

SI

ACTIVITY  
CAMPS

# WORK EXPERIENCE POLICY



**ASHVILLE**  
HARROGATE

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FOUNDATION

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## **Initial Contact**

All initial contact for work experience placements should be directed to Andrew Banks via email at [andrewbanks.sportinginfluence@gmail.com](mailto:andrewbanks.sportinginfluence@gmail.com). Prospective candidates are required to include a brief cover letter detailing their interest in the placement, relevant experience, and the skills they wish to develop during their time with Sporting Influence.

## **Obtaining Character References**

To ensure the safety and integrity of our programmes, all prospective work experience candidates must provide at least one character reference. This reference should ideally come from a current or previous teacher or an employer who can attest to the candidate's character, reliability, and suitability for working with children in a sporting environment. Reference letters should be emailed directly to [andrewbanks.sportinginfluence@gmail.com](mailto:andrewbanks.sportinginfluence@gmail.com) from the referees, with the candidate's name clearly indicated in the subject line.

## **Bringing a DBS if Possible**

Candidates are encouraged to bring a valid Disclosure and Barring Service (DBS) certificate if they have one. This document helps to verify that the candidate does not have a criminal record that would preclude them from working with children. If a candidate does not have a DBS certificate, Sporting Influence will assist in obtaining one if the placement duration and nature warrant it, i.e. if the candidate is requesting a placement longer than one week.

For work experience of any kind students will always be with a member of staff and not be left alone with children - even if they do have a current DBS. They should be both in view and within hearing distance and should not be used to take children to or from areas of camp or school.

## **Bringing Photo ID to Initial Meetings**

All candidates must bring a valid form of photo identification to their initial meeting with Sporting Influence. Acceptable forms of ID include a passport, driving licence, or a school-issued ID card. This identification will be used to verify the candidate's identity and ensure the safety of all participants in our programmes.

## **Collecting Basic Information**

During the initial meeting, Sporting Influence will collect basic information from the candidate. This includes full name, contact details, emergency contact information, medical conditions or allergies, amongst other information. This information is



essential for ensuring the candidate's safety and well-being during their placement and is destroyed once the placement comes to an end.

## **Reading and Signing the Safeguarding Policy**

Candidates will be required to read, date, and sign the Sporting Influence Safeguarding Policy. This policy outlines the procedures and responsibilities for protecting children from harm and ensures that all staff and volunteers are aware of the standards of conduct expected when working with young people.

## **Reading and Signing the Camp or Staff Handbook**

Candidates will also read, date, and sign the Camp or Staff Handbook. This handbook contains important information about the daily operations, rules, and expectations for staff and volunteers at Sporting Influence camps and schools. Signing this document signifies the candidate's commitment to adhere to these guidelines.

## **Parent Consent for Transport**

For any work experience candidates who may need to be transported between schools as part of their placement, parent or guardian consent is required. A consent form must be signed by the parent or guardian, authorising Sporting Influence to transport the candidate. This measure ensures the safety and well-being of the candidate during transit.

## **Providing a Timetable**

Candidates will receive a detailed timetable outlining their schedule for the duration of their placement. This timetable will include information on daily activities, assigned tasks, and any specific events or sessions they are expected to attend. Providing a clear timetable helps candidates prepare and manage their time effectively, and allows the candidate to plan for their start and end time.

## **Informing School Headteachers and Risk Assessment**

Sporting Influence will inform the Headteachers of the schools where the candidate will be placed. Additionally, a Young Person's Risk Assessment will be conducted and sent to the respective school. This assessment identifies potential risks and outlines measures to mitigate them, ensuring a safe environment for the candidate and the students they will be working with.



## **Feedback and Evaluation**

At the end of the placement, candidates will receive feedback through the appropriate platform, such as a formal evaluation meeting or a written report via a school-issued programme. This feedback will cover various aspects of their performance, including engagement with children, adherence to safety protocols, and overall contribution to the sporting activities. Candidates will also have the opportunity to provide feedback on their experience, helping Sporting Influence to continually improve its work experience programme.

By adhering to this policy, Sporting Influence ensures a structured, safe, and enriching work experience for candidates, while maintaining the highest standards of quality and safety in our sports programmes.

