# Work Placement Policy

All work placement workers must be aware that for the period of time that they are with Glow Education Project, they are entrusted with responsibilities that are as serious as if they were employed. The only difference is that they might work for fewer hours, and work under the guidance of employees.

Your attention is particularly drawn to the subject of confidentiality. This means that work placement workers must always treat the information they become aware of (whether by word of mouth or written, etc.) with the greatest respect and avoid talking/communicating (whether directly or indirectly) about it to other volunteers or anyone outside of Glow Education Project.

A Work Placement is is an excellent opportunity to gain new skills and experience of working and also assists Glow Education Project in delivering excellent service provisions.

**Introduction to Work Placement Policy**

This policy is designed to enable employees to involve Work placement workers in the most appropriate and effective way as well as avoid potential difficulties.

**Planning**

Staff should decide why they want to use work placement workers in their service, defining:

* The nature of the work placement worker(s); this should be defined as specifically as possible, including a list of duties and the name(s) of those they are responsible to.
* The ways the role(s) differ from those of a paid employee – if any.
* The cost implications of involving work placement workers, including reimbursing expenses, and training costs.

Work placement workers must always compliment rather than substitute the work of paid employees. Work placements should not replace the work of employees who have been made redundant. (Although there may sometimes be unclear cases.)

It is important that in each service using work placement workers, there is one employee identified as having lead responsibility for the work placement worker. Aspects of this role may be delegated to other employees or work placement workers appropriate, provided the named supervisor retains overall responsibility.

The relevant work placement supervisor must agree each new work placement role.

**Recruitment and selection**

1. Glow Education Project’s Equal opportunities policy applies to work placement workers in all respects.
2. The selection process includes:
   * + an interview – to ascertain the potential skills and reasons for work placement
     + a DBS check, in line with the procedure for recruiting paid staff
     + two references
     + the agreement of service users and the employees who will be responsible for them.

**Support and training**

* It is essential that all work placement students are given regular support, either directly or organised through a supervisor.
* Work placement workers should be given appropriate induction training and on-going training as needed. This may be through existing staff training and development provision, or training especially arranged for one or more work placement students. It is recognised however that the most important training will be ‘on the job’.
* Training/support will be given as needed to employees who supervise work placement workers.
* The relevant aspects of Glow Education Project’s Grievance, Disciplinary and/or Complaints procedures apply to work placement workers, and they should be told about these as part of their induction, including whom to contact
* Wherever possible, the supervisor should hold an exit interview with work placement workers
* Work placement workers will be notified of job vacancies with Glow Education Project.

**Insurance**

Work placement workers are covered by Glow Education Project’s insurance in the same way that paid employees are, as they are working on behalf of and under Glow Education Project’s direction, simply on an unpaid basis. The insurance cover is in respect of public liability, vehicle liability, product liability, employers’ liability and personal accident. They are not covered for individual professional indemnity but it is possible for this to be arranged for individual volunteer roles if necessary.

**Health and safety**

Glow Education Project’s responsibility under Health and Safety legislation extends to ensuring the safety and welfare of work placement workers. Work placement workers must also be made aware of their responsibilities and all relevant Glow Education Project policies.

**Other relevant Glow Education Project policies**

Work placement workers should be informed about and trained as necessary in all relevant Education policies.

**Expenses**

* Wherever possible, work placement workers should have their expenses repaid so that they are not out-of-pocket because of the work placement and to prevent anyone being excluded because they cannot afford to do a work placement.
* Expenses should be repaid through the appropriate local arrangements, which will generally be the petty cash system for claims below £50.00.

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