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| **Human Resources** | **HR45 – Work Experience Policy** |

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| **Version Number** | **Date Issued** | **Review Date** |
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| **Prepared By:** | Kirstin Brundle |
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| **Formally Approved:** | July 2022 |
| **Approved By:** | ICB Board |

**EQUALITY IMPACT ASSESSMENT**

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| **Date** | **Issues** |
|  | To be completed, as outlined in the agreed 2022/23 HR EIA review schedule. |

**POLICY VALIDITY STATEMENT**

Policy users should ensure that they are consulting the currently valid version of the documentation. The policy will remain valid, including during its period of review. However, the policy must be reviewed at least once in every 3-year period.

**ACCESSIBLE INFORMATION STANDARDS**

If you require this document in an alternative format, such as easy read, large text, braille or an alternative language please contact [necsu.icbhr@nhs.net](mailto:necsu.icbhr@nhs.net)

**Version Control**

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# 1. Policy Statement

* 1. The North East and North Cumbria Integrated Care Board (the Organisation) acknowledges that there is considerable benefit both to the Organisation and to individuals from undertaking voluntary work experience.
  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.
  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 Organisation
* 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 Organisation to organise and plan the placement and to enable the Organisation to complete the necessary checks
* Read and sign a work experience honorary contract letter (Contained within the Resource Pack)
* 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
* Ensure they do not undertake any duties that are not allocated to them
* 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 Organisation, 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 Organisation 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](http://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 (See Resource Pack).

5.3 Once an application form has been received, this will be reviewed by the Organisation 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 (see Resource Pack) and signed by a director of the Organisation.

# 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 Organisation.

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 Organisation 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 Organisation.

# 8. Health & Safety

8.1 The Organisation 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 Organisation, 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 Organisation, must remain mindful of safeguarding responsibilities and use the expertise of designated professionals within the Organisation, further guidance and relevant policies are available on the Organisation website.

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

# 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 organisation 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. Data Protection

12.1 In applying this policy, the Organisation will have due regard for the UK General Data Protection Regulation (UK GDPR) tailored by the Data Protection Act 2018 and the requirement to process personal data fairly and lawfully and in accordance with the data protection principles. Data Subject Rights and freedoms will be respected, and measures will be in place to enable employees to exercise those rights. Appropriate technical and organisational measures will be designed and implemented to ensure an appropriate level of security is applied to the processing of personal information.  Employees will have access to a Data Protection Officer for advice in relation to the processing of their personal information and data protection issues.

# 13. Monitoring and Review

13.1 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.

# 14. 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 – Equality Impact Assessment

Equality Impact Assessments will be updated to include statistical data. Equality Impact Assessments will be updated and included in each Human Resource policy, as per the agreed 2022/23 HR EIA review schedule