

## WORK EXPERIENCE POLICY

Version:	1
Ratified by:	Senior Managers Operational Group
Date ratified:	February 2014
Title of originator/author:	Learning and Development Manager
Title of responsible committee/group:	Regulation Governance Group
Date issued:	<b>February 2014</b>
Review date:	<b>January 2017</b>
Relevant Staff Groups:	All clinical and non-clinical work experience and placements (excluding pre-registration placements)

**This document is available in other formats, including easy read summary versions and other languages upon request. Should you require this please contact the Equality and Diversity Lead on 01278 432000**

## DOCUMENT CONTROL

<b>Reference</b> JT/Feb14/WEP	<b>Version</b> 1	<b>Status</b> Final	<b>Author</b> Learning and Development Manager
<b>Amendments</b>	Policy reviewed post integration: <ul style="list-style-type: none"> <li>to ensure compliance with recruitment HR processes</li> <li>to ensure that processes are followed for robust risk assessment and safe working practices.</li> <li>to update duties and responsibilities appropriately</li> </ul>		
<b>Document objectives:</b> To provide a safe, standardised process to support work experience, work shadowing/ observations within the Trust			
<b>Intended recipients:</b> All staff			
<b>Committee/Group Consulted:</b> Workforce Governance Group			
<b>Monitoring arrangements and indicators:</b> please refer to section eight			
<b>Training/resource implications:</b> please refer to section six			
<b>Approving body and date</b>	Regulation Governance Group	Date: December 2013	
<b>Formal Impact Assessment</b>	Impact Part 1	Date: October 2013	
<b>Ratification Body and date</b>	Senior Managers Operational Group	Date: February 2014	
<b>Date of issue</b>	<b>February 2014</b>		
<b>Review date</b>	<b>January 2017</b>		
<b>Contact for review</b>	Learning and Development Manager		
<b>Lead Director</b>	Director of HR and Workforce Development		

## CONTRIBUTION LIST Key individuals involved in developing the document

Name	Designation or Group
Jenny Turton	Head of HR Operations
Rebecca Hemsley	Head of HR Strategy
Phoebe Sherry-Watt	Head of Training and Development
Andrew Sinclair	Head of Corporate Business/Equality & Diversity Lead
Richard Painter	Head of Safeguarding
Members	Workforce Governance Group
Members	Regulation Governance Group
Members	JMSCC
Members	Senior Managers Business Group

<b>CONTENTS</b>		
<b>Section</b>	<b>Summary of Section</b>	<b>Page</b>
Doc	Document Control	2
Cont	Contents	3
1	Introduction	5
2	Purpose & Scope	5
3	Duties and Responsibilities	5
4	Explanations of Terms used	6
5	Placements	6
6	Training Requirements	9
7	Equality Impact Assessment	9
8	Monitoring Compliance and Effectiveness	9
9	Counter Fraud	9
10	Relevant Care Quality Commission (CQC) Registration Standards	10
11	References, Acknowledgements and Associated documents	10
12	Appendices	10
Appendix A	Flowchart for work experience administration process	11
Appendix B	Application for work experience	12
Appendix C	Work Experience information and guidelines	16
Appendix D	Work Experience Request form	21
Appendix E	Daily Diary	22
Appendix F	Evaluation form	23
Appendix G	Supervisor's report	25
Appendix H	Notification of work Experience placement	26
Appendix I	Work Experience Supervision agreement	27
Appendix J	Guidelines and risk self-assessment in relation to safeguarding	30
Appendix K	Work experience placement risk self-assessment	31
Appendix L	Child protection guidelines	35

## 1. INTRODUCTION

- 1.1 Somerset Partnership NHS Foundation Trust is committed to providing work experience, shadowing and observation opportunities as part of its strategy to attract, recruit and retain staff with a wide variety of skills and experience from diverse backgrounds.
- 1.2 The Trust is a major employer in Somerset and wishes to engage with the wider community to ensure that people have access to work experience which offers learning opportunities and experience of working in health care.
- 1.3 In addition to work experience placements, the Trust may be able to offer visits for individuals or small groups who would like information on a specific department, role or job.

## 2. PURPOSE & SCOPE

- 2.1 It is important that work experience opportunities are managed appropriately, particularly in relation to risk management, confidentiality, protection and duty of care. All individuals should gain a positive image of the Trust as a good employer and should receive a structured induction and adequate support throughout their placement.
- 2.2 The placement will provide an introduction to work and working conditions as well as providing training. Students should not be used to replace the work of permanent staff and every effort should be made to provide a structured experience to assist them to obtain future permanent paid employment whether inside or outside the NHS.
- 2.3 The policy sets out guidance for managers on the selection of students, processes to follow and responsibilities of supervisors and managers.

## 3. DUTIES AND RESPONSIBILITIES

- 3.1 The **Director of Human Resources and Workforce Development** will oversee the monitoring and implementation of this policy to ensure it is applied throughout the Trust.
- 3.2 The **Human Resources Department** (HR) will ensure all applications for work experience are processed in line with this policy. HR is responsible for central administration of all work experience/ shadowing opportunities.
- 3.3 **A Senior Named Clinician** is responsible for ensuring that procedures are followed and that risk assessments are completed. Whilst on placement, the matron/ ward/ team manager is responsible for the supervision of the student and any concerns should be referred to the HR team.

## 4. EXPLANATIONS OF TERMS USED

- 4.1 **Work experience** is a placement on an employer's premises in which a student carries out a particular task or duty, or a range of tasks or duties, more or less as an employee would, but with an emphasis on the learning aspect of the experience. Students receive no remuneration for this activity.
- 4.2 **Work shadowing** is a placement on an employer's premises in which a student shadows an employee or a range of employees going about their normal

activities, allowing close observation of jobs which, because of their complexity or for safety or security reasons cannot be done by the student. Students receive no financial remuneration for this activity and the term work shadowing has no legal status. Work shadowing should not normally last longer than one day/ shift. Any requests for work shadowing lasting longer than one day will for the purposes of this policy be treated as work experience.

- 4.3 For the purposes of the policy the term '**student**' is used for anyone accessing work experience placements regardless of age or status. A **young person** is anyone under the age of 18. A **child** is anyone who has not yet reached the official minimum school leaving age. Pupils will reach the minimum school leaving age in the school year in which they turn 18.

## 5. PLACEMENTS

- 5.1 **Placements** are usually granted in relation to the following;

- Years ten or eleven, one 1 week block placement as part of the curriculum (governed by the Education Act 1996, as amended by the Schools Standards and Framework Act 1998)
- Sixth form/college placements, negotiated on an individual basis
- Those over 16 seeking practical experience and knowledge prior to applying for or undertaking professional training in Higher Education Establishments (including mature students)
- Students who are able to demonstrate a clear interest in health care related jobs and careers/ further study for professional qualifications
- Students must be allocated a named supervisor for the duration of the placement. The supervisor is responsible for organising local induction and monitoring the student's placement throughout
- Students who approach individual members of staff or managers requesting placements must be directed to HR in the first instance

### 5.2 **Safeguarding issues**

- The Trust is required by law to protect children from harm and each employee is required, under the Criminal Justice and Court Services Act (2000), to declare if they are disqualified from working with children
- For adults working with young people under the age of 18, particularly those who are still of compulsory school age, it is important to be aware of potentially difficult situations. The Safeguarding Children guidelines contained in Appendix L should help staff ensure that the placement is a secure and productive environment for all concerned

### 5.3 Insurance

The principle risks which may arise as a result of work experience are;

- **Personal Injury**  
Students, Employees and the Public (Carers and Visitors) are covered for personal injury under the Liabilities to Third Parties Scheme (LTPS) with the NHS Litigation Authority (NHSLA).
- **Loss or Damage to Trust Property**  
The Trust is covered for Loss or Damage to the Building and contents of Trust owned property under the Property Expenses Scheme (LTPS) within the RPST (Risk Pooling Scheme for Trusts) with the NHS Litigation Authority.
- **Loss or damage to Personal Effects**  
No liability will be accepted for loss or damage to your personal property whilst on Trust premises whether as a result of burglary, fire, theft or otherwise. You are advised not to bring personal property with you other than that necessary to carry out any duties assigned to you. You may wish to provide your own insurance cover for any property you do bring with you to the Trust.

It is strongly suggested that you do not bring anything of value with you to the Trust, as there may not be a secure place for you to lock any items away.

All staff including students, visitors, etc are responsible for the safekeeping of their own property. In exceptional circumstances, for example, a patient damages a student's spectacles during an adverse incident then at the Managers discretion an application could be made to the finance department for an ex-gratia payment. All small claims will be managed using the FP5 Losses and Special Payments procedure, for advice regarding the FP5 Losses and Special Payments process please contact the Lead: Senior Assistant Director of Finance, 01278 432012.

For information, a copy of the NHSLA Liabilities to Third Parties Scheme (LTPS) cover is displayed in each reception area of all Trust owned premises.

### 5.4 Pre-placement

- The minimum age for work experience is normally 16; however, placements may also be arranged for students in year 10 with the agreement of the relevant Divisional Head
- Managers should ensure that placements are appropriate for the individual applicant. If there are any concerns, these should be discussed before the placement is confirmed

### 5.5 The application process

- A flowchart to illustrate the Work Experience Administration process is set out in Appendix A

- On receipt of an enquiry from a school, college or individual applicant, the Trust will respond with a letter and application form (Appendix B).
- All applications for work experience must be made in writing using the application form together with Curriculum Vitae if available. A letter of support from a professional person, e.g. tutor will also be required.
- All applications for work experience are to be approved by the relevant Head of Division before interview and pre-employment checks are made.
- On receipt of an application, the manager will check that the application is acceptable, that a suitable work experience placement exists and that there is a risk assessment for the relevant department.
- If the application is acceptable, the manager will send out an invitation for interview.
- At interview, the manager will complete interview notes, and discuss the work experience objectives with the applicant. The manager should send a completed Work Experience Request form (Appendix D) to the Recruitment team to commence pre-appointment checks.
- On receipt of the Work Experience Request form, the Recruitment Team will write to the applicant to request that they complete appropriate documentation to satisfy pre-appointment checks. Once these checks have been processed, the Recruitment team will notify the manager that they can arrange a start date. A confirmation letter will be sent with two copies of the honorary contract, placement information, Work Experience guidelines (Appendix C) , a daily diary sheet (Appendix E) and evaluation form (Appendix F) to be taken with the student on their first day.
- The honorary contract should be returned to the manager before the start of the work experience. If the student is under 18, the contract should also be signed by a parent or guardian.
- A DBS (Disclosure and Barring Service) check will be undertaken on any long term placements which exceed four weeks or if the student will not be supervised at all times whilst on placement

