

Work Experience Policy

1 Definition of work experience with the British Jesuit Archives

Work experience placements are offered for short, defined periods of time, typically one to two weeks, and focus on giving the individual the chance to gain knowledge and experience of working in an archive. They may be particularly appropriate for those considering a career in the record profession and/or applying to a postgraduate course in the field.

2 The importance of work experience placements to the British Jesuit Archives

Work experience placements are envisaged chiefly for the benefit for the individual concerned. By assisting people to gain a better understanding of the activities of an Archive and to develop their skills, the British Jesuit Archives aims to contribute to the wider development of the archival sector. However, the British Jesuit Archives acknowledges the valuable contributions to its own work that people on such placements can provide.

3 The relationship between the British Jesuit Archives and work experience students

The relationship of a work experience student to the British Jesuit Archives is one of trust, mutual understanding and benefit. Time is given freely and willingly, without expectation of financial reward by the volunteer. It is not a contract of employment.

No enforceable obligation can be imposed on the individual regarding attendance, the contribution of their time, or the carrying out of tasks. Likewise, the British Jesuit Archives cannot be compelled to continue the placement or provide regular work.

Although individuals carrying out work experience offer time freely and willingly and without binding obligation, there is a presumption of mutual support and reliability.

4 Principles for work experience management

The British Jesuit Archives will always aim for fair and equal treatment for all work experience students.

For volunteers envisaging postgraduate training in Archives and Records Management, the British Jesuit Archives aim to follow the relevant parts of the [guidance issued by FARMER](#) (Forum for Archives and Records Management Education and Research) to organizations providing work experience.

The product of any work experience placement will be the copyright of the British Jesuit Archives, who will have the right to publish the product of any work in order to further its aim of improving access to the collections.

A supervisor will be responsible for providing the induction, training and ongoing development, so that the work experience is effective.

This policy is relevant for all current and potential work experience placements, as well as members of staff concerned with supervising placements.

If work experience is being sought as part of a school placement, any paperwork will be completed by the British Jesuit Archives as requested.

5 Placements offered and selection process

The British Jesuit Archives will offer a maximum of three two-week placements per year, five one-week placements, or a combination of these.

Selection will be applied on a first-come-first-served basis, and according to staff resources.

In most cases, individuals seeking work experience will be invited to a preliminary discussion with the Archivist prior to any volunteer work being offered. This provides an opportunity for informal assessment on both sides and for a consideration of possible options.

Individuals carrying out work experience will be required to sign a placement agreement. This will outline the commitment of British Jesuit Archives to the individual, and in turn their commitment to the service.

The British Jesuit Archives reserves the right not to accept a candidate for work experience placement.

The decision to take on placements ultimately rests with the major superior of the Jesuits in Britain.

Personal information recorded about individuals who have carried out work experience will be stored and maintained with appropriate safeguards for confidentiality and will be destroyed at the end of its retention period.

6 Support and supervision

The Archivist or the person appointed as Supervisor will be available to answer any questions, concerns or worries that might arise during the work experience placement.

At the end of the placement the Supervisor will discuss the learning outcomes with the individual and seek their feedback on the experience. Throughout the placement the individual will be working closely with archive team members. Their contributions will be monitored regularly, and any queries will be addressed when raised.

Should the individual carrying out work experience feel unable to discuss questions or concerns with the Archivist, they can contact the Socius.

7 Expenses

The British Jesuit Archives offer a maximum of £15 per day to reimburse travel costs. Copies of all relevant receipts must be provided for accounting purposes.

8 Health and safety

The British Jesuit Archives are committed to ensuring the health, safety and welfare of individuals carrying out work experience and aim to provide them with the appropriate information, instruction, supervision and training required provide a safe environment while at the Archives.

9 Equal opportunities and diversity

The British Jesuit Archives recognise the importance of encouraging diversity and achieving equality among those seeking work experience, as well as employees and users.

In general, work experience candidates should be over the age of 18. On occasion, candidates under 18 may be recruited for tasks not subject to any legal minimum age. Such volunteers will always be supervised; and written permission from a parent/guardian will be required. A risk assessment for young people working in the British Jesuit Archives has been carried out by the Archivist.

There is no upper age limit for work experience placements, however the British Jesuit Archives would be irresponsible if it permitted individuals to carry out placements where it is detrimental to their own or other people's health and safety.

10 Safeguarding

The British Jesuit Archives abide by the requirements of the overarching [Jesuit Safeguarding Policy](#) and any concern that arises regarding the safety or well-being of a young person whilst on work experience will be treated seriously and in accordance with the policy.

The Archives take the wellbeing of all visitors and workers in the Archives seriously.

11 Conduct during work experience placements

Whilst carrying out placements with the British Jesuit Archives, individuals should follow the rules and procedures of working, including those regarding health and safety and equal opportunities set out in the following sections of the Staff Handbook made available during

induction: § 1.2 of the *Equal Opportunities and Dignity at Work Policy*, and § 6 of the *Health and Safety Policy*.

Any serious breach of these policies may lead to the placement being curtailed.

Review

This policy will be reviewed every 3 years.

Created by Mary Allen, September 2020

Approved by Archives Advisory Committee, October 2020

Next review due in Autumn 2023