

Local Work Experience Guidance – House of Commons

1. Background

The Safeguarding Board agreed that while work experience arranged by individual members of staff in the House of Commons would cease (in line with the House of Lords' policy), work experience schemes arranged by individual teams could continue provided that they were approved by the Safeguarding Board.

The formal work experience programmes of the House of Commons and House of Lords are referred to as the **corporate scheme(s)**. Work experience arranged by individual teams, or services within them are referred to as **local scheme(s)**. Individuals receiving work experience are referred to as **participants**.

2. Approval from Safeguarding Board

Managers who would like to host a local scheme must complete a [Local Work Experience Scheme Approval Form](#) which should be submitted to the Safeguarding Board via [REDACTED]. The board will review details of the proposed schemes to ensure they are in line with the Safeguarding Policy and provide a response within 10 working days.

Section 40 (2)

Once a local scheme has been approved it is then owned and managed by the line manager. The Safeguarding Board will record the local scheme in the Local Work Experience Scheme Register. Approval of a local scheme will last for three years and the manager of that scheme will be required to seek re-approval after this time if it is to continue.

3. Recruitment & selection

Local schemes should be organised with an external partner who will select participants or manage a recruitment process; or should be able to demonstrate a clear recruitment and selection process managed by the relevant HoC team. Details of the recruitment and selection process should be provided to the Safeguarding Board.

The Board must approve the arrangements for the placement prior to the recruitment and selection process.

A register of all work experience participants of local schemes should be kept by the owner of the scheme.

4. Training and guidance for supervisors

Managers of local schemes should have similar support and training as those involved in the two corporate schemes, which includes:

- Completion of safeguarding e-learning.

- A briefing on how to work safely with young people and vulnerable adults by a Designated Safeguarding Lead.
- Reading and understanding of the written guide to running a work experience programme, including information on safeguarding practices.

5. Security vetting

Participants aged 16 or over must complete the full CTC security form and are cleared in the same way as all House staff. The duration for processing applications is the same as staff.

Participants aged 15 and under are required to complete a 1 page pass renewal form and also have signed consent from a parent/guardian that they can be cleared. Participants are asked to complete the form when they were selected.

6. Health and safety measures

Managers are required to complete a risk assessment ahead of placement commencing, and explain health and safety procedures on the first day of the placement. More information on health and safety measures can be found in the [Safety Essentials: Work Experience Parliament](#) guidance.

7. ICT and digital

In line with guidance from PDS on safe access to the Parliamentary network, and to minimise the use of personal digital accounts, all participants should have a network account created for the duration of their work experience if appropriate.