

Adult Work Experience Placements Policy

1. Introduction

- 1.1 Bolton at Home is committed to providing adult work experience placements to support people into work. This policy fits with our objectives to support our customers to be more independent and our communities to be more sustainable.

2. Purpose

- 2.1 This policy is designed to provide a standardised approach within Bolton at Home so people receive a professional, consistent experience and are treated fairly.

3. Scope

- 3.1 This policy applies to all adult work experience volunteers who are volunteering with the purpose of finding work. This may be within Bolton at Home or within our communities.
- 3.2 This policy does not say how we will deal with adult work experience opportunities on a day-to-day basis.

4. Policy

4.1 What Are Adult Work Experience Placements?

- 4.1.1 Adult work experience placements are designed to help people get into work by gaining new skills, relevant work experience, build confidence and /or get a reference for prospective employers. It is used as a way to develop someone's career or enhance their employment prospects.
- 4.1.2 Volunteers can bring a different and fresh perspective into the organisation, by reflecting the views of the local community and our customers.
- 4.1.3 Bolton at Home will not substitute paid employment with adult work experience placement opportunities.
- 4.1.4 The role and relationship between BH and the individual will be by mutual agreement. All adult work experience placements within BH are undertaken by choice, and all individuals have the right to take part, or indeed not to.

4.2 Who Can Volunteer?

4.2.1 Requests for adult work experience can be accepted from all Bolton residents and Bolton at Home customers from other locations, from the age of eighteen. We welcome volunteers from all backgrounds regardless of;

- Gender
- Religion
- Disability
- Sexual orientation
- Ethnic origin
- Employment status.

4.2.2 There is no upper age limit and any requests for work placements under the age of eighteen can be accepted, but are not covered by this policy.

4.2.3 Priority will be given to people living in our properties.

4.2.4 We will support and make reasonable adjustments for people with special requirements and if we are unable to fulfill a request we will provide the reason why, and signpost to suitable opportunities.

4.3 Selection

4.3.1 Adult work experience places will undergo a selection process. This is to give the person some experience of a recruitment process and to ensure the individual is suitable for the organisation and if the opportunity is right for the individual. This will be an informal discussion about the role, the person's employability skills, potential growth and enthusiasm. However, if there is a competitive situation with several candidates, we may also consider academic credentials, technical skill or experience relevant to the placement.

4.3.2 Prior to commencement of a placement, the volunteer may be required to undergo a Disclosure and Barring Service (DBS) check where appropriate. This will be paid for by Bolton at Home if it is a requirement of the placement.

4.3.3 Under the rehabilitation of Offenders Act (1974) Exemption Act, volunteers are required to declare all previous convictions. This information will be confidential and will not prejudice the volunteer being accepted for a placement, but may influence where the volunteer can complete the work experience placement.

4.3.4 The volunteer has a duty to inform Bolton at Home's Volunteer Coordinator of any subsequent convictions via a self-disclosure form.

4.3.5 If someone is not suitable for an adult work experience placement, we will provide a reason why, and signpost to suitable opportunities.

4.4 Induction

4.4.1 Individuals will receive a suitable and sufficient induction, including appropriate information on all Bolton at Home policies and procedures and will have a named Volunteer Manager.

4.4.2 Volunteers will be made aware of and be expected to comply with all Bolton at Home's policies and procedures relevant to their placement.

4.4.3 Volunteers have access to the staff training programme and the Skills for Life and Work Customer Training Programme. Individuals will undertake training that is specific to the role in which they are volunteering. Adult Work Experience Placements will be actively involved and included within the working environment whilst on their placement at Bolton at Home.

4.5 Information We Require

4.5.1 We will collect the persons personal information, emergency contact information, employment status and equality information to be stored and used in an emergency situation, and for analysis in line with the GDPR policy.

4.6 Expenses

4.6.1 Bolton at Home is an inclusive organisation and as such we have the right to reimburse out-of-pocket expenses in order for volunteering to be accessible to all, regardless of income. Therefore we will reimburse, but we will not offer any allowances or any kind of salary.

4.7 Insurance

4.7.1 All volunteers undertaking a work experience placement at a Bolton at Home office are covered through Bolton at Home's insurance policies. This includes Public Liability Insurance and Employer Liability Insurance.

4.7.2 Any volunteer undertaking a work experience placement with one of our partner organisations will be covered by the insurance policies of the organisation they are volunteering with. All our partners provide documentation to show they have both Public Liability and Employer Liability Insurance.

4.8 What Happens After?

4.8.1 Once a work experience placement has been completed we will provide a reference for employers and course providers as well as a next steps plan for further support.

5. Equality analysis

5.1 An EA has been completed and approved on the 8th July 2019. This EA is due to be reviewed in line with the Adult Work Experience Policy review.

6. Responsibility

6.1 The Head of Employment, Enterprise and UCAN's will ensure this policy is successful, with staff within the service having individual and collective responsibility to implement and adhere to this policy.

7. Consultation

7.1 A customer consultation has been undertaken with every individual who undertook an adult work experience placement in the last twelve months and this policy has been developed in line with the feedback. Changes to the process for adult work experience placements have also been implemented following this feedback.

8. Monitoring, Review and Evaluation

- 8.1 The effectiveness of this policy will be monitored on a quarterly basis by the Volunteer Coordinator, and over seen by the Employment and Skills Manager. A written report will be issued annually with the findings and results shared with the leadership team and available for the Operations Committee on request.
- 8.2 This policy will be reviewed every three years.

Date approved	29/08/2019
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