



Policy:

HR 017 Providing Work Experience

Executive Director lead	Director of Human Resources
Policy Owner	Head of Equality and Inclusion
Policy Author	Head of Equality and Inclusion

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Summary of Policy

This policy sets out our position on providing work experience. It aims to ensure that where work experience is supported by our organisation this is done in the context of our aims and objectives associated with the development of a diverse and skilled workforce and that processes are in place that support the Our values. The policy also ensures that where work placements take place, they do so within a set of clear guidelines that ensures quality and safety for our service users and people undertaking work placements.

Target audience	All Managers including clinical placement staff (medical education) and persons wishing to undertake work experience in our organisation.
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Keywords	Work experience; widening participation
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Storage & Version Control

Version V.2.0 of this policy is stored and available through the SHSC intranet/internet. This version of the policy supersedes the previous version (V.1.0 02 /2018). Any copies of the previous policy held separately should be destroyed and replaced with this version.

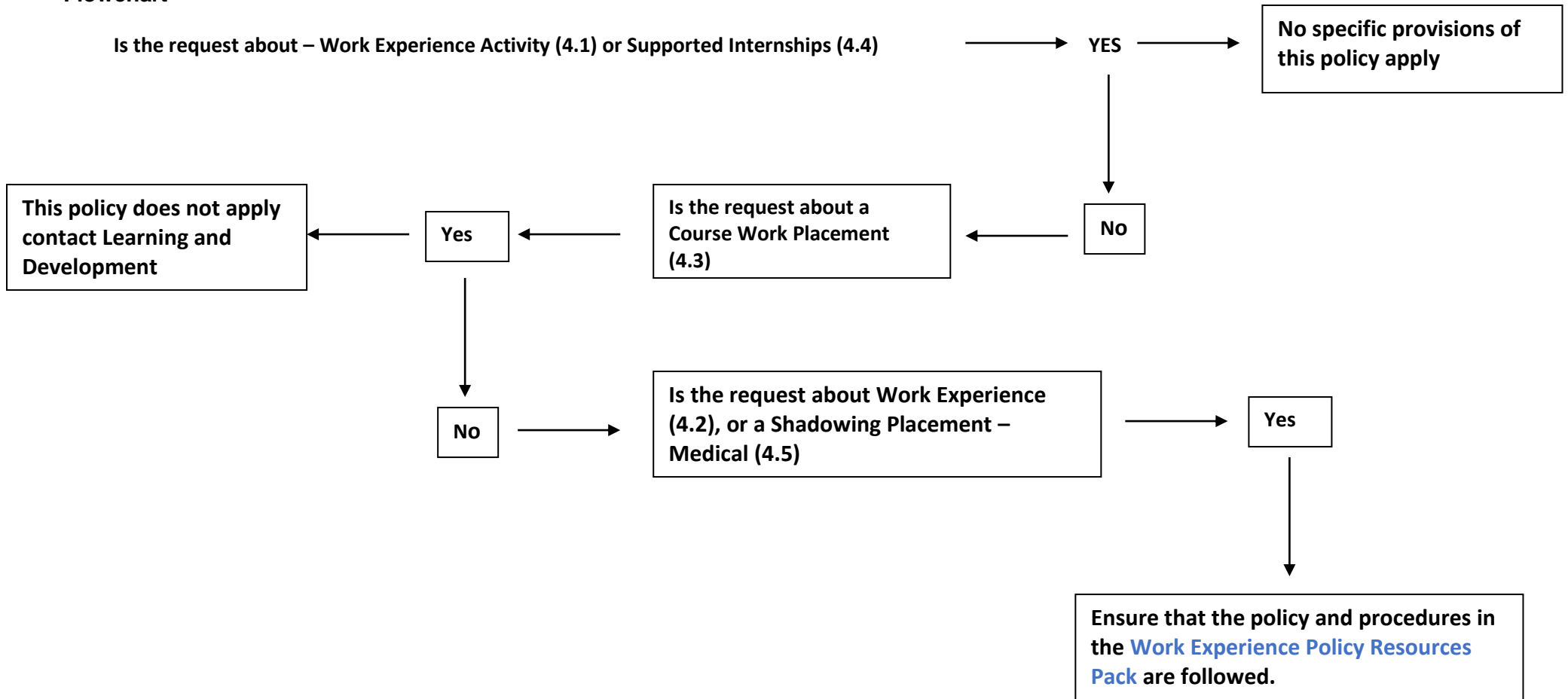
Version No.	Type of Change	Date	Description of change(s)
0.1	New draft policy created	07/2017	New policy commissioned by EDG on approval of a Case for Need.
1.0	Approval and issue	11/2018	Amendments made during consultation, prior to ratification.
2.0	Review / approve / issue	11/2022	<p>Full review completed as per schedule</p> <p>Policy Reviewed and updated:</p> <ul style="list-style-type: none"> • Reference to 'Trust' removed through document. • Title changed to reflect that this policy is only about work placements not the wider aim of the organisation around widening participation • Equality Impact analysis checked and slightly amended <p>s.6.7.2 amended added clarity about c DBS requirements for supervisors with the education provider</p> <p>s.6.5.12 amended to reflect that responsibility for the policy application lies at directorate level not centrally</p> <p>s.9 updated to reflect that governance is the responsibility of the Directorate providing the placement not centrally in the People Directorate.</p> <p>s.8.2 updated to reflect more clearly that administration of placements is the responsibility of the Directorate providing the placement not centrally in the People Directorate.</p> <p>S. 9.0 Updated to take account of governance sitting at service level rather than centrally.</p> <p>Flow chart removed to be replaced by reference to the associated: Work Experience Policy Resources Pack so that the processes and</p>

			<p>paperwork involved can be maintained and updated regularly.</p> <p>Appendix G in original policy renamed as appendix C - this is now available as a separate document which will be made available with the policy when it is posted on Jarvis.</p>
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Flowchart -



1. Introduction

This policy sets out our position on providing work experience. It aims to ensure that where work experience is supported by our organisation this is done in the context of our aims and objectives associated with the development of a diverse and skilled workforce and that processes are in place that support the Our values The policy also ensures that where work placements take place, they do so within a set of clear guidelines that ensures quality and safety for our service users and people undertaking work placements.

2. Scope

- 2.1.** This policy is organisation wide and applies to work experience as defined in section 3 below.
- 2.2.** This policy does not apply to apprenticeships or placements provided as part of training programmes provided by or through or by our organisation.
- 2.3.** This policy does not apply to volunteers or volunteering which is covered in our Volunteer Policy.

3. Purpose

The purpose of this policy and any procedures related to this policy is to:

- 3.1.** Set clear parameters for the support we give to work experience and placements, and to describe the key issues that must be addressed when placements are provided.
- 3.2.** Ensure that those undertaking work experiences are engaged in accordance with health and safety legislation and are provided with a safe, hazard free environment.
- 3.3.** Ensure that the care and confidentiality of service users is not compromised by the provision of work experience placements and that appropriate safeguarding measures are taken.
- 3.4.** Ensure that when work experience takes place in our organisation this is set up and undertaken taking account of key areas such as health and safety, privacy and confidentiality of service users and employees.

4. Definitions

For the purposes of this policy work experience covers the following definitions:

4.1. Work Experience Activity

Any activity involving the promoting of NHS or Social Care careers and access that our staff are involved with in partnership with schools, colleges Sheffield City Council or other NHS organisations.

4.2. Work Experience

Work Experience means offering a young person an opportunity to spend one or two weeks in a service or department to gain familiarity with working life, the working environment and the work of the Trust.

4.3. Course Work Placement

Work Placement means providing a specific placement to someone undertaking a further education course. Work placements involve a person being required to arrange a placement as part of a course they are undertaking. These usually take place over a specific period of weeks or months and the person undertaking the placement will have specific objectives and requirements associated with the placement.

From time to time people may contact us because they need to arrange a placement as part of the course they are undertaking. All course placements must be agreed through the Professional Education Training and Development Lead. This policy is not relevant to work placements that take place as part of specific courses or training that we provide under agreements with universities or other bodies.

4.4. Supported Internships

For the purposes of this policy Supported Internships refer to Internships for people with a Learning Disability or difficulty or other Disability. Supported Internships open up opportunities for young people with a special educational need or disability (SEND) to undertake their learning in a workplace with the support of a tutor or staff/job coach. This enables young people to develop the skills they need to progress to paid employment. Supported Internships normally last for a year and include unpaid work placements of at least six months.

4.5. Shadowing Placement – Medical

Providing a Shadowing experience where we are approached by individuals wishing to gain UK psychiatry experience or to gain clinical experience in order to apply to medical school.

5. Detail of the policy

This policy aims to set out clearly the different types of experience of working in the organisation that may be available and enable us to offer work experience placements to students through local schools and colleges, and to those approaching us directly, using a standardised process.

6. Duties

- 6.1.** Directors of services are responsible for ensuring that services are aware of the policy.
- 6.2.** Managers of services are responsible for ensuring that the provisions of the policy are adhered to in services.
- 6.3.** Corporate services are responsible for providing relevant practical support and advice under the policy.

7. Procedure

7.1. Policy Statement

We are committed to providing work experience opportunities that support our values and objectives; because of this the priority in providing work experience placements will be to groups that will obtain the maximum benefit from the placement in respect to promoting inclusion and workforce diversity either within our organisation or in the context of the wider NHS workforce.

All work experience must be set up and undertaken only by using the correct procedures and completion of relevant documents – relevant documents can be found in a [Work Experience Policy Resources Pack](#) which will be made available alongside this policy.

7.2. Working in Partnership

We will work with partner organisations and stakeholders to identify opportunities to provide work experience. In addition to providing work experience on site this could include a range of activities, for example interview practice, mentoring and presentations at schools and colleges.

7.3. Age

7.3.1. Generally, work experience will be available to people 16 years or older. Where a young person is under 18 a parent or guardian must sign for consent.

7.3.2. Young people between 14 and 16 may be offered work experience but only in administrative or similar settings and only on sites that do not provide clinical services.

7.3.3. Our staff may be involved in group activities organised through partnership arrangements with schools and colleges with young people who are under 16.

7.3.4. There are no upper age restrictions and work experience may at times be relevant to older age groups.

7.4. Agreeing and Arranging Work Placements

We have put in place clear procedures that must be followed when agreeing and arranging work experience. Supporting resources are provided in the [Work Experience Policy Resources Pack](#).

7.5. Friends and Family Work Placements

Work experience opportunities may be made available to friends and family, but the principles of this policy will apply when considering requests and the appropriate procedures must be followed. Written agreement from a young person's education provider must be obtained in all circumstances.

7.6. Supervision/Supervisor

7.6.1. Supervision of Work Experience Activity

Responsibility for attendees will be with the school or college. Supervision of attendees will be provided by the school or college that we are working in partnership with.

7.6.2. Supervision of Work Experience

People on work experience or Shadowing Placements must be physically supervised at all times when:

The manager of the service where the activity is taking place has overall responsibility for ensuring that work experience placements or shadowing placements take place in line with the requirements of this policy and related procedures, however day to day supervision can be undertaken by any member of staff who has experience of the role that the work experience person is interested in.

Specific training is not required but supervisors should familiarise themselves with the requirements in **6.4** above.

Services looking to provide work experience should agree locally who will complete the relevant documents required.

7.6.3. Supervision Course Work Placement

As noted above this policy does not cover Course Work Placements any supervision of Course Work Placements must be discussed with the Trust Professional Education Training and Development Lead.

7.6.4. Supervision Supported Internships

Supervision arrangements for Supported Internships must be agreed at the time of setting up a programme

7.6.5. Supervision Shadowing Placement – Medical

Individuals on work experience need to shadow an identified consultant supervisor at all times.

7.7. DBS Checks

7.7.1. Requirements for DBS checks

People undertaking Work Experience and Shadowing Placements must be directly supervised at all times and on this basis will not require a DBS check.

People undertaking Course Work Placements or Internships may require a DBS dependant on the nature of the placement. Please contact the People Directorate for advice if the DBS policy is not clear.

7.7.2. DBS Checks and Supervisors

DBS checks are not required for supervisors if the young person is over 16. If the young person is 15 a DBS may be required for the person providing the supervision. This will be the case if the supervisor is unsupervised and is providing the 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 can request a DBS check for that supervisor. If in doubt advice must be sought from the education provider.

7.8. Security/ID Badges

7.8.1. Short term work experience with full supervision as described in 3.1 or 3.2 above will not require a security/ID badge however the person on the placement must be asked to carry some picture identification with them whilst on placement (for example a passport driving licence or bus pass).

7.8.2. For placements where the person will be doing activity on the placement and will not be physically supervised at all times a security/name badge will be required. These must be returned at the end of the placement. The placement supervisor is responsible for ensuring that this happens and that the badge is returned to the issuing office to be disposed of.

7.9. Access to IT systems patient and staff data

7.9.1. During placements access to IT systems by people on placement will not be allowed.

7.9.2. If it would be useful for a young person to experience using data systems, then the supervisor may use training modules in IT systems. The young person must remain under strict supervision when accessing training modules. They should be made aware that the information they are being given access to is for training purposes and does not refer to an actual patient service user or member of staff.

7.10. Health & Safety and Young People

The Health and Safety Executive defines a young person as anyone under 18 and a child as anyone who has not yet reached the official minimum school leaving age (MSLA). Pupils will reach the MSLA in the school year in which they turn 16.

A child must never carry out such work or work experience that:

- Is beyond their physical or psychological capacity
- Involves harmful exposure to substances that are toxic
- Involves harmful exposure to radiation
- Involves risk of accidents that cannot reasonably be recognised or avoided by young people due to their lack of attention, experience or training
- Has a risk to health from extreme cold, heat, noise or vibration?

7.11. Insurance

Individuals on work experience are covered by the Trust's existing employers' liability insurance policy.

7.12. Decisions regarding Work Placements

The People Director is responsible for this policy but decisions about providing placements under this policy are the responsibility of the senior leadership team in each directorate taking account of this policy and related procedures.

7.13. Agreeing, Arranging and Supervising Work and Placements

Supporting documentation and resources can be found in the Work **Experience Policy Resources Pack**. These procedures and standard forms are part of Trust policy, work experience and placements must not be arranged without using these.

8. Development, Consultation and Approval

The need for this policy was agreed through a case of need by the Executive Group in June 2017.

The NHS Work Experience Toolkit was used to inform development of this policy and the related procedures.

Consultation took place on the draft policy between June and August 2018 the lead for medical education was actively involved in development of the policy.

The draft policy and related procedures document was reviewed by the Staff Side Joint Policy group on the 15th of August 2018.

Following consultation, the following amendments/additions were made to the original policy:

- Section 6.3 was clarified and amended in relation to the age of people undertaking work experience.
- Amended the flow chart where 'young people' are referred to deleting 'young.'
- It was clarified that DBS checks are not required for medical shadowing because the person will be constantly supervised, this requirement was removed.
- Review took place of requirement for OH check for medical shadowing and this was removed.
- Agreed that for medical shadowing a letter would be required from the persons educational establishment confirming identity, that the person was a student at the establishment and the course they were studying (if relevant)
- A new section on Supervision/Supervisor was added to provide clarity on supervision and supervisors (s6.6)
- Reference to the Trust Volunteer Policy was added
- Reference to the Trust Personal Relationships at Work Policy was added

It was suggested at Policy Governance group that the policy should include 'Bring Your Child to Work Day'. This is nationally recognised in the US and is growing in popularity in the UK. It relates to a day when employees attend work as usual, but their children are invited to their workplace and take part in activities planned for them that are relevant to the organisations

work. Having reviewed the request to include bring your child to work the policy it was concluded that this was covered under section 3.1 in terms of definition.

V.2 changes were reviewed by the Staff Side Joint Policy Group on the 5th of November 2022 and changes proposed were agreed.

9. Audit, monitoring and review

Monitoring Compliance Template						
Minimum Requirement	Process for Monitoring	Responsible Individual/group/committee	Frequency of Monitoring	Review of Results process (e.g., who does this?)	Responsible Individual/group/committee for action plan development	Responsible Individual/group/committee for action plan monitoring and implementation
All Work Placements in must be known of and recorded locally	Agreements for placements must take place through local team and service governance	The Senior Manager in the service in which the placement is taking place.	Quarterly	Through Directorate and service governance	Service Director	Through Directorate and service governance

The policy will be reviewed every three years or in line with updates in guidance legislation or national policy.

10. Implementation plan

Action / Task	Responsible Person	Deadline	Progress update
Upload revised policy to the intranet and website, remove old version.	Corporate Governance to send to Communications	January 2023	
Add to Connect for communication.	Communications Team		
Make all services aware of the policy through a direct service briefing note. People Directorate Business partners to advise services. New Jarvis page proposed	Head of Equality and Inclusion		

11. Dissemination, Storage and Archiving (Control)

Version	Date	On intranet, internet, Connect	Any other promotion/ dissemination
1.0	January 2019	Policy communicated via intranet.	
	February 2019	Policy re-submitted to Comms, via Corporate Governance, and communicated via intranet, internet and Connect.	
V.2	January 2023	Policy re-submitted to Comms, via Corporate Governance, and communicated via intranet, internet and Connect.	

12 Training and Other Resource Implications

- A set of procedures have been developed that are available as a separate pack
- A Jarvis page will be developed that will highlight the policy and the areas that need to be considered when providing work experience in the organisation
- Queries can be addressed through the Work Experience email

13 Links to other policies, standards and legislation (associated documents)

- **Trust Volunteer Policy**
- **Trust Personal Relationships at Work Policy**

[NHS Work Experience Tool Kit](#)

Guidance for Young People and for Staff Reference

[NHS Careers](#)

[Step Into the NHS](#)

14 Contact details

Title	Name	Phone	Email
Head of Equality and Inclusion	Liz Johnson	Ext 16703	Liz.johnson@shsc.nhs.uk

Appendix 1

Equality Impact Assessment Process and Record for Written Policies

Stage 1 – Relevance - Is the policy potentially relevant to equality i.e., will this policy potentially impact on staff, patients or the public? This should be considered as part of the Case of Need for new policies.

<p>NO – No further action is required – please sign and date the following statement. I confirm that this policy does not impact on staff, patients or the public.</p>	<p><i>I confirm that this policy does not impact on staff, patients or the public.</i> Name/Date:</p>	<p>YES, Go to Stage 2</p>
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Stage 2 Policy Screening and Drafting Policy - Public authorities are legally required to have ‘due regard’ to eliminating discrimination, advancing equal opportunity and fostering good relations in relation to people who share certain ‘protected characteristics’ and those that do not. The following table should be used to consider this and inform changes to the policy (indicate yes/no/ don’t know and note reasons). Please see the SHSC Guidance and Flow Chart.

Stage 3 – Policy Revision - Make amendments to the policy or identify any remedial action required and record any action planned in the policy implementation plan section

SCREENING RECORD	Does any aspect of this policy or potentially discriminate against this group?	Can equality of opportunity for this group be improved through this policy or changes to this policy?	Can this policy be amended so that it works to enhance relations between people in this group and people not in this group?
Age	No	Yes this policy aims to generally support younger people but is not restricted by age other than in terms of health and safety	No
Disability	No	Yes this policy allows for specialist internships This policy recognises that there are groups that may be underrepresented in the workforce and that they should be prioritised one of these groups are disabled people.	No
Gender Reassignment	No	No	No

Pregnancy and Maternity	No	No	No
Race	No	Yes this policy recognises that there are groups that may be underrepresented in the workforce and that they should be prioritised one of these groups are young people from specific Ethnically Diverse communities.	No
Religion or Belief	No	No	No
Sex	No	No	No
Sexual Orientation	No	No	No
Marriage or Civil Partnership	No		

Please delete as appropriate: -

No changes made.

Impact Assessment Completed by: Liz Johnson head of Equality and Inclusion

Reviewed December 2022

Appendix 2

Review/New Policy Checklist

This checklist to be used as part of the development or review of a policy and presented to the Policy Governance Group (PGG) with the revised policy.

		Tick to confirm
Engagement		
1.	Is the Executive Lead sighted on the development/review of the policy?	✓
2.	Is the local Policy Champion member sighted on the development/review of the policy?	✓
Development and Consultation		
3.	If the policy is a new policy, has the development of the policy been approved through the Case for Need approval process?	N/A
4.	Is there evidence of consultation with all relevant services, partners and other relevant bodies?	✓ (in original policy)
5.	Has the policy been discussed and agreed by the local governance groups?	✓
6.	Have any relevant recommendations from Internal Audit or other relevant bodies been taken into account in preparing the policy?	N/A
Template Compliance		
7.	Has the version control/storage section been updated?	✓
8.	Is the policy title clear and unambiguous?	✓
9.	Is the policy in Arial font 12?	✓
10.	Have page numbers been inserted?	✓
11.	Has the policy been quality checked for spelling errors, links, accuracy?	✓
Policy Content		
12.	Is the purpose of the policy clear?	✓
13.	Does the policy comply with requirements of the CQC or other relevant bodies? (where appropriate)	N/A
14.	Does the policy reflect changes as a result of lessons identified from incidents, complaints, near misses, etc.?	N/A
15.	Where appropriate, does the policy contain a list of definitions of terms used?	✓
16.	Does the policy include any references to other associated policies and key documents?	✓
17.	Has the EIA Form been completed (Appendix 1)?	✓
Dissemination, Implementation, Review and Audit Compliance		
18.	Does the dissemination plan identify how the policy will be implemented?	✓
19.	Does the dissemination plan include the necessary training/support to ensure compliance?	(Procedures pack available and Jarvis page to be developed)
20.	Is there a plan to i. review ii. audit compliance with the document?	✓
21.	Is the review date identified, and is it appropriate and justifiable?	✓

Appendix 3 – Work Experience Policy Procedures

All forms and resources can be found in the

WORK EXPERIENCE POLICY RESOURCES PACK