

## Toolkit – Work Experience in the Health Sector Scotland

This toolkit contains the following resources to help your organisation establish or improve its work experience programme for students of schools, academies and colleges undertaking health related courses at SCQF levels 3-6.

### Work Experience Application Form

- Streamline the process for dealing with work experience requests and applications.

### Risk Assessment

- Understand the risk assessment concepts which apply to a work experience programme and venue.
- Utilise a simple process to identify and manage hazards by implementing control measures.

### Confidentiality Agreement

- Access confidentiality clauses to protect patients, staff, members of the public and all partners to a work experience programme.

### Placement Information

- Practical considerations for work experience participants, parents and guardians to help ensure a successful programme.

### Guidance for Occupational Health

- Access sample questions to help partners identify participants with additional needs and ensure equality of opportunity in work experience.

### Guidance on Child Protection Issues

- Understand the key child protection issues that partners to a work experience programme must consider.
- Understand the conditions which give rise to a need for criminal history checking.

### Induction Checklist

- A simple, easy to use reference point for partners administering a programme.

### Evaluation Forms

- Continue to collect and consider information about your programme to ensure relevance and mutual benefits for partners.

## Work Experience Application Form

This template is adaptable for use for any model of work experience visit or placement in the health sector.

### Personal Details

Title: \_\_\_\_\_ Surname: \_\_\_\_\_ Forename: \_\_\_\_\_

Address for correspondence: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone no: \_\_\_\_\_ Mobile: \_\_\_\_\_

Address: \_\_\_\_\_

### Subjects Undertaken at School or College

Grade/Level	Subject	Result/Predicted Result (please state which)	Date



**Statement in Support of Application**

It is important that you properly complete this section of your application. This is your opportunity to explain why you would like to gain work experience with [ ]. Also, if you wish to specify a field or discipline you are interested in within the health sector, then this is your chance to explain why you wish to gain exposure to this particular field.

Please include any supporting information that you consider relevant to your interest in the health sector - this may include hobbies, interests or other activities either within or outside of school or college.

---

---

---

---

---

---

---

---

---

Please use and attach a separate sheet if necessary.

[illegible][illegible][illegible][illegible]

<b>Reference – Year Head/Guidance Teacher/Lecturer</b> Please provide a character reference in support of this application.	
Name:	Title/Relationship to applicant:
Applicant's name:	
In your opinion is the individual of sufficient maturity and experience to participate in a work experience programme?         Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Statement in Support of Application:</b>	
Referee Signature:	Date:

### Agreement to comply with organisation requirements:

1. [insert health employer] \_\_\_\_\_  
places considerable importance on the requirement to observe Health and Safety rules in the workplace. You will be briefed by your programme supervisor about these rules and expected to comply with them. Further, you are under a duty to take reasonable care to observe the health and safety of others in the workplace. You are also required to make use of any facilities and equipment provided for your safety and to report any accidents, however minor, to your programme supervisor.
2. There is a No Smoking Policy covering the premises.
3. [insert health employer] \_\_\_\_\_  
fully supports equal opportunities in employment and work experience and opposes all forms of unlawful or unfair discrimination on the grounds of ethnic origins, gender, disability, age, religion or sexuality.
4. You will normally not be reimbursed for expenses associated with meals or traveling to and from the venue nominated for the work experience programme.

### I have read, understood and agree to comply with the above requirements if I am offered a place on the work experience programme:

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

### Parent/Guardian Consent required if Under 16

I have read the above work experience requirements and understand them. I will ensure that the above named complies with these obligations and I give permission for the above named to attend the programme:

Name: \_\_\_\_\_

Signed (Guardian/Parent) \_\_\_\_\_

Date: \_\_\_\_\_

#### Sources

Work Experience Application Form for a Voluntary Work Placement:  
NHS Lothian. NHS Careers, Enabling Work Experience in the NHS.

## Annexure to Application Form: Criminal History

The need to include this section will depend on the nature of the work experience programme.

Standard disclosures can be obtained for staff and volunteers (including work experience participants) working in patient contact settings. It will be a matter for the partners to the programme to decide whether this Annexure to the Application Form should be included. This will depend on the nature of the programme including:

- whether the participants will be under constant supervision – usually, where constant supervision applies, a check is not required;
- whether the participants will have direct contact with patients, staff and members of the public;
- extent of access to confidential information or sensitive workplace areas; and
- the duration of the work experience programme.

If partners decide that disclosure should be obtained for applicants, contact the health employer's Human Resources department about existing organisational policy and procedure in relation to arranging checks from Disclosure Scotland for staff. Disclosure procedures are part of organisational recruitment practice so there will ordinarily be existing process in place.

If an applicants disclosure check returns with a criminal history, an applicant should not automatically be deemed unsuitable for the programme. The decision about whether to exclude the applicant on the grounds of a criminal history must be made on a case by case basis, looking at all of the circumstances in consultation with Human Resource practitioners who are experienced in assessing criminal history issues.

The work experience position for which you are applying involves access to health services and brings you into contact with patients, members of the public and staff.

**Should you be offered a place on the programme it will be necessary to arrange for a standard level disclosure through Disclosure Scotland. Information received from Disclosure Scotland will be treated in strict confidence and used only for the purposes of assessing your suitability to participate in the work experience programme.**

## Risk Assessment

The following suggested template contains concepts which must be applied to the specific workplace or venue nominated for work-related learning.

A health employer will ordinarily have an existing risk assessment process in place which should include consultation with relevant unions. It may be acceptable to utilise an existing risk assessment process and adapt it where necessary to comply with relevant legislation and regulations (refer to the Annexure to the Guideline) including The Management of Health and Safety at Work Regulations 1999.

It is important not to over-complicate this process to avoid discouraging partners from participation. It is also advisable to utilise existing knowledge by working with your local authority and health and safety advisors or risk assessors employed by the health employer. Further, resources available on the Health and Safety Executive website (refer to Useful Links in the Guideline) should be referred to.

The Regulations require that risks to children and young people must be assessed before they commence a programme. Parents or guardians of children under the minimum school leaving age must be advised of the key findings of the risk assessment and control measures. This information can be provided in any appropriate form, for example, in writing from a school, college, or work experience coordinator.

## A Severity

Category	Example of Category
<b>5 Extreme</b>	<ul style="list-style-type: none"> <li>Multiple fatalities or major permanent incapacity/disability</li> </ul>
<b>4 Major</b>	<ul style="list-style-type: none"> <li>Single fatality or long term incapacity/disability</li> <li>Significant impact on ability to deliver service objectives</li> <li>High environmental implications</li> </ul>
<b>3 Moderate</b>	<ul style="list-style-type: none"> <li>Significant injury or ill health requiring medical intervention - temporary incapacity</li> <li>Significant financial impact</li> <li>Moderate environmental implications</li> <li>Moderate impact on service delivery</li> </ul>
<b>2 Minor</b>	<ul style="list-style-type: none"> <li>Injury requiring first aid treatment</li> <li>Minor financial loss</li> </ul>
<b>1 Negligible</b>	<ul style="list-style-type: none"> <li>No injuries</li> <li>Low financial loss</li> </ul>

## B Likelihood

Category	Description of Category
<b>5 Almost Certain</b>	<ul style="list-style-type: none"> <li>This event is expected to occur in all circumstances</li> </ul>
<b>4 Likely</b>	<ul style="list-style-type: none"> <li>There is a strong probability that this event will occur</li> </ul>
<b>3 Possible</b>	<ul style="list-style-type: none"> <li>This event could occur at some time.</li> </ul>
<b>2 Unlikely</b>	<ul style="list-style-type: none"> <li>Not expected to happen but potential does exist.</li> </ul>
<b>1 Rare</b>	<ul style="list-style-type: none"> <li>Little chance of occurrence. Would only happen in exceptional circumstances.</li> </ul>

## A X B = C Risk Rating

Risk Rating	Description of Risk Rating
<b>Very High (17 to 25)</b>	<ul style="list-style-type: none"> <li>Risk must be immediately addressed and escalated to management/executive level and suspension of activity/service delivery should take place if relevant to immediately addressing the risk.</li> </ul>
<b>High (10 to 16)</b>	<ul style="list-style-type: none"> <li>Urgent action to be taken to address the risk even if this requires considerable resourcing.</li> </ul>
<b>Medium (4 to 9)</b>	<ul style="list-style-type: none"> <li>Action to be taken to address the risk within a defined timescale.</li> </ul>
<b>Low (1 to 3)</b>	<ul style="list-style-type: none"> <li>No risk controls required.</li> </ul>

The purpose of the following assessment is to examine what, during the work experience programme, could cause harm to people, so that partners and administrators can evaluate whether they have taken enough precautions or whether more should be done to prevent harm.

Work Experience Programme:	Department/Ward/Venue:
Assessment Date:	Review of Assessment Due:
Risk Assessor:	Signature:
Department/Ward/Venue Manager:	Signature:

Description of Activities or Tasks for Work Experience Programme
Consider all activities, tasks and environments in relation to the work experience programme. Complete the relevant details of each activity or task.

## Hazards\*

**Identify hazards** associated with the activities or tasks listed above.

A hazard is anything that may cause harm. Include sufficient detail to be able to properly assess the hazard (where, when, how and why the hazard exists).

Also **identify groups of people at risk** when describing the hazard (e.g. work experience participants, young people, staff, supervisors, service users, members of the public).

Be sure to consider any additional hazards a young person may be exposed to. Also consider additional needs that specific individuals may have and the additional hazards which may arise from this.

Include staff members and supervisors who are familiar with the workplace in this process.

### No. 1 - Detail the Hazard and Group/s of People at Risk

### No. 2

### No. 3

### No. 4

**\*When identifying hazards and groups of people at risk, consider the following:**

**The Management of Health and Safety at Work Regulations 1999** outlines particular responsibilities towards young people:

- To assess risks to all young people under 18 before they start work.
- To ensure a risk assessment:
  - takes into account their psychological or physical immaturity, inexperience and lack of awareness of existing or potential risks;
  - the fitting and lay-out of the workplace;
  - the nature, degree and duration of exposure to physical, biological and chemical agents;
  - the form, range and use of work equipment and the way that it is handled;
  - the organisation of processes and activities; and
  - the extent of health and safety training provided or to be provided to young persons.

### **Education (Additional Support for Learning) (Scotland) Act 2004**

Under this Act the factors giving rise to Additional Support Needs fall into four general categories:

- Learning environment
- Family circumstance
- Health and disability
- Social and emotional factors.

People with Additional Support Needs have the same aspirations as others however may require more support to achieve them. This Act outlines the responsibilities of education authorities to people with Additional Support Needs and these will be relevant to such people embarking on a work experience programme.

### Control Measures

Identify the current control measures, including physical controls (e.g. protective and safety equipment provided), and procedural controls such as health and safety instruction and training provided, supervision and safe working practices. These are the controls already in place to reduce the likelihood of harm or make any harm less serious.

**(adopting the above numbering)**

**No. 1**

**No. 2**

**No. 3**

**No. 4**

### Risk

Use the information provided in relation to each hazard listed above to calculate a risk rating for each hazard.

Risk	Severity (A)	Likelihood (B)	Risk Rating (A X B)
No. 1			
No. 2			
No. 3			
No. 4			

This calculation provides a clearer picture of the scale of the risk. A risk is the likelihood, high or low, that somebody could be harmed by the hazard, together with an indication of how severe the harm could be.

<p><b>Further Control Measures</b></p> <p>Given the risks, now consider whether the existing controls applicable to each hazard are sufficient or whether additional controls should be introduced to eliminate or reduce a risk further. The objective is to ensure that you have reduced risks, 'so far as is reasonably practicable'. A good way to do this is by comparing what you are already doing with what is recognised in the health sector as good practice.</p>	
<b>No. 1</b>	
<b>No. 2</b>	
<b>No. 3</b>	
<b>No. 4</b>	

## Action Plan

If further control measures need to be implemented, an action plan must be agreed which provides clarity around the responsibility for rectification.

The action plan must prioritise the hazards which have a higher risk.

Risk	Proposed Actions and Resources Required	Responsible Person/Position	Date for Completion	Monitoring Arrangements
No. 1				
No. 2				
No. 3				
No. 4				

### Sources

Health and Safety Executive, The Right Start: Work Experience for Young People – Health and Safety Basics for Employers, 2009.

Health and Safety Executive, Five Steps to Risk Assessment, 2006.

Highland Council Education Centre, Work Experience Placement Card.

Work Experience Policy: NHS Western Isles, NHS Forth Valley and NHS Grampian.

National Leadership and Innovation Agency for Healthcare, Skills for Health, Careers Wales and Jobcentre Plus, Enabling Work Experience in the Health Sector Wales.

NHS Careers, Enabling Work Experience in the NHS.

## Confidentiality Agreement

This template is relevant for any work experience programme which may involve exposure at any level to patients or members of the public accessing the services of the relevant health employer.

During your placement/visit with [insert health employer] \_\_\_\_\_ you may have access to information about patients, members of staff or other health service business. Information relating to patients must not be divulged to unauthorised persons. All information about patients is **confidential**, including the fact that they are patients accessing the services of [insert health employer]

The following guidelines must be adhered to:

- At no time should you mention or discuss any information about patients to any other people unless they are directly involved with the care or treatment of that same patient.
- You must ensure that information relating to your work and the operation of the organisation in general is kept and maintained securely and that you receive, store and dispose of data in

accordance with policies and good practice as identified by your programme supervisor.

- Commercial or other information which may affect [insert health employer]

\_\_\_\_\_  
business/service interests must not be disclosed to anyone without the proper authorisation being given.

- If you know or recognise a patient you must advise your programme supervisor of this as soon as possible.

Failure to observe and comply with these legal obligations will be treated by the [insert health employer] \_\_\_\_\_ as misconduct that may result in serious action being taken against you including immediate discontinuation of your visit/placement.

Additionally you must be aware of the provisions of the *Data Protection Act 1998* which protect patient

and staff identifiable information. Under this Act it is a criminal offence, for which you will be liable as an individual, to access personal data or to disclose it without proper authorisation.

Any enquiries relating to patients should be directed to permanent clinical staff on ward or your programme supervisor. If, during the course of your placement, you are asked to release any information, either face to face or over the telephone, you should refer the person who requires the information to your programme supervisor.

Please sign below to indicate that you have read and understood the above statement:

### To be completed by the Work Experience Participant:

I \_\_\_\_\_  
have read and understood the above statement. I agree not to release any confidential information regarding the patients, service or staff.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Placement Information For Participants, Parents And Guardians

The contents of this template are directly relevant to the work experience model of a work placement. However the information can be adapted for inclusion in a range of work experience models, and to suit local procedures (for instance, dress code) for the relevant work unit. The template contents should be considered as a guide only to assist partners in identifying issues which should be addressed for participants, parents and guardians.

### Dress Code

**(Adapt to suit your local dress code and work procedures in consultation with the relevant educational institution)**

You should discuss appropriate dress with your placement supervisor before the first day of your placement, as dress requirements may be specific to the area in which you have been placed.

When deciding what is appropriate clothing to wear please remember that health facilities contain people from a variety of backgrounds and ages and your choice of clothing may inadvertently cause offence or distress.

The requirement for a student to wear certain clothing for religious reasons will be respected and should be brought to the attention of the placement supervisor before starting the placement.

### Clothes

Clothes should allow for a range of movements. Long trousers, or a calf length skirt, should be worn with a polo shirt or t-shirt/short-sleeved blouse, as clinical areas can be quite warm.

### ID Badge

On the first day of your placement you will be issued with a name badge which must be worn at all times.

### Shoes

Shoes should cover the whole foot and be clean and low heeled.

### Hygiene

Clothes should be clean and changed daily to minimise the risk of cross-infection.

### Jewellery

(as agreed by partners to the work experience programme)

### Nails

Should be short, clean and varnish free as you may be helping a patient.

### Make-up

(as agreed by partners to the work experience programme)

### Issued items

A set of surgical scrubs will be provided if you are spending time in theatre and where necessary, protective garments will be issued to you by your placement supervisor.

## Reporting For Work

You must make contact with your placement supervisor before the day of your placement to ensure that you understand exactly where you need to go, at what time and whether your placement supervisor has any particular instruction for you.

## Confidentiality

On the first day of your placement, your supervisor will brief you on important issues relating to patient and staff confidentiality. In addition to this you will be asked to read, sign and return a patient confidentiality form before you start your placement.

## Health And Safety

Under the provisions of the *Health and Safety at Work etc Act 1974* and pursuant regulations, you will be afforded reasonable protections in the workplace to ensure your health and safety during the period of your placement.  
[insert health employer]

---

has a duty to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its employees and this requirement extends

to people on work experience programmes. In addition to these rights, you also have the following responsibilities:

- To take care of yourself and others in the workplace.
- To cooperate and abide by instructions issued by your work placement supervisor for your safety and the safety of others.
- Not to interfere with anything that has been provided for your safety and the safety of others.
- To report any incident in relation to the health, safety or welfare of yourself or others in the workplace, to your placement supervisor.

You will be given a health and safety verbal briefing when you first start your placement and you should pay attention to the information you are given at this briefing.

## Exposure to substances

A hospital or clinical environment will contain a number of hazardous substances. You will not be expected to handle any substances which are considered to be hazardous. You must not touch any substance unless you know what it is and that it is not hazardous. This is particularly important when you are observing in clinical areas.

## Infection Control

You must be aware that a hospital environment may mean exposure to viruses and other infections will be higher than in your normal environment. However, the infections will not be different to those you may come in to contact with in your normal life. You will not be expected to work in areas or with patient groups where observation would carry a high risk of infection. Students should avoid contact with bodily fluids, but be aware that there may be a risk of contact in unpredictable situations.

To minimise risk of infection ensure that you follow instructions issued by members of staff and your placement provider at all times.

You must not under any circumstances handle sharps (needles and other sharp objects) and when in clinical areas take extreme care where you put your hands and check before you sit down. Do not handle patient belongings.

During the period of your placement you will be expected to play your part in the prevention and control of cross-contamination or infection in the workplace. Accordingly, you will be expected to

wash your hands at regular intervals throughout the day, on entering clinical areas, before eating, and after using the toilet.

### **Clinical And Patient Contact Settings**

A hospital or clinical setting will probably be new to you, and you are not a trained member of staff or a clinical student. Therefore, you will be at higher risk of accidents than other members of staff or students. You must ensure that you only access areas you have been given permission to enter, and that you only observe planned procedures under the supervision of your placement supervisor or nominated clinician.

We want you to gain valuable experiences from your placement and to gain some insight into what it is like working in a health care setting. However, you may witness distressing incidents and even feel unwell. We take your safety seriously and the following is designed to help make your placement as safe as possible.

You must be prepared for the fact that you may be prevented from attending a planned session at short notice and you may be asked to leave a session if it is considered unsafe or inappropriate

for you to be present. You must comply with any requests asking you not to enter or leave an area at any time.

Within the daily work of the hospital or clinic, you may be exposed to a patient becoming distressed, a patient's condition deteriorating, or even the death of a patient. Although your placement supervisor will endeavour to pre-empt these situations, you should be prepared for them. If you are upset or distressed in any way, you should immediately let your placement supervisor know so that appropriate action can be taken as soon as is clinically possible.

There is a risk of verbal abuse from patients or visitors. You will not be expected to deal with any incident of this nature. If you are unfortunate enough to witness such behaviour, you should excuse yourself and contact your placement supervisor or an immediate staff member.

There is a risk of physical abuse from patients or visitors. You will be supervised at all times and therefore this risk is considered to be low. When between sessions, you are advised to take normal precautions when walking in and around the

internal and external parts of the site to ensure your safety. This might include not walking in areas which are isolated or deserted.

### **Evaluation**

You will be asked to complete a short evaluation form. We would very much appreciate it if you complete and return this form. The information will be used to ensure that placements provided at [insert health employer]

---

continue to be mutually beneficial for participants and partners. We trust that your experience provides a valuable insight into working in the health sector and that this will assist in your future career or vocational planning and aspirations.

### **Queries**

If you have any questions about the above information please discuss these with your placement supervisor prior to the commencement of your placement. Please also let your placement supervisor or work experience coordinator know if you have any concerns or need any support or advice during your placement.

## Additional Information for Parents/Guardians

As a major employer in the health sector, we recognise our social responsibility to provide meaningful and, as far as is possible, interactive work experience programmes to people considering their potential career opportunities in the health sector.

In order to assist in facilitating successful work experience for your child, please ensure that your child knows how to safely get to and from the nominated venue. Also, please ensure that you have a contact number for them during their placement.

While your child is participating in the work experience programme at the nominated venue, [health employer]

\_\_\_\_\_ will take all to ensure that health and safety issues have been attended to.

We trust the arranged work experience will provide a valuable insight into working life in the health

sector. In addition, work experience is valuable in helping young people to learn about meeting appropriate standards of workplace behaviour, including dress code and time keeping.

If you have any queries about the work experience programme, please contact the placement supervisor

[insert details].

---

---

---

---

---

---

---

---

## Parental/Guardian Consent

The below parental consent issues apply to work experience participants under 16 years of age and are relevant for any model of work experience.

I have read and understand the contents of this document. I agree to take all steps reasonably possible to ensure that [insert name of work experience participant]

will obey all safety, security and other appropriate instructions given by the programme supervisor at [insert health employer]. \_\_\_\_\_

I hereby give permission for the above named to undertake a work experience programme with [insert health employer]. \_\_\_\_\_

**Name of Parent/Guardian:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Risk Assessment Advice

I hereby acknowledge receipt of an advice on the outcome of the workplace risk assessment conducted for the purposes of the work experience programme, dated [insert date] \_\_\_\_\_.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Sources

Work Experience Policy: NHS Lothian and Grampian.

NHS Careers, Enabling Work Experience in the NHS.

## Guidance for Occupational Health Issues

Prior to commencement of a work experience programme consideration must be given to whether there are participants who need special arrangements, for example, on medical grounds such as asthma, epilepsy, hearing impairment, colour blindness, or other disabilities or special needs. Partners, including the participants, parents, school or college work experience coordinators and supervisors should agree on measures that need to be taken during the programme to address those needs.

Information disclosed relating to the health status of participants must be used only to identify any occupational health and safety issues prior to commencement on a work experience programme.

Check with the health employer's occupational health department or personnel about existing organisational policy and procedure in relation to identifying occupational health issues for employees prior to commencing.

The extent of occupational health checking for work experience participants should be considered in the context of existing occupational health policy for employees. It should be appropriate for the duration of the work experience programme, the extent of exposure to patients, staff and members of the public, and the types of activities or observations being undertaken.

The types of questions which may be asked for the safety of the participant, programme supervisor, staff, patients and members of the public, include the following.

Source  
NHS Careers, *Enabling Work Experience in the NHS*.

## Sample Questions

Do you have any illness, impairment or disability at the present time? Yes ☐ No ☐

If yes, please give details:  
\_\_\_\_\_

Are you taking or being prescribed any medicines, inhalers, injections or eye/ear drops at the present time? Yes ☐ No ☐

If yes, please give details:  
\_\_\_\_\_

Is your ability to perform physical work limited in any way? Yes ☐ No ☐

If yes, please give details:  
\_\_\_\_\_

Have you had or been in contact with any infectious disease in the past four weeks? Yes ☐ No ☐

Do you suffer from allergies? Yes ☐ No ☐

If so, please state what you are allergic to:  
\_\_\_\_\_

## Guidance On Child Protection Issues

This document will be relevant whenever a work experience programme involves children or young people as participants (people under the age of 18).

### Child Protection for Partners to a Work Experience Programme

Child protection issues refer to protection against a range of different forms of abuse including sexual, physical and emotional abuse and neglect, and generally applies to people under the age of 18.

### Legislation

Under the provisions of the Protection of Children (Scotland) Act 2003 it is an offence for an individual to apply for, offer or accept any work, paid or unpaid, with children when that individual is disqualified from working with children.

It is also an offence for an organisation to knowingly offer, procure work for, or employ an individual to work, paid or unpaid, with children, when that individual is disqualified from working with children.

### Criminal history checking

The above-mentioned Act does not require an organisation to obtain disclosure on every individual working with children, so it is a matter for the partners to a work experience programme (including health employers, school, academy or college work experience coordinators and local authorities) to develop and enforce their own policy and procedures on this issue.

Disclosure Scotland is the agency responsible for processing criminal history checks in Scotland. There are three levels of disclosure: basic, standard and enhanced. All child care posts (see the paragraph below) are eligible for enhanced disclosures. Where the position involved is a child care position, this must be noted on the disclosure application. This will ensure that the disclosure check will also include a check of the disqualified from working with children list in accordance with the *Protection of Children (Scotland) Act 2003*. Check with the health employer's Human

Resources department about existing organisational policy and procedure in relation to arranging checks from Disclosure Scotland for staff members in general for childcare positions (those who have contact with children under the age of 18). Disclosure procedures are part of organisational recruitment practice so there will ordinarily be existing process in place. For positions which involve child care as part of 'normal duties' (i.e. specified in the job description), an enhanced disclosure should be obtained. However, where child care is not part of the employee's 'normal duties' (this may include staff who are asked to supervise a work experience programme on a less regular basis), it is at the organisation's discretion as to whether an enhanced disclosure should be arranged.

Also, check with the health employer's Human Resources department about whether a potential programme supervisor already has obtained an enhanced disclosure because of their existing duties. Where this is the case, it may simply be necessary to obtain the potential supervisor's permission to provide that disclosure result to third parties (i.e. partners to the work experience programme), if all parties are satisfied that the check is sufficiently current.

The partners to the work experience programme should consider all of the circumstances of the programme, including:

- activities proposed for the programme;
- nature of the intended supervision – is the nature such that the child or young person is likely to be alone with the programme supervisor;
- vulnerability of the child or young person – a variety of factors make a young person vulnerable such as level of maturity, special needs and history of neglect or abuse; and
- length or frequency of visits for the work experience programme.

After considering the above, partners should agree on whether an enhanced disclosure should be arranged for the programme supervisor, as a safeguard in the interests of the participants, health employer, school, academy or college, local authority and supervisor.

If a decision is made that a criminal history check is not required, the rationale should be recorded and indicated as agreed by all partners.

## Results of a Criminal History check

If a disclosure check returns indicating a criminal history, a potential supervisor should not automatically be deemed unsuitable for the programme. The decision about whether to exclude the supervisor on the grounds of a criminal history must be made on a case by case basis in consultation with Human Resource practitioners who are experienced in assessing criminal history issues. There suitability or otherwise must be assessed in the same way as for any other staff member or prospective volunteer applying to work with children.

## Briefing a Programme Supervisor

The following information could be provided to a programme supervisor by way of a briefing. The necessity of providing such a briefing may depend on the level of experience the supervisor has in with working with children:

**Touch** – there may be occasions when a supervisor needs to touch a young person, for instance when guiding them in carrying out a technical operation. However this should be kept to a minimum.

**Environment** – Supervisors may need to reassure a young person on work experience and this should be conducted in a professional manner which is not overly familiar.

**Supervision** – A programme supervisor would generally be expected to be competent in their role as a mentor and guide, and mature in their attitudes and interactions with young people.

**Travel** – In circumstances where, as part of a programme, it is a requirement for a young person to travel alone with an adult, the known destination and check in time should be left with a third party and a mobile phone should be made available for the young person if practicable.

## Disclosure of information by a young person

– if a young person discloses information to the programme supervisor, another staff member or third party, which raises concern about the person's physical safety or emotional well-being, this should be reported to the Head of the Department and the representative of the education provider (i.e. the college or school work experience coordinator).

Partners should have a procedure in place concerning what action should be taken and by whom, in the event of a child protection issue being raised by either a young person, supervisor or other person (for instance another staff member), during the work experience programme.

The supervisor should have contact details of the school or college work experience coordinator and other contacts deemed necessary by partners, in the event of any child protection issue or concerns about a young person.

#### Sources

Work Experience Policy: NHS Western Isles

Department for Education and Skills, Work Experience:

A guide for secondary schools, 2002.

## Induction Checklist

The issues raised in the following checklist must be considered as a guide that can be adapted to suit specific work experience programmes. This document may be amended or used in conjunction with an organisation's existing Health and Safety procedures, policies and induction process.

The items listed should be completed at or prior to the commencement of a work experience programme:

### Documentation

### Signed and Returned (Duplicate)

#### From the Participant:

Application Form

☐

Placement Information

☐

Confidentiality Agreement

☐

Occupational Health Questionnaire (see Toolkit Guidance for Occupational Health issues)

☐

#### From the Work Experience Partners/Administrators:

Risk Assessment

☐

### General Induction Issues

### Completed

Staff introduction

☐

Orientation – venue and facilities

☐

Reporting protocol in absence of Programme Supervisor

☐

Programme Hours and Breaks

☐

Dress Code and ID Badge check

☐

Agreed Programme Learning Objectives

☐

### Health and Safety and Compliance

### Completed

For the Work Experience Partners/Administrators:

☐

Risk Assessment conducted and provided to participant/parent/guardian

☐

Public Liability Insurance in place (insurer notified of programme)

☐

Employer' Liability Insurance in place (insurer notified of programme)

☐

Child Protection Guidance for Programme Supervisors

☐

### For the Participants:

Confidentiality verbal briefing

☐

Hazardous Substances verbal briefing

☐

Issue of Protective Equipment

☐

Briefing on appropriate use of Protective Equipment

☐

Briefing on safe working procedures and manual handling if applicable

☐

Briefing on hygiene – lavatories and washing facilities

☐

[insert health facility] \_\_\_\_\_

Health and Safety Policy provided

☐

Identify key safety people

☐

Introduction to Safety advisories and literature on premises

☐

Briefing on prohibited areas

☐

Location and use of First Aid facilities

☐

Briefing on workplace requirement to Report Accidents

☐

Fire Precautions, location of exits and equipment, Fire Drill

☐

Smoking Policy

☐

Work Experience Programme: \_\_\_\_\_

Department/Location: \_\_\_\_\_

Programme: \_\_\_\_\_

Dates, From: \_\_\_\_\_

To: \_\_\_\_\_

Programme Supervisor: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Work Experience Participant: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/guardian's signature if under 16: \_\_\_\_\_

Print name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

### Sources

Department for Education and Skills, Work Experience: A guide for employers, 2002.

