

WORK EXPERIENCE GUIDANCE

Work experience allows St Mary's University to influence the quality of our future workforce. Done well, work experience programmes draw in future employees from a diverse and inclusive audience. It gives us the opportunity to showcase the Higher Education sector and St Mary's to those considering a career in the sector.

The guidance identifies key actions and manager responsibilities' when supporting work experience:

1. Work experience is defined for the purposes of this guidance as a time limited work placement on the University's premises. Typically, a maximum period of 2 weeks and generally a working pattern of Monday to Friday with the emphasis on the learning experience. Other work patterns may be considered depending on the nature of the work experience, the area of business and the work placement's availability.
2. Students in their last 2 years of school, college students and individuals returning to work after a substantial career break are eligible for work experience placements. Anyone under the age of 18 must have the signed consent of their parent or guardian. This guidance does not apply to St Mary's students, who are required to undertake work experience as part of their course.
3. If you are engaging a student under the age of 18 you must comply with the Safeguarding Children and Young People policy. See further guidance below.
4. Potential work experience candidates will be required to submit a CV / supporting statement to the recruiting manager. The manager will arrange to meet with the individual to identify their prior experience, desired outcomes from the placement and agree details of the placement.
5. Managers should be aware of their responsibilities in relation to work experience as outlined below:

Ensure that a confirmation letter and Statement of Agreement for Work Placements is in place prior to the individual commencing work experience (template attached).

A local induction plan is set up to ensure that the individual has an induction on the first day of their placement.

The individual has provided ID documents to confirm their identity.

HR are provided with the individuals details so that a security pass can be issued and if necessary IT access.

Where appropriate and depending on the role, a Risk Assessment is carried out to ensure that the individual is not exposed to any hazards that would have adverse effects on their health and safety.

Where appropriate, a letter of recommendation / reference can be obtained to confirm the individual's suitability to carry out the work placement.

On completion of the work experience the manager should provide a written reference.

6. Work experience candidates should be fully aware of their responsibilities as outlined in the Statement of Agreement for Work Placements.

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Appendix 1 Confirmation Letter and Agreement

Private & Confidential

Dear

RE: Work Experience at St Mary's University

I have pleasure in confirming our offer of a work experience placement to work within St Mary's University.

This placement is for the period from xxx to xxx based at xxx. This offer is subject to the conditions outlined in this letter.

During the period of your placement you will not, at any time, except where the law requires, be regarded as an employee of the University, and will not be eligible for remuneration in respect of your work placement with the University.

If you agree to accept the appointment on the terms specified below then please sign the attached form of acceptance and return one copy to me.

Yours sincerely

Manager Title
Telephone Number

Enc
Statement of Agreement

STATEMENT OF AGREEMENT FOR WORK PLACEMENTS

1. In the course of your work experience you may gain knowledge of a confidential nature, under no circumstances should information be divulged or passed to any unauthorised person or persons. Any breach of confidence or unauthorised disclosure may result in disciplinary action, up to and including dismissal from work placement on University premises.
2. All individuals on work placements have a legal obligation to take reasonable care of his/her own health and safety, and the safety of other people who may be affected by his/her acts or omissions. You are given the opportunity to access information, instruction and training necessary to enable the safe performance of work experience activities. Please note you have a positive duty to take care of your safety and observe the prescribed safe system of work practices within the department you enter.
3. Should you be involved in an accident in your capacity as a work experience placement whilst on University premises, you or someone acting on your behalf should notify your Manager. The incident will need to be appropriately reported in line with University procedures.
4. Please ensure you are familiar with the University fire procedures. It is the responsibility of your manager to ensure you are made aware of relevant procedures.
5. St Mary's University accepts no responsibility for any items of personal property lost or damaged on the premises whether through fire, theft or otherwise.
6. Under no circumstances must property be removed from St Mary's University premises without first obtaining the approval of the Departmental Manager. Any items issued to you i.e. (identity passes etc.), remain the property of St Mary's University and must be returned to your manager when you cease your work placement at the University.
7. The University reserves the right to end your work placement activity in respect of complaints, legislative or organisational changes.

Acceptance

I agree to abide by the terms and conditions of the above statement. I understand that should I fail to comply with these terms, St Mary's University has the right to terminate my work placement activity.

Signed: Print Name: Date:.....

Parent/Guardian's signature if under 18:

Print Name: Date:

Appendix 2: Guidance on Safeguarding Children and Young People on Work Experience

Under the Safeguarding Children and Young People policy, all staff and volunteers are advised to “maintain an attitude of ‘it could happen here’ where safeguarding is concerned.” If you are hosting a young person under 18 years old you must make appropriate and proportionate arrangements to safeguard that young person and comply with the law. Depending on the nature and duration of the work experience this could include DBS checks for you or your staff.

Determine whether a Disclosure and Barring Scheme (DBS) check is required for you or members of your team.

