

SALISBURY NHS FOUNDATION TRUST

Work Experience Policy

1. Quick Reference Guide

- This Policy applies to all work experience placements organised by Salisbury NHS Foundation Trust.
- Definition of work experience and key requirements
- Explanation of the application process for general placements and for those shadowing doctors
- How the 'Take your son/ daughter to work' day programme works in practice
- Guidance for People Managers in how to effectively manage work experience placements.

2. Introduction and Purpose

- Our ability to deliver an outstanding patient experience every time is reliant on creating an environment where we can attract young people to the NHS and raise awareness of the vast range of jobs and careers available.
- We believe that creating work experience placements is critical as young people are our workforce of the future, and it is no longer the case that adults have a career for life and increasingly people are therefore looking for second careers. Work experience is vital to these groups so they can be sure they are making the right career decisions.
- We will ensure that we provide safe and valuable experience for anyone on placement, whilst at the same ensuring the privacy, dignity and confidentiality of patient and staff information.
- Our aim is to provide a fair and equitable process for all work experience applicants, and we will comply with NHS guidance and legislation.

Version Information			
Version no.	Updated by	Updated on	Description of changes
1.0	Personnel	05/08/2009	
1.1	Voluntary Services	30/08/2012	Changes reference of Personnel to Voluntary Services.
3.2	Voluntary Services		To include Take Your Son/Daughter to Work Day now called Observing Parents at Work
4.0	Voluntary Services Manager	06/09/18	General content review with minor grammatical / policy flow updates
5.0	Head of Resourcing	September 2022	OD&P Policy and Procedure review in new Template including <ul style="list-style-type: none">• New introduction and Purpose• Key requirements to be in place to support work placements• Tables of Definitions and restrictions• Table of information sent to successful placement applicants• Table of TYSDTWD restricted areas• Guidance for People Managers on managing work experience placements

3. Eligibility

This policy and procedure applies to all individuals who undertake, or are going to undertake, work experience placements with the Trust.

4. Scope

This policy applies to all work experience placements.

5. What is a Work Experience Placement?

Work experience is defined as a placement which a student may carry out with the Trust during which they may carry out specific tasks or observe staff carrying out a range of duties.

Because of the nature of our work, students may be restricted in the tasks they can carry out and some placements may only involve observing activities.

Work experience is different from voluntary work as the emphasis is on the learning and educational aspects of the placement as well as experience in the 'world of work.'

Students receive no financial remuneration for work placements. The term 'work experience' has no legal status.

The table below explains the key terms used in this policy.

Work Experience – Definitions	
Students	In this policy the term 'student' is used for anyone accessing work experience placements regardless of age or status. There are however certain criteria that apply to students, dependant on their age and the area of the placement.
Virtual Work Experience	Third party provider Springpod will invite pupils from schools within the BSW area to take part in a virtual programme. This takes approximately 10 hours to complete and can be completed in students own time or within school. It covers many areas of health and social care and there are also live webinars to join in.
Placements	Placements are usually available as follows: School Years 10 or 11 one (or occasionally two) week block placement as part of the school curriculum mainly focussed on 'world of work' experience Sixth form/ college block placements (usually one week) that are career ambition specific Extended placements to support vocational courses or to support young people who are at risk of becoming disengaged from mainstream education

	<p>Those over 18 seeking practical experience and knowledge prior to applying for or undertaking professional training in Higher Education (including mature students).</p> <p>Students under the statutory school leaving age may only undertake work experience if it has been arranged as part of the student's education by the local education authority or the school's governing body.</p> <p>Anyone seeking a clinical placement (regardless of age) must be able to demonstrate a clear interest in health care related jobs/careers.</p> <p>Occasionally requests for a work placement may need to be dealt with in accordance with the Honorary Contracts Policy e.g., students at university looking for extended placements related to their course. The Trust's Voluntary Services Department will advise on such cases.</p> <p>No placements are provided during the last 2 weeks of July or August</p>
<p>Supervisor</p>	<p>All students will be allocated a supervisor. This is normally the manager of the department and the person who has agreed to the placement. The supervisor is responsible for organising the placement programme and for monitoring the student throughout the placement. Where these duties are delegated to another qualified member of staff, the supervisor is responsible for briefing that person fully and that they will provide the necessary support.</p>

6. Work Experience - Key Requirements

- The Trust has responsibility for the health and safety of students whilst on Trust premises and insurance is available through the Trust's public liability insurance.
- Risk assessments must be undertaken and documented in areas accepting students. Advice on what the risk assessment should include is available from the Trust's health and safety advisor or risk management department. Additional information is available from the Health and Safety Executive (HSE) website - <http://www.hse.gov.uk>
- Work experience placements are encouraged throughout the Trust however, it is recognised that because of the nature of their work, some departments may wish to set a higher minimum age.
- The Table below provides further guidance.

Work Experience – Normal Department Restrictions
Non-clinical placements are available to students in Year 10 (14-15yrs) upwards.
'General Ward' placements and other clinical placements are available to students aged 16 and over.
Placements shadowing doctors are not available until the student is in Year 12 and meets other criteria (see section 8).
Other placements may only be available from Year 12 upwards and may be shorter.
The Work Experience manager and Co-ordinator will work with managers to ensure a broad range of placements are available across the range of ages

- Patients and other staff must be made aware that there is a work experience student on placement in a ward or department. Patients must give their verbal consent for the student to observe any aspect of care or procedure. The privacy, dignity and confidentiality of the patient must be always maintained.
- Work experience students, other than those on placements shadowing doctors, are not allowed in main theatres or day surgery.
- Students on placement will be required to abide by current 'Bare below the elbow' policies and the Trust's 'Uniform and Workwear' Guidance. Students will be provided with a 'Work Experience' T-shirt to wear and must not wear scrubs.
- Students will not be placed in a ward or department where a parent or other close relative works or has close involvement.
- Work Experience placements must not be used in lieu of other child 'care' arrangements.
- All work experience placements will be co-ordinated by the Voluntary Services department manager, except for placements shadowing doctors (see section 8 below).
- Students who approach individual members of staff or managers requesting placements must be directed to the Voluntary Services department in the first instance. As Trust employees, you should not give any indication at this stage as to whether a placement is possible or not.
- Work experience placements will be available to students living or at school/college in a designated catchment area ([Appendix A - Catchment Area](#)).
- The Trust is committed to equal opportunities, and we therefore welcome applications for work experience placements regardless of background.
- Closing dates for application from students at school or college will be set each academic year and communicated to schools, colleges and other related organisations. Students applying after the closing date will be required to apply at the next available recruitment session.
- Students will be interviewed as part of the application process. This will be undertaken by the Voluntary Services Manager plus a member of staff from the departmental area.
- Students must be allocated a named supervisor for the duration of the placement.

- Terms and conditions of the work experience placement ([Appendix B - T&Cs of the Work Experience Placement](#)) will be sent to the student when the offer of placement is made.
- Work experience students under the age of 18 at school are not required to be checked by the Disclosure and Barring Service (DBS). A risk assessment will be undertaken in relation to a DBS check for other work experience applicants.
- If you supervise, or work with work experience students, you do not require a DBS for this purpose alone as students should not be left alone with one member of staff. In the rare situation of a request for a placement with a lone worker this will need to be reviewed. If you work with work experience students, you should familiarise yourselves with the Trust's current child protection guidance.
- The identity of work experience students will be checked in the following ways:
 - Students at school or college: Passport if available, if not, passport type photograph signed on the back by school/college tutor.
 - Mature students: As per pre- and post-employment checks policy.
- Students will be issued with standard Trust Work Experience ID card.
- Students will be issued with 'Work Experience' T-shirts for the duration of their placement.

7. Work Experience Application Process

- Initial enquiries about work experience should be made to the Voluntary Services Manager ([Appendix C – Process for students from initial enquiry to completion of the placement](#)). Following an initial discussion to ensure the student meets the criteria, an application form and equalities monitoring form will be emailed to the student. Students must return the forms by the closing date.
- After the closing date, students will be contacted by email or letter inviting them to interview.
- Following interview, unsuccessful applicants will be notified by the Voluntary Services Manager and will be advised of the rationale behind the decision. The student's school/college will also be notified.
- Successful applicants will be allocated to a placement area (after discussion with managers) and will be notified of this as soon as possible. They will be sent the following information:

Information sent by Voluntary Services Team to successful applicants
Confirmation of their placement area, placement dates, supervisor, and other general instructions
Terms and Conditions of the placement
Placement description
Data Protection and confidentiality statement (to be signed and returned)
Acceptance form (to be signed and returned together with 2 passport photographs)

Information sent by Voluntary Services Team to successful applicants
Signed Education Business Partnership form (if applicable)
Trust leaflet 'Guidance for all staff, volunteers and contractors on handling personal information'
Infection control, hand washing leaflet
Occupational Health form to be completed and Voluntary Services Manager will assess the suitability of the student for the placement

