



WORK EXPERIENCE AND EDUCATION PLACEMENTS POLICY

Executive Summary

Work Experience and Educational Placements offer valuable opportunities for personal and professional development. They provide a practical understanding of different industries, allow individuals to refine their skills, and enhance their career prospects. These experiences contribute to increased confidence, a clearer understanding of career paths, and a stronger foundation for future educational and professional endeavours.

It is really important to ensure you are clear about your responsibility to follow the correct procedures laid out to protect participants from harm and to create a safe space, be challenged and develop skills for life.

All staff and officers at West Midlands Police (WMP) have a duty, under the relevant guidance and legislation to identify participants, staff, volunteers and partners who may be at risk of experiencing harm or abuse at work, home, through online networks or in relationships and take appropriate action to ensure their safety.

Authorised Professional Practice (APP)

This policy has been checked against APP and there is none in relation to the subject matter of this policy.

Scope

The Chief Constable has overall direction and control of West Midlands Police (WMP) and is ultimately accountable for all policies and supporting documents of the organisation and its actions. Adherence to this force policy will be expected from all departments and employees involved in the supervision and management of the students. The policy applies to those who hold both an employed, volunteer role or who host Work Experience and Education Placements on behalf of WMP.

Objectives

The purpose of this policy is to:

- Outline the procedure for arranging and providing Work Experience, Education Placement such as these required as part of T-level or some University studies.
- Ensure that WMP and everyone connected with the Force, including subcontracts or partners, are knowledgeable of our agreed policy with regarding the safeguarding of these individuals involved in Work Experience and Education Placements.

Definitions/Acronyms

Work Experience - A structured, short-term opportunity for individuals (often students or early-career professionals) to gain insight into a specific job or industry. It typically involves shadowing, observing, and performing limited, supervised tasks.

Education Placement - A structured placement that individuals are required to complete as part of their studies. For the purpose of this policy, Education Placements include internships and any work placements



where students are required to complete a period of time within a work place to pass their course, degree or qualification.

Participants – this is the person undertaking the Work Experience and Educational Placements within WMP.

Supervisor – this is the nominated person who will supervise the participant.

Young Person - The term Young Person means anyone who has not yet attained the age of 18.

Vulnerable Person - The term 'vulnerable adult' means a person, aged 18 or over, who is or may need community care services by reason of disability, age or illness; and is or may be unable to take care or unable to protect him or herself against significant harm or exploitation.

Acronyms:

APP	Authorised Professional Personnel
HR	Human Resources
GDPR	General Data Protection Regulation
IT	Information Technology
LPA	Local Policing Area
PPU	Public Protection Unit
SLT	Senior Leadership Team
WMP	West Midlands Police

Policy Statements

1. OVERVIEW

- 1.1 It's the responsibility of everyone to ensure that everyone working, volunteering, or participating in Work Experience and Educational Placements are kept safe whilst undertaking any activities within West Midlands Police. All individuals have the right to learn in a safe, open, and caring environment, and their welfare is paramount.
- 1.2 All staff, officers, and participants are expected to abide by the Standards of Professional Behaviour and Code of Ethics. Any individuals not demonstrating these standards will be immediately asked to leave and will be unable to return. All participants will be provided a copy of the Standards of Professional Behaviour and Code of Ethics prior to start and will be included in their induction.
- 1.3 People Services will maintain an internal intranet site that provides access to the latest materials and information related to Work Experience ([Work Experience](#) [REDACTED]).
- 1.4 Any participant intentionally failing to comply with West Midlands Police policies will be asked to leave and will be unable to continue their Work Experience and Educational Placements. Feedback on participants will be shared with their education establishment.
- 1.5 All departments and Local Policing Areas (LPAs) seeking to host a Work Experience and Educational Placements will first require approval from Senior Leadership Team (SLT).



