

Take Our Kids to Work® (TOKTW) 2025 Workplace Visit Information for Employers/Hosts

Thank you for considering hosting a Grade 9 student for this year's Take Our Kids to Work® event. This year's theme is Lift Up the Future. Career exploration plays an important role as children move through the school system. Career conversations often begin at a young age when children are exposed to the idea of work through their interactions with family, friends, books, their community, and media. As they grow older, children start focusing on their own potential career paths, making decisions that align with their interests. Take Our Kids to Work® is one such opportunity—a win-win for everyone involved. Children gain insight into the workplace and have the chance to ask questions directly from workers. Employers benefit by helping students understand the career pathways within their organization and by potentially connecting with future employees.

Safety Recommendations

The safety and well-being of everyone in your workplace are paramount. This is especially important when young people are brought into an unfamiliar environment, particularly one that involves potentially hazardous activities. It's crucial that everyone involved understands how to keep students safe during their TOKTW visit.

Setting the Safety Stage

- In your initial contact with the parent/guardian and child, discuss the following topics while planning the day:
 - Safety expectations
 - Appropriate work attire
 - Privacy considerations
 - Any other essential workplace information
 - Arrangements for lunch
- Each child should have a designated supervisor or supervisors responsible for their safety and well-being throughout the day. If hosting a group, ensure that the child-to-supervisor ratio is appropriate to the workplace environment to guarantee student safety.
- All parties involved in organizing the Workplace Visit (*parent/guardian, workplace supervisor, and child*) should understand that the primary goal for this day is career exploration. No child shall engage in work that requires specialized training or equipment or puts them at unnecessary risk.
- When observing activities, children must watch from a safe distance and be provided with any necessary safety equipment (e.g., hard hat, safety goggles, ear protection, appropriate footwear). They should be closely supervised by an adult who will take all reasonable steps to ensure their safety during the observation period.
- Begin the day with an orientation focused on health and safety relevant to the workplace. You could have your Occupational Health and Safety (OHS) representative meet with the child/children to explain the importance of workplace safety. Use specific examples to illustrate potential risks and how they are mitigated.
- Ensure that the child understands there is a zero-tolerance policy for ignoring health and safety guidelines.

- Encourage children to speak up about any safety concerns they have or observe and make it clear they are welcome to ask questions.
- Ensure that no child is left alone with an adult in a non-visible area. Follow the "Rule of Two," where "all interactions and communications with participants occur in open, observable, and justifiable settings, with two responsible adults present." This rule is in place for the protection of both the child and the adult(s). This does not apply if the child's own parent is their host.

The Role of the Supervisor(s)

The supervisor is responsible for the child or children at the workplace and should be available at all times. Their role includes:

- Supporting the child's learning experience
- Taking all reasonable steps to ensure the safety and well-being of the child/children and those who interact with them
- Answering questions about the workplace, career pathways, or helping to find the answers to the child's questions
- Correcting unsafe or inappropriate behaviors

Employer Liability

A student must be treated with a degree of care no less than that afforded to any authorized visitor on an employer's premises. Employers must take reasonable steps to ensure that their premises are safe.

Employers may be liable for damages if a student is injured on their premises. It is recommended that employers have appropriate liability insurance and consult their insurance providers regarding this matter. The Department of Education and Early Years provides a basic Commercial General Liability Policy for students in the workplace that adhere to our expectations for the day (observation, appropriate risk-mitigation, proper supervision, etc.) as listed above.

Be sure to check with your insurer that your organization has appropriate insurance and liability coverage to host a young visitor(s). Ask your OHS team to consider what the day might look like with the health and safety of students as the highest priority.



You can also register as an employer/host on the national website for additional resources:

<https://www.studentscommission.ca/events/tokw2025/>