

# Research STEM

## Essential information for Supervisors and Students

Thank you for your interest in the Research STEM Programme. We are looking forward to seeing all the amazing work that will take place in laboratories, businesses and research institutions across the East of England.

**The safety and wellbeing of students and supervisors is paramount. This document outlines some of the safeguards and procedures that are in place to ensure everyone has a positive and high-quality research experience and reduces any potential risks.**

### Safeguarding

Placements are all undertaken by young people so Safeguarding is a vital part of the induction process for both students and supervisors.

All supervisors and students must attend a STEMPOINT induction session which covers all the necessary information they need before starting a placement, including safeguarding.

Some organisations have safeguarding included in mandatory training. We recommend all supervisors check they are up-to-date with this training prior to hosting a student.

To minimise potential risk for organisations who do not offer safeguarding as mandatory training for staff, we strongly recommend supervisors complete a safeguarding course before hosting a student.

It is not always necessary for supervisors to have a DBS (Disclosure and Barring Service) check prior to hosting a student. In some cases it may be necessary for a student to have a DBS check before starting their placement, i.e in a hospital setting. STEMPOINT will directly contact everyone who must have a DBS check.

#### Things to consider:

- Where possible, have more than 2 people present at all times.
- Do not share personal information or data.
- Use appropriate language at all times throughout the placement.
- Ensure you are appropriately dressed at all times.

**Every student and supervisor will have a designated contact at STEMPOINT in case they want to raise a concern.** Any concerns raised will be handled in line with STEMPOINT's Safeguarding policy. Please contact [safeguarding@stempoint.org.uk](mailto:safeguarding@stempoint.org.uk) with any concerns.

For more details, please click refer to STEMPOINT's Safeguarding & Child Protection Policy - [https://www.stempoint.org.uk/safeguarding\\_policy](https://www.stempoint.org.uk/safeguarding_policy).

# Essential information for Supervisors and Students

## Online Safety

The same safeguarding principals apply whether in person or online.

However, there are some additional considerations for all online or remote working and communication:

- All communication must take place through official work platforms
- Ensure you are in a safe and confidential space to carry out meetings
- All calls should be recorded (if possible) and shared with both parties
- Students should be informed prior to the meeting who will be on the call and the supervisor should only include the necessary people
- It is recommended that both parties blur their backgrounds or use a corporate background to respect privacy
- Both parties should know the procedure if a call 'drops out', Wi-Fi is lost or the other person unexpectedly leaves the call

## Health and Safety

**Both the student and the supervisor must consider the health and safety of each other and those around them.**

While the student is taking part in the placement, the supervisor has a duty of care for that student. The health and safety law states that 'work experience students are your employees, like any other young person you employ.'

Owing to the nature and environment some students will be working in, supervisors must:

- Explain the potential risks associated with the work the student is carrying out
- Outline the expectations and requirements for working in that environment
- Ensure the environment and equipment provided by the host organisation is safe
- Ensure the student receives all the necessary training required to safely use equipment
- Ensure the student knows how to raise a concern

Students must:

- Behave appropriately to the environment, follow instructions and avoid unnecessary risks



## Risk Assessments

**All host organisations and supervisors must complete a risk assessment for each placement.** This assessment must be shared with STEMPOINT prior to the placement.

Some students may have specific needs that must be reported to the supervisor in order to complete the risk assessment accurately. This is for everyone's safety and to mitigate risks as much as possible.

## Essential information for Supervisors and Students

### Insurance

It is vital that all supervisors and host organisation have adequate insurance (usually Employers Liability Insurance) in place before agreeing to host a student. Most organisations will not require any additional insurance for a placement as it is covered under 'work experience'.

**If you have any concerns about your organisation's cover, please contact HR or the Insurance provider directly.**

### Reporting concerns

We encourage students and supervisors to raise any concerns they have as quickly as possible to the STEMPOINT designated lead, as well as following the organisation's protocol.

Concerns may be linked to safeguarding or another issue and may have occurred during the placement or externally.

STEMPOINT will follow the appropriate policy based on the nature of the concern.

**All concerns should be reported to: [safeguarding@stempoint.org.uk](mailto:safeguarding@stempoint.org.uk)**

### Induction and Training



**All students must be given an induction at the host organisation when they start their placement.**

It is recommended that this includes fire procedures, IT systems, health and safety protocols, company policies and information about taking breaks and where the essential facilities are located.

Supervisors should consider the level of training required for students on a case by case basis, this may include data protection, confidentiality and specific in-house systems.

### Supervision

Student will be assigned a designated supervisor for their placement. This will be their primary contact throughout.

Young people often need more supervision to support them as they carry out their research work. This ensures that the supervisor has a good understanding of their knowledge and capabilities so they can adjust the work if necessary and that the student has the best possible experience.

# Essential information for Supervisors and Students

## GDPR and Data Privacy

**GDPR, Data privacy and confidentiality should all be covered in the students induction so they are aware of the individual organisations policies and expectations.**

Students must respect confidentiality and data protection regulations. For some placements, students may be asked to sign a Non-Disclosure Agreement (NDA) owing to the commercial sensitivity of the work they are doing. This is normal practice to safeguard the information the students are privy to during their placement.

Supervisors must ensure confidentiality of the student's personal data at all times and only share information with others when necessary. Student's identifiable data must be deleted 3 months after the placement.

Supervisors must only use their workplace email address and telephones to communicate with the student.

Each host organisation will have its own Data Protection and Privacy policies which must be adhered to by both the Supervisor and the student.

The Research STEM Programme will be managed in compliance with STEMPOINT's [Data Protection and Privacy policy](#). (This can be accessed by [clicking here](#)).



## Withdrawal and Breach of Agreement

If either party needs to withdraw before or during the placement, they must inform STEMPOINT immediately via email at [research@stempoint.org.uk](mailto:research@stempoint.org.uk)

Breaches of the Student Agreement may result in travel expenses or bursary payments being withheld.

## Associated STEMPOINT policies and procedures

- [Safeguarding and Child Protection policy](http://www.stempoint.org.uk/safeguarding-policy) - [www.stempoint.org.uk/safeguarding-policy](http://www.stempoint.org.uk/safeguarding-policy)
- [Data Protection and Privacy Policy](http://www.stempoint.org.uk/privacypolicy) - [www.stempoint.org.uk/privacypolicy](http://www.stempoint.org.uk/privacypolicy)

## Research STEM team contact details:

 [www.stempoint.org.uk/research-stem](http://www.stempoint.org.uk/research-stem)

 [research@stempoint.org.uk](mailto:research@stempoint.org.uk)