

# HUMAN RESOURCES POLICY

## WORK EXPERIENCE POLICY

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

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Document History		
Version	Date	Significant Changes
1.0	September 2017	New Policy
2.0	September 2020	Gender neutral

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.
September 2020	None

## 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
- 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. Equality Statement**

- 4.1 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 reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

## **5. Data Protection**

- 5.1 In applying this policy, the Organisation will have due regard for 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.

## **6. Monitoring and Review**

- 6.1 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.

## **7. Work Experience Placements**

- 7.1 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.
- 7.2 A 'work experience supervisor' will be identified for each work experience placements who will be responsible supporting the students in the workplace.

## **8. Recruitment**

- 8.1 Applications for work experience placements will be processed and treated in a consistent manner. The recruitment process will be open, fair and transparent.
- 8.2 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](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 (appendix 4).
- 8.3 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.
- 8.4 If there are multiple applications and limited placement opportunities, informal interviews may be held.
- 8.5 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.
- 8.6 An honorary contract should be completed (appendix 3) and signed by a director of the CCG.

## **9. Resolving problems**

- 9.1 Work experience is typically a very positive experience for the student and the supervisor / team who welcome the student into the CCG.
- 9.2 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.
- 9.3 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.

## **10. Employers Liability Insurance**

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

## **11. Health & Safety**

- 11.1 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.
- 11.2 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.

## **12. Safeguarding**

- 12.1 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.
- 12.2 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.
- 12.3 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 the matter.

## **13. Reimbursement of Expenses**

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

## **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 – 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 they 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 they are not suffering from any complaint, which might create a hazard to their self or to those working with them. I give permission for my child to attend the placement.

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

## Appendix 2 – Work Placement Induction Checklist

<b>Name</b>	
<b>Start Date</b>	
<b>Manager</b>	

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

<b>Actions Required</b>	
1.	
2.	
3.	
4.	
5.	
6.	

<b>Further Comments / Notes</b>

<b>Date Completed:</b>	
<b>Student Signature:</b>	
<b>Manager Signature:</b>	

## 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]

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**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**

**Signature:**

**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 / Other (please state):	Male	<input type="checkbox"/>
	Female	<input type="checkbox"/>
	Prefer not to say	<input type="checkbox"/>
	Other	<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.

<b>Please tick the box below that applies to you:</b>			
<input type="checkbox"/>	<b>I am not aware</b> 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"/>	<b>I do</b> 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.			
<b>I declare that the answer to the above statement is true and complete to the best of my knowledge and belief.</b>			
<b>Signed:</b>		<b>Date:</b>	
<b>Print Name:</b>			
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><b>What impact will the new policy/system/process have on the following:</b></p>
<p><b>Age - Consider and detail age related evidence. This can include safeguarding, consent and welfare issues</b></p> <p>Appropriate methods of communication of the Policy have also been carefully considered to ensure they reach all ages of the workforce. Email and the internet can be accessed by all users in the workplace.</p>
<p><b>Disability - Consider and detail disability related evidence. This can include attitudinal, physical and social barriers as well as mental health/ learning disabilities</b></p> <p>The disability status of the workforce across the region is unknown therefore relevant tools could be made available to staff that potentially do have a disability that the organisations are unaware of. The policy should be able to be communicated in alternative methods as required for those with a disability and/or visual impairment such as braille, large font, interpreters etc.</p>
<p><b>Gender reassignment (including transgender) - Consider and detail evidence on transgenderpeople. This can include issues such as privacy of data and harassment.</b></p> <p>The policy does not include content or vocabulary that could cause offense or discriminate against any staff members who have undergone or are undergoing gender reassignment or that identify as transgender.</p>
<p><b>Marriage and civil partnership - Consider and detail evidence on marriage and civil partnership. This can include working arrangements, part-time working, caring responsibilities.</b></p> <p>The content of this policy does not include content or vocabulary that discriminates against staff that may be married or in a civil partnership.</p>
<p><b>Pregnancy and Maternity - Consider and detail evidence on pregnancy and maternity. This can include working arrangements, part-time working, caring responsibilities.</b></p> <p>The policy does not discriminate against staff that are currently pregnant or on maternity leave and can be accessed while on maternity leave or any other leave of absence via the organisation's website.</p>
<p><b>Race - Consider and detail race related evidence. This can include information on difference ethnic groups, Roma gypsies, Irish travellers, nationalities, cultures, and language barriers.</b></p> <p>The policy does not include vocabulary or content that discriminates against staff on the grounds of race.</p>
<p><b>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.</b></p> <p>The policy does not discriminate against staff that hold any particular religion or belief.</p>

**Sex/Gender - Consider and detail evidence on men and women. This could include access to services and employment.**

The Policy does not discriminate between staff based on gender..

**Sexual orientation - Consider and detail evidence on heterosexual people as well as lesbian, gay and bisexual people. This could include access to services and employment, attitudinal and social barriers.**

The content of this policy and vocabulary used does not discriminate against staff based on their sexual orientation.

**Carers - Consider and detail evidence on part-time working, shift-patterns, general caring responsibilities.**

The content of this policy and vocabulary used does not discriminate against staff who have carer responsibilities.

**Other Identified Groups and Health Inequalities - Consider and detail evidence on groups experiencing disadvantage and barriers to access and outcomes. This can include different socio-economic groups, geographical area inequality, income, resident status (migrants, asylum seekers). What is the potential impact of your work on health inequalities?**

Other groups have been considered however as the policy is for staff there are no additional impacts on health inequalities.

**Alternative formats of this policy will be provided on receipt of individual request.**