

# Policy:

## HR 017 Work Experience (Widening Participation)

Executive or Associate Director lead	Director of Human Resources
Policy author/ lead	Head of Equality and Inclusion
Feedback on implementation to	Head of Equality and Inclusion

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Ratified by	Executive Directors' Group
Date of issue	21 December 2018
Date for review	31 December 2022 (Extended from 31 October 2022)

Target audience	All Trust Managers including clinical placements linked to medical education and persons wishing to undertake work experience in the Trust
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Keywords	Work experience; widening participation
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### **Policy Version and advice on document history, availability and storage**

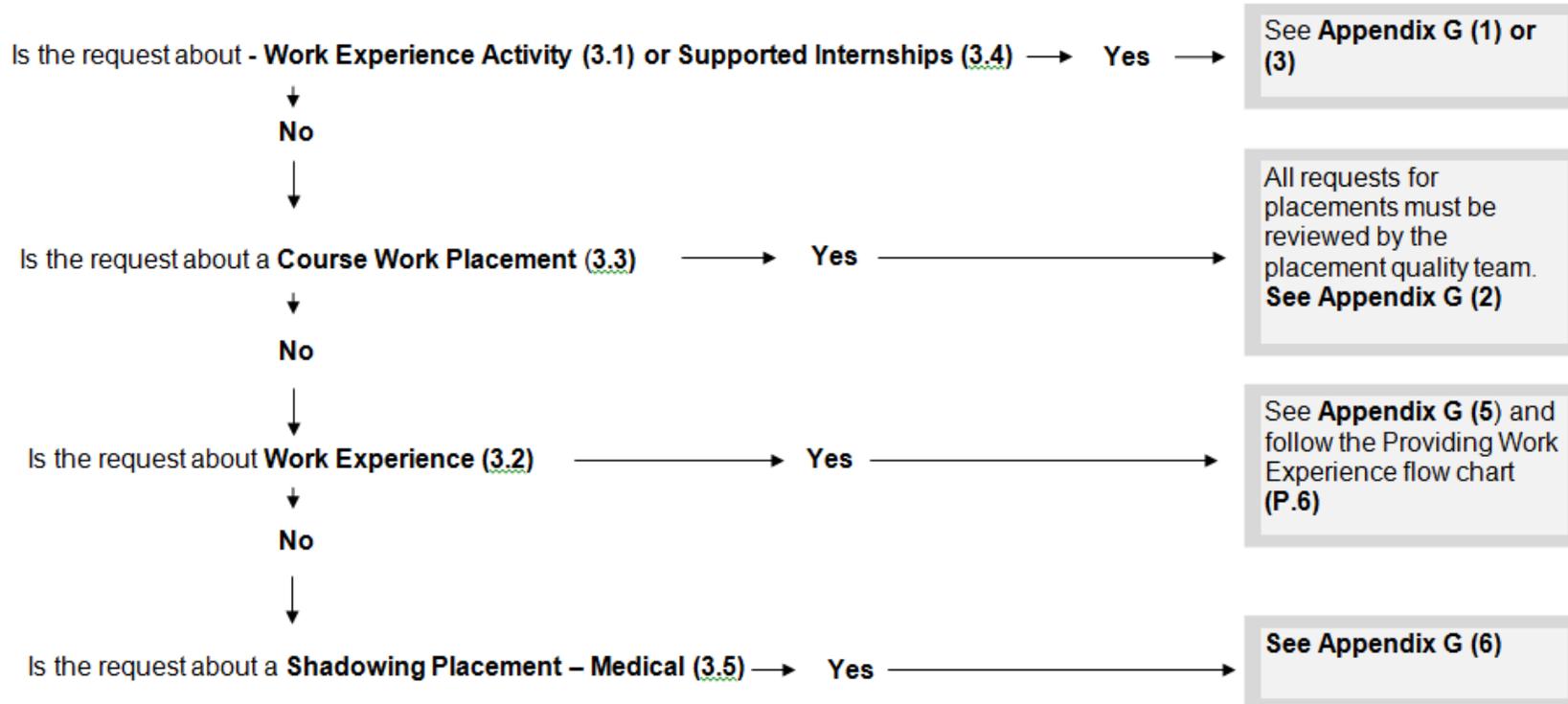
This is a new policy (version 1).

Case of need agreed by HR SMT, and EDG on the 20th July 2017.

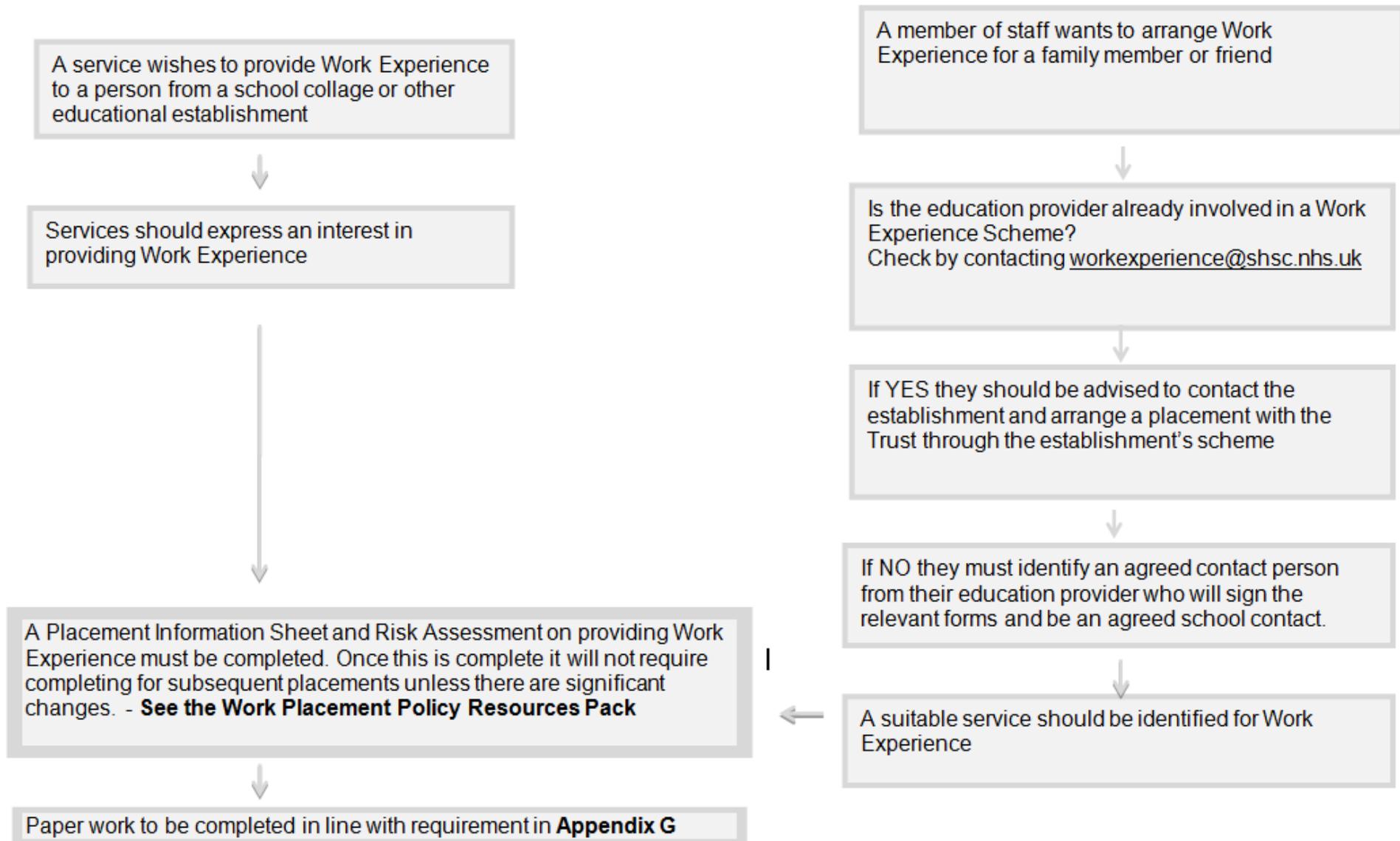
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### Flowchart



## Flowchart - Work Experience



## **1. Introduction**

This policy sets out the Trust position on providing work experience. It aims to ensure that where work experience is supported by the Trust this is done in the context of the Trust's aims and objectives associated with the development of a diverse and skilled workforce and that processes are in place that support the Trust's value of Fairness. 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 Trust service users and people undertaking work placements.

The policy aims to enable the Trust to offer work experience placements to students through local schools and colleges, and to those approaching the Trust directly, using a standardised process.

## **2. Scope**

**2.1.** This policy is Trust 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 the Trust.

**2.3.** This policy does not apply to volunteers or volunteering which is covered in the Trust's Volunteer Policy.

## **3. Definitions**

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

### **3.1. Work Experience Activity**

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

### **3.2. 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.

### **3.3. 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 the Trust because they need to arrange a placement as part of the course they are undertaking. All course placements must be agreed through the Trust 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 the Trust provides under agreements with universities or other bodies.

### **3.4. 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.

### **3.5. Shadowing Placement – Medical**

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

## **4. Purpose**

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

- 4.1.** Set clear parameters for the support the Trust gives to work experience and placements, and to describe the key issues that must be addressed when placements are provided.
- 4.2.** Ensure that those undertaking work experience within the Trust are engaged in accordance with health and safety legislation and are provided with a safe, hazard free environment.
- 4.3.** 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.
- 4.4.** Ensure that when work experience takes place in the Trust this is set up and undertaken taking account of key areas such as health and safety, privacy and confidentiality of service users and employees.

## **5. Duties**

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

## 6. Process

### 6.1. Policy Statement

The Trust is committed to providing work experience opportunities that support the Trust's 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 the Trust or in the context of the wider NHS workforce.

All work experience must be set up and undertaken only by using the procedures set out in **Appendix G** 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.

### 6.2. Working in Partnership

The Trust 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.

### 6.3. Age

6.3.1. 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.

6.3.2. 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.

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

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

### 6.4. Agreeing and Arranging Work Placements

The Trust will put in place clear procedures that must be followed when agreeing and arranging work experience, these are set out in **Appendix G** of this policy. Supporting resources will be provided in a **Work Experience Policy Resources Pack**.

### 6.5. 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.

## **6.6. Supervision/Supervisor**

### **6.6.1. 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 the Trust is working in partnership with.

### **6.6.2. 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 should agree locally who will complete the relevant documents required.

### **6.6.3. 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.

### **6.6.4. Supervision Supported Internships**

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

### **6.6.5. Supervision Shadowing Placement – Medical**

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

## **6.7. DBS Checks**

### **6.7.1. 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 HR for advice if the DBS policy is not clear.

### **6.7.2. DBS Checks and Supervisors**

DBS checks are not required for supervisors of people undertaking work experience 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.

## **6.8. Security/ID Badges**

6.8.1. 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 should be asked to carry some picture identification with them whilst on placement (for example a passport driving licence or bus pass).

6.8.2. 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.

## **6.9. Access to IT systems patient and staff data**

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

6.9.2. If it would be useful for a young person to experience using data systems then they 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.

## **6.10. 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

## **6.11. Insurance**

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

## **6.12. Decisions regarding Work Placements**

If there is any doubt about a proposed placement advice should be obtained by emailing [workexperience@shsc.nhs.uk](mailto:workexperience@shsc.nhs.uk) The Director of Human Resources is responsible for this policy and any final decisions about placements will be made by the Director of Human Resources where agreement cannot be reached locally.

## **6.13. Agreeing, Arranging and Supervising Work Experience and Placements**

Details of how to agree arrange and supervise work experience and placements are provided in Appendix G of this policy. 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.

## **7. Dissemination, storage and archiving (Control)**

**7.1.** The policy is available on the Trust's intranet and website available to all staff.

**7.2.** It will be disseminated as a new HR policy via Connect.

**7.3.** Links to the policy will be placed on relevant intranet pages for example the Staff Wellbeing Intranet widget.

**7.4.** Archiving of previous versions is not required as this is a new policy.

## **8. Training and other resource implications**

**8.1.** There are no specific training implications.

**8.2.** There are resource implications regarding administration of placements and liaison with schools and colleges. These will be met through absorption into HR admin and by devolving of individual placement administration to service level (i.e. there will be no central administration of the policy).

## 9. Audit, monitoring and review

<b>Monitoring Compliance Template</b>						
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 the Trust should be known of and recorded	A database will be maintained in HR	HR Senior Mangers Team	Quarterly	Report to HR SMT Quarterly	HR SMT	HR SMT

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 new policy onto the Trust's intranet and website, remove old version.	Corporate Governance to send to Communications	December 2018 and February 2019	Policy approved by Policy Governance Group December 2018 and added to Trust Intranet.
Add to Connect for Trust-wide communication.	Communications Team		Policy resubmitted to Communications, via Corporate Governance, in February 2019 to include Trust website and Connect (as well as Trust intranet).
Make all services aware of the policy through a direct service briefing note. HR Business partners to advise services.	Head of Equality and Inclusion		

## 11. 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](#)

## 12. Contact details

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

## 13. References

All references to legislation and policy are taken from the NHS Work Experience Toolkit

### [NHS Work Experience Tool Kit](#)

### Appendix A – Version Control and Amendment Log (Example)

Version No.	Type of Change	Date	Description of change(s)
1.0	New draft policy created	20th July 2017	New policy commissioned by EDG on approval of a Case for Need.
	Final draft policy presented for publication	Dec 2018 / January 2019	Policy Governance Group reviewed.
	Ratification and policy implementation	Dec 2018 / January 2019	Ratified at Executive Directors Group.
	Final draft policy re-presented to Corporate Governance for publication	February 2019	Policy resubmitted to Communications, via Corporate Governance, in February 2019 to include Trust website and Connect (as well as Trust intranet).

### Appendix B – Dissemination Record

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.	

# Appendix C – Stage One Equality Impact Assessment Form

## Equality Impact Assessment Process for Policies Developed Under the Policy on Policies

**Stage 1** – Complete draft policy

**Stage 2 – Relevance** - Is the policy potentially relevant to equality i.e. will this policy potentially impact on staff, patients or the public? If **NO** – No further action required – please sign and date the following statement. If **YES** – proceed to stage 3

This policy does not impact on staff, patients or the public (insert name and date)

See below.
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**Stage 3 – Policy Screening** - 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 on equality impact assessment for examples and detailed advice. This is available by logging-on to the Intranet first and then following this link [https://www.xct.nhs.uk/widget.php?wdg=wdg\\_general\\_info&page=464](https://www.xct.nhs.uk/widget.php?wdg=wdg_general_info&page=464)

	Does any aspect of this policy actually 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?
<b>AGE</b>	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
<b>DISABILITY</b>	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
<b>GENDER REASSIGNMENT</b>	No	No	No
<b>PREGNANCY AND MATERNITY</b>	No	No	No
<b>RACE</b>	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 BME communities.	No
<b>RELIGION OR BELIEF</b>	No	No	No
<b>SEX</b>	No	No	No
<b>SEXUAL ORIENTATION</b>	No	No	No

**Stage 4 – Policy Revision** - Make amendments to the policy or identify any remedial action required (action should be noted in the policy implementation plan section)

Please delete as appropriate: Policy Amended / Action Identified / no changes made.

Impact Assessment Completed by (insert name and date)

Liz Johnson Head of Equality and Inclusion February 2018
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## Appendix D - Human Rights Act Assessment Form and Flowchart

You need to be confident that no aspect of this policy breaches a person's Human Rights. You can assume that if a policy is directly based on a law or national policy it will not therefore breach Human Rights.

If the policy or any procedures in the policy, are based on a local decision which impact on individuals, then you will need to make sure their human rights are not breached. To do this, you will need to refer to the more detailed guidance that is available on the SHSC web site <http://www.justice.gov.uk/downloads/human-rights/act-studyguide.pdf> (relevant sections numbers are referenced in grey boxes on diagram) and work through the flow chart on the next page.

