

Checklist for Internship schemes & student placement programmes 2014

Why they are a great opportunity!

Internship/student placement projects offer much scope for exploring vocations, discipleship, learning and personal development so the benefice/parish has a crucial duty of care for the individual themselves, and the broader parish context.

It is easy to get carried away with what they could do for you and get confused issues regarding employment status! In order to prevent misunderstandings arising keep the core aim of the opportunity you offer one of personal work development/experience.

Any decision for an internship programme is the responsibility of the PCC as the legal entity.

How to recruit interns and students for placement opportunities

- ✓ PCCs should agree a brief overview of what a potential internship would include with flexibility to adapt to the individual (see [PCC check list](#) box opposite)
- ✓ All those interested should be required to write to the Incumbent with a brief overview of themselves and why they are interested in a potential internship/project.
- ✓ Potential candidates for internship or placement should be informally interviewed and their motivation and interest assessed.
- ✓ The Incumbent has all overriding day to day responsibility for an internship programme/student placement project including all teaching or other external resources used.
- ✓ Any delegated responsibilities should be clearly agreed with key individuals and reported to the PCC who have overriding legal liability.

For further help advice and support contact

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PCC checklist

- ✓ Draft a programme of activities and timescales – ensure you do not use expressions like ‘responsible for’ or ‘leading’ to avoid confusion. Ensure that the programme has adequate supervision and mentoring by named people. In addition ensure that the interns/students have an alternative person for pastoral support so there is always someone else to go to if they have any concerns.
- ✓ Decide what level of pocket money or expenses may be offered and how this will be paid. Remember an intern is NOT an employee but its easy to fall into ‘worker status’ which then attracts the National Minimum Wage.
- ✓ Then agree all the arrangements for the programme or project formally at a minuted PCC meeting so there is clarity throughout and ask for occasional review and feedback from all those involved.
- ✓ Ensure that potential candidates are interviewed appropriately as part of safer recruitment practices and that references and a DBS check are carried out. (No student should take up a place until the DBS check has been satisfactorily carried out.
- ✓ Ensure that a programme includes flexibility to adapt to the needs of the individual in their learning. This should reflect what times of the week the student is able to offer and this may vary from time to time. At no time should a placement or programme prevent a student from taking up paid employment, caring responsibilities, completing university or other studies, revision, exam taking etc.
- ✓ This is not an employment relationship so no sort of contract or formal paperwork is appropriate but it might be helpful to agree an informal document together that sets out at the outset what has been agreed (& the caveat of further flexibility).
- ✓ Ensure that an induction and ongoing programme of training and learning is developed - this should include;
 - Opportunities for personal bible study with the Incumbents decision on resources used and/or studying with others in ways which encourage questioning, self reflection, decision making on own terms.
 - Students are not in a supervisory role but where there are opportunities to practice leading these should be prepared for, coached and followed up with good feedback and support.
 - An induction and ongoing training programme which includes Safeguarding awareness, disability and diversity.