

Careers Engagement & Work Experience

Policy & Procedure

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Amendment History

Issue	Status	Date	Reason for Change	Authorised
1.0	Final	Sept 2016	New Policy	
1.1	Final	Oct 2017	Updates to reflect current practice	
2	Final	September 2019	Revised policy following systems review	

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1. Policy Summary

This policy has been developed to enable the Royal United Hospitals Bath NHS Foundation Trust to offer careers engagement activities and work experience using a standardised, safe and equitable process.

Careers engagement and work experience allow us to reach out to our local communities through schools and colleges and other organisations supporting young people into work. Through this, we can help young people to make informed choices about their future working lives and to develop relevant knowledge and skills. The overall aim is to support and develop our future workforce.

The purpose statement for our careers engagement and work experience is as follows:

Transparent, equal and fair system which is role / department specific and meets / responds to workforce needs to sustain the delivery of care at the RUH

While the main audience for this work is local young people, we can also support other local people looking for work experience to enable them start out on an NHS career pathway.

2. Policy Statements

Through this policy, we aim to offer careers engagement and work experience which:

- Are aligned to workforce priorities and linked to areas / roles where we need our future workforce
- Give students a supportive, interesting and worthwhile experience which they can reflect on and learn from
- Are manager / team-led so that each area can decide in advance the activities they want to be involved in and the work experience capacities they are able to host
- Are fair and transparent to ensure equal access to opportunities
- Are easy to understand / navigate for young people wishing to apply
- Include sufficient checks as to the suitability of work experience applicants
- Ensure activities are safe for students, while keeping patient safety as a priority

3. Definition of Terms Used

3.1. Definition of RUH careers engagement

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Careers engagement includes all the activities an employer is able to offer to help a young person to think about and prepare for their future working life. The RUH has a **Careers Engagement Pathway** (see appendix 1) which includes a range of options

- **Option 1: RUH based careers fairs**
- **Option 2: Workshops / tours**
- **Option 3: Year 12+ work experience**
- **Option 4: Other work experience (e.g. specific to a forthcoming apprenticeship vacancy or other training programme)**

We also support colleagues to become **RUH careers ambassadors** and visit local schools and colleges to promote NHS careers through careers fairs, talks to students and activities such as mock interviews.

3.2. Definition of RUH-based careers fairs (option 1)

The Widening Participation (WP) team organises / promotes evening careers fairs at the RUH for local young people in years 10 and above and their parents / carers. These give teams and professions the opportunity to have stands with suitable activities to promote careers within their different areas.

3.3. Definition of RUH-based workshops / tours (option 2)

Teams are able to plan forward and offer workshops and tours to students in year 10 and year 11 studying at local schools and colleges to promote careers within their different areas. The teams are responsible for organising suitable activities and risk assessing them accordingly based on advice and guidance from the WP team.

3.4. Definition of year 12+ work experience (option 3)

Within this policy, work experience is a short, unpaid placement for an individual generally, although not always, of school age to gain experience of a working environment. Appropriate activities are scheduled under the supervision and discretion of a work experience supervisor who takes full responsibility for the work experience student during their time at the RUH.

This work experience is offered to enable the individual to gain experience which may then help them to start out on an NHS career pathway by applying for a relevant degree, apprenticeship or entry level post at the RUH.

The policy covers periods of work experience of up to a maximum of 10 days (either consecutively, or up to 10 separate, non-consecutive days over a longer period). The aim is to provide as many opportunities as possible to the widest range of people, hence the restriction in length of placement.

The length of placement will vary according to workforce planning needs and what different departments are able to accommodate.

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If a work placement is to exceed the maximum 10 days, the supervisor must refer to the Honorary Contracts Policy. An Honorary Contracts application form is required to be submitted to the Recruitment Team who in turn process this application, carry out the appropriate checks and issue the resultant Honorary Contract.

This policy does not apply to work placements or work experience undertaken by students who are already studying relevant university courses (e.g. medical and nursing students). If the placement forms part of their university course, ID and referencing checks are often covered by the university's service level agreement. Any queries should be referred to the Recruitment Team.

This policy does **not** apply to:

- health professionals who are already qualified / working elsewhere within the NHS and seeking collaboration or networking opportunities
- clinical attachments for health professionals who are qualified overseas
- placements for individuals seeking to return to NHS practice

Please refer in the first instance to the honorary contracts policy. Any queries should be referred to the Recruitment Team.

3.5. Definition of RUH Careers Ambassadors

RUH Careers Ambassadors are colleagues who have signed up from across the Trust to represent the RUH at local schools and colleges and support careers engagement activities, such as careers fairs, mock interview sessions, talks with students etc.

3.6. Key roles within careers engagement and work experience

The **Widening Participation (WP) Team** is responsible for enabling interested teams across the RUH to engage in careers engagement and work experience.

The **Teams** themselves are responsible for ensuring that any such activities and opportunities are organised, risk assessed and supervised appropriately based on guidance / templates from the WP Team.

For work experience (option 3/4), the person undertaking the work experience will be known as the **applicant** (before starting) and **student** (during the placement). We recognise that some people may not necessarily be studying when they undertake work experience with us, but will still be referred to as a student as the placement is a learning opportunity. The person hosting the work experience within their team will be known as the **supervisor**.

Local schools, colleges and other stakeholder groups are responsible for receiving and sharing information about RUH careers engagement opportunities and when we are open for work experience applications. They are also responsible for

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selecting / supervising suitable students for workshops and other activities offered by the RUH.

The **Widening Participation, HR Recruitment, Occupational Health and Security** Teams will work together with RUH teams to ensure the success of the Trust's careers engagement and work experience programmes with roles as outlined in section 4 (Duties and Responsibilities).

4. Duties and Responsibilities

This table outlines key responsibilities of the different individuals/teams involved in RUH careers engagement and work experience:

Widening Participation Team	Work Experience Applicant / Student
<ul style="list-style-type: none"> • Act as a central point of contact for enquiries via a central inbox • Keep RUH website and intranet updated with relevant guidance • Promote careers engagement and work experience to local schools and colleges and other relevant stakeholder groups • Organise RUH based careers fairs • Support teams who are interested in running workshops or tours • Hold a calendar of events at local schools and colleges • Advertise these opportunities to RUH careers ambassadors • Support teams to scope dates and capacities for work experience • Advertise work experience opportunities on NHS jobs • Collate work experience applications and share with nominated short-listers from area / department • Support work experience applicants and supervisors in completing paperwork • Process ID and reference checks • Hold a database of work experience applications and placements undertaken • Deliver student packs to department containing ID badge, supervisors checklist and certificate • Record, monitor and evaluate careers engagement & work experience • Collect equality data and share when required with internal and external groups • Quarterly audit of work experience files • Update policy and paperwork in line with legislation / best practice 	<ul style="list-style-type: none"> • Complete the application form / health questionnaire and provide appropriate ID / referee details • Attend any interview (if required) • Communicate effectively with the Trust to plan the placement and to enable the Trust to complete the necessary checks • Keep the WP Team informed of any changes in health • Read the induction presentation carefully • Read and sign a placement agreement • Be positive and enthusiastic • Be on time, and let the WP team know of any absence • Follow instructions at all times, and ask / clarify if unsure • Respect patient confidentiality, health & safety and infection control requirements • Reflect on and learn from their time at the RUH • Fill in an online evaluation form after completion of work experience

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<p>Work Experience Supervisor (option 3/4)</p> <ul style="list-style-type: none"> • Advise in advance of dates and capacities for work experience • Put together work experience plans for the students • Shortlist applications (or a nominated person for the role / department) • Take full responsibility for work experience students ensuring they are supervised at all times • Complete a risk assessment • Complete a supervisors checklist and provide a local induction • Provide feedback / support to the student at regular intervals throughout and at the end of the placement and issue the certificate to the student 	<p>Team / area with stand at RUH careers fair (option 1)</p> <ul style="list-style-type: none"> • Create a suitable display / resources • Plan suitable hands-on activities / demos • Complete a risk assessment for any hands-on activities • Ensure sufficient staff to supervise the stand or workshop on the day
<p>RUH Careers Ambassadors</p> <ul style="list-style-type: none"> • Sign up and read through an Careers Ambassadors induction presentation • Agree involvement with manager for up to 2 paid working days per year • Receive emails from the WP team about opportunities to attend at local schools and colleges • Sign up to attend at least 2 events per year 	<p>Team / area running a workshop / tour (option 2)</p> <ul style="list-style-type: none"> • Put together a programme of suitable activities • Complete a risk assessment • Ensure sufficient staff to supervise • Book attendees and hold names on a booking spreadsheet • Gather equality data • Gain consent from students for any photos • Send evaluation form via email after event <p>Local schools, colleges & stakeholders</p> <ul style="list-style-type: none"> • Receive and share with their students information on RUH careers engagement and work experience opportunities • Support students in applying for work experience if required • Select suitable students for any workshops or tours, and ensure they are supervised appropriately and gain parental consent • Read through risk assessments and share relevant info about students • Keep RUH informed of careers activities in good time so that RUH careers ambassadors might attend
<p>HR Business Partners</p> <ul style="list-style-type: none"> • Encourage divisions to consider and schedule careers engagement activities as part of their workforce planning 	<p>Recruitment Team</p> <ul style="list-style-type: none"> • Provide signposting to info on RUH website and overview advice for any ad-hoc enquiries arriving within the team • Provide advice to the WP Team if any more complex queries related to the ID check / referencing process • Support supervisors as per the Honorary Contracts for work placements longer than the +10 maximum working days covered by this policy
<p>Security</p> <ul style="list-style-type: none"> • Provide temporary security badges on request from WP Team 	
<p>Occupational Health</p> <ul style="list-style-type: none"> • Process health questionnaires if required • Advise on medical aspects of a student's suitability for work experience • Advise on any adjustments needed 	

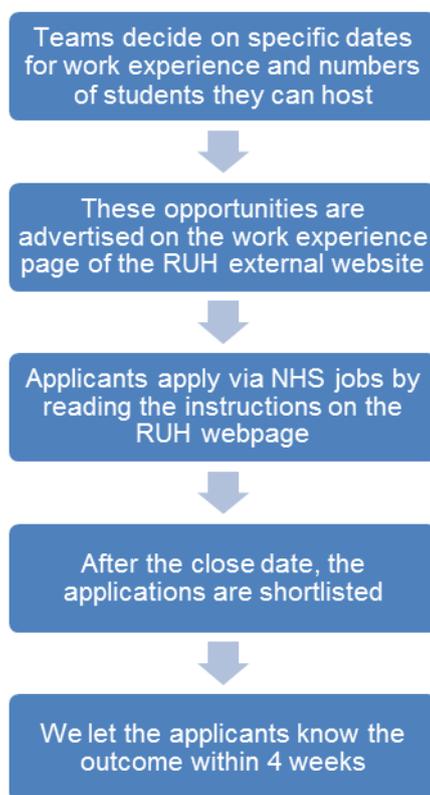
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5. Work Experience Programme

5.1. How does work experience at the RUH operate?

To achieve a balance between offering beneficial placements to students, and ensuring safety and minimal disruption to the normal workings of the Trust, it is necessary to plan and control the number of work experience placements that can be offered. We also try to align work experience with the priority careers we need to promote and develop for our future workforce.

All RUH work experience opportunities are advertised via the work experience page of our external website (http://www.ruh.nhs.uk/careers/work_experience.asp?menu_id=5d). The WP team works with managers and teams to plan forward the dates and capacities of different types of work experience to be offered – see diagram below.



We advertise different opportunities throughout the year. Interested applicants need to keep an eye on the webpage to find out what is available.

To keep up to date, they can also follow the RUH on social media to find out when work experience is being advertised.

The dates for work experience are agreed by the different teams / departments prior to advertising in line with when they feel best able to host / supervise work experience.

Demand for work experience is high, hence the need to review and shortlist applications. We provide applicants with guidance on NHS jobs to help them to complete a good quality application form.

This central application process is now the only way in which applicants can access work experience at the RUH. We now receive all applications centrally. It is no longer possible for applicants to approach staff members directly to ask them to supervise their work experience.

The aim is to have a clear central application process to give everyone a fair chance. This also helps to plan work experience numbers in advance and to make sure we have the resources in place to support and welcome the applicants.

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5.2. Who is eligible for work experience?

Students must be **in year 12 of their education as a minimum** (i.e. the academic year in which they turn 17) in order to be eligible for work experience at the Trust.

We no longer offer work experience for students in years 10 and 11. Instead, we encourage them to come along to one of the RUH careers evenings and / or to speak to our RUH Careers Ambassadors at their school careers fairs. They should also make it clear to their careers advisers that they are interested in an NHS career so they are kept in mind for any RUH workshop visits or tours that the school or college might be invited to.

Applicants **need to be living and / or studying in the RUH's catchment area** to apply for work experience. This includes Bath, Chippenham, Corsham, Melksham, Trowbridge, Bradford on Avon, Westbury, Frome, Keynsham, Brislington and surrounding villages (*see purple area of map in Appendix 2*). Anyone not within this catchment should contact their local hospital to see how they can support them.

5.3. Where do we offer work experience placements?

All work experience placements require a supervisor from within the organisation who must supervise and be fully responsible for the student throughout their placement. If no suitable supervisor volunteers from any given area, work experience cannot take place.

Work experience placements can be offered in most departments within the Trust. The only exceptions to this are as follows:

- Theatres
- A&E / Emergency Department
- Intensive Care Unit
- Any Paediatric area

The above areas are deemed unsuitable for students less than 18 years of age as they present difficulties in the control of student exposure to potentially traumatic events, due to the unpredictability of patient presentations. They also present a challenge to the concept of informed patient consent, in that the patient's may be traumatized, anaesthetized, pre-medicated or unconscious and ventilated.

Work experience for students aged +18 and studying relevant qualifications may be considered in these areas, but this will be subject to the approval of the manager in that area.

5.4. What pre-placement checks are needed?

Once an applicant has been successful in securing work experience, we invite them to an ID checking session at the Education Centre to make copies of the relevant photographic ID relating to their work experience.

For us to confirm work experience, each applicant must have on their file:

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- ✓ a Work Experience Application Form via NHS jobs
- ✓ a copy of photographic ID
- ✓ an appropriate reference
- ✓ an emailed photo to enable us to create an ID badge
- ✓ a completed set of work experience health screening questions

We use a checklist for each file, and can only confirm work experience once all of the above is in place.

As the students are fully supervised at all times, and will only be undertaking a maximum of a 10 day work experience placement, DBS checks for applicants are not required in line with best practice guidelines outlined by Health Education England (Health Education England Work Experience Toolkit, May 2015, p. 47).

ID check: one of the following ID is acceptable:

- 1) Valid Passport (from any country)
- 2) Valid photo driving licence (full or provisional)
- 3) Letter from school, college or university on headed paper, confirming full name, date of birth and home address and that they are a student there.

For option 3, we also need a passport-style photo signed on the back by a member of school or college staff and noting 'I confirm that this photo is a true likeness of [your full name]'

- 4) Original full birth certificate and a letter from someone of good standing in the community who works in (or is retired from) a recognised profession. A list of suitable people can be found at www.gov.uk/countersigning-passport-applications/accepted-occupations-for-countersignatories. The letter needs to confirm full name, date of birth and home address and that they have known the applicant for 3 years.

For option 4, we need a photo signed by the professional person as per option 3.

For all of the above 4 options, the applicant must be easily-recognised from the photo. We need to see original documents. Copies are not acceptable.

A copy of the document is taken, and added to the applicant's file, signed and dated by whoever witnessed and copied the original documents.

If the standard forms of ID are not available to the applicant, the WP Team will contact Recruitment to discuss alternative acceptable ways of confirming the applicant's identity.

Referee: applicants are also asked to provide details of a referee who meets the following guidelines and can vouch for their suitability for work experience.