## 5.6 Responsibilities of the manager

- The Trust accepts responsibility for the health and safety of students whilst on Trust premises in line with the Trust Health and Safety policy and Personal Injury insurance cover is available through the Trust's Public Liability (LTPS) Insurance with the NHSLA.
- The manager is responsible for
- Ensuring the policy is followed with regards to applications received for work experience and work shadowing
- Ensuring a risk assessment is conducted for all students on their first day (see Appendix K)
- Ensuring the candidate receives a structured induction, including elements on health and safety, fire procedures and confidentiality
- Ensuring appropriate action is taken in the event of an incident/accident and that a Datix form is completed

- Allocating a supervisor to the student who should be available throughout the placement and ensure that adequate supervision is provided at all times

## **5.7 Responsibilities of the student**

- To return all relevant pre-appointment checks for processing in a timely manner.
- The work experience student needs to inform their supervisor, as soon as possible, of any concerns they may have regarding any element of their placement.
- The work experience student will be asked to sign the honorary contract, complete a daily diary (Appendix D) and an evaluation form (Appendix E) at the end of the placement to indicate what they have learned or gained.
- Students are required to wear suitable clothing and footwear for the work situation and be neat and tidy at all times.
- It is the responsibility of the candidate to notify the department to which they are allocated as soon as possible if they are unable to be present.
- Students should always report on and off duty on each occasion to their supervisor.

## **6. TRAINING REQUIREMENTS**

- 6.1 The Trust will work towards all staff being appropriately trained in line with the organisation's Staff Training Matrix (training needs analysis). All training documents referred to in this policy are accessible to staff within the Learning and Development Section of the Trust Intranet.

## **7. EQUALITY IMPACT ASSESSMENT**

- 7.1 All relevant persons are required to comply with this document and must demonstrate sensitivity and competence in relation to the nine protected characteristics as defined by the Equality Act 2010. In addition, the Trust has identified Learning Disabilities as an additional tenth protected characteristic. If you, or any other groups, believe you are disadvantaged by anything contained in this document please contact the Equality and Diversity Lead who will then actively respond to the enquiry.

## **8. MONITORING COMPLIANCE AND EFFECTIVENESS**

- 8.1 Overall monitoring will be by the Workforce Governance Group and any areas of concern or new significant risks will be escalated to the Regulation Governance Group within the Quarterly report.

### **8.2 Process for Monitoring Compliance**

- The Learning and Development Department will monitor and record evaluations returned by work experience students



- The HR Department will monitor the processes associated with work experience placements and ensure that procedures outlined in the policy are followed.

## 9. COUNTER FRAUD

- 9.1 The Trust is committed to the NHS Protect Counter Fraud Policy – to reduce fraud in the NHS to a minimum, keep it at that level and put funds stolen by fraud back into patient care. Therefore, consideration has been given to the inclusion of guidance with regard to the potential for fraud and corruption to occur and what action should be taken in such circumstances during the development of this procedural document.

## 10. RELEVANT CARE QUALITY COMMISSION (CQC) REGISTRATION STANDARDS

The standards and outcomes which inform this procedural document, are as follows:

Section	Outcome
Information and involvement	1 Respecting and involving people who use services
	2 Consent to care and treatment
Personalised care, treatment and support	4 Care and welfare of people who use services
	5 Meeting nutritional needs
Safeguarding and safety	7 Safeguarding people who use services from abuse
	8 Cleanliness and infection control
	9 Management of medicines
	10 Safety and suitability of premises
	11 Safety, availability and suitability of equipment
Suitability of staffing	12 Requirements relating to workers
	13 Staffing
	14 Supporting workers

### Relevant National Requirements

Health and Safety at Work Act

Management of Health and Safety Regulations (1999) Regulation 19

## 11. REFERENCES, ACKNOWLEDGEMENTS AND ASSOCIATED DOCUMENTS

### Cross reference to other procedural documents

Development & Management of Procedural Documents

Health and Safety Policy

Learning Development and Mandatory Training Policy

Record Keeping and Records Management Policy

Risk Management Policy and Procedure

Safeguarding Adults policy

Safeguarding Children – Child Protection policy

Staff Training Matrix (Training Needs Analysis)

## Training Prospectus

### Untoward Event Reporting Policy and procedure

All current policies and procedures are accessible to all staff on the Trust intranet (on the home page, click on 'Policies and Procedures'). Trust Guidance is accessible to staff on the Trust Intranet (within Policies and Procedures).

Guidance for Safer Working Practice for Adults working with children and young people in education settings DCSF March 2009

Work experience : a guide for employers Department for Education and Skills 2002

Young people and work experience: A brief guide to health and safety for employers HSE 2013

## 12. APPENDICES

12.1 For the avoidance of any doubt the appendices in this policy are to constitute part of the body of this policy and shall be treated as such.

Appendix A	Flowchart for work experience administration process
Appendix B	Application for work experience
Appendix C	Work Experience information and guidelines
Appendix D	Work Experience Request form
Appendix E	Daily Diary
Appendix F	Evaluation form
Appendix G	Supervisor's report
Appendix H	Notification of work Experience placement
Appendix I	Work Experience Supervision agreement
Appendix J	Guidelines and risk self-assessment in relation to safeguarding
Appendix K	Work experience placement risk self-assessment
Appendix L	Child protection guidelines

**FLOWCHART FOR WORK EXPERIENCE ADMINISTRATION PROCESS**

Letter of application/enquiry sent to manager. Manager sends application form (Appendix B)



On receipt manager to seek approval from Appropriate head of Division – can we accept?

No

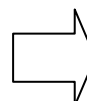


Cannot be accepted for work experience. Manager to notify candidate in writing



Manager invites individual to placement interview - can we accept?

No



Cannot be accepted for work experience. Manager to notify candidate in writing



Manager completes Work Experience Placement Request Form and forwards to recruitment team to commence pre-appointment checks



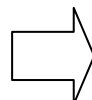
Recruitment team process pre-appointment checks for the individual (as required). Recruitment team will notify manager (once pre-appointment checks are complete). Manager to arrange a start date and inform Recruitment.



Manager arranges a placement start date and sends Notification of Work Experience placement form to Manager. Recruitment team issues Honorary contract to individual.



Manager to complete Risk Assessment form on first day if individual is under 18 years old. Signed copy of honorary contract brought to placement (copy to be sent to HR)



Supervised work experience placement undertaken



On final day individual returns completed evaluation form (Copy of form to be sent to HR)

**IN CONFIDENCE**  
**APPLICATION FOR WORK EXPERIENCE**

**PLEASE COMPLETE IN BLOCK CAPITALS IN BLACK INK**

You may include Curriculum Vitae if available A letter of support from a Tutor is also required.

Work experience placement requested

1<sup>st</sup> Choice .....

2<sup>nd</sup> Choice .....

Dates of work experience: .....

**1 PERSONAL DETAILS**

Surname: ..... E-mail Address: .....

Forename(s): ..... Tel No (Daytime): .....

Known As: ..... Mobile No: .....

Address: ..... **NEXT OF KIN**

..... Name: .....

..... Telephone Number(s): .....

Postcode: ..... .....

Date of Birth: ..... Relationship To Applicant: .....

**2 PRESENT EDUCATIONAL DETAILS**

Name and address of present SCHOOL/COLLEGE:  
 .....

Contact Name and phone number .....

If at School or College, please state which year: .....

**3 PREVIOUS/CURRENT WORK/VOLUNTARY EXPERIENCE**

<b>Employer/ Voluntary Organisation Name and Address</b>	<b>Area/Position</b>	<b>Principal Duties</b>	<b>Dates</b>

**4 SUPPORTING INFORMATION (YOU MUST COMPLETE THIS SECTION)**

This is your opportunity to promote yourself, to identify why you would like to gain some work experience in the NHS. Please use this space to provide any supporting information to go with your application. Supporting information can be anything that is not already covered by the questions and may include any hobbies, interests or other activities either within or outside of school which you enjoy. (please continue on a separate sheet if you need to).

**5 STUDENT, PARENT AND TEACHER AGREEMENT TO TRUST REQUIREMENTS**

- 1 The Trust places considerable importance on the need for attention to health and safety at work. You have the responsibility to acquaint yourself with the safety rules of the workplace, to follow these rules and make use of facilities and equipment provided for your safety. It is essential that all accidents, however minor, are reported to your supervisor .
- 2 The Trust will also expect you to observe other rules and regulations governing the workplace which are drawn to your attention. Please note that there is a No Smoking Policy covering the whole working environment and that there are security arrangements applicable to most locations.
- 3 The Trust fully supports equal opportunities in employment and opposes all forms of unlawful or unfair discrimination on the grounds of ethnic origins, gender, disability, age, religion or sexuality.
- 4 There will not normally be payment for meals or travelling expenses.

**I have read and understood the above requirements.**

Applicant Signature: .....

Date: .....

Print Name .....

**Please obtain the following signatures if under 18 years:**

**Parent/Guardian**

I have read and understood the above requirements. I will ensure the candidate carries out these obligations and confirm that he/she is not suffering from any complaint, which might create a hazard or him/herself or to those working with him/her.

I give permission for my son/daughter..... to attend the placement and observe during his/her visit to Somerset Partnership NHS Foundation Trust.

Signature: .....

Date: .....

Print Name .....

**Teacher/Careers Adviser if under 18 years:**

I have read the work experience programme information and give permission for ..... to attend the placement and observe during his/her visit to Somerset Partnership NHS Foundation Trust.

I also confirm he/she is currently studying at .....School/College

Signature: .....

Date: .....

Print Name .....

**PLEASE RETURN TO: Your desired work experience location**

**WORK EXPERIENCE INFORMATION AND GUIDELINES**

**Name:**

**Placement:**

**Commencing: Date:**

**Time:**

**Duration:**

**Contact:**

**Telephone:**

We hope you will enjoy your time on placement with the Somerset Partnership NHS Foundation Trust. Listed below are some guidelines for your information.

**1 REPORTING ARRANGEMENTS**

- 1.1 Every time you visit as part of a work experience placement, please ensure that you sign in when you arrive and sign out when you leave. You will be advised of the location of the signing in book in the area(s) you are based.
- 1.2 Signing in means we have a record of attendance for fire safety and insurance purposes.
- 1.3 When you have signed in, please report to a member of staff.

**2 ATTENDANCE**

- 2.1 Please attend regularly. If you need to change the day/time you are normally expected or have previously arranged, please let us know.
- 2.2 If you cannot attend, please contact the person named above, using the telephone number shown.
- 2.3 In order to help you to obtain maximum benefit from this placement, you are asked to complete a daily diary sheet which enables you to keep a record of what you have observed and learnt. This will be given to you on your first day.



### **3 IDENTITY BADGES**

- 3.1 Identity badges are provided for long-term work experience placements (those exceeding four weeks) and you will be required to have a photograph taken for this. The badge must be worn at all times and returned when your placement ends.
- 3.2 The attached letter will confirm the placement of those on short-term placements and must be carried at all times.

### **4 CONFIDENTIALITY/PATIENT PRIVACY**

- 4.1 It is very important to respect confidentiality at all times. This will include anything you discover, or are told about a patient, member of staff or other sensitive information. All of this is absolutely confidential and must not be disclosed to anyone outside the organisation.
- 4.2 If a patient is concerned about something, offer to tell a member of staff.
- 4.3 Students who are required to keep a diary of their work experience placement should not write details which would identify a patient in any way nor take any photographs of patients or staff either by use of camera or mobile phone.
- 4.4 Remember to introduce yourself to patients and tell them you are a student on placement. It is important that patients do not think you are a member of staff.
- 4.5 If the curtains are pulled around a bed, or the door to an individual room is shut - do not enter.

### **5 SAFEGUARDING ADULTS AND CHILDREN**

- 5.1 The Trust has a responsibility to ensure that people using our services are protected from abuse, or the risk of abuse, and their human rights are respected. If you have any concerns you must report this to a member of staff immediately.
- 5.2 You must ensure that if you work with children, young people and their families you take reasonable measures to ensure that the risks of harm to children's welfare are minimised; and where you have concerns about a child's or young person's welfare, you must report this to a member of staff immediately

### **6 PERSONAL POSSESSIONS**

- 6.1 Please look after your belongings while you are on your placement as the Trust cannot be responsible for loss of money or valuables.
- 6.2 Staff will be happy to show you where to keep a bag and/or coat, but it is advisable to keep your purse or wallet with you at all times.
- 6.3 Any loss should be reported immediately.

## **7 DRESS CODE**

- 7.1 Please ensure you dress appropriately and are well presented at all times. Bear in mind it can be quite warm if you are in a patient area. Please do not wear jeans or very casual attire.
- 7.2 Shoes should be flat and comfortable so that you can move about safely (please note, open toed sandals, flip flops, crocs, trainers should not be worn).
- 7.3 If you are working in patient areas, you are advised to tie back long hair and minimise the amount of jewellery worn, for hygiene and safety purposes.

## **8 COMPLETION OR TERMINATION OF WORK EXPERIENCE**

- 8.1 If you decide to finish your work experience placement early, please let us know if you have not already discussed this with us.
- 8.2 You will be asked to complete an evaluation form at the end of your placement. This will help us to plan future programmes.
- 8.3 If an individual on work experience proves unacceptable to staff, his/her placement may be terminated at any time.

## **9 HEALTH AND SAFETY INFORMATION**

- 9.1 This following information is given to all those on work experience placements to offer guidance on a number of health and safety issues that may be encountered. This list is not comprehensive and if you need further information on anything relating to health and safety, please ask a member of staff.

### **Manual Handling**

- 9.2 Manual Handling means 'using the body to lift, carry, push or pull a load' (Health and Safety First Principles, Chartered Institute of Environmental Health, 1998). The 'load' may be an object, or in a hospital environment, a patient.
- 9.3 If a patient asks you to move them or help them in any way which would mean physical contact, please explain you are not allowed to do this, but offer to fetch a trained member of staff.
- 9.4 When helping with the refreshment trolley please ensure you are capable of undertaking the task and that a member of staff has shown you what to do first.

### **Bed-making**

- 9.5 If you are helping to make beds, you will be shown the correct procedure.
- 9.6 Do not attempt to make a bed/turn a mattress on your own.

## **Refreshments/Meals and Personal Hygiene**

9.7 Although, for food hygiene reasons, you will not be allowed to give out meals, if you are asked to assist at mealtimes, with permission from a trained member of staff, please follow the essentials of food and personal hygiene given below:

- keep yourself clean and wear clean clothing
- always wash your hands thoroughly: before handling food, after using the toilet, before starting your placement, after you have had a break (if appropriate), after blowing your nose
- ensure any cuts you may have on your hands are covered
- do not offer to help at mealtimes if you have a cold

9.8 Be aware that spillages may occur. Do not attempt to mop up spillages yourself, but notify a member of staff right away.

## **Patients in Isolation**

9.9 You must not visit patients who are 'in isolation' as they may be infectious.

9.10 Patients in isolation will be in an individual room and there will be a notice on the door such as 'Isolation Area', 'Please see a nurse before entering the room' or 'Barrier Nursing in Progress'.

9.11 If you are in any doubt as to whether you are able to visit a particular patient, please ask first.

## **Medical Equipment/Sharps**

9.12 Please do not touch any medical equipment you see on the ward. If you would like to know what a piece of equipment is used for, as part of a work experience programme, ask a member of staff.

9.13 'Sharps' are needles. Needlestick injuries can be dangerous, especially if the needle is contaminated. All needles used on the ward should be disposed of safely in special, secure containers, by staff. However, if you should see a syringe or needle, do not touch it, but tell a member of staff.

## **Fire Alarms**

9.14 You must familiarise yourself with the fire alarm system in the area you are working in and follow the local procedure.

## **Cleaning/Slippery Floors**

9.15 You are not allowed to carry out any cleaning duties on the ward. This includes dusting, polishing and mopping up spillages.

9.16 Please be aware, when floors are washed they are likely to be slippery.

## **General Health and Safety**

9.17 You are responsible for complying with all health and safety practices and policies within the Trust.

I have read and understood the above and agree to abide by these guidelines while I am on placement within Somerset Partnership NHS Foundation Trust

<p><b>Student Name (in block letters):</b> .....</p> <p><b>Signed:</b> ..... <b>Date:</b> .....</p>
---

**You are required to sign both copies of this document and hand one to your supervisor on or before the start date of your placement.**

**Failure to hand in a signed copy will mean that you will not be able to commence your placement.**

**WORK EXPERIENCE REQUEST FORM**

**Candidate Details:**

<b>Name:</b>	
<b>Contact details (i.e. address, telephone number, email)</b>	<b>Address:</b>  <b>Tel:</b> <b>Email:</b>

**Placement Details:**

<b>Department:</b>	
<b>Base:</b>	
<b>Supervisor:</b>	
<b>Placement details:</b>	
<b>Proposed length of placement:</b>	<b>Days/weeks</b>
<b>Proposed start date:</b>	
<b>Does this post involve working with vulnerable adults?</b>	<b>Yes / No (Delete as appropriate)</b>
<b>Does this post involve working with children?</b>	<b>Yes / No (Delete as appropriate)</b>

**Please ensure that this form is emailed/faxed to the Recruitment Department so that pre-appointment checks can begin.**

**Notification will be sent to you once these have been completed and the candidate is cleared fit to begin their placement.**

**For further information please contact:**

Recruitment, HR team, Mallard Court, Bristol Road, Bridgwater TA6 4RN

## DAILY DIARY

Date	Hours	Who I shadowed / observed	What I learned
1			
2			
3			
4			

## EVALUATION FORM

<p>To enable us to assess how useful you found your work experience placement, it would be very helpful if you would answer the following questions. This information may be used to develop programmes for future students.</p>	
1	<p>What did you hope to learn from your placement?</p>
2	<p>Has this been achieved?                      Yes   <input type="checkbox"/>                      No   <input type="checkbox"/></p>
3	<p>Do you feel that your placement has given you a better understanding of the work that is undertaken in an NHS Trust? Yes   <input type="checkbox"/>                      No   <input type="checkbox"/> If no, please give details:</p>
3	<p>Do you feel that the structure of the programme was: Satisfactory <input type="checkbox"/>                      Unsatisfactory <input type="checkbox"/> Please explain:</p>
4	<p>Do you feel that the length of each session was: About right <input type="checkbox"/>                      Too long <input type="checkbox"/>                      Too short                      <input type="checkbox"/> Please explain:</p>
5	<p>Which sessions or areas of the placement did you find most interesting?</p>

<p>6 Which sessions or areas of the placement did you find least interesting?</p>
<p>7 Are there any additional sessions or visits to other departments which you feel should be included in the programme?    Yes <input type="checkbox"/>    No <input type="checkbox"/> If yes, please give details</p>
<p>8 Do you feel that it would have been useful to have been provided with any more information before your placement?    Yes <input type="checkbox"/>    No <input type="checkbox"/> If yes, please give details</p>
<p>Has your placement influenced your choice of career in any way? Yes <input type="checkbox"/>    No <input type="checkbox"/>    If yes, please give details:</p>
<p>9 Please add any other comments you feel would be helpful:</p>
<p>10 Location of placement: ..... Dates of placement: ..... Name: .....</p>

Thank you for your help in completing this questionnaire which should be handed to your work experience supervisor.

