



Responsibilities as a Host

At Spark!, we're all about creating exciting, meaningful, and secure workplace experiences. Partnering with employers, we ensure every placement is a safe, inclusive, and rewarding journey for all.

Our host agreement asks you to commit to:

- ☒ To provide a safe, meaningful and engaging placement. The activities and tasks we plan together could make all the difference in inspiring the student to pursue your sector!
- ☒ To provide the young person with an induction to welcome them, keep them safe in your organisation and set expectations from the very beginning.
- ☒ To offer a safe role and working environment, and manage accidents and emergencies in an appropriate manner, as outlined by Spark!.
- ☒ To manage absences and behaviour issues in an appropriate manner, which includes checking in with us.
- ☒ To abide by Spark!'s Diversity, Equality and Inclusion policy, understanding that we believe that all students should have access to work experience. We will work with you to make this possible.
- ☒ To maintain our safeguarding ground rules as listed in our host agreement. All young people regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse. You must let us know if you have any concerns about your student.
- ☒ To maintain working hours in line with legal regulations.



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When?	Details	Action Required	Date Supplied/ Completed
Before the placement	Have you provided your employer's liability insurance?	Copy of certificate supplied to Spark! or the following details: name of insurer, policy number and expiry date.	
	Have you had a quality assurance call with Spark!?	To discuss: <ul style="list-style-type: none">• placement practical details, incl. hours, dress code• risk assessment• compliance with health and safety law	
	Have you considered how you can make this work experience inclusive and accessible for young people with additional needs?	Inform Spark! of reasonable adjustments, including details of activities that can be tailored to meet the needs of young people.	
	Have you planned a work experience schedule and who will supervise each day?	Create work experience schedule which includes: tasks, opportunities for shadowing, learning outcomes and clarifies who will be responsible for the student each day?	
During the placement	Please keep us aware of any absences or issues, as we are here to support you!		
After the placement	Keeping student records - company GDPR/Data Protection Policy	Ensure you keep student data confidential as per GDPR and delete data at this point.	
	Have you given Spark! feedback about the student and placement process?	A link to provide feedback will be provided to you, please complete this.	