



# BSix Brooke House Sixth Form College Policy Document

## Policy on non-regular workers

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Person Responsible:	Vice Principal Finance & Resources
Approved by:	Board of Corporation
For Action by:	All Staff, Students and Stakeholders
For Information to:	All Staff, Students and Stakeholders

## **BSix policy on non-regular workers**

### **Introduction and scope**

This policy is intended to cover the following groups:

- Volunteers
- Paid interns
- Students undertaking paid work at the College
- Work experience

### **A Volunteers**

#### **A- 1 Introduction**

- 1.1 BSix Sixth Form College is committed to offering opportunities to local people who wish to volunteer. Volunteering adds value to and builds capacity for the services BSix Sixth Form College provides.
- 1.2 Volunteers supplement the work of paid employees; they should not be engaged as substitutes for paid employment or replace previously paid staff.
- 1.3 This document defines the terms and sets out the principles, practices and procedures which BSix Sixth Form College will follow in the appointment, management and control of volunteers.

#### **A- 2 Definition**

- 2.1 Volunteers may be described as individuals who put their experience, knowledge and skills at the disposal of an organisation, free of charge, with the primary aim of helping the organisation to achieve its service objectives and/ or with the primary aim of bringing some benefit to the local community. In this sense, volunteers are to be distinguished from students, other work placements, and secondees, where the primary aim is usually for the student or secondee to obtain certain work experience or to carry out work or research in certain areas.

#### **A- 3 Recruitment**

- 3.1 BSix Sixth Form College is committed to equal opportunities and believes that volunteering should be open to all regardless of age, gender, ethnicity, ability, religion and political beliefs. The acceptance of volunteer assistance for a particular role is made on merit, the sole selection criterion being the individual's suitability to carry out agreed tasks.
- 3.2 All volunteers will be asked to produce details of two referees to be checked and will be invited to attend an informal interview. If the volunteer will be working with children and/or vulnerable adults they will be required to undertake a Disclosure and Barring Service check.
- 3.3 Volunteers will have a role description which will be prepared in conjunction with the volunteer and their supervisor, will be properly inducted into the College and will be properly briefed about the activities to be undertaken and given all the necessary information to enable them to perform with confidence.

#### **A- 4 Training & Development**

- 4.1 All volunteers will be made aware of and have access to all the College's relevant policies, including those relating to health & safety and equality & diversity.
- 4.2 The development of training and support for volunteers is a high priority for the College in order to equip them with the necessary information and skills to carry out their tasks. It will be the responsibility of the supervisor to see that this training is provided and it is the responsibility of the volunteer to attend relevant training.

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### **A- 5 Support & Supervision**

- 5.1 Volunteers will have a named person to whom they can take their volunteering concerns and seek guidance and support. This will enable both the volunteer and a member of the College staff to identify, monitor and evaluate the volunteer's involvement, recognise achievements and identify individual training needs, including that relevant to their particular volunteering role and to their wider personal development.

### **A- 6 Expenses**

- 6.1 The College's volunteers are able to claim reasonable out of pocket expenses, subject to the production of receipts as evidence of the expenditure. What can be reclaimed from the organisation and the calculation of expenses will be explained to the volunteer before they start any activity likely to give rise to expenses.
- 6.2 It is the responsibility of the supervisor to make volunteers aware of the procedure for the reimbursement of expenses.

### **A- 7 Insurance**

- 7.1 The College's liability insurance includes the activities of volunteers and volunteers are also covered by accident insurance. However, the College does not insure the volunteer's personal possessions against loss or damage.

### **A- 8 Confidentiality & Safeguarding Children and Vulnerable Adults**

- 8.1 The volunteer's supervisor will advise the volunteer on its confidentiality and safeguarding children and vulnerable adults policies and procedures, where relevant.

### **A- 9 Resolving Problems**

- 9.1 The relationship between BSix Sixth Form College and its volunteers is entirely voluntary and does not imply any contract. However, if volunteers experience difficulties, the College has the following complaints procedure for volunteers. This is designed to resolve difficulties and will be completed within 30 working days of the volunteer raising a problem.
- 9.2 Initially, the volunteer should request a meeting with their supervisor.
- 9.3 If this does not resolve the difficulty, then the volunteer may raise the matter in writing with the HR Manager or another Senior College Officer.
- 9.4 If the HR Manager considers it necessary, s/he may investigate the issue/s and provide a written response to the volunteer within 15 days.
- 9.5 If after this, the matter is still not resolved to the volunteer's satisfaction, the volunteer may raise the matter in writing to the Bursar of the College.

### **A- 10 Rights & Responsibilities**

- 10.1 The College recognises the rights of volunteers to:
- Know what is, and what is not, expected of them;
  - Have adequate support in their volunteering;
  - Receive appreciation;
  - Have safe working conditions;
  - Be insured;
  - Know their rights and responsibilities if something goes wrong;

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- Receive relevant out-of-pocket expenses;
- Receive appropriate training;
- Be free from discrimination;
- Be offered the opportunity for personal development

10.2 The College expects volunteers to:

- Be reliable;
- Be honest;
- Respect confidentiality;
- Make the most of training and support opportunities;
- Carry out tasks in a way that reflects the aims and values of BSix Sixth Form College;
- Work within agreed guidelines;
- Respect the work of the College and not bring it into disrepute;
- Comply with the College's policies

### **B Paid interns**

#### **B- 1 Introduction**

- 1.1 BSix Sixth Form College is committed to offering opportunities to local people who wish to volunteer. Internships add value to and builds capacity for the services BSix Sixth Form College provides.
- 1.2 Interns supplement the work of paid employees; they will undertake work that is valuable to the College and of a more recurring nature than would be entrusted to volunteers.
- 1.3 This document defines the terms and sets out the principles, practices and procedures which BSix Sixth Form College will follow in the appointment, management and control of interns.

#### **B- 2 Definition**

- 2.1 The College will from time to time have clusters of tasks of a semi-regular nature that will enhance the support that the College can provide to its learners.
- 2.2 Work undertaken by interns differs from that undertaken by regular employees in the following ways:
  - The tasks undertaken by any one intern would not justify the appointment of a regular employee;
  - The work, whilst valuable to the College, will be a valuable form of training and development for the intern;
  - The work will need to be closely supervised and reviewed by a regular employee;
  - the work should not be critical to the support of learners
  - any initial errors in the work would not be detrimental to learners nor to the reputation of the College (such errors would be expected to be identified and corrected by regular employees)
- 2.3 Interns should receive some form of remuneration for the work that they undertake on behalf of the College.

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2.4 Interns must receive 'on-the-job' training and development as part of their internship.

### **B- 3 Recruitment**

3.1 The recruiting manager should identify tasks that could be undertaken by an intern. A request should be made to the SMT supported by their respective Vice Principal. The manager will draw up a job description and person specification.

3.2 Once approved, the intern post should be advertised. Initially the post may be advertised to ex or current students on the basis that they will not be current students at the time they undertake an intern post.

### **B- 4 Training and development**

4.1 All interns will be made aware of and have access to all the College's relevant policies, including those relating to health & safety and equality & diversity.

4.2 The development of training and support for interns is a high priority for the College in order to equip them with the necessary information and skills to carry out their tasks. It will be the responsibility of the supervisor to see that this training is provided and it is the responsibility of the interns to attend relevant training.

### **B- 5 Support and supervision**

5.1 Interns will have a named person to whom they can take their concerns and seek guidance and support. This will enable both the intern and a member of the College staff to identify, monitor and evaluate the intern's involvement, recognise achievements and identify individual training needs, including that relevant to their particular volunteering role and to their wider personal development.

### **B- 6 Expenses**

6.1 The College's interns are able to claim reasonable out of pocket expenses, subject to the production of receipts as evidence of the expenditure. What can be reclaimed from the organisation and the calculation of expenses will be explained to the intern before they start any activity likely to give rise to expenses.

6.2 Where the intern is working for less than 15 hours in any week, they shall be reimbursed for travel to and from their home address to BSix.

6.3 It is the responsibility of the supervisor to make interns aware of the procedure for the reimbursement of expenses.

### **B- 7 Insurance**

7.1 The College's liability insurance includes the activities of interns and interns are also covered by accident insurance. However, the College does not insure the intern's personal possessions against loss or damage.

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### **C Students undertaking paid work at the College**

#### **C- 1 Introduction**

- 1.1 BSix Sixth Form College will on occasion have tasks that cannot be undertaken by existing members of staff, but where the use of agency staff might be regarded as excessive and expensive. The manager responsible for those tasks should consider whether it might be appropriate for certain of those tasks to be undertaken by students.
- 1.2 Students undertaking the selected tasks would supplement the work of paid employees; they will undertake work that is valuable to the College and of a more recurring nature than would be entrusted to volunteers.
- 1.3 This document defines the terms and sets out the principles, practices and procedures which BSix Sixth Form College will follow in the appointment, management and control of students undertaking paid work at the College.

#### **C- 2 Definition**

- 2.1 The College will from time to time have clusters of tasks of a semi-regular nature that will enhance the support that the College can provide to its learners.
- 2.2 Work undertaken by students differs from that undertaken by regular employees in the following ways:
  - The tasks undertaken by any one intern would not justify the appointment of a regular employee;
  - The work would not form part of a student's study programme and would not be regarded as a work placement;
  - The work will need to be closely supervised and reviewed by a regular employee;
  - the work should not be critical to the support of learners
  - any initial errors in the work would not be detrimental to learners nor to the reputation of the College (such errors would be expected to be identified and corrected by regular employees)
- 2.3 Students undertaking tasks meeting the above definitions should receive some form of remuneration for the work that they undertake on behalf of the College.

#### **C- 3 Recruitment**

- 3.1 The recruiting manager should identify tasks that could be undertaken by student. A request should be made to the SMT supported by their respective Vice Principal. The manager will draw up a task list or brief job description and person specification.
- 3.2 Once approved, the post should be advertised to all students.
- 3.3 Selected students would be expected:
  - To be up-to-date with their studies;
  - Have a good attendance record (though consideration can be given as to whether such work might improve their attendance);
  - To be capable of good conduct and behaviour.

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### **C- 4 Training and development**

- 4.1 All students undertaking paid work at the College will be made aware of and have access to all the College's relevant policies, including those relating to health & safety and equality & diversity.

### **C- 5 Support and supervision**

- 5.1 The students will have a named person to whom they can take their concerns and seek guidance and support.

### **C- 6 Expenses**

- 6.1 A student undertaking paid work at the College may claim travel expenses in respect of any days on which they would otherwise not be timetabled to come into College.
- 6.2 These students are able to claim reasonable out of pocket expenses (not covered above), subject to the production of receipts as evidence of the expenditure. What can be reclaimed from the organisation and the calculation of expenses will be explained to the student before they start any activity likely to give rise to expenses.
- 6.3 It is the responsibility of the supervisor to make the students aware of the procedure for the reimbursement of expenses.

### **C- 7 Insurance**

- 7.1 The College's liability insurance includes the activities of students and they are also covered by accident insurance. However, the College does not insure the intern's personal possessions against loss or damage.

## **D Work experience**

### **D- 1 Introduction**

- 1.1 BSix Sixth Form College is committed to developing the employment skills of its own students and also, where appropriate, of students not studying at the College.
- 1.2 This document defines the terms and sets out the principles, practices and procedures which BSix Sixth Form College will follow in the selection, management and control of students engaged in work experience.
- 1.3 Where possible, the College should seek work experience for its own students with external employers as this offers a potentially more 'realistic' employment experience away from the more 'comfortable' and familiar setting of their own College.

### **D- 2 Definition**

- 2.1 Work experience occurs when a student is invited or placed in a department of the College in order to develop their own employment skills and to provide experience of work roles with an employer.
- 2.2 The student on work experience should not undertake tasks or a role that will be relied upon as being necessary by the College in order to provide a service to its learners.
- 2.3 Work experience will normally be provided in relatively short-term periods arranged around a student's class and studies timetable.

### **D- 3 Selection**

- 3.1 BSix Sixth Form College is committed to equal opportunities and believes that work experience should be open to all regardless of age, gender, ethnicity, ability, religion and political beliefs.

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As the work experience is for the primary benefit of the student, selection will not be based upon which student might have the requisite skills for work experience tasks or whether the student is the 'best fit' for the department.

- 3.2 The Head of Department will take the decision on whether work experience should be offered and on which student should be selected for that experience.
- 3.3 The work experience student will be inducted into the College and will be properly briefed about the activities to be undertaken and given all the necessary information to enable them to undertake their work experience with confidence.

### **D- 4 Training & Development**

- 4.1 All students engaged on work experience in the College will be made aware of and have access to all the College's relevant policies, including those relating to health & safety and equality & diversity.
- 4.2 Providing work experience opportunities is a high priority for the College in order to equip its students with employment skills. It will be the responsibility of the supervisor to see that the work experience develops employment skills and it is the responsibility of the student to engage positively.

### **D- 5 Support & Supervision**

- 5.1 The Head of Department will have responsibility for any students engaged in work experience in his or her department. He or she will need to designate a member of staff assign a member of staff as supervisor for any such student.
- 5.2 The supervisor is the person to whom the student on work experience can take any concerns and seek guidance and support.
- 5.3 The supervisor should provide on-the-job feedback to the student and should, together with the student, evaluate the work experience. It may be appropriate for the supervisor or Head of Department to complete a mini 'reference' that the student can use as part of their study programme evidence and/or to show to prospective employers in the future.

### **D- 6 Expenses**

- 6.1 A student on work experience at the College may claim travel expenses in respect of any days on which they would otherwise not be timetabled to come into College.
- 6.2 Students on work experience are able to claim reasonable out of pocket expenses (not covered above), subject to the production of receipts as evidence of the expenditure. What can be reclaimed from the organisation and the calculation of expenses will be explained to the volunteer before they start any activity likely to give rise to expenses.
- 6.3 It is the responsibility of the supervisor to make work experience students aware of the procedure for the reimbursement of expenses.

### **D- 7 Insurance**

- 7.1 The College's liability insurance includes the activities of students and students are also covered by accident insurance. However, the College does not insure the students' personal possessions against loss or damage.

### **D- 8 Confidentiality & Safeguarding Children and Vulnerable Adults**

- 8.1 The supervisor will advise the student on its confidentiality and safeguarding children and vulnerable adults' policies and procedures, where relevant.