workplaces and business premises, regardless of the number of employees, must have a written fire risk assessment.

• **A Health & Safety Policy**

If an organisation has 5 or more employees, they must write down their Health & Safety policy. If they have fewer than 5 employees the law does not oblige them to write anything down, though they must still have a Health & Safety policy.

## Parent/Carer Contact details

Parent/Carer name

Parent/ Carer e-mail address-  
double check before adding  
to Unifrog

Parent /Carer Tel Number

## Travel Arrangements

How will you get to your  
placement  
(walk/Bus/Car/Train/Cycle)

## Student Needs

Do you have any of the  
following that your employer  
needs to know about?

- Special Educational  
Needs/Requirements
- Medical conditions/Allergies

## What's next?

The information above needs adding to Unifrog – **This is the student's responsibility.**

Students access the WELCOME link from their school e-mail account and create a password to allow them to log-in. **They will be given training on how to do this.**

Parents/Carers do not have direct access to this system- only students

## Additional support

Mrs Jukes is available in her office at break and lunchtimes when on-site.  
Please check each week as she is shared between St Bede's & St Leonards  
Mrs Jukes can be reached through e-mail or the school office **ajukes@stl.bwcet.com**  
You will also find information on the Careers /Work Experience section of St Leonard's Website