**Work Experience Records**

When you host a work experience student several records will be created including:

* Health and safety risk assessments, including any relevant medical information.
* Right to work checks.
* DBS checks as per the Safeguarding Children and Vulnerable Adults policy.
* Correspondence regarding the placement.

These records need be managed according to the university’s [Records Retention Schedules](https://www.sgul.ac.uk/about/governance/compliance/university-retention-schedules), [Policy on Safeguarding Children and Vulnerable Adults](https://www.sgul.ac.uk/about/governance/policies/safeguarding-children-and-vulnerable-adults), and [Information Governance Standards](https://www.sgul.ac.uk/about/our-professional-services/information-services/information-governance/about-information-governance/information-governance-standards).

The Safety, Health, Environment and Wellbeing team will retain copies of the risk assessments, and it is the responsibility of the member of staff who hosted the work experience student to maintain the remaining records.