**1. Is your policy based on and in line with the current law (including case law) or policy?**

- Yes. No further action needed.**
- No. Work through the flow diagram over the page and then answer questions 2 and 3 below.**

**2. On completion of flow diagram – is further action needed?**

- No, no further action needed.**
- Yes, go to question 3**

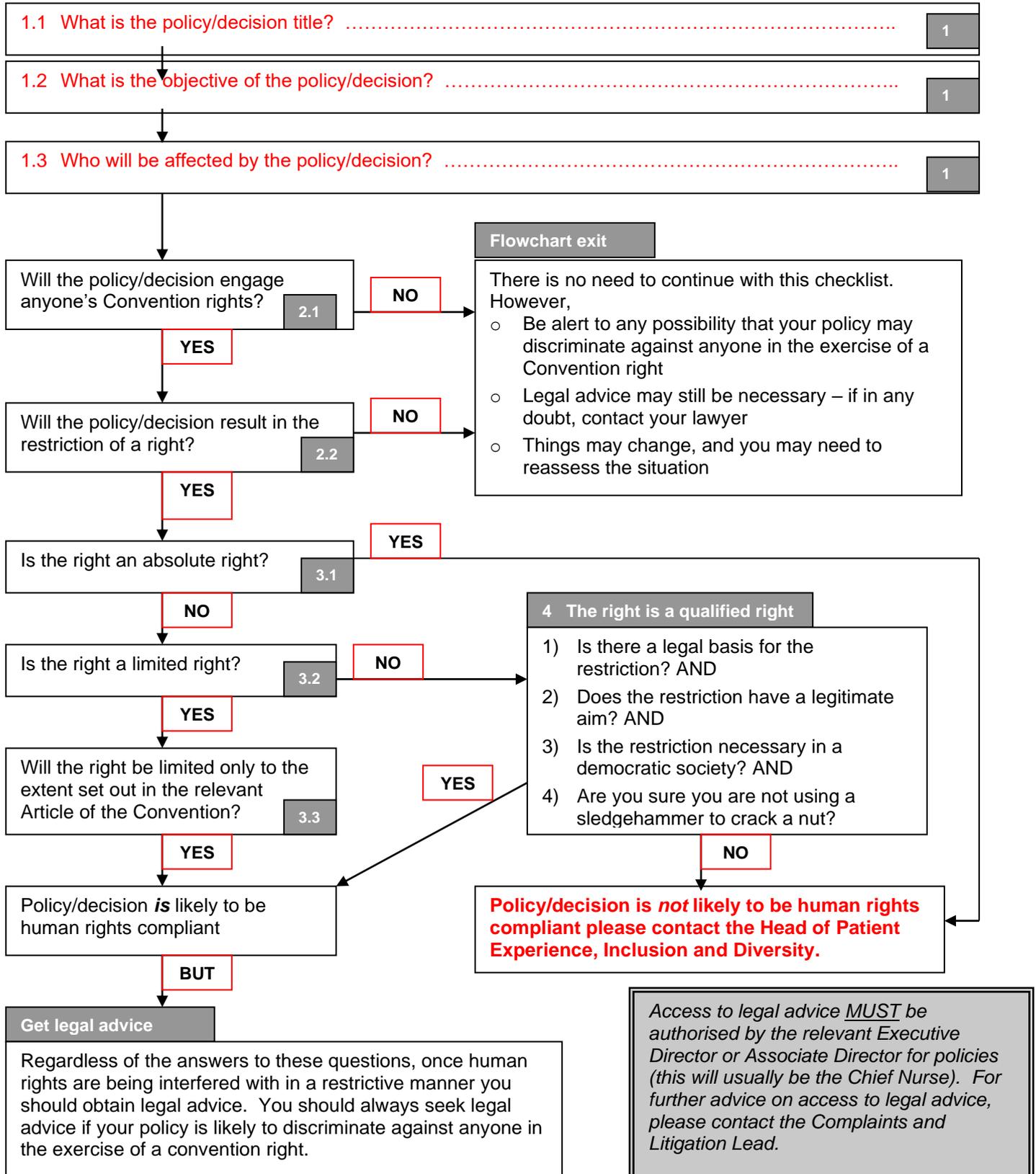
**3. Complete the table below to provide details of the actions required**

Action required	By what date	Responsible Person

## Human Rights Assessment Flow Chart

Complete text answers in boxes 1.1 – 1.3 and highlight your path through the flowchart by filling the YES/NO boxes red (do this by clicking on the YES/NO text boxes and then from the Format menu on the toolbar, choose 'Format Text Box' and choose red from the Fill colour option).

