

Scottish Women's Aid Internship Policy

1. Introduction

Scottish Women's Aid recognises that interns can make a valuable contribution to our work and bring new ideas and ways of thinking to the organisation. Internships also offer volunteer interns an interesting, challenging and worthwhile learning and development experience.

2. Policy Aims

This policy has been produced to ensure that internships within SWA are managed consistently and fairly in accordance with best practice. The policy aims to:

- Provide an open and transparent process for the selection of interns
- Ensure compliance with Scottish Women's Aid's Equal Opportunities Policy
- Ensure interns receive appropriate induction into the organisation
- Ensure interns receive supervision
- Explain the status and expectations of the intern and set out the responsibilities of the organisation

3. Equalities

The Scottish Women's Aid Equal Opportunities Policy sets out Scottish Women's Aid commitment to prevent unequal treatment and discrimination.

Scottish Women's Aid will work to ensure that applicants for internship and interns on placement do not experience discrimination because of their age, disability, race, gender, sexual orientation, culture or religion, in accordance with Scottish Women's Aid's Equal Opportunities Policy.

Scottish Women's Aid will undertake an assessment of each internship and decide whether the post meets the criteria for a Genuine Occupational Qualification to be attached to it.

4. Taking on Interns

Scottish Women's Aid will advertise internship opportunities on our website and also, where appropriate, through our mailing lists of members, appropriate organisations, universities and partner organisations. An internship application pack will be developed providing:

- Information on the area of work of the internship
- That it is a temporary voluntary work experience opportunity and will not result in employment with SWA

- The qualifications, skills or experience we are interested in
- The length of time of the internship and hours required (internships will be for no longer than 4 months max)
- An application form
- Information on reference requirements
- A copy of the Internship Policy
- Information on expenses payments and Scottish Women's Aid's expenses policy

5. Induction

Scottish Women's Aid will provide induction into the organization and to the role of a volunteer intern. Induction will include:

- Providing a welcome to Scottish Women's Aid for the new intern and introductions to the staff team.
- Ensuring familiarity with Scottish Women's Aid Health and Safety Policy and procedures
- Induction meeting with the interns supervisor
- A calendar of events of interest and meetings, including meetings with appropriate staff to become familiar with the work of the organization, meetings or events of interest.
- Access to appropriate training opportunities in Scottish Women's Aid's internal and external training calendars.

6. Supervision of internship

Scottish Women's Aid aims to support interns to fully gain from their experience while volunteering with SWA. Interns will be allocated a supervisor who will provide support, supervision and guidance throughout the internship period. The supervisor will be responsible for monitoring the intern's work, giving feedback and discussing progress.

Days and hours of interning will be mutually agreed by the intern and supervisor and interns are expected to attend as agreed, to inform their supervisor of any planned changes to these arrangements and to contact their supervisor if they are unwell.

Interns are expected to ensure that their conduct is in keeping with Scottish Women's Aid's values and aims and their standard of behaviour complies with SWA's Dignity at Work Policy (a copy of which will be included in the intern's induction pack). Where an intern's conduct or contribution is not of a standard that is acceptable to Scottish Women's Aid the internship will be ended at any time, in writing, without the necessity to follow any procedure. For the avoidance of doubt, the disciplinary policy does not apply to interns.

A review meeting will be held at the end of the internship to discuss the internship receive feedback from the intern on their experience and provide an opportunity for SWA to reflect on our own performance in providing internships. The supervisor will write a note of this meeting, covering the main items listed above.

7. Volunteer Status

As a volunteer an intern is not a voluntary worker or employee of Scottish Women's Aid. Interns are not paid or entitled to any benefits given to Scottish Women's Aid employees. The intern or Scottish Women's Aid are free at any time to end the internship. The intern is free to maintain, look for or obtain employment while volunteering with Scottish Women's Aid.

8. Expenses

Scottish Women's Aid will reimburse interns for reasonable out of pocket expenses which can be evidenced by a receipt. Eligible expenses include travel and food costs. Scottish Women's Aid's Expenses Policy provides detailed information on eligible expenses.

9. Confidentiality

Scottish Women's Aid treats all personal information relating to an intern as confidential. Interns are expected to treat any information relating to Scottish Women's Aid, its membership or operations, to which they may have access during the internship as confidential.

10. Health and Safety

Scottish Women's Aid is responsible for providing a safe and healthy environment for interns in accordance with legislation and our policy and procedures. Scottish Women's Aid will provide information to interns on our relevant health and safety procedures as part of the induction process. Interns are required to comply with these procedures and take reasonable care of themselves and others who may be affected by their actions or inactions.

11. Insurance

Scottish Women's Aid's employer's liability and public liability insurance covers volunteer interns while they are volunteering with SWA.

12. References

Scottish Women's Aid will provide references for an intern based on their conduct, contribution and performance during the internship period. If an intern has not been able to contribute to a satisfactory standard they will be informed that Scottish Women's Aid is unable to provide a reference.

13. Resolving problems

Scottish Women's Aid will work to ensure as far as possible that internships are positive and rewarding experiences for all involved. Occasionally there can be difficulties and if any problems arise during the period of internship we will attempt to resolve these through informal discussion between the intern and their supervisor.

If an intern has a complaint about any aspect of their internship they are encouraged to raise this informally with their supervisor in the first instance. If they are dissatisfied with the response they should put their complaint in writing to the Manager of Scottish Women's Aid. They will receive a written and final response to their complaint within 10 working days of receipt of their written complaint.

Where difficulties cannot be resolved either party has the option to terminate the arrangement.