



Cornwall Cricket Board

Work Experience Policy

1. Introduction

Cornwall Cricket Board recognises and values the importance of work placement and its current and potential future benefits for the approach to a work based learning environment.

Cornwall Cricket Board encourages:

- work experience
- work shadowing
- student placements

Cornwall Cricket Board acknowledges the benefits that these arrangements bring to our organisation. Such as a new cohort of enthused coaches and volunteers, insight into the workplace and improved links with the local community.

This policy is intended to be a general policy which gives guidance on the minimum requirements prior to and during all placements.

This Work Placement Policy should also be read in conjunction with the Work Placement & Experience Standard Operating Procedure and related documents.

2. Aim

- To ensure there is appropriate consistency and Quality Assurance in the management and administration of placements across Cornwall Cricket Board.
- To ensure placements provide the work-based learning objectives.
- To take reasonable steps to ensure the health and safety of placement is not compromised by activities undertaken during placement.
- To guarantee student support and ensure that all necessary provisions are made for students with disabilities.

3. Scope

This policy applies to all Cornwall Cricket staff involved in organising and monitoring work placements.

The Policy is intended to include people gaining experience in unpaid block placements, participating in mandatory or non-compulsory work based learning managed by Cornwall Cricket Board or Educational establishments.

4. Roles and responsibilities

This policy will be managed and overseen by the Managing Director of The Cornwall Cricket Board. It will be approved by the People Governance and Risk sub committee.



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At times the PGR group and the County Safeguarding Officer would like to have oversight of the evaluation of placements, the diversity and volume as well as how these placements meet the business objectives, which could include;

- Health and Safety
- A suitable induction
- Supervision and support throughout the placement ensuring that the person on placement does not have unsupervised access to people who access care and support.

The person applying for placement is responsible for the following:

- Work with others to complete the variety of tasks to the best of their ability.
- Follow the organisations business values and behaviours (Cornwall Cricket Board Code of Conduct)
- Raise any concerns with the supervisor, Managing Director or Safeguarding Officer where appropriate.
- Wearing clothing that is suitable for the planned activity as discussed in the induction (smart casual, or sports clothing) and appropriate footwear.
- In the event of illness and absence, it is the responsibility of the person to inform their supervisor by 8:30am of that morning.
- Must comply with the confidentiality code and not share information with the wider community.

The parent of the person applying for placement is responsible for the following:

- Provide transportation to and from the place of work for that day, as approved in the induction process. (If this is not possible then the work placement for that time can not take place.)
- Be on time to drop off and pick up. In the event of this not being possible to inform the supervisor as soon as possible.
- To support the evaluation process post placement.

5. **Work Placement Procedure with associated timelines**

Cornwall Cricket Board has developed an **eight** stage approach to placing students making sure students, their parents and individuals seeking a work placement are well prepared and supported at all times, including all placement related information, assessments and evaluations are recorded and monitored.



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- 5.1. Application via submitting an email to admin@cornwallcricket.co.uk (website how to apply) request with an accompanying letter or application, explaining;
 - 5.1.1. Who you are
 - 5.1.2. Where you are from
 - 5.1.3. Why you would like to apply
 - 5.1.4. What you would like to get out of the experience
- 5.2. Formal interview with applicant (and accompanying parent where required, all people under the age of 18 years).
- 5.3. Purpose being, to fully understand the motives of the individual and to comply with our safer recruitment policy.
- 5.4. Acceptance or not of the placement by an official correspondence within 10 working days of the interview.
- 5.5. Deliver an induction two weeks prior to the placement (Details outlined below)
- 5.6. Develop a detailed plan of action for that placement, places, times and supervisory responsibilities, including the responsibility of the parents.
- 5.7. Delivery of the placement as laid out in the detailed plan as agreed with the placement supervisor and family/individual.
- 5.8. Evaluation and recording of the placement <https://forms.gle/6i7whPoe71oaiwso7>

6. Safeguarding and Policy

- 6.1. All CCB staff who support a work placement must hold the following:
 - 6.1.1. A Valid DBS
 - 6.1.2. A in date Safeguarding for Specialist Roles ECB Certificate
 - 6.1.3. A valid First Aid Certificate
- 6.2. The County Safeguarding Officer will be involved in the induction process.
- 6.3. The placements will through the induction be made aware of the following policies
 - 6.3.1. [CCB Safeguarding Policy](#)
 - 6.3.2. [Whistleblowing Policy](#)
 - 6.3.3. Health and Safety Policy
 - 6.3.4. Complaints Policy
 - 6.3.5. [Cornwall Cricket Board Code of Conduct](#)

7. Length of the Placement

- 7.1. In the event of an educational placement, this will be pre-determined by the educational establishment.



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- 7.2. In the event of anyone other than education, the length of the placement will be determined and agreed by both parties before the placement starts. This can be adapted through mutual written agreement.
- 7.3. Working hours will be agreed at the induction stage of the process.

8. Monitoring

- 8.1. The education placement will be monitored inline with the educational establishments monitoring requirements.
- 8.2. The work placement will be monitored at the end of each day by the supervisor
- 8.3. At the end of the placement, the person with work experience will be required to complete an evaluation of the work placement using the Cornwall Cricket Board evaluation form. <https://forms.gle/6i7whPoe71oaiwso7>
- 8.4. The Manager of the supervisor will evaluate the placement with the supervisor within 48 hours of that placement concluding. The evaluation will form the basis of review to the educational establishment as well as inform the future direction of work placements.

Version Control

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