



**Doncaster
Clinical Commissioning Group**

WORK EXPERIENCE POLICY

Last Review Date	Adopted 2 nd April 2013
Approving Body	Remuneration Committee
Date of Approval	27 th February 2014
Date of Implementation	1 st April 2014
Next Review Date	February 2017
Review Responsibility	Human Resources & OD Manager
Version	1.0

REVISIONS/AMENDMENTS SINCE LAST VERSION

Date of Review	Amendment Details
December 2013	<p>The original PCT document has been revised to:</p> <ul style="list-style-type: none">• Reflect the Clinical Commissioning Group Establishment• Reflect the Clinical Commissioning Group structure• Align to the Clinical Commissioning Group Human Resources and Organisational Development Policies and procedures

CONTENTS

	Page
Definitions	
Section A – Policy	
1. Policy Statement, Aims & Objectives	4
2. Legislation & Guidance	4
3. Scope	4
4. Accountabilities & Responsibilities	4
5. Dissemination, Training & Review	5
Section B – Procedure	
1. Recruitment	7
2. Induction	8
3. Risk Assessment	8
4. Supervision	8
7. Completion of Placement	8
8. Expenses	9
Appendices	
Appendix 1 – Personal Safety Risk Assessment	
Appendix 2 – Work Experience Agreement	
Appendix 3 – Schedule Template	
Appendix 4 – Certificate of Achievement	
Appendix 5 - Equality Impact Assessment	

SECTION A – POLICY

1. Policy Statement, Aims and Objectives

- 1.1. NHS Doncaster Clinical Commissioning Group (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.
- 1.2. This policy encompasses work experience placements for school, college and university students and also individuals requesting work experience placements on an ad hoc basis.
- 1.3. The development of this policy will:
 - Provide a consistent framework for the use of all work experience students within the CCG and should be used in conjunction with the CCG's policies and procedures including the Equal Opportunities Policy, Health and Safety Policy and Recruitment and Selection Policy.
 - Promote the CCG as an employer of choice by offering work placement opportunities.

2. Legislation and Guidance

- 2.1. 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
 - Equality Act 2010

3. Scope

- 3.1 This policy applies to those undertaking a work experience placement within the CCG.

4. Accountabilities and Responsibilities

- 4.1 Overall accountability for work experience placement lies with the Chief Officer. Responsibility is delegated to the following:

<p style="text-align: center;">Chief of Corporate Services</p>	<p>Has delegated responsibility for:</p> <ul style="list-style-type: none"> • Maintaining an overview of the corporate ratification and governance process associated with the policy. • Authorising the placement of a work experience candidate following review of the risk assessment completed prior to the employee commencing duty.
<p style="text-align: center;">Appointing Officers</p>	<p>Have delegated responsibility for:</p> <ul style="list-style-type: none"> • Undertaking risk assessments for work experience placements which should be approved by the Chief of Corporate Services prior to the volunteer commencing duty. • The supervision of the work experience candidate and the provision of suitable duties to ensure a positive work experience for the placement candidate.
<p style="text-align: center;">Human Resources</p>	<p>Have delegated responsibility for:</p> <ul style="list-style-type: none"> • Providing advice and guidance in relation to this policy.
<p style="text-align: center;">Work Experience Placements</p>	<p>Have responsibility for:</p> <ul style="list-style-type: none"> • Ensuring they adhere to relevant CCG policies and procedures. • Ensuring they do not undertake any duties that are not allocated to them.

5. Dissemination, Training and Review

5.1. Dissemination

5.1.1. The effective implementation of this procedural document will support openness and transparency. NHS Doncaster CCG will:

- Ensure all staff and stakeholders have access to a copy of this procedural document via the organisation's website.
- Communicate to staff any relevant action to be taken via staff briefings/email.

5.1.2. This procedural document is located in the Employment Policy Manual. A set of hard copy Procedural Document Manuals are held by the Governance Team for business continuity purposes. Staff are notified

by email of new or updated procedural documents. Key linked documents are the Recruitment and Selection Policy, Induction, Mandatory and Statutory Training Policy, Equal Opportunities Policy, Expenses Policy and Disciplinary Policy.

5.2. Training

5.2.1. All staff will be offered relevant training commensurate with their duties and responsibilities. Staff requiring support should speak to their line manager in the first instance. Support may also be obtained through their HR Department.

