

Work Experience Policy

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CONSULTATION SCHEDULE

Name and Title of Individual	Groups consulted	Date Consulted
Head of HR	ICBs Staffordshire & Stoke onTrent ICB	
	Staff Engagement Group	April 2024
	Staff Side	Via CSU HR

APPROVALS & RATIFICATION SCHEDULE

Name of Committee approving Policy	Date
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VERSION CONTROL

Version	Version/Description of amendments	Date	Author/amended by
1	New policy	2021	MLCSU
2	Adapted for ICB use	Aug 2023	MLCSU
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4			

Impact Assessments – available on request

	Stage	Complete	Comments
Equality Impact Assessment	1		
Quality Impact Assessment	N/A		
Privacy Impact Assessment	N/A		

The formally approved version of this document is that held on the ICB website:

[IAN - Home \(sharepoint.com\)](#) Printed copies or those saved electronically must be checked to ensure they match the current online version.

Contents

Title	Page
1. Introduction	3
2. Equality Statement	3
3. Policy Statement	4
4. Scope	4
5. Guidelines	5
6. Definition	6
7. Work Shadowing	7
8. Application Process	7
9. Work Experience	8
10. Disclosure & Barring Service Check	8
11. Health & Safety	9
12. Young People	9
13. Supervisors / Managers Responsibilities	10
14. Due Regard	10
15. Implementation and Dissemination of the Document	10
16. Monitoring and Review	10
17. Appendix 1 – Placement Opportunity Form	
18. Appendix 2 – Work Placement Risk Assessment	
19. Appendix 3 – Work Placement Application	
20. Appendix 4 – Placement Agreement	
21. Appendix 5 – Induction Checklist	
22. Appendix 6 – Work Experience Plan	
23. Appendix 7 – Workbook	
24. Appendix 8 – Certificate Template	

1. Introduction

- 1.1** Work experiences are a vital part of the transition from education into the world of work, or to experience a new/different job role, and are an important and affordable investment in the quality of the future workforce. The NHS “has an important role to play in raising awareness amongst young people of the wealth of career opportunities that are available within the NHS” (NHS Employer, 2014).
- 1.2** Furthermore, work experience opportunities can be a valuable means of supporting the development of the future healthcare workforce, improving recruitment, and supporting a workforce demographic that reflects our community.
- 1.3** This policy is designed to enable staff to support work experience opportunities, in their own working environment, for non-ICB staff. It is necessary to ensure that all individuals undertaking work experience do so in a safe manner which provides appropriate learning opportunities.
- 1.4** Providing work experience supports recruitment and retention of staff and partnership working with our local population and organisations. It also promotes careers such as contracting or service improvement as well as job roles that are not commonly associated with the NHS.
- 1.5** The procedures and documentation for the implementation of work experience within the Work Experience tool kit is intended to support all ICB employees to provide placements through formal or informal routes.
- 1.6** This policy relates only to any individuals who spend a period of time within the ICB working environment either as part of a formal/informal Work Experience or Work Shadowing placement.

2. Equality Statement

- 2.1.** The Staffordshire and Stoke on Trent ICB aim to design and implement policy documents that meet the diverse needs of our services, population, and workforce, ensuring that none are placed at a disadvantage over others. It takes into account current UK legislative requirements, including the Equality Act 2010 and the Human Rights Act 1998, and promotes equal opportunities for all. This document has been designed to ensure that no-one receives less favourable treatment due to their personal circumstances, i.e. the protected characteristics of their age, disability, sex, gender reassignment, sexual orientation, marriage and civil partnership, race, religion or belief, pregnancy, and maternity. Appropriate consideration has also been given to gender identity, socio-economic status, immigration status and the principles of the Human Rights Act.
- 2.2.** In carrying out its functions, Staffordshire and Stoke on Trent ICB must have due regard to the Public Sector Equality Duty (PSED). This applies to all the activities for which Staffordshire and Stoke on Trent ICB are responsible, including policy development, review, and implementation.

3. Policy Statement

- 3.1** Work experience is an important element in assisting individuals to make appropriate career choices. The ICB supports this concept and wishes to play its part in attracting new recruits to the NHS through offering individuals, school, and college students, who may be considering a career in the NHS placements tailored to their needs.
- 3.2** Through working with young people and more mature individuals, the ICB is 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.
- 3.3** Placements provide a valuable means of raising the community profile of the ICB and help to create a positive image amongst students, teachers, parents, employees, and the wider community.

4. Scope

4.1 This policy relates to:

- Students undertaking full / part-time education from 14 years upwards.
- Individuals interested in a change of career to the NHS.
- Education providers (i.e. colleges) requesting on behalf of their student groups.

4.2 This policy does not relate to:

- Students or learners from outside of the UK.
- Students/learners wanting to undertake a period of work experience (3 months or longer) as part of a university course which relates to their learning needs of the course, sometimes described as 'year out' or work placement.

4.3 This guidance applies to all ICB staff members, including Governing Body Members and Practice Representatives, involved in the ICB's policy-making processes, whether permanent, temporary or contracted-in (either as an individual or through a third-party supplier) and all categories of work experience. If a student is going to attend the ICB 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 ICB at risk.

4.4 The ICB 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 ICB.

4.5 Work experience is undertaken as a voluntary activity; therefore, the individual does not receive a financial reward or remuneration and is not considered an employee or worker. Anyone undertaking work experience will be afforded all the rights of protection regarding health and safety as any member of the public entering the ICB's premises.

4.6 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 several students wish to undertake a placement within the same area a selection process may take place. An area should only have one student on placement at a time.

4.7 The ICB has put in place the following age restrictions regarding placements. These

restrictions are to protect students from inappropriate placements, where they may not be able to cope with the physical or emotional elements of the placement. Students aged 14 - 16 will be restricted to placements within administrative and clerical areas only.

5. Guidelines

- 5.1 Full guidelines on the employment of people under the age of 18 can be found on the Health and Safety Executive website:
<https://www.hse.gov.uk/youngpeople/workexperience/placeprovide.htm>
- 5.2 Children under 13 are generally prohibited from any form of employment.
- 5.3 In England, a young person must be in part-time education or training until they are 18.
- 5.4 The following activities are suitable for students. All activities must be undertaken with clear guidance and supervision:
- Attending staff training sessions.
 - Work handover.
 - Helping with errands e.g. visit another department / organisation.
 - Observation of meetings / interviews.
 - Helping with photocopying.
 - Helping with filing.
 - Answering the telephone (with clear guidance).
 - Greeting visitors / clients.
 - Supervised project work.
 - Attending meetings

Activities students must not be involved in:

- Any activities for which specialised training is required i.e. Manual Handling.
- Any activity involving contact with clinical waste products / by-products.
- Any activity which may jeopardise the safety of patients or students.
- Inappropriate or unsupervised access to patients' Medical Records / staff records.
- Inappropriate or unsupervised access to computers.
- Any unsupervised contact with patients.

6. Definitions

Work Experiences	This term refers to both Work Experience and Work Shadowing and is used as a descriptor for the whole opportunity.
Work Experience	Specifically refers to a short unpaid placement in the workplace for untrained (in that area of work) individuals to gain experience of practicing (when appropriate) and observing the work in that environment.
Work Shadowing	Refers to the process whereby a person 'shadows' or follows someone in their work role for a period of time no longer than 2 days. They would not undertake any work-related duties, for example 'bring your child to work day'.
Placement	This is the environment and experiences that an individual will encounter for the purposes of education and training.
Student	Used to refer to individuals undertaking formal education within higher education such as Universities.
Learner	Used to refer to individuals undertaking formal education within further education colleges, vocational qualifications but in this document, it will also include students, and also individuals on work experience not part of a formal education Programme.
Direct Supervision	Where the student/learner is at no point left on their own within the work environment. All work they undertake is planned, observed and within the abilities of the learner.
Placement Supervisor	An employee who provides supervision of learners/students whilst on work experience/shadowing. They are accountable for all actions made by the learner/student and for ensuring all necessary documentation is completed and any learning objectives are identified.
Due Regard	Having due regard for advancing equality involves: Removing or minimising disadvantages suffered by people due to their protected characteristics. Taking steps to meet the needs of people from protected groups where these are different from the needs of other people. Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.

