

4.0 WORK EXPERIENCE PLACEMENTS

4.1 INTRODUCTION

Work experience introduces young people to the work environment and can be a valuable part of their education. This guidance gives advice to any departments providing work experience placements for young persons in Hope House Children's Hospices. Such placements are generally organised directly with the department and not centrally through Human Resources.

Placements may be arranged either via the young person's school or college, or directly with the organisation. This guidance will also help departments providing work experience opportunities to adults as the principles are very similar.

Work experience is defined as a placement on the organisation's premises where a person carries out a particular task or duty, or a range of tasks or duties, more or less as an employee would, but with an emphasis on the learning aspects of the experience (normally for one or two weeks). Work experience is part of education; it is not employment and there must be no payment for tasks or duties performed.

Work experience placements can:

- Provide young people with an understanding of the world of work
- Assist young people in deciding what type of career they might want in the future
- Improve the personal development of young people
- Improve the key skills and employability of young people
- Provide a major link between the school, employers and the local community

Hope House Children's Hospices is supportive of staff encouraging their own children to undertake a work experience placement through the procedure outlined; it does not however, advocate staff bringing their own children to the workplace on an informal, unplanned basis or for the placement to be under the direct supervision of the parent or close family member.

4.2 LEGAL FRAMEWORK

Work experience organised through schools and colleges is governed by the Education Act 1996, as amended by the School Standards & Framework Act 1998. The main features of work experience placements are:

- that they usually take place in the last two years of compulsory schooling or as part of post 16 courses;
- and that they occur on the host organisation's premises.

Voluntary work placements are aimed at students at college or university. For the purposes of this policy, work experience and voluntary work placements will be referred to as 'work experience placements'.

Where requests arise which do not fall within the scope of these placements, a department may consider offering informal visits e.g. to an individual who is considering a career change and who wants to gain a better understanding of a particular discipline or appropriate volunteering roles.

4.3 ORGANISATION OF WORK EXPERIENCE PLACEMENTS

Placements are usually arranged between the school/college or individual and the department providing the placement. It should be the aim of the department to provide a positive introduction to work and an organised timetable/programme for the period of the work placement.

Departments should take into consideration the following when deciding whether they are able to offer a work experience placement:

- The time and resources that can be devoted to the placement
- Suitable tasks and duties
- Health, safety, and welfare implications i.e. conducting a risk assessment prior to a work experience placement and possible Disclosure & Barring requirements
- The time it will take work experience placement students to learn and understand the task(s) involved
- The timing of the placement and the disruption that it is likely to cause to the workplace routine and time critical tasks. Due to this consideration, some departments may only be able to facilitate work placements during specific periods.
- Location of placement; the student should not have access to highly confidential/sensitive or otherwise inappropriate departments or information.

4.4 PROCESS

The initial contact is normally a letter, e-mail or telephone call from the student requesting a placement.

When a placement is arranged, the school will usually send a letter thanking the placement provider and requesting information about the placement, insurance, health & safety etc.

Students on work experience are classed as employees for the period of the placement under the Health and Safety (Training for Employment) Regulations 1990 and so covered by the organisation's insurance.

The student should be sent a Work Experience Agreement (see Appendix A) before starting their placement stating the duration of the placement, main tasks that they will be undertaking and the name of their supervisor.

The department will be required to carry out a risk assessment to reduce the possibility of the young person having an accident (see the Young Person's Policy). This includes consideration of special arrangements for work experience students with disabilities or special needs.

A copy of the risk assessment must be given to the student. The department also needs to provide the students' parents or carers and the school with a copy of the risk assessment.

Students will often have to complete a log of their placement and departments will be asked to provide a summary of the skills and performance of the student which may be used to complement their CV.

4.5 SAFEGUARDING

The organisation aims to adopt the highest possible standards and take all reasonable steps in relation to the safety and welfare of children, young people and vulnerable adults.

There are limited circumstances where government guidelines recommend DBS checks in employment settings for work experience. DBS checks may be required where staff have sole day to day responsibility for work experience students as part of their job description or where staff have regular (once a week or more) unsupervised access (i.e. caring, training or supervising) to:

- Students identified by their school/college as vulnerable for educational, medical, behavioural or home circumstance reasons
- Students on placements lasting more than 15 days over an extended time-frame, especially where these involve: regular lone working with an employer over long periods (i.e. anything over half a day at a time); placements located in particularly isolated environments; and placements involving a high degree of travelling.

When deciding whether a DBS check is necessary in the above circumstances, the department should make an assessment of the overall potential risks posed to the student taking into account any systems in place to minimise these risks.

Please discuss the process of DBS checking with the HR Team if you believe a DBS check is required, and to clarify the level of DBS disclosure required (which depends on the nature of the contact with the child, young person or vulnerable adult).

4.6 INDUCTION

- The young person will have a very limited experience of working. Some may have weekend or evening jobs but for many this will be their first experience of working.
- A 'buddy' should be provided for the placement period who will be their supervisor and coach. Check the 'buddy' is fully briefed about the student before they are introduced to each other.
- Prepare a shortened version of your normal induction for staff giving information they need to get started.
- Encourage the work experience student to ask questions whenever they are in doubt about anything. They may be shy and reluctant to ask which can lead to mistakes and knock the student's self-confidence.
- Introduce work space, drinks and breaks, toilets, where to put personal items (handbags, coats etc.).

- Give them a short “job description” of the tasks they will cover during their placement – provide a programme of the days they will carry out specific tasks if this is relevant.
- Assess their knowledge of office tasks (if any) and adjust the “job description” if necessary e.g. more IT skills than anticipated.
- Highlight important information about health and safety; fire drill, first aid and hazardous areas/equipment.
- Give them any useful documents and a tour of the site they will be working in. Introduce them to the key people so that they do not feel isolated and they are known to other staff.
- Young people under the age of 18 should be made aware of restrictions on activities they can undertake, as outlined in the Young Person’s Policy.

4.7 DATA PROTECTION

Work placement students must be informed of their responsibilities to maintain confidentiality of Hope House Children’s Hospices data and information. The department should ensure they meet their responsibilities for student data under the Data Protection Policy.

Records to be maintained for work placements include; the signed agreement, the risk assessment and information about any training provided. These records should be retained for 12 months.



WORK EXPERIENCE AGREEMENT

Hope House Children's Hospices will facilitate the unpaid work experience of *{Insert name of Work Experience Student}* as follows:

Effective start date: *{Insert start date}*

Effective end date: *{Insert end date}*

Location: *{Insert name and address of department}*

Hours: *{Insert hours range}*

ACTIVITIES

{Insert brief outline of activities}

CONTACT DETAILS

Supervisor: *{Insert name of supervisor}*

Supervisor Contact number: *{Insert contact number}*

School/College contact name: *{Insert name of school supervisor}*

School/College emergency no: *{Insert emergency contact number}*

RESPONSIBILITIES DURING THE PLACEMENT

Behaviour

You will be expected to be courteous and respectful to other staff and students during your placement.

Transport and Lunch

You will be responsible for making arrangements for transport and lunch.

Health and Safety

You must:-

- take reasonable care to avoid injury to yourself or to others
- report any accident or injury immediately and record the details in the departmental accident/incident book.

You must not:-

- interfere with, or misuse any clothing or equipment provided to protect your Health and Safety.

Hope House Children's Hospices will take reasonable care of your Health and Safety under this agreement. A Health and Safety Risk Assessment will be undertaken, identifying measures to be taken to control or eliminate any identified risks.

Confidentiality

You must not, at any time whether during or after the placement, disclose to a third party, any confidential information you obtain during your placement which is not available to the public. Hope House Children's Hospices will meet responsibilities for confidentiality of your data under our Data Protection Policy.

Liability

Hope House Children's Hospices insurance policy covers those conducting voluntary work.

{Insert name of work experience student} has received a copy of the risk assessment conducted for the purposes of this work experience placement.

Signed _____

Date: _____

{Insert name}

{Insert job title}

Hope House Children's Hospices

Signed _____

Date: _____

{Insert name}

Parent/ Guardian