

WORK EXPERIENCE POLICY

April 2017

Authorship:	CSU Transition HR Policy Lead – adapted for local use by North Yorkshire and Humber Commissioning Support Unit on behalf of NHS Scarborough and Ryedale CCG			
Committee Approved:	Senior Management Team			
Approved date:	April 2017			
Review Date:	April 2021			
	Relevant	Screening	Full / Completed	Outcome
Equality Impact Assessment	Yes	Yes	Yes	<i>Issues Identified / No Issues Identified</i>
Sustainability Impact Assessment	Yes		Yes	<i>Issues Identified / No Issues Identified</i>
Privacy Impact Assessment	Yes/No	Yes/No	Yes/No	<i>Issues Identified / No Issues Identified</i>
Bribery Checklist	No		No	<i>Not Relevant</i>
Target Audience:	All CCG Staff			
Policy Reference No:	SCRCCG P635			
Version Number:	V.1.0			
Publication/Distribution	Website	Email Staff		Others (i.e. SBC)
	Yes	Yes		Yes

The on-line version is the only version that is maintained. Any printed copies should, therefore, be viewed as ‘uncontrolled’ and as such may not necessarily contain the latest updates and amendments.

POLICY AMENDMENTS

Amendments to the Policy will be issued from time to time. A new amendment history will be issued with each change.

New Version Number	Issued by	Nature of Amendment	Approved by & Date	Date on website
DRAFT	SRCCG	Draft policy for CCG	Senior Management Team	
DRAFT	SRCCG		JTUPF	

Approval Record

Applicable <input checked="" type="checkbox"/>	Committee / Group	Consultation / Information/ Ratification	Date taken to group	Date last Approved
<input type="checkbox"/>	Audit and Governance Committee	Choose an item.		
<input type="checkbox"/>	Business Committee	Choose an item.		
<input type="checkbox"/>	Communications and Engagement Committee	Choose an item.		
<input type="checkbox"/>	Council of Clinical Representatives	Choose an item.		
<input type="checkbox"/>	Finance and Contracting Committee	Choose an item.		
<input type="checkbox"/>	Governing Body	Choose an item.		
<input type="checkbox"/>	Primary Care Co-Commissioning	Choose an item.		
<input type="checkbox"/>	Quality and Performance Committee	Choose an item.		
<input type="checkbox"/>	Remuneration Committee	Choose an item.		
<input checked="" type="checkbox"/>	Senior Management Team	Ratification		
<input type="checkbox"/>	All Employees	Choose an item.		
<input checked="" type="checkbox"/>	Yorkshire and Humber Social Partnership Forum	Consultation		
<input type="checkbox"/>	Other	Choose an item.		

Note: A new policy only needs to be ratified by the appropriate Committee (and the Governing Body if new) and for information only to the other committees after consultation.

Policies should follow the following ratification process. The delegated committee for ratification is specified in Section 14.

Version control should also be managed as outlined below where x = current version number and y = the new version number.

Consultation and Ratification Process	Version Number
Reviewed policies should be circulated to staff for comment prior to ratification	V x.1
HR policies and policy changes directly impacting on staff should be sent to the Social Partnership Forum for Union consultation prior to ratification	V x.2
Reviews and minor amends should be ratified by the delegated Committee	V x.3
All new policies and policies where significant changes have been made should be ratified by the delegated Committee and Governing Body	V x.4
Ratified policy is circulated and published (if appropriate) on the website	V y.0

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1 INTRODUCTION

- 1.1** NHS Scarborough and Ryedale Clinical Commissioning Group (the CCG) views the offer of high quality work experience as a positive opportunity to contribute to the local community. Work experience provides an opportunity for students to consolidate work based learning skills and to help them to make an informed career choice. Reasonable adjustments will be made in order to ensure students with a disability are able to actively participate in work experience opportunities within the CCG.
- 1.2** Work experience is undertaken as a voluntary activity; therefore the individual will not receive a financial reward or remuneration and is not considered an employee.
- 1.3** Priority for work experience will be given to those students studying towards vocational training programmes and those applying for relevant or appropriate Further or Higher Education courses. If a number of students wish to undertake a placement at the CCG a selection process may take place.
- 1.4** The CCG acknowledges the value of placing people in work experience situations to broaden their education and introduce them to work or to provide them with practical experience in a different field of work.
- 1.5** As such, the CCG is committed to forging partnerships with the local community, improving opportunities for local people and helping to address the issues of inequality of opportunity and access to healthcare related professions.
- 1.6** Placements provide a valuable means of raising the community profile of the CCG and help to create a positive image amongst students, teachers, parents, employees and the wider community.

2 ENGAGEMENT

- Social Partnership Forum/Policy Subgroup.
- CCG Staff via Team meetings, Staff newsletter.
- CCG Senior Management Team.

