



## HUDDERSFIELD TOWN AFC

# STUDENT PLACEMENT AND VOLUNTEERING POLICY AND PROCEDURE

### The Policy

It is our Policy that line managers are responsible for arranging and agreeing student placements (including school/college work experience, unpaid internships, university placements, Job Centre Plus placements etc.) and volunteering placements in conjunction with the Club's Human Resources department, and observing all necessary safeguarding and other considerations as detailed further in this document. A line manager who wishes to engage someone on a student placement or volunteering opportunity must adhere to this policy and procedure.

HTAFC and The Huddersfield Town Foundation are diverse environments in which all characteristics under the Equality Act 2010 are respected; we want everyone to feel valued and included within the Club and Foundation and to be able to achieve their full potential. HTAFC and The Huddersfield Town Foundation have a zero-tolerance approach to any form of discrimination and are committed to the redress of any inequalities by taking positive action where appropriate.

We do not discriminate against anyone on the basis of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (protected characteristics).

HTAFC and The Huddersfield Town Foundation are committed to encouraging equality, diversity and inclusion among our workforce, and eliminating discrimination. We are committed to promoting equality of access and opportunity for all applicants for student placements and volunteering opportunities.

Where possible, we will encourage applications from, and take positive action in relation to, candidates from groups that are currently under-represented within our organisation, for example: females, disabled applicants, and those from a black or minority ethnic background. We aim to create a working environment in which all individuals can develop and make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.

We encourage unpaid placements and volunteering, recognising the valuable and unique contribution that students and volunteers can make within their communities. We are committed to supporting fixed-term placements to ensure that the students/volunteers, staff and the wider community gain benefit from the experience.

All line managers and staff are required to adhere to the policy and procedure, and related policies and procedures, to ensure the best possible outcomes for all.

## Who is Covered by the Policy?

All line managers must adhere to the Policy and Procedure, and fully support and promote our aims and objectives with regard to equality aims and objectives, and giving priority to applications from under-represented groups where possible.

The Policy and Procedure applies to all staff, managers, students, volunteers and other third parties involved in student placements and volunteering opportunities. The policy applies to both HTAFC and The Huddersfield Town Foundation (referred to as 'the Company' in this document).

## Scope and Purpose of the Policy and Procedure

This Student Placement and Volunteering Policy and Procedure sets out our own protocols and expectations, to ensure that any placements that we accommodate are well-organised and managed, legally compliant, and offer the best possible experience to the candidates and the Company. The Policy and Procedure apply to all placements accommodated by different departments in the Company.

We endeavour for all placements to add value to the organisation and we understand our responsibility to appropriately recruit, support and manage our students and volunteers.

All placements will be time-limited with a defined start and end date, which may be shortened by the Company through discussion with the individual, as may be necessary from time to time.

Placements and volunteering opportunities will not usually be longer than 12 months, other than in exceptional circumstances (e.g. PhD students whose course of study may be up to three years in length).

This Policy and Procedure explain how the Company aims to treat its students and volunteers fairly and consistently. The existence of this written Policy will ensure that decisions are never made on an ad hoc basis and that all applicants for unpaid placements are treated equally and fairly. The Policy also ensures that students and volunteers know what they can expect and what they can do if any issues or concerns arise.

## Definitions

### Student Placements

Student placements usually relate to students who are undertaking a degree level (or higher) qualification, who need to gain practical experience as part of their course of study.

### Work Experience

Work experience placements usually apply to young people who are still engaged in compulsory education and training, i.e. secondary school or post-16 education and training, who are required to gain practical experience of employment as part of the curriculum or particular course of study.

### Interns

Interns are usually students or trainees who work for the Company for a defined period, in order to gain work experience after achieving their chosen qualifications.

While most internships will be unpaid, payment for work undertaken will be determined by the circumstances in each case.

## Volunteers

The Company defines volunteering as committing time to any unpaid activity for the benefit of individuals and/or groups within the organisation and/or local community. Volunteering may be for a limited time to complete a particular project or may be on an ongoing basis but usually up to a maximum period of 12 months. The time limit is intended to ensure that others who may wish to have access to a volunteering placement have regular opportunities to be considered.

A volunteer is any person who willingly wishes to donate their time and skills to support the Company to achieve its aims and objectives. Some tasks require particular skills whereas others may require none. Volunteers are unpaid and do not receive any material reward for their work, but may be reimbursed for out of pocket expenses, which will be determined on a case by case basis.

We recognise that volunteers offer their time freely and willingly without obligation on their part or the Company's, and in return they will be supported and developed as appropriate. A volunteer is not a worker or an employee and will not have a contract of employment with Company; however, all volunteers will be required to sign a Volunteer Agreement, which will set out and confirm the terms of engagement.

The role of volunteers is intended to compliment but not replace that of paid staff.

## Recruitment and Selection Procedure

Applicants for student placements (including work experience and internships) and volunteering opportunities will be required to complete a short application form, to enable us to identify their area(s) of interest and ascertain the feasibility of the placement.

Due to the high volume of interest in placements with the Company, applications will be restricted to certain timeframes, set out as follows:

- For placements commencing in the period January – June, applications must be submitted by 31<sup>st</sup> October in the preceding year.
- For placements commencing in the period July – December, applications must be submitted by 30<sup>th</sup> April in the relevant year.

Placements will be limited and certain exclusions will apply to areas in which confidentiality is paramount and/or there are insurance implications. As such, no placements will be accommodated in the following departments:

- First team football including medical, performance coaching, player liaison etc.;
- Finance;
- Senior Management Team.

Applicants must be in Year 10 of their secondary education, or above, in order for their application to be considered.

## General Principles

- The Company welcomes applications from all sectors of the community, particularly those from groups that are under-represented in our organisation. Our recruitment and selection practices for students and volunteers are conducted in line with our Recruitment and Selection Policy and Procedure and our Equality Policy.

- Placement and volunteering opportunities will be advertised where possible; however, it is likely that most applications will be submitted on a speculative basis. To ensure that no individual is treated more favourably, applications will be collated on an ongoing basis and will only be considered at two intervals each year, in the periods 1<sup>st</sup> November to 31<sup>st</sup> December (for placements commencing in the period January – June), and 1<sup>st</sup> May to 30<sup>th</sup> June (for placements commencing in the period July – December).
- If a line manager wishes to offer a placement to a specific individual, they must complete the Student/Volunteer Placement Form (see Appendix 1) and return this to the Human Resources Manager for processing.
- Applicants for student placements and volunteering opportunities will be required to complete the relevant application form, and/or respond to the advertisement as applicable.
- To ensure compliance with our Equality Policy and aims as a Disability Confident Employer, an Equality Monitoring Questionnaire or survey will form part of the application process. This will enable us to take positive action in relation to any individual from an under-represented group as far as reasonably practicable.
- Consent must be obtained from a parent, school, or training provider if an applicant is under the age of 18.
- It is the Company's practice to seek documentation from the applicant's school, college, university or other supporting organisation as applicable, to confirm the applicant's right to undertake a placement, along with identifying a designated person of contact at such organisation.
- The Human Resources Manager will support line managers with the administrative elements of the selection process, including organising interviews.
- Line managers conducting interviews with applicants must ensure that the questions they ask are not in any way discriminatory or unnecessarily intrusive (questions directly relating to any protected characteristic as defined by the Equality Act 2010 should generally be avoided). The selection process must focus on the needs of the role available, and the skills needed to perform it effectively. The Human Resources Manager will support line managers to devise appropriate role specific interview questions and interview grids for the purpose of making notes. A record of every interview must be made and passed to the Human Resources Manager to be retained for six months.
- The line manager or supervisor of the placement must provide the successful applicants with a brief description of the role and type of work to be undertaken.
- Working hours must be communicated and agreed prior to the commencement of any student placement, either directly with the individual or via a Memorandum of Understanding with the education and training provider.
- The duration of the placement or volunteering opportunity will be confirmed in writing prior to commencement.
- All volunteers must have a Volunteer Agreement in place prior to commencement of the placement; this will usually be issued by the Human Resources Manager.

- Applicants with criminal conviction(s) (including cautions, reprimands and warnings) are not necessarily barred from unpaid student placements or volunteering. We will evaluate each case individually and assess any potential risk posed by the conviction(s) in line with the organisation's Safeguarding Policies and the Rehabilitation of Offenders Act 1974.
- The Company has a duty of care towards its staff and other stakeholders, including members of the public, therefore, we must assess that students and/or volunteers are suitable to work in their designated department and pose no discernible threat. We reserve the right to refuse an application or end a placement where we have concerns and have concluded that the student/volunteer is not a suitable candidate.
- Some placements will necessitate that the successful applicant(s) obtain a DBS Disclosure prior to the placement commencing. The Company's normal procedure will apply in such cases and the applicant will be advised accordingly.
- Applicants will be required to nominate at least one referee who can be contacted to provide a reference (excluding relatives/family members). Placements will only be allowed to commence when all necessary pre-placement checks have been conducted and are satisfactory to the Company.
- All student and volunteer placements will be subject to an initial trial period (length to be agreed upon a case by case basis, but usually between one month and three months).
- Students and volunteers must be supervised at all times for the duration of their placement.

## Induction



The induction forms an important part of the relationship between the student/volunteer and the Company and is intended to provide the foundations for a successful placement, with clarity of expectations and mutual responsibilities.

The line manager or designated supervisor of the placement will be responsible for conducting the induction, and this must take place on the first day at the latest.

In general, the induction will cover:

- The role, responsibilities and duties associated with the placement or volunteering opportunity
- Safeguarding and Health and Safety for students and volunteers
- How to access to further training and support
- Hours of work, including information about breaks, and food provision (site specific)
- Wearing of suitable clothing (relevant to the role)
- Absence Reporting
- Compliance with confidentiality and betting rules (signed documents must be in place)
- Organisation's values and expected standards of behaviour
- Tour of facilities
- How to raise any concerns or grievances

All students and volunteers will be made aware of and have access to the Company's relevant policies, including those relating to placements and volunteering, Health and Safety, safeguarding vulnerable groups, and equality.



All inductions must be recorded, and signed off by the student/volunteer and the supervisor using the induction checklist. The induction checklist must be returned to the Human Resources Manager to confirm that the induction has taken place, and the date on which this occurred.

## Supervision and Support

The Company is committed to providing students and volunteers with the appropriate supervision and support to carry out their role. We recognise that unpaid placements can be demanding, especially if the individual has other responsibilities in connection with their course of study and/or personal commitments. As such, all placements necessitate a flexible approach from the Company and the student/volunteer.

The student/volunteer's designated supervisor, and from time to time other staff, will supervise and support the student/volunteer in their duties. This supervision may take the form of regular meetings, informal discussions and feedback from other staff. The supervision process is intended to identify any issues, problems or challenges that might be facing the student/volunteer in carrying out their work. The frequency of meetings will be agreed with the student/volunteer subject to the frequency of their activity. It may not always be possible to maintain a fixed framework and frequency of formal supervision. Some flexibility may, therefore, be required with regards to the frequency or duration of supervision sessions.

Students/volunteers will be invited to attend team meetings and planning sessions wherever possible and relevant, to ensure they feel included and to make best use of their energy, enthusiasm and ideas. Students and volunteers are encouraged to voice their ideas and opinions through meetings, supervision meetings and general discussion.

Training and the development of students and volunteers is important in order to equip them with the necessary information and skills to carry out their tasks. It will be the responsibility of the relevant line manager or supervisor to see that the relevant training is requested and provided. It is the responsibility of the student/volunteer to attend any training that is organised.

Line managers of supervisors will be required to undertake informal monitoring of the student/volunteer for the duration of the placement. In some cases, more formal monitoring may be required, for example, if the student requires written assessments as part of their educational programme with a school/college/university.

All students and volunteers who will be in contact with anyone under the age of 18 must attend the following core courses: Organisational Induction, Health and Safety, Safeguarding and Child Protection.

All students and volunteers must undertake training in equality, diversity and inclusion. This training will consist of the ACAS online Equality and Diversity course, and where possible, the Company's own in-house 'Terriers Together' equality, diversity and inclusion workshop.

On completion of the placement, and if required for employment or other purposes, the Company will endeavour to provide a reference for the student/volunteer if approached to do so. References must be factual and truthful, thus all students and volunteers must be mindful of this and ensure that their conduct and performance throughout consistently meet or exceed the Company's requirements.

## Uniform

Where required, we will provide students and volunteers with a Company uniform to be worn during the course of their placement. Students and volunteers will be responsible for maintaining their own uniform and are asked to remember that while wearing the uniform, they are ambassadors for the Company. While in the care of students/volunteers, any uniform remains the property of the Company and should not be sold, loaned, customised or otherwise provided to individuals outside of the organisation. Students and volunteers must return all uniform to their supervisor at the end of their placement.

## Expenses

Students and volunteers cannot be paid for their voluntary activity but may receive out of pocket expenses. 'Allowed expenses' are not treated by HM Revenue and Customs as income or earnings, they are not subject to deductions for Income Tax or National Insurance, do not affect benefits, and may be paid in accordance with the scenarios detailed below.

All students and volunteers may receive tax-free reimbursement for travel necessary for doing the tasks associated with the placement (but not for travel from home to the usual place of work); and actual expenditure necessarily incurred in the course of completing the tasks.

Students and volunteers are required to choose the most cost effective means available to them, while still meeting their needs in terms of travel and support. The following are considered to be legitimate expenses:

- Travel undertaken in the course of the placement (excluding travel from home to and from the place of work);
- The cost of any necessary health and safety measures;
- Costs to facilitate the placement, such as signing, interpreting or translating;
- Stationery and communication costs related to the placement; and,
- Any other reasonable expenses as approved by the student/volunteer's line manager.

An expenses allowance will usually be discussed and agreed with the student/volunteer when the placement commences, and this will be expressed in the Volunteer Agreement or other agreement that may be in place.

All students/volunteers are encouraged to claim expenses on a regular basis. Expense claims should ordinarily be made to the placement supervisor within one month from the date that they are incurred. To make an expense claim, you should complete a copy of the expense form (available upon request) and submit any related receipts.

## Insurance

While there is no legal obligation to take out insurance for students/volunteers, such cover, whether under Employer's Liability Insurance or Public Liability Insurance, is necessary in case students/volunteers become ill or are injured as a result of the Company's negligence. Students and volunteers should be reminded that claims will be invalid if they have not complied with the Company's policies and procedures, including Health and Safety and Fire regulations.

## No Smoking Policy

Students and volunteers must comply with the Company's Smoke-Free Policy and respect that both the Club and the Foundation are smoke-free environments. Smoking is prohibited at all Company sites, other than in designated areas.

The smoke-free arrangements apply to everything that can be smoked, including but not limited to: cigarettes; electronic cigarettes; pipes (including water pipes); cigars and herbal cigarettes.

Students and volunteers are encouraged not to smoke, even in designated areas, when wearing Company uniform as we wish to uphold our brand and public image of a healthy, elite sporting environment.

## Risk Assessments

Risk assessments are undertaken for a number of the Company's activities and locations, depending on the nature of the activities. Copies of these risk assessments are available at each main site. A separate risk assessment will be undertaken for any student placements or volunteering placements, if the student/volunteer is aged under 18 and/or has specific support needs.

## Confidentiality and Betting Rules

Students and volunteers will be required to read and sign the Company's Confidentiality Statement and Privacy Notice, which are intended to protect the privacy of personal details provided by students and volunteers, and the Company's confidential business.

Students and volunteers should not, for the duration of their placement or thereafter, disclose or divulge either directly or indirectly to any person whatsoever or otherwise, any confidential information as to the business or finances of the Company and/ or the English Football League.

Students and volunteers must sign a copy of the Company's Betting Rules and agree to adhere to these, to protect the integrity of the sport,

## Concerns and Complaints

The relationship between the Company and its students and volunteers is entirely voluntary and does not imply any contract of employment. However, it is important that we are able to maintain our agreed standards of service to our staff and other stakeholders, including members of the community, and it is also important that students/volunteers should enjoy making their contribution to those standards of service. Students/volunteers are encouraged to be involved in service design and development; new activities and ideas are always welcome and a new perspective often helps the Company to improve what we do.

In cases where concerns arise, the line manager or placement supervisor will normally try to resolve these informally, but if this is not possible, the formal complaints system will be invoked. If the student/volunteer wishes to make a formal complaint they should put the complaint in writing to their line manager. If it is not possible to reach a solution the student/volunteer may raise the matter with a more senior manager and/or the Human Resources Manager.

If the matter cannot be resolved, the student or volunteer placement may be terminated.





## Safeguarding

The Club and Foundation believe that the general wellbeing and welfare of all children, young persons and adults at risk who are involved with the Club and Foundation in any way, are of paramount importance. Therefore, the Company will provide a safe setting for any child or young person under the age of 18 or adult at risk. It encourages best practice in safeguarding children and adults at risk matters in a spirit of partnership and openness with all children, adults at risk, their families, and local agencies.

Safeguarding is the responsibility of everyone who has contact with children, young people and vulnerable groups; we are dedicated to providing a positive environment, enjoyable experiences and to protect from harm. The Club safeguarding policy provides details of different types of abuse, guidance on identifying issues and procedures and support for staff and volunteers.

The Company will ensure that all temporary staff and external consultants sign a Self-Declaration form and will not have unsupervised access to children and young persons during their time with the Company.

## General Data Protection Regulation

The Company processes personal data collected during employment processes in accordance with its Employee Privacy Notice. In particular, data collected as part of the employment relationship is held securely and accessed by, and disclosed to, individuals only for employment purposes. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the Employee Privacy Notice immediately. It may also constitute a disciplinary offence, which will be dealt with under the Disciplinary Procedure.

Our aim is to deal with employment matters, including non-contractual student and volunteer placements, sensitively and with due respect for the privacy of any individuals involved. All employees and other stakeholders must treat as confidential any information communicated to them in connection with this process.

## Communication

A copy of this document is held on X:\GENERAL AREA\Staff Handbook and additional policies and procedures, and within 'YouManage', the company's HR system.

## Law Relating to this Document

Rehabilitation of Offenders Act 1974  
Employment Rights Act 1996  
Equality Act 2010



## Document Information

### Implementation, Monitoring and Review of this Policy

This policy was designed, reviewed and/or updated in August 2020. Version No. 1.

The Chief Executive Officer has overall responsibility for the implementation and monitoring of this policy. The policy will be reviewed on a regular basis and the Club and Foundation reserve the right to make changes to the policy as appropriate, in line with legislative changes or amendments to our working practices.

Understanding and supporting this policy is not only essential to providing a positive working environment for everyone, but also it is critical to the success of our brand.

Any queries or comments about this policy should be addressed to the Human Resources Manager or the Chief Executive Officer.

This policy does not form part of any employee's contract of employment. We may depart from it at any time or amend the policy from time to time at our discretion.

Thank you for reading this policy.

## Related documents

Health and Safety Policy 2018

Grievance Policy and Procedure 2018

Smoke-Free Policy 2019

Recruitment and Selection Policy 2019

Equality Policy 2020