

## Work Experience and Work Placement Policy

Ben's Centre for Vulnerable People (Sheffield)  
Charity Number: 1087606.

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### Introduction

This policy sets out our approach to engaging people on work experience.

The policy covers both arrangements where the individual is undertaking work for the benefit of us and also 'work shadowing', where the individual does not perform any work for our benefit.

We encourage work-experience placements and acknowledge the benefits that a work-experience person can bring to us, such as enthusiasm, an extra pair of hands to help to complete projects and improved ties with the local community.

Similarly, a work-experience person benefits from their placement with us by gaining valuable career experience and enhancing their CV.

Ultimate responsibility for approving work placements with schools, colleges, and universities is with the Chief Executive Officer however the organising of such will be delegated to others, as necessary, and as appropriate.

While making arrangements for work experience placements, we treat personal data collected in accordance with our data protection policy.

### Types of placement

Placements can be either:

- a work-shadowing placement of up to one week's duration, where the individual observes the work undertaken by our employees but does not perform any work for our benefit, except for doing some work for illustrative or learning purposes; or
- a work-experience placement, where the individual is expected to perform some work or provide some assistance to us.

#### Individuals aged 17 and under

- Work-experience placements for children aged 17 and under will last no longer than two weeks. It is not necessary to pay children who are of compulsory school age who are simply undertaking work experience.
- School children who are of compulsory school age will normally work for twenty-five-hours per week, working five hours per day, with one hour for lunch each day.
- School children will be entitled to receive an allowance for lunch from us.

#### Individuals aged 18 to 20

- Work-experience placements for young adults aged 18 to 20 can continue for up to twelve-weeks.
- They will be paid not less than the national minimum wage.
- They may, circumstance dependent, be entitled to receive an allowance for lunch from us and assistance with travel costs.
- They will not be at work for longer than 48 hours per week.

#### Individuals aged 21 and over

- Internships are work-experience placements for individuals, including students and graduates, who have reached the age of 21.

- Such placements could be for up to fifty-two-weeks.
- They will be paid not less than the national minimum wage.
- They may, circumstance dependent, be entitled to receive an allowance for lunch from us and assistance with travel costs.
- They will not be at work for longer than 48 hours per week.

### **Creation of work experience opportunities**

Any manager that wishes to offer work-experience opportunities should summarise their needs in writing and approach the Chief Executive Officer for further conversation.

In their proposal they should include:

- The type of placement;
- The number of proposed placements;
- The likely commencement dates;
- Details of the supervision and induction plan; and,
- A role description including any specific expectations.

### **Disciplinary and capability issues**

Our disciplinary, grievance and capability procedures do not apply to work-experience personnel. Supervisors should instead observe basic principles of fairness in dealing with capability or conduct if and when they arise.

Where the supervisor of the work-experience personnel has reason to believe that there are minor issues concerning capability or conduct, they will in the first instance raise it informally with them.

Where, in the opinion of the supervisor, the capability or conduct issues are serious, the matter should be brought to the attention of the department's most senior manager.

In cases of capability, individuals should be informed of any shortcomings in their performance and given the chance to improve. In cases of misconduct, the departments senior manager must have reasonable grounds for believing that the individual has been guilty of misconduct and should give them the opportunity to give any explanation/mitigation.

We reserve the right to terminate a placement immediately, should the work-experience person be guilty of serious misconduct or any negligence resulting in loss or damage to us.

### **Health and safety**

We will ensure that all those who are on work-experience or work-shadowing placements have the same basic training on matters of health and safety as other workers. The level of this will depend on the nature of their work-experience.

### **Data protection**

We must ensure that all those who are on work-experience or work-shadowing placements have the same basic training on matters of data protection as other workers. The level of this will depend on the nature of their work-experience.

### **Review**

This policy may be reviewed at any time at the request of any member of staff or volunteer, but it will be automatically reviewed 2-years after initial approval and thereafter on a triennial basis unless organisational changes, legislations, guidance, or non-compliance prompt an earlier review.

### **Definitions**

Ben's Centre ("we", "us", "our")

The Employee ("you")