1. You do not need to have a DBS check for every person that will come into contact with a young person under 18. However, all staff (including coaches, students, visiting staff and volunteers) undertaking ‘regulated activity’ must be the holder of a St Mary’s Enhanced DBS **with a barred checklist**.
2. Please note that an Enhanced DBS without a barred checklist is not sufficient for undertaking regulated activity. If your staff have an Enhanced DBS please check what kind of checks were included. Speak to hrhelpdesk@stmarys.ac.uk if you are unsure.
3. The Safeguarding Vulnerable Groups Act 2006 imposed the legal requirement on employers to refer to the DBS information about employees or volunteers who (may) have harmed children while working for them. It is an offence under the Safeguarding Vulnerable Groups Act 2006 for an employer to knowingly allow an employee who is on the DBS Adult’s or Children’s Barred list engage in regular activity with a child.
4. Anyone who provides **unsupervised** training, instruction, teaching, care for or supervision to children on a regular basis is considered to be carrying out regulated activity. The Safeguarding Vulnerable Groups Act 2006 states that if the person carrying out the activity does so at any time on **more than three days** in any period of 30 days it should be regarded as regulated activity.¹
5. This means that if you have a young person under 18 doing work experience in your department for 1 week, this could be sufficient to require an Enhanced DBS check with a barred checklist for you or members of your team. This will depend on how you organise the work experience. You will need to arrange for a St Mary’s Enhanced DBS if:
 - a. The staff member(s) supervising the young person does so for more than 3 days in any 30-day period, and;
 - b. There will be no staff member who does hold a St Mary’s Enhanced DBS with a barred checklist present during the supervision/work experience.
6. You should arrange for either;
 - a. A staff member who holds a St Mary’s Enhanced DBS with a barred checklist to supervise the work experience.
 - b. A staff member who holds a St Mary’s Enhanced DBS with a barred checklist to be present in the room with the person supervising the work experience.
 - c. The young person to spend time in different areas/be supervised by different people so that they are not in regular contact with any one member of staff.

If you determine that a DBS check is required, or it would be more straightforward to arrange a DBS check, this can be arranged through the HR Helpdesk: hrhelpdesk@stmarys.ac.uk. Please note that it can take around 2 weeks to complete a DBS check.

Make sure you and your staff have up to date Safeguarding Training

1. Any Safeguarding concern should be reported to a Lead or Designated Safeguarding Officer (LSO/DSO). Make sure you and your team are aware of who they can report a concern to. A list of Lead and Designated Safeguarding Officers can be found [here](#).
2. You and any members of your team who will be having direct contact with the young person should complete Safeguarding Awareness training. An e-learning module is

¹ See Department for Education Guidance: Regulated activity in relation to children: scope from [Keeping children safe in education](#) for more information on Regulated Activities.

available on Moodle [here](#).

3. You should ensure you are familiar with St Mary's Policies on Safeguarding, and consider any implications for your team. The policies can be found on the Safeguarding and Prevent page [here](#).

Safeguarding measures during the work experience

You should complete a Procedure/Activity Risk Assessment (PRA1) ahead of the work experience to identify any potential risks to the young person, and mitigation measures you will have in place. The form and further guidance on risk assessment can be found [here](#). This is for the protection of both the young person and for your own protection to be able to demonstrate what precautions you have in place to safeguard young people in your care.

Note: The risk assessment can cover all work experience for under 18s in your department. You do not have to complete a separate risk assessment for every work experience student you host.

In the risk assessment should cover the following safeguarding risks:

- The young person is put at risk of harm, abuse, or exploitation while in St Mary's care.
- The young person reports, or a staff member suspects, harm, abuse or exploitation (whether or not this is to the young person themselves) and this is not properly reported.

Measures to make sure Safeguarding concerns are reported

1. Identify a DSO to be the key contact if you or any staff members have a Safeguarding concern during the work experience.
2. Make sure you and the DSO know who to contact at the student's school or college if anyone raises a Safeguarding concern.
3. Make sure staff supervising or who will be in contact with the young person during the work placement are aware of St Mary's policies and have completed [Safeguarding Essentials Training](#).
4. Discuss your arrangements with the DSO, and agree any additional measures as required.

Mitigation measures to prevent harm, abuse or exploitation

5. Ensure students are not left unsupervised.
6. Ensure students are working in view of minimum 2 members of staff at all times. (e.g. in an open plan office). This includes any 121 meetings, and locations should be selected accordingly: e.g. a meeting room/office with glass walls, or a communal location such as the Dolce Vita or Refectory, where both the work experience student and St Mary's employee are in view of other members of staff.
7. Ensuring DBS checks are in place, or organising the work experience such that no staff member is engaged in regular training, instruction, teaching, care for or supervision.
8. Discuss your arrangements with the DSO, and agree any additional measures as required.