

HUMAN RESOURCES POLICY

WORK EXPERIENCE POLICY

Policy Number:	HR45
Version Number:	1.0
Issued Date:	September 2017
Review Date:	September 2020

Sponsoring Director:	Michelle McGuigan
Prepared By:	Robin Marsden-Knight
Consultation Process:	CCG HR Partnership Forum
Formally Approved:	29 September 2017

Policy Adopted From:	National guidance
Approval Given By:	Executives in Common 28/11/17

Document History		
Version	Date	Significant Changes
1.0	September 2017	New Policy

Equality Impact Assessment	
Date	Issues
20 September 2017	Staff communication needs - Policy may be required to be available in alternative formats such as braille, large font etc.

Policy Validity Statement
This policy is due for review on the latest date shown above. After this date, policy and process documents may become invalid. Policy users should ensure they are consulting the currently valid version of the documentation.

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1. Policy Statement

- 1.1 The CCG acknowledges that there is considerable benefit both to the CCG and to individuals from undertaking voluntary work experience.
- 1.2 In addition, as a publicly funded body, the organisation recognises the importance of providing wider benefits to the local population and of playing a part in the local community.
- 1.3 With this in mind the organisation is keen to provide work experience opportunities on a temporary and voluntary basis, however it is appropriate that there is an agreed approach to how this is undertaken, in order to ensure that all opportunities are providing benefit to the individuals undertaking them.

2. Scope

- 2.1 This policy applies to short term placements (up to 4 weeks) of a voluntary nature as part of a recognised school or college work experience programme.
- 2.2 It should be noted that this does not apply to those who are interested in undertaking a longer work placement such as those undertaken by university students as part of their studies, placements of this nature are paid and should be dealt with as employed posts or traineeships under the Agenda for Change terms and conditions.

3. Responsibilities

3.1 Manager

It is the responsibility of the manager to:

- Facilitate work experience placements where possible.
- Put together a work experience plan for the student
- Take full responsibility for the work experience student and ensure they are supervised as necessary
- Complete a risk assessment
- Complete an induction checklist
- Provide feedback and support to the student at regular intervals throughout and at the end of the placement

3.2 Other Employees

It is the responsibility of other employees to:

- Understand the role of the student within their work area/team and recognise the benefits of their involvement
- Support the student in their role and explain any areas where the student may be unsure
- Introduce the student to other staff in the CCG
- Give general awareness of first aid and other safety procedures within the area

3.3 Applicants / Students

It is the responsibility of applicants / students to:

- Complete the application form / health questionnaire and provide appropriate ID / referee details
- Attend any interview (if required)
- Communicate effectively with the CCG to organise and plan the placement and to enable the CCG to complete the necessary checks
- Read and sign a work experience honorary contract letter (appendix 3)
- Be positive and enthusiastic
- Be on time, and let the supervisor know of any absence
- Follow instructions at all times, and ask / clarify if unsure
- Respect confidentiality, health & safety and information governance requirements
- Complete a work experience work book of learning and reflection
- Complete an evaluation form after the placement

4. Work Experience Placements

- 4.1 Managers must consider the content of placements when considering opportunities for students in the CCG, including training and supervision requirements and the management of risk. Managers are encouraged to seek advice from HR, Health and Safety or any other professional that may be relevant to the placement being considered.
- 4.2 A 'work experience supervisor' will be identified for each work experience placements who will be responsible supporting the students in the workplace.

5. Recruitment

- 5.1 Applications for work experience placements will be processed and treated in a consistent manner. The recruitment process will be open, fair and transparent.
- 5.2 All applicants are required to complete a Work Experience Application Form and provide a minimum set of information to the CCG which is outlined below:
- a. Photographic ID
(if the student doesn't have photographic ID, then ValidateUK can provide an official proof of age card: www.validateuk.co.uk)
 - b. Confirmation from the School, College or education provider that the applicant is a student with them
 - c. Completed health declaration form (appendix 4).
- 5.3 Once an application form has been received, this will be reviewed by the CCG to assess if there is an appropriate placement opportunity for the student.
- 5.4 If there are multiple applications and limited placement opportunities, informal interviews may be held.

- 5.5 Any individual then commencing a placement must provide the information listed at 5.2 before an honorary contract will be issued to cover the placement period.
- 5.6 An honorary contract should be completed (appendix 3) and signed by a director of the CCG.

