



NOTTINGHAMSHIRE
POLICE
PROUD TO SERVE

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SECTION 1 VERSION CONTROL

Version No.	Date	Post Holder/Author	Post	Reason for Issue
V1.0	Sept 2007	Lindsey Connelly		New procedure
V1.1	Sept 2014	James Lunn	Senior HR Partner	Review and procedure number change

SECTION 2 AIMS / OBJECTIVES

Nottinghamshire Police supports the principle of work experience to allow individuals the opportunity to work within the Force to gain an understanding of how the Force operates. Applications for work experience can be made from any individual who is age 14 or over and the Force is particularly keen to encourage work experience for individuals from under represented groups within the Force. This allows Nottinghamshire Police to work closer in the community with young people and under represented groups and supports our aim to have a workforce that is representative of the community we serve.

The aim of the procedure is to provide guidance to all individuals involved with work experience to ensure the appropriate process is followed and all risk assessments and vetting are completed to ensure no risk to the applicant or the Force.

The aim of work experience placements is to provide individuals with an opportunity to learn more about work of Nottinghamshire Police, develop, and gain insight about the range of careers in Policing.

SECTION 3 DETAILS

3.1. APPLICATION PROCESS

Work experience placements will be managed locally on each division and department.

Individuals seeking a work experience placement should be advised to write into HR stating the area of work in which they are interested in gaining work experience. A nominated representative from HR will review all requests received and prioritise those received from under represented groups or those already participating in the Force Cadet Scheme.

HR will contact the relevant division/department to ascertain if the request can be accommodated. If the placement can be supported then the Divisional/Department manager will write to the applicant and ask him/her to complete the application pack (which includes the work experience application form, vetting form and work experience agreement) at least 8 weeks prior to the scheduled placement date. All applications from students attending school/college must be supported by a signature from the school/college and parent/guardian on the vetting form.

3.2. RETURN OF FORMS.

All applicants are subject to satisfactory basic vetting checks. The application form must be received by the division/department a minimum of 6 weeks prior to the placement date to allow Vetting sufficient time to carry out the necessary administration procedures.

3.3. OFFER OF WORK EXPERIENCE PLACEMENT

Once the basic vetting check is completed, the applicant will be advised in writing by the division/department if their request for a placement has been successful and they will be provided with a provisional work experience commencement date. They will be notified of the name of their supervisor and sponsor for the duration of their work placement. Once an offer of placement is made, this will only be amended in exceptional circumstances.

Nottinghamshire Police reserves the right to refuse work experience if the student does not clear the vetting process or we don't have sufficient opportunities to accommodate the number of applications received.

3.4. DURATION OF PLACEMENT

Work experience placements will normally be for 1 week's duration.

3.5. PLACEMENT

Owing to the nature of police business it is not appropriate for work experience students to have their placement in certain areas within the Force. The Force may need to restrict numbers according to Force requirements.

3.6. DATA PROTECTION AND SECURITY

It is the responsibility of the line manager/supervisor within the department/area where the student is placed to ensure that the individuals are supervised at all times. This is particularly important where sensitive data is accessible.

Work experience students will be issued with a visitor badge, which must be worn at all times. Work experience students will not be given swipe access cards or LAN access. Work experience students should only be allowed access to information that is no more sensitive than that equating to 'Restricted' as defined by the Protective Marking Scheme.

Work experience students will be made aware of any disclosure limitations and that Nottinghamshire Police monitors access to the systems. The line manager/supervisor is responsible for protecting sensitivity of information and confidentiality.

Work experience students will be required to sign the 'Confidentiality and Data Sensitivity Form'. It is possible that work experience students may hear or see items relating to operational policing and it is essential that they are aware that they may not speak about what was seen or heard.

3.7. HEALTH AND SAFETY

The Force must carry out a 'suitable and sufficient' risk assessment before work experience students start their placements. This risk assessment must take into account the fact that any young person will be less experienced and may not react to situations in the same way as an experienced adult.

A risk assessment of activities that young persons aged 14-18 will undertake must be carried out before their period of work experience begins. A specifically designed risk assessment form is available via the intranet. (G1089D - Young Person's Risk Assessment) Further information is available on the Intranet under HR > [Health and Safety Page](#) GN11- The Health & Safety Department Guidance and Information Sheet 11. Work Experience and Young People at Work.

3.8. INDUCTION

A full induction MUST be carried out for all work experience students on the first day of their placement, regardless of the length of placement. In addition, the young person risk assessment must be used as part of the induction process and a copy of the completed risk assessment provided to the work experience student.

3.9. EVALUATION

The work experience student may have a work experience portfolio in which they are required to record their work and experiences for the duration of the placement. Supervisors should liaise with the work experience student during their placement to ensure that they have an opportunity to maximise the learning experience.

At the completion of the placement the supervisor should meet with the work experience student to evaluate the placement and if necessary complete an evaluation report for the student's educational establishment.

SECTION 4 LEGISLATIVE COMPLIANCE

This document has been drafted to comply with the general and specific duties in the Equality Act 2010; Data Protection Act; Freedom of Information Act; European Convention on Human Rights; Employment Act 2002; Employment Relations Act 1999, and other legislation relevant to policing.