- As People Managers you will be sent a list of the names and placement dates for all students you have agreed to take, and you should ensure that this information is diarised and communicated to other members of your team.
- The Voluntary Services Manager will email the supervisor approximately 6 weeks prior to the commencement of the placement confirming the student's expected arrival.
- Students will be asked to arrive at the OD and People Department on their first morning for 9.00am. They will have been advised on their placement offer their start and finish times for the day, but these can be negotiated where students may be coming from some distance away and relying on public transport.
- Students will be issued with an ID badge and a T-shirt on their first morning from Voluntary Services.
- On the first day students will be delivered to their placement by Voluntary Services. As the placement supervisor you will need to:
 - Undertake the induction briefing and complete and sign the induction checklist
 - Discuss the objectives and programme for the placement
 - Discuss the report and evaluation forms
- On the last day of the placement, as the placement supervisor you will need to:
 - Complete the student assessment form and discuss with student ([Appendix F - Student Assessment Form](#))
 - Ensure the student completes and returns the placement evaluation for Voluntary Services ([Appendix G - Student Placement Evaluation Form](#))
 - Complete any other documentation required by the school/student.
 - Release the student to enable them to return ID badge and T-shirt to Voluntary Services
- At the end of the placement, as the placement supervisor/ people manager you should return all completed forms together with the student pack to the Voluntary Services department for secure storage/destruction in line with data protection regulations.
- As a placement supervisor/ people manager you have the right to terminate a visit if the behaviour, appearance, or any other aspect of the student's visit is deemed inappropriate.
- You should be aware that each student is likely to be visited by a teacher/ tutor during their placement. Teachers will be asked to contact the ward/ department at least 24 hours prior to the visit to agree a suitable time and to ensure that the student is in the department.

8. Placements Shadowing Doctors

Work Experience placements for shadowing doctors is undertaken by the Education Department. For such placements students must meet the following criteria.

Criteria for Students
Be at least 16 years old
Be in Year 12 (lower 6 th) or above
Be able to provide supporting information (letter signed by head teacher/ teacher or a copy of UCAS form) confirming they are applying to medical school

Applications from students must be made directly to the Education Centre. [Appendix D - Process for students enquiring about shadowing doctors](#), provides further guidance on the process.

The Education Centre is responsible for ensuring that all aspects of this policy are met in relation to students shadowing doctors (documentation, induction, name badge, student evaluation etc). The Trust's work experience co-ordinator will work with and support the Education Centre to ensure this happens.

As a student shadowing doctors, you may only go into theatre or day surgery if you are aged 18 or over, and in agreement with the theatre manager and only when patients have given their express consent to you being present. The theatre manager has developed and disseminated local guidance to support this requirement. This means that students cannot attend placements in surgical areas until they are 18 or over. A list of such surgical areas is available from the Education Centre.

We are unable to offer doctor shadowing placement during the last 2 weeks of July or in August.

9. Take your son/ daughter to workday (TYS DTWD) – Requirements and Process

- Year 7 (11 – 12 years) and upwards students are given the opportunity to observe parents at work or other family member/family friend, often as a prelude to work experience and to help with GCSE choices.
- Placements cannot be used in lieu of other childcare arrangements.
- Placements are only permitted in non-clinical areas.
- As a parent you will be responsible for organising the visit to your own work area and obtaining agreement from your manager.
- Managers may refuse to host a student if, in their view it is not an appropriate area/suitable time etc. for a visit.
- Departments must be appropriately risk assessed prior to the student's visit. **This risk assessment must be documented.**
- You are responsible for ensuring that your child is appropriately dressed for their visit and that they always follow current uniform/dress codes.

- You are responsible for ensuring that your child always behaves in an appropriate manner whilst visiting the Trust.
- As the parents you will be responsible for providing an induction to your department to include:
 - Health and Safety/Risk assessment
 - Fire
 - Infection Control – including hand washing and other measures.
 - Confidentiality and Data Protection
 - Breaks and toilets
 - Conduct
 - Privacy and dignity

If the parent's workplace is not suitable, you may ask a colleague in another department. If in agreement (and authorised by the manager of that department) the colleague will be responsible for the student in relation to all aspects of the placement (ensuring that a risk assessment has been undertaken, along with the induction briefing, health and safety, dress, behaviour requirements etc.).