6. Resolving problems

- 6.1 Work experience is typically a very positive experience for the student and the supervisor / team who welcome the student into the CCG.
- 6.2 In the event of a concern relating to the work experience being raised by the student, or colleagues working with them, this should in the first instance be raised with the supervisor, who should endeavour to look into and resolve any issue.
- 6.3 As a voluntary arrangement, the student or CCG can decide to end the work placement at any time should that be necessary, however discussion with the education provider and, if relevant, parent or carer of the student should take place, particularly if there is a serious concern part way through the working day. Advice from HR is available should it be required.

7. Employers Liability Insurance

- 7.1 Employer's liability insurance covers work placement students, where there is an honorary contract in place which outlines their arrangements with the CCG.

8. Health & Safety

- 8.1 The CCG has a duty to look after the safety and wellbeing of work experience students. Any significant risks to the student must be assessed and the supervisor must make sure appropriate precautions are put in place to control and manage any risks, including having supervision, training and information about any relevant health and safety policies and procedures.
- 8.2 Students must take reasonable care and responsibility for their own health and safety and the health and safety of others who may be affected by what they do.

9. Safeguarding

- 9.1 All those engaged with the CCG, whether staff, volunteers or work experience placements have a responsibility for safeguarding and protecting adults and children from abuse.
- 9.2 All those engaged with the CCG, must remain mindful of safeguarding responsibilities and use the expertise of designated professionals within the

CCG, further guidance and relevant policies are available on the CCG website.

- 9.3 Safeguarding concerns about a young person or vulnerable adult on a work experience placement with the CCG should be reported in the first instance to the appropriate designated professional who will advise on

10. Reimbursement of Expenses

- 10.1 There is no reimbursement of expenses, or payment for time, made to work placement students.

11. Equality Statement

- 11.1 In applying this policy, the CCG will have due regard for the need to eliminate unlawful discrimination, promote equality of opportunity, and provide for good relations between people of diverse groups, in particular on the grounds of the following characteristics protected by the Equality Act (2010); age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation, in addition to offending background, Trade Union membership, or any other personal characteristic.

12. Monitoring and Review

- 12.1 The policy and procedure will be reviewed periodically by Human Resources in conjunction with operational managers and Trade Union representatives. Where review is necessary due to legislative change, this will happen immediately.

13. Associated Documentation

NHS Health Education England Work Experience Tool Kit
<https://hee.nhs.uk/workexperience>

Health & Safety Executive Guide to Work Experience
<http://www.hse.gov.uk/youngpeople/workexperience/index.htm>

Appendix 1 – Application for Work Experience Placement

Information will be treated in the strictest of confidence

Personal Details

Title:		Date of Birth:	
Forename:		Surname:	
Address for Correspondence:			
Email:			
Telephone:		Mobile:	
Next of Kin:			
Relationship:		Telephone:	
School / College:			
Address:			
Teacher / Careers Advisor:			
Telephone / Email:			
Dates of Work Experience:			
Area / Department of Interest:			

Previous work experience or employment

Please give details of any previous paid or voluntary work you have had.

Employer Details	Dates from/to	Duties & Responsibilities

Supporting Information

This is your opportunity to promote yourself, to identify why you would like to gain some work experience in the NHS. Please use this space to provide any supporting information to go with your application. Supporting information can be anything that is not already covered by the questions on the form and may include any hobbies, interests or other activity either within or outside of school which you enjoy (continue on a separate sheet if necessary):

Student, parent and teacher agreement to the requirements of the organisation

1. The organisation places considerable importance on the need for attention to health and safety at work. You have the responsibility to acquaint yourself with the safety rules of the workplace, to follow these rules and make use of facilities and equipment provided for your safety. It is essential that all accidents, however minor, are reported.
2. The organisation will also expect you to observe other rules and regulations governing the workplace which are drawn to your attention. Please note that there is a no smoking policy covering the whole working environment and that there are security arrangements applicable to most locations.
3. The organisation fully supports equal opportunities in employment and opposes all forms of unlawful or unfair discrimination on the grounds of ethnic origins, gender, disability, age, religion or sexuality.
4. There will not normally be payment for meals or travelling expenses.

Student

I have read and understood the above requirements.

Signature (Student):			
Print Name:		Date:	

Teacher / Careers Advisors

I have read the work experience programme information and give permission for the named student to attend the placement. I also confirm that he/she is currently studying at the above named school / college.

Signature (Teacher / Careers Advisor):			
Print Name:		Date:	

If under the age of 18 years, please obtain the following signature

Parent / Guardian

I will ensure the student carries out these obligations and confirm that he/she is not suffering from any complaint, which might create a hazard to him/herself or to those working with him/her. I give permission for my son/daughter to attend the placement.

Signature (Parent/Guardian):			
Print Name:		Date:	

Appendix 2 – Work Placement Induction Checklist

Name	
Start Date	
Manager	

Item	Student Initials	Manager Initials	Date
Administration Items			
Work Placement Honorary Contract Completed			
ID Documentation Provided			
Building Orientation			
Team Introductions			
Expenses Procedure (if applicable)			
Fire Safety			
Fire Exits & Fire procedure explained			
Fire Safety Training Completed			
Health, Safety & Security			
First aid arrangements explained			
Accident reporting arrangements			
Moving & Handling goods, safe lifting etc			
Lone working arrangements			
Fraud Reporting			
Safeguarding Reporting			
Information Governance			
IG and Confidentiality Explained			
IG Training Completed			
Role Specific Training			
Identify and plan any role specific training required			

Actions Required	
1.	
2.	
3.	
4.	
5.	
6.	

Further Comments / Notes

Date Completed:	
Student Signature:	
Manager Signature:	

Appendix 3 – Work Experience Honorary Contract Letter

Dear _____,

I have pleasure in confirming our offer of a work placement within [Insert CCG address]. This letter serves as an 'Honorary Contract' outlining the responsibilities between yourself and the organisation.

Please read the information in this letter carefully and sign both copies of this letter, returning one copy to [Insert contact details].

This placement is for the period from [Insert date] to [Insert date] in the [Insert name of department].

The working arrangements, hours will be from [Insert time] to [Insert time]. Please report to [Insert contact name] who will be responsible for your supervision throughout this placement.

Specific details of the placement are outlined in the placement information sheet attached.

Sick leave arrangements: If you are unable to attend because of sickness you should inform the supervisor or head of department as soon as possible and keep the manager informed as to the likely date of return.

Security badges: It is a requirement that every person should display an identification badge when working on site. This will be issued to you, on arrival, by the person responsible for your supervision and it is important that you keep it with you at all times.

Standards of Dress: It is expected that whilst you are on placement with us you will wear appropriate office dress, such as smart trousers / skirt and a shirt or blouse.

Confidentiality: Any matters of a confidential nature, in particular information relating to the diagnosis and treatment of patients, individual staff and/or patients records, and details of contract prices and terms must under no circumstances be divulged or passed on to any other unauthorised person or persons. The placement may be terminated if confidentiality is breached.

Termination of work experience placement: Any act of misconduct (e.g. theft) or breach of confidentiality may result in the termination of your placement. Discussions will be held with your school/college before the placement is terminated.

Health and Safety at Work Act: You are reminded that in accordance with the Health and Safety at Work Act 1974, you have a duty to take reasonable care to avoid injury to yourself and to others by your work activities, and are required to comply with the organisations policies in meeting these statutory requirements. A copy of the Health and Safety policy is available for inspection.

Loss/damage of personal effects: No liability can be accepted for loss or damage to personal property on health service premises by burglary, fire, theft, or otherwise. Staff are advised accordingly to provide their own insurance cover.

During the period of your placement you will not, at any time, except where the law requires, be regarded as an employee of the organisation, and will not be eligible for remuneration in respect of your work placement with the organisation.

Yours sincerely

[Insert name]

[Insert job title]

Form of acceptance

I accept this placement on the terms and conditions outlined and have retained a copy of this letter and any accompanying documents.

Signed:

Print name:

Date:

If Under 18

Parent / Guardian

Print name:

Date:

Appendix 4 – Health Declaration

Please complete this form fully and return to the CCG work experience lead.

Title: Ms / Miss / Mrs / Mr / Dr / Professor:	Male <input type="checkbox"/>
	Female <input type="checkbox"/>
Surname / Family name:	First name:
Previous names (if applicable):	
Date of birth:	Employer:
Department:	Manager if known:
Proposed Job Title:	Site:
Mobile:	Tel home:

Your answer to the work health statement below will remain confidential and will not be given to anyone else without your written permission.

