

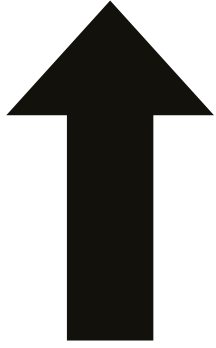


***COMPLIANCE, LEGAL
RESPONSIBILITIES AND SAFEGUARDING***

TL

1 AUGUST 2024





WELCOME



TL

TODAY'S TEAM



Kelly Goudge
Webinar Host
Head of Events, **SDN**



Simon Shaw
Webinar Presenter
Industry Placement Specialist, **SDN**

Broadcast

Your microphone will be muted

Use the Q&A function for questions

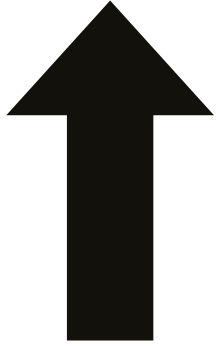
Feel free to use the chat box

AGENDA

- 1 Health and safety and risk assessment**
- 2 Employment and insurance**
- 3 Equality**
- 4 Safeguarding**
- 5 Data security and access**

POLL *Which of these best describes where your organisation is currently at with industry placements?*

- 1 We already host one or more students.*
- 2 We already host one or more students and are planning to expand the number this year.*
- 3 We're in the planning stage and intend to host one or more students this year.*
- 4 We haven't made up our mind about hosting students yet.*



***HEALTH
AND
SAFETY***



YOUR RESPONSIBILITIES



- Understand the risks
- Provide training
- Provide supervision
- Use health and safety reps
- Be aware of the law

<https://www.legislation.gov.uk/uksi/1999/3242/regulation/19>

THINGS TO CHECK



- Physical and psychological capability
- Exposure to harmful substances
- Risk of accidents
- Risk to health
- They know how to raise concerns



- Health and Safety policies and procedures
- Working environment
- Suitability of tasks

Assessing risk

LOW RISK

- Everyday risks
- Mostly familiar to the student
- Existing arrangements should be enough



LESS FAMILIAR RISKS

- Make arrangements to manage the risk
- Induction, site familiarisation
- Protective equipment
- Supervision

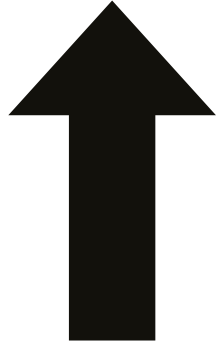


HIGH RISK

- Consider the risks involved
- Check induction, training and supervision
- Consider specific factors



<https://www.hse.gov.uk/young-workers/employer/work-experience.htm>



EMPLOYMENT AND INSURANCE



EMPLOYMENT



- Not considered employees
- No obligation to pay
- May do part-time paid work
- May receive subsistence payment
- Normal work
- Working time regulations



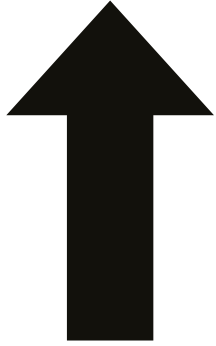
<https://www.hse.gov.uk/contact/faqs/workingtimedirective.htm>

INSURANCE

- Employers' liability insurance
- Public liability insurance
- Informing your insurer
- Risk to health
- They know how to raise concerns



<https://www.abi.org.uk/products-and-issues/choosing-the-right-insurance/business-insurance/liability-insurance/employers-liability-insurance/work-experience-students/>



EQUALITY



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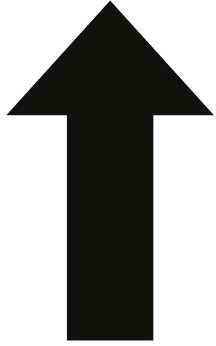
EQUALITY



- Show commitment
- Train staff
- Make adjustments

INCLUSION AND DIVERSITY CHECKLIST

Goals and opportunities	<ul style="list-style-type: none"> • Increase diversity in the organisation • Improve diversity across the industry
Targets for industry placements	<ul style="list-style-type: none"> • Gender • Ethnicity • Disability
Achieving targets	<ul style="list-style-type: none"> • Partner with schools and colleges • Be open and responsive to all applicants
Changes in the organisation	<ul style="list-style-type: none"> • Attitudes • Behaviours • Culture
Inclusivity	<ul style="list-style-type: none"> • Different options for careers • New channels for young people



SAFEGUARDING



SAFEGUARDING



- Check policies and procedures
- Help with placement design
- Stay in regular contact
- Advise on DBS
- Provide training
- Give contact details

DBS CHECKS



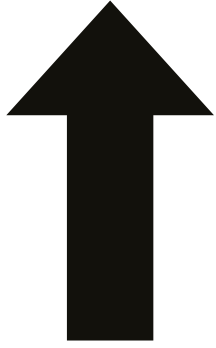
Not generally needed for staff. Except for:

- Vulnerable students
- Students with EHCP
- SEND
- If alone with an adult



Not generally needed for the student. Except for:

- Working with young children



DATA SECURITY AND ACCESS



DATA SECURITY



- Data protection procedures
- Passwords
- Regulatory requirements
- Screening and security checks
- Training

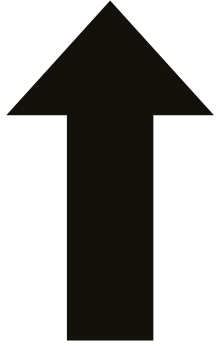
DATA ACCESS



- Personal
- Confidential
- Sensitive
- Training
- Confidentiality statement
- Limit tasks and access to data/facilities



<https://ico.org.uk/for-organisations/>



***NEXT STEPS
AND SUPPORT***



POLL

Based on what you have heard about industry placements:

- 1 Are you more likely to implement industry placements?
- 2 Are you more confident to implement industry placements?
- 3 Has this webinar been useful and practical for your industry placements planning?

POLL

Based on your current circumstances and your understanding of T Levels, is your organisation likely to offer Industry Placements?

- 1 *Yes - we are already hosting T Level Industry Placements*
- 2 *Yes – in the next six months*
- 3 *Yes – in seven to twelve months*
- 4 *Yes – more than a year from now*
- 5 *Not in the foreseeable future*
- 6 *No*
- 7 *Don't know*

<https://employers.tlevels.gov.uk/>

- Bespoke one-to-one support
- Tools, resources and case studies
- Book workshops and webinars

T Levels and industry placement support for employers



[About industry placements](#)

Find out more about what industry placements and T Levels are, and how they could work in your business.



[Business benefits and case studies](#)

Discover the benefits of hosting an industry placement at your company, including the £1,000 employer incentive.



[Plan industry placements](#)

Guidance to help you plan, including information about legal compliance, working with providers and paying students.



[During industry placements](#)

How to work with students while they are on a placement, and end-of-placement reviews.



[Skill areas and courses](#)

Discover the skill areas that industry placements cover and find out what placement students can offer.



[Workshops and webinars](#)

Online events to help you understand, plan and prepare to offer industry placements.

FUNDED BESPOKE HANDS-ON SUPPORT

A call with an industry placement specialist

1-2-1 call or Online group session

Talk through what's involved in hosting placements in your organisation

Discuss options, practicalities or challenges



THANK YOU

<https://employers.tlevels.gov.uk/>



HM Government

Disclaimer

This advice is general guidance and is not legal advice. It should not be acted on without a full understanding of your current situation. You can access the latest government guidance on industry placements at www.tlevels.gov.uk. SDN Enterprises Ltd (trading as SDN) has tried to ensure that the information and advice we give is accurate. However, SDN will not accept liability for any loss, damage or inconvenience arising as a consequence of any use of or the inability to use any information or advice given.

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