If you would like your comments to remain anonymous, you do not need to give your name and you can send the completed form to:

Learning and Development Department, Priory House, Wells



**STUDENT WORK EXPERIENCE SUPERVISOR'S REPORT**

Name of student:  
 Department/location of placement:  
 Name of supervisor:  
 Job Title:

	Excellent	Good	Acceptable	Less than acceptable
Attendance				
Punctuality				
Appearance				
Reliability				
Ability to work under supervision				
Ability to work on own Use of initiative				
Communication ability				
Relations with staff				
Relations with client group				

Comments:

[Large empty box for comments]

Supervisor's signature:

Date:

Student's signature:

Date:

**NOTIFICATION OF WORK EXPERIENCE PLACEMENT**

I have arranged for the individual below to commence a work experience placement as outlined below:

**NAME**

.....

**JOB TITLE**

.....

<b>Individual's name:</b>	
<b>Department:</b>	
<b>Base:</b>	
<b>Supervisor (if different to you):</b>	
<b>Hours per week / Total hours to be completed:</b>	
<b>Length of contract:</b>	<b>Days/weeks</b>
<b>Start date:</b>	
<b>Occupational health cleared:</b>	<b>Yes / No (Delete as appropriate)</b>
<b>CRB:</b>	<b>Yes / N/A (Delete as appropriate)</b>
<b>Interview completed:</b>	<b>Yes / No (Delete as appropriate)</b>
<b>Placement details:</b>	

Please return form to: Recruitment, HR team, 2<sup>nd</sup> Floor, Mallard Court, Bristol Road, Bridgwater TA6 4RN

**WORK EXPERIENCE SUPERVISION AGREEMENT**

Name of student .....

Age .....

Name of department

..... Telephone contact

..... On arrival the

student should report to (person and place):

.....

What activities can the student undertake?

.....

.....

What activities should the student NOT undertake?

.....

.....

Specific safety regulations students should be informed about/any special risks?

.....

.....

Any special arrangements the students should make, for example dress

.....

.....

Any particular/ special needs that we need to be aware of ?

.....

I confirm that a risk assessment has been carried out.

**Option 1** (please tick) There are NO significant risks

**Option 2** (please complete)

Significant Risk	Measure in place to control

I accept the above named for a work experience placement.

A full Health and Safety briefing will be given to the student on arrival.

Signed ..... Date .....

On behalf of Somerset Partnership NHS Foundation Trust

**AGREEMENT**

On behalf of Somerset Partnership NHS Foundation Trust I agree:

**Duties under Health and Safety Law**

Responsible for the health, safety and welfare of students during the period of work experience.

Comply with the provisions of the Health and Safety at Work Act etc 1974 and its relevant statutory provisions, including the Management of Health and Safety at Work Regulations 1992 and the Health and Safety (Young Persons) Regulations 1997, the Education Act 1996 and any other relevant statutory obligations or official guidance.

**Risk Assessment**

Undertaken a suitable and sufficient risk assessment in relation to the health and safety of the student while at the work placement, taking into account their inexperience, immaturity and lack of awareness of risks.

Instituted measures to eliminate or control risks identified by the risk assessment.

Informed the parent/guardian of the significant findings of the risk assessment and control measures in place when the student is below the minimum school leaving age.

**Prohibitions**

Students will not do work prohibited by law, operate dangerous machinery, carry out manual handling tasks (identified as being a risk to the student's health and safety in the risk assessment) or be exposed to

Dangerous substances, radiation, extreme hot or cold, noise or vibration that may endanger health and safety.

### **Supervision/Training**

A competent person will be designated for the welfare and supervision of each student in the workplace.

Work experience is planned by a responsible person and students will be given appropriate instructions before, and supervision while operating machinery or equipment: that at the start of their placement, students will be given health and safety induction in the workplace, including hazards in the workplace and control measures, fire, emergencies, first aid, accident reporting, and security arrangements, that students will be provided and instructed on the correct use of appropriate personal protective clothing/equipment and its use enforced.

### **Accident procedures/First Aid**

The student's school will be informed without delay of any case of sickness or accident to the student.

Students will have access to adequate first aid facilities as required under the Health and Safety First-Aid Regulations 1981.

### **Insurance**

Students are covered for the period of work experience with the Trust under the NHSLA Liabilities to Third Parties Scheme (LTPS).

### **Health**

They will take into account any information supplied by parents/guardians relating to medical conditions, physical and learning disabilities so as not to create a hazard either to the student or employees.

Signed: ..... Date: .....

Print name: ..... Job title: .....

## **GUIDELINES AND RISK SELF ASSESSMENT IN RELATION TO SAFEGUARDING YOUNG PEOPLE UNDER 18**

- 1.1 There are no fixed rules on how a risk assessment should be carried out although the following general principles should apply:
- this will involve young people under the age of 18 whether acting in a paid or unpaid capacity
  - it is advisable for a risk assessment to be conducted on Induction day or on first day of appointment
  - the manager or Team leader who is responsible should undertake the risk assessment to identify any risks or to look at alternative working practices.
  - a standard risk assessment template is included over the page, which you may adapt or modify to meet your requirements.
  - this process should include consideration of any risks that may involve young people within Somerset Partnership NHS Foundation Trust
  - a Risk Assessment Checklist has been developed in relation to the employment of under-18s. This is designed to help you identify the context which the risks should be managed in the areas of work by identifying the different types of contact that the employee may have.
  - once you have identified the risks you should consider how they might be mitigated or removed.
  - meetings with an employee under the age of 18 outside the normal working environment of the Trust should be avoided.
  - where such meetings cannot be avoided another staff member should be informed that they are taking place and wherever possible ensure that more than one adult is present.
- 1.2 If you have any queries relating Health and Safety please contact Andrew Sinclair, Mallard Court, Bridgwater 01278 432 084.

