



HM Government

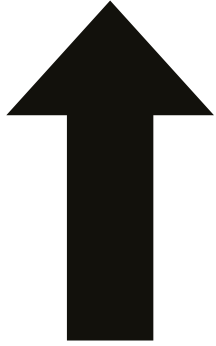


***COMPLIANCE, LEGAL
RESPONSIBILITIES AND SAFEGUARDING***

TL

23 APRIL 2026





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

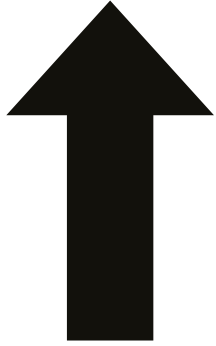
POLL

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.***

AGENDA

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



***HEALTH
AND
SAFETY***



YOUR RESPONSIBILITIES



- Provide a safe working environment
- Review your risk assessment
- Give a full workplace induction
- Assign appropriate tasks
- Supervise appropriately throughout
- Check subcontractors or partners



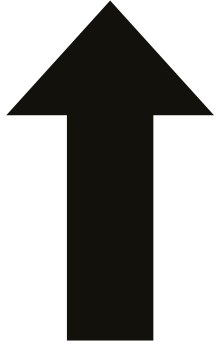
[hse.gov.uk/young-workers](https://www.hse.gov.uk/young-workers)

RISK CATEGORIES

LOW RISK	LESS FAMILIAR RISKS	HIGH RISK
<ul style="list-style-type: none"> • Everyday risks • Mostly familiar to the student • Existing arrangements should be enough 	<ul style="list-style-type: none"> • <u>Make arrangements to manage the risk</u> • Induction, site familiarisation • Protective equipment • Supervision 	<ul style="list-style-type: none"> • Consider the risks involved • Check induction, training and supervision • Consider specific factors
↗	↗	↗

WHAT TO CHECK

- Health and Safety procedures
- Working environment
- Suitability of tasks
- Raising concerns
- Physical and psychological capability
- Exposure to harmful substances
- Risk of accidents
- Risk to health



EMPLOYMENT AND INSURANCE



EMPLOYMENT



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

WORKING HOURS

Working Time Rule	Requirement
Maximum daily hours	8 hours
Maximum weekly hours	40 hours
Night work	No work between 10pm and 6am (or 11pm to 7am by agreement)
Daily rest	12-hour rest period between working days
Rest break	30-minute break if working more than 4.5 hours
Weekly rest	2 days off per week



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

INSURANCE



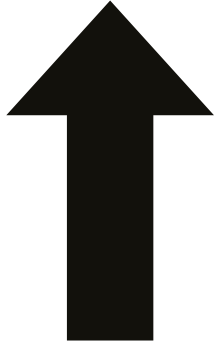
- Employers' liability insurance
- Public liability insurance
- Motor insurance – business use



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

Practical steps on insurance

- Notify your insurer before the placement begins and get written confirmation of cover
- If the student's activities go beyond your normal business operations, check with your insurer whether additional cover is needed
- If using subcontractors during the placement: confirm they hold appropriate insurance too



EQUALITY



TL

EQUALITY



- Safe, welcoming environment
- Zero tolerance of harassment and bullying
- Non-discriminatory language and behaviours
- Reasonable adjustments



<https://www.supplychainschool.co.uk/topics/fir/>

REASONABLE ADJUSTMENTS

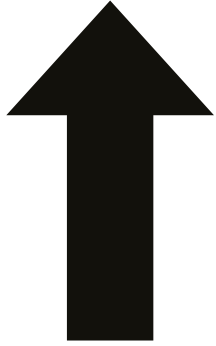


- Provider information
- Discussion → agreement
- Transition
- Job coach

- Flexible working hours
- Assistive technology
- Modified tasks
- Visual aids
- Additional mentoring
- Accessible workspace

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



- Have a policy and procedures
- Avoid certain situations
- Stay in contact with the provider
- Report concerns
- Remote placements

