

Mini-pupillage and Work Experience Policy



Adopted April 2018

Introduction

1. Chambers offers mini-pupillages (“**Mini-Pupillages**”) to undergraduate and graduate students who have applied in accordance with the procedure detailed below.
2. It is intended that Mini-Pupillages will provide university students and graduates who are interested in a potential career at the Bar with the opportunity to experience the work of a barrister, by shadowing one or more members of Chambers at court and in client conferences. There will often also be opportunities to read and discuss case papers with members of Chambers.
3. Chambers also offers work experience (“**Work Experience Placements**”) with barristers or in the clerks’ room to pre-university students who have made direct applications to Chambers.
4. Chambers additionally offers work experience to those who have been selected through schemes, such as the Bar Placement Week operated by The Social Mobility Foundation (“**Scheme Placements**”).
5. Individual members of Chambers and clerks (“**Sponsors**”) may offer work experience placements (“**Informal Placements**”) having liaised with the Mini-Pupillage Co-ordinator and the Senior Clerk.
6. This policy sets out the procedures for processing applications for Mini-Pupillage and Work Experience Placements and applications for assistance with funding. This policy also provides a framework for barristers and clerks to ensure that Chambers manages the potential risks arising from Mini-Pupillages and Work Experience Placements in the context of:

- a) confidentiality and privilege;
- b) data protection;
- c) client understanding and wishes;
- d) conduct of mini-pupils and work experience students; and
- e) safeguarding good practice (in the case of work-experience students).

7. The various sections of this policy apply as follows:

- a) The section headed “Processing Applications” applies only to Mini-Pupillages and Work Experience Placements. It does not apply to Scheme Placements and Informal Placements. Applications for Scheme Placements will be dealt with in accordance with the rules of the applicable scheme.
- b) The section headed “Financial Assistance” applies only to Mini-Pupillages, Work Experience Placements and Scheme Placements, and not to Informal Placements.
- c) The section headed Preliminary Formalities applies to all Mini-Pupillages, Work Experience Placements, Scheme Placements and Informal Placements.
- d) The section headed Conducting Mini-Pupillage applies to all Mini-Pupillages, Work Experience Placements, Scheme Placements and Informal Placements, save that in the case of Informal Placements the Sponsor will be responsible for keeping the informal placement student occupied.
- e) The section headed “Safeguarding Good Practice” applies to all Work Experience Placements, Scheme Placements and Informal Placements where the student is under the age of 18.

8. Sponsors shall be solely responsible for ensuring compliance with all relevant requirements in relation to Informal Placement students.

Processing Applications

Seasons and Slots

9. There will be two seasons per year for Mini-Pupillages and Work Experience Placements: the spring/summer season, which will run from 1 March to 31 August, and the autumn/winter season, which will run from 1 September to the last day of February.
10. Mini-Pupillages and Work Experience Placements will be allocated in single slots of between 2 and 5 days during available weeks in each season. Slots are not normally available during the Christmas, Easter and Summer vacation periods for Mini-Pupillages.

Criteria

11. Applicants for Mini-Pupillage must, in the season for which they are applying, be undertaking an undergraduate or postgraduate law degree or accepted on or undertaking the Graduate Diploma in Law or the Bar Professional Training Course or have already obtained any such qualification. Work experience applicants must be considered, in the absolute discretion of the Mini-Pupillage Co-ordinator, to be mature enough for the placement.
12. Applicants must be able to demonstrate a genuine interest in pursuing a career at the Bar in England and Wales (or, where relevant, as a clerk).
13. Applications should also aim to demonstrate that the applicant will in due course be able to satisfy Chambers' pupillage selection criteria, which can be found on its website.
14. Applicants who have not been offered a place may reapply, but may do so no more than once.

Applications

15. Applications for Mini-Pupillage and Work Experience Placements shall be made by the applicant submitting their CV with a covering letter addressed to the Mini-

Pupillage Co-ordinator by email. The application must clearly identify the season for which the Applicant is applying.

16. Applications for Mini-Pupillages and Work Experience Placements commencing during the spring/summer season must be made between midday on 1 November and midday on 30 November in the preceding year. Applications for Mini-Pupillages and Work Experience Placements commencing during the autumn/winter season must be made between midday on 1 May and midday on 31 May in the same year.

