**Please note:**

For Completion and Return



**Youth Engagement / Work Experience Programme**

**Parent/Guardian Information Pack**

|  |  |
| --- | --- |
| **Name of Student:** |  |
| **Placement Dates:** | **From** |  | **to** |  |
| **Department/Functional Area:** |  |

In order that the above named student can safely participate in the Devon & Cornwall Police Work Experience Programme, it is important for us to make you aware that your son/daughter or child in your care, as part of their induction on the first day of their placement, will be asked to sign various forms regarding health and safety, security of information and emergency contact details.

Please find below the forms that we will be going through with the above named student on the first day of their placement and, as part of this process, will be asking him/her to sign to confirm their understanding and agreement to abide by the requirements set down.

|  |
| --- |
| **Also enclosed within this pack is the Health Information Form (Under 18). Please would you complete and return this document to the Placement Supervisor at the address on the accompanying confirmation of placement letter by the date specified.**  |

**Parent/Guardian Declaration**

I confirm that:

* I am the legal parent/guardian of the student named above.
* I have familiarised myself with the forms included within this pack and have discussed the content with the above named student.
* I give my consent for the above named student to a) participate in this work experience/ student placement and b) to sign the documents detailed within this pack as part of their induction.
* I confirm that I have completed and enclose the Health Information Form (Under 18) for the above named student.

|  |  |
| --- | --- |
| **Relationship to the student** |  |
| **Name in block capitals** |  |
| **Signature**  | **Date:** |
|  |  |



**Work Experience Programme**

**Health Information (Under 18 Years Old)**

**Section A**

|  |  |
| --- | --- |
| **Name of Student:** |  |
| **Address:** |  |
| **Home/Mobile Telephone No:** |  |
| **Date of Birth:** |  |
| **Emergency contact name and contact number:** |  |
| **Relationship of emergency contact to student:** |  |
| **Name of Work Experience****Co-ordinator:** |  |
| **Contact Telephone Number of W/Exp. Co-ordinator:** |  |

**Section B**

In order that the above-named student can safely participate in the Devon & Cornwall Police Work Experience Programme, it is important for us to be aware of anymedical condition or illness that the student may suffer from, and any medical treatment that he or she currently receives.

Please be aware that a non-medical member of staff will screen this form, but the form may need to be referred to our Occupational Health Support Unit should further advice be required. The information provided will not be used for any reason unconnected with the Work Experience Programme.

Please specify below anyhealth related matters, including injuries of any kind, which you think it is best that we know about, including the details of any medicines (prescribed and ‘over the counter’ remedies in regular use), allergies and special requirements.

Please tick the appropriate box for the following questions.

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| **Has the above named been in contact with any infectious illness within the last two weeks (e.g. covid, chickenpox, measles, mumps etc.)?** |  |  |
| **Does the above named student suffer from asthma, wheezing, hay fever, frequent headaches, migraine, fits, faints, frequent stomach ache, bad period pains or any other illness or disability?** |  |  |
| **Does the above named student have any problems with their bones or joints (e.g. back, neck, knees etc.)?**  |  |  |
| **Is the above named student allergic to anything (e.g. any particular foodstuff, antibiotic, Elastoplast, aspirin or any other medicines)?** |  |  |
| **Is the above named student up to date with their Tetanus immunisations?** |  |  |
| **Does the above named student have special needs (e.g. special diet, adjustments required due to a physical or mental disability etc.)?** |  |  |
| **Is there any other relevant medical or health information that has not been requested above, that we should be aware of?** |  |  |

**Additional Information: Neurodiversity Support …**

|  |
| --- |
|  |

**Section C**

**Health Information Declaration**

I confirm that:

* I am the legal parent/guardian of the student named above.
* The information I have given is accurate to the best of my belief.
* I know of no other information concerning the student’s health which is relevant for the purposes of him/her safely participating in the Devon & Cornwall Police Work Experience Programme.

I consent to the student:

* Participating in the Devon & Cornwall Police Work Experience Programme.
* Receiving essential medical treatment as necessary in the event of a medical emergency or when the treatment is prescribed by a qualified health practitioner.

I understand that whilst every effort will be made to ensure the student’s safety, the Devon & Cornwall Police will not accept liability for any injury or loss which is incidental to or arises from the student’s participation in the Devon & Cornwall Police Work Experience Programme.

|  |  |
| --- | --- |
| **Relationship to the student** |  |
| **Name in block capitals** |  |
| **Signature**  | **Date:** |
|  |  |

**In the event of there being any changes to the information given on this form, please notify the Student’s Work Experience/Placement Supervisor as soon as possible.**

****

**Please note:**

Sample – Information Only

**Work Experience: Health & Safety**

**Initial Briefing Checklist**

|  |
| --- |
| **This form must be completed on the first day of the placement and retained by the Line Manager/Placement Supervisor in the individual’s work experience/student placement file.**  |

|  |  |
| --- | --- |
| **Name:** |  |
| **Location** |  |
| **BCU/Dept** |  |
| **From** |  | **To** |  |

|  |
| --- |
| **1. Fire safety** |
| **a** | Show placement relevant fire orders and ensure they understand them. |  |
| **b** | Advise when they are likely to hear the test alarm. |  |
| **c** | Show placement the relevant fire escapes, routes to and the assembly point. |  |
| **d** | Show placement the nearest fire extinguishers.  |  |
| **e** | Explain what types of fires they can be used on. |  |
| **2. First aid arrangements** |
| **a** | Show placement who the nominated first aiders are. |  |
| **b** | Show where the first aid boxes and accident book are kept. |  |
| **3. Electrical safety** |
| **a** | Explain that there should be no need to touch any switches/plugs. |  |
| **b** | Explain hazards of water near electrical items. |  |
| **c** | Explain the need for reporting all electrical faults. |  |
| **4. VDU assessments** |
| **a** | Explain the need for assessments (when required). |  |
| **b** | Show placement how to alter chair position (when required). |  |
| **c** | Explain to placement the need for a good ergonomic posture (when required). |  |
| **5. Manual handling** |
| **a** | Explain the techniques for correct lifting (when required). |  |
| **b** | Explain the need for assessments (when required). |  |
| **6. Machine safety** |
| **a** | Explain the safety procedures for any machines, which are likely to be used. |  |
| **7. Personal protective equipment (PPE)** |
| **a** | Show and explain the correct fitting of any ppe issued (when required). |  |
| **b** | Explain about the correct use and care of ppe (when required). |  |
| **c** | Explain how to store the ppe correctly (when required). |  |
| **8. Chemical safety** |
| **a** | Explain where any chemicals are stored and what the hazard symbols mean. |  |
| **b** | Explain and show the safe handling techniques prior to use (when required). |  |
| **c** | Explain and show what actions to be taken in the event of any spillage. |  |
| **9. Site issues** |
| **d** | Explain sensitive information in and around the Police Station |  |
|  | Explain the dangers of any equipment in and around the police station  |  |
| **e** | Explain the dangers associated with traffic near any stores delivery areas. |  |
| **f** | Explain the dangers of vehicle movement around the site. |  |

**Work Experience Placement:**

|  |  |
| --- | --- |
| **I confirm that I have received an induction brief covering all the aspects discussed in this form.** |  |
| **Name**  |  |
| **Signature**  | **Date:** |
|  |  |

**Work Experience Manager:**

|  |  |
| --- | --- |
| **I confirm that I have received an induction brief covering all the aspects discussed in this form.** |  |
| **Name** |  |
| **Signature**  | **Date:** |
|  |  |

**Contact Details/Information Sheet**

|  |  |
| --- | --- |
| **Contact Name and Telephone Number in the Case of Emergency:** |  |
| **Contact Name of Line Manager/Placement Supervisor:** |  |
| **In the absence of your placement supervisor please contact:** |  |
| **Location/Department where Placement is being undertaken:** |  |
| **Contact Number to report non attendance (for example if unwell):** |  |
| **Switchboard Telephone Number (if unable to contact Placement Supervisor on the above number):** |  |

**Further Information:**

**Conduct:**

* Ensure that you wear your identification at all times whilst on police premises and hand back to your Line Manager/Placement Supervisor at the end of your placement.
* Ensure you inform your Line Manager/Placement Supervisor if/when you arrive/ leave site.
* Do not go to any areas where you have not been given permission.
* If for any reason you are unable to attend please ensure that you contact both the school/college and your Placement Supervisor within half an hour of your due start time.
* No smoking, drinking of alcohol and the use of any illegal drugs.
* Use appropriate language, no swearing, shouting, etc. during your placement.
* Act responsibly at all times.
* The wearing of jewellery whilst on placement is discouraged for health and safety reasons, in particular the risks that jewellery can pose to the individual and their colleagues. It is for this reason that we respectfully request that no facial jewellery is worn, i.e. nose studs, long earrings or lip/eye rings. Please be advised that you may be requested to remove an item of jewellery where it is felt to be inappropriate or could pose a risk to your health and safety or that of others.
* Smart business attire to be worn i.e. trousers, skirt, shirt, blouse etc. but no identifiable school uniform, jeans, trainers, open toe shoes, etc.
* The use of leisure facilities including the swimming pool (where applicable), is only permitted whilst on your placement with authorisation, subject to an induction for the gym and rules and regulations of the swimming pool and other associated areas. **Please note:** access to the swimming pool is **only** granted when accompanied by a member of the Force Sports Association.
* Line Managers/Placement Supervisors are advised to liaise with the Exercise Facilities Manager prior to authorising the use of the leisure facilities.

**Welfare:**

* Should you have any concerns whilst on your placement please contact your Placement Supervisor as soon as possible in order that we can best support you.
* Inform Line Manager/Placement Supervisor if you have to take any medication and if that medication needs to stored in a fridge.
* Inform your Line Manager/Placement Supervisor if you encountered anything of an upsetting disturbing nature which has caused you distress.
* Inform you Line Manager/Placement Supervisor if you injure yourself whilst on police premises.
* Be aware that police premises are operational so do ensure that you take care whilst moving around the premises/grounds/crossing roads, etc.

|  |  |
| --- | --- |
| **Student signature**  | **Date:** |
|  |  |

|  |  |
| --- | --- |
| **Placement supervisor signature**  | **Date:** |
|  |  |

**Devon and Cornwall Police**

**Work Experience/Student Placement Programme**

**Security of Information (Over 18 Years)**

|  |  |
| --- | --- |
| Name of Student: |  |
| School/College: |  |
| Placement Supervisor: |  |
| Location: |  |
| Placement Dates: |  |
| School/College Contact: |  |

Devon and Cornwall Police keep a large amount of information about certain individuals to enable officers to carry out their police work. Some of this information is highly sensitive (see Force Security Policy D260).

Computers and other filing systems are used to make this information easy to find and use. There are two pieces of law which refer to the use of information relating to individuals: the Data Protection Act 1998 and the Computer Misuse Act 1990.

Any of the information held by the police is only to be used when it is required for police work. If the information is used for any other reason, the user may be committing a criminal offence under the Data Protection Act 1998 and the Computer Misuse Act 1990. The penalties for some of these offences are an unlimited fine or imprisonment.

You may see or hear information about people in the course of your work experience/student placement. Please remember that you must not disclose this information to anyone else and this includes your family, friends, neighbours and associates back at school/college. Remember that if you give information to someone who is not entitled to it, you could be committing a criminal offence under the Data Protection Act 1998 or the Official Secrets Act 1989.

It must be stressed that you must not take work-related information home. In addition, accessing information which bears no relevance to your work experience/student placement may result in your time with us being terminated and possible further investigation/proceedings.

To protect the Force computer systems from viruses only Force approved USB memory devices are permitted, and all the data held must be virus checked before opening any documents onto the Force network.

It is against Force policy to use any unauthorised software or personal IT equipment on Force computers. It is against Force policy to use any non-work computer, etc. to process work related data unless in accordance with D31 – Data Protection. This includes home computers, school or college computers, etc. Students are not allowed to take hardcopy documents off site without the express permission of their Placement Supervisor.

The use of social networking sites for example Facebook, Twitter etc. is not allowed during your working day. For security reasons it is advisable that you do not state that you are undertaking work experience or a student placement with Devon and Cornwall Police. Please do not disclose any information relating to your work experience/student placement on your social networking pages.

Remember that police information is kept to be used for police work and should not be abused. If you have any queries, ring the Force Data Protection Office or the Force Information Assurance Unit.

I have read, understand and agree to abide by the requirements set out above.

|  |  |
| --- | --- |
| **Signature**  | **Date:** |
|  |  |