What providers do on safeguarding

- Check your safeguarding policies and procedures before the placement starts, and may carry out a site visit
- Provide you with a named student safeguarding contact and advise on how to raise concerns
- Plan regular check-ins with the student throughout the placement to verify welfare and progress
- Are responsible for protecting students from being drawn into extremism (Prevent duty)
- Carry overall legal responsibility for the student's welfare, even when off-site

DBS CHECKS



- Only required in certain situations

Scenario	DBS requirement
Staff supervising T Level students (aged 16-17) in most workplaces	Not generally required
Staff providing personal or health care to a student with a disability	Enhanced DBS check may be required for that staff member
Students on placement in health or early years settings	Enhanced DBS check for the student is very likely required
Students on placement in education settings involving children	Enhanced DBS check for the student required
Provider requests a basic DBS check for a line manager or supervisor	Employer should comply if provider makes this request

LONE WORKING / REMOTE WORKING

- Definition
- Frameworks
- Situations



hse.gov.uk/lone-working



<https://resources.careersandenterprise.co.uk/sites/default/files/2023-12/CEC-Safeguarding-v5a.pdf>



<https://learning.nspcc.org.uk/safeguarding-child-protection/lone-working>

BEFORE

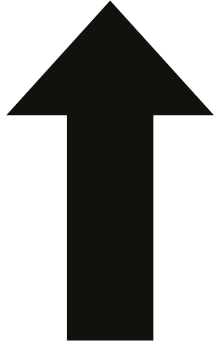
- Include in risk assessment
- Agree with provider
- Inform parents/carers
- Check policy

DURING

- Set out details
- Set up check-in system
- Raising concerns
- Keep brief record

AFTER

- Update risk assessment



DATA SECURITY AND ACCESS



YOUR RESPONSIBILITIES



- Follow GDPR and DPA
- Limit access
- Brief and train students
- Apply procedures
- Students' personal data




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

Practical data security steps for day-one induction

- Explain clearly what data systems and files the student is authorised to access — and which are off-limits
- Set up separate, restricted login credentials rather than sharing existing staff accounts
- Brief the student on your data breach reporting procedure
- Ensure the student signs any relevant confidentiality or data handling agreements
- For remote hours: apply the same rules as for remote employees — VPN access, secure connections, no use of personal devices for work data

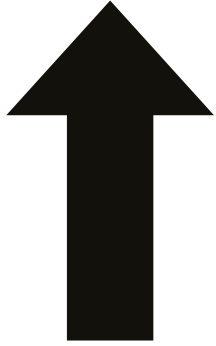


***PROVIDER &
EMPLOYER ROLES***



AT A GLANCE

Area	Employer responsibility	Provider responsibility
Health & Safety	Primary duty; review risk assessment; day-one induction; appropriate supervision; Working Time Regulations compliance	Pre-placement compliance check; ongoing welfare monitoring; named employer contact
Employment & Insurance	Hold valid Employers' Liability and Public Liability insurance; notify insurer; no obligation to pay student	Advise on insurance requirements; can cover DBS, equipment, and travel costs from DfE funding
Equality	Equality Act compliance; zero-tolerance policy on bullying/harassment; implement agreed reasonable adjustments; report incidents	Inform employer of student's needs; advise on reasonable adjustments; can supply job coaches for SEND students
Safeguarding	Have and follow safeguarding policies; avoid one-to-one situations with students; report all concerns to provider	Holds legal responsibility for student welfare; pre-placement site visits; regular welfare check-ins; DBS guidance; Prevent duty
Data & Security	Apply UK GDPR; limit student data access; brief and train student at induction; manage student's personal data lawfully	Obtain student consent to share relevant personal data with employer; advise on data requirements for the placement



***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?

<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/>

T-LEVELS
THE NEXT LEVEL QUALIFICATION

SDN
Part of the SDN Mesma Group

**SKILLS
FOR LIFE**

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.

TL