5.3. Review

5.3.1. As part of its development, this procedural document and its impact on staff, patients and the public has been reviewed in line with NHS Doncaster CCG's Equality Duties. The purpose of the assessment (refer to Appendix 5) is to identify and if possible remove any disproportionate adverse impact on employees, patients and the public on the grounds of the protected characteristics under the Equality Act.

5.3.2. The procedural document will be reviewed every three years, and in accordance with the following on an as and when required basis:

- Legislatives changes
- Good practice guidelines
- Case Law
- Significant incidents reported
- New vulnerabilities identified
- Changes to organisational infrastructure
- Changes in practice

5.3.3. Procedural document management will be performance monitored to ensure that procedural documents are in-date and relevant to the core business of the CCG. The results will be published in the regular Governance Reports.

SECTION B – PROCEDURE

1. Recruitment

- 1.1. 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.
- 1.2. The minimum age for placements is 15 years of age. Placements will be offered within the CCG within non clinical areas of work such as administration and finance.
- 1.3. All requests for work experience placements should be made in writing directly to Human Resources, Human Resources will consider the application seeking advice from relevant managers within the CCG. It is essential in order to provide a worthwhile and meaningful experience, that any placement is appropriately planned, fully inducted and supervised.

2. Induction

- 2.1. 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.
- 2.2. As a minimum the induction briefing should include:
 - Health and Safety
 - Fire/Evacuation Procedures
 - Introduction to colleagues
 - Tour of CCG premises and departments
 - Confidentiality code of conduct
 - Appropriate dress and behaviour
 - Hours of work including coffee/tea/lunch breaks
 - Refreshment facilities
 - Toilets/washroom facilities
 - Contact number for supervisor
 - Telephone etiquette
- 2.3. For work experience placements that are under two weeks in duration it will not be necessary to issue an identity badge to the placement. For all placements a letter of authority will be issued (Appendix 2).

3. Risk Assessment

- 3.1. A personal safety risk assessment must be completed prior to the work placement student starting work as included in Appendix 1.
- 3.2. Any concerns should be reported to Human Resources.

4. Supervision

- 4.1. All work experience students must have a nominated supervisor who will be responsible for:
 - Arranging a timetable and monitoring the student whilst on placement to ensure a safe and appropriate experience.
 - Being a point of contact for all queries/problems that the student may have.
- 4.2. The principles of the Managing Performance Policy and the Disciplinary Policy will apply in the event of any poor performance/conduct issues of the work experience student whilst on placement. The CCG reserve the right to terminate the placement at any time.

5. Length of Placement

- 5.1. Under normal circumstances the length of placement will be one or two weeks. Guidance on compiling a work timetable is contacted in Appendix 3.
- 5.2. Requests for longer placements should be assessed on an individual basis.

6. Computer Access

- 6.1. Usernames and passwords for work experience placements will be arranged via the IT helpdesk. When the placement is complete a requested to delete the relevant account must be made.

7. Completion of Placement

- 7.1. Successful completion of the placement will be considerate of the work experience student completing the work during the placement to a satisfactory standard.
- 7.2. Upon completion of the placement the work experience student should be awarded a personalised certificate. A template is provided in Appendix 4.

8. Expenses

- 8.1. Any expenses incurred by the work experience student through carrying out their duties will be reimbursed in accordance with the Expenses Policy.
- 8.2. Travelling to and from work and meal expenses will not be reimbursed.

PERSONAL SAFETY - RISK ASSESSMENT

PART A

Work Location:
Placement Being Assessed:
Assessor: Date:

PART B

a) Ref No	b) Main Hazard	c) Does the person come into contact with this hazard Yes/No	d) Consequence x Likelihood	e) Risk Rating
1.	Working alone			
2.	Working outside normal office hours			
3.	Meet clients/patients in isolated locations			
4.	Can decide to withhold service			
5.	Work with people who are emotionally/mentally unstable			
6.	Work with people who are under the influence of drugs or drink			
7.	Works in a building with uncontrolled access			
8.	Working in an area where a security risk assessment is in place			
9.	Spend time alone driving between clients/meetings			

a) Ref No. from main assessment	b) Person at risk	c) Nature of Hazard	d) Existing Control Measures	e) Result (A or N – See below)
<p>A = Adequately controlled N = Not adequately controlled</p> <p>If Not adequately controlled go to Part C</p> <p>Discuss with staff group concerned.</p> <p>Provide copy for Human Resources</p>				

PART C

PART D

PERSONAL SAFETY RISK ASSESSMENT FOR:.....(Name of Placement)

a) Ref No. from main assessment	b) Details of additional action	c) Results

Assessed by:	Managers Name:	Date:

Work Experience Agreement

DATE

Name and Address of the Individual

Dear <Name>

Work-experience Placement Agreement

I am writing to welcome you to NHS Doncaster Clinical Commissioning Group and I hope you will enjoy your time spent with us. Whilst on your placement you will report to <enter supervisor's name>.

You are requested and required to conform to the regulations and conditions outlined to you by <enter supervisor's name>. You must follow the instructions of any member of staff designated by that department. You are required to conform to and observe all safety, security and other regulations outlined by NHS Doncaster Clinical Commissioning Group.

I would like to draw your attention to the following conditions that will apply to your work experience placement. Please sign both copies of this letter and return one to the manager supervising your placement, the other should be retained by you for your own reference.

Confidentiality

Any matters of a confidential nature, in particular information relating to the diagnosis and treatment of patients, clients, individual staff records and details of contract prices and terms, must under no circumstances, be passed on to any unauthorised person or persons. You must be aware that, regardless of any action taken by NHS Doncaster Clinical Commissioning Group, a breach of the Data Protection Act 1998 could result in criminal or civil action for damages against you. This applies before, during and after the period of work experience.

Loss/Damage of Personal Effects

Please be aware that should you incur loss or damage to any personal property during the period of your work experience by burglary, fire, theft or otherwise, NHS Doncaster Clinical Commissioning Group can accept no liability. It is advised that personal property is kept in a secure place during working hours and any valuables kept to a minimum.

No Smoking Policy

NHS Doncaster Clinical Commissioning Group operates a no smoking policy for staff, patients and visitors within all buildings and grounds.

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 that you are to co-operate with NHS Doncaster Clinical Commissioning Group and others in meeting statutory requirements.

NHS Doncaster Clinical Commissioning Group meets its obligation to provide Employer's or Public Liability insurance.

Removal of NHS Doncaster Clinical Commissioning Group property

Materials or goods which are the property of the trust are not to be removed from NHS Doncaster Clinical Commissioning Group premises unless it is the normal course of duty and the necessary authorisation has been obtained from your supervisor.

Acceptance of Gifts

You must not accept any gifts or money from patients or service users. If you are offered anything at all during your placement speak to your supervisor.

Conduct

Any concerns about your conduct during your placement with NHS Doncaster Clinical Commissioning Group may result in the immediate termination of your placement.

Declaration

If you accept this work experience placement on the conditions outlined above I would be grateful if you would sign the attached form of acceptance a return a copy to <managers name>.

Yours sincerely

<Manager's Name>

<Job Title>

Acceptance of Placement

I confirm that I have read and understood the conditions outlined in the above letter and agree that I will observe the conditions as set out.

Signed: _____

Print Name: _____

Date: _____

For students under 16 years of age only

I confirm that I have read and understood the conditions outlined in this letter and have discussed and ensured the above individual understands the conditions and risk assessment information. I confirm that I am happy to agree for the placement to proceed.

Signed: _____

Print Name: _____

Date: _____

Relationship to student

(Parent/Guardian) _____

Please return one signed copy of this letter to <Manager's name>.

Schedule Template

Date	Time	Person	Department	Location
Monday	09:00			
	11:00			
	13:00			
	15:00			
Tuesday	09:00			
	11:00			
	13:00			
	15:00			
Wednesday	09:00			

	11:00			
	13:00			
	15:00			
Thursday	09:00			
	11:00			
	13:00			
	15:00			
Friday	09:00			
	11:00			
	13:00			
	15:00			



**Doncaster
Clinical Commissioning Group**

**CERTIFICATE
OF
ACHIEVEMENT**

This certificate acknowledges that <insert name> undertook a work experience placement within the <insert department name> of NHS Doncaster Clinical Commissioning Group.

SIGNED:

NAME:

DATE:

Placement Line Manager

NHS Doncaster Clinical Commissioning Group

Equality Impact Assessment

Title of policy or service contract:	Work Experience Policy	
Name and role of officer/s completing the assessment:	Andrea Richards – HR Manager	
Date of assessment:	1/2/ 2018	
Type of EIA completed:	Initial EIA ‘Screening’ <input checked="" type="checkbox"/> or ‘Full’ EIA process <input type="checkbox"/>	<i>(select one option - see page 4 for guidance)</i>

1. Outline	
Give a brief summary of your policy or service <ul style="list-style-type: none"> • Aims • Objectives • Links to other policies, including partners, national or regional 	<p>The Work Experience Policy outlines the process that the organisation will undertake when supporting applications for work experience within the CCG.</p> <p>The policy is applicable to all employees and adheres to NHSLA Standards, statutory requirements and best practice and makes all reasonable provision to ensure equity of process for all employees</p>

Identifying impact:

- **Positive Impact:** will actively promote or improve equality of opportunity;

- **Neutral Impact:** where there are no notable consequences for any group;
- **Negative Impact:** negative or adverse impact causes disadvantage or exclusion. If such an impact is identified, the EIA should ensure, that as far as possible, it is either justified, eliminated, minimised or counter balanced by other measures. This may result in a 'full' EIA process.

2. Gathering of Information					
This is the core of the analysis; what information do you have that might <i>impact on protected groups, with consideration of the General Equality Duty.</i>					
(Please complete each area)	What key impact have you identified?			For impact identified (either positive or negative) give details below:	
	Positive Impact	Neutral impact	Negative impact	How does this impact and what action, if any, do you need to take to address these issues?	What difference will this make?
Human rights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Positive impact.	Promotes equality in the workplace and the reputation of the organisation. Actively support all age groups and safeguards where necessary in particular with respect to young people.
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ensures that all applicants are treated equally regardless of their age.	Promotes equality in the workplace and the reputation of the organisation.
Carers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Neutral impact.	Promotes equality in the workplace and the reputation of the organisation.
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Doncaster CCG holds a 'two ticks' accreditation and operates a	Promotes equality in the workplace and the reputation of the

				guaranteed interview scheme for applicants who declare they have a disability when they meet the minimum essential criteria for a role.	organisation.
Sex	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ensures that all applicants are treated equally regardless of their sex.	Promotes equality in the workplace and the reputation of the organisation.
Race	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ensures that all applicants are treated equally regardless of their race.	Promotes equality in the workplace and the reputation of the organisation.
Religion or belief	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ensures that all applicants are treated equally regardless of their religion or belief.	Promotes equality in the workplace and the reputation of the organisation.
Sexual orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ensures that all applicants are treated equally regardless of their sexual orientation.	Promotes equality in the workplace and the reputation of the organisation.
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Neutral impact.	Promotes equality in the workplace and the reputation of the organisation.
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Neutral impact.	Promotes equality in the workplace and the reputation of the organisation.
Marriage and civil partnership (only eliminating	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Neutral impact.	Promotes equality in the workplace and the reputation of the organisation.

discrimination)					
Other relevant groups	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Neutral impact.	Promotes equality in the workplace and the reputation of the organisation.
HR Policies only: Part or Fixed term staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Neutral impact.	Promotes equality in the workplace and the reputation of the organisation.

IMPORTANT NOTE: If any of the above results in 'negative' impact, a 'full' EIA which covers a more in depth analysis on areas/groups impacted must be considered and may need to be carried out.

Having detailed the actions you need to take please transfer them to onto the action plan below.

3. Action plan				
Issues/impact identified	Actions required	How will you measure impact/progress	Timescale	Officer responsible
No anticipated detrimental impact has been identified.	There are no statements, conditions or requirements that disadvantage any particular group of people with a protected characteristic – therefore there is no required action identified	Policy will be monitored in line with changes in legislation and amended as necessary	In line with CCG Policy Review timetable.	HR Manager
4. Monitoring, Review and Publication				
When will the proposal be reviewed and by whom?	Lead / Reviewing Officer:	Associate Director of HR & Corporate Services	Date of next Review:	February 2021

Once completed, this form **must** be emailed to Gareth Jones Equality Officer for sign off via

Gareth.jones22@nhs.net

Equality Lead Name:	
Signature	
Date	