

Heddlu Dyfed Powys Police

WORK EXPERIENCE POLICY AND PROCEDURES

Human Resources Department

Dated: April 2007
Review carried out May, 2008
no changes
Next Review Date: April, 2009

WORK EXPERIENCE

1. **Policy Statement**

It is the intention of Dyfed Powys Police to provide a positive, interesting and safe insight into the Police Service for the young people of our community.

In doing so we hope to provide them with an interest in Dyfed Powys Police as a career across the range of operational and support roles – both Police Officer and Police Staff.

2. **Guidance**

Purpose of Policy

To give those students interested in a career as a police officer an insight into the skills required to become an officer and the range of roles available within the service.

3. **Background**

The Management of Health and Safety at Work Regulations 1999 apply to young people aged under 18 in work or on work experience. Many of the tasks undertaken, particularly by Police Officers, cannot be easily undertaken by this age group. The consequences that any work experience may easily become office based and administrative and not give either a true meaningful perspective on the role, the various career opportunities available, or the world of work.

It is proposed therefore that the following be undertaken:-

1. The Divisional Training Officer or HR Manager for each Division to liaise at the beginning of each academic year (ie in September) with Career Wales West to inform them of the proposed programme for the year.
2. Career Wales West to ascertain from each school:
 - (i) Those interested in a career with the Police Service and publicise the types of career available (booklet to be provided).
 - (ii) The dates scheduled for work experience for year 10 and 12 pupils.
3. Dyfed Powys Police will endeavour to provide at least one day's work experience for each pupil expressing an interest within the week(s) designated subject to the exigencies of the service. Alternatively dates will be provided if necessary.

Such a day could provide the basis of a school project for the pupil concerned.

4. **Details of experience to be provided**

- Venue – The master classes will not be held on police premises, except where suitable large rooms are available, suitable venues, refreshments and transport will be made available. All venues should have disabled access and facilities.

- Health & Safety – The venues used will offer an enclosed environment, compliant with fire safety regulations, allowing pupils to be supervised at all times. A risk assessment of the location to be used and the activities involved to be undertaken by the HR Manager with the assistance of the Health and Safety Adviser, Dyfed Powys Police.
- Resources/Planning – Both Careers Wales and Schools Career Staff will assist in organising and running these events.
- Careers Wales will provide funding for venues and refreshments.

The content of each class day may vary dependent upon staff availability. The aim and objectives of the day are:

Objectives

By the end of the session student's will:

- Describe the role and responsibilities of a Police Officer.
- Outline the various career opportunities within the organisation.
- Understand the stages of the Police Recruitment System and staff recruitment.
- Explain the competencies required of an applicant.
- Identify the required level of fitness demanded of an applicant.
- Understand the training requirements of a Police Constable

Each class will offer interactive inputs designed to offer an insight into the work of Police Officers.

This may include any of the following as workshops:

- Selection and training of Police Officers.
- A day in the life of a Police Officer.
- Crime Management and Reduction (CID).
- Scenes of Crime work.
- Roads Policing work.
- Armed Response Unit.
- Dogs Section.

Police staff roles will be the subject of separate workshops organised in conjunction with Career Wales West.

4. **Information Provision**

Dyfed Powys Police will provide leaflets/web addresses for schools at these events so that both teachers and pupils can access career opportunities and further information.

5. **Equal Opportunities**

It is the intention of the Force to provide opportunities across all pupil groups regardless of gender, race, disability, or any other reason and all pupils should have equal access to work experience.

The Force will require Career Wales West to ensure equality of access for all pupils on this basis and provide information on at least an annual basis on the numbers requesting work experience and the numbers attending by gender, race and disability.

6. **Redress and Review**

Any person who has cause to feel aggrieved by any matter outlined in this policy is able to and may seek redress in the following ways:

- Discipline/Misconduct Procedures.
- Bullying and Harassment Procedures.
- Organisational Complaints Procedures.
- Grievance Procedure.

5. **As a separate checklist document to go as an Appendix to the policy.**

Policy Legal Compliance, Consultation and Equality Impact Assessment.

(to be published as final appendix to the policy).

- (a) Legislative Basis and Legitimate Aims** (list all legislation relied upon and legitimate aims identified under the Human Rights Act)

Health and Safety at Work Act 2004

Race, Sex Discrimination and Disability Discrimination Acts 1975, 1995 and Duties to promote Race, Disability and Gender Equality

- (b) Equality Impact Assessment**

- (1) What is the purpose of the policy or practice and what is it designed to achieve? Is this clear? Does the policy (or the function you are covering in the document concerned) or could your policy impact upon the groups outlined below i.e. produce different outcomes across groups on account of age/disability/gender/race/religion/belief/sexual orientation? Is there a possibility of promoting the Welsh language via this policy in line with our Welsh language Scheme? If yes, continue. Before answering no check that your policy is not one of the policy areas highlighted by the CRE as requiring monitoring (paragraph 7). If it is, it is strongly recommended that you continue with a full impact assessment as below.

The policy proposal is designed to achieve the Health and Safety of students on work experience placements. An equal access to placements for all groups.

Reason

The policy is designed to provide equal access to work experience for students from all minority groups above. This will be monitored as per the policy.

Signed: M A Waller

Dated: 19/4/07

Human Resources Policy Manager