- 6.1** Those on Work Experience have a responsibility to attend work when they are able to do so, to be aware of the procedure and to follow the specified procedure when they are not able to attend work. They should conduct themselves in a manner, which is consistent with their absence and will not impede their recovery.
- 6.2** Human Resources are available to support and advise managers in the application of the policy and procedure.

7. Work Shadowing

- 7.1** Work Shadowing refers to the process whereby a person 'shadows' or follows / observes someone in their work role for a period of time no longer than 2 days. These learners / students must be under direct supervision at all times.
- 7.2** Although work shadowing does not require formal monitoring and reporting it is still essential that it undertaken in a safe manner which supports the learner.
- 7.3** Criteria for Work Shadowing:
- 2 days duration within a year or less.
 - Learner observing practice only.
 - No expectation to undertake any duties that could be consider work.
 - Learner must be under direct supervision at all times.
 - Learner must be accompanied at all times.
 - Supervisor is accountable and responsible for learner's experience and actions at all times whilst on placement.
 - Work Shadowing Agreement must be completed by the placement supervisor.
- 7.4** Examples of Work Shadowing include:
- 'Bring your child to work'.
 - Individuals wishing to experience a different job in the NHS prior to applying or further training.
 - Individuals experiencing a different organisation to their own.
- 7.5** In all cases the Work Experience Toolkit must be completed including risk assessments and these must be kept as per information governance requirements.

8. Application Process

- 8.1** On receipt of an enquiry from a school, college or individual applicant, the ICB will respond with a letter and application form.
- 8.2** All applications must be made in writing using the application form together with Curriculum Vitae (if available). If the applicant requires support to complete an application form and Curriculum Vitae due to a disability, they should contact HR to discuss any reasonable support required and make the ICB aware of their individual needs.
- 8.3** Upon receipt of an application, the Corporate Business Manager will check that the application is acceptable, that the experience requested is suitable for the applicant and if work experience opportunity is deemed appropriate.
- 8.4** The Manager will confirm the placement in writing and ask an applicant to complete the necessary preplacement clearance forms. The applicant will also be informed in writing if the ICB is not able to offer a placement.
- 8.5** Managers may arrange to interview the student to assess their suitability for the placement, to arrange start and finish times and to discuss responsibilities while on placement such as uniform / dress code, confidentiality, and attendance. This can be carried out by telephone if necessary. Interviews form part of the work experience in some areas.

8.6 Please note that a start date cannot be agreed until all the preplacement forms provided within the Work Experience Toolkit have been returned and assessed. If they are under 18, the forms must also be signed by a parent or guardian.

9. Work Experience

9.1 This is a short unpaid placement in the workplace for untrained (in that area of work) individuals to gain experience of the work in that environment. Appropriate activities can be undertaken under direct supervision and at the discretion of the member of staff who will take full responsibility for these actions.

9.2 Work experience placements are arranged by individual staff / departments.

9.3 In all cases the Work Experience Toolkit must be completed including risk assessments and these must be kept as per information governance requirements.

9.4 The following must be in place if individual staff / departments wish to provide work experiences:

- That all checklists, risk assessments and agreements are completed (see Work Experience Toolkit).
- That the Corporate Team are informed of the work experiences including:
 1. Date of placement
 2. Duration of placement
 3. Name of student/learner
 4. Placement area
 5. Education provider if appropriate
 6. Named supervisor or manager

9.5 The Department of Education recommends that two weeks of work experience is good practice for 14 to 16-year olds.
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/299597/Not_just_making_tea.pdf

9.6 A copy of the ICB's Public Liability Insurance certificate is available on request.

10. Disclosure & Barring Service Check

10.1 Students / Learners - It is not necessary for work experiences students to complete a DBS service check as they must be directly supervised at all times during their placement. However, the supervisor / manager can insist on a check prior to accepting a student if the work experience opportunity meets the normal requirements for DBS assessment.

