

Work Experience Placement Policy

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Equality, Diversity And Human Right Statement	The Trust is committed to an environment that promotes equality and embraces diversity in its performance both as a service provider and employer. It will adhere to legal and performance requirements and will mainstream Equality, Diversity and Human Rights principles through its policies, procedures, service development and engagement processes. This procedure should be implemented with due regard to this commitment.		
To be read in conjunction with / Associated Documents:	Safer Recruitment Policy Disciplinary Policy Uniform and Dress Code Policy Infection Control Health and Safety Guidance Standards of Business	Information Classification Label	<input type="checkbox"/> Unclassified
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1. Purpose

This Policy has been produced in accordance with the Health and Safety at Work Act (1974) and the Management of Health and Safety Regulations (1999) for the health, safety, and welfare at work for staff and those on work placements.

This Policy applies to all people attending for work experience and medical shadowing within The Royal Liverpool and Broadgreen University Hospitals NHS Trust. The Trust is committed to engaging with people in the area to encourage them to become our workforce of the future by gaining valuable experience of the NHS and the working environment.

This Policy also applies to candidates who wish to undertake a Pre – University/ Course placement with the Trust.

The aim of work placements is to provide people with an opportunity to gain experience in order that they can confirm their career choice, increase their awareness of the wide range of roles available within the NHS, and also gain valuable experience to support applications for relevant higher education courses.

The aim of medical shadowing is to provide 16 – 19 year's olds with an opportunity to increase their awareness of a medical career.

Students should not be used to replace staff, and every effort should be made to provide a structured programme of experience. The purpose of this Policy is therefore to ensure that the Trust provides a safe, stimulating and purposeful work experience/medical shadowing placement.

Any staff who allow people into their work area without the proper procedures in place may be subjected to Trust disciplinary procedures for breach of policy.

1.1 Aims and Objectives

The aim of this Policy is to provide a uniform and equitable approach to the processing of work placements. Failure to follow this Policy correctly when a placement is requested could put both the Trust, patients and the student at risk.

2. Scope

This Policy applies to all staff and all categories of work experience. If a student is going to attend the Trust on a work placement this Policy must be followed.

The Trust views the offer of high-quality work experience as a positive opportunity to contribute to the local community. Work experience provides an opportunity for students to consolidate work-based learning skills and to help them to make an informed career choice. Reasonable adjustments will be made in order to ensure students with a disability are able to actively participate in work experience opportunities within the Trust.

Priority for work experience will be given to those local students studying towards vocational training programmes and those applying for relevant or appropriate Further or Higher Education courses. If a number of students wish to undertake a placement within the same area a selection process may take place.

Work placements will be offered on the basis of the Trust's ability to provide placements; availability of time and resources necessary; and the health and safety requirements affecting the requested work or work area. Students with learning disabilities are welcomed, providing a suitable placement can be found following risk assessment.

The Trust will require risk assessments to be undertaken by individuals/parents and guardians regarding potential restrictions in relation to placements; in order to protect students who may not be able to cope with the physical or emotional elements of the placement.

In the event of an infection outbreak, flu pandemic or major incident, the Trust recognises that it may not be possible to adhere to all aspects of this document. In such circumstances, staff should take advice from their manager and all possible action must be taken to maintain ongoing patient and staff safety.

3. Policy Content

3.1 Definitions

For the purposes of these Policy "student" refers to the person undertaking work experience. Anyone is eligible to undertake work experience within the Trust in line with this Policy.

3.1.1 Work Placement - General

A work placement is an opportunity on the employer's premises in which people can carry out a particular task or duty, or a range of tasks or duties, more or less as would an employee, but with the emphasis on the learning aspects of the experience. Students should be a minimum of 16 years old in order to undertake a clinical/patient facing work placement. The length of placement will depend on the area of work experience. A clinical placement can be up to one week and a non-clinical placement can be up to four weeks.

Anyone under 16 is able to apply for work experience within the Trust however, they will not be able to be placed within the clinical areas but there will be opportunities for department tours in small groups.

3.1.2 Work Placement – Internship

All internships will be advertised and are aimed at people wanting to gain valuable work experience in a particular field. This is different from volunteering, where you may be asked to work anywhere across the Trust. Interns will be required to undertake full safer employment checks, i.e., identification, right to work, references covering a

three-year employment history, occupational health and where required for the role a DBS, professional registration/checks in line with all external candidates recruited by the trust.

3.2 Rest Breaks

In accordance with the Young Workers Directive:

Young people are not allowed to work for more than 4 hours without taking a break of at least an hour.

Young workers may not ordinarily work more than 8 hours a day with a maximum of 37 ½ hours per week, work weekends, start work before 7.00 a.m., finish work after 7.00 p.m., work overtime, and work more than 5 days in seven.

3.3 Work Experience and Pre-University/Course Placements

3.3.1 Application Process

Any students who wish to undergo work experience at the Trust should complete an expression of interest form which is available on the Trust internet and intranet sites. The completed application form should be e-mailed to the work experience e-mail address (on the form) and then this will be processed by the work experience co-ordinator. All participants will be required to complete a medical declaration form and provide references/tutor statement.

Further details are available on the Trust web page.

3.3.2 First Day of the Work Experience

Arrangements will be made for students to meet their work placement supervisor/mentor on their first day. They will be issued with an ID badge and a local induction checklist which the Placement supervisor/mentor will be responsible for completing. The student will be required to wear the ID badge all times and return it to the Work Experience Co-ordinator at the end of their placement. Evaluation forms should also be returned to the Work Experience Co-ordinator.

3.3.3 During the Work Experience

The department should devise a clear work plan and programme for the student.

On arrival each day, the student must report to the identified lead or their representative for their placement at the start of their shift, lunch time and at the end of the shift. This ensures fire regulations are adhered to.

3.4 Introduction to Medicine and Medical Shadowing

3.4.1 Application Process

The route to Medical Shadowing requires the student to attend the 3 day “Introduction to Medicine” course, held yearly in the February, and October half terms. The course is available for 6th Form students (16 – 19-year-olds) and can accommodate a maximum of 12 students per course.

The application procedure for medical shadowing will be the same process as for work experience. An online application will need to be completed along with an Occupational Health Questionnaire and will be provided by the Work Experience Coordinator.

On receipt of completed application form the Work Experience Coordinator will forward the Health Questionnaire to Occupational Health for clearance if required.

If Occupational Health clearance is obtained the Work Experience Coordinator will notify the Clinical Sub Dean Team who will arrange a placement within the hospital taking into account, any specific requests where possible and available placements.

When arrangements are made the Work Experience Coordinator will send confirmation of the placement to the young person along with an honorary contract for signature.

Following attendance at this introductory course, medical shadowing may be considered and arranged. Medical Shadowing will be held yearly in the February, and October half terms. Those students who have attended the Introduction to Medicine Course will be allocated a placement during the following half term.

No applications for medical shadowing placement will be considered unless the applicant has previously attended the above course. This is to ensure that persons undertaking medical shadowing are already fully informed about the demands of a medical career and the application process.

3.4.2 On the first day of the Medical Shadowing

The Education Services Manager will meet with the young person to go through the induction process and introduce the doctor they are to shadow. They will be issued with an identity badge and should wear it at all times and return it at the end of the placement.

3.4.3 At the end of the Medical Shadowing

Students are asked to complete an evaluation of the placement and return it with their badge to the Work Experience Coordinator office.

3.5 Planned Employability Skills Programme

The Trust works in partnership with a number of external organisations to deliver a range of planned employability skills programmes, as part of our Widening Participation Agenda e.g.

Skills for Health for the Pre-employment Programme. The Military College for programmes for veterans and their families and Mersey Care NHS Trust and Wirral Met for people with learning disabilities.

As these are longer programmes, all participants are required to undertake a full recruitment check.

The work experience co-ordinator assists in finding placements for these participants. Where appropriate, arrangements will be made for eligible candidates to join the Temporary Staffing Department.

3.5.1 Skills for Health - Cadet (Apprentice) Programme

The National Skills Academy or Health (NSA) through the Apprenticeship Training Agency (ATA) offer contracts of Employment for Cadet Apprentices on a fixed term training basis. These students are line managed by the Academy, who fund and supply all Cadets with an Academy Uniform and Name Badge for use in their placements with the Trust and where appropriate will fund and co-ordinate occupational health assessments and DBS checks, The Academy liaise with the Work Experience Coordinator and the PEF's for clinical placements, prior to the students starting placements to arrange Trust Core Skills training and access to a suitable, experienced member of staff to act as a mentor, ensuring that the Cadet is supervised at all times on placement. This arrangement is underpinned by a Service Level Agreement between the Trust, Skills for Health and City of Liverpool College.

3.6 University Technical College

The Trust sponsors Liverpool Life Sciences University Technical College and work closely with the UTC on a number of initiatives. This is the first school in the UK specialising in Science and Health Care for 14–19-year-olds. Each post 16 student has the opportunity to complete a work placement in the Trust. A timetable of activities delivered by Trust staff is coordinated by the Work Experience Coordinator and runs on a weekly basis. A UTC representative liaises with the Work Experience Coordinator throughout the year to provide new cohorts of student's access to this programme. Students are supervised throughout their time in the Trust and are not required to undertake any employment checks. All students receive a short training session which outlines confidentiality and health and safety issues as part of their welcome to the programme.

3.7 General Information

3.7.1 Trust Policies and Procedures

All Students will be asked to behave in accordance with the Trust's Policies and Procedures.

3.7.2 Uniform and Dress Code

The student will be expected to follow the Trust Uniform and Dress Code Policy. Female students will be asked to wear black skirt / trousers with a white blouse and dark shoes. Male students will be asked to wear black trousers, white shirts and dark shoes. Students who undergo placements within the clinical area should:

- Wear short sleeved tops or bare below the elbows.
- Ties should not be worn or, should be tucked into the shirt
- Jewellery must be confined to a plain ring as stones can scratch patients. Bracelets should not be worn. Necklaces must be removed with the exception of medical alert necklace. One pair of plain small stud earrings can be worn.
- Hair below collar length must be tied up.
- Nails must be short and kept clean.
- False and gel nails must be avoided as they harbour large numbers of micro-organisms.
- No jeans or trainers are allowed

3.7.3 Identification Badges

All Students will be issued with an Identity Badge (ID Badge) upon commencing placements. The ID Badge must be work at all times and returned at the end of the placement.

3.7.4 Reporting Sickness

It is the responsibility of the student to notify their placement if they are unable to be present.

3.7.5 Misconduct

All student's/young people are expected to behave in a manner appropriate to the work environment; any issues of inappropriate behaviour should be reported to the student's School/College or parents as appropriate. In the event of serious misconduct, the student's placement will be terminated with immediate effect.

3.7.6 Risk Assessments

The Placement supervisor/mentor will be required carry out a work placement risk assessment (and provide a copy to the Work Experience Coordinator) prior to commencement of the work placement and identify any significant risks, so that control measures can be implemented to ensure 'so far as reasonably practicable' the health, safety and welfare of the work placement candidate during their period of work experience.

As part of the work placement risk assessment, the placement manager should consider the following:

- ensure that, due to the student's possible lack of awareness of existing or potential risks, immaturity and inexperience, the work placement student does not carry out activities associated with the work placement that are beyond their psychological or physical capabilities.
- ensure students do not undertake work activities and are not exposed to any physical processes or to biological or chemical agents, that may have long term effects on their health.
- ensure, as a minimum, that students are given the same level of health, safety and welfare provision as would be given to Trust employees.
- Inform the school or college of any significant finding as a result of the risk assessment and the measures that will be undertaken to eliminate or minimise the risks in order to ensure the health, safety and welfare of the work placement candidate during their period of work experience.

3.7.7 Pay

Work experience is undertaken as a voluntary activity; therefore, the individual does not receive a financial reward or remuneration and is not considered an employee. Anyone undertaking work experience will be afforded all the rights of protection regarding health and safety as any member of the public entering the Trust's premises.

3.8 Responsibilities of Employee's

Any member of staff should be aware of and understand the terms of the policy.

3.9 Responsibilities of Managers

- Apply the principles of this Policy
- To consider any requests made under this Policy and consult with their Head of Service and Business HR representative to agree any decision arrived at.
- Ensure that staff are aware of and understand the policy
- Ensure that staff are updated with regard to any changes in this policy.

4. Exceptions

There are no exceptions.

5. Training

The Trust acknowledges the importance of awareness and skills training for managers to ensure the effective implementation of these Policy. Working in partnership the Human Resource Service will provide appropriate support through a variety of means including formal skills training, informal Policy Briefings or Guidance Toolkits.

6. Monitoring of compliance

Minimum requirement to be monitored	Process for monitoring e.g., audit/ review of incidents/ performance management	Job title of individual(s) responsible for monitoring and developing action plan	Minimum frequency of monitoring	Name of committee responsible for review of results and action plan	Job title of individual/ committee responsible for monitoring implementation of action plan

The Business Human Resources Team will be responsible for the management of these Policy, on behalf of the Joint Negotiating Group - HR Policy. The formal review of all HR Policies will be undertaken on two year basis in accordance with the Trusts HR Policy Review Programme. In addition, the effectiveness of these Policy will be monitored by Business HR and the policy may be reviewed and amended at any time if is deemed necessary. Notification of any changes to policies will be communicated to all staff.

Staff should be aware that the Trust intranet site version of this document is the only version that is maintained and controlled. Any printed copies should be viewed as 'uncontrolled' and as such may not necessarily contain the latest updates and amendments.

7. Relevant regulations, standards and references

7.1 Relevant Legislation

Health and Safety at Work Act 1974

Equality Act 2010

Management of Health and Safety Regulations (1999)

7.2 Associated Policies and Guidance Documents

Safer Recruitment Policy
Disciplinary Policy
Uniform and Dress Code Policy
Infection Control
Health and Safety Guidance
Standards of Business Conduct

7.3 Useful Contacts

Work Experience Coordinator
Tel: 0151 706 5382

Infection Control
Tel: 0151 706 4416

Business HR
Tel: 0151 706 4682

Health and Safety
Tel: 0151 706 3535

8. Equality, Diversity and Human Right Statement

The Trust is committed to an environment that promotes equality and embraces diversity in its performance both as a service provider and employer. It will adhere to legal and performance requirements and will mainstream Equality, Diversity and Human Rights principles through its policies, procedures, service development and engagement processes. This SOP should be implemented with due regard to this commitment.

To ensure that the implementation of these Policy does not have an adverse impact in response to the requirements of the Equality Act 2010 these Policy has been screened for relevance during the policy development process and a full impact assessment conducted where necessary after appropriate consultation. The Trust will take remedial action when necessary to address any unexpected or unwarranted disparities and monitor workforce and employment practices to ensure that these Policy are fairly implemented.

These Policy and procedure can be made available in alternative formats on request including large print, braille, moon, audio cassette, and different languages. To arrange this please contact Business Human Resources in the first instance.

The Trust will endeavour to make reasonable adjustments to accommodate any employee with particular equality and diversity requirements in implementing these Policy and procedure. This may include accessibility of meeting venues, providing translation, arranging an interpreter to attend meetings, extending policy timeframes to enable translation to be undertaken, or assistance with formulating any written statements

8.1 Recording and Monitoring of Equality & Diversity.

The Trust understands the business case for equality and diversity and will make sure that this is translated into practice. Accordingly, all policies and procedures will be monitored to ensure their effectiveness.

Monitoring information will be collated, analysed and published on an annual basis as part of our Single Equality and Human Rights scheme. The monitoring will cover all strands of equality legislation and will meet statutory employment duties under race, gender and disability. Where adverse impact is identified through the monitoring process the Trust will investigate and take corrective action to mitigate and prevent any negative impact.

The information collected for monitoring and reporting purposes will be treated as confidential and it will not be used for any other purpose

9. Legal Requirements

This document meets legal and statutory requirements of the EU General Data Protection Regulation (EU 2016/679) and all subsequent and prevailing legislation. It is consistent with the requirements of the NHS Executive set out in Information Security Management: NHS Code of Practice (2007) and builds upon the general requirements published by NHS Digital/Connecting for Health (CfH).

