WORK PLACEMENT

INDUCTION CHECKLIST

**This induction checklist is a guide for those responsible for someone undertaking a work placement/experience with BMBC**

**Should you have any feedback over any aspect of the checklist, please email** **Inclusiveoffer@barnsley.gov.uk**

**This will help us keep the checklist up to date, relevant and compliant**



 

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| --- | --- |
| **Name of Intern:** |  |
| **Team:** |  |

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| --- | --- |
| **Before they start** | **DONE?****(Y OR N/A)** |
| If any Kit is needed for the intern (laptop, phone, workstation equipment etc), please log a request on the [Digital-Hub](https://digitalhub.barnsley.gov.uk/view/Home/#/serviceoffering/fd1253fa-f504-78a2-2d7d-5ccfece00197). |  |
| If the work placement is for a prolonged period of time and If the Intern is to be an IT user, complete a connection request form [(Digital Hub – New Starter Network Account)](https://digitalhub.barnsley.gov.uk/view/Home/#/) **giving 5 days-notice where possible** to set up network, internet, email, Sharepoint, shared drives access and access to global communications such as StraightTalk and global emails.If the intern requires IT access, but it is only a shirt work placement, you can ring IT (X4000) to arrange for **‘BMBCNEWSTARTER’** login that can be sent each morningAny problems, ring ICT on x4000*[****Note****: The ICT Service Desk will advise when the account has been created. At this stage, the network account is disabled and you will be given a generic network user account which must be used by the Intern to access the Information Security training (See Day 1). Full network connection will only be activated when this training has been completed).* |  |
| If the intern is to be a Network User, please contact HumanResources-BPSS@barnsley.gov.uk to ensure the intern is BPSS compliant |  |
| If your intern is to work with anyone external from the Council, particularly anyone under the age of 18 or who may be classed as vulnerable, please check with DBS@barnsley.gov.uk as to whether a DBS check needs to be carried out. If a DBS is required, there is a template letter you can use in **Appendix 1**  |  |
| Check whether the work placement is high or low risk. You can do this by viewing **Appendix 2** and if the answer is ‘no’ to all of the red sections, the placement would be classed ‘low risk’. If you answered ‘yes’ to any of the red sections, the work placement/experience is classed as ‘high risk’ and an RA2 will need to be carried out. You can find this on the HR intranet. |  |
| Make sure to contact the individual in good time:* Arrange uniform / personal protective equipment or advise of dress code
* detailing where and when to report, who to report to, where to park etc
* Working pattern/hours
* whether they have any health conditions that may require any reasonable adjustments to be made. If so, put in place any reasonable adjustments.
* whether they have any individual needs such as religious or cultural beliefs. Should there be, where possible make arrangements to support these.
* Ask for emergency contact details and keep a copy of these
 |  |
| Allocate and arrange appropriate accommodation / workspace as required |  |
| If the intern is to work onsite rather than remotely, you can arrange temporary passes from reception (ask the intern to ask for a ‘visitor’s lanyard). If the intern is to work onsite over a prolonged period of time, they may require a more permanent ID badge. You can complete an [ID Access E-Form](https://my.barnsley.gov.uk/form/request-id-badge/page-1) to request ID Card and you will need an an electronic photo of the young person if it is not being done in person. You will also need an employee number, which the intern will not have. **Therefore, please contact** **facilitiesmanagement@barnsley.gov.uk** **(or x3000) to ask what to do in this scenario.****This section will be updated once we have identified the workaround to this.** |  |
| You can create a simple project, timetable/schedule and/or workplan for the intern for when they are with you. This will ensure the intern has something to work on during periods where there is less activity happening and also a timetable/schedule will help both you and the intern know what is happening and when.An example can be found in **Appendix 3.** |  |
| Notify relevant colleagues about the intern and allocate someone to act as buddy, if not you |  |

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| **As they join** | **DONE?****(Y OR N/A)** |
| Meet the intern on 1st day and:* Introduce to the team and workspace
* Undertake tour of location including key points of reference such as reception, toilets, kitchen, break out areas, fire exits and meeting points.
* Advise of designated first aiders (all receptionists are part of Facilities Management and are First Aid trained)
* Any particular tea and coffee arrangements
* [Smoking and Vaping at Work Policy](https://homel.barnsley.gov.uk/14/Documents/Smoking%20and%20Vaping/Smoking%20and%20Vaping%20at%20Work%20Policy.docx)
* Explain fire evacuation procedures and show location of appliances and signage and advise of designated Fire Marshall.
* Ask the Intern if they would require assistance during a fire evacuation they should complete a Personal Emergency Egress Plan (PEEP) - this is located on the Health & Safety intranet site
 |  |
| If the role is ‘high risk’, explain any specific health & safety requirements including safe systems of work as detailed in the risk assessment for the occupational group (RA2). |  |
| If the intern is to be a network user, their account will be disabled until the ‘Information Management, Governance and Security’ course on POD is completed. If the intern hasn’t been sent a generic username and password for POD, please email, POD@barnsley.gov.uk giving the Intern’s name, directorate and business unitAn employee number is usually required. However, please advise in your email that it is for a work placement intern who requires a network account, should this be what you selected earlier in the checklist. |  |
| Other POD courses you may feel are appropriate for the intern to undertake, dependent on their role and whether they are a network user or not:* General Data Protection Regulation (GDPR)
* Corporate Induction course
* Record Management
* PREVENT

Separate initiatives that may be appropriate:* [Town Spirit](https://www.barnsley.gov.uk/services/our-council/town-spirit/) and [Digital First](https://cphl.barnsley.gov.uk/ITR/_layouts/15/start.aspx#/SitePages/Home.aspx) including completing the short elearning course via [this link](https://barnsley.learningpool.com/course/view.php?id=1594)
 |  |
| Try to include in team meetings, 1:1’s and advise where can locate and access newsletters etc, wherever possible |  |
| If you require any particular support, please just contact Inclusiveoffer@barnsley.gov.uk We have a Lead Pastoral Mentor, IAG Team and access to internal and external Education and Training provision within the Employment and Skills service. If there’s something you need or would benefit the intern – please just get in contact and we’ll try to help. |  |
| **E Learning Courses that can intern can do if they wish (As and When via POD)** |  |
| [C V Writing](https://barnsley.learningpool.com/course/view.php?id=804)  |  |
| [Interview Skills](https://barnsley.learningpool.com/course/view.php?id=1056) |  |
| [Managing Yourself and Your time](https://barnsley.learningpool.com/course/view.php?id=825) |  |
| [Assertive Communication Skills](https://barnsley.learningpool.com/course/view.php?id=841) |  |
| **Access to particular policies where relevant**  |  |
| [The Code of Conduct](https://homel.barnsley.gov.uk/14/Documents/Code%20of%20Conduct/Code%20of%20Conduct.docx) |  |
| [The Corporate Health and Safety Policy](https://homel.barnsley.gov.uk/HealthandSafety/Pages/default.aspx) |  |
| [The Information Governance and Information Security Policy](https://homel.barnsley.gov.uk/ig/Pages/Information-Governance.aspx) (if applicable) |  |
| [The Records Management Policy](https://homel.barnsley.gov.uk/RecordsManagement/Pages/Records-Management-Procedures.aspx) (if applicable) |  |
| [Financial regulations](https://homel.barnsley.gov.uk/Finance/Pages/Finance.aspx) (if applicable) |  |
| [Contract Standing Orders](https://homel.barnsley.gov.uk/Finance/Pages/Finance.aspx) (if applicable) |  |
| [The Dignity at Work (Harassment, Bullying and Victimisation) Policy](https://homel.barnsley.gov.uk/14/Documents/Dignity%20at%20Work/Dignity%20At%20Work%20Policy.doc) and ensure they complete the Dignity at Work course on POD |  |
| [The Corporate Complaints, Compliments and Suggestions Website](https://www.barnsley.gov.uk/have-your-say/complaints-compliments-and-suggestions/) |  |
| [The Corporate Whistle Blowing Policy](https://homel.barnsley.gov.uk/InternalAudit/Documents/Corporate%20Whistle%20Blowing%20Policy.pdf) |  |
| [The Identity and Access Cards Procedure](https://intranetsite.barnsley.gov.uk/idcardform/) |  |
| [The Use of Telephones at Work for Private Purposes Policy](https://homel.barnsley.gov.uk/14/Documents/Mobile%20Telephones/Mobile%20Telephones%20Policy.pdf) |  |

**Appendix 1** - DBS

Date: 2121/01/20

Enquiries to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Direct Dial: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

**Name**

As part of your role with the council you are required to obtain an enhanced DBS check.

This can be obtained through us by:

* Email copies of the documents to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The documents and information needed:

* A valid passport
* A valid driving licence
* National Insurance Number
* A bill/ bank statement (mobile phone bills not accepted) confirming your address and dated within the last three months (please include information on the month and year moved into address)
* Email address

\*If you do not have either a valid passport or driving licence please provide your birth OR marriage certificate.

Additional documents are required if,

You have been known by any other names (e.g. changed surname when getting married) then please provide:

* Marriage certificate
* Adoption certificate

You have been registered at any other addresses in the past 5 years then please provide:

* A letter registered to previous address(es) (Please include information on the month and year moved into and out of address)

If you have any further questions, please email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Yours faithfully

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Barnsley Council**

**Appendix 2** – Risk Assessment

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| **Barnsley Metropolitan Borough Council** **Risk Assessment Form (RA3)** |



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| **Task / Activity:** |  | **Ref:** |  |

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| --- | --- | --- | --- |
| Directorate: |  | Date of Assessment: |  |
| Business Unit: |  | Manager Responsible for Basic Activity: |  |
| Service / Function: |  | Lead Risk Assessor for Basic Activity: |  |
| Location: |  | Risk Assessment Team Members ((e.g. employees, supervisors, managers, safety reps etc) |  |

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| --- | --- | --- | --- | --- |
| **Hazard** | **Risks** | **Control Measures** | **Actions Required** | **Person Responsible and Target Date** |
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| Manager’s Assessment Acceptance Statement |
| I accept the details of the assessment and will ensure that the risk control measures identified, any risk control actions identified and monitoring requirements are acted upon within the given time scales.  |
| Manager’s Signature |  |
| Date |  |
| Date of planned review (not to exceed 12 months) |  |
| Date of planned full re-assessment (not to exceed 24 months) |  |

**Appendix 3** – project, timetable/schedule and workplan examples

**Project Task**

Barnsley Council are looking to throw a new and exciting event for **young students** (14-18 years) to promote employability and pathways into further education.

Using recourses available to you, your task is to think of an innovative event and present this to us using **Microsoft PowerPoint** at the end of the week.

**Remember to cater the event to the target audience, whilst still achieving the goal of promoting future career choices**.

**Key Resources:**

* Internet – Use your researching skills to analyse similar events that are thrown by Barnsley Council, as well as other councils across the country. Make use of the IKIC Website and the Barnsley Council website to read up on events such as Ambition Barnsley, Big Challenge, and more.
* Work colleagues – Speak to members of our team to find out about the events that are thrown, and any other questions you may have about the council.
* Personal knowledge – Being in the target audience yourselves, think about what sort of event you would be interested in, and use this to your advantage when creating your own plan.

**Things to consider:**

* Length – How long would your event last? 1 day, few days over a number of weeks?
* Attendees – Who would attend your event additional to the students? Businesses, parents?
* Venue – Where would you want your event to take place?
* Cost – How much money is your event going to cost? Think about all the people who would need to be involved with your event.
* Promotion – How would you promote your event prior to it commencing? Social media, posters?

**Timetable**

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| --- | --- | --- |
| **Monday** | **Activity** | **Location** |
|  |  |  |
| 09:30 | **Meet & Greet / Checklist** | Westgate Reception |
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| 10-11 | Interview with Rose at Pura Cosmetics | Short walk from Westgate |
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| 11-12 | Overview of the CouncilServices we offerTypes of roles etc | Westgate Plaza One L4 |
|  |  |  |
| 12-13:00 | Lunch | Lunch |
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| 1 - 2 | Skill Development with Neil Wilkinson | Westgate Plaza One L4 |
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| 2-4  | Website Research & present findings to Amrit | Westgate |
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| **Tuesday** |  |  |
|  |  |  |
| 9.30-10.30 | Project Meeting with Amrit/Neil | Westgate |
|  |  |  |
| 10.30 onwards until finish time | Work on project | Westgate |
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| 12-1 | Lunch |  |
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| **Wednesday** |  |  |
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| 10-11am | Meeting with Amrit & Neil about project | Westgate Plaza One L4 |
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| 11-12 | Lunch |  |
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| 12-4pm | Big Challenge | Market Kitchen |
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| **Thursday**  |  |  |
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| 09:00 – 16:00  | Air League Event | Town Hall (meet Amrit at reception) |
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| **Friday**  |  |  |
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| 9.30am-10.30am | Work Inspiration Week Meeting | Westgate Plaza One L4 |
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| 11-12 | Meeting regarding project – presenting & feedback | Westgate Plaza One L4 |
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| 12-1 | Lunch |  |
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| 1-3 | Reflective report on work experience |  |

**WORKPLAN TEMPLATE**

**Manager:**

**Work Placement Intern:**

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| **Task** | **Overview** | **Liaise with:** | **Notes and any relevant actions from KITS** | **When** |
| \*\*\*\*EXAMPLE\*\*\*\*Social Media Strategy | Build up a social media strategy that enables colleagues of the service to give requests and appropriate social media to be conducted to raise awareness and interest. To consider:\* What information you would need from colleague (so you can carry out)\* How we log requests / social media activity\* How we measure impact of activity (e.g. number of views/retweets etc)\* Evaluation of effectiveness and how could improve (further down the line) | XYZ | E-form has been created – no responses as yetActivity has increased though for different eventsActivity plan created with Alasdair to ensure timely social media for all open events, careers fairs etc.First review of metrics will be 1st January to assess impact of the social media strategy. | Straight away |
| \*\*\*\*EXAMPLE\*\*\*Comms & Marketing | \* Quartlerly Newzine (Requesting stories for the termly newzine then collating these into an edition and publishing via mailchimp) | XYZ | XYZ still needs to send in article for supported internshipsXYZ currently collating articles for next newzine with deadline of 08/11. XYZ then has 2 weeks to go through these before finalising latest edition. XYZ will be sending a prompt for anyone who hasn’t sent in. | After first month |
| \*\*\*\*EXAMPLE\*\*\*\*Ad Hoc duties | Support with apprenticeships / supported internships / other duties | XYZ |  | After 1st month |
|  |  |  |  |  |
|  |  |  |  |  |