



DEPARTMENT	OPERATIONS
POLICY/PROCEDURE	WORK PLACEMENT POLICY AND PROCEDURE
DATE OF ISSUE	SEPTEMBER 2020
DATE OF REVIEW	SEPTEMBER 2021
VERSION	2

Purpose

This policy has been developed to provide a procedure to provide clear standards and guidelines on work placements:

Lincoln City may provide work placements to three target groups:

- students in secondary education aged between 14 and 16 years, who are required to complete a work experience placement as part of their education
- students in higher or further education, who are required to complete a work experience placement as part of their education
- young persons who wish to pursue a career within sport or wish to pursue work experience for other training reasons.

All young people applying for a work placement are expected to have a genuine interest in sport as a career.

This policy procedure outlines how people on work placements will be given the opportunity to gain as wide an appreciation of Lincoln City as possible, within a risk managed environment.

Work Placement Procedure

To give the placement student as much experience as possible of the process of obtaining a future post, the candidate will be required to:

- email enquiries@lincolncityfoundation.co.uk to request information to undertake a work placement at Lincoln City
- complete an application pack
- submit this at least 8 weeks before the requested placement
- attend an interview (if required).

Lincoln City will endeavour to provide a placement that will meet the needs and interests of the student/young person. However due to the high volume of requests received and dependent on the needs of the business, there is no guarantee of a placement to every individual that applies.

If an application is accepted to complete a work placement with Lincoln City, the student/young person will be required to sign the work placement agreement as part of their induction. This document outlines the responsibilities and expected behaviours of both the placement student and Lincoln City. This must be completed prior to the work placement commencing.

Operational Criteria

The criteria for work placements are:

- The length of time is subject to the requirements of the student and the needs of the business (placement and staff availability)
- The needs and ability of the individual and what reasonable adjustments can be implemented
- The minimum age for placements is 14 years of age or at least in year 10 in school years.

We appreciate that placement students may specify a department they wish to receive their placement hours, and this will be considered on application, but cannot be guaranteed.

All Work Placement Students must undertake an Induction on their first day of working to ensure that we comply with the required standards of a professional work placement experience. The induction must follow the agreed checklist and complete the required paperwork that forms as part of their induction. No work placement can begin without an induction and all the necessary details are completed.



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Lincoln City placements may be changed, postponed or cancelled at short notice. In this event, communication to the individuals and their external work experience coordinator (where relevant) will take place as soon as possible. Every effort will be made to facilitate placement's but cannot be guaranteed.

Lincoln City Staff

- **Right to Refuse** – Lincoln City staff have the right to refuse to be shadowed by a person on work placement and such a refusal will not reflect on you in anyway
- **Right to Request** – Lincoln City staff have the right to request that if a placement student is assigned to them whom are of the same sex and if Under 16 do not want to travel alone with a student.

Responsibility

Lincoln City Football Club/Foundation (as the employer) have a legal liability for the work placement. However, staff have a responsibility for the individual if assigned as part of a work placement opportunity, would be personally liable if found to:

1. Knowingly place the student/young person at risk when the circumstances dictate an alternative
2. Wilfully or negligently interfere with the provisions made for the work placement's health and safety
3. Consent or connive to allow unsafe acts to be committed with another staff member.

Where work commitments do not allow an allocated work placement person to work at an identified session, project, meeting or activity, staff will ensure that they are reassigned to another member of staff. If there is no alternative this must be communicated to the work placement coordinator and the individual immediately.

The individual on work placement has a responsibility to adhere to instruction and organisational policy, as set out and agreed in their induction.

Safeguarding

If the person on work placement gives you cause for concern, staff must inform your manager immediately. Measures will then be taken to investigate the circumstances and provide a solution. A work placement can be cancelled at any time

DBS Checks are completed for designated Lincoln City Foundation staff, of whom are expected to provide work placement support to students and young people. Lincoln City staff who do not hold a current DBS certificate will not lead on one-to-one activities with a student/young person. If occasions where this is needed, this will be risk assessed individually.