



**South Gloucestershire and Stroud College
(and all subsidiary companies)**

Work experience and volunteers' policy and procedures

**If you would like this document in an alternate format
Please contact the Human Resources Department**

Prepared by:	Helen Edmunds
Job Title/Role:	Head of Human Resources
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Approved by:	Executive Team
Date:	March 2019

Mandatory Initial Equality and Diversity Impact Screening

Main aim and purpose of the policy:	To clarify the terms on which work experience or volunteer placements will be offered within the SGS Group				
Is this policy (or its constituent parts) relevant to a general equality duty? (please tick)	This policy development will assist in the elimination of unlawful discrimination and/or harassment of identified groups?	Implementation of this policy will promote equal opportunities for identified groups?	Implementation of this policy will promote positive attitudes and participation between groups?	Implementation of this policy will promote good relations between groups?	
Age	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Disability	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Gender Reassignment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Race or Ethnicity	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Religion or Belief	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Marriage	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Pregnancy/ Maternity	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Sex	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Sexual Orientation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Carers/ Care givers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Persons in care	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Specify any groups for which there is evidence or reason to believe that some groups or individuals could be affected differently:					
None					
How much evidence is there:	None	A little	Some	A lot	
Is there any concern that the policy may operate in a discriminatory way?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	None	A little	Some	A lot	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assessed relevance to equality (tick one row only)	High	Med	Low	None	Brief reason for this assessment
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Gender Reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Race or Ethnicity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Marriage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Pregnancy/ Maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Carers/ Care givers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
What is the next step? (tick one only)	What priority level is this policy?			Has the Policy been sent for Full EQIA, or do you believe the policy should have a Full EQIA?	
	High <input type="checkbox"/>	Medium <input checked="" type="checkbox"/>	Low <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<i>I am satisfied that an initial screening has been carried out on this policy/procedure and a full Impact Assessment is not required</i>					
Completed by: Moira Foster-Fitzgerald Position: Chief Group Services Officer Date: April 2016					

Work experience and volunteers' policy and procedures

1. Purpose and scope of this policy

- 1.1. This policy applies to all employees of SGS College and all subsidiary companies and the senior leadership team of the SGS Group. Throughout this document, the employer will be referred to as 'the SGS Group' or 'the Group'.
- 1.2. The purpose of this policy is to clarify the terms on which work experience or volunteer placements will be offered within the SGS Group.
- 1.3. It applies to SGS College learners undertaking work experience or volunteering assignments as well as to members of the public.

2. Definition of 'work experience' or a volunteer placement

- 2.1. These are planned activities which allow an insight into a specific area of work. It can be part of a learner's period of study or undertaken by a member of the public.
- 2.2. These placements are normally unpaid (although in exceptional circumstances travel and other out of pocket expenses may be paid).
- 2.3. Individuals undertaking work experience, or acting as volunteers, are not employees of the SGS Group and do not work under a contract of employment. They are under no obligation to offer their services and similarly, the SGS Group is not obliged to offer them work.
- 2.4. They do not have entitlements such as paid sickness and holidays, however they are covered by the Group's policies and practices in relation to Health and Safety, Data Protection, Safeguarding, Equality and Diversity and by the requirements of the Working Time Regulations. Individuals should ensure that they are aware of, and comply with, all such requirements.
- 2.5. The SGS Group accepts an individual as a volunteer, or for a work experience placement, with the understanding that such work is at its sole discretion. Individuals on placements agree that the Group may at any time, for whatever reason, decide to terminate the placement.
- 2.6. If somebody on a work experience or volunteer placement wishes to end their relationship with the Group, they should inform their supervisor and the HR Department as soon as possible. SGS College learners will need to contact the Work Placement team. A meeting will be arranged with the department, learner and Work Placement team to discuss the relevant course of action.
- 2.7. The SGS Group will not make use of volunteers to fill establishment posts.

3. Learners, and relatives of learners or staff

- 3.1. Learners of SGS College may be accepted on a placement within the Group but consideration must be given to the department in which they are placed.
- 3.2. Relatives of learners and staff may also be given a placement but will not be asked to carry out any work which would have an impact on their relationship.

4. Conflicts of Interest

- 4.1. Anyone on a placement who has a conflict of interest with any activity of the SGS Group, whether personal, philosophical, or financial, must declare this to the Head of HR (who can provide further advice on conflicts of interest if required).

5. Representing the SGS Group

- 5.1. People on placements are not authorised to act as representatives of SGS Group unless this is explicitly stated.
- 5.2. Anyone on a placement should seek consultation and approval from their supervisor before taking any action, or making any statement, that might significantly affect or obligate the SGS Group in any way.
- 5.3. These actions may include, but are not limited to: lobbying efforts with other organisations, collaborations or joint initiatives, or any agreements involving contractual or other financial obligations.

6. Confidentiality

- 6.1. The SGS Group is committed to protecting the rights and privacy of individuals in accordance with the Data Protection Act 2018. People on placements are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed, whether this information involves a member of staff, volunteer, learner or other person, or involves the overall business of the SGS Group.
- 6.2. Failure to maintain confidentiality will be treated seriously and may result in the placement being brought to an immediate end.

7. Dress Code

- 7.1. Individuals on placements are responsible for presenting a good image to learners of the College, and to the community, and must dress appropriately for the conditions and performance of their duties.

8. Safeguarding: criminal record checks

- 8.1. Some placements may require the individual's criminal record to be checked with the Disclosure and Barring Service ('DBS') and for the disclosure certificate to be shown to the Group prior to the individual being allowed to commence any unsupervised activity as part of their placement. This does not apply to individuals under 16 years of age.
- 8.2. Learners who are undertaking a teaching qualification and have obtained a DBS disclosure from the institution at which they are studying, will be asked to supply a copy of their disclosure to the HR department. If the disclosure is acceptable this may mean that the individual does not need to obtain another one for their placement with the Group.

9. Starting a placement: administrative procedures

- 9.1. An individual who applies direct to HR for a volunteer or a work experience placement will be asked to specify what kind of work they hope to undertake.
- 9.2. Their request will then be passed to the most appropriate Head of Department to respond and, if approved, to assign a supervisor for the duration of the placement. It is the responsibility of this supervisor to ensure that all applicable policies and procedures are adhered to and that the individual is not put under any undue pressure or risk.
- 9.3. The supervisor must conduct a risk assessment and ask the individual to complete a 'personal details' form for HR.
- 9.4. Depending on the nature of the role, and whether or not they are supervised, the individual may be asked to provide a DBS disclosure certificate or complete a DBS application form.
- 9.5. If the individual needs access to any of the SGS Group IT systems, the HR department will, if necessary, create a record on the HR system.
- 9.6. Arrangements will be made for the individual to attend safeguarding training.

SGS College learners:

- 9.7. The Work Placement team will identify specific SGS Group departments for SGS College learners to work in.

- 9.8. SGS College learners who would like to apply for an internal work placement must write a Letter of Interest to the Work Placement team stating which department they would like to work in. The Work Placement team will make a decision based on the quality of the letter and the learner's attendance and behavioural record. Successful learners would then have to make contact with the relevant department supervisor.
- 9.9. Placement objectives should be clearly identified by the learner's tutor or Work Placement team and details will be provided to the department supervisor, and discussed with the learner.
- 9.10. SGS College learners will need to be given a departmental induction before their placements commence.
- 9.11. If SGS College learners fail to attend placement, or concerns are raised about learner performance, the relevant department supervisor would be expected to inform the Work Placement team.
- 9.12. SGS College learners will always be supervised whilst on work placement.

10. Ending the placement

- 10.1. The supervisor should notify HR within a week of the individual leaving so that their HR records can be archived and their IT access terminated.
- 10.2. Departments supporting internal SGS College learners on work placement will receive an assessment form to complete.
- 10.3. The SGS Group reserves the right to end the placement at any time.
- 10.4. The Group may decide to end the arrangement earlier than planned if the individual behaves in a way that is not compatible with the values of the Group. For example (not an exhaustive list):
 - Gross misconduct or insubordination;
 - Being under the influence of alcohol or drugs;
 - Theft of property or misuse of the Group's equipment or materials;
 - Abuse or mistreatment of learners or employees of the Group;
 - Failure to abide by Group policies and procedures;
 - Failure to perform assigned duties satisfactorily.

11. Reimbursement of Expenses

- 11.1. Individuals on placements may be eligible for reimbursement of reasonable out-of-pocket expenses incurred while undertaking their duties.

11.2. This must be with the prior approval of their supervisor and the relevant budget holder and must adhere to Group financial regulations and procedures. Receipts must be provided wherever possible.

12. Insurance

12.1. Personal liability and accident insurance is provided for all individuals undertaking placements with the SGS Group.

12.2. With regard to motor vehicle insurance cover, individuals are responsible for consulting with their own insurers to find out if their policy covers them for work placements or voluntary work. They may be required to produce evidence of this cover.