

Department	Foundation
Policy	Work Experience and Placement Policy
Date approved	November 2021
Review date	November 2022
Approval	Senior Leadership Team
Version	3

Purpose

This policy has been developed to provide a procedure that displays 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.

Lincoln City encourage and promote quality work experience placements that give applicants an insight into all aspects of a sports-based business. 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 meaningful 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. Our Meaningful work experience placement consists of:

- Purposeful, substantial and challenging tasks that relate to a career in sport
- Working with a mentor who can offer advice, insight, knowledge and experiences to students
- Mutually beneficial outcomes for both the student and Lincoln City Football Club/Foundation
- A clear induction that outlines roles, duties and expectations of the student.

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

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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.

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 strive to provide a high-quality work placement by:

- Ensuring compliance with all risk assessment and safeguarding legal duties
- Ensuring all applications are met with equal opportunities
- Ensuing all contributions are recognised without bias
- Ensuring all students are provided with a meaningful experience that reflects the day to day running of a sports based business

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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

Placement hours will vary to reflect those of a sports club, evening and weekend hours will be included but should not exceed 8 hours in any 24 hour period with students not exceeding 37 hours in any given week. There will be at least 12 hour breaks between each working day and 2 days rest in the 7 day week.

Mentors will record any accidents in line with our procedures and give special considerations to identified risks due to potential lack of awareness or experiences.

The Duty of care is the responsibility of the education provider to undertake any site visits or risk assessments before work experience takes place.

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.

We will not accept application forms from students without the endorsement of their education provider.

Governance

This policy will be reviewed every three years and amended as necessary, or earlier in accordance with any forthcoming legislation. All employees should pass suggestions or

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recommendations for the revision of any aspect of the policy through professional channels to the Director of Operations.

Approval is required from the relevant senior leadership team member at Lincoln City Foundation.