



Trinity Multi Academy Trust

<b>Policy:</b>	Internships Policy
<b>Date of review:</b>	September 2018
<b>Date of next review:</b>	September 2021
<b>Lead professional:</b>	HR Manager
<b>Status:</b>	Non Statutory

## **1. Purpose of policy and guiding principles**

- 1.1 Trinity Multi-Academy Trust is committed to providing a positive climate for learning for all members of an academy community. We are all involved in a continuous process of development and improvement, and our belief is that the continuing professional development (CPD) of the workforce is at the heart of our academy improvement plans; and will ultimately improve student outcomes.
- 1.2 Trinity Multi-Academy Trust is a life-long learning community and is committed to providing opportunities for ex-students to develop skills, knowledge and experience within the positive and supportive learning environment an academy is able to offer.
- 1.3 By offering opportunities for ex-students to develop their skills as a paid intern, the trust can position itself as a post-16 education provider of choice and can offer this opportunity as a marketing tool for sixth form recruitment.
- 1.4 This policy provides a framework for engaging ex-students (who are now post-graduates) work experience through an internship. Through this framework we can ensure internships are managed appropriately and in line with best practice.
- 1.5 The policy outlines the differences between internships, work experience and volunteering and ensures the trust adheres to statutory HMRC rules. Please see **Appendix 1**.
- 1.6 Internships are opportunities in addition to roles and posts within an academy's staffing structures therefore internships must not be used to recruit to vacancies.

## **2. Links with other policies or legislation**

- 2.1. This policy links with the trust's recruitment and selection policy and relevant employment policies and documents – see **Appendix 2**.
- 2.2. This policy links to the statutory legal requirements applicable for those paid staff defined as 'workers'.
- 2.3. Trinity Multi Academy Trust will treat all workers and employees equally and consistently in accordance with the trust's Equality Policy.

## **3. Consultation**

- 3.1. This policy has been developed by the trust in consultation with recognised Trade Unions.
- 3.2. The policy was approved by the governing body after consultation and agreement with the recognised Trade Unions.

## **4. What is an internship?**

- 4.1. An internship is an opportunity offered by an employer to potential employees, called "**interns**", to work in an organisation for a fixed, limited period of time. Most internships last for any length of time between one week and 12 months.
- 4.2. **Appendix 1** outlines the differences between internships, volunteering and employment.

## **5. What will the trust offer interns?**

- 5.1. The trust will offer postgraduate students an opportunity to apply for a number of internships.
- 5.2. Internships will last between 30-40 weeks over a 12 month period (a usual academy calendar is 38 term time weeks). Internships will be served, in the main, during term time.
- 5.3. These internships will be based in areas of the academy such as:

- Teaching teams and classroom experience
  - Learning support
  - Pastoral provision
  - Site team/premises management
  - Business support; e.g: HR, Admin and or Marketing
  - Catering
  - Finance
- 5.4. Interns will be given the opportunity for work experience with professional academy teams to develop their skills, build their knowledge and to apply their academic skills in a practical, education environment.
  - 5.5. For those who wish to explore a potential career choice, an internship will provide practical work experience whilst researching opportunities. For post graduates considering a teaching career an internship will provide invaluable school experience to support applications for teacher training.
  - 5.6. Interns are workers and not employees and are casual staff. They have the flexibility over whether they attend work.
  - 5.7. Interns will be paid the National Minimum Wage (NMW) relevant to their age and be entitled to a paid lunch on term days. Working hours will be between 30-37 per week, depending on requirements of an academy and the team they are working in.
  - 5.8. Interns are entitled to statutory annual leave. Currently this is 5.6 weeks (28 days) for a full time employee. Annual leave entitlement will be calculated on the hours and weeks that are actually worked. Statutory Bank Holidays and Christmas closure periods are not in addition to statutory annual leave and must be taken from annual leave entitlement. Annual Leave can only be taken from accrued leave.
  - 5.9. Interns will have access to an academy's internal CPD, including INSET days. The nature of the CPD offered will vary dependant on the intern's work duties.
  - 5.10. Interns will benefit from having access to an academy's internal vacancies, and be able to apply as internal candidates.
  - 5.11. Staff within an academy will act as a referee on request.

## **6. Why does the trust offer internships?**

- 6.1. As a commitment to life-long learning the trust wants to support ex-students to develop their career paths following graduation.
- 6.2. As a local employer an academy will seek to recruit and develop its workforce from the local community.
- 6.3. As an education provider an academy will seek to grow potential, not only from employed staff, but from ex-students who have been successful in their education with the academy.

## **7. The recruitment process**

- 7.1. To ensure that we get the best possible talent, there is an essential criteria each applicant has to meet:
  - be a student in their final year, or a graduate in their last year
  - be predicted, or achieved, at least a 2:2 degree
  - have 5 GCSE's A\*-C, including English and Maths (or equivalent)
  - have the right to work in the UK without restriction
- 7.2. An academy will contact ex-students on an annual basis to inform potential applicants of internship opportunities. To support this, internships will be advertised on an academy's website and social media channels.
- 7.3. The internship programme will be marketed as part of the 6<sup>th</sup> Form recruitment material and staff will inform students of any opportunities available.
- 7.4. Recruitment will follow the processes outlined in the trust's Recruitment and Selection policy. Applicants will be required to complete a full application form (adapted for internships) and pre-employment checks will be undertaken to ensure safer recruitment practices are followed.
- 7.5. The HR contact at each academy will manage the recruitment process.

## **8. Other considerations**

- 8.1. Insurance - Each academy's employee liability insurance extends to interns.
- 8.2. Induction – interns will have a full induction to an academy. The areas below will be covered in more detail in the induction programme.
- 8.3. Child Protection- all interns will receive Child Protection training. All adults will be made aware of their responsibility towards promoting the safeguarding and welfare of children and young people.
- 8.4. Code of conduct – all interns will receive a copy of the code of conduct. This outlines the trust's expectations for all adults working with our students.
- 8.5. Allegations against staff - interns are covered by this policy. An academy will investigate allegations made about all staff and volunteers. All elements of this policy apply, including, if necessary, the requirement to refer individuals to the Disclosure and Barring Service.
- 8.6. Confidentiality - all adults working in, and for, the trust are bound by a code of confidentiality.
- 8.7. IT accounts – interns can have access to an IT account and IT systems. Interns will not be loaned IT equipment.
- 8.8. ID Badges - an academy's safeguarding and visitors policy applies and interns should wear an ID badge at all times. Interns will have been DBS checked they will be issued with an ID badge, showing that they are recorded on the SCR.
- 8.9. Supervision - all interns will work under the supervision of a named person. This member of staff retains the responsibility for students (and/or physical resources) at all times. Interns should have, and should follow, clear guidance as to the tasks undertaken and what the expected outcome should be. Interns should seek advice from this contact. Any issues or concerns should be reported to this person in the first instance.
- 8.10. Health and Safety - the trust has a suite of H&S policies that are available on request. Interns should familiarise themselves with the emergency evacuation procedures and first aid provision. H&S training will be provided for specific tasks and risk assessment will be undertaken if required. Interns need to exercise due care and attention and should not undertake tasks that may harm or damage their health. Any risks or hazards should be reported to their named contact.
- 8.11. Lunch/catering arrangements - tea and coffee are available in the staff room, and should not be taken out of the staffroom.

## **9. Expectations**

- 9.1. All interns are expected to respect each academy's values.
- 9.2. All staff, students and volunteers can expect to work and learn in an environment of fairness and equality, free from discrimination, prejudice, harassment and bullying.
- 9.3. An intern should agree to fulfilling an agreed work pattern, however, as a casual worker, there is no requirement to provide notice of absences or termination of the agreement. The academy would prefer at least 2 weeks notice of termination of the agreement and to be contacted if the intern is absent due to sickness or other unforeseen circumstances.
- 9.4. An internship can end, with no notice from either party.
- 9.5. An academy will consider ending the internships if there are concerns that an intern is:
  - acting in a manner, or a manner that could be perceived to be, damaging the health, wellbeing, safety or learning of pupils OR
  - negatively impacting on the duties of academy employees.

## **10. Roles and responsibilities**

### **10.1. The role of the Principal/CEO**

- The role of the CEO is to ensure that this policy is applied fairly and consistently across the trust.
- The role of the Principal is to ensure that this policy is applied fairly and consistently across an academy.

- The Principal, with the assistance of other Senior Leadership colleagues, will review internship information and make recommendations to the Governing Body.
- The Principal, will delegate to an appropriate person the responsibility for internships.

#### 10.2. The role of the Governing Body/Board of Directors

- The Governing Body will approve this policy and is committed to ensuring that this policy is applied consistently and fairly.
- Inform all staff of the policy which has been adopted.

#### 10.3. The role of others

- The HR contact at each academy is responsible for coordinating the recruitment of interns and managing the administration and evaluation of the process.
- The Assistant Principal, 6<sup>th</sup> Form at Trinity Academy Halifax will be responsible for marketing the programme to current 6<sup>th</sup> Form students.
- All staff are expected to support interns, and provide a valuable learning experience.
- All staff are expected to positively promote the programme, as and when required.

### **11. Monitoring and Evaluation**

- 11.1. An academy will request from interns feedback on their internship. This information will be used to develop and improve the internship experience.
- 11.2. The recruitment, turnover and experience of interns will be monitored by the HR team. This information will establish if internships bring value to the trust.
- 11.3. Any concerns will be brought to the Principal of an academy in the first instance.
- 11.4. This policy should be reviewed regularly to ensure compliance to legislation, academy needs, budgetary information and good practice. Any reviews to this policy will be in consultation with staff, including representatives of unions and associations recognised by the trust.

## Appendix 1

Type of arrangement	Definition	Payments
<b>Employment</b>	<p>An employment contract will exist where the academy has a defined post within its structure.</p> <p>A job description, salary and defined terms and conditions will be in place.</p> <p>There is an employment contract in place outlining the responsibilities of the employee and employer.</p>	<p>A salary will be paid in 12 monthly instalments, subject to tax and NI deductions.</p> <p>Employees can join recognised pension schemes.</p> <p>Entitled to contractual benefits.</p>
<b>Internship</b>	<p>An internship should be for the education and/or career development of the intern and must meet the following requirements:</p> <ul style="list-style-type: none"> <li>• Interns should be offered meaningful work that will benefit them and the trust.</li> <li>• Internships must not be used to cover substantive work. For example, if the role would otherwise be covered by an employee the post should be recruited to in line with the trust's Recruitment and Selection Policy.</li> </ul>	<p>Interns must be paid at least the national minimum wage and receive minimum paid rest breaks.</p> <p>Payment will be subject to tax and NI deductions.</p> <p>Annual leave will be accrued on a month on month basis.</p> <p>Entitled to statutory sick, paternity and maternity pay.</p>
<b>Work experience</b>	<p>The work experience agreement can only be used for:</p> <ul style="list-style-type: none"> <li>• Students working as a <u>required</u> part of a UK-based further or higher education course if the placement doesn't exceed 1 year.</li> <li>• Current students as part of a 6<sup>th</sup> Form enrichment programme.</li> <li>• A placement that does not involve any work being performed, only work observed.</li> </ul>	<p>No payment is made.</p>
<b>Volunteer</b>	<p>Occasionally people volunteer to do unpaid work, this includes:</p> <ul style="list-style-type: none"> <li>• An arrangement where no financial reward is made for the work they undertake.</li> <li>• There is no requirement to report to work.</li> <li>• This is an informal arrangement between the academy and an individual.</li> </ul>	<p>No payment is made.</p>

## Appendix 2

An example intern agreement – on headed paper.

### Internship agreement between:

**Host:** Trinity Multi-Academy Trust, Shay Lane, Halifax, HX2 9TZ

**Name of intern:** Name

**Purpose of agreement:** Internship  
The trust will provide work experience with an education environment through offering meaningful work. The tasks that you will be expected to undertake will be outlined to you. You will be given a named line manager/supervisor.

**Nature of appointment:** Casual worker. You will be asked to work as and when there are hours available for you. We cannot guarantee any hours of work.  
This agreement will commence on DATE.

**Pay:** £NMW per hour.  
Lunch will be provided on each working term time day.  
Payment will be made on a claims basis, submitted monthly and paid on the 26<sup>th</sup> of each month. You may also be entitled to Statutory Payments (e.g. Maternity Pay, Paternity Pay and/or Statutory Sick Pay)

**Hours of work:** Casual basis, depending on need.  
Working hours will be between 30-37 per week, depending on requirements of the academy and the team they are working in.

**Length of appointment:** This agreement is for a maximum of 40 weeks work between 1 September - 31 July. Work is usually undertaken during the 38 term time weeks. There is no guarantee of employment after this period however there will be access to recruitment opportunities.

**Annual leave:** Statutory annual leave entitlement. Currently 28 days for a full time employee (37 hours a week). Annual leave entitlement will be calculated on the hours and weeks that are actually worked. Statutory Bank Holidays and Christmas closure periods are not in addition to statutory annual leave and must be taken from annual leave entitlement. Annual Leave can only be taken from accrued leave. The annual leave year is 1 April – 31 March.

**Location of internship:** xxxx

**Notice periods:** There is no formal notice period, however the academy do appreciate notification of your intention to end this agreement or occasions you are unavailable for work.

**Employment policies:** The trust's usual employment policies are not applicable to casual staff. The policies listed below are relevant to all workers:

Child Protection and Safeguarding policies, including our code of conduct  
Managing allegations against Staff  
Whistle Blowing  
Health and Safety policies  
Recruitment and Selection procedures  
Equalities policy  
In addition all workers are entitled to certain statutory employment rights ([www.gov.uk](http://www.gov.uk)).

**Personal Data:**

As a worker you agree that the academy may hold and process personal data (including sensitive personal data) for the legitimate purposes of the academy and for no other purpose.

**Health and Safety at work:**

All staff and volunteers have a statutory duty to observe all health and safety rules and take all reasonable care to promote the health and safety at work of themselves and their fellow employees. A copy of the Health and Safety Policy is available on request.

Signed  
HR Manager

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Date:

I agree to the terms of this agreement and acknowledge that I have received a copy:

Signed:

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Date:

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