- A colleague (or manager) is at liberty to decline a request to take the student of another member of staff.
- Patients and staff must be made aware that your child is visiting the department. Patients must give their express consent before a student is allowed to observe any aspect of care or treatment or other work. This should be documented.
- As a parent/family member you must be always on site (especially important if the child is with a colleague).
- An ID card will be issued by the Facilities Department on receipt of the notification/agreement form (Appendix E - TYSDWD Notification/Agreement Form). As a parent you are responsible for returning this to Facilities at the end of the visit.
- If the student has been in contact with any infectious diseases in the four weeks prior to the visit or are unwell on the day of the visit, it should be postponed, and the manager/colleague notified. The Voluntary Services department should also be notified so that they can amend their records.
- In preparation for the visit the student must identify 2 or 3 simple objectives/learning outcomes. Following the visit, the student should be encouraged to write a short, reflective piece on their experience. In return for completing an evaluation of their placement students will receive a certificate of attendance.
- To arrange an TYSDTWD visit, as a parent please contact the Voluntary Services Manager with details of the planned visit. You will need to complete the TYSDTWD form (Appendix E - TYSDWD Notification/Agreement Form) and return this to the Voluntary Services Department **at least 2 weeks** prior to the date of your child's visit.

Areas where TYSDWD students MAY NOT visit	
Ward areas	Mortuary
Maternity	GUM/ Sexual Health Clinic
Main Theatres and recovery	Endoscopy
Day Surgery (theatres and recovery)	ITU
Radiology (unless office based)	
Any other area considered inappropriate by manager and Voluntary Services	

10. Guidance for People Managers – Work Experience

10.1 Benefits

Your role is integral in helping us achieve our ambition to make our organisation a truly outstanding place in which to gain work experience. For this to happen we know that all our people and those who undertake work placements with us need to feel valued and respected. The benefits of this are:

- promoting the Trust as an outstanding organisation and place to gain work experience, which in the longer term will significantly improve our ability to attract and retain people in a competitive employment market
- a more inclusive and more knowledgeable future workforce who will deliver high quality work
- increased awareness of the range of jobs and careers available within both the Trust and the wider NHS
- commitment to assist our employees who want their family members to have opportunities to gain work experience

10.2 Your Responsibilities as a Manager

As a People Manager you are responsible for creating an environment where students and others can gain valuable work experience of healthcare, and for demonstrating the benefits of working for the NHS and developing future careers in the Trust. By doing so you will also promote strong links with the local community which will enhance the reputation of the Trust within Salisbury and the surrounding area.

Guidance is available from the Work Experience Manager/ Voluntary Services Manager from the OD and People Department to ensure high quality and valuable work placement opportunities, and from the Education Department for placements shadowing doctors.







11. Monitoring Compliance and the effectiveness of this policy

This will be monitored by People Operations within the People Services Directorate. Our People managers and our people are responsible for the implementation of this policy and procedure.

12. Equality Impact Assessment

An Equality Impact Assessment has been completed and was presented to the ratifying committee at the time of approval.

Appendices

Appendix	Description	File
A	Designated Catchment area	 Appendix-A Designated Catchmen https://mg.salisbury.nhs.uk/media/3526/designated-catchment-area.png
B	Terms & Conditions of the work experience placement	 Appendix-B Terms and Consitions of Wo https://mg.salisbury.nhs.uk/media/3527/appendix-b-terms-and-consitions-of-work-experience-students.pdf
C	Application process for students from initial enquiry to completion of the placement	 Appendix-C Application Process fc https://mg.salisbury.nhs.uk/media/3528/appendix-c-application-process-for-all-placements.pdf
D	Process for students enquiring about placements shadowing doctors	 Appendix-D Enquiries for all placements sha https://mg.salisbury.nhs.uk/media/3529/appendix-d-enquiries-for-all-placements-shadowing-doctors.pdf
E	TYSDWD Notification/ agreement form	 Appendix-E TYSDWD Agreement.pdf https://mg.salisbury.nhs.uk/media/3222/appendix-e-tysdwd-agreement.doc
F	Student Assessment Form	 Appendix-F Student Assessment Form.pdf https://mg.salisbury.nhs.uk/media/3223/appendix-f-student-assessment-form.rtf
G	Student Placement Evaluation Form	 Appendix-G Student Placement Evaluation https://mg.salisbury.nhs.uk/media/3224/appendix-g-student-placement-evaluation-form.rtf

Post Holder /Author Responsible for Policy:	Head of Resourcing
Date Written:	September 2022
Approved By:	JCC September 2022
Ratified by:	OMB September 2022
Next Due for Review:	September 2025
Date Policy effective from:	01 May 2023