## WORK EXPERIENCE PLACEMENT RISK SELF- ASSESSMENT

### SECTION ONE

#### 1 MANAGER'S RESPONSIBILITIES

1.1 Under the Health and Safety (Training for Employment) Regulations 1990, a person participating in work experience in an NHS/Foundation Trust is regarded as an employee of that Trust for the purposes of health and safety. Therefore, a Trust has the same duties towards work experience students as it does to other employees.

1.2 It is a requirement that Trusts ensure a risk assessment is completed in relation to any work experience involving a young person (under 18) and that it is carried out before a placement or activity begins. It is also a requirement that each young person taking part in a work experience activity and their parent / guardian must be informed about:

- the risks to their health and safety and the control measures that have been put in place to reduce these risks
- the reasonable steps each young person should take to protect themselves
- the named person who is responsible for their health and safety

### SECTION TWO

#### 2 DETAILS

Ward/Department/Team:

---

Type of work carried out:

---

Head of Department:

---

Risk assessment completed by:

\_\_\_\_\_

Date risk assessment completed:

\_\_\_\_\_

### SECTION THREE

#### 3 PROMPTS, EVIDENCE AND CONTROLS

Ref No	Prompt	Yes/No	Evidence/Controls
1	Has the ward/department/team assessed the risks to a work experience student, taking into account their age, possible inexperience, immaturity and lack of awareness of risk(s)?		
2	Have the assessments taken into account any other additional needs or circumstances including any disability and/or medical/health conditions?		
3	Has the ward/department/team put in place control measures for the student as a result of the assessments and have they informed the relevant personnel (supervisor, H&S monitor, L&D)?		
4	Does the ward/department/team provide competent supervision for work experience students and is there a designated person to take control overall?		
5	Does the ward/department/team provide local induction and ongoing information and instruction during the experience placement?		
6	Does the ward/department/team provide any necessary personal protective clothing and equipment (as determined by the risk assessment) and ensure its proper and effective use?		



7	Detail any necessary prohibitions and restrictions identified by the risk assessments that apply to work experience students		
8	Detail any potential risks posed to work experience students (include chemical agents, noise, rest & welfare, physical agents, control of infection, HR issues etc)		

## SECTION FOUR

### 4 ASSESSMENT OF RISK

4.1 Please categorise the overall risk and provide a summary of significant actions

#### Risk Category

**Low Risk** Minimal risk to student(s). Minor adjustments may be required but manageable locally

**Medium Risk** More significant risk. Seek advice from Risk Management Dept/ Learning and Development/ SOHS

**High Risk** Serious risk concerns. Contact Risk Management Dept/Learning and Development/SOHS immediately

Risk Category	<b>High</b> <input type="checkbox"/>	<b>Medium</b> <input type="checkbox"/>	<b>Low</b> <input type="checkbox"/>
---------------	--------------------------------------	--	-------------------------------------

Recommendations re: Work Experience student	Accept <input type="checkbox"/>	Accept with action plan <input type="checkbox"/>	Reject <input type="checkbox"/>
---	---------------------------------	--	---------------------------------

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Job Title \_\_\_\_\_

**SECTION FIVE**

**5 ACTION PLAN**

<b>Ref No</b>	<b>Action Required</b>	<b>Person responsible</b>	<b>Target Date</b>	<b>Completed (sign off)</b>

Action Plan Review Dates \_\_\_\_\_

Please return to Learning and Development Department and retain a copy for your records

## SAFEGUARDING CHILDREN GUIDELINES

- 1.1 You are required by law to protect children from harm and each employee is required under the Criminal Justice and Court Services Act (2000) to declare if they are disqualified from working with children. The Trust and its members will respect the rights and wishes of the young person and act in the individual's best interest to ensure appropriate protection;
- 1.2 Adults who work with children are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions
- 1.3 The following guidelines will help ensure that the placement is a secure and productive environment for all concerned.

### **Behaviour**

- 1.4 You should not make , or encourage others to make, unprofessional personal comments which might be interpreted as demeaning or humiliating  
There may be occasions when you need to touch a young person (e.g. when you are guiding them in carrying out a technical procedure). However, you should be aware that even well intentioned physical contact may be misconstrued by the young person. Always explain to the young person the reason why contact is necessary and what form the contact will take

### **Environment**

- 1.5 Although you may need to reassure a young person on work experience, you should avoid being over familiar. You should not permit any 'horse play' which may cause embarrassment or fear. You should be mindful of the need to maintain professional boundaries and have no social contact outside of the workplace.

### **Supervision**

- 1.6 Those chosen to supervise students on placement should be competent in their role and mature in their attitudes, yet at the same time be at ease with the student. One-to-one meetings with young people should be planned to minimise the risk of harm and reflects safer practice guidance

### **Disclosure**

- 1.7 If a young person discloses confidential information that raises concern for their physical or emotional safety, you should share your concern with the Human Resources Department.