One of the following referees is acceptable:

- 1) A teacher / lecturer from a school, college or university they have attended for at least 1 year
- 2) A current employer where they have worked for at least 1 year
- 3) A professional person (e.g. teacher, doctor, accountant, solicitor etc.) who has known them for at least 3 years and is willing to provide a character reference for

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them. A list of suitable people can be found at www.gov.uk/countersigning-passport-applications/accepted-occupations-for-countersignatories.

Where possible, we ask for a work email address so we can verify identity of the referee.

Photo: The WP Team will send the applicant's photo to the Security Team so that a security pass can be produced. A minimum of 2 weeks' notice is required for this request, prior to the work experience commencing.

Health screening questions: The applicant completes a work experience health screening form of questions to establish if any health conditions need to be taken into account prior to work experience.

The applicants are encouraged to answer the questions as honestly as possible. If they answer no to these screening questions, there is no need for an occupational health assessment to be completed. If they answer yes to any of the questions, they are asked to complete and submit a standard occupational health form directly to the Occupational Health (OH) Team who will advise on the suitability of the work experience, and any adjustments to be made to enable work experience. The Fit Certificate is added to the file after it has been issued by the OH team. If necessary, any recommendations are shared with the supervisor to enable them to review the risk assessment and make any appropriate adjustments.

The form also asks applicants to check that they have received all of their childhood vaccinations, both for their own protection and the protection of patients in the hospital. They also sign to confirm this on their placement agreement. We do not ask to see their vaccination records. The only exception to this would be work experience in our Neonatal Unit. As the babies have no immunity, applicants would be asked to submit an occupational health assessment and their full vaccination record to the OH team to check and confirm their vaccinations are fully complete.

During the winter months, applicants are also offered the flu vaccination through our RUH flu clinics and need to attend and receive the jab, or complete a form to opt out or confirm they have received it elsewhere.

File sign off: Once all relevant paperwork is received, a member of the WP Team reviews the work experience application, checks all relevant documentation and signs to confirm that the appropriate checks are in place. This is countersigned by a colleague in the team as a final check. A quarterly audit of work experience files is also undertaken by the Widening Participation Team.

The Work Experience Application Checklist in appendix 3 outlines these pre-placement checks and the Work Experience Flowchart in appendix 4 shows the process more generally.

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5.5. Signing a Work Experience Placement Agreement

Once the pre-placement checks are signed off, a Work Experience Placement Agreement is sent to the applicant by the WP Team. The student must sign this formal agreement and return it to us before work experience commences. This agreement gives details of dates and where / who to report to on the first day. It also specifically covers expectations relating to hours, dress code, confidentiality, infection control and health and safety duties. Where the student is under 18 years of age, the placement agreement is also signed by the young person's parent or carer.

5.6. How do I prepare as a work experience supervisor?

Work experience supervisors are required to plan placements to ensure the student has the best possible experience. As a supervisor, you will take full responsibility for the student at all times while on site. This doesn't necessarily mean supervising them yourself at all times, but you must ensure that suitable team members supervise at different times throughout the day. In fact, asking a mix of team members to work with the student over the week will give an interesting and varied experience of multi-disciplinary team working.

Whenever possible, supervisors should allow the student some time to reflect and record what they have observed and learnt. It is also important to allow time for discussion and reflection with different members of the team and to ask the student for their views and perspectives on what happens in the team too.

5.7. What risk assessment is required?

A work experience risk assessment must be carried out and recorded in the area where a placement is to take place. Once a risk assessment has been completed for the department, this is held on file by the WP Team and is valid for a 12 month period. Where a risk assessment has expired for a department, a named staff member from that department is asked to review and amend this document. This form is returned to the WP Team, held on record for a year and added to the files of all work experience students who complete work experience in that department. The form should be reviewed for any applicant who has any additional needs. If a new supervisor wishes to support work experience, they will be asked to complete the risk assessment prior to their first student starting work experience if we do not hold a risk assessment for their department already.

It is likely that the majority of the standard risk assessment will cover most students, but consideration should be given to whether the age of the young person poses a greater likelihood or bigger impact of risks identified. When completing the risk assessment, remember that the student will be fully supervised at all times which is likely to mitigate some of the risks.

The following points should be considered as part of this:

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- The health and safety risks to the student
- The health and safety risks to staff and patients posed by the student
- The appropriateness of the area's patient group to involvement in work experience
- The area's ability to achieve informed patient consent to the presence of students before this occurs.

As a background, the Health & Safety Executive defines a young person as anyone under 18 and a child as anyone who has not yet reached the official minimum school leaving age (MSLA). Pupils will reach MSLA in the school year in which they turn 16.

A child must never carry out such work or work experience that is:

- beyond their physical or psychological capacity
- involves harmful exposure to substances that are toxic
- involves harmful exposure to radiation
- involves risk of accidents that cannot reasonably be recognised or avoided by young people due to their lack of attention, experience or training
- has a risk to health from extreme cold, heat, noise or vibration

A young person, who is not a child, can carry out work or work experience involving these risks if:

- the work is necessary for their training
- the work is properly supervised by a competent person
- the risks are reduced to the lowest level, so far as reasonably practicable.

When completing the risk assessment, managers should take into account that work experience is fully supervised and involves observation / limited support tasks only.

Anyone supervising or involved in supporting a young person undertaking work experience should also have an awareness of the Trust's safeguarding children policy and take this into account when organising supervision of the placement.

If a work experience risk assessment is not held on file for any given area, work experience cannot take place.

