

## **WORK PLACEMENT POLICY**

### **REVISION DATE**

March 2018

### **POLICY AIM**

This policy is to provide guidance and structure in response to work experience placements and traineeship requests.

### **EXECUTIVE SUMMARY**

Skegness Town Council wants to encourage and promote work experience opportunities within the local community.

### **POLICY STATEMENT**

Work placements may be available to people age 16 years or over in either grounds maintenance or administration roles for set periods. The Town Council will not accept a work placement where DBS checks are required. Any placement will involve carrying out a range of tasks or duties similar to that of a Council employee but with no pay and an emphasis on the learning aspects of the experience. A placement will not be a shadowing exercise. The Council will give priority to an individual or organisation requesting a work experience placement for individuals in disadvantaged groups.

Any person on work placement has the same responsibilities in regard to health and safety as any other employee and must take reasonable care of their health and safety and that of other people that may be affected by their actions. Any person on work placement will be expected to comply with all Council policies and procedures.

Any person on work placement with the Council can expect:

- An induction
- A tour of the area they will be working in
- A clear outline of what they will be doing in their time with the Council
- Supervision throughout

### **PROCESS**

Any applications for a work placement or traineeship should be made to the Town Clerk. The application will be considered, and any additional risk assessments will be completed, if necessary. If all parties are happy and a placement is available, the applicant will be asked to sign a work placement agreement which includes a confidentiality statement.

The Council will check that the placement is covered by the appropriate insurance policies including employer liability insurance.

## MONITORING

The policy will be monitored in the following ways:

MONITORING ACTIVITY	PERSON RESPONSIBLE
New/Changes to legislation	Town Clerk
Feedback from placements	Town Clerk
Revision and Review	Town Clerk and Council

## POLICY APPROVAL

7<sup>th</sup> March 2018.

## RELATED POLICIES & DOCUMENTS

This policy should be read in conjunction with the policies below:

Health and Safety Policy

Risk Management Policy

The following documents should be completed before a work placement starts:

Risk Assessment, if necessary.

Work Placement Agreement

## REVISION DATE

March 2021