

UNPAID WORK EXPERIENCE AND VOLUNTEERING POLICY

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EIA Required?	<input type="checkbox"/>
EIA Completed?	<input type="checkbox"/>
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1 INTRODUCTION

1.1 The purpose of the Unpaid Work Experience and Volunteering Policy is to tackle wider social, economic and environmental challenges; enhancing the sustainability of the communities Stockport Homes Group (SHG) work within.

1.2 The Policy aims to provide opportunities for residents to fulfil their potential. SHG recognises the significant and valuable contribution that work experience placements and volunteers provide whilst also recognising they do not replace paid staff.

2 STRATEGIC LINKS

2.1 Unpaid work experience placements and volunteering opportunities links to SHG mission and aims of transforming lives. The policy is closely aligned to:

- Stockport Homes' Inclusive Growth strategy
- Stockport Homes' Equality and Diversity policy
- Stockport Homes' Corporate Responsibility policy
- Stockport Councils' Inclusive Growth Agenda
- Greater Manchester Housing Providers – Employment Offer
- Greater Manchester Strategy: Our People, Our Place

3 KEY FEATURES OF THE POLICY

3.1 The purpose of the Policy is to:

- Offer clearly structured, high quality placements that support residents with their journey into employment
- Assist organisational development and support SHG Corporate Social Responsibility Policy
- Establish closer links with local communities, the majority of whom are SHG customers
- Embrace and build on the variety of skills that volunteers have to offer

3.2 Work experience is a learning experience, work shadowing or work taster that tends to be structured. It can be seen as gaining experience from employed staff, in a specified workplace environment, for a short period of time. Currently work experience placements are managed through four routes and arranged both internally and also direct with subcontractors.

- Work experience placements are offered to individuals who have been out of the workplace for some time and who are working directly with the SHG Employment Team either as part of a contract e.g. Skills for Employment or otherwise
- In some instances work experience placements are offered as part of SHG's pre-employment programmes

- Work experience placements are offered to school aged, NEET young people and care leavers 19 years or below (or 25 years and below with an Education Health Care Plan [ECHP]). The Employment Support Team co-ordinate these placements
- Work experience placements are offered to Undergraduate and Graduate students to help complete a set number of practical hours. These placements are co-ordinated directly with the manager

3.3 Volunteering England defines volunteering as any activity that involved spending time, unpaid, doing something that aims to benefit the environment or someone (individuals or groups) other than, or in addition to close relatives. Volunteers are unpaid individuals who put their time, experience, knowledge and skills at the disposal of SHG and key partners, with the primary aim of supporting customers to develop, support their health and well-being and build confidence ready for employment. Volunteer placements are co-ordinated initially by the Employment Support Team.

4.4 This Policy is separate to SHG's Employee Volunteering Policy.

4 ROLES AND RESPONSIBILITIES

4.1 Those who participate in work experience or who are volunteering will undertake specific tasks or projects at the discretion of SHG or its subcontractors. Although such a person is not an employee of SHG and does not work under a contract for services, they are obliged to carry out their duties on behalf of the organisation and represent it appropriately under the supervision of their respective manager or supervisor. All placements and volunteers are expected to sign a Code of Conduct.

5 ROLES AND RESPONSIBILITIES

5.1 Placements and volunteers are eligible for reimbursement of reasonable out-of-pocket expenses incurred while undertaking work for the organisation. The service manager will be responsible for ensuring that out-of-pocket expenses are reimbursed from local budget provision for example bus fare or parking tickets. As long as this is a reimbursement amount for money they have spent then this does not need to be reported to HMRC.

6 HEALTH AND SAFETY

6.1 SHG aims to promote the highest practical standards of safety, health and welfare throughout the Group in the performance of its activities.

6.2 SHG recognise its moral and legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of volunteers, visitors, and work experience placements who may be affected by its work activities or attend SHG premises. For anyone managing volunteers or people undertaking

work experience, paid or not, all group health and safety policies and procedures will apply.

7 INSURANCE

7.1 Placements and volunteers are covered under SHG's Employers Liability and Public Liability insurance schemes. Anyone placed with an organisation outside SHG, such as a sub-contractor, would need to check with the relevant organisation re insurance cover, although those volunteering for Stockport Council would be covered by their schemes. Volunteers are responsible for ensuring their motor vehicle is insured for business use should they be required to use it for work purposes during their placement. Volunteers will be required to produce evidence of this cover. Volunteers who drive fleet vehicles e.g. H3 / Furniture van would be insured on Stockport Homes' motor insurance policy subject to a DVLA points and licence check as long as it was being used for its intended purpose. It is expected that the recruiting manager will check that any person undertaking a placement or volunteering has the relevant documents.

8 EQUALITY IMPACT ASSESSMENT (EIA)

8.1 An EIA has been undertaken. This highlighted the additional barriers faced by disabled people or individuals with multiple barriers to access employment and/or undertake volunteering and unpaid work placements.

8.2 The assessment highlighted the requirement to consider reasonable adjustments with potential placements. Individuals that self-declare any issues will have the opportunity to complete a Health questionnaire to further identify how they can be supported in their placement.

9 OWNERSHIP, MONITORING & REVIEW

9.1 The Policy will be owned by Stockport Homes' Employment and Support Services Manager.

9.2 The Policy will be monitored and reviewed by the Policy Review Group every three years.