5.8. Does our insurance cover work experience?

Individuals on work experience are covered by the Trust's existing employers' liability and public liability insurance policies.

5.9. What hours are appropriate for work experience?

Hours of attendance for a work experience placement are set at the discretion of the placement supervisor. Typical hours could be 9am to 4pm but could vary according to the age of the student and what is required / feasible within any given department. Consideration should be given as to how the young person is travelling to the work experience placement. Start times may need to accommodate arrival times by

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public transport.

The WP team are on hand for support / back up between the hours of 8-4pm Monday to Friday. Work experience on weekends, bank holidays and twilight shifts should be avoided.

A minimum 30 minute break is required after every 4.5 hours of work experience. This is likely to coincide with a 30 minute to 1 hour lunch break as agreed between the supervisor and student.

5.10. How will I induct my work experience student?

Work experience students are sent a generic induction presentation before attending work experience. The supervisor continues and reinforces this induction at a local level on their first day using a supervisor checklist.

A pack containing the students ID badge, Work Experience Supervisors Checklist and Certificate will be delivered by the WP team to a nominated person within the department, approximately one week before the work experience is due to start. The pack must be signed for by a member of staff, to confirm that it has been received.

Normally, the student will make their own way to the department following instructions laid out in their placement agreement.

The pack will help you to induct your work experience student. On the first day of the work experience placement, give the student their ID badge. This should be worn for the duration of the placement.

The Work Experience Induction Checklist should be discussed and completed with the placement supervisor or a nominated team member, and returned to the WP Team at the end of the work experience.

This induction slot is a good time to talk to the student about behaviours and expectations, and to encourage them to ask questions and gain new knowledge from their time within the team. Students should be encouraged to make use of a safe space (ward clerk area or similar) if at any point they feel wobbly and need to move away from observing the care being given.

5.11. What is the dress code for work experience?

Work experience students should dress appropriately and professionally. The dress code for work experience students is outlined and signed up to in the Work Experience Placement Agreement, as follows:

- Comfortable, clean, smart clothes
- No jeans, tracksuits, leggings, vests, open-toed sandals, trainers or high-heeled shoes
- 'Bare below the elbow' for infection control in clinical areas
- If hair is long, it should be tied back with a plain band

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- False nails, nail extensions/wraps or nail varnish must not be worn in clinical areas - fingernails must be kept clean and short
- Visible body piercing including tongue studs must be removed or covered; an SOS necklace may be worn to indicate the existence of a medical condition but this should be worn inside clothes and other than small stud earrings no other jewellery is permitted
- Special requirements as a result of cultural or religious obligations should comply with health and safety and infection control precautions in line with the Trust's Dress Code Policy. Headscarves may be worn on religious grounds, but these must be changed daily, be unadorned and shoulder length only. Turbans may be worn on religious grounds, but must also be washed and changed daily. The wearing of facial veils or burkhas is not permitted.

5.12. What tasks can work experience students undertake?

In clinical areas, under no circumstances will students be permitted to take an active part in any situation relating to patient care delivery. Work experience in these areas will be confined to observation only and non-clinical tasks in support of staff. In non-clinical and administrative areas, students will be more likely to be able to 'have a go' at appropriate tasks, but always under the guidance / supervision of their supervisor.

The table below gives ideas for the different types of activities students can and can't be involved in. The types of activity a student gets involved in will depend on their age and confidence. A supervisor should use his or her judgement, but a good gauge is to ask the young person if they would like and feel confident enough to observe or be involved in a particular task.

Suitable activities	Unsuitable activities
Helping to make empty beds	Any activity for which specialised training is required (e.g. manual handling)
Helping with errands e.g. picking up supplies from another department	Any activity involving contact with clinical waste products
Greeting patients / relatives / visitors at reception areas	Inappropriate / unsupervised access to medical / staff records or computers
Helping to serve food and drinks at meal times	Any unsupervised contact with patients
Observing appropriate patient care (with express consent of patient)	
Helping with admin / photocopying / filing	
Answering the phone (with clear guidance / supervision)	
Talking to patients and relatives / visitors	
Attending staff training sessions	
Updating communication materials – notice boards, leaflets etc.	
Researching on the internet for supplies or useful information required of the team	

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5.13. Can work experience students have patient contact?

Students can observe patient care and treatment, but only if explicit consent has been sought from the patient, with the patient being made specifically aware that the student is a school/college pupil and not a medical / nursing student. It is the duty of the placement supervisor / manager to ensure such patient consent is appropriately requested, received and noted in the patient notes prior to any such observations.

5.14. Are IT log-ins available for work experience students?

Managers who would like their work experience students to have an IT log-in should make a request to IT department at least 2 weeks prior to the work experience. The WP team can signpost to the appropriate log-in request form on the IMT section of the intranet. It is important to make clear that the log-in is for a work experience student, and that they must have very limited access only with no unsupervised access to medical records or other Trust systems which contain person-identifiable information.

5.15. How are any concerns relating to a placement managed?

Work experience is typically a very positive experience for the student and the supervisor / team who welcomes them. In the event of a concern relating to the work experience being raised by the student, or colleagues working with them, this should in the first instance be raised with the supervisor, who should endeavour to look into and resolve any issue. The WP Team are on hand to support and advise.

It is hoped that any concern can be dealt with informally at this supervisor level. In the event of any ongoing concern, this should be raised in writing to the WP Team.

The RUH will endeavour to resolve any such concerns through its internal processes. In the event of any ongoing concern once RUH procedures had been completed, the WP Team would signpost the work experience student to a suitable agency outside of the RUH to further raise their concerns for consideration.

The offering and undertaking of work experience is voluntary on both sides. Either the student or supervisor can at any time decide to cease the work experience placement for whatever reason. If a student under the age of 18 decides he or she no longer wishes to complete the work experience, the supervisor should contact the WP Team. The students' parents / guardians and / or school should be contacted. The student should be provided with a safe space (e.g. the Education Centre) to wait until permission has been sought from the parents / guardians and / or school for the young person to leave the RUH. If for whatever reason, the supervisor feels unable to continue with the work experience placement, the same process should be followed to ensure the safety and appropriate supervision of the student.

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5.16. What happens at the end of a work experience placement?

At the end of any work experience, the supervisor and work experience student should meet to discuss the placement, what the student has learnt and how this has informed their future career choices. This debrief is a chance for the supervisor to highlight the qualities the student has displayed during the placement and any suggestions for areas to work on developing in the future. This is an opportunity to promote the Trust's volunteering and apprenticeship schemes and the RUH Staffing Solutions bank as appropriate. The careers advice and support page in the work experience section of the RUH's external website provides further information.

At the end of the work experience, the supervisor can give the student the certificate provided in the pack. The supervisor must also destroy the ID badge, sign the checklist to confirm that it has been destroyed, put the form in the self-addressed envelope provided and return it to the WP team via internal post.

After the work experience, a short online survey will be sent to the student for their feedback. Supervisors will receive an emailed link from the WP team to complete a short online survey after they have returned their signed supervisor checklist at the end of the work experience.

5.17. Record keeping

The WP Team will keep a spreadsheet of all applications received for work experience, and all work experience placements completed. They will retain all completed work experience files for an appropriate time period. They will keep a record of other careers engagement activities such as attendance at RUH careers fairs and workshops. All of these records will be retained / destroyed in line with an appropriate GDPR retention schedule

6. Monitoring Compliance

The WP Team will review compliance with this policy on a quarterly basis, and identify any actions which might need to be implemented as a result. Regularly collected feedback from work experience placement supervisors and students will inform this ongoing review.

7. Review

This policy will be subject to a planned review every three years as part of the Trust's Policy Review Process. It is recognised however that there may be updates required in the interim arising from amendments or release of new regulations, Codes of Practice or statutory provisions or guidance from the Department of Health or

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professional bodies. These updates will be made as soon as practicable to reflect and inform the Trust's revised policy and practice.

8. Training

The aim of this policy is to provide full and clear guidance to all involved in offering careers engagement activities and work experience. Guidance is also available on the Trust's intranet and internet pages to ensure a standardised process. It is not expected that formal training sessions are required for this process. Instead, the Widening Participation and Recruitment teams will advise / signpost as appropriate.

9. References

Provide evidence base for procedural documents with up to date references. It is recommended that all references are cited in full using an agreed uniform approach to referencing

NHS Health Education England Work Experience Tool Kit

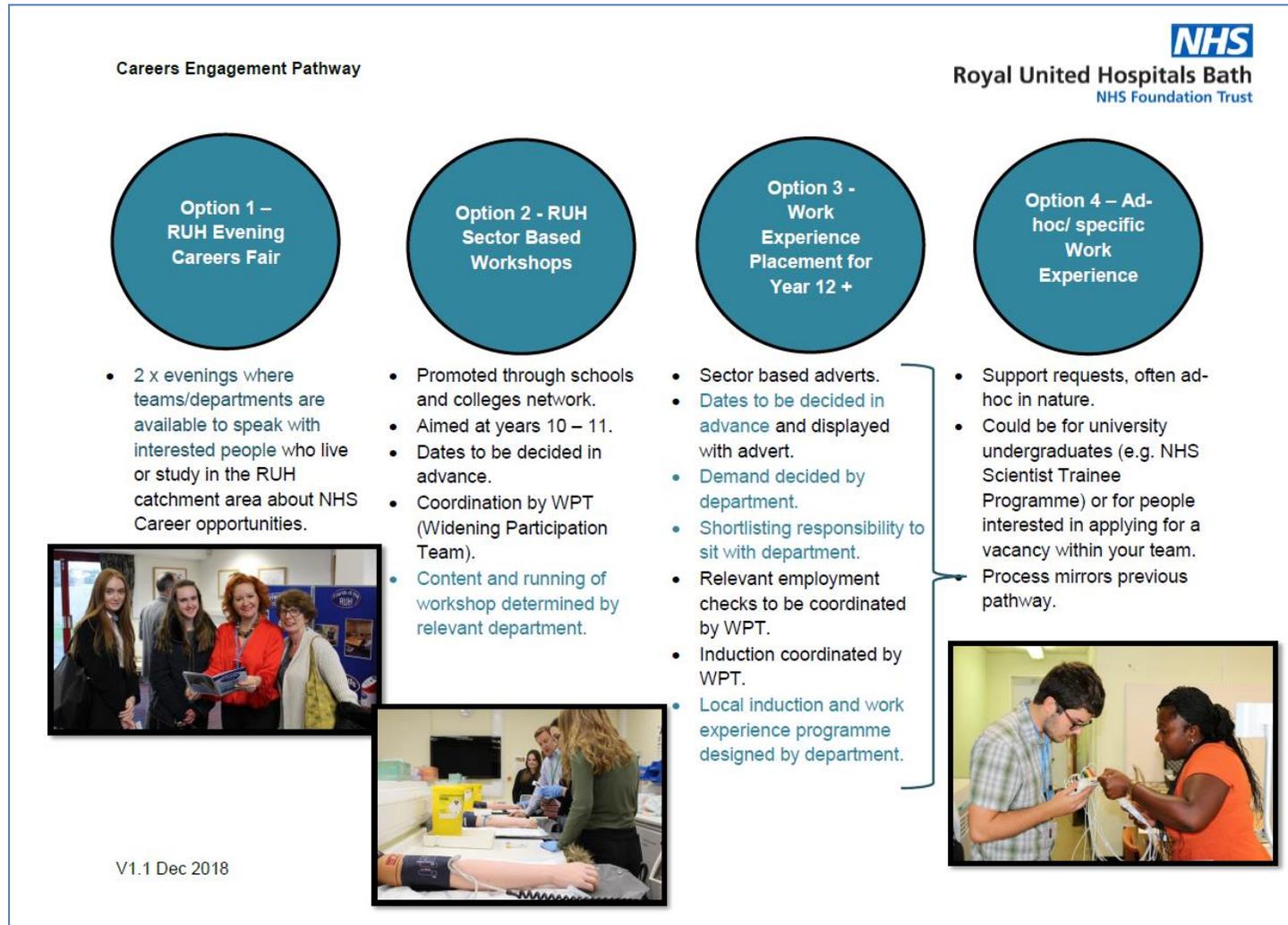
<https://www.healthcareers.nhs.uk/about/resources/work-experience-toolkit-nhs>

Health & Safety Executive Guide to Work Experience

<http://www.healthandsafetyworksni.gov.uk/hsg199-2.pdf>

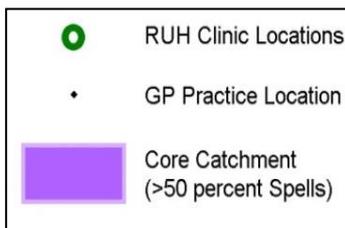
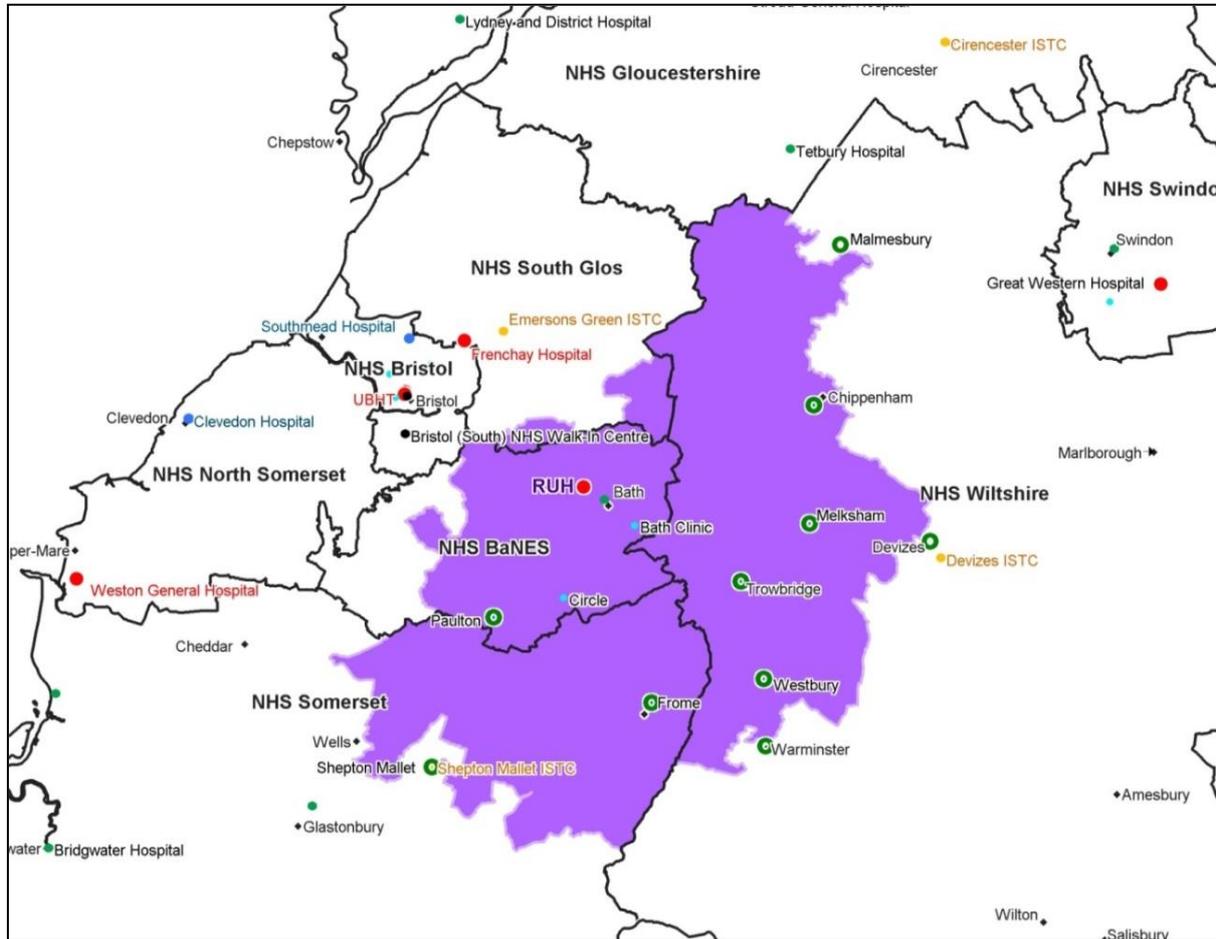
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Appendix 1: The RUH Career Engagement Pathway



