

City of London Sinfonia (CLS) is committed to delivering high quality, well managed internships, offering the opportunity for gaining relevant professional experience within the Arts sector. This policy has been put in place in order to obtain maximum benefit from internships for both interns and managers. It sets out what CLS commits to do for each internship.

**Preparation:**

In advance of recruitment we will:

- identify the work that the intern will be involved in – this will include the team(s) and project(s) with which the intern will work.
- establish how the internship will provide the intern with a genuine opportunity to acquire skills and experience relevant to a professional career.
- agree the skills and personal attributes that the intern needs to demonstrate.
- ensure that we have the capacity to accommodate the intern and to provide the necessary level of support, as set out in this code.

**Recruitment:**

The recruitment procedure should be conducted in an open and rigorous way so as to enable fair and equal access to available internships. We will:

- indicate clearly the intern's role and responsibilities, and the skills and experience the intern can expect to gain or expand.
- specify the expected working hours, the start date, remuneration and/or expenses terms offered.
- make sure that all applications are treated on an equal basis and comply with best practice and legislation on equality and diversity.
- the successful candidate should receive by letter confirmation of the terms and conditions of the internship. (This should not take the form of an email)

**Induction:**

Interns will receive a proper induction at the beginning of the internship. The induction will cover:

- description of the organisation, outlining its structure, objectives and values.
- introductions to relevant staff and team members.
- a tour of the facilities.
- practical issues including how to claim expenses, and health and safety procedures.

**Management:**

Interns will be treated with exactly the same degree of professionalism and duty of care as regular employees, including:

- access to the same disciplinary and grievance policies.

- ensure that interns are made to feel part of the organisation and are not treated merely as visitors.
- provide interns with work that develops their skills – a structured work plan should contribute to their professional and learning objectives and should be open to revision.
- provide interns with equal access to holiday, at least in line with the statutory minimum.
- Interns will receive reasonable reimbursement for travel expenses to and from the office. They will also be reimbursed for any travel costs incurred to attend external meetings and events.

**Supervision/mentoring:**

We will ensure that there is a dedicated person(s) with time in their work schedule to act as a supervisor and mentor to:

- provide ongoing feedback and support including a mid-term review to appraise interns' performance and competencies on tasks or group exercises; and more general feedback on interns' professional behaviour and diligence.
- agree and revise the learning objectives for the internship with the intern.
- conduct a formal performance review at the end of the internship to evaluate the success of the intern's time with the organisation.
- give the opportunity for feedback on their experience through a feedback questionnaire or exit interview – this provides us with the opportunity to reflect on the quality of internship that has been delivered.