



# Work Experience and Under 16 Students Policy

Responsible Person	Area Manager
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Review by	Jo Garnham

At CM Sports, we are committed to sharing good practice with those wishing to pursue a career in sports coaching and teaching. We welcome students and pupils under the age of 16 to join our team and gain either work experience or casual working hours around their school work and school days.

Prior to accepting any student for work experience purposes, CM Sports insists:

- The school certifies that the student wishes to attend the organisation and has a particular interest in sports coaching.
- The student is a fit and healthy person.
- The school and student agrees the period and the days/hours that the student attends and that the student is also aware of these times
- The school certifies that the student has not been suspended from school.

Our policy for those on placements or under 16 and working for CM Sports is as follows:

- All students/volunteers are assigned to a team member who will supervise their work and explain the health, safety and fire requirements of CM Sports.
- Students/volunteers will be supervised at all times by a senior team member assigned to them and will never be left alone with the children.
- Students/volunteers will be supported to understand CM Sports policies and procedures.
- We require students/volunteers to keep to our confidentiality policy.
- We require all under 16 students/volunteers to complete the CM Sports Induction process before starting to work for us
- It is expected that during the student's placement their tutor will visit them or at least event have verbal communication with the manager to receive feedback about the student's progress.
- Students will be offered support and guidance throughout their placement and given constructive honest feedback in respect of their performance. CM Sports will respect individual students' needs and abilities.
- All students/volunteers must adhere to the same codes of conduct as permanent staff, including time-keeping and dress codes.
- All students/volunteers are encouraged to contribute fully to the activity they are assisting with.
- In the event of a fire drill, internal drill or fire/ internal evacuation, a student/volunteer must stay with the CM Sports team member and follow any clear instructions.
- Linked to Manual Handling, students/volunteers are encouraged not to carry heavy equipment.
- Upon reaching their 16<sup>th</sup> Birthday, any students must have a full enhanced DBS check, along with appropriate Safeguarding Children Training and Paediatric First Aid.

CM Sports also adhere to all restrictions and guidelines on Child Employment as follows:-

- CM Sports would not expect any student/volunteer to carry out any duties or work during School hours that can interrupt their attendance or studies in anyway
- Any under 16 students are not expected to work before 7am or after 7pm
- Students are not expected to work for more than 4 hours without taking a break
- During Term Time under 16 students can work a maximum of 12 hours per week
- During School Holidays we would not expect any under 16 students to work more than 35 hours a week