There are two statements below which we would ask you to consider regarding your health.

Please tick the box below that applies to you:	
<input type="checkbox"/>	I am not aware of any health conditions or disability which might impair my ability to undertake effectively the duties of the position which I have been offered.
<input type="checkbox"/>	I do have a health condition or disability which might affect my work and which might require special adjustments to my work or at my place of work.
The purpose of this declaration form is to ensure that unnecessary health screening is avoided.	
If you ticked the second statement above you will be sent a health questionnaire which you should complete and return to the Occupational Health and Wellbeing department. Before health clearance is given for employment you may be contacted by the occupational health team and may need to be seen by an occupational health adviser or physician.	
I declare that the answer to the above statement is true and complete to the best of my knowledge and belief.	
Signed:	Date:
Print Name:	
If the individual has ticked the second statement, the CCG must contact HR for a full occupational health recruitment screening form.	

Appendix 5 Equality Impact Assessment

<p>What impact will the new policy/system/process have on the following: (Please refer to the 'EIA Impact Questions to Ask' document for reference)</p>	
<p>Age A person belonging to a particular age</p>	<p>The policy applies to those who are applying for work experience in conjunction with a learning provider, such as a school, college or other FE provider. As such this policy will apply almost exclusively to those who are under the age of 18 or, if older, currently in full time education.</p> <p>The policy does not give provision for those who are not in full time education and who are likely to be older than 18. There is a separate Volunteering Policy which would apply to anyone in this group expressing an interest in supporting, or gaining experience with the CCG.</p>
<p>Disability A person who has a physical or mental impairment, which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities</p>	<p>As per the suite of HR policies which have been developed, the principles of equality and diversity in this respect would be upheld and where reasonably practicable, adjustments for disabled applicants would be implemented.</p>
<p>Gender reassignment (including transgender) Medical term for what transgender people often call gender-confirmation surgery; surgery to bring the primary and secondary sex characteristics of a transgender person's body into alignment with his or her internal self perception.</p>	<p>As per the suite of HR policies which have been developed, the principles of equality and diversity in this respect would be upheld.</p>
<p>Marriage and civil partnership Marriage is defined as a union of a man and a woman (or, in some jurisdictions, two people of the same sex) as partners in a relationship. Same-sex couples can also have their relationships legally recognised as 'civil partnerships'. Civil partners must be treated the same as married couples on a wide range of legal matters</p>	<p>As per the suite of HR policies which have been developed, the principles of equality and diversity in this respect would be upheld.</p>
<p>Pregnancy and maternity Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth, and is linked to maternity leave in the employment context.</p>	<p>As per the suite of HR policies which have been developed, the principles of equality and diversity in this respect would be upheld. In a situation where a work experience student was pregnant, they would be supported to undertake appropriate duties during the placement period in accordance with the HSE guidance on pregnant women at work.</p>

Race It refers to a group of people defined by their race, colour, and nationality, ethnic or national origins, including travelling communities.
As per the suite of HR policies which have been developed, the principles of equality and diversity in this respect would be upheld.
Religion or belief Religion is defined as a particular system of faith and worship but belief includes religious and philosophical beliefs including lack of belief (e.g. Atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition.
As per the suite of HR policies which have been developed, the principles of equality and diversity in this respect would be upheld.
Sex/Gender A man or a woman.
As per the suite of HR policies which have been developed, the principles of equality and diversity in this respect would be upheld.
Sexual orientation Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes
As per the suite of HR policies which have been developed, the principles of equality and diversity in this respect would be upheld.
Carers A family member or paid helper who regularly looks after a child or a sick, elderly, or disabled person
As per the suite of HR policies which have been developed, the principles of equality and diversity in this respect would be upheld.
Other identified groups such as deprived socio-economic groups, substance/alcohol abuse and sex workers
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Action Plan

Ref no.	Potential Challenge/ Negative Impact	Protected Group Impacted (Age, Race etc)	Action(s) required	Expected Outcome	Owner	Timescale/ Completion date
1	Staff unable to access policy due to particular characteristic	Age, disability	Process in place for alternative formats provided if required. As part of reasonable adjustments on appointment or during employment any policy should be adapted by the CCG	All staff can access and use the policy. NECS HR or Equality Team can be contacted for any requests.	HR	On receipt of individual request