Once the flowchart is completed, return to the previous page to complete the Human Rights Act Assessment Form.



## Appendix E – Development, Consultation and Verification

This is a new policy. The need for this policy was agreed through a case of need by EDG in June 2017.

Consultation took place on the draft policy between June and August 2018.

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

Following consultation the following amendments/additions were made to the draft policy.

- Section 6.3 has been 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 added
- Reference to the Trust Personal Relationships at Work Policy 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 and work as usual but their children are invited to their workplace and take part in activities planned for them but the organisation that are relevant to the organisations work. Having reviewed the request to include bring your child to work the policy author believes that this area is covered under section 3.1 in terms of definition and work place activity section of Appendix G.

Policy approved by PGG in December 2018 / January 2019 but was re-submitted to Communications in February 2019, via Corporate Governance, due to minor changes required to Appendices A and B and to align section 7 with section 10. Font amended to Arial 12.

**1. Cover sheet**

All policies must have a cover sheet which includes:

- The Trust name and logo ✓
- The title of the policy (in large font size as detailed in the template) ✓
- Executive or Associate Director lead for the policy ✓
- The policy author and lead ✓
- The implementation lead (to receive feedback on the implementation) ✓
- Date of initial draft policy ✓
- Date of consultation ✓
- Date of verification ✓
- Date of ratification ✓
- Date of issue ✓
- Ratifying body ✓
- Date for review ✓
- Target audience ✓
- Document type ✓
- Document status ✓
- Keywords ✓
- Policy version and advice on availability and storage ✓

**2. Contents page**

**3. Flowchart** ✓

**4. Introduction** ✓

**5. Scope** ✓

**6. Definitions** ✓

**7. Purpose** ✓

**8. Duties** ✓

**9. Process** ✓

**10. Dissemination, storage and archiving (control)** ✓

**11. Training and other resource implications** ✓

**12. Audit, monitoring and review**



<b>Monitoring Compliance Template</b>						
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 the Trust should be known of and recorded	A database will be maintained in HR	HR Senior Mangers Team	Quarterly	Report to HR SMT Quarterly	HR SMT	HR SMT

**13. Implementation plan**



**14. Links to other policies (associated documents)**



**15. Contact details**



**16. References**



**17. Version control and amendment log (Appendix A)**



**18. Dissemination Record (Appendix B)**



**19. Equality Impact Assessment Form (Appendix C)**



**20. Human Rights Act Assessment Checklist (Appendix D)**



**21. Policy development and consultation process (Appendix E)**



**22. Policy Checklist (Appendix F)**



## Appendix G – Work Experience Policy Procedures

### **All forms and resources referred to in the Appendix can be found in the WORK EXPERIENCE POLICY RESOURCES PACK**

This appendix covers procedures for the following types of Work Experience

- 1) **Work Experience Activity**
- 2) **Work Experience**
- 3) **Course Work Placement**
- 4) **Supported Internships**
- 5) **Shadowing Placement – Medical**

#### **1) Work Experience Activity**

Work Experience Activity may take place in a number of contexts. When activity is planned to take place on Trust premises planning teams must ensure that they have considered:

- Fire Safety and health and safety risk assessment
- The wellbeing of young people in terms of the content of any activities or materials used
- Those arrangements have been made to ensure that a list of attendees is obtained and that the school or college have made arrangements for students under 18 to be accompanied by the appropriate number of supervisors.
- Consider the need for students under 18 to be supervised at all times when looking at venues and break out rooms.

Generally speaking schools and colleges will have procedures in place to ensure that students are appropriately supervised but this will usually mean a teacher being with a set of students at all times

#### **2) Course Work Placement**

Course Work Placements usually be undertaken by someone doing a further education course. A person may be required to arrange a placement as part of the course they are undertaking and will therefore contact the trust to provide this. Placements will 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.

All requests for such placements must be reviewed by the Trust placement quality team led by the Professional Education Training and Development Lead. The above professional lead post holder can be contacted via the Trust Learning and Development team.

### 3) Supported Internships

Supported Internships offer opportunities for young people with a special educational need or disability (SEND) to undertake their learning in a workplace. These will usually be undertaken in the Trust as part of a specific scheme, there are therefore no specific procedures to be followed in relation to this policy.

### 4) Providing Work Experience

The following section sets out the procedures to be followed when providing work experience for up to two weeks in the Trust. Request for longer periods may actually be course placements and the procedure for providing course placements above should be considered.

A database of services that are interested in providing work experience will be set up:

1. Services that are interested in providing work experience will be asked to express an interest in providing work experience. They will then be contacted to provide brief details about the service and what sort of placement they can offer. They will be asked to complete a **WE1 – Placement Opportunity Form** and a **WE 2 – Work Experience Risk Assessment**.

These documents can be found in the **Work Experience Policy Resources Pack** or by emailing [workexperience@shsc.nhs.uk](mailto:workexperience@shsc.nhs.uk)

2. Once the above information has been completed it will not generally be required to be updated for each placement however if there are significant changes in services these documents should be updated.
3. Generally work experience will be offered through schemes administered by third parties for example Sheffield City Council. In these cases the Trust HR/Learning and Development will liaise with schools and send out dates when young people will be looking for work experience.
4. Services that have expressed an interest in providing a placement will be contacted.
5. The Trust will advise the work experience organisers of the available placements and applicants for work experience can then choose a service they wish to experience.
6. Before starting a placement in SHSC the young person will need to:

- Be provided with a copy of the **WE1 – Placement Opportunity Form** for the service they will be placed with, this should be sent to them by email by the service providing the placement.

- Complete:

- **WE 3 - Work Experience Application Form**

This must be completed by the student and school and signed by all relevant parties.

A copy should be retained at the service providing the placement and send a copy to [workexperience@shsc.nhs.uk](mailto:workexperience@shsc.nhs.uk).

- **WE 4 - Confidential Health Questionnaire**

For short term placements of up to 10 days the form should be retained by the student and discussed in confidence with the placement supervisor on the first day of placement. Immunisation information will not usually be required for short term placements.

- **WE 5 - Work Experience Agreement Template**

The student must read and sign/ have this countersigned where appropriate.

Two copies to should be sent one to be retained the second returned to the placement.

Schemes may provide their own paperwork, where this is available in principle this can be used however it must cover all of the key areas covered in the paperwork found in the **Work Experience Policy Resources Pack**.

## 7. On starting the placement

- A **WE6 Work Placement Induction Checklist** must be completed by the placement supervisor. Including the Trust Confidentiality Policy.
- 
- Ensure the individual reads and signs the SHSC Confidentiality statement,
- Services may find it useful to complete provide a **Daily Diary** for the person undertaking the placement to complete.
- At the end of placement a **placement evaluation** form must be completed and a copy sent to [workexperience@shsc.nhs.uk](mailto:workexperience@shsc.nhs.uk)

### **Work Experience requests outside of a planned scheme**

Where work experience placements are requested outside of a scheme for example by a friend or family member of Trust staff or to support specific initiatives. The following must be considered:

- Is the young person's school or education provider already involved in a scheme that provides Work Experience placements, to check if this is the case email

[workexperience@shsc.nhs.uk](mailto:workexperience@shsc.nhs.uk) ? If this is the case then the young person must be advised to go through the third party scheme.

- If this is not the case then the person wishing to undertake work experience must identify an agreed contact person from their education provider. This person will be the services contact during the placement the school and the young person must complete relevant forms these can be found in the **Work Experience Policy Resources Pack** or obtained by emailing [workexperience@shsc.nhs.uk](mailto:workexperience@shsc.nhs.uk)
- The service that the student has identified to provide the placement must complete the following if they have not already done so:
  - **WE1 – Placement Opportunity Form**
  - **WE 2 – Work Experience Risk Assessment**

The procedure set out above for placement from point 6 above must then be followed.

