



WORK PLACEMENT POLICY

Originator:	Policy and Strategy Team
Approval date:	12 th April 2022
Review date:	April 2025

1	Introduction
1.1	PCHA recognises the role it can play in assisting young people and members of the community to access routes into paid employment. PCHA offer a variety of workplace opportunities, including working in an agile setting, out onsite or working in tenanted properties, or in one of our registered offices.
1.2	This includes provision of advice on careers choices and opportunities to gain practical experience of real working environments through work placements, which can assist in curriculum vitae building and enhances employment prospects.
1.3	In operating work placements, PCHA aims to provide safe and supportive working environments where those taking part get the most out of the experience and come away with practical and transferable skills. This Policy sets out: <ul style="list-style-type: none"> • The circumstances where work placements may take place • The health and safety and working practice arrangements which must be adhered to at all times • Information on professional boundaries and expected behaviours • Reporting requirements for any safeguarding concerns that may occur • What those taking part in work placements can expect to receive
1.4	Access and Communication
1.4.1	PCHA is committed to ensuring that the services it provides are accessible to everyone. PCHA will seek alternative methods of access and service delivery where barriers, perceived or real may exist, that may make it difficult for people to work for PCHA or use its services.
1.5	Equality, Diversity and Human Rights
1.5.1	PCHA is committed to ensuring that no person or group of persons will be treated less favourably than another person or group of persons and will carry out its duty with positive regard for the following core strands of equality; Age, Disability, Gender, Race, Gender Identity /

	<p>Expression, Sexual Orientation, Pregnancy and Maternity, Marriage and Civil Partnerships and Religion and/or Belief.</p> <p>1.5.2 PCHA also recognises that some people experience disadvantage due to their socio economic circumstances, employment status, class, appearance, responsibility for dependants, unrelated criminal activities, being HIV positive or with AIDS, or any other matter which causes a person to be treated with injustice.</p> <p>1.5.3 PCHA will also ensure that all services and actions are delivered within the context of current Human Rights legislation and will make every effort to ensure staff and others with whom PCHA works, will adhere to the central principles of the Human Rights Act (1998).</p> <p>1.5.4 This Policy should be read in conjunction with the following:</p> <ul style="list-style-type: none"> • Recruitment Policy - (relevant to the Group Partner that facilitates the placement) • Health and Safety Policy - (relevant to the Group Partner that facilitates the placement) • Safeguarding Policies (Adult and Children) - (relevant to the Group Partner that facilitates the placement)
2	Statement of intent
2.1	<p>In operating this Policy and providing work placement opportunities PCHA will:</p> <ul style="list-style-type: none"> • Do all that is possible to provide a positive and supportive experience, both for those undertaking placements and those members of staff that provide mentoring / supervisory roles (including training for mentors) • Work in close liaison with ‘placement agencies’ e.g. schools or job centres and comply with any recording or monitoring information requirements • Meet all legal requirements in regard to work place health and safety • Ensure there are appropriate arrangements in place to promote good safeguarding practices including, information on professional boundaries, expected codes of behaviour and reporting mechanisms for any concerns raised • Obtain feedback from those taking part or facilitating work placement activities using Microsoft forms as means of continually improving processes and practices • Ensure the selection procedures for determining work placements are fair and transparent
3	Policy
3.1	<p>Application Process</p> <p>3.1.1 Applications for work experience / work placements can be made to the Learning & Development Team who will attempt to source a suitable work placement for the applicant within the Group. This will be subject to available capacity for appropriate placements at any given time and the PCHA Group are under no obligation to facilitate all requests received.</p> <p>3.1.2 A register of all work placements in the Group will be held centrally by the Sovini’s People & Learning team and a maximum of two work placements per Directorate can be facilitated at any one time in order to keep the scheme manageable, unless they are referred via the ‘Handy Skills Project’. The ‘Handy Skills Project’, run in conjunction with schools within the PCHA Group’s</p>

area of operation, provides 'taster sessions' for year 11 students who are interested in a career in trades. Up to six students per term may then go on to take up work placements (subject to available capacity) in PCHA Property Services only.

3.1.3 School work placements (for year 10 & 11 and sixth form students) will last for a maximum of 2 weeks. Whilst PCHA are flexible about working patterns, all other work placements will last for a maximum of 8 weeks to ensure fairness of opportunity.

3.1.4 The Sovini's People and Learning Team will inform all applicants for work placements in writing of the outcome of their request, providing joining details where applications are approved and reasons for refusal / likely waiting times for re-application where requests cannot be facilitated.

3.1.5 Applications for work placements are available to friends and family members of current PCHA employees, however, they will be subject to the same capacity checks, will need to be referred by 'placement agencies' and are subject to no preferential treatment.

3.2 **Health and Safety Arrangements**

3.2.1 Whilst PCHA have a legal responsibility to provide work environments where risks to health and safety are properly controlled, all people undertaking work placements with PCHA also have a duty to take care of their own health and safety and that of others who may be affected their work.

3.2.2 All people undertaking work placements will receive a full health and safety induction on the first day of their placement with PCHA, this will be face to face or virtual dependant on the placement type. This will include generic health and safety information and any specific instruction / measures that are appropriate to the role / location their placement work will take place. This will include generic health and safety information and any specific instructions / measures that are appropriate to the role / location their placement work will take place. The induction process will advise those on work placements of how to report any accidents or near misses during their time with PCHA.

3.2.3 Any young person (defined as anyone yet to reach their 18th birthday or under 25 if they are identified as having additional needs) will also be subject of an additional risk assessment by the Health and Safety Team and copies of this assessment will be passed to their parents / guardians / placement organisation if required

3.2.4 If the risk assessment for young people identifies any risks that are unreasonably practical to control the placement will not be allowed to go ahead.

3.3 **Safeguarding and Professional Boundaries**

3.3.1 PCHA will ensure that all staff that provide a mentoring or supervisory role for young people on placement have the appropriate Disclosure and Barring Service Checks in place before the placement commences. This will be necessary if they are likely to be required to work alone with the young person or provide conveyancing (transport) services during the time of their placement.

3.3.2 All PCHA staff providing mentoring or supervisory roles for young persons' placements will be made aware of appropriate behaviours and professional boundaries via internal training (in

	<p>addition to generic safeguarding training which is compulsory for all front-line staff) and will be required to sign a statement of principles for working with young people.</p> <p>3.3.3 At the commencement of any placement both the staff members involved and the persons on placement (adults and children) will be made aware of the appropriate channels to report any safeguarding concerns that may arise or any other breach of professional boundaries / expected codes of behaviour.</p> <p>3.4 Confidentiality and Working Practices</p> <p>3.4.1 During the course of work placements individuals may be required to have access to information that is of a personal nature (i.e. information covered by the General Data Protection Regulations (GDPR) and Data Protection Act 2018 or is business sensitive. All those taking part in work placements will be required to sign an agreement which includes a non-disclosure clause and they will also be required to agree to the PCHA Computer User Code of Operations when using PCHA systems.</p> <p>3.4.2 Whilst on work placements individuals will be required to abide by the PCHA Policies, procedures and accepted working practices. Individuals will not be expected to have read these documents but will be made aware of any important and relevant issues via supervision. The documents are, however, available on request if any queries arise.</p> <p>3.5 Placement Promise</p> <p>3.5.1 All efforts will be made to ensure work placements are successful and provide a positive learning experience for those taking part. To ensure career prospects are enhanced PCHA will provide the individuals taking part in placements with assistance in writing CV's and provide Job Interview, Skills training as a matter of course and provide tailored assistance and advice specific to their individual needs and career aspirations. PCHA may also consider reimbursing out-of-pocket expenses for individuals taking part in work placements.</p> <p>3.6 Evaluation and Reporting</p> <p>3.6.1 At the end of each placement PCHA will fulfil any reporting requirements for any placement agencies and will ask each participant to complete an evaluation form so that any issues arising can be addressed and that the process continually improves.</p>
4	Implementation
4.1	The Learning & Development Team will have overall responsibility for the implementation of this Policy including managing the placement application process and responding to any requests received.
4.2	All staff will have a responsibility for implementing the Policy when facilitating work placements and not just those with mentoring and supervisory roles.
5	Performance
5.1	The number of work placements provided by PCHA are monitored and reported on a quarterly basis.

6	Consultation			
6.1	All PCHA employees have been consulted in the development of this Policy.			
6.2	PCHA Customer Empowerment Panel was consulted about this Policy on 29 th March 2022.			
7	Review			
7.1	The Policy will be reviewed every three years from the date of Operations Director- PCHA's approval to ensure its continuing suitability, adequacy and effectiveness or as required by the introduction of new legislation or regulation that impacts on PCHA's obligations, changes to PCHA's business practices or in light of management system audits.			
8	Equality Impact Assessment			
8.1	Was a full Equality Impact Assessment (EIA) required?	No		
8.2	When was EIA conducted and by who?	The EIA was conducted by the Policy Writer and Policy and Strategy Manager in November 2021.		
8.3	Results of EIA	There are no significant differential or adverse impacts for any group with protected characteristics as a result of the Policy.		
9	Scheme of delegation			
9.1	Responsible committee for approving and monitoring implementation of the Policy and any amendments to it	Operations Director-PCHA		
9.2	Responsible officer for formulating Policy and reporting to committee on its effective implementation	Operations Director-PCHA		
9.3	Responsible officer for formulating, reviewing and monitoring implementation of procedures	Operations Director-PCHA		
10	Amendment log			
	Date of revision:	Reason for revision:	Consultation record:	Record of amendments:
	16 July 2015 –This was the first version of the Policy	Not applicable	See Section 6	Not Applicable
	2 nd August 2018	In line with the Review Schedule	See Section 6	We have included that PCHA may also consider reimbursing out-of-pocket expenses for

			individuals taking part in work placements.
12 th April 2022	In line with the Review Schedule	See Section 6	<ul style="list-style-type: none"> • Change at 1.1- Inclusion of 'agile setting' as one of opportunities for work placement • Change at 3.1.3- inclusion of year 11 & sixth form students for work placements lasting up to 2 weeks • Change at 3.2.2- Inclusion of virtual health and safety induction for people on work placement • Change at 3.2.3- Inclusion that copies of risk assessment for people of 18 to 25 years will be passed to their guardians, parents or placement organisation if required