Appendix 1: Equality impact assessment

Title	
Strategy/Policy/Standard Operating Procedure	
Service change (Inc. organisational change/QEP/ Business case/project)	
Completed by	
Date Completed	

Description *(provide a short overview of the principle aims/objectives of what is being proposed/changed/introduced and the impact of this to the organisation)*

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Who will be affected *(Staff, patients, visitors, wider community including numbers?)*

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The Equality Analysis template should be completed in the following circumstances:

- **Considering developing a new policy, strategy, function/service or project(Inc. organisational change/Business case/ QEP Scheme);**
- **Reviewing or changing an existing policy, strategy, function/service or project (Inc. organisational change/Business case/ QEP Scheme):**
 - If no or minor changes are made to any of the above and an EIA has already been completed then a further EIA is not required and the EIA review date should be set at the date for the next policy review;
 - If no or minor changes are made to any of the above and an EIA has NOT previously been completed then a new EIA is required;
 - Where significant changes have been made that do affect the implementation or process then a new EIA is required.

Please note the results of this Equality Analysis will be published on the Trust website in accordance with the Equality Act 2010 duties for public sector organisations.

Section 1 should be completed to analyse whether any aspect of your paper/policy has any impact (positive, negative or neutral) on groups from any of the protected characteristics listed below.

When considering any potential impact you should use available data to inform your analysis such as PALS/Complaints data, Patient or Staff satisfaction surveys, staff numbers and demographics, local consultations or direct engagement activity. You should also consult available published research to support your analysis.

Section 1 – Initial analysis

Equality Group	Any potential impact? Positive, negative or neutral	Evidence <i>(For any positive or negative impact please provide a short commentary on how you have reached this conclusion)</i>
Age <i>(Consider any benefits or opportunities to advance equality as well as barriers across age ranges. This can include safeguarding consent, care of the elderly and child welfare)</i>		
Disability <i>(Consider any benefits or opportunities to advance equality as well as impact on attitudinal, physical and social barriers)</i>		
Gender Reassignment <i>(Consider any benefits or opportunities to advance equality as well as any impact on transgender or transsexual people. This can include issues relating to privacy of data)</i>		
Marriage & Civil Partnership <i>(Consider any benefits or opportunities to advance equality as well as any barriers impacting on same sex couples)</i>		
Pregnancy & Maternity <i>(Consider any benefits or opportunities to advance equality as well as impact on working arrangements, part time or flexible working)</i>		
Race <i>(Consider any benefits or opportunities to advance equality as well as any barriers impacting on ethnic groups including language)</i>		
Religion or belief <i>(Consider any benefits or opportunities to advance equality as well as any barriers effecting people of different religions, belief or no belief)</i>		
Sex <i>(Consider any benefits or opportunities to advance equality as well as any barriers relating to men and women eg: same sex accommodation)</i>		
Sexual Orientation <i>(Consider any benefits or opportunities</i>		

<i>to advance equality as well as barriers affecting heterosexual people as well as Lesbian, Gay or Bisexual)</i>		
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If you have identified any **positive** or **neutral** impact then no further action is required, you should submit this document with your paper/policy in accordance with the governance structure.

You should also send a copy of this document to the equality impact assessment email address.

If you have identified any **negative** impact you should consider whether you can make any changes immediately to minimise any risk. This should be clearly documented on your paper cover sheet/Project Initiation Documents/Business case/policy document detailing what the negative impact is and what changes have been or can be made.

If you have identified any negative impact that has a high risk of adversely affecting any groups defined as having a protected characteristic then please continue to section 2.

Section 2 – Full analysis

If you have identified that there are potentially detrimental effects on certain protected groups, you need to consult with staff, representative bodies, local interest groups and customers that belong to these groups to analyse the effect of this impact and how it can be negated or minimised. There may also be published information available which will help with your analysis.

<u>Is what you are proposing subject to the requirements of the Code of Practice on Consultation?</u>	Y/N
Is what you are proposing subject to the requirements of the Trust’s Workforce Change Policy?	Y/N
Who and how have you engaged to gather evidence to complete your full analysis? (List)	
What are the main outcomes of your engagement activity?	
What is your overall analysis based on your engagement activity?	

Section 3 – Action Plan

You should detail any actions arising from your full analysis in the following table; all actions should be added to the Risk Register for monitoring.

Action required	Lead name	Target date for completion	How will you measure outcomes

Following completion of the full analysis you should submit this document with your paper/policy in accordance with the governance structure.

You should also send a copy of this document to the equality impact assessment email address

Section 4 – Organisation Sign Off

Name and Designation	Signature	Date
Individual who reviewed the Analysis		
Chair of Board/Group approving/rejecting proposal		
Individual recording EA on central record		

Appendix 3: Roles and responsibilities

Role	Responsibility
<p>Director of HR and Organisational Development</p>	<p>The Director of Human Resources and Organisational Development is responsible for ensuring that this Policy is fully implemented and that there is a continuing commitment to the training of managers in the implementation of policies. The Trust recognises that modern health services require modern employment practices.</p>
<p>Human Resources</p>	<p>To provide support and advice to staff on any aspect of their employment, terms and conditions of service.</p> <p>To promote the policy and give general guidance and support to managers.</p> <p>To promote consistent policy application across the Trust in order to achieve a balance between organisational requirements and individual needs.</p> <p>To monitor and review the implementation and operation of the policy.</p>
<p>Work Experience Coordinator</p>	<ul style="list-style-type: none"> • Will follow the application process detailed in section 4.3.1 and 4.3.2 • Will induct the UTC students into the Trust, emphasising health and safety, infection control, fire exits and alarms, facilities e.g., toilets, canteen, expectations of behaviour, dress code, confidentiality and data protection. • Will ensure that the department supervisor/mentor completes a health and safety risk assessment • Issue and retain a copy of the honorary contract and references / identity checks • Any unacceptable behaviour or matters of discipline will be referred to the Work Experience Coordinator who will report inappropriate behaviour to the school/college or parents of the student/Skills for Health as appropriate. • If a student fails to arrive for work experience or leaves the site before the agreed hours of work experience have been completed, the Work Experience Coordinator should contact the student's School/ College/parent/Skills for Health. • If there is serious misconduct by the student, the Work Experience Coordinator is responsible for terminating the placement and raising the misconduct with the school/college/parent/Skills for Health

<p>School/College Students and Young People</p>	<ul style="list-style-type: none"> • Students wishing to undertake a work experience / medical shadowing placement must complete the online Work Placement Application Form. • Students must sign an honorary contract before their work experience placements commences and this must be coordinated by the Work Experience Coordinator, and if they are under 18 years of age, parents/guardians are required to sign the honorary contract to give consent for the agreed placement • Students must adhere to Trust policies and procedures on infection control and confidentiality at all times. Students must sign the confidentiality agreement. • Students are expected to behave in a manner appropriate to the work environment; any issues of inappropriate behaviour should be reported to the student's School/College. In the event of serious misconduct, the student's placement will be terminated with immediate effect
<p>Supervisor/Mentor</p>	<ul style="list-style-type: none"> • Supervisor/mentor will complete a health and safety risk assessment. Where young workers are involved, specific risks to be examined will be in relation to physical and psychological tasks that might be beyond the capacity of young workers. The risk assessment will be used to determine whether a student should be prohibited from certain activities within an area or department. If this is not possible, a work experience placement must not be offered. A copy of the risk assessment should be held within the department and shared with the Work Experience Coordinator • Will induct the students into the Trust, emphasising health and safety, infection control, fire exits and alarms, facilities e.g. toilets, canteen, expectations of behaviour, dress code, confidentiality and data protection. • If a student states that they have an infectious disease which may affect others during their placement the line manager and student must contact the OH department for advice prior to being accepted on any placement • Should inform the student if the ward or department is closed for any reason and ensure the placement is cancelled. • Should ensure that the student is aware of appropriate policies and procedures on confidentiality and infection control and provide appropriate protective clothing where necessary. • Should devise a suitable work plan for the student • If a student fails to arrive for work experience or leaves the site before the agreed hours of work experience have been completed, the Work Experience Coordinator should be notified.

Appendix 3: Work Experience Placements Flowchart

