



EMPLOYER GUIDANCE NOTES ON SAFE GUARDING LEARNERS

Basingstoke ITEC has a responsibility for all learners but particularly those under the age of 18 and those who are deemed as vulnerable adults.

Every employer shall ensure, so far as is reasonably practicable, the health and safety and welfare at work of their employees.

Below are the details of your responsibilities as an employer taking learners from Basingstoke ITEC.

ITEC's Placement Officer will have completed a risk assessment on your company and premises prior to a learner working with you. This risk assessment will highlight any issues which may need addressing. For quick reference here are some of these issues which may arise during the learner's first few months:

Lone working

Travelling to customer sites

Staying overnight on company business

Use of technology

All new learners are given a first day check sheet, this is to ensure they understand the fire evacuation procedure, first aid arrangements and more general issues, for example lunch break times etc. On most occasions the Placement Officer will accompany a learner to you on their first day and go through this checklist.

Employers need to take into account their learners inexperience and lack of awareness of risks.

If you have any questions or queries regarding your learner please contact Shirley Ducker or Caroline McColl who will be able to advise you.