10.2 Supervisors / Managers – A DBS check is not compulsory for staff supervising people aged 16+. However, a DBS check may be required for a person who supervises a student under the age of 16. This will be required where the person providing the training or supervision to the child is unsupervised and is providing the training or supervision frequently (at least once a week or on more than three days in a 30-day period). In these circumstances, the work is likely to be regulated activity and the education provider may request a DBS check for that placement supervisor.

11. Health & Safety

11.1 There are very few work activities someone on work experience cannot do due to Health and Safety law. However, it is important to remember that when providing work experiences, the individual's supervisor has primary responsibility for the health and safety of the student / learner and should be managing any significant risks by:

- Explaining the risks during induction, checking that they understand what they have been told and know how to raise health and safety concern.
- Ensuring your checks are proportionate to the environment the experience will be in.
- Simplified health and safety guidance - make it clear that if you already employ young people in the same area, you will not need to repeat risk assessments for all work experience placements.

11.2 If the department does not currently employ a young person or have not done so in the last few years or are new to providing work experiences, they should Review their risk assessment before the placement starts.

12. Young People

12.1 There are activities that all young people are legally prohibited to do.

- Exposure to harmful substances that are toxic, can cause cancer, can damage, or harm an unborn child, or can chronically affect human health in any other way.
- Be in environments at risk of accidents that cannot reasonably be recognised or avoided by young people due to their insufficient attention to safety or lack of experience or training.
- Exposed to extreme cold, heat, noise, or vibration.

12.2 Supervisors / managers need to consider whether the work the young person may do is beyond their physical or psychological capacity. This does not have to be complicated; it could be as simple as checking a young person is capable of safely lifting weights and of remembering and following instructions.

12.3 Supervisors / managers should consider the need for tailored training or closer supervision. In most cases, young people will not be at any greater risk than adults and for workplaces that include these hazards it is likely there will already be control measures in place.

13. Supervisors / Managers Responsibilities

13.1 For promoting and preparing their work areas as placements for work experiences.

13.2 To act as the accountable supervisor / manager or delegating this responsibility to an appropriate member of staff.

13.3 To ensure that the student / learner has completed Work Experience or Work Shadowing Agreement pre commencement of placement.

13.4 To review Health Assessment questionnaire from student / learner and approve their fitness to Work Experience.

13.5 To plan suitable learning experiences and opportunities for work practice for the learner / students.

- 13.6** To work in partnership with education provider and learner to ensure they meet any objectives.
- 13.7** To act as Supervisor and to be accountable for all student/learner actions.
- 13.8** Submit details of Work Experience offered to the Corporate Team.
- 13.9** The Manager must ensure that the student is given a tour of the department and a general local induction at the start of the placement.

14. Due Regard

- 14.1.** This policy has been reviewed in relation to having due regard to the Public Sector Equality Duty (PSED) of the Equality Act 2010 to eliminate discrimination, harassment, victimisation; to advance equality of opportunity; and foster good relations between the protected groups.

15. Implementation and Dissemination of the Document

- 15.1.** This document has been fully ratified by the Joint Commissioning Committee and will be published and made available to all employees via the ICBs intranet/ internet.

16. Monitoring and Review

- 16.1.** The policy will be reviewed in line with the review date or before in the case of where there are legislative changes. Monitoring of the policy will be carried out by Corporate Governance.

Placement Opportunity Form

This form is for completion by members of staff who are interested in hosting a work experience placement.

Name:	
Department:	
Telephone number:	
Email address:	
Outline what the placement will involve.	
When will the placement take place? Outline the start and finish times to each opportunity.	
Are there any special requirements for the applicant?	

Thank you, we will be in touch with further information. Please

return the form to:

Work Placement Risk Assessment

Placement/role: _____ Assessment Date: _____

Assessor: _____ Signature: _____ Review Date: _____

Ref	Hazards	Risks	Current Control Measures	Risk Priority Low/Med/High	Actions to be taken
1	Access to patient information e.g. clinic lists, addresses.	Breach of confidentiality or data protection legislation.	Participants required to read and sign declaration of confidence. Information governance covered at induction. Participants not given access to patient files and databases.		
2	Damaged flooring, other trip hazards.	Slips, trips and falls.	Induction will familiarise participant with the environment. Spillages cleared up immediately. No running in building. Monthly workspace inspections. Faults and defects reported to estates. Aware of keeping areas tidy and walkways clear of obstructions.		
3	Electricity.	Fire, shock, burns.	All electrical equipment within the environment is PAT tested. Supervision in use of equipment. Induction will identify equipment to be used and potential training requirements.		

Ref	Hazards	Risks	Current Control Measures	Risk Priority Low/Med/High	Actions to be taken
4	Fire.	Smoke inhalation, burns.	Throughout premises: <ul style="list-style-type: none"> • Programme of weekly fire alarm call point testing in place. • Fire risk assessments conducted on premises. • Induction to familiarise participant with local arrangements in the event of fire • Weekly audibility tests. 		
5	Substances hazardous to health <ul style="list-style-type: none"> • cleaning products, substances used for clinical procedures, latex • body fluids 	Toxic, irritant, harmful, corrosive	Appropriate storage and disposal arrangements are in place for chemicals. Personal protective equipment is provided. Spillage kit located centrally within clinic areas and staff trained in use. Participants told not to deal with spillages at induction.		
6	Clinical waste and sharps.	Infection, needlestick injuries.	Sharps are disposed of according to [name of policy] Participants will not be directly handling clinical medical devices including sharps. Waste segregation and identification.		
7	Members of the public.	Aggression, abuse.	Participants always supervised by staff. Participants not to undertake any form of lone working. Participants instructed to seek assistance in the event of any concerns.		

Ref	Hazards	Risks	Current Control Measures	Risk Priority Low/Med/High	Actions to be taken
8	Infectious diseases.	Illness.	Follow infection control procedures with regard to hand washing as outlined at induction.		
9	Manual handling of office equipment and consumables.	Musculoskeletal injuries resulting in back pain from handling heavy objects.	Use equipment if provided for lifting and carrying e.g. trolleys. Follow good practice with regard to lifting as outlined at induction.		
10	Use of display screen equipment.	Posture problems and pain, discomfort or injuries to hands and arms from improper use. Headaches and sore eyes from work environments e.g. poor lighting, glare etc.	Workstation to be set up for participant according to good practice. Participant advised to take regular breaks/change of activity every 50 - 60 minutes and to report any concerns to supervisor.		
11	Hot Liquids.	Scalding.	Induction to include instruction to carry hot liquids on a tray and avoid overfilling of cups.		

Ref	Hazards	Risks	Current Control Measures	Risk Priority Low/Med/High	Actions to be taken
12	<p>Stress caused by:</p> <ul style="list-style-type: none"> • travelling to unfamiliar locations. • unfamiliar surroundings and meeting new people. 	Ill health.	Clarification of activities and timetable with supervisor. Participant to be asked to raise any concerns with supervisor.		
	<ul style="list-style-type: none"> • exposure to distressing situations. 				
13	<p>Attending non-trust premises e.g. patients' homes, nursing homes.</p> <p>NB even where a visit is considered low risk, supervisors should carefully consider the patient and their treatment before planning to bring a student.</p>	Heightened likelihood of some risks covered above, especially slips, trips, falls; aggression/abuse; breach of confidentiality.	<p>Only accompanying where it is a follow up visit to a known patient without any known behavioural issues and the staff member is confident that will be no issues with any other occupants of the property.</p> <p>Patients have given prior consent to a student attending.</p> <p>The member of staff being satisfied the student displays an appropriate level of maturity i.e. a home visit would not be the first activity timetabled with a new student.</p>		
			The environmental conditions outside and within the property do not present significant risks.		

Work Placement Application

Placement you are applying for:	
Date of placement:	

Section 1: Your details

Personal details

Surname/family name:	
First name:	
Date of birth:	
Address including postcode:	
Home telephone:	
Mobile telephone:	
Email address:	
Name, phone number and relationship to next of kin or in case of emergency contact	

Are you in education: Yes No

If yes please say where you are studying:

GCSEs, A levels or other exams taken, or subjects being studied:			
Subject/Level	Grade	Subject/Level	Grade

Previous work experience, volunteering or paid work (if any):			
Subject/Level	Grade	Subject/Level	Grade

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Please explain why you have chosen this placement and what you hope to get from it. Include your hobbies and interests and your plans for the future.

Supporting statement

If you are attending a school/college, ask a teacher or advisor to provide some information about your application, this could include what they think you might get from the placement, or future career plans.

If you do not attend school or college, please ask someone who can act as your referee to explain why you are suitable for a placement.

Why is this placement suitable?

Are there any issues that we need to be aware of?

Contact details

Teacher or advisor name:	
Signature:	
Telephone number:	
Email address:	

I confirm that the information given on this application is correct. I understand that any false may result in my application being refused or my placement being cancelled.

Signed: _____

Print name: _____ Date: _____

Parent/guardian's signature (if under 18): _____

Print name: _____ Date: _____

This form should be returned either by post or emailed to:

Placement Agreement

Dear

I am pleased to confirm our offer of a work experience placement within .

Please read the terms and conditions outlined in this as letter carefully as failure to comply may result in your work experience being withdrawn. Please sign both copies of this letter, returning one copy to me with two recent passport photos.

This placement is for the period from to in the . A map/directions to the department are enclosed.

The hours will be . Please report to for your induction on the first day. Your induction will be held at , at .

will be responsible for your supervision throughout this placement. Their contact details are .

Attendance: It is very important that you arrive on time each day, and after lunch. Staff are very busy and will not want to waste time waiting. Make sure you leave yourself plenty of time to find your way to where you are working. If for any reason you are unable to attend your work experience you must call on giving your reason. If you attend school or college, you will also need to let them know. Lack of attendance may result in your placement being withdrawn.

Hours and lunch: Your hours will be to , with an hour for lunch. There are a number of places for you to buy sandwiches, hot meals and drinks. Alternatively, you may wish to bring your own lunch.

Dress Code: You should wear comfortable, clean, smart clothes. You should not wear jeans, tracksuits, leggings, open toed sandals, trainers or high-heeled shoes. Please remember you will be required to be 'bare below the elbow' for infection control.

If your hair is long, you should tie it back with a plain band.

False nails, nail extensions/wraps or nail varnish must not be worn on duty; these can harbour bacteria.

Visible body piercing including tongue studs must be removed or covered; an SOS necklace may be worn to indicate the existence of a medical condition, but this should be worn inside clothes and other than small stud earrings no other jewellery is permitted.

Fingernails must be kept clean and short.

You may be asked to wear protective clothing in certain areas.

Special requirements as a result of cultural or religious obligations should comply with health and safety and infection control precautions. Headscarves may be worn but these must be changed daily, be unadorned and shoulder length only. The wearing of facial veils or burkhas is not permitted. The wearing of turbans is allowed on religious grounds, but these must be washed and changed daily. Any queries should be addressed to .

If you have any queries with regard to the dress code for cultural or religious reasons, please contact .

Confidentiality: During the course of your placement, you may have access to information 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. You must under no circumstances disclose any confidential information to any person or make use of the information either during or after the placement. You should not access personal data that your supervisor has not instructed you to access.

Failure to follow these conditions, may lead to prosecution should we become involved in a case of litigation instigated by the patient. If you disclose or misuse information, we will terminate your placement immediately. In certain circumstances you may also be liable to prosecution under the Data Protection Act 1998.

Health and Safety: 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 our policies in meeting these statutory requirements. During induction you will undertake further training in health and safety. This will include fire safety. A copy of the health and safety policy is available for inspection.