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Appendix 2: The RUH Core Catchment Area



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Appendix 3: Work Experience Application Checklist

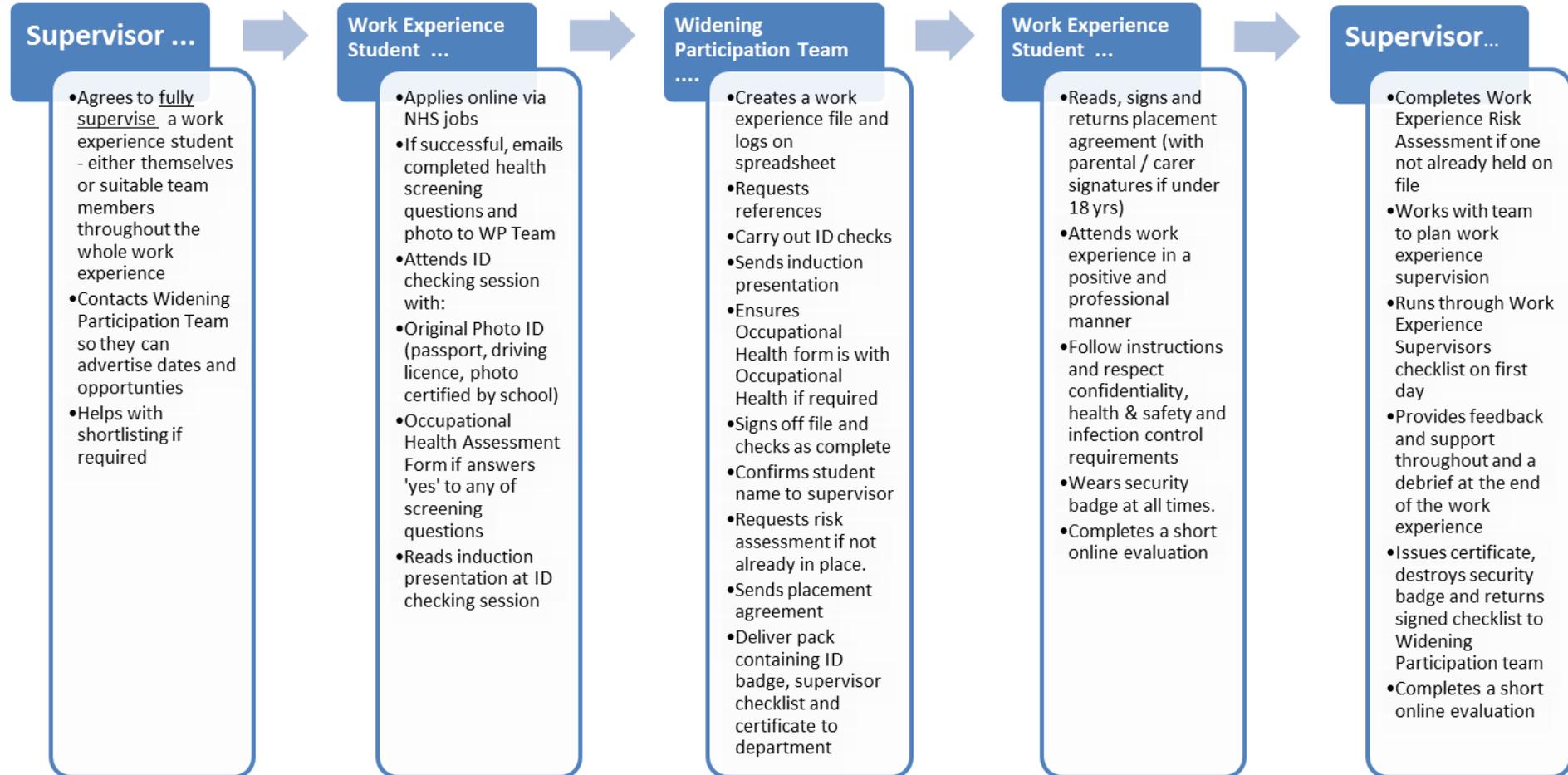
The following checklist is attached to the front of each work experience file to ensure all steps are followed:

Applicants name	
DOB	
Department for work experience	
Work experience supervisor	
What department will pack be delivered and who	
Start Date	

<u>Action</u>	<u>Date checked</u>	<u>Checked by</u>
Completed application form received		
(Original) 1 form of photo ID received		
Completed occupational health screening questions received		
(Answered Yes) Need an Occupational Health Check, sent to student		
Occupational Health Check received back from student + sent to Occy health		
Occupational Health clearance received		
Reference sent out to cover last 1/3 years		
Reference received back		
Photo received		
Photo sent to security		
Security badge received		
Placement agreement form sent to student		
Placement agreement form signed by student/ parent/guardian if under 18		
Risk assessment received from supervisor/department		
Pack been delivered		
Security badge been returned at end of placement		
WP team overall check		
Quarterly audit by Widening Participation Lead (every 8 th file)		

Appendix 4: Work Experience Flow chart

The Royal United Hospitals Bath NHSFT Work Experience Flow Chart



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