### Summary Forms and Actions – Work Experience Placement

Form/Template	Action Required
<a href="#"><u>WE1 - Placement Opportunity Form</u></a>	To be completed by the placement provider and returned to <a href="mailto:workexperience@shsc.nhs.uk">workexperience@shsc.nhs.uk</a>
<a href="#"><u>WE 2 - Work Experience Risk Assessment - Template</u></a>	This is a template form with some key risk areas prepopulated .This should be reviewed and updated by adding to with any specific risk identified by the service. Retain a copy at the service and send a copy to <a href="mailto:workexperience@shsc.nhs.uk">workexperience@shsc.nhs.uk</a>
<a href="#"><u>WE 3 - Work Experience Application</u></a>	This must be completed by the student and school and signed by all relevant parties. Retain a copy at the service and send a copy to <a href="mailto:workexperience@shsc.nhs.uk">workexperience@shsc.nhs.uk</a>
<a href="#"><u>WE 4 - Confidential Health Questionnaire</u></a>	To be completed by the student:  For <b>short term placements</b> up to 10 days the form should be retained by the student and discussed in confidence with the placement supervisor on the first day of placement. Immunisation information will not usually be required for short term placements.

	<p>For placement over 10 days the form should be completed and advice sought from <a href="mailto:workexperience@shsc.nhs.uk">workexperience@shsc.nhs.uk</a></p> <p>To see if any further action may be required based on nature and length of placement and area of placement.</p>
<a href="#"><u>WE 5 - Work Experience Agreement Template</u></a>	<p>To be sent to the student to read and sign and have countersigned where appropriate.</p> <p>Two copies to be sent one to be retained the second returned to the placement</p>
<a href="#"><u>WE 6 - Work Experience Induction Checklist</u></a>	<p>To be completed with the placement supervisor on first day of placement and signed by both parties.</p> <p>Retain at the service</p>

## 5) Shadowing Placement – Medical

When the Trust is approached by individuals wishing to gain UK psychiatry experience or to gain clinical experience in order to apply to medical school SHSC can offer work experience placements to anyone over the age of 16 subject to relevant checks.

Queries on **Shadowing Placements** should be directed to the **Medical Education Manager**.

## DEALING WITH INITIAL ENQUIRIES

When a telephone or email query, ensure you complete the application document and ask the relevant questions:

- Name and address and contact number
- Dates of when they would like their work experience
- A preferred location/specialty (community/inpatient)
- Why do they want to do work experience with SHSC (for audit reasons)
- Can they send in their CV
- ID documents checked before they can start
- Arrange a mutually convenient time for them to come in with ID documents
- Send them the introductory letter
- Begin arrangements for a suitable placement and willing supervisor
- Ensure checklist is saved in the relevant individuals folder

- Inform them that they need to obtain a letter from their education provider confirming their identity (name, date of birth) that they are a student at the establishment and the course studying.

The email template **SWE 1 Email Template Shadowing Work Experience** can be used to ensure all the relevant information is sent to the individual.

The **SWE 2 Shadowing Work Experience Application** checklist/application form must be completed and saved to the individual's electronic folder this can be found on the W:\Drive  
**W:\Postgraduate Services\Shared\WORK PLACEMENT SHADOWING**

## **REQUIRED CHECKS**

A meeting with the individual to gain copies of ID documents must occur to determine genuine ID documents are provided.

### **ID Documents**

Take a copy of:

- Passport/driving licence
- Utility bill
- Original birth certificate

Sign and date to confirm original seen and scan and save on individual's folder

### **Confidentiality Statement**

Ensure the individual reads and signs the SHSC Confidentiality statement, scan and save to individual's folder.

Once all the above checks are complete and show no causes for concern, please update the application/checklist along with the CV, DBS confirmation and details of required placement. These should be sent to the Medical Education Manager for approval.

## Letter from Education Establishment

Check scan and save to individual's folder.

## CONFIRMATION & APPROVAL

Once approval has been sought, send the **SWE 3 Shadowing Work Experience Confirmation Letter** to the applicant.

## Summary Forms and Actions – Shadowing Placement – Medical

Form/Template	Action Required
<a href="#"><u>SWE 1 - Email template – Shadowing Work Experience</u></a>	Complete the application document ensuring the correct questions are completed.  The Email/Letter template can be used to send a request for the information required.
<a href="#"><u>SWE 2 - Shadowing Work Experience Application</u></a>	Completed applications must be saved to the individuals electronic folder on:  W:\Postgraduate Services\Shared\WORK PLACEMENT SHADOWING
<a href="#"><u>SWE 3 - Shadowing Work Experience Confirmation letter template</u></a>	Send to applicant when approval has been confirmed by the Medical Education Manager