

# Agreement for schools offering a paid Diocesan Internship

Schools are invited to apply to host an intern on behalf of the Diocese of Westminster. The school will receive £1500 out of which it will pay the Intern £300 for each of the 3 weeks of the placement. The balance is to cover expenses incurred through hosting the Intern.

When applications are made, potential Interns will be asked to name a school at which they would like to spend their time. This could be a school they previously attended; a school close to where they live or just a school they are attracted to.

An independent panel will screen all applicants and then ask schools to hold short interviews (in person or virtual) with applicants and feedback as to whether they could be considered. The panel will make the final decision as to which 7 applicants are offered paid Internships. Schools may, of course, follow up with unsuccessful candidates independently if they wish.

The school will agree to:

- Provide clear descriptions of the projects and tasks that the intern is expected to perform. If they have to be revised subsequently, it should be in agreement with the intern.
- Designate a point of contact within the organisation, who will discuss practical arrangements with the intern before their arrival, supervise the intern, and act as the primary contact for communications with the Diocese
- Comply with local health and safety obligations in relation to the internship
- Provide assurance that your organisation's insurance will cover potential liability that may arise from the internship
- Indicate what skills the intern could acquire during their internship
- Assign challenging tasks and projects with a high degree of responsibility
- Provide formal and informal training so that interns are able to undertake the projects and tasks to which they are assigned
- Limit assignments of unskilled tasks
- Assign a supervisor to the intern
- Hold an introductory meeting with the intern to discuss mutual expectations, as well as learning and professional objectives of the internship
- Make time to introduce the intern to colleagues and the new workplace including facilities and health and safety procedures; explain the organisation's objectives and values
- Acknowledge and value the intern's contribution and achievements
- Provide each intern with an appropriate workspace (desk, computer, software, etc.)
- Make the intern feel part of the team (include them in team building activities and celebrations)
- Organise regular sessions at least once a week where the supervisor tracks the intern's progress, gives feedback or provides support
- Structure the intern's tasks within a work plan & a timeline (which can be revised with the intern)
- Make any necessary and reasonable adjustments to accommodate interns in the case of disability or additional needs, in accordance with the Equality Act 2010 and the Diocese of Westminster Equality Policy.

The school's named contact will be: \_\_\_\_\_

Agreed by Head: \_\_\_\_\_

Chair of Governors: \_\_\_\_\_

Date: \_\_\_\_\_

Please return form to: [Catherinemcmahon@rcdow.org.uk](mailto:Catherinemcmahon@rcdow.org.uk)