- 1.6 All Work Experience and Educational Placements must be registered in advance with the Human Resources (HR) Outreach team. The HR Outreach team will reject any Work Experience and Educational Placements that do not comply with this policy or are considered unsafe.
- 1.7 As a minimum, departments must provide the following information:
 - The name, address, and contact details of the participant and their parent or carer if a Young Person or Vulnerable Person. Participants on education placement will be required to complete vetting as per the Vetting Authorised Professional Practice and therefore will be required to provide the necessary information as part of this process.
 - Young people must provide written permission off their parents or carers to take part in Work Experience and Educational Placements within West Midlands Police. This is done by parents completing the online Work Experience form which is sent by HR Outreach.
 - A timetable of activities that the participants will be undertaking.
 - A risk assessment that identifies risks and reduces or eliminates these; all activities should be properly risk assessed. These risk assessments will be submitted to Force Health & Safety and HR Outreach as part of the approval process. A copy of this risk assessment must be shared with the parent or legal guardian of any participant under the age of 16.
- 1.8 Participants will be selected for work experience and educational placements based on the selection process outlined in the procedural guidance, and agreed upon by the hosting department and, where necessary, the educational establishment.
- 1.9 All information regarding participants must be managed in line with our data protection and GDPR.
- 1.10 Participants cannot take part in the following activities during their Work Experience and Educational Placements:
 - Respond to emergencies or priority calls for service.
 - Have contact with prisoners or people in custody.
 - Attend scenes of crime unless cleared by the Officer in Charge
 - Have access to any information that is operationally sensitive.
- 1.11 West Midlands Police will provide three Work Experience offers:
 - Group Work Experience – a group of individuals will attend West Midlands Police for a pre-planned programme of events, often receiving input from different departments. This will be arranged and managed by HR Outreach.



- Bespoke Work Experience – this is bespoke Work Experience that is arranged by departments and/or LPAs for individuals. This will be arranged and managed by a nominated individual within the department and approved by HR Outreach
- Virtual Work Experience – this will be a digital Work Experience offer that is available for everyone. This will be offered and maintained by HR Outreach.

1.12 The scope of participants on Work Experience is:

- Individuals on Work Experience will not be vetted; therefore, participants cannot be left unsupervised or given tasks to deliver independently.
- Participants will need to provide basic details about their medical health to ensure we can provide care during any medical emergencies. This information will be shared with the supervisor.
- Participants will need to provide details of any neurodivergence and any reasonable adjustments they require in their daily life. WMP will consider all reasonable adjustments before confirming a Work Experience or Education Placement.
- Where WMP is unable to accommodate a reasonable adjustment, alternative Work Experience or Education Placement will be explored.
- Participants are limited to a maximum of ten days of Work Experience.

1.13 The scope of participants on Educational Placement:

- Participants on Educational Placement will be vetted at the required level needed as per the Vetting Authorised Professional Practice.
- Participants will not be able to commence their educational placement until their full onboarding checks have been completed by HR Recruitment. This will include vetting, medical checks and confirmation from their school, college, or university. All onboarding will be managed via the forces recruitment system - [REDACTED]
- Participants must be working towards a recognised educational qualification or future employment.
- There is no time limit that a participant can be on an Educational Placement; however, it is expected that most educational placements will last for an academic year.
- Participants on Educational Placement can be assigned work to perform independently; however, this should be within the scope of their role.
- All participants must abide by the Information Technology (IT) acceptable use procedures. The Force retains the right to access any Force system and all corporate media accounts to ensure they comply with Force policies.
- Participants undertaking an educational placement will have an [REDACTED] profile to ensure building and system access. Participants will be issued a WMP ID card to enable



system and building access. Participants will be required to return this ID card on completion of their placement.

- 1.14 Participant on Educational Placement will be required to complete any mandatory learning that is required to able them to have and continue to have building and system access. Any participant that failed to complete mandatory learning within the set timeframe will be restricted from continuing their placement.
- 1.15 All participants seeking full time employment will be required to complete the same selection and onboarding as all non-WMP candidates applying for a full-time role in line with the Selection and Onboarding policy.
- 1.16 WMP will not be responsible for reimbursing any out-of-pocket expenses that participants incur.
- 1.17 WMP have several safeguarding measures to ensure all Staff, Officers and participants involved in Work Experience and Educational Placements are kept safe. WMP will ensure:
- All participants have the right to expect Police Staff and Officers to listen to them.
 - All participants, regardless of any protected characteristic(s), have the right to equal protection from all types of harm or abuse and must be valued and respected as individuals.
 - Bullying, harassment, and/or victimisation in any form is strictly unacceptable and will not be tolerated.
 - There will be a robust reporting and process for managing all safeguarding concerns as detailed within the procedural guidance.
 - All participants have a personal and professional responsibility to ensure they understand safeguarding training and are familiar with the procedural guidance for managing safeguarding issues.
 - Where it is known or suspected that a young person or vulnerable person is experiencing safeguarding issues, this must immediately be reported to the designated safeguarding lead/officer, who will take the necessary and appropriate action as per the procedural guidance.
 - If a suspicion is raised involving a child, either by noticing signs and symptoms of abuse or neglect, or by disclosure by the young person, there is no option but to make a report of the circumstances to the designated safeguarding lead.
 - All participants will be treated sensitively and with dignity should a safeguarding incident/concern occur, or an allegation of abuse be made.
 - All matters are treated confidentially, notifying others on a 'need to know basis' under the direct guidance of the designated safeguarding lead.
 - Whilst respecting participants confidentiality and GDPR regulations, WMP must act and cannot guarantee confidentiality in all circumstances. Any



individuals/organisations contacted will be done so believing it is in the best interests of the individual involved.

- It meets its responsibilities towards the PREVENT duty as per our PREVENT Plan on a Page.

- 1.18 HR Outreach will have a nominated designated safeguarding lead. The Safeguarding Lead has overall responsibility to ensure the policy and procedural guidance is applied and make the Force aware of any legislative or best practice changes.
- 1.19 The Force does not act in loco parentis for young people, and parental responsibility remains with individuals' parents, guardians, or carers in accordance with Section 2 of the Children Act 1989.
- 1.20 The only exception to this is in the event of a student requiring urgent medical treatment, including any emergency operation, when parents, guardians, or carers are unable to physically give consent and they have delegated this responsibility in the relevant section of the Consent Form.
- 1.21 If the guardian of a student is designated as the local authority social services department, but the student has been in long-term care of foster parents or become very close to their foster family, then for minor issues, the Force Work Experience Lead should consider whether it is more appropriate to contact the foster parent in the first instance.
- 1.22 Any serious issues will need to be discussed with social services, via the Public Protection Unit (PPU). The fact that a child has reached 16 years of age, is living independently, or is in further education, does not change his or her status or entitlement to services or protection under the Children Act 1989.

2. ROLES AND RESPONSIBILITIES

2.1 Participants must:

- Adhere to force policies and procedures.
- Maintain punctuality and professionalism.
- Complete assigned tasks to the best of their ability.
- Communicate any issues or concerns to their nominated point of contact.

2.2 Supervisors must:

- Make sure all documents are completed prior to placement being offered – parental consent, confidentiality agreement, risk assessment and Work Experience or Education Placement registration form.
- Ensure they have received the approval must be received via email from the Work Experience team prior to offer being accepted.
- Provide clear instructions and guidance to the Individual undertaking on either a Work Experience or Education Placement.
- Offer support and feedback.
- Ensure all individuals are given meaningful and relevant task.
- Monitor progress and provide evaluations.
- Complete a risk assessment suitable to cover all activities involved in.



- Adhere to the risk assessment pre-signed before the student arrived, if changes need to be made raise this concern at the first opportunity.
- Withdraw from any activity if the risk assessment doesn't protect the student and the reputation on the force.
- Provide feedback so we can make sure all policies and procedures are kept up to date.

2.3 HR Outreach

- Will review all Work Experience or Education Placement requests and approve or rejected based on keeping participant safe.
- Ensure all supervisors have the necessary resources to give a meaningful programme.

Relevant Legislation / Policies / Procedural Guidance

- [Prevent Duty Guidance: England and Wales 2023](#)
- [Safeguarding Vulnerable Groups Act 2006](#)
- [Sexual Offences Act 2003](#)
- [Education Act 2002 section 175](#)
- [Safeguarding Children and Safer Recruitment in Education 2011](#)
- [Counter Terrorism and Security Act 2015](#)
- [Equality Act 2010](#)
- [Children and Families Act 2014](#)
- [Keeping Children Safe in Education 2025](#)
- [Code of Ethics 2014](#)
- [WMP Work Experience](#) [REDACTED]
- [7-golden-rules-to-information-sharing.pdf \(proceduresonline.com\)](#)

WMP Policies

- [Social & Digital Media Policy](#)
- [Sexual Harassment Policy](#)
- [Health and Safety Policy](#)
- [Whistleblowing Policy](#)
- [Domestic Abuse Policy](#)
- [Honour Based Abuse and Forced Marriage Policy](#)

Equality Impact Assessment

WMP places trust in their employees to comply with force policies and to work in accordance with and in support of:

- [WMP Vision and Values](#)
- [Code of Ethics | College of Policing](#)
- [Voice of the Child](#)



	What impact has this policy had on the nine protected characteristics in relation to the three general duties? (If applicable)	How will this updated policy positively impact each of the nine protected characteristics in relation to the three general duties? If not, explain why it will not.
Age (including children and young persons)	N/A – New policy	The intention of this policy is to protect all involved individuals in Work Experience or Education Placement. This policy provides a clear framework that enable more young people to benefit from this opportunity.
Disability	N/A – New policy	Participants who are disabled and require personal care such as toileting or who are classed as specifically vulnerable due to communication issues will be adversely affected by this policy as it does not allow or cater for 121 personal care. The safeguarding elements of this policy forbid any participant to be alone with an Officer or member of staff. For dignity reasons it may not be possible an adult to be accompanied when providing personal care so this will need to be reviewed. It will be the responsible of the School, College or University to provide support necessary. Key elements of this policy will be provide in the induction to ensure everything understands their responsibilities.
Gender Reassignment	N/A – New policy	The intention of this policy is to protect all involved individuals in Work Experience or Education Placement. This policy provides a clear framework that enable more young people to benefit from this opportunity.
Pregnancy & Maternity	N/A – New policy	The intention of this policy is to protect all involved individuals in Work Experience or Education Placement. This policy provides a clear framework that enable more young people to benefit from this opportunity.
Marriage & Civil Partnership	N/A – New policy	The intention of this policy is to protect all involved individuals in Work Experience or Education Placement. This policy provides



		a clear framework that enable more young people to benefit from this opportunity.
Race	N/A – New policy	The intention of this policy is to protect all involved individuals in Work Experience or Education Placement. This policy provides a clear framework that enable more young people to benefit from this opportunity.
Religion or Belief	N/A – New policy	The intention of this policy is to protect all involved individuals in Work Experience or Education Placement. This policy provides a clear framework that enable more young people to benefit from this opportunity
Sex	N/A – New policy	The intention of this policy is to protect all involved individuals in Work Experience or Education Placement. This policy provides a clear framework that enable more young people to benefit from this opportunity.
Sexual Orientation	N/A – New policy	The intention of this policy is to protect all involved individuals in Work Experience or Education Placement. This policy provides a clear framework that enable more young people to benefit from this opportunity.

Publication Instructions

Suitable for publication to public.

Document Control

Strategic Lead: <i>[role and name]</i>	██████████ - Workforce Planning and Recruitment Strategic Lead
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FET Lead: <i>[role and name]</i>	Peter Gillett - Director of Commercial and People Services
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Any enquiries in relation to this policy should be made directly with the Strategic Lead.

All policies are subject to a formal consultation process which encompasses Legal, Professional Standards, Faith Groups, Trade Unions, Independent Advisory Groups and wider force groups and any other relevant parties. A record of consultation can be found on the Policy Portal.



It is responsibility of the Strategic Lead to ensure that all links within the policy are correct and accessible.

Amendment History:

Version Number:	Effective Date:	Summary of Amendments:	Author: