

Meopham Parish Council

The Windmill, Meopham Green, Meopham, Kent, DA13 0QA - **Tel:** 01474 813779

Email: enquiries@meopham-pc.gov.uk

Website: www.meopham-pc.gov.uk



WORK EXPERIENCE POLICY

INTRODUCTION:

Meopham Parish Council believes that work experience is an important way for young people to gain insight into the working world. Time spent with an employer can broaden young people's knowledge and shape their career decisions

- This policy is designed to cover the provision of work placements within Meopham Parish Council for young people between the ages of 14 and 18. Applicants aged 14 or 15 will only be considered if all the staff with whom they will be working with meet current DBS requirements
- This policy gives authority to the Clerk to make suitable arrangements for placements as and when they are received without requiring further approval from Full Council. The Clerk will consider the impacts on office workload before determining whether to allow a placement to occur
- The Clerk will be responsible for the welfare and safety of young people participating in placements at the Parish Council
- Placements will last for a maximum of two weeks. Any long-term placements will be referred to Full Council.
- Applicants will not be discriminated against on the basis of any of the protected characteristics specified in the Equality Act 2020. Appropriate adjustments will be made as far as is practicable to accommodate applicants with disabilities'

HEALTH & SAFETY:

- Work experience placements will comply with the Council's adopted Health and Safety Policy and Lone Working Policy
- Those on placement will be in the office only when both members of staff are present. If one member of staff is off, the placement will be cancelled and/or re-scheduled.
- The incumbent Clerk and Assistant Clerk both confirm they hold clean DBS Enhanced certificates. Both confirm they have also undergone safeguarding training in other roles.
- The placements will be located at the Parish Council office.
- The Clerk and Assistant Clerk will ensure any person on a placement is given sufficient time for a lunch/rest break.

GDPR & CONFIDENTIALITY:

- Those on placement, will not be able to access confidential information received by the Parish Council.

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- Any files they have access to will be selected with due care by the Clerk and handed to them instead of them directly accessing the locked office cabinets themselves.
- Those applying for work experience, will be asked to complete an application form. Forms for confirmed placements will be retained in a secure file for six months after the placement has ended and will then be securely destroyed.

PLACEMENT – DUTIES:

The Clerk and Assistant Clerk have devised a short list of duties a young person on placement could be expected to complete during the course of their placement:

- Scanning and digitising council archives such as historical council minutes
- Updating blank template forms for various tasks completed by the Council
- Assisting with the drafting of text and posting on the Council's social media (with no login details being provided to those on placement)
- Office filing of non-confidential documents
- Designing posters and/or marketing materials
- An accompanied visit around the parish to update noticeboards
- Conducting online research for a parish council agenda topic
- Answering telephone calls

REPORTING TO COUNCIL

- As and when, placements are arranged the Clerk will notify the Chairman and Vice-Chairman of the Parish Council of the dates. These can then be circulated to all councillors.
- If any issues arise during the course of a placement, the Clerk is authorised to terminate it with immediate effect. The Clerk is then asked to report the nature of the issue and steps taken to resolve it to the next Full Council meeting and report it to the school/college.