

Thame Town Council

Work Experience Policy

1. Thame Town Council has received numerous requests to provide people with work experience opportunities. These opportunities can provide the Council with cost-effective resources whilst also helping individuals to progress in life.
2. Requests may come from, but are not limited to:
 - Disability groups or their agents, to help those less able towards full-time work.
 - Schools/Colleges or their agents, to help those in full-time education understand what working life will entail.
 - Schools/Colleges or their agents, where practical work is required to support particular needs of individuals.
 - Parole bodies or their agents, to help those with a criminal past committed to an honest life, including Community Payback Schemes.
 - Other agencies e.g. those supporting NEETs (young people Not in Education, Employment or Training).
3. Requests will only be considered where the requestor guarantees to provide ongoing review and support for the candidate throughout the placement.
4. Thame Town Council aims to satisfy such requests wherever the Town Clerk and relevant Line Manager assess it as safe and practical, without incurring unbudgeted costs above £500. Any additional cost must be approved by Council or relevant Committee.
5. All staff are encouraged to support work experience candidates. Some staff may be requested to supervise candidates alongside their normal duties.
6. Where relevant, an interview process must be carried out by the Line Manager as part of the assessment.
7. A list of duties will be drawn up by the Line Manager and an appropriate Risk Assessment undertaken. The Council's Insurers will be contacted with the candidate's details.
8. Schools/Colleges must provide their own Risk Assessment and a signed consent form from the parent or guardian.
9. All those on work experience must conform to reasonable expectations and standards similar to those in normal employment at Thame Town Council and they must be treated the same.

10. Any issues during the placement will be addressed by the Line Manager in conjunction with the requestor who provided the work experience.
11. Safeguarding: Where candidates are under 18 or considered vulnerable, supervising staff must undergo DBS checks and follow safeguarding protocols (where applicable). <https://www.gov.uk/government/publications/safeguarding-in-hmcts/hmcts-safeguarding-policy>
12. Equality, Diversity & Inclusion: Thame Town Council is committed to providing equal opportunities and fostering an inclusive environment for all employees.
13. Data Protection: All personal data will be handled in accordance with UK GDPR regulations. Employees will be informed of how their data is used and stored.
14. Mental Health & Wellbeing: The Council will promote a supportive environment and signpost employees to wellbeing resources where needed.
16. Feedback & Evaluation: At the end of each placement, feedback will be collected from both the work experience employee and supervising staff to improve future experiences.