



JSENSE

Work Experience Policy

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JSENSE helpline is an independent and totally impartial and unbiased service.

I. Purpose

JSENSE is committed to providing meaningful work experience opportunities that enable individuals to develop skills, gain insight into the charity sector, and learn about supporting children and young people with Special Educational Needs and Disabilities (SEND) and their families.

This policy sets out the arrangements for work experience placements within JSENSE and aims to ensure that all placements are safe, supportive, beneficial, and compliant with relevant legal and safeguarding requirements.

2. Scope

This policy applies to:

- School pupils undertaking work experience placements.
- College and university students.
- Individuals participating in employability programmes.
- Unpaid interns and short-term placement students.
- Any individual undertaking an agreed work experience placement with JSENSE.

This policy should be read alongside JSENSE's:

- Safeguarding Policy
- Data Protection Policy
- Confidentiality Policy
- Volunteer Policy
- Health and Safety Policy
- Equality, Diversity and Inclusion Policy

3. Principles

JSENSE is committed to ensuring that all work experience placements:

- Provide a positive learning experience.
- Take place in a safe and supportive environment.
- Respect the dignity and rights of children, young people, families, staff and volunteers.
- Maintain confidentiality and data protection requirements.
- Promote equality, diversity and inclusion.
- Do not replace paid employment.

4. Placement Arrangements

All work experience placements must be approved by the Chief Executive, Director, Line Manager, or a delegated member of staff.

Before commencing a placement, the following must be completed where appropriate:

- Application or expression of interest.
- Placement agreement.
- Confidentiality agreement.
- Parent or carer consent (for individuals under 18 years of age).
- Risk assessment.
- Induction arrangements.

Placements will normally have a named supervisor responsible for overseeing the individual's experience and wellbeing.

5. Safeguarding

JSENSE has a duty to safeguard and promote the welfare of children, young people and vulnerable adults.

Work experience participants must:

- Comply with all safeguarding procedures.
- Report any safeguarding concerns immediately to their supervisor or Designated Safeguarding Lead.
- Maintain professional boundaries at all times.
- Follow instructions regarding contact with children, young people and families.

Work experience participants will not undertake unsupervised work with children, young people or vulnerable adults unless appropriate checks, training and risk assessments have been completed.

6. Confidentiality and Data Protection

During the course of a placement, participants may become aware of confidential or sensitive information relating to children, young people, families, staff, volunteers or partner organisations.

All work experience participants must:

- Sign a Confidentiality Agreement before commencing their placement.
- Comply with JSENSE's Data Protection Policy and Confidentiality Policy.
- Keep all information obtained through the placement confidential.
- Not discuss, disclose, copy, photograph, download, record or share information obtained through their placement.
- Use information only for the purpose of carrying out authorised activities.

Confidentiality obligations continue after the placement has ended.

Any breach of confidentiality may result in the immediate termination of the placement.

7. Attendance at Meetings

Work experience participants may occasionally be invited to observe meetings for learning and development purposes.

No participant may attend meetings involving confidential information unless:

- The supervising member of staff has approved their attendance.
- Appropriate confidentiality arrangements are in place.
- The informed consent of all relevant parties has been obtained where required.

Participants attending meetings must respect the privacy and confidentiality of all individuals involved.

8. Health and Safety

JSENSE is committed to providing a safe working environment.

Work experience participants must:

- Take reasonable care of their own health and safety and that of others.
- Follow all health and safety instructions.
- Report accidents, incidents, hazards or concerns immediately.
- Use equipment only when authorised and appropriately instructed.

Any accidents or incidents will be recorded and managed in accordance with JSENSE's Health and Safety procedures.

9. Equality, Diversity and Inclusion

JSENSE is committed to providing equal opportunities and promoting an inclusive environment.

No participant will be treated less favourably on the grounds of age, disability, race, religion or belief, sex, sexual orientation, gender reassignment, pregnancy or maternity, marriage or civil partnership, or any other protected characteristic.

All participants are expected to treat others with dignity, courtesy and respect.

10. Conduct and Behaviour

Work experience participants are expected to:

- Behave professionally at all times.

- Treat staff, volunteers, families and partner organisations with respect.
- Follow reasonable instructions given by supervisors.
- Maintain appropriate standards of dress and conduct.
- Use social media responsibly and not post information relating to JSENSE, its service users, staff or activities without permission.

JSENSE reserves the right to terminate a placement where behaviour falls below expected standards.

I 1. Supervision and Support

Each participant will be allocated a named supervisor who will:

- Provide induction and guidance.
- Explain relevant policies and procedures.
- Monitor progress and wellbeing.
- Provide opportunities for learning and feedback.

Participants are encouraged to raise any concerns with their supervisor at the earliest opportunity.

I 2. Expenses

JSENSE may reimburse reasonable agreed expenses incurred during a placement in accordance with the organisation's expenses procedures.

Any expenses must be agreed in advance and supported by appropriate receipts.

I 3. Insurance

JSENSE will ensure that appropriate insurance arrangements are in place for authorised work experience participants whilst undertaking approved activities on behalf of the organisation.

I 4. Review

This policy will be reviewed every three years or sooner if required due to changes in legislation, guidance or organisational practice.