



# Voluntary Placement

This pack is to be used where the Council has agreed to accommodate a voluntary placement.

Please ensure this pack is completed in full prior to the start of the voluntary placement. Please send the completed pack to [netzero@spelthorne.gov.uk](mailto:netzero@spelthorne.gov.uk)

## **This pack contains:**

1. Voluntary Placement confirmation form
2. Voluntary Placement Agreement
3. Risk Assessment
4. Privacy Notice
5. Useful information for voluntary placement students
6. First day induction materials (including GDPR and Health and Safety essentials)

## Overview

### **What is a Placement?**

The purpose of this placement is to increase students' awareness of the climate change industry and public sector operations. Students are usually Masters students and will work with us for 30 business days as required by their Masters course.

Students will be given a stipend of £300 (£50/week) across their time with the Council to cover expenses. This will be paid out £150 halfway through their placement and half at the end of their time through the Council's payment process.

### **Responsibilities of the service/manager**

Managers who accept a voluntary placement must ensure that:

- The work programme will cover the full duration of the placement.
- Adequate supervision is given at all times. Supervision must be provided by someone who understands why the student is here, and who can, if required, give a report on the student's work.
- A safety induction is given on the first day of the placement (by the manager or other team member)

- Guidance and instruction regarding data protection is given on the first day (by the manager or other team member), specific to the service and work that will be carried out.
- The student has the opportunity to meet other team members and colleagues from other departments where possible.
- Cooperation is given to the university. If required a feedback form can be filled out.

### **Responsibilities of the student**

Students are expected, both by the Council and their university, to carry out their duties to the best of their ability and to attend punctually on all days of the placement (unless advised otherwise).

It is expected that students will:

- get stuck in and contribute to the department they are working in
- attend work on time
- follow Council rules
- be diligent about health and safety
- inform us if for any reason if they cannot attend as planned.

### **What if there are problems?**

Any problems should be shared with the Climate Change or HR team. If students are found to be abusing the terms of the placement, the placement will be terminated and their university informed.

If the placement is terminated the student will receive the money they are owed up until that date at a rate of £50 per week.

# Voluntary Placement Confirmation Form

**To be completed by placement coordinator/manager:**

Placement dates: \_\_\_\_\_ to \_\_\_\_\_

Department:

Name of placement coordinator/manager:

Contact number:

**To be completed by voluntary placement student:**

Full name:

Preferred name:

Telephone number:

Email address:

Address:

University:

University contact number:

Emergency contact:

Emergency contact number:

Emergency contact relationship:

# Voluntary Placement Agreement

Dear [NAME OF STUDENT],

## **Agreement for Voluntary Placement**

This letter sets out what Spelthorne Borough Council (the “**Council**”) reasonably expects from your voluntary placement.

- 1. The Council appreciates you undertaking your voluntary placement with us and is committed to providing students with a supportive, rewarding, and engaging environment.**

Your placement will be with Climate Change Team and starts on [DATE]. Your placement will last 30 business days. Voluntary placement students will receive a stipend of £300 to cover expenses for the full 30 business days. This stipend is not a salary or wage, and no employment relationship is created.

We expect you to perform your role to the best of your ability and to follow our policies, internal procedures and standards, including our health and safety and equal opportunities policies, and to comply with Spelthorne's Personal Data Protection Policy. You can expect us to deal with you in accordance with our equal opportunities policy.

- 2. Induction and training**

The Council will provide to you an induction to explain what we do and what you can expect from your placement. We will also provide training to enable you to undertake any required tasks you may be set and to ensure your health and safety.

- 3. Supervision and support**

Your main point of contact during your voluntary placement with us is Tim Snook (t.snook@spelthorne.gov.uk). If you have any problems or complaints you may contact Tim Snook (t.snook@spelthorne.gov.uk).

Please give Tim Snook (t.snook@spelthorne.gov.uk) as much notice as possible if you are unable to attend your placement when expected.

- 4. Insurance**

We will provide adequate insurance cover for you while you are undertaking a voluntary placement approved and authorised by the Council.

## **5. Data Protection**

In the course of providing your voluntary placement, you may have to handle personal data relating to officers, customers, suppliers or residents of the Council.

We expect you not to use any Personal Data you may have access to and you must not disclose this information to any person either during your voluntary placement experience with the Council or at any time afterwards.

Information regarding data protection is attached in Annex 1 and we urge you to take a close look at it before you start your voluntary placement. There are very serious consequences for the Council and its staff if they breach the Data Protection legislation, we therefore urge you that if in doubt you always need to speak to your manager/placement coordinator.

## **6. Confidentiality**

In the course of your voluntary placement, you may also have access to confidential information (including financial information) relating to the Council, the Council's residents or suppliers. We expect you not to use or disclose this information to any person either during your voluntary placement or at any time afterwards.

This Agreement is binding in honour only, is not intended to be a legally binding contract between you and the Council and may be cancelled at any time at the discretion of either Party.

Neither of us intends any employment relationship to be created either now or at any time in the future, as a result of the operation of this Agreement.

Please acknowledge that you understand and accept the contents of this letter by signing, dating and returning the enclosed copy.

Yours sincerely,

.....

On behalf of Spelthorne Borough Council

I understand the contents of this letter.

Signed .....

[NAME OF STUDENT]

Date .....]



## Climate Change Internship Pack

<b>Service/ Department</b>	Your service / Department		<b>Date of assessment</b>	00/00/0000		<b>Assessor Name</b>	Your name	
<b>Title of Risk Assessment</b>	Young Person		<b>Type of assessment</b>	<input type="checkbox"/> New <input type="checkbox"/> Review		<b>EVOTIX ref No.</b>	To be allocated by Safety Team	
<b>Description of activity</b>	add text as required							
<b>Location</b>			<b>Category of risk</b>	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High			<b>Review date</b>	00/00/0000
<b>Persons exposed (tick box)</b>	<b>Employees</b>	<input type="checkbox"/>	<b>Other workers</b>	<input type="checkbox"/>	<b>Public/visitors</b>	<input type="checkbox"/>	<b>Young persons</b>	<input type="checkbox"/>
	<b>New/expectant mothers</b>		<input type="checkbox"/>	<b>Vulnerable persons</b>	<input type="checkbox"/>	<b>Contractors</b>	<input type="checkbox"/>	
						<b>Estimated total number of persons at risk</b>		xxxx

  

<b>Likelihood of occurrence</b>  1 = Very unlikely 2 = Unlikely 3 = Likely 4 = Very likely 5 = Almost certain <sup>11</sup>	<b>Severity of incident</b>  1 = No injury 2 = Minor injury or illness 3 = 7-day injury or illness 4 = Specified injury or illness 5 = Fatality, disabling injury, and so on	<table border="1"> <tr><td>5</td><td>5</td><td>10</td><td>15</td><td>20</td><td>25</td></tr> <tr><td>4</td><td>4</td><td>8</td><td>12</td><td>16</td><td>20</td></tr> <tr><td>3</td><td>3</td><td>6</td><td>9</td><td>12</td><td>15</td></tr> <tr><td>2</td><td>2</td><td>4</td><td>6</td><td>8</td><td>10</td></tr> <tr><td>1</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> </table> <p style="text-align: center;">Likelihood</p>	5	5	10	15	20	25	4	4	8	12	16	20	3	3	6	9	12	15	2	2	4	6	8	10	1	1	2	3	4	5		1	2	3	4	5	<b>Review Period (recommended)</b>  <div style="display: flex; align-items: center;"> <div style="width: 20px; height: 15px; background-color: #90EE90; margin-right: 5px;"></div> <div>Low = 2 Years</div> </div> <div style="display: flex; align-items: center;"> <div style="width: 20px; height: 15px; background-color: #FFD700; margin-right: 5px;"></div> <div style="width: 20px; height: 15px; background-color: #FF0000; margin-right: 5px;"></div> <div style="margin-left: 10px;">} Medium &amp; High = 1 Year</div> </div>
5	5	10	15	20	25																																		
4	4	8	12	16	20																																		
3	3	6	9	12	15																																		
2	2	4	6	8	10																																		
1	1	2	3	4	5																																		
	1	2	3	4	5																																		

  

<b>Risk = Likelihood x Severity</b>	<div style="width: 20px; height: 15px; background-color: #90EE90; display: inline-block;"></div> Low	<div style="width: 20px; height: 15px; background-color: #FFD700; display: inline-block;"></div> Medium	<div style="width: 20px; height: 15px; background-color: #FF0000; display: inline-block;"></div> High
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This risk assessment template is generic and has been produced as good practice guidance only.

The content should be tailored to ensure that all hazards specific to your activity have been identified and relevant controls put in place to adequately control the risks.

You must complete and calculate the likelihood and severity of risks after the control measures have been identified.

Category of risk is triggered from the risk rating after control measures have been put in place. The highest risk rating will dictate final risk category and review period.

- Risk rating at red and amber will require review every year .
- Risk rating at green will require

**Please do not just use this form as it is otherwise it will not be approved**

<b>Approval</b>	<b>Print Name</b>	<b>Position</b>	<b>Signature</b>	<b>Date</b>

	<b>Factors of harm – BEFORE measures</b>	<b>Factors of harm – AFTER measures</b>	
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## Climate Change Internship Pack

Hazard(s) & Potential harm	Likelihood (1–5)	Severity (1–5)	Risk Rating (Likelihood x Severity)	Control measures to mitigate risk	Likelihood (1–5)	Severity (1–5)	Risk Rating (Likelihood x Severity)	When reviewing risk assessment write what has changed below
<b><u>Inexperience</u></b> Various injuries	3	3	9					
<b><u>Lack of awareness of health and safety risks</u></b> Various injuries	3	3	9					
<b><u>Pace Of Work</u></b> Various injuries	3	3	9					
<b><u>Physically or mentally immature</u></b> Various injuries	3	3	9					
<b><u>Violence &amp; aggression Bullying &amp; inappropriate behaviour</u></b> Distress, Emotional harm	3	4	12					

## Climate Change Internship Pack

<b><u>Fatigue</u></b> Various injuries	3	3	9					
<b><u>Housekeeping</u></b> Slips, Trips Falls Various injuries	3	3	9					
<b><u>Manual Handling</u></b> Various injuries	3	3	9					
<b><u>Working at Height</u></b> Various injuries	3	3	9					
<b><u>Tools Equipment Machinery</u></b> Various injuries	3	3	9					

## Climate Change Internship Pack

<b><u>Temperature, noise and vibration</u></b>								
Various injuries	3	3	9					
<b><u>Chemicals</u></b>								
Ingestion Inhalation Eye contact Skin contact Skin Burn	3	3	9					
<b><u>Site Visits</u></b>								
Inexperience, lack of awareness of risks and immaturity create more opportunity for accidents than for adult workers	3	5	15					
Physical harm due to environmental conditions								

## Privacy Notice

This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection law.

### Who we are

Spelthorne Borough Council (SBC) collects, uses and is responsible for certain personal information about you. When we do so we are regulated under the United Kingdom General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA 2018). We are responsible as 'controller' of that personal information. Our Data Protection Officer can be contacted at [data.protection@spelthorne.gov.uk](mailto:data.protection@spelthorne.gov.uk).

Voluntary Placements that are well-planned and well-organised have an important role in developing students' employability skills, personal and social skills and helps them learn about the world of work.

### Personal information we collect and use

Information collected by us:

Over the course of applying for your voluntary placement we collect the following personal information when you provide it to us:

- your personal information (such as name, address, date of birth, contact number, email address)
- name, contact number of emergency contact,
- work placement subject requested,
- interests, exams, personal statement, current educational establishment .

If you complete a voluntary placement with us we may also collect information relating to your time with us – e.g. record of absence

How we use your personal information?

We use your personal information to:

- ensure you meet the criteria for the Voluntary Placement Programme
- source you a meaningful placement (this will involve us sharing information provided with other SBC departments and associated services to enable them to make an informed decision about offering a suitable placement)
- contact you by email with updates regarding placement opportunities or suggest alternatives if your original choice is not available
- other SBC departments may need to contact you to discuss placement arrangements
- issue you (the applicant) with a certificate at the end of successful placement
- record and collect data on the voluntary placement programme to monitor our outcomes

How long your personal data will be kept

We will hold your personal information securely which will be only accessible by employees who have specific access. We will hold your personal information for no longer than one year, after which the information is made inaccessible to system users or securely destroyed.

## **Reasons we can collect and use your personal information**

We collect and use your personal information to carry out tasks with your consent. We rely on the following legal bases under UK GDPR:

Article 6 (1)(c) processing is necessary for compliance with a legal obligation to which the controller is subject

Who we share your personal information with

We share your personal information with:

- teams within SBC that offer work placements
- associated services (such as education services and facilities management)

We will share personal information with law enforcement or other authorities if required by applicable law.

## **Your rights**

Under UK GDPR you have rights which you can exercise free of charge which allow you to:

- know what we are doing with your information and why we are doing it
- ask to see what information we hold about you (subject access request)
- ask us to correct any mistakes in the information we hold about you
- object to direct marketing
- make a complaint to the Information Commissioner's Office
- withdraw consent (if applicable)

Depending on our reason for using your information you may also be entitled to:

- ask us to delete information we hold about you
- have your information transferred electronically to yourself or to another organisation
- object to decisions being made that significantly affect you
- object to how we are using your information
- stop us using your information in certain ways

We will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties. Please note, your request may delay or prevent us delivering a service to you.

For further information about your rights, including the circumstances in which they apply, [see the guidance from the UK Information Commissioner's Office \(ICO\)](#) on individuals' rights under UK GDPR.

If you would like to exercise a right, please contact the Information Governance Team at [data.protection@spelthorne.gov.uk](mailto:data.protection@spelthorne.gov.uk)

## **Keeping your personal information secure**

## Climate Change Internship Pack

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

## Contact

Please contact the Information Governance Team at [data.protection@spelthorne.gov.uk](mailto:data.protection@spelthorne.gov.uk) to exercise any of your rights, or if you have a complaint about why your information has been collected, how it has been used or how long we have kept it for.

You can contact our Data Protection Officer, the same email address.

UK GDPR also gives you right to lodge a complaint with the Information Commissioner who may be contacted via the [Information Commissioner's website](#) or call [03031 231113](tel:03031231113).

## Useful information for Voluntary Placement students

**Food and drink:** Near to our offices there is a parade of shops including a bakery and some fast food restaurants.

**Issues:** If you have any problems during your time with us, which you feel you cannot sort out with your supervisor, please do not hesitate to contact Human Resources or the Climate Change Team.

**Workplace safety:** The Council takes very seriously its duty of care and its responsibilities under the Health and Safety at Work Act. In the unlikely event of there being any other hazards identified which are not of a general nature and which are appropriate to the work being undertaken, these will be advised to you in advance of the placement.

Your initial induction will normally be conducted by your supervisor or manager and will take place on your first day. It will cover basic information i.e. familiarisation with your workplace, introduction to immediate work colleagues, staff facilities (toilets, vending machines and first aid) and security procedures. Your supervisor will brief you on the duties and responsibilities you are expected to undertake while at Spelthorne. Please take careful note of what you are told.

**Security:** Maintaining a secure working environment needs everyone's cooperation. All staff are issued with identity cards which must be worn during working hours. You will be issued with a 'Spelthorne' badge, which you **must** wear whilst at work.

**Personal Property:** The Council cannot accept responsibility for your private property if it is lost or damaged in places of work. Please take care of your belongings.

**Fire Precautions:** Please make sure that you have read the evacuation instructions, including locations of assembly areas, which are on notice boards and next to fire appliance points. Fire drills are normally carried out without prior warning. Fire Wardens are appointed throughout the Council Offices to assist with the safe evacuation of the building, in an emergency please follow their guidance and leave the building immediately by the nearest fire exit and go to your assembly point.

**Safety at work:** We are all responsible for ensuring a safe working environment. If you think that a hazard to health or safety exists please report the matter to your supervisor immediately. If you are involved in an accident or a dangerous incident, please complete an incident report form promptly (available from your Supervisor) so that remedial action can be taken.

**First Aid:** Fully trained first aiders, if required, administer First Aid. Their names and locations within Knowle Green are prominently displayed in each department and at the Reception desks. Sites based away from Knowle Green have their own arrangements of which you will be advised if appropriate.

**Finally:** Good luck and enjoy yourself!

## **Data Protection Awareness**

Spelthorne Borough Council is committed to protecting the information that it processes within its services. Data processing includes anything we do to, or with, personal information, such as filing, updating, copying, checking, sharing and storing. We are obliged under law to specifically protect personal data.

### **What is personal data?**

Personal data is any information relating to an identifiable living person, such as:

- name, address, date of birth, National Insurance Number
- details of employment,
- medical details,
- financial details,

### **Why data protection is important**

Spelthorne Borough Council is a 'data controller' and is legally required to ensure that personal data is:

- Fairly, transparently and lawfully processed
- Processed only for specified purposes
- Adequate, relevant and limited to what is necessary
- Accurate and kept up to date
- Not kept for longer than is necessary
- Kept secure (both technically and procedurally)
- Not transferred outside of the EU without adequate protection

### **What do I need to do?**

It is the responsibility of everyone who works for the Council to make sure that personal data is kept secure and confidential.

Please help us keep the personal data that the Council holds safe by following the golden rules.

**Golden rules for handling personal data**

- If you learnt something about someone at work – make sure that information stays at work;
  - Only discuss it with others at work if they need to know the information,
  - Do not discuss it outside of work with others even if you THINK that they may know it,
- Return any paperwork to work for confidential shredding,
- Is someone asks you to share personal data – ask why, what, and how. If you are unsure ask your supervisor or line manager,
- Incidents happen! Tell us when personal data is lost, stolen or shared by mistake,
- Is someone asks you to share personal data – ask why, what, and how. If you are unsure ask your supervisor or line manager.

**The Council employs a Data Protection Officer who can be contacted for any data protection queries:**

Clare Williams      Email: [c.williams@spelthorne.gov.uk](mailto:c.williams@spelthorne.gov.uk) or [data.protection@spelthorne.gov.uk](mailto:data.protection@spelthorne.gov.uk)  
Phone: 01784 448614  
Room 110