



Work Experience and Under 16's Workers Policy	
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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 organisations and has a particular interest in sports coaching.
- The student is a fit and healthy person.
- The school and student agree 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 timekeeping 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 16th Birthday, workers must have a full enhanced DBS check, along with appropriate Safeguarding Children Training and Pediatric First Aid.

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

Children are not allowed to work:

- during school hours
- before 7am or after 7pm
- for more than one hour before school (unless local bylaws allow it)
- for more than 4 hours without taking a break of at least 1 hour
- in any work that may be harmful to their health, well-being or education
- without having a 2-week break from any work during the school holidays in each calendar year

Term time rules

During term time, children can only work a maximum of 12 hours a week. This includes:

- a maximum of 2 hours on school days and Sundays
- a maximum of 5 hours on Saturdays for 14-year-olds, or 8 hours for 15 to 16-year-olds

School holiday rules

During school holidays, 14-year-olds are only allowed to work a maximum of 25 hours a week. This includes:

- a maximum of 5 hours on weekdays and Saturdays
- a maximum of 2 hours on Sunday

During school holidays, 15 to 16-year-olds can only work a maximum of 35 hours a week. This includes:

- a maximum of 8 hours on weekdays and Saturdays
- a maximum of 2 hours on Sunday