Department for Education and Skills, Work Experience: A guide for secondary schools, 2002.

Highland Council Education Centre, Guidance for Work Experience: Induction Checklist.

## Programme Supervisor Evaluation Form

An important aspect of your contribution to a work experience programme includes taking the opportunity to reflect on the learning that has taken place not only for the participant, but also for you as programme supervisor. This evaluation form is an opportunity to review some of your experiences as programme supervisor. Also, your feedback will be used to continue to develop programmes for the future.

**Administrator: This template can be adapted for use regardless of the nature of the work experience programme.**

Name of Programme Supervisor: \_\_\_\_\_ Position: \_\_\_\_\_

Work Experience Programme: \_\_\_\_\_

Location: \_\_\_\_\_ Dates of Programme: From \_\_\_\_\_ To: \_\_\_\_\_

**What were the agreed learning objectives for the work experience programme participants?**


**Do you feel that the learning objectives were achieved during the programme?**

Yes ☐ No ☐

If yes, please provide details:

**Which sessions/activities/responsibilities do you feel contributed most to the participants’ learning objectives?**


**Which sessions/activities/responsibilities do you feel contributed the least to the participants' learning objectives?**


**Are there additional sessions/activities/responsibilities which you feel should be included in the programme?** Yes ☐ No ☐

If yes, please provide details:

**(Where applicable to staff with Agenda for Change Job Descriptions) Do you consider that your participation in this programme contributed to any of the skills development objectives contained within your KSF Personal Development Plan?**

Yes ☐ No ☐

If yes, please provide details:

**Do you consider that you benefited from participation in the programme in other ways, on a personal or professional level?**

Yes ☐ No ☐

If yes, please provide details:

Do you consider that [insert health employer] \_\_\_\_\_ has benefited from participation in the programme? Yes ☐ No ☐

If yes, please provide details:

Do you feel you would have benefited from additional information or guidance before the programme started? Yes ☐ No ☐

If yes, please provide details:

**Did you have opportunity to meet with your participants at the conclusion of the programme for an informal de-briefing?** Yes ☐ No ☐

**Did you encounter any difficulties from participants in terms of attendance, punctuality, dress, workplace conduct, or levels of commitment/motivation?** Yes ☐ No ☐

If yes, please provide details:

**Would you recommend participation in the programme to any of your colleagues?**

Yes ☐ No ☐

Please provide details:


Please add any other comments you feel would be helpful:


**Thank you for taking the time to complete this evaluation.**

# Participant Evaluation Form

An important aspect of your work experience includes taking the opportunity to reflect on the learning that has taken place. This evaluation form provides you with the chance to review some of your experiences during your work experience visit/placement with [insert health employer] \_\_\_\_\_. Also, your feedback will be used to develop programmes for future participants. This information will be used in the strictest confidence and your personal details will not be forwarded to anyone else without your prior consent.

Please take the time to complete the following.

Name: _____	Work Experience Programme: _____	
Programme Supervisor: _____	Dates of Programme: From _____	To: _____

**Can you recall any of the learning objectives for the work experience programme?**


**Do you feel that you achieved any of the learning objectives?**

Yes ☐ No ☐

If no, please give details:

**Which sessions/activities/responsibilities did you find the most interesting?**


**Which sessions/activities/responsibilities did you find the least interesting?**


**Has your participation in this programme influenced your choice of career or future studies in any way?** Yes ☐ No ☐

If yes, please give details:

**Do you feel you would have benefited from additional information before the programme started?**

Yes ☐ No ☐

If yes, please give details:

**Did you meet with your programme supervisor at the conclusion of the programme to discuss how it went?**

Yes ☐ No ☐

Please add any other comments you feel would be helpful

**Thank you for taking the time to complete this evaluation.**