Deciding Applications

17. Those applicants whom it is considered best meet the above criteria by the Mini-Pupillage Co-ordinator, in his or her absolute discretion, will be offered a Mini-Pupillage or Work Experience Placement in an appropriate slot in the forthcoming season. Wherever possible, the slots offered will fall within any preferred dates notified in the relevant application. The Mini-Pupillage Co-ordinator's decision shall be final.
18. Applicants for a Mini-Pupillage will be given priority over applicants for Work Experience Placements, but the Mini-Pupillage Co-ordinator will endeavour to offer at least two slots per year to Work Experience Placements and Scheme Placements.
19. Applicants for a Mini-Pupillage who have made or are considering making an application to Chambers for pupillage in the following 12 months will, if at all possible, be given priority in order to give them experience of Chambers; a Mini-Pupillage in Chambers will give no advantage to pupillage applicants.

Successful Applications

20. Any successful applicant will be required to confirm by email to the Mini-Pupillage Co-ordinator within seven days of the offer being made to them their acceptance of the offer of a slot.
21. Where a successful applicant is unable to attend for the slot offered for good reason, and the applicant notifies the Mini-Pupillage Co-ordinator of such difficulty

in good time, one further offer may be made for an alternative slot, subject to availability.

22. In considering applications for Mini-Pupillage and Work Experience Placements and in organising the same, Chambers will not discriminate on any grounds prohibited by law.

Financial Assistance

23. Chambers may assist mini-pupils and Work Experience Placement and Scheme Placement students with travel costs and similar expenses on the basis of exceptional circumstances.

24. Chambers shall state in the Mini-Pupillage section of its website that such financial assistance may be offered.

25. A person making an application for a grant of financial assistance (a “**Grant Applicant**”) should direct it to the Mini-Pupillage Co-ordinator at any time before their slot commences.

26. The Mini-Pupillage Co-ordinator may ask the applicant to provide such details and documentary proof as he/she considers appropriate. The Mini-Pupillage Co-ordinator will in his/her absolute discretion (but subject to the availability of funding) determine whether and how much assistance Chambers will give any Grant Applicant. In making his/her decision the Mini-Pupillage Co-ordinator may take into account the available funds, the Grant Applicant’s costs of travel (or other costs), any exceptional circumstances demonstrated including financial hardship, the merits of the Grant Applicant’s application, the length of the slot, and any other factor that he/she considers relevant.

27. As a general guide, any financial assistance given will usually be limited in amount to £40 for those that live within the M25 and £120 for those that live outside the M25.

28. The Mini-Pupillage Co-ordinator will aim to communicate his/her decision to the Grant Applicant within 28 days of an application being made, or prior to the

commencement of the slot, whichever is sooner. The decision of the Mini-Pupillage Co-ordinator shall be final.

29. In considering applications for financial assistance Chambers will not discriminate on any grounds prohibited by law.

Preliminary Formalities

30. Upon confirmation of each Mini-Pupillage, Work Experience Placement, Scheme Placement or Informal Placement, the Mini-Pupillage Co-ordinator or Sponsor shall send the relevant student (the “**Attending Student**”) a standard letter and Confidentiality Undertaking in the form attached to this policy. This will usually be sent to the Attending Students by email.

31. On the first morning of each Attending Student’s attendance at Chambers, a member of the clerking team shall ensure that he or she has received the standard letter and Confidentiality Undertaking.

32. Before inviting the Attending Student to sign the Confidentiality Undertaking the clerk shall check whether he or she has any queries or concerns about the contents of the Confidentiality Undertaking. If the Attending Student raises any such queries or concerns, the clerk should seek assistance from either a senior clerk, the Mini-Pupillage Co-ordinator or a senior member of Chambers.

33. The Attending Student must have signed the Confidentiality Undertaking before being allowed to undertake or observe any work in Chambers. The clerks shall retain original Confidentiality Undertakings for a period of at least 6 years following completion of the mini-pupillage or placement.

Conducting Mini-Pupillage

34. The clerking team will allocate Attending Students, as appropriate, to various members of Chambers during the course of each slot, which will allow the Attending Student to accompany the relevant barrister to Court or a conference, or to read papers relating to a particular case or matter.

35. If appropriate, Attending Students will be allowed to attend and observe court or tribunal hearings held in public, and to read case papers which are already in the public domain.
36. Where an Attending Student observes a court or tribunal hearing or a conference or meeting, the barrister should introduce the Attending Student and explain their role to both professional and lay clients. Where practicable, the clerk or barrister should give advance warning to the professional and/or lay client of the proposed attendance by an Attending Student, and give them an opportunity to refuse.
37. Both clerks and barristers must consider the extent to which it is appropriate for a particular case to be attended or papers read by an Attending Student. Particular consideration and assessment of the risks of disclosure must be had to cases which involve, or are likely to involve, the disclosure of personal data relating to the barrister's lay client or third parties such as witnesses and opposing parties. The young age of work experience students is likely to be highly relevant in considering whether any particular case is appropriate.
38. It is likely that cases involving children and/or persons with physical and/or mental disabilities will involve the disclosure of sensitive personal data, and are less likely to be appropriate for an Attending Student to observe or read. Where it is proposed to allow an Attending Student to accompany a barrister in relation to such a case, the barrister must seek the express permission of his/her professional and/or lay clients, and keep a written record of such permission if granted.
39. Neither clerks nor barristers should allow an Attending Student to retain custody of papers relating to any case whilst outside of Chambers and should not email or otherwise provide an electronic copy of case papers to any Attending Student. Where an Attending Student has either been given copies of papers or compiled notes during the course of attending a case or reading case papers, the barrister must ensure that the Attending Student returns or disposes of such materials in so far as they contain personal data confidential to the relevant case.
40. Where either a clerk or barrister becomes concerned or has reason to doubt the ability of a particular Attending Student to comply with his/her Confidentiality Undertaking, such concern must be raised immediately with either a senior clerk,

the Mini-Pupillage Co-ordinator or a senior member of Chambers, so that the importance of client confidentiality and data protection can be explained promptly to the Attending Student. Clerks and barristers must be vigilant to ensure Attending Students are aware of the risks of inadvertent breaches of confidentiality by the use of social media.

41. If the conduct of any Attending Student gives cause for concern, such concern must be raised immediately with either a senior clerk, the Mini-Pupillage Co-ordinator or a senior member of Chambers. If such conduct is considered to have breached the trust and confidence of Chambers in the Attending Student, and/or raised issues of confidentiality or honesty or integrity or to have risked the reputation of Chambers, the Senior Clerk or the Mini Pupillage Co-ordinator, or Senior Member of Chambers may take such action as appropriate and in their absolute and final discretion, including asking that Attending Student to leave Chambers and terminate the placement.

Safeguarding Good Practice

42. Most, if not all, Work Experience Placement or Scheme Placement students will be minors and further safeguarding and child protection measures apply to ensure the best possible protection of these young people whilst they are under the supervision of Chambers.
43. Safeguarding involves the protection of children from maltreatment and preventing impairment of children's health or development. Maltreatment includes physical abuse, sexual abuse, emotional abuse and neglect, whether deliberately or recklessly caused or failing to protect the child from injury or harm, and whether physical contact is involved or not.
44. Barristers and staff should demonstrate exemplary behaviour when dealing with and supervising work experience students. The following good practice guidelines will serve equally as a protection for adults working with work experience students, as they will also afford the required protection for the students themselves:
 - a) Where possible, work in an open environment and avoid private situations such as being alone in a conference room with the student.

- b) Maintain an appropriate physical distance from the student.
- c) Do not collect or drop off a student by car.
- d) Ensure that electronic communications with the student are appropriate and work-related.
- e) Do not share personal contact details with the student.
- f) Do not drink alcohol in the company of the student.
- g) Avoid requests for the student to engage in any physical activity such as lifting or carrying heavy cases etc.
- h) Give enthusiastic and constructive feedback but avoid unnecessary negative criticism, especially in front of others.
- i) Treat all students with respect and dignity.

45. In addition to the above good practice guidelines barristers and staff must not, under any circumstances, do any of the following in relation to a work experience student:

- a) arrange to meet up with a student in a personal capacity;
 - b) engage in rough physical or sexually provocative games;
 - c) allow or engage in any form of inappropriate touching;
 - d) allow the student to use inappropriate language unchallenged;
 - e) make sexually suggestive comments to a student;
 - f) do things of a personal nature for a student that they can do for themselves;
 - g) invite or arrange for or allow a student to meet somewhere other than at a venue directly connected to the Work Experience Placement or Scheme Placement;
- or

- h) fail to report to the Mini-Pupillage Co-ordinator, the Head of Chambers or the Senior Clerk (as appropriate) any significant incident concerning, or significant inappropriate conduct towards or on the part of the student.

46. Examples of incidents which may need to be reported under paragraph 45.h) include the following:

- a) if a barrister, clerk or some other adult injures the student, even if unintentionally;
- b) if a barrister or clerk witnesses inappropriate behaviour, whether from another adult or from another student;
- c) if the student seems distressed in any manner;
- d) if the student mentions that they are in danger at home or in school;
- e) if the student mentions that they want to harm themselves or others;
- f) if the student appears to be physically attracted to a barrister or clerk or another adult;
- g) if the student misunderstands or misinterprets something said or done by a barrister or clerk; or
- h) if the student makes suggestive or inappropriate comments, either in person, electronically, or by using any other form of communication.

47. Any report made under paragraph 45.h) must be recorded by the Mini-Pupillage Co-ordinator, the Head of Chambers or the Senior Clerk (as appropriate).