# **Appendix B -** **Work Shadowing Agreement**

(If you are offering work experience to someone in compulsory education please use the template letter in Appendix A)

**Dates and Times of Work Shadowing**

It has been agreed that (Name) will undertake work shadowing at Oxford Brookes University in the Fac/Dir of (Name) from (Date) to (Date), Monday to Friday between the hours of ####am and ###pm with an hour for lunch.

**Unpaid Work Shadowing**

This work shadowing will not involve any hands on experience and because it is shadowing no payment will be made.

**Arrival on the first day**

(Name) should report to:

* the Reception desk at the Headington Campus / Reception Desk at Wheatley Campus /Reception desk at Harcourt Hill / Reception Desk at Swindon Campus
* on (Date)
* at 9.30am and ask for (Name). (Name) will then meet (Name) and take them to the location of the work shadowing.

**Who to contact**

Should you have any questions regarding the work shadowing please contact (Name) at (Email /Tel).

**Internet Code of Conduct**

When work shadowing, it is very unlikely that you will be given any IT Access, but if you are the following applies:

* The use of the Internet within Oxford Brookes University is for educational purposes only.
* Use the Internet and apps only as you are told by your supervisor.
* You must treat information that you access or see via the University’s IT systems as strictly confidential.
* Only use the PC we provide you and the Internet when you have permission and there is a supervisor.
* Only use the PC for the tasks set and when instructed by your supervisor.
* When you use the Oxford Brookes wifi and PC you must be prepared to allow staff to examine the device we provide you.
* Do not use Oxford Brookes wifi and PC for messaging programs such as MSN or social networking sites such as Facebook, Instagram.
* Be aware that Oxford Brookes monitors the PC you use, files and the Internet sites you visit as it does for staff members.
* If you see anything offensive or if you feel uncomfortable about anything, report it to your supervisor.
* If you think you have spotted a problem with our network, be responsible and report it to your Supervisor.
* Do not log in with anyone else’s password.
* Do not tell anyone else your password
* You can only take photos or videos with your supervisor’s permission.
* Do not give out personal details, your phone number or address over the Internet.
* Do not visit sites which may include or promote any inappropriate material including extremist or terrorist material.

The University believes that information security is the responsibility of all work shadowing people and members of staff. Every person handling information or using University information systems is expected to observe the information security policies and procedures, both during and, where appropriate, after his or her time at the University.

**Health and Allergies**

If the work shadowing is a week or short term, no pre-placement form is required by the Occupational Health Team. If, however, there is an underlying health issue or you are on medication, you must ensure that you information your line manager and the First Aider on your first day at the latest but ideally before.

**Transport to and from work shadowing**

Oxford Brookes is not responsible for your travel to and from work experience. Please provide details of how you will travel to and from work experience and who will be responsible for you on this journey: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*I confirm that I have read this agreement and understand it and understand that if I fail to follow the agreement document particularly in relation to the Internet Code of Conduct then my computer access will be withdrawn and if appropriate my college and parents will be informed.*

*Signature (student)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_         Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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*I confirm that I have read this agreement and understand it and understand that if the work shadowing person fails to follow the agreement document particularly in relation to the Internet Code of Conduct then their computer access will be withdrawn. I also understand that Oxford Brookes is not responsible for the work shadowing person during their travel to and from Oxford Brookes.*

*Signature (parent if under 18 years of age)\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Signature (College) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*