

The Brunswick Club for Young People Work Experience Policy

Introduction

Young people on work experience offer a valuable resource giving their time and dedication without pay. It is important to ensure that they are well looked after and are treated with respect and dignity.

Purpose

The aim of this policy is to produce a clear framework for work experience at The Brunswick Club for Young People. The policy is intended to help promote a constructive partnership between young people on work experience and staff. Young people on work experience can contribute in a range of ways according to the individual needs and talents that they bring. Young people on work experience will need to abide by the values, principles and policies which form the framework of The Brunswick Club for Young People.

Equal Opportunities

The Brunswick Club for Young People is committed to the development of equal opportunities and believes that opportunities should be open to all regardless of social class, gender, sexual orientation, disability, age, marital status, religion, colour, race or ethnic or national origin. Teamwork promotes mutual interests, harmony, respect, co-operation and understanding between people from diverse backgrounds.

Work Experience Agreement

All young people wishing to take up a work experience placements will be asked to make a declaration and sign an agreement (attached) which lays out general and specific expectations. This does not amount to a contract of employment, but clearly sets out what either party can expect from the other.

General Expectations

Young people on work experience should:

- i. Have the right to be made welcome and to feel involved and valued.
- ii. Should acquaint themselves with and work in accordance with all appropriate policies, guidelines and procedures. These will be covered as part of the induction procedure.
- iii. Receive supervision and support.
- iv. Undertake only those tasks and responsibilities as arranged and agreed.
- v. Respect confidentiality at all times.
- vi. Report all accidents, serious incidents or damage to equipment immediately to a member of staff.

Specific Expectations

The term of agreement will specify, without being inflexible:

- i. The timetable during which the work experience placement will take place.
- ii. The name and contact details of the staff member responsible for the young person's supervision.

Expenses

Subject to prior agreement and project budgets, any eligible costs incurred during work experience placements will be reimbursed.

Insurance

Public Liability cover is in force to protect The Brunswick Club for Young People's legal liability for third party injury or property damage arising in connection with the work.

Consultation and Commitment to Review

The Brunswick Club is committed to the review and updating of its policies and procedures through consulting with its employees, volunteers and children and young people. Employees and volunteers will be consulted on changes to policies through staff meetings and children and young people through youth meetings.

The employees' and volunteers' representative is Danny Volino.

This policy was reviewed by the Management Committee on 18th July 2016.

This policy will be reviewed by the Management Committee in July 2017.

WORK EXPERIENCE AGREEMENT

Student's name:..... **DoB:**.....

Student's Address:.....

Student's contact numbers: Home..... **Mobile**.....

Student's School:.....

Contact Teacher:.....

<p>The Brunswick Club for Young People will:</p> <ul style="list-style-type: none"> i) Provide the details of the staff member who is the work experience student's point of contact. ii) Induct the work experience student in the following: <ul style="list-style-type: none"> a. Explain the values and aims of The Brunswick Club for Young People b. Health and Safety c. Accident reporting d. Any other relevant information. iii) Provide regular support and supervision. iv) Involve the student in any relevant meetings or communications. 	<p>The young person on work experience will:</p> <ul style="list-style-type: none"> i) Have the right to be made welcome and to feel involved and valued. ii) Be expected to acquaint themselves with and work in accordance with all appropriate policies, guidelines and procedures. iii) Undertake only those tasks and responsibilities as arranged and agreed. iv) Respect confidentiality at all times. v) Take responsibility for providing feedback and information to relevant staff members. vi) Report all accidents, serious incidents or damage to property and equipment immediately.
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The Brunswick Club for Young People expects that the young person will work:

Days dates, hours

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The name of the young person on work experience's support worker is:

Name

Contact details

The young person on work experience's responsibilities are set out above.

<p>Signed: (for The Brunswick Club for Young People)</p>	<p>Signed: (Young person)</p>
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In signing this document, both parties understand that this does not constitute a contract of employment and that there was no intention of forming such at the time of signing.

Date