



<b>DOCUMENT TYPE:</b> Policy		<b>UNIQUE IDENTIFIER:</b> TP-31	
<b>DOCUMENT TITLE:</b> Work Experience Policy		<b>VERSION NUMBER:</b> 6	
<b>SCOPE:</b> All high school, sixth form and college, also mature students, seeking unpaid work experience placements. It does not apply to University students undertaking pre-registration professional training, for whom specific legislation applies.		<b>STATUS:</b> Ratified	
<b>CLASSIFICATION:</b> Organisational			
<b>AUTHOR:</b> Jacqueline Higham	<b>JOB TITLE:</b> Widening Participation Manager	<b>DIVISION:</b> Workforce & Education	<b>DEPARTMENT:</b> Placement & Student support
<b>REPLACES:</b> Work experience Policy V5		<b>HEAD OF DEPARTMENT:</b> Kate Harrison	
<b>VALIDATED BY:</b> Education Leads Meeting		<b>DATE:</b> 15 January 2019	
<b>RATIFIED BY:</b> Procedural Documents Ratification Group (NOTE: Review dates may alter if any significant changes are made).		<b>DATE:</b> 05 February 2019	
		<b>REVIEW DATE:</b> 28 February 2022	

<b>AMENDMENT HISTORY</b>				
<b>Version No.</b>	<b>Date of Issue</b>	<b>Page/Selection Changed</b>	<b>Description of Change</b>	<b>Review Date</b>

Does this document meet the requirements of the Equality Act 2010 in relation to Race, Religion and Belief, Age, Disability, Gender, Sexual Orientation, Gender Identity, Pregnancy & Maternity, Marriage and Civil Partnership, Carers, Human Rights and Social Economic Deprivation discrimination? <b>Yes</b>
Document for Public Display: <b>Yes</b>
Has an evidence search been completed? <b>N/a</b> If so, by whom? <b>N/a</b> Date evidence search conducted: <b>N/a</b>

<p><b>WHICH PRINCIPLES OF THE NHS CONSTITUTION APPLY?</b> <a href="#">Click here for guidance on Principles</a></p> <ol style="list-style-type: none"> <li>1. The NHS provides a comprehensive service, available to all.</li> <li>2. Access to NHS services is based on clinical need, not an individual's ability to pay.</li> <li>3. The NHS aspires to the highest standards of excellent and professionalism.</li> <li>4. The patient will be at the heart of everything the NHS does.</li> <li>5. The NHS works across organisational boundaries.</li> <li>6. The NHS is committed to providing best value for taxpayers' money.</li> <li>7. The NHS is accountable to the public, communities and patients that it serves.</li> </ol>	<p>Tick those which apply</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p>	<p><b>WHICH STAFF PLEDGES OF THE NHS CONSTITUTION APPLY?</b> <a href="#">Click here for guidance on Pledges</a></p> <ol style="list-style-type: none"> <li>1. Provide a positive working environment for staff and to promote supportive, open cultures that help staff do their job to the best of their ability.</li> <li>2. Provide all staff with clear roles and responsibilities and rewarding jobs for teams and individuals that make a difference to patients, their families and carers and communities.</li> <li>3. Provide all staff with personal development, access to appropriate education and training for their jobs, and line management support to enable them to fulfil their potential.</li> <li>4. Provide support and opportunities for staff to maintain their health, wellbeing and safety.</li> <li>5. Engage staff in decisions that affect them and the services they provide, individually, through representative organisations and through local partnership working arrangements. All staff will be empowered to put forward ways to deliver better and safer services for patients and their families.</li> <li>6. To have a process for staff to raise an internal grievance.</li> <li>7. Encourage and support all staff in raising concerns at the earliest reasonable opportunity about safety, malpractice or wrongdoing at work, responding to and, where necessary, investigating the concerns raised and acting consistently with the Employment Rights Act 1996.</li> </ol>	<p>Tick those which apply</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p><b>WHICH AIMS OF THE TRUST APPLY?</b> <a href="#">Click here for Aims</a></p> <ol style="list-style-type: none"> <li>1. To offer excellent health care and treatment to our local communities.</li> <li>2. To provide a range of the highest standard of specialised services to patients in Lancashire and South Cumbria.</li> <li>3. To drive innovation through world-class education, teaching and research.</li> </ol>	<p>Tick those which apply</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p>	<p><b>WHICH AMBITIONS OF THE TRUST APPLY?</b> <a href="#">Click here for Ambitions</a></p> <ol style="list-style-type: none"> <li>1. Consistently deliver excellent care.</li> <li>2. Great place to work.</li> <li>3. Deliver value for money.</li> <li>4. Fit for the future.</li> </ol>	<p>Tick those which apply</p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p>

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## 1. SUMMARY

As a Teaching Hospital, Lancashire Teaching Hospitals NHS Foundation Trust (the Trust) is committed to supporting work experience placements to those who aspire to a career within the NHS.

Any persons meeting the application criteria and who comply with Government legislation will be considered for work experience with no restrictions.

Work experience for young people is governed by the Education Act 1996, as amended by the School Standards & Framework Act 1998. Under the terms of this Act, only students in their last two years of compulsory schooling, or students taking post-16 courses, are eligible for work experience.

Applications for students who have yet to reach the age of 16 years are accepted via school request. These students will NOT be accepted into clinical areas. Individual requests will be considered with a school signatory and stamp to endorse the application. An approval signature is also required from a parent or guardian. School contact details including a school email address must be provided. Post-16 applications are accepted from both Educational organisations as part of curriculum requirements, or on an individual basis.

Under the terms of the Health & Safety (Training for Employment) Regulations 1990, students participating in work experience are regarded as the placement provider's employees for the purposes of health and safety. There are also specific legislative requirements with regard to young workers, i.e. those under 18 years of age. This policy takes into account the particular requirements of the Trust in terms of confidentiality, patient privacy and dignity, and the possible psychological effects on young people undertaking work experience in a clinical environment.

## 2. PURPOSE

The purpose of this policy is to ensure a consistent approach to unpaid work experience placements across the Trust. It is important to offer a positive and worthwhile experience which is of benefit both to the participant and our organisation. Equally, legislation must be complied with, and neither our patients and staff, nor the students themselves, must be exposed to undue risk.

## 3. SCOPE

This policy applies to all high school, sixth form and college, also mature students, seeking unpaid work experience placements. It does not apply to University students undertaking pre-registration professional training, for whom specific legislation applies.

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## 4. PROCEDURE

All requests for work experience placements MUST be directed through the Trust application process by emailing [workexperience@lthtr.nhs.uk](mailto:workexperience@lthtr.nhs.uk)

All applications must be supported by an educational establishment (school, college or university) or recognised intermediary e.g. Education Business Partnership Link (VIA partnership) or provide a reference that complies with HR guidelines.

Legislation dictates that work experience placements for those under school leaving age may only be considered for students whereby arrangements have been made by the Local Education Authority, or the school's governing body on its behalf.

Placements for students under statutory school leaving age will be in non-clinical areas only.

Placements for students over statutory school leaving age in clinical areas will be of an observational nature only. Students are not permitted to undertake any "hands-on" patient care.

All students under 18 must have signed consent from a parent or guardian; this is obtained in the form of parental signatures on both the Health Declaration (see section 5) and Student Agreement (see section 11). The completed forms are checked for appropriate signatures by the work experience team.

All enquiries and requests for placements must be referred to the Widening Participation Manager. The Widening Participation team maintains a record of requests liaises with individuals and departments to secure appropriate placements and keeps accurate records of placements offered/undertaken.

Requests for placements at less than 6 weeks' notice will not be considered.

## 5.0 MEDICAL CLEARANCE

All students offered a placement are required to complete a confidential Health Declaration. The completed declaration is returned to the Work Experience team where further enquiries are found to be necessary, the applicant is referred to the Occupational Health Department.

## 6.0 RISK ASSESSMENTS

Managers of departments/areas offering work experience placements are required to carry out a full workplace risk assessment which takes into account the young

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person's inexperience, immaturity and potential lack of health and safety awareness. Key findings of the risk assessment, and the control measures implemented to eliminate or minimise any significant risks, must be recorded, and in the case of students under minimum school leaving age reported to parents/guardians. Further guidance and advice on risk assessment is available from the Widening Participation Manager.

## 7.0 SUPERVISION

All students on work experience placements will be under the supervision of a named individual who is responsible for the following:

- Provision of a timetable which clearly states the contact, time and location of the placement.
- Local induction into the specific work area/department
- Any applicable training or instruction.
- Supervision for the duration of the placement.
- Holding of emergency contact details (school, parents etc.).
- Reporting of any accident/incident involving the work experience student.
- Provision of protective clothing if required.
- A short evaluation of the placement (evaluation forms are supplied by the work experience team).

## 8.0 DISCLOSURE AND BARRING SERVICE (DBS)

Disclosure and barring service clearance is not required for students undertaking short-term work experience placements. This advice is based on the understanding that students are never left alone with patients, and must be supervised at all times.

## 9.0 IDENTITY BADGES

All students are required to supply a passport sized photograph in advance of the placement commencing. This will be emailed to the placement contact prior to the student starting their placements. An identity badge is given to the student on the first day of the placement, and returned via the workplace supervisor to the Work Experience Co-ordinator at the end of the placement.

## 10.0 DRESS CODE

All work experience applicants are provided with uniform/dress code of conduct prior to coming on placement. Students are required to wear smart casual clothing

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suitable for the workplace i.e. no jeans or trainers (unless appropriate to the placement area). Students on clinical placements or placements where they will come into contact with members of the public they will be provided with a tunic top in exchange for a refundable deposit. Where protective clothing e.g. overalls are required, it is the responsibility of the workplace supervisor to ensure that the appropriate items are supplied.

## **11.0 STUDENT AGREEMENT**

All students are required to sign a Student Agreement (honorary contract). This agreement is in addition to any document issued by Educational organisations or other establishments.

## **12.0 CONFIDENTIALITY**

The importance of confidentiality will be clearly explained to the student by their workplace supervisor as part of their local induction. A confidentiality clause is also incorporated into the Student Agreement (see section 11).

## **13.0 PATIENT CONSENT**

It is the responsibility of the individual student's named workplace supervisor to ensure that the student is identified and introduced to patients, and that verbal consent is obtained from the patient before the student is allowed to observe any consultation, treatment or procedure. It must be clearly explained to patients that work experience students are not pre-registration students (i.e. not student nurses, doctors, AHPs or other healthcare professionals). Patient privacy and dignity are paramount. Students are not permitted to observe any procedure in Theatres.

## **14.0 INSURANCE COVER**

Students on work experience placements are covered by Employers Liability and Public Liability Insurance (NHS Litigation Authority Liabilities to Third Parties Scheme).

## **15.0 WORKING HOURS**

The Working Time Regulations 1998 also apply to work experience students. Additionally, students should not be asked to work more than an eight-hour day, and unsocial hours should be avoided wherever possible.

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## 16.0 DATA PROTECTION & GDPR

All information supplied in connection with work experience placements is treated as confidential and stored in accordance with the requirements of the Data Protection Act 2018 and GDPR. Data from the separate equal opportunities monitoring form is collected and stored to facilitate the monitoring and application where necessary, of the Trust's Equality Scheme.

## 17.0 CONCERNS/COMPLAINTS

Any concerns or complaints with regard to a work experience placement must be referred in the first instance to the Widening Participation Manager.

The Trusts reserve the right to terminate a placement immediately if the behaviour of the student is deemed to be inappropriate and/or likely to bring the organisation into disrepute.

## 18.0 MONITORING AND AUDIT

This policy is audited for compliance on a bi-annual basis by the Widening Participation Manager. The Widening Participation Manager will extract a random selection, equating to 10%, of all 'Work Experience Checklists'. Any non-compliance will be analysed and an action will be implemented to improve processes. Results of the audit are reported to the Trust's Secretary.

## 19.0 PLACEMENT PROVIDERS

It is expected that as a Teaching hospital and thus provided with appropriate funds, that each department will provide work experience opportunities to suitable students. Allocations will be made fairly and appropriately by the Widening Participation Manager at least 4 weeks prior to the student arriving. Should there be any legitimate reason for any department being unable to comply with a work experience placement; this should be made clear in writing to the Widening Participation Manager within the first week of receiving your student allocation.

The Widening Participation Manager can be contacted on extension 7531. (01257 247531).

## 20.0 USEFUL CONTACTS

Work experience team – [Workexperience@lthtr.nhs.uk](mailto:Workexperience@lthtr.nhs.uk)  
Tel : 01257 247529

Widening Participation Manager – [Jacqueline.higham@lthtr.nhs.uk](mailto:Jacqueline.higham@lthtr.nhs.uk)

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## 5. AUDIT AND MONITORING

Aspect of compliance or effectiveness being monitored	Monitoring method	Individual responsible for the monitoring	Frequency of the monitoring activity	Group / committee which will receive the findings / monitoring report and act on findings.	Group / committee / individual responsible for ensuring that the actions are completed
N/a	N/a	N/a	N/a	N/a	N/a

## 6. TRAINING

<b>TRAINING</b>		
Is training required to be given due to the introduction of this policy? <b>NO</b> * Please delete as required		
Action by	Action required	Implementation Date

## 7. DOCUMENT INFORMATION

<b>ATTACHMENTS</b>	
Appendix Number	Title
1	Equality, Diversity & Inclusion Impact Assessment Form

<b>OTHER RELEVANT / ASSOCIATED DOCUMENTS</b>	
Unique Identifier	Title and web links from the document library

<b>SUPPORTING REFERENCES / EVIDENCE BASED DOCUMENTS</b>	
References in full	
Number	References
1	
2	

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### DEFINITIONS / GLOSSARY OF TERMS

Abbreviation or Term	Definition

### CONSULTATION WITH STAFF AND PATIENTS

Enter the names and job titles of staff and stakeholders that have contributed to the document

Name	Job Title	Date Consulted
Brittany Mollart	Widening Participation tutor	Nov 2018
Kerry Hemsworth	Head of Education	Dec 2018
Kate Harrison	Head of placement and student support	Dec 2018

### DISTRIBUTION PLAN

Dissemination lead:	Jackie Higham
Previous document already being used?	Yes
If yes, in what format and where?	Policy on intranet
Proposed action to retrieve out-of-date copies of the document:	To be replaced by V6
<b>To be disseminated to:</b>	
Document Library	
Proposed actions to communicate the document contents to staff:	Include in the LTHTR weekly Procedural documents communication– New documents uploaded to the Document Library

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## Equality, Diversity & Inclusion Impact Assessment Form

<b>Department/Function</b>	Work experience/Widening Participation			
<b>Lead Assessor</b>	Jackie Higham			
<b>What is being assessed?</b>	Work experience policy			
<b>Date of assessment</b>	10/01/2019			
<b>What groups have you consulted with? Include details of involvement in the Equality Impact Assessment process.</b>	Equality of Access to Health Group	<input type="checkbox"/>	Staff Side Colleagues	<input type="checkbox"/>
	Service Users	<input type="checkbox"/>	Staff Inclusion Network/s	<input type="checkbox"/>
	Personal Fair Diverse Champions	<input type="checkbox"/>	Other (Inc. external orgs)	<input type="checkbox"/>
	Please give details:			

1) What is the impact on the following equality groups?		
<b>Positive:</b>	<b>Negative:</b>	<b>Neutral:</b>
<ul style="list-style-type: none"> <li>➢ Advance Equality of opportunity</li> <li>➢ Foster good relations between different groups</li> <li>➢ Address explicit needs of Equality target groups</li> </ul>	<ul style="list-style-type: none"> <li>➢ Unlawful discrimination, harassment and victimisation</li> <li>➢ Failure to address explicit needs of Equality target groups</li> </ul>	<ul style="list-style-type: none"> <li>➢ It is quite acceptable for the assessment to come out as Neutral Impact.</li> <li>➢ Be sure you can justify this decision with clear reasons and evidence if you are challenged</li> </ul>
<b>Equality Groups</b>	<b>Impact</b> (Positive / Negative / Neutral)	<b>Comments:</b>
		<ul style="list-style-type: none"> <li>➢ Provide brief description of the positive / negative impact identified benefits to the equality group.</li> <li>➢ Is any impact identified intended or legal?</li> </ul>
<b>Race</b> (All ethnic groups)	<b>Select</b>	As an inclusive employer and training provider no discrimination will be made against race
<b>Disability</b> (Including physical and mental impairments)	<b>Select</b>	As an inclusive employer we will consider making reasonable adjustments where possible
<b>Sex</b>	<b>Select</b>	As an inclusive employer and training provider no discrimination will be made against an individual's sex
<b>Gender reassignment</b>	<b>Select</b>	As an inclusive employer and training provider no discrimination will be made against anyone who has undergone gender reassignment
<b>Religion or Belief</b> (includes non belief)	<b>Select</b>	As an inclusive employer and training no discrimination will be made against a person's religion, beliefs or non-beliefs
<b>Sexual orientation</b>	<b>Select</b>	As an inclusive employer and training no discrimination will be made against an individuals sexual orientation
<b>Age</b>	<b>Select</b>	People under the age of 16 years old are unable to gain work experience in a Clinical area, this is due to indemnity

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		cover and insurance purposes. No other age related barriers occur for work experience applicants.
<b>Marriage and Civil Partnership</b>	<b>Select</b>	Individuals are accepted onto work experience placements based on reqan application process. No one will be discriminated against whether married, have engaged in civil partnership or other.
<b>Pregnancy and maternity</b>	<b>Select</b>	Work experience placements for those who are pregnant will be assessed on individual basis to consider the safety of the applicant and any potential risks that may occur eg being exposed to illness, disease etc
<b>Other</b> (e.g. caring, human rights, social)	<b>Select</b>	This work experience policy aims to give consideration to Trust values, equality and diversity. Work experience students are accepted on merit and are treated and respected for the individuals that they are.

2) In what ways does any impact identified contribute to or hinder promoting equality and diversity across the organisation?	
--	--

3) If your assessment identifies a negative impact on Equality Groups you must develop an action plan <b>to avoid discrimination and ensure opportunities for promoting equality diversity and inclusion are maximised.</b>
➤ This should include where it has been identified that further work will be undertaken to further explore the impact on equality groups
➤ This should be reviewed annually.

<b>ACTION PLAN SUMMARY</b>		
<b>Action</b>	<b>Lead</b>	<b>Timescale</b>

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