3 IMPACT ANALYSES

- 3.1** The following impact assessments have been completed in respect of this policy:
 - Data Protection Impact Assessment – No issues identified
 - Equality Impact Assessment – No issues identified
 - Sustainability Impact Assessment – No issues identified
- 3.2** These assessments are recorded in the relevant registers and available to view on the CCG website.
- 3.3** The Bribery Act does not apply to this policy.

4 SCOPE

- 4.1** This policy applies to all staff and all categories of work experience. If a student is planning to attend the CCG on a work placement this policy must be followed. Failure to follow this policy correctly when a placement is requested could put both the student and the CCG at risk.

5 POLICY PURPOSE AND AIMS

- 5.1** The purpose and objectives of this policy are to protect the CCG along with its customers, service users, staff and other stakeholders, as well as the assets of the CCG, whilst ensuring delivery of its strategic and corporate objectives which are:
- To commission high quality services
 - To engage patients, carers and other organisations in our planning and decision process
 - To ensure value for money
 - To be open and honest in our transactions, and accountable to our communities
 - To respect our staff and promote a learning environment
 - To improve health outcomes.
- 5.2** Work Experience plays a valuable role in assisting individuals to make appropriate career choices. The CCG is keen to support individuals in deciding their future career pathway and wishes to actively attract new recruits to the NHS. The CCG will offer individuals, school and college students, who may be considering a career in the NHS, placements tailored to their needs. Experience in a CCG setting facilitates understanding of the role that the CCG plays in assessing local health needs and designing and commissioning services to meet those needs.
- 5.3** All requests for work experience placements, including those from students contacting the CCG directly, must be supported by an educational establishment; school, college or university, sponsor organisation, or recognised intermediary e.g. Education Business Partnership Link.
- 5.4** All students under 18 must have a parent or guardian sign for consent on the forms provided at Appendix 3.
- 5.5** The CCG will consider organisational capacity in decisions to accept any work experience placements and are under no obligation through this policy to accept work experience placements that are requested. In the event of significant organisational change or a change in circumstances the CCG retains the right to terminate the work placement with a week's notice to the student.
- 5.6** Work experience placements will be agreed for a fixed period prior to commencement of the placement. It is recommended that work placements should generally not exceed two weeks in duration. The placement should be sufficient time for an individual to gain an insight into the organisation whilst remaining manageable for those supervising the placement.

5.7 Child protection legislation requires that employees coming into contact with work shadow/work experience students who are under 18 years of age, must ensure working in isolation with the students/shadows is kept to a minimum and should not happen for any prolonged periods of time. Where possible employees should avoid being on their own in an isolated or closed environment with a young person undertaking a work experience.

6 DEFINITIONS

6.1 Work Experience is a placement which occurs on CCG premises in which the individual carries out a range of tasks or duties, more or less as an employee would but with the emphasis on the learning aspect of the experience.

6.2 For the purposes of this policy the term “student” refers to the person undertaking the work experience.

6.3 The Law and Young Persons in the Work Place:

- **A young person** is anyone under 18 and
- **A child** is anyone who has not yet reached the official minimum school leaving age (MSLA). Students will reach the MSLA in the school year in which they turn 16.

7 ROLES AND RESPONSIBILITIES

Chief Officer

7.1 The Chief Officer of the CCG has overall accountability for work experience placements.

Lead Placement Manager

7.2 A Lead Manager will be identified to take responsibility for each proposed placement and act as Lead Placement Manager.

7.3 The Lead Placement Manager will ensure that the work and tasks the student is to carry out on their placement are well planned and that risk assessments have been produced for these activities. The Lead Placement Manager may need to coordinate with the other members of staff that the individual will be spending time with during their placement.

7.4 The Lead Placement Manager will ensure that a risk assessment has been completed before the student starts the work experience placement (taking into consideration the factors listed in Appendix 1 of this policy).

7.5 The Lead Placement Manager is responsible for:

- Carrying out a Personal Risk Assessment (Appendix 1) and making the findings of the risk assessment (e.g. the level of risk, any prohibited tasks and control measures) available to the student and the parents/guardian if under the minimum school leaving age.
- Providing information relating to health and safety of the student to third parties such as the student’s school or an agency carrying out safety checks on behalf of the school or college;
- Arranging the day to day supervision of the student

- Ensuring the student has received induction training and that it has been fully understood
- Considering if there are any areas in the workplace that the student should not have access to and ensuring these areas are inaccessible,
- Ensuring that any necessary child protection requirements are met as appropriate.
- Contacting the IT Service Desk to request IT access for the work placement student. The IT service desk will provide the manager with forms that they will need to complete for the work placement student. Managers must submit their request in a timely manner before the placement commences.

7.6 The Corporate Services Manager, supported by the Executive Assistant will act as the key point of contact for all work experience placements and is responsible for:

- Liaison with the School/College work experience contact
- Compiling a suitable work experience portfolio and timetable and any related documentation required by the school/college/sponsor organisation e.g. learning outcomes or work experience record.
- Arranging appropriate IT access permissions and termination of permissions;
- For Health and Safety purposes, notifying the school/college/sponsor organisation should the student fail to turn up at any point during the placement

School Liaison

7.7 School/college/sponsor organisation will sign the placement application and which outlines expectations and anticipated outcomes; and commits the individual to certain standards of behaviour. They will also be responsible for their students in the normal way including dealing with any absences reported by the CCG.

Students/Work Experience Candidate

7.8 Students wishing to undertake a work experience placement should contact the CCG directly at SRCCGenquiries@nhs.net.

7.9 Students must adhere to CCG policies and procedures at all times.

7.10 Students are expected to behave in a manner appropriate to the work environment; any issues of inappropriate behaviour will be reported to the student's sponsor organisation, School/College or parents as appropriate. In the event of serious misconduct the student's placement will be terminated with immediate effect.

8 DBS CHECKS

8.1 DBS screening checks will not be needed for students under 18 on temporary placements because they will be under supervision at all times during the work period and will not come into direct contact with children or vulnerable persons.

8.2 It is the responsibility of the CCG to determine if the lead placement manager, or indeed any other CCG employees, will require a DBS clearance in order to supervise/work with the student. Consideration should be given to how regularly the student and other employees will be working in isolation from the rest of the team. For further guidance on this, please contact a member of the Workforce Team.

9 RISK ASSESSMENTS

- 9.1 Under the Management of Health and Safety at Work Regulations 1999, an employer has a responsibility to ensure that young people employed by them are not exposed to risk due to:
- lack of experience
 - being unaware of existing or potential risks and/or
 - lack of maturity
- 9.2 An employer must consider:
- the layout of the workplace;
 - the physical, biological and chemical agents they will be exposed to;
 - how they will handle work equipment;
 - how the work and processes are organised;
 - the extent of health and safety training needed;
 - risks from particular agents, processes and work.
- 9.3 The CCG is a **low-risk environment with everyday risks** that are mostly familiar to work placement students.
- 9.4 The Lead Placement Manager should undertake a personal safety risk assessment as outlined at Appendix 1.
- 9.5 Where young workers are involved, specific risks to be examined will be in relation to physical and psychological tasks that might be beyond the capacity of young workers.
- 9.6 The risk assessment will be used to determine whether a student should be prohibited from certain activities within the organisation. If a work around is not possible, a work experience placement must not be offered. A copy of each risk assessment should be held on file by the Lead Placement Manager.

10 WORK PLACEMENT PROCEDURE

Recruitment

- 10.1 Work experience is a placement which occurs on CCG premises in which the individual carries out a particular range of tasks and duties where the emphasis is on the learning element of the experience.
- 10.2 The minimum age for placements is 15 years of age.
- 10.3 All requests for work experience placements should be made in writing to the CCG at the address stated in 7.8. The CCG will consider the application seeking advice from Human Resources if necessary. It is essential in order to provide a worthwhile and meaningful experience, that any placement is appropriately planned, fully inducted and supervised.

Induction

- 10.4 All work experience students must be given an induction briefing prior to starting work and the relevant sections of the induction checklist should be completed. Further

information on induction is contained with the Induction, Mandatory and Statutory Training Policy.

11 IMPLEMENTATION

- 11.1** This policy will be communicated to all staff via team meetings, Staff Newsletter and available on the CCG website.
- 11.2** Failure to comply with this policy would be considered to be a breach of the terms and conditions of employment and may result in the matter being treated as a disciplinary offence under the CCG's disciplinary procedure.

12 TRAINING AND AWARENESS

- 12.1** A copy of the policy is available on the CCG website. Training needs will be identified via the annual appraisal process and training needs analysis.

13 MONITORING AND AUDIT

- 13.1** Line managers are responsible for monitoring individual's compliance with this policy.
- 13.2** The implementation of this policy will be reviewed on an annual basis by the Senior Management Team and reported to the Governing Body.

14 POLICY REVIEW

- 14.1** The policy and procedure will be reviewed at least every three years by the CCG in conjunction with managers, staff and Trade Union representatives if appropriate, with changes made as required and the outcome published. Where review is necessary due to legislative change, this will happen immediately.
- 14.2** The Senior Management Team has delegated responsibility for monitoring and reviewing the policy and will report any concerns to the Governing Body.

15 APPENDICES

- Appendix 1 Personal Risk Assessment
- Appendix 2 Work Experience Placement Agreement
- Appendix 3 Acceptance of Placement
- Appendix 4 Certificate of Attendance

16 ASSOCIATED DOCUMENTATION

- Induction and Probationary Periods Policy
- Equality Impact Assessment
- Sustainability Impact Assessment

17 REFERENCES

17.1 The CCG has a duty of care for volunteers and the following guidance and legislation has been taken into account in the development of this policy:

- Management of Health and Safety at Work Regulations 1999
- Data Protection Act 1998
- Disclosure and Barring Service (DBS)
- Equality Act 2010
- NHS Department of Health 'Work Experience in the NHS: A Toolkit for teachers and work placement organisers'
- Health and Safety Executive <http://www.hse.gov.uk/youngpeople/faqs.htm#q8>
- NHS Careers