



ASH-CUM-RIDLEY PARISH COUNCIL

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 experience placements for students aged 15–25, subject to the specific age ranges and placement types set out below, and applies to both Ash-cum-Ridley Parish Council and Ash Green Sports Centre.

Types of Placements

The Parish Council offers short-term placements only at Ash Green Sports Centre and both short-term and long-term placements within the Parish Council office, subject to age restrictions.

Sports Centre short-term placements: These are placements for students aged 15–18, they can be arranged for up to a maximum of two weeks. A short term placement is intended to provide a basic insight into the responsibilities and role of an Instructor/Receptionist at the Sports Centre. During the placement, a programme of activity will be drawn up to include (but is not limited to) work shadowing, inductions and minor tasks or projects. No confidential information will be shared during a Sports Centre placement.

Parish Council short-term placements:

These placements are available to students aged 15–18 and may be arranged for up to a maximum of two weeks. A short-term placement provides a basic insight into the role and responsibilities of a Parish Council. During the placement, a programme of activity will be drawn up and may include understanding the role of parish councils, work shadowing and minor tasks or projects.

Parish Council long-term placements:

Long-term placements are available to students aged 18–25 and may be arranged for a period of up to 12 months. These placements will often be organised as part of a university placement year, graduate scheme or sixth-form enrichment programme. Students on long-term placements may, subject to their level of competence and appropriate supervision, be involved in a wider range of tasks.

Responsibilities of the Parish Council

All work experience placements are unpaid and do not constitute employment with the Parish Council or Ash Green Sports Centre.

The minimum age that a school-age child can carry out work experience is 14; however, the Parish Council will only offer placements to students aged 15 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 must 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 work with the provider to complete required risk assessment forms. We will report any absence or concerns to the education provider.

All students on work experience placements are employees for the purposes of health and safety legislation and must therefore be afforded the same level of protection as other Parish Council employees. Particular consideration will be given to the additional risks faced by young people due to their potential inexperience and unfamiliarity with the workplace.

Guidance for Work Experience Placements

- 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.

Review

This policy will be reviewed bi-annually or as required to ensure it remains aligned with council needs and statutory requirements.