

# ASH-CUM-RIDLEY PARISH COUNCIL

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## Work Experience Policy

### Introduction

Ash-cum-Ridley Parish Council recognises the benefits that work experience placements can offer to young people and also the positive contribution it makes to the local government sector by raising awareness of the work we do and the career opportunities available.

The Parish Council therefore has authorised unpaid work experience placements taking place in principle and under S.101 of the Local Government Act 1972 has delegated to the Proper Officer (the Clerk) to make suitable arrangements to host placements when requested. The Clerk will consider the impacts on office workload before determining whether to allow a placement to occur

This policy permits work placements for those aged 16-25 and is applicable to both the Parish Council and Ash Green Sports Centre.

### Types of Placements

There are two types of placements that the Parish Council can offer:

**Short-term placements:** These are placements for those aged 16-18, they can be arranged for up to a maximum of three weeks. They are a useful placement to provide a basic insight into the responsibilities and role of a Parish Council. During a short-term placement, a programme of activity will be drawn up to include (but not limited to); work shadowing, inductions, understanding the role of Parish Councils and minor tasks/projects. During a short-term placement, no confidential information will be shared.

**Long-term placements:** These placements can last for up to twelve months, and are for those aged 16-25. They will often be organised as part of a university placement year or sixth form enrichment programme. Those on a long-term placement can be involved in a wider range of tasks, based on their level of competency.

### Responsibilities of the Parish Council

The minimum age that a school-age child can carry out work experience is 14. The Parish Council will only offer placements to children aged 16 and above.

Work placement hours for young people under 18 should not exceed eight hours in any twenty-four hour period. They must work no more than 37 hours per week. There should be at least 12 hours break between each working day and two days of rest per working week.

For those completing their placement in conjunction with an education provider, we will report any absence or concerns to the education provider.

All students on work experience placements are employees under health and safety law. Therefore they must have the same protection as all other council employees. We will give special consideration to the risks that young people may face. This is due to their potential inexperience and lack of awareness of a workplace environment.

The Clerk should ensure that all employees who come into contact with those on work placement have at least a basic DBS check.

### **Guidance for Work Experience Placements**

- For those on short-term placements, the Clerk should endeavour to ensure there are at least two members of staff present. In the event of only member of staff being present, the placement should be paused for however long until a second member of staff has arrived
- The Clerk should determine appropriate tasks for the placement, as a general rule those on short-term placements should not be given access to any confidential information (e.g. residents details). Those on longer-term placements can be permitted supervised access to this information, at the discretion of the Clerk
- The Clerk is encouraged to provide a varied range of tasks and opportunities to those on placement, to give them the widest range of experiences possible. This could include attending a parish council/committee meeting, attending an external event or being given a dedicated project to work on.

### **Incident Reporting**

The Clerk will record any accidents that result in injury, ill health, damage to property or other loss. The Clerk will complete an accident form and investigate in line with our procedures.

In the event of a significant incident occurring, the Clerk is authorised to terminate a work experience placement with immediate effect. Should an incident occur, the Clerk is asked to report the nature of the incident to the next available Parish Council meeting.

<b>Date of Policy Adoption</b>	<b>Review Cycle</b>	<b>Date of Next Review</b>
20 April 2023	Biennial	April 2025