Criminal Record: Any convictions, cautions or bindovers should be declared. Please contact me to discuss this if it affects you.

Raising a Matter of Concern: If you see or hear anything that concerns you, please notify the in the first instance.

Loss/Damage of Personal Effects: No liability can be accepted for loss or damage to personal property on our premises by burglary, fire, theft, or otherwise. You are advised accordingly to provide your own insurance cover.

Do take time before your placement to prepare. Before you arrive think about what you want to learn and any questions you have.

While you are on placement do enjoy yourself. It is a chance for you to find out a little about what the world of work is like. You will meet lots of new people and come across new and unfamiliar situations. Most people really enjoy their work experience and find it motivates them to find employment or study harder upon completion. We look forward to welcoming you soon.

Yours sincerely,

Form of acceptance

I accept this placement on the terms and conditions outlined above and have retained a copy.

Signed: _____ Date: _____

Parent/guardian's signature (if under 18):

Signed: _____ Date: _____

Form of acceptance

I confirm that a DBS check is not required for the work experience applicant, and I am responsible for his/her supervision while on placement.

Signed: _____ Name of person organising the placement

Date: _____

Induction checklist

Areas covered in induction	Covered?
Contact details Emergency contact details Who to contact if unable to attend the placement How to get hold of the supervisor How to report any concerns	
The department ID badge provided Access information provided Introduction to the department and its work. Toilets Food and refreshments	
Outline the placement Hours of work Activities to be undertaken	
Infection Control Handwashing Bare below the elbows Nail varnish Hair tied back with plain band Jewellery	
Dress Code Comfortable, clean and smart Any specific protective clothing Any cultural or religious clothing	
Fire Safety Location of fire safety equipment Fire exits Gathering points	
Moving and handling No lifting of patients Correct lifting technique	
Confidentiality Patient confidentiality – include friends and family and social media	
Health and safety Outline risks and steps taken	

<p>Confidentiality Discuss the importance of confidentiality with regard to patient and staff information.</p> <p>Any patient or trust information shared, seen or heard should not be discussed with anyone (including family and friends, and especially not on social media, even if people's names are not used).</p> <p>Provide general guidance on information security.</p> <p>Students should not give out any information about patients or staff if they answer the phone. If in any doubt they should hand the call to another member of staff.</p>	
<p>Health and safety Discuss the risk assessment developed for the placement.</p> <p>Make sure the student knows any risks associated with tasks and work environment.</p>	
<p>Incident reporting What and how to report: accidents/incidents AND near misses.</p>	
<p>Sickness If a student is/are unable to attend on any of their placement days, they must contact their nominated supervisor as early as possible.</p> <p>Confirm best phone number for them to use.</p>	
<p>Key equipment used within the department and any training requirements.</p>	
<p>Dress Code Discuss the dress code outlining that clothes should be comfortable, clean and smart.</p> <p>Outline the infection control measures</p> <ul style="list-style-type: none"> • 'Bare below the elbow' • Hair tied back with plain band • No false nails, nail extensions/wraps or nail varnish • Visible body piercing including tongue studs must be removed or covered • No jewellery other than small stud earrings and an SOS necklace (worn inside clothes) <p>Discuss any specific protective clothing requirements.</p> <p>Special requirements as a result of cultural or religious obligations should comply with health and safety and infection control precautions. Headscarves may be worn but these must be changed daily, be unadorned and shoulder length only. The wearing of facial veils or burkhas is not permitted. The wearing of turbans is allowed on religious grounds, but these must be washed and changed daily.</p>	

Appendix 6

Work experience plan To be completed by the placement supervisor

Area: _____

Student: _____ Week commencing: _____

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Start time and location					
Morning activity and location					
Supervisor					
Lunch start and finish times					
Afternoon activity and location					
Supervisor					
Start time and location					

Workbook

Date:

What do I want to get out of today?

Who did I meet today?

What did I do today?

What skills did I learn?

Supervisor comments

Certificate of Work Experience

This is to certify that

Completed work experience in at

from

to

Signed:

Name and position:
