



Okehampton Town Council

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## DRAFT Work Experience Policy

Okehampton Town Council occasionally receives requests to provide students with work experience opportunities. Work experience introduces students to the work environment, and it can be a valuable part of their education.

### Requests will be considered for those students who meet the following criteria:

- students aged 14 years of age or older through their education provider as part of their curriculum
- where the education provider guarantees to provide ongoing review and support for the work experience student, throughout the period of work experience
- placement will be of a practical nature within the Parks team **or council office**
- any special requirements are disclosed so that the Council can carry out a risk assessment to determine the support/adjustments and supervision which will be needed and the tasks which can appropriately be allocated.

### Consideration of requests:

Okehampton Town Council's work experience policy is to satisfy such requests wherever possible and the Town Clerk and Park-Keeper, who will be the nominated Line Manager, have been delegated the authority to approve, or otherwise, requests that meet the above criteria on the following basis:

- that it is safe and practical to do so,
- that the needs of the student can reasonably be met
- that no unbudgeted costs will be incurred with the exception of the provision of minor items of PPE, for example gloves
- that at least two members of the Parks team **or office staff** are scheduled to be working on the requested dates
- that the work schedules for the proposed dates are suitable
- that the Park-Keeper, **Town Clerk** or other nominated line manager who will be responsible for supervising the student/s, has suitable DBS clearance.

### Other Information

Staff are encouraged to provide support as required to all work experience placements, and in some cases, employees may be requested to provide supervision for the student in addition to their normal duties.

A list of duties they are expected to undertake will be drawn up by the Line Manager and an appropriate risk assessment will be undertaken. The Council's Insurers will be notified.

The educational setting will be expected to provide their own Risk Assessment and a signed consent form must be received from the parent or guardian at least five working days prior to the start of the placement.

Any issues arising during a work experience placement will be dealt with by the relevant Line Manager in conjunction with the education provider and/or the parent/guardian as deemed necessary.

The Council reserves the right to terminate the placement in the event of a member of staff with DBS clearance is absent, unsuitable behaviour of the student or irresolvable matters that have arisen.

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