



## **Policy on the Safeguarding of Children, Young People and Vulnerable Adults**

Approved on behalf of Council September 2019

Responsible Officer Dr Paula Harrison Woods

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## Quick Guide to the University's Safeguarding Policy

The following quick guide has been produced to direct staff to the relevant parts of the Policy. It is not a substitute for reading the whole document. If you are reading an electronic version of this document, press control and click on the section number to be taken directly to the relevant section.

- i. Individuals have designated responsibilities under this Policy. Heads of Department should read section 5.11 to ensure they understand their responsibilities.
- ii. If a student under 18 is admitted onto a University programme it is the responsibility of the Head of Department to ensure appropriate risk assessments have been completed. Further information about risk assessments is available in Appendix Eight.
- iii. If a child or young person discloses that they are being (or have been) harmed it is important that they receive a supportive response. The person receiving the disclosure **must not** attempt to investigate the disclosure in any way. Guidelines for responding to disclosures can be found in Appendix Two.
- iv. If any member of staff, or student, is concerned about the safety of welfare of a child or young person s/he should discuss these concerns with the Designated Safeguarding Contact for their area. The individual should record as much information as possible on the form in Appendix Four.
- v. If any member of staff, or student, is concerned that a peer or colleague is being radicalised, s/he should discuss these concerns with the Safeguarding Coordinator. Guidelines for responding to such concerns can be found in Appendix Three. The individual should record as much information as possible on the form in Appendix Four.
- vi. Individuals should not report concerns about an individual directly to external agencies. The Designated Safeguarding Contact will inform the Safeguarding Co-ordinator who will contact relevant external services. This is to ensure there is an individual with oversight of safeguarding concerns across the institution and that all appropriate information is passed on to external services and appropriate measures are taken within the University if necessary. Details of Designated Contacts can be found in Appendix Five.
- vii. For urgent matters advice can be sought from the out of hours team who can be contacted via Campus Support.
- viii. Anyone involved in organising events and activities specifically for children and young people will need to complete a risk assessment. Guidance about completing these risk assessments can be found in Appendix Nine.
- ix. Anyone who wishes to take photographs or digital images of children and young people involved in University activities must follow the guidelines set out in Appendix Seven.

If any member of staff requires additional information about this Policy or the associated procedures s/he should discuss this with the Designated Safeguarding Contact for their area or with the Safeguarding Co-ordinator.

## 1. Introduction

- 1.1. The University aims to adopt the highest possible standards and to take all reasonable measures to ensure the risks of harm to the welfare of children, young people and vulnerable adults are minimised.
  
- 1.2. There is no legislation in the area of safeguarding that is directed specifically at Higher Education Institutions (HEIs). However, the University recognises that it has certain legal powers and duties to safeguard the welfare of children, young people and vulnerable adults who come onto its premises or come into contact with its staff or students including under the Children Acts of 1989 and 2004, and the Health and Safety at Work Act 1974. Additionally, University staff may be held to occupy a particular position of trust with regard to children with whom they come into contact; an improper relationship with a child in these circumstances is likely to constitute an abuse of trust offence under the Sexual Offences Act 2003. The University also has certain powers under the Rehabilitation of Offenders Act 1974 to enquire as to the criminal records history of staff or students to assess any risk to children, young people or vulnerable adults. The Disclosure and Barring Service also has an impact on HEI activity. For information on the DBS see:  
<https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>
  
- 1.3. The Counter Terrorism Act 2015 imposes a duty on 'specified authorities', when exercising their functions to have due regard to the need to prevent people from being drawn into terrorism. The University is a Relevant Higher Education Body for the purpose of this Act and is required to have in place appropriate pastoral and welfare support and clear referral routes to external services such as the Channel programme if required.

1.4. Safeguarding concerns may arise as a result of activities linked to the University or a member of staff, student or volunteer acting on behalf of the University may become aware of safeguarding concerns about an individual which are not related to activities at the University. This guidance covers all such incidents.

## **2. Definitions**

2.1. Throughout this Policy the following definitions will apply:

2.2. Channel - a multi-agency process which aims to stop the process of radicalisation and divert children, young people and vulnerable adults from extremist views associated with terrorism.

2.3. Children - people under 16.

2.4. "DBS" - the Disclosure and Barring Service. This statutory body has been created out of the merger of the Criminal Records Bureau and the Independent Safeguarding Authority.

2.5. People at risk of radicalisation- this may be children, young people, vulnerable adults or others.

2.6. Prevent - part of the government's anti- terrorism strategy. Higher Education has been identified as a sector where young people may be radicalised. This strand of the anti-terrorism strategy aims to prevent young people getting involved in terrorism.

2.7. Radicalisation - the process by which a person comes to support terrorism and forms of extremism leading to terrorism.

2.8. Safeguarding - protecting children, young people and vulnerable adults from maltreatment and harm. Harm may be physical, sexual or psychological. This can include protection from involvement with crime and/or terrorism.

2.9. Vulnerable Adults - adults as defined by section 59 of the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012 and/or those persons aged over 18 who by reason of mental or other disability, age or illness are (or may be) unable to take care of themselves or are (or may be) unable to protect themselves against significant harm or exploitation.

2.10. Young People - people aged 16-17.

### **3. Aims and Objectives**

3.1. The University wishes to ensure that it maintains the highest possible standards to meet its social, moral and legal responsibilities to protect and safeguard the welfare of children, young people and vulnerable adults with whom the University's work brings it into contact, whilst recognising that it cannot act "in loco parentis". Ultimate responsibility will continue to rest with parents and carers.

3.2. While it is impossible to ensure that a child, young person or vulnerable adult would never come to any harm, the adoption of this Policy and associated guidelines aims to facilitate the management of the risk associated with the duty to protect such individuals.

3.3. The aim of this Policy is to highlight the areas that form the basis of the University's approach to safeguarding the wellbeing of children, young people and vulnerable adults, to set out a Code of Practice (see Appendix One) for all staff, students and volunteers at the University who may work with them and to provide guidelines for responding to a suspicion or allegation of abuse (see Appendix Two) or concerns about radicalisation (see Appendix Three).

3.4. Where there are concerns about the wellbeing or safety of students or staff members who are not young people or vulnerable adults other appropriate policies should be used to address these concerns. Relevant policies include but are not limited to:

- [Policy Regarding Reasonable Adjustments and Support for Disabled Students](#)
- [Mental Health Policy for Students](#)
- [Policy on Student Conduct and Discipline](#)
- [Policy and Procedure to Determine a Student's Fitness to Continue in Study](#)
- [Fitness to Practice Procedure](#)
- [Staff Grievance Procedure](#)
- [Staff Disciplinary Procedure](#)
- [Staff Capability Procedure](#)

## 4. Scope

- 4.1. This Policy addresses child protection and safeguarding children, young people and vulnerable adults within the work of the University. For the purposes of this Policy the term “the University” is deemed to include the Liverpool Guild of Students.
- 4.2. The University encounters children, young people and vulnerable adults in a variety of settings including but not limited to outreach programmes, teaching activities, student work placements, work experience and as employees.
- 4.3. This Policy applies to all staff, students and volunteers of the University who encounter children, young people or vulnerable adults as part of their University activities.
- 4.4. Staff, students and volunteers of the University who encounter children, young people or vulnerable adults in another organisation whilst representing the University must familiarise themselves with the host organisation’s safeguarding procedures. The host organisation’s procedures should be used if there are concerns about a child, young person or vulnerable adults.
- 4.5. The safeguarding of children, young people and vulnerable adults who are involved in research is the responsibility of the Committee on Research Ethics.
- 4.6. For guidance in relation to the admission of students who are under the age of 18 please refer to the procedures for “Handling Applications from Students who will be under 18 at the start of the course” which can be obtained from Admissions in External Relations .
- 4.7. This Policy provides generic guidance for all members of the University community and for departments. This is supplemented by departmental procedures in areas which have high levels of contact with children, young people or vulnerable adults. Details of these areas can be found in Appendix Six. It is the responsibility of the relevant Heads of such areas to ensure that appropriate procedures are in place, are in conformity with this Policy and are approved by the Lead Safeguarding Officer.
- 4.8. The University has partnerships with national and international providers. The institution at which the student is studying will have primary responsibility for ensuring appropriate safeguarding measures are in place. The Lead Safeguarding Officer for the University will provide advice in relation to specific cases acknowledging that the legal framework will differ between countries.



## 5. Roles and Responsibilities

5.1. Effective safeguarding requires key role holders to understand their responsibilities and to ensure these are carried out. These roles and responsibilities are set out here. Unless stated otherwise an individual with a particular responsibility may devolve the tasks associated with this responsibility to others. The overall responsibility remains the role holders. Details of key role holders can be found in Appendix Five of this Policy.

5.2. The **Lead Safeguarding Officer** is responsible for:

- Ensuring compliance in this area;
- Oversight and management of safeguarding policies;
- Implementing and promoting this Policy;
- Ensuring this Policy is easily accessible to staff and students;
- Ensuring that the Policy is monitored and reviewed in accordance with changes in legislation and guidance on the protection of children;
- Ensuring that appropriate University staff are provided with information, advice and training about safeguarding;
- Establishing and maintaining contacts with the local Children's Social Care Services departments and the Police;
- Keeping up to date with current policy and legislation and updating the University accordingly.

5.3. The **Deputy Safeguarding Officer** will deputise for the Lead Safeguarding Officer.

5.4. The Safeguarding Co-ordinator is responsible for:

- Acting as the main contact within the University for the protection of children, young people and vulnerable adults;
- Referring cases of suspected abuse or allegations to relevant investigating agencies;
- Maintaining confidential records of reported child abuse and action taken. All personal data will be processed by the University in accordance with the requirements of the Data Protection Act 2018.

5.5. The **Deputy Safeguarding Coordinators** are responsible for:

- Fulfilling the role of the Safeguarding Coordinator when she is unavailable
- Providing specific advice in relation to their area of expertise i.e. students or staff
- Forming a safeguarding panel when required to discuss safeguarding concerns

5.6. The **Designated Safeguarding Contacts** are responsible for:

- Providing support, advice and guidance to staff and students about this Policy;

- Referring cases of suspected abuse or allegations to the Safeguarding Co-ordinator;
- Liaising with the Safeguarding Co-ordinator to inform her/him of any issues and ongoing investigations;
- Ensuring detailed and accurate written records of referrals/concerns are kept and that they are secure and confidential;
- Ensuring appropriate levels of training are provided to staff within their area;
- Assisting in the review of safeguarding policies and procedures.
- Informing the Safeguarding Coordinator of any changes to the Designated Safeguarding role holder in their area.

5.7. **The Director of External Relations** is responsible for

- Advising on the admission and support of students who are aged under 18 (in conjunction with the Director of Student Administration and Support).

5.8. **The Director of Student Administration and Support** is responsible for:

- Advising on the admission and support of students who are aged under 18 (in conjunction with the Director of External Relations);
- Monitoring the welfare of students who are aged under 18 (in conjunction with the relevant Heads of Department);
- Advising on the screening of students who, as part of their programme of study, go on placements or to conduct research which involves working with children, young people or vulnerable adults
- Acting as Lead Signatory for Disclosure and Barring Service checks.

5.9. **The Director of Human Resources** is responsible for:

- Advising on the employment of staff who are aged under 18, including those on work experience schemes;
- Monitoring the welfare of staff who are aged under 18 (in conjunction with the relevant Head of Department);
- Providing guidance on whether individuals who are employed in any capacity by the University should be subject to a DBS check.

5.10. **The Head of Widening Participation** is responsible for:

- Providing advice and guidance about risk assessments for activities with groups of young people on campus. (Sample risk assessments can be found in Appendix Nine ).

5.11. **Heads of Department** are responsible for:

- Ensuring appropriate risk assessments are carried out for relevant activities;
- Identifying staff, students and volunteers who will have frequent contact with children and young people who may require a DBS check;
- Liaising with their Human Resources Manager and/or the Director of Student Administration and Support to ensure that appropriate DBS checks take place;
- Monitoring the welfare of staff who are aged under 18 (in conjunction with the Director of HR);

- Monitoring the welfare of students who are aged under 18 (in conjunction with the Director of SAS);
- Ensuring safeguarding concerns are reported to a Designated Safeguarding Contact;
- Ensuring Admissions Tutors understand the implications of recruiting under 18s to their programmes.

5.12. **All staff** are responsible for:

- Reporting any concerns about safeguarding individuals to their Head of Department or Designated Safeguarding Contact.

5.13. **All staff and/or students** who intend to, or may be put in the position of, working with children, young people or vulnerable adults are responsible for:

- Ensuring that they understand the implications of this Policy before commencing any programme, event, visit or other activity.

## 6. Organising Activities for Children and Young People

6.1. The University encourages activities which engage children and young people as part of its commitment to widening participation. Through the implementation of this Policy the University does not seek to discourage such activities. Instead, it seeks to support these activities and to offer assurances to staff, students, volunteers and visitors that, through its implementation, the University seeks to protect children, young people and vulnerable adults and to keep them safe from harm when in contact with University students and staff (whether acting in a paid or unpaid capacity).

6.2. All staff and/or students who intend to, or may be put in the position of, working with children, young people or vulnerable adults should ensure that they understand the implications of this Policy before commencing any programme, event, visit or other activity.

6.3. It is the responsibility of Heads of Schools/Departments to ensure that a risk assessment is completed before any new or changed programme, event, visit or any other activity involving children, young people or vulnerable adults.

6.4. All those involved in the risk assessment process should understand that the risk assessment is not only a way to mitigate or remove any potential risks but may also be a prompt to consider alternative working practices. The risk assessment process should encompass all aspects of health and safety e.g. fire, security etc.

6.5. Risk assessments should consider practical arrangements e.g. transport and safe collection of children and young people. Further guidance about completing risk assessments can be found in Appendix Eight.

- 6.6. If the activity is in conjunction with another organisation there must be a written agreement as to whose responsibility it is to undertake the risk assessment. The University must have a copy of the other organisation's risk assessment.
- 6.7. Staff working with children or young people should familiarise themselves with the Code of Practice in Appendix One.
- 6.8. Photographs may be taken of children and young people involved in widening participation activities on campus. It is essential that children, young people and their parents or carers give permission for their photographs to be used. Further guidance about the use and storage of photographs and digital media can be found in Appendix Seven .

## **7. Work Experience, Apprenticeships and Employment**

- 7.1. Young people employed by the University and children and young people on work experience at the University must have an individual risk assessment which details any risks associated with the role and controls which have been put in place to mitigate these risks. Guidance is available from the Safety Adviser's Office and Human Resources on the link below. .

<https://www.liverpool.ac.uk/intranet/safety/a-z/w/workexperiencewithintheuniversity/>

Further advice is available from the Safety Adviser's Office and Human Resources on request.

- 7.2. It is the responsibility of Heads of Schools/Departments to ensure that a risk assessment is completed before offering work experience and apprenticeships or before employing an under-18.
- 7.3. Staff working with a child or young person should familiarise themselves with the Code of Practice in Appendix One.

## **8. Programmes which have Students who are Under 18**

- 8.1. It is the responsibility of Heads of Schools/Departments to ensure that modules or programmes which may present a risk to young people are clearly identified as part of the module and programme approval process.
- 8.2. It is the responsibility of Heads of Schools/ Departments to ensure that an individual risk assessment is completed for any student who is under 18 within their school/ department. A risk assessment template can be found in Appendix Eight.
- 8.3. All those involved in the risk assessment process should understand that the risk assessment is not only a way to mitigate or remove any potential risks but may

also be a prompt to consider alternative working practices. The risk assessment process should encompass all aspects of health and safety e.g. fire, security etc.

8.4. For further information about admitting students who are under 18 please refer to the procedures for “Handling Applications from Students who will be under 18 at the start of the course” which can be obtained from the Marketing and Communications Department.

8.5. Staff working with students who are under 18 should familiarise themselves with the Code of Practice in Appendix One.

## 9. Checking of Staff and Students

9.1. The University is registered with the Disclosure and Barring Service and will ensure that any member of staff or student who will be undertaking regulated activity will be required to undertake an enhanced DBS check.

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9.2. Regulated activity in relation to children is defined as contact which is:

- unsupervised and
- once a week or more, or 4 days in any 30 day period or overnight and
- in a specific role OR in a specified place

The **specific roles** most likely to be undertaken by University staff or students are supervising, caring for, teaching, training, instructing, providing advice/guidance, or transporting children.

**Specified places:** include schools, nurseries, children’s hospitals, children’s detention centres, children’s homes, childcare premises, children’s care home.

9.3. The University is required to report to a range of external bodies should a staff member of student leave the University through reasons, for example, of misconduct or unsuitability to work with children or vulnerable adults. Reporting to the DBS would normally be carried out by the Lead Safeguarding Officer. Additionally, liaison with and referral to external agencies such as Children’s Services, Social Services and/or the Police may be required.

9.4. DBS checks must only be processed where there is legitimate reason to do so. DBS counter signatories are responsible for ensuring that checks are only requested in line with DBS guidance. Additional guidance can be provided by the Director of Student Administration and Support or from Human Resources. Details of DBS counter signatories can be obtained from the Director of Student Administration and Support.

9.5. Protocols are in place for DBS screening of students who, as part of their programme of study, go on placements or to conduct research which involves working with children, young people or vulnerable adults. The Director of Student

Administration and Support is responsible for these protocols in close liaison with academic departments.

- 9.6. Staff who as part of their staff role may be engaged in research involving children, young people or vulnerable adults can contact the Research Integrity and Governance Officer for advice.

## **10. Dealing with Suspicions or Allegations of Abuse**

- 10.1. Concerns for the safety and wellbeing of children, young persons or vulnerable adults could arise in a variety of ways and in a range of different settings which may not necessarily be linked to the University. For example:
- A child may report or display signs of abuse;
  - Someone may hint that a child is a risk;
  - Someone may hint that a colleague or student is an abuser;
  - An individual may witness or hear about abuse in another organisation;
  - An individual may be supporting an adult who indicates that other children and young people may be being abused by someone who abused them as a child.
- 10.2. It is essential to act quickly and professionally in all cases of suspected abuse. The course of action taken will depend on the specifics of the situation. In all cases it is vital that accurate records are maintained of allegations, concerns, decisions and reasons for actions. The Reporting Safeguarding Concerns Form in [Appendix Four](#) should be used to record initial concerns. Records of subsequent actions should be maintained in a secure file. Files may be electronic or paper based. All files must be kept securely in line with the Data Protection Act 2018.
- 10.3. Any allegations or suspicions of abuse or concerns about the welfare of a child, young person or vulnerable adult should be reported using the procedures as shown in the Guidelines in [Appendix Two](#). Members of staff must discuss concerns, suspicions or allegations with one of the University's Designated Safeguarding Contacts (see [Appendix Five](#) below). The Designated Safeguarding Contacts are responsible for referring cases to the Safeguarding Co-ordinator.
- 10.4. The Safeguarding Co-ordinator will decide whether to refer a case to the appropriate local Children's Social Care Services for them to consider what, if any, further action should be taken. If the Safeguarding Coordinator is unavailable then one of the Deputy Safeguarding Coordinators should be contacted.
- 10.5. Concerns should be recorded on the Safeguarding Reporting Form in [Appendix Four](#). A copy of this form should be sent to the Designated Safeguarding Contact and the Safeguarding Co-ordinator as soon as possible

after the disclosure takes place.

10.6. Any allegation by a child, young person or vulnerable adult against a member of staff, another student or a volunteer should be reported immediately to the relevant Designated Safeguarding Contact (Appendix Four). In dealing with any such allegation the University has a duty of care both to the child, young person or vulnerable adult concerned and to the member of staff, student or volunteer against whom the allegation is made. Guidelines for responding to a suspicion or allegation of child abuse are contained in Appendix Two.

10.7. The Designated Safeguarding Contact should discuss all such cases with the Safeguarding Co-ordinator who will decide whether to refer the case to the appropriate local Children's Services and/or the Police for them to consider what, if any, further action should be taken.

- Where the allegations involve a member of staff the Lead Safeguarding Officer will initiate disciplinary procedures as appropriate.

10.8. Where allegations involve a student the Lead Safeguarding Officer will initiate student disciplinary procedures as appropriate.

10.9. Where a member of staff, student or volunteer is working on behalf of the University with young people at an external organisation the allegation should be reported using the organisation's safeguarding procedure. The member of staff, student or volunteer should also alert the Designated Safeguarding Contact that such a report has been made. The Designated Safeguarding Contact will inform the Safeguarding Co-ordinator.

10.10. Students or members of staff may disclose that they were the subject of historical abuse by someone unconnected with the University. In such circumstances there is not necessarily a need for action. However, allegations of historical abuse may raise concerns that other children or young people may be at risk. If the individual has provided sufficient information to identify the alleged perpetrator, the University may have an obligation to share this information with the relevant authorities. Advice about appropriate action should be sought from the Safeguarding Co-ordinator. If such a disclosure is made within the Law Clinic and there is no known or identifiable current risk to the individual to some else or where the reported abuse happened outside of the UK and reporting would be ineffective then there is no requirement to report this to the Safeguarding Coordinator.

10.11. If an allegation of historical abuse does not raise concerns that other children or young people may be at risk the individual may still wish to report the abuse.

The Safeguarding Co-ordinator can provide advice about how to do this.

10.12. If an allegation of historical abuse is made against a member of staff or student of the University the Safeguarding Co-ordinator will make a referral to the local Children's Social Services department, and/or the Police where there is a significant risk of harm to a child, and take steps to initiate the appropriate staff or student disciplinary procedure when appropriate.

## **11. Dealing with Concerns about Radicalisation**

11.1. The duty to protect children, young people and vulnerable adults from harm extends to protecting them from involvement in groups which set out to radicalise individuals. Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism.

11.2. Universities have been identified within the government's Prevent Strategy as potential sites for radicalisation. Whilst children, young people and vulnerable adults may be most at risk of radicalisation students and staff who do not fall into these categories may also be at risk.

11.3. Factors which are considered when determining whether an individual may be vulnerable to involvement with terrorism are broadly described as:

- Engagement with a group, cause or ideology;
- Intent to cause harm;
- Capability to cause harm.

11.4. Staff or students may be concerned about someone due to changes in behaviour or appearance. For example:

- An individual may stop contact with peers and only be interested in contact with members of a particular ideological group;
- An individual may change their habitual style of dress;
- An individual may condone violence in support of their espoused ideology.

11.5. There may be many reasons for such changes which is why a safeguarding approach should be adopted as this enables relevant services within and outside the University to identify an individual's needs and vulnerabilities. .

11.6. If a member of staff is concerned that an individual may be becoming radicalised s/he should speak to his/her line manager who should contact the Safeguarding Co-ordinator. If concerns are about a student based at the London campus the line manager should contact the Safeguarding Co-ordinator for the London Campus.



11.7. Following this conversation, the member of staff will be asked to complete a Safeguarding Referral Form (see Appendix Four) documenting their concerns.

11.8. If a student is concerned that an individual may be becoming radicalised s/he should discuss this with the Head of Department or other senior member of staff who will follow the process above.

## **12. Training and Support**

12.1. The University will train and supervise appropriate University staff to adopt best practice to safeguard and protect children, young people and vulnerable adults from abuse or harm and to minimise risk to themselves. This includes providing adequate information on this Policy as part of the induction process for any new University staff and for Heads of Schools/Departments.

12.2. Designated Safeguarding Contacts will undertake appropriate safeguarding training and the Workshop to Raise Awareness of Prevent.

12.3. The University will provide appropriate guidance and training on this Policy.

## **13. Monitoring of this Policy**

13.1. The Lead Safeguarding Officer will convene an annual meeting of all Safeguarding Co-ordinators, the Deputy Safeguarding Officer, representatives of the Designated Safeguarding Contacts and any other relevant parties to review safeguarding matters.

13.2. The meeting will also review, and when necessary revise, this Policy.

13.3. Information about safeguarding matters will be reported to Council and to the Health and Safety Governance Committee on an annual basis.

## **14. Breaches of this Policy**

14.1. Breaches of this Policy and/or allegations of misconduct concerning children and/or abuse of children may result in the University invoking its Disciplinary Procedures in respect of staff or students. University staff who are the subject of allegations of misconduct will be entitled to be accompanied at any meetings held by the University whether under the Disciplinary Procedure or otherwise.

## **Appendix One**

### **Code of Practice Regarding Children, Young People and Vulnerable Adults**

The following Code of Practice applies to all University staff and students and Liverpool Guild of Students staff working with children, young people or vulnerable adults, whether acting in a paid or unpaid capacity.

1. Avoid unnecessary physical contact.
2. Avoid taking a child, young person or vulnerable adult alone in a vehicle on journeys, however short.
3. Unless circumstances make it impossible to comply, do not take a child or vulnerable adult to the toilet unless either (a) another adult is present or (b) another adult is aware (this may include a parent or group leader).
4. If you find you are in a situation where you are alone with a child, young person or vulnerable adult, wherever practicable make sure that others can clearly observe you.
5. Avoid close personal relationships with a child, young person or vulnerable adult in relation to whom you are in a position of trust.
6. Do not make suggestive or inappropriate remarks to or about a child, young person or vulnerable adult, even in fun, as this could be misinterpreted.
7. If a child, young person or vulnerable adult accuses a student or member of staff of abuse or inappropriate behaviour, you should report this immediately to the relevant person.
8. The duty to report applies equally to complaints or accusations of historic, and not just recent, abuse/inappropriate behaviour.

9. If you are the recipient of any complaint or accusation from a child, young person or vulnerable adult, it is important to listen without making or implying any judgement as to the truth of the complaint or accusation.
  
10. If a child, young person or vulnerable adult makes a complaint, or if there are other reasons for suspecting abuse, you should not attempt to investigate this yourself, but should report your concerns to the Designated Safeguarding Contact under the University's Policy on the Safeguarding of Children, Young People and Vulnerable Adults ("the Policy").
  
11. Participate in the training available to you to support you in your work with children, young people and vulnerable adults.
  
12. Remember that those who abuse children, young people and vulnerable adults can be of any age (even other children and vulnerable adults), gender, ethnic background or class, and it is important not to allow personal preconceptions about people to prevent appropriate action taking place.
  
13. Good practice includes valuing and respecting children, young people and vulnerable adults as individuals, and the adult modelling of appropriate conduct – which would exclude bullying, aggressive behaviour and discrimination in any form.
  
14. Those dealing with any allegations of abuse or misconduct should adhere to the principles set out in the Policy. Any information received should be acted upon sensitively, effectively and efficiently. Wherever possible, those making allegations should be given information about the outcome.
  
15. Although allegations should be reported only on a "need to know" basis, staff and students making allegations need not be concerned that they will be breaching confidentiality or the Data Protection Act, as complying with the Policy overrides such obligations. If the person making the allegation feels they need counselling or other appropriate support from the University, they are encouraged to seek it.
  
16. Ensure that you comply with appropriate licensing laws.

## Appendix Two

### Guidelines for Responding to a Suspicion or Allegation of Child Abuse

1. For the purpose of these guidelines the term “University Member” includes all University staff and students and Liverpool Guild of Students staff working with children, young people or vulnerable adults, whether acting in a paid or unpaid capacity.
2. All University members must be alert to the possibility that the children/ young people they are working with may have been, or may be, at risk of being abused. All complaints/allegations of such abuse must be taken seriously and dealt with in accordance with the following procedure.
3. Where a detailed departmental procedure is in place, staff should follow the specific guidance it provides. However, should there be any doubt regarding a departmental procedure y or if no departmental policy exists, the guidance below should be followed.
4. If a University member has a suspicion that a child or young person is being abused s/he should seek the advice and assistance of the relevant Designated Safeguarding Contact, setting out the basis of the suspicion as clearly as possible. This should be done immediately without awaiting confirmation of concerns.
5. If a University member receives from a child or young person an allegation that that child or young person or another child or young person is being abused, has been abused, or is at risk of abuse s/he should:
  - Listen carefully and stay calm.
  - Ensure that s/he does not interview the child. However, if necessary, he/she may seek to clarify, using open questions and without putting words into the child’s mouth, in order to be sure that they understand what the child is telling them.
6. Reassure the child or young person that by telling him/her they have done the right thing.
7. Inform the child or young person that s/he must pass the information on, but that only those that need to know about it will be told.
8. Inform the child or young person to whom s/he will report the matter.
9. Record details of the disclosure on the Reporting Safeguarding Concerns Form in Appendix Four. This form prompts the individual to record as many relevant details as possible. Such detail may be required if a referral is made to Children’s Services.
10. University members should not investigate concerns or allegations themselves but should report them immediately to the relevant Designated Safeguarding Contact (or, in

their absence, one of the other Designated Safeguarding Contacts, or the Safeguarding Co-ordinator).

11. University members should not make referrals to Children's Social Care Services or other authorities themselves other than in consultation with a Designated Safeguarding Contact or the Safeguarding Co-ordinator.
12. On receipt of a report of a suspicion/allegation of child abuse (which may be contemporary or historical) by a University member, the relevant Designated Safeguarding Contact will contact the Safeguarding Co-ordinator who make a referral to the local Children's Social Care Services department, and/or the Police where there is a significant risk of harm to a child, and take steps to initiate the appropriate staff or student disciplinary procedure when appropriate.
13. Where an allegation of child abuse is received by the University from an external source concerning a University member, the Lead Safeguarding Officer will normally consult with Children's Social Care Services.

## Appendix Three

### Guidelines for Responding to a Suspicion or Allegation of Radicalisation

- All staff and students should be aware that colleagues and peers may become radicalised by a range of extreme ideological groups.
- If member of staff or a student is concerned that a peer or colleague is being radicalised s/he should discuss these concerns with the individual directly if possible. If a student does not wish to do this s/he should raise the concern with a member of departmental staff.
- If a member of staff does not wish to discuss the concerns directly with the individual concerned s/he should inform the Head of Department and/or seek advice from the Designated Safeguarding Contact.
- The conversation should be held in an open and non-confrontational manner stating the reasons that the individual is concerned about the other person becoming radicalised.
- If following this conversation the student or member of staff remains concerned that the individual is becoming radicalised s/he should inform the Designated Safeguarding Contact. (or, in their absence, one of the other Designated Safeguarding Contacts, or the Safeguarding Co-ordinator).
- The Designated Safeguarding Contact will inform the Safeguarding Coordinator in writing using the Reporting Safeguarding Concerns Form in Appendix Four.
- University members should not make referrals to Careline for Channel intervention or other authorities themselves other than in consultation with a Designated Safeguarding Contact or the Safeguarding Co-ordinator.
- On receipt of a report of concerns that an individual is being radicalised the relevant Designated Safeguarding Contact will contact the Safeguarding Co-ordinator who will discuss an appropriate course of action with the person making the referral.

## Appendix Four

### Reporting Safeguarding Concerns Form

Date:

#### Details of child and parents/carers

Name of child/young person/ vulnerable adult:		
Reason for reporting a concern. (Delete as appropriate). This person is a child / young person / vulnerable adult. This person is at risk of harm / at risk of harming others / at risk of involvement in extremist activity		
Gender:	Age:	Date of Birth:
Ethnicity:	Language:	Additional Needs:
Individual's status with the University: (delete as appropriate)  Student (Please Provide Student Number) Staff Member (Please Provide Staff Number)  Scholars Programme                  Other WP Programme                  Work Experience  Other (Please specify)		
Name(s) of parent(s)/carer(s):		
Address of child/ young person / vulnerable adult: If a student please include term time and home address.		
Address of parent(s) / carers:		

#### Person reporting incident

Name:	Position:	Contact Details:	Date and time of incident (if applicable):

## Report

<p><b>Are you reporting your own concerns or responding to concerns raised by someone else? (delete as appropriate)</b></p> <p>Report own concerns</p> <p>Responding to concerns raised by someone else</p>
<p><b>If you are responding to concerns raised by someone else, please provide their name and position within the organisation:</b></p>   <p><b>Please provide details of the incident or concerns you have, including times, dates, description of any injuries, whether information is first hand or the accounts of others, including any other relevant details:</b></p>   
<p><b>The child's account/perspective:</b></p>  
<p><b>Please provide details of anyone alleged to have caused the incident or to be the source of any concerns:</b></p>  
<p><b>Provide details of anyone who has witnessed the incident or who shares the concerns:</b></p>  
<p><b>Are you aware of any previous incidents or concerns relating to this child and of any current risk management plan/support plan? If so, please provide details:</b></p>  
<p><b>Summary of discussion with supervisor / manager:</b></p>   

Signed	Dated	Name and position

<p><b>Referred to Designated Safeguarding Contact</b></p>	<p><b>Date</b></p>
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## Appendix Five

### Safeguarding Officers and Sources of Advice

#### ***Safeguarding Officers***

<i>Lead Safeguarding Officer</i>	The Director of Legal, Risk and Compliance	Kevan Ryan
<i>Deputy Safeguarding Officer</i>	The Director of Student Experience and Enhancement	Dr Paul Redmond
<i>Safeguarding Co-ordinator</i>	The Director, Student Administration and Support Division	Dr Paula Harrison Woods
<i>Deputy Safeguarding Co-ordinator (Students)</i>	The Head of Student Services	Julia Purvis
<i>Deputy Safeguarding Co-ordinator (staff)</i>	Deputy Director of Human Resources	Keith Watkinson
<i>Deputy Safeguarding Co-ordinator (staff)</i>	Head of HR Business Partnering	Fran Hardisty
<i>Safeguarding Co-ordinator London Campus</i>	The Head of Operations, London Campus	Tanya Dunne
<i>Deputy Safeguarding Co-ordinator London Campus</i>	The Student Experience Team Leader, London Campus	

#### ***Designated Safeguarding Contacts***

##### *Professional Services*

The Director of Human Resources	Carol Costello
The Director of Residential and Commercial Services	Mike Kelley
The Associate Director Admissions	John Corish
The Operations Manager of the English Language Centre	Mark Ingarfield
Central Teaching Laboratory Supervisor	Irene Cooper (until Dec 2019) Steve Chappell (from Jan 2020)
Associate Director, Customer Services Libraries Museums and Galleries	Laura Dunn

##### *Faculties*

##### *Humanities and Social Sciences*

School of the Arts Teaching and Learning Support Officer	Jamie Navarro
School of Histories, Languages and Cultures Teaching and Learning Support Officer	Kerrie Jones
School of Law and Social Justice Teaching and Learning Support Officer	Holly Nodwell Urszula Domagala/Susan McLoughlin

The Law Clinic  
Management School Teaching and Learning Support  
Officer

Lucy Yeatman  
Luc Bostock  
Luke Dowdall/Vicki White

Health and Life Sciences

Institute of Integrative Biology  
Institute of Ageing and Chronic Disease  
Institute of Infection and Global Health  
Institute of Psychology Health and Society  
Institute of Translational Medicine  
School of Health Sciences  
School of Medicine  
School of Psychology  
School of Life Sciences  
School of Dentistry  
School of Veterinary Science  
PGR Faculty of Health and Life Sciences

Tina Lewis  
Caroline Gaunt  
Nicola Frost  
Nicola Williams  
Sam Moss  
Jan Vicary  
Richard Latten  
Jackie Bradshaw  
Rachel Atkins  
Andrea Bryant (interim)  
Karen Mahon  
Lisa Crimmins,

Science and Engineering

School of Environmental Science Student Experience  
Team Leader  
School of Engineering Science Student Experience  
Team Leader  
School of Electrical Engineering, Electronics and  
Computer Science  
School of Physical Sciences School Manager Leader

Vicki Reynolds  
Louisa Parry  
Jan Harding  
Dr Chris Egan  
Monika Grabias-Rodriguez  
(deputy)

Liverpool Guild of Students

Chief Executive

Tricia O'Neill

Ness Botanic Gardens

Business Manager

Zoe Chapman

**Other Useful Contacts**

Research Integrity and Governance Officer

Matthew Billington

## **Appendix Six**

### **List of Departments which have Departmental Safeguarding Procedures**

Widening Participation

English Language Centre

The Law Clinic

## Appendix Seven

### Procedure for the Use and Storage of Photography and Digital Media

Photography and recorded images of children and young people are an integral element of work undertaken within the University of Liverpool's widening participation remit. It is essential that the images are not inappropriately misused or adapted; therefore the following guidance must be followed.

Written consent must be sought and obtained prior to any event. Parents and the young people themselves have the right to decline permission to have their pictures taken and how those images may be used.

The nature and possible purpose of the images should be made explicit in the literature..

The legitimacy and potential risks in the use of images must be identified; this can be incorporated in the formal risk assessment undertaken when planning an event. The image should convey the best principles and aspects of the activity, focusing on the endeavour rather than the participants. Care needs to be taken about the presentation of the image, ensuring it is not open to misuse or misinterpretation.

Young people need a clear brief about what is considered appropriate, especially if they engage in taking pictures. Staff members need to be aware that photos can be exploitative and used in harassment and bullying.

Images should be regarded as confidential information and stored accordingly, in line with the institution's policy; they should be deleted as soon as they are no longer required.

The legitimacy and potential risks in the use of images must be identified; this can be incorporated in the formal risk assessment undertaken when planning an event. The image should convey the best principles and aspects of the activity, focusing on the endeavour rather than the participants. Care needs to be taken about the presentation of the image, ensuring it is not open to misuse or misinterpretation.

## Appendix Eight

### **Risk Assessments for Students who are under 18 on Academic Programmes - Guidance Notes**

The University Policy on the Safeguarding of Children, Young People and Vulnerable Adults sets out our responsibilities towards students who are under the age of 18. Heads of Department are responsible for ensuring appropriate risk assessments are undertaken when students under the age of 18 join a programme. In many cases, the risks are very low and do not differ from the risks to those aged 18 or over. The University therefore intends to take a proportionate approach to risk assessment.

The inclusion of information on Programme Planner about potential risks will enable Heads of Department to identify quickly and easily modules which may present particular risks to students who are under 18 which will assist with admissions decisions and undertaking timely risk assessments for new students. In addition, risk assessments will need to include general wellbeing issues. Risk assessments should be completed using the standard template.

An individual risk assessment is required for modules which the student will undertake before s/he is 18. Modules which the student will take after s/he is 18 will not require a risk assessment.

The risk assessment should be completed before the student starts their programme and then should be discussed with the student by the end of the first week of semester. The risk assessment should be signed by the Head of Department, the Academic Adviser and the student.

The risk assessment form overleaf provides examples of generic risks and potential control measures. Risks which are not relevant should be removed from the risk assessment form.

### Risk Assessment for Students who are under Eighteen at the Start of their Programme

<b>Name of Student</b>			
<b>Programme</b>		<b>Start Date</b>	
<b>Date of Birth</b>		<b>Age at start of programme</b>	Years    Months
<b>Modules for which student is registered</b>		<b>Are there any known risks on these modules?</b>	
<b>Name of Head of Department</b>		<b>Name of Academic Adviser</b>	
<b>Date Risk Assessment Completed</b>		<b>Date Risk Assessment shared with student</b>	
<b>Signed Head of Department</b>		<b>Signed Student</b>	
<b>Date Actions Reviewed</b>			
<b>Signed Head of Department</b>			

<b>Risk</b>	<b>Potential Control</b>	<b>Date Action Completed</b>	<b>Comments</b>
<b>General</b>			
Student needs to access emotional or practical support.	Ensure student is aware of appropriate contacts in Department and School e.g. Academic Adviser, Teaching and Learning Support Officer. Ensure student is aware of Specialist Support Services. Ensure student is allocated an experienced academic adviser.		

	Ensure review meetings take place with academic adviser (at least twice per term). If student does not attend meetings attempt to contact student. If it is not possible to contact student inform Student Support Services.		
Illegal consumption of alcohol at social events.	Remind students who are under 18 that it is illegal for them to purchase or consume alcohol. (NB 16 and 17 year olds are allowed to drink –but not purchase- wine or beer with a table meal in a restaurant if they are with adults). Design inclusive social events which do not always include consumption of alcohol.		
<b>Module Content</b>			
Module includes graphic sexual content	Ensure student is made aware of this prior to start of module. Provide student with alternative module if requested.		
Learning activities require physical contact between students and/or between students and staff.	Ensure all staff are aware of the need to maintain appropriate boundaries.		
Other			
<b>Module Delivery</b>			
Module includes field trips away from campus.	Ensure student is aware of arrangements for field trip. If field trip is overnight, ensure single sex accommodation is available. Consider whether student needs individual accommodation. Ensure field trip leader has parent or guardian's contact details.		
Students are required to travel off site independently.	Ensure student is aware of destination and appropriate travel routes.		

Students are required to take part in sessions out of hours or to undertake work alone in isolated areas of the campus.	Minimise or avoid this wherever possible. Ensure student has contact number for security. Ensure student is aware of appropriate lone working procedures for area.		
Students are required to completed sessions in the Central Teaching Laboratories	Ensure that the safeguarding contact for the Central Teaching Laboratories is informed which modules the under 18 student is completing.		
Student may be exposed to hazardous or toxic substances.	Ensure student is aware of appropriate procedures. Additional supervision of activities may be required.		



## **Appendix Nine**

### **Risk Assessment Guidance for Arranging Activities for Children and Young People**

This appendix contains a number of example risk assessments which can be used as templates for activities. Those undertaking risk assessments are reminded that they must ensure that the risk assessment is specific to the planned event(s).

**University of Liverpool Widening Participation Risk Assessment for under-16s non residential**

<b>Name of Activity/Event</b>	
<b>Date/s</b>	
<b>Details of the Learning Activity</b>	Campus based activities to motivate and inspire young people to see Higher Education as a realistic option.
<b>Number of young people attending</b>	
<b>Year groups</b>	
<b>Group Manager</b>	
<b>Other staff</b>	
<b>Supervision ratio</b>	At least 1:10

<b>Identifying and Assessing Risk</b>	<b>Controls for Managing Risk</b>	<b>Remaining Risk</b>
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<b>GENERAL and LEGISLATIVE</b>	<i>These issues are covered in initial staff training and continuing professional development and in the training of undergraduate and postgraduate young people who support our activities as 'Student Advocates'.</i>	
Child Protection and Safeguarding	Attending young people will <u>not</u> be left unaccompanied during the programme of activities and University of Liverpool staff or trained Student Advocates will be present throughout the duration of the activity.	Low
Enhanced Criminal Records Bureau (CRB) Check	All University of Liverpool staff and Student Advocates will have had an enhanced CRB check.  Where possible all delivering academic staff will have a CRB check. If this is not possible they will sign a screening document and will not be permitted to work with the young people on a one-to-one basis. University of Liverpool staff or trained Student Advocates will be present throughout the duration of the activity.	Low
Insurance	We have made provision that the University of Liverpool has appropriate insurance cover for this activity. <b>Details of the insurance cover are available on request.</b>	Low
Data protection	We have set up a system for collecting and safely storing data which complies with the Data Protection Act 1998.	Low
Fire, accident or emergency and First Aid	An <b>Emergency Action Plan</b> has been developed to keep the group safe in the event of fire, an accident or emergency. Staff and learners will be briefed accordingly at the start of the activity, including being given a full <b>explanation of fire procedures</b> :  <ul style="list-style-type: none"> <li>• All fire exits are clearly marked.</li> <li>• If the alarm sounds the Group are to walk quietly without stopping to pick up bags or coats.</li> <li>• The Group will be led to the nearest exit and assemble in the designated place.</li> <li>• Student Advocates will head count the Group and advise the Group Leader.</li> </ul> First Aid trained staff are available throughout the duration of activities. A system is in place for reporting and investigating accidents and 'near misses'.	Low

Additional and medical needs	Details of additional/medical needs are obtained from young people/parents/guardians/the school in advance of any activity so that we can ensure such needs are met. Where necessary University of Liverpool staff will contact parents/guardians/carers to discuss any potential issues and ensure that individual needs are met. If the young person requires medication we will advise parents/guardians that sufficient medication for the duration of the event should be provided and held by young person/or a member of staff. The Group Leader will inform staff running the activity of any additional or medical needs within the group.	Low
Special educational needs (SEN)	Details of SEN are obtained from young people/parents/guardians/the school in advance of any activity so that we can ensure such needs are met.	Low
Allergies and asthma	Details of allergies/asthma are obtained from young people/parents/guardians/the school in advance of any activity so that we can ensure that young people are not exposed to substances/situations liable to be harmful to their health. The Group Leader will call the parents/guardians of any young person suffering from severe asthma/allergies to discuss the appropriate management of their condition.	Low
Infectious disease/or suspected infectious disease including meningitis and swine flu	In the event that a member of staff suspects that a young person attending the event has an infectious disease we will contact Student Health and/or NHS Direct for further advice immediately. If staff/the project manager feels that a young person is in imminent danger or has a complicating medical condition then 999 will be called. The HPA would be notified (by medical staff) on confirmed diagnosis of an applicable disease and they would advise us on managing the situation to minimise risk both for infected individuals and the rest of the group. The Head of Student Services will be notified.	Low
Dietary requirements	Dietary information including allergies and religious requirements will have been identified within the application form and all information will be relayed to caterers.	Low
Provision for Religious/Cultural needs	Any religious or cultural needs will be identified as part of the application form and every effort made to ensure that these needs are met.	Low
Safety of personal possessions/valuables	Young people are advised not to bring valuable personal items onto campus or with them when they attend off-site activities. Luggage (when applicable) will be stored in a locked room.	Low

<b>ENSURING SAFE BEHAVIOUR</b>	<i>These issues are covered in initial staff training and continuing professional development and in the training of undergraduate and postgraduate young people who support our activities as 'Student Advocates'.</i>	
Unruly behaviour, smoking and the use of alcohol and illegal substances	<p>Attending young people will be made aware of what is deemed acceptable behaviour and the penalties for non-compliance. The possession or use of alcohol or illegal substances is strictly prohibited.</p> <p>Arrangements have been made for removing young people from the activity in the event of serious misbehaviour. These arrangements have been communicated to young people and parents/guardians in advance of the activity.</p>	Low
General health and safety	<p>Staff and Student Advocates to ensure that young people follow instructions, are not left unaccompanied and understand that they are not allowed to leave the activity unless for a valid reason such as illness.</p> <p>Student Advocates will have group lists and will stress the importance of health and safety while taking part in all activities. Head counts will be made at numerous points throughout the duration of the event.</p>	Low
Injury whilst on campus (including walking to and from activities) or taking part in activities	First Aid trained will be staff available at all times. Staff supervision roles stressed in pre-activity briefing to ensure young people do not run or endanger themselves. Staff to ensure that young people take particular care with staircases and doors.	Low
Injury or accident during academic sessions	Where needed (such as for the use of specialist equipment or chemical substances in science sessions) academics will conduct an additional risk assessment of their sessions and advise Group Leader of any potential hazards or points to consider. <b>Additional risk assessments will be attached where required.</b>	Low
Injury from traffic	Young people will be supervised at all times when crossing roads. Designated pedestrian crossings will be used whenever possible. When off campus (at Halls or off-site) young people will use pedestrian crossings accompanied by Staff or