

Internships and Volunteering Policy

The '[Internships Policy](#)' will apply for all interns and volunteers

1. Purpose

This policy sets out Mountains of Hope's approach to engaging people to undertake a variety of work experience opportunities, including Internships and Volunteering. The policy covers arrangements where the individual is undertaking work for the benefit of the organization and "work shadowing", where the individual does not perform any work for the benefit of the organization.

The purpose of this policy is to ensure that:

- the differences between internships and volunteering opportunities are clear
- internship and volunteering opportunities are managed appropriately and in line with best practice

2. Scope

Those who want to gain experience in the workplace for career development purposes or those who wish to perform an unpaid activity for charitable reasons.

3. Definitions

Type of Arrangement	Definition	Payments
Internship	<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"> • Interns should be offered meaningful work that will benefit them and the department. • 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 Mountains of Hope's Recruitment and Selection Policy. 	Interns are not paid.
Volunteer	<p>Occasionally people volunteer to do unpaid work, which may be for a variety of reasons. They:</p> <ul style="list-style-type: none"> • Will have an arrangement with Mountains of Hope which does not entitle them to a financial reward or benefit in kind for work they perform 	<p>We may agree to pay reasonable receipted travel or other 'out of pocket' expenses. No other payments,</p>

- under the arrangement
- Do not have to turn up for work if they don't want to (even if you or their colleagues expect them to or they generally work to a regular pattern)
- Cannot be dismissed, sued for breach of contract nor have payment or reward withheld if they fail to do the work or perform the services they were providing.

promise any future paid work or give any other benefits in kind.

NB: If a volunteering opportunity is advertised it should not be described as an internship

4. Policy

Purpose of Internships

Internships are educational and career developmental opportunities providing practical experience in a field or discipline. They are structured, short-term, supervised placements often focused around particular tasks or projects with defined timescales. The work should be meaningful and must be mutually beneficial for the intern and the department, therefore it is important to consider the type of work they will undertake.

Purpose of Work Experience

Mountains of Hope supports student's development of the skills and attitudes needed to succeed in the workplace. Work experience placements provide participants with a general understanding of a work setting over a short period of time.

Mountains of Hope is supportive of staff encouraging their own children to undertake a work experience placement through the procedure outlined; it does not however, advocate staff bringing their own children to the workplace on an informal, unplanned basis.

Purpose of Volunteering

People may have various motivations to volunteer at Mountains of Hope, such as philanthropy, personal or career development. Someone may volunteer to do work so that they can gain experience in the workplace. However, for simplicity, if they meet the volunteer definition but not the work experience definition then the volunteer agreement should be used. The work should be part-time or short-term in nature

Key principles and information

Access to Internet

If the nature of the work requires access to internet facilities, an intern or volunteer may be given a temporary visitor account.

Health and Safety

A [health and safety risk assessment](#) will be undertaken before commencing work, which should identify measures to be taken to control or eliminate risks. A health and safety induction should be conducted.

Induction

The supervisor is responsible for providing an induction, including relevant information about the department, an explanation of the project/tasks and timescales for completion. Inductions will also need to address practical issues including; health and safety, confidentiality, access to Internet systems and working with children and the community at large.

Supervision

The host department must nominate a supervisor who should maintain regular contact, give necessary support and provide regular feedback on performance.

Reference

Upon completion of the internship (or voluntary work if requested), the supervisor should meet with the intern to conduct a final review of performance and to obtain the interns' views on the placement. A reference letter should be provided to the intern summarizing the purpose of the internship, the work completed and the skills developed.

Respect

In accordance with Mountains of Hope's commitment to fairness and equality, employees, interns, volunteers, and students will respect each other and maintain an environment free from discrimination, prejudice, intimidation and all forms of harassment including bullying.

5. Procedures

Internship Recruitment

Internship opportunities should be publicised to enable fair and equal access to all candidates. The opportunities may be placed on Mountains of Hope's online recruitment system websites and will normally outline: the internship project and duties, skills required, start date, duration, weekly hours and location. Interns should be selected on the basis of their skills to perform the project and may be interviewed if necessary. The recruitment of interns must not be [discriminatory](#) and interns should be treated with professionalism and the same duty of care as members of Mountains of Hope staff. Once an intern has been selected and they have accepted the internship, the department should notify HR.

School approval

Schools may need to grant permission to Mountains of Hope to accept students on internships. The school, college or higher education institution may arrange for a teacher or other member of staff to visit prior to the placement to discuss the work placement, and they may want to conduct their own risk assessment. In addition, the school, college or higher education institute may ask for a final written report to assess various aspects of the student's performance.

Voluntary work

Volunteers are not subject to right-to-work checks however voluntary workers are subject to these checks. Departments should complete the Volunteer Agreement.

6. Monitoring and Review

The HR policy team will continue to monitor the Internships, Work Experience and Volunteering Policy.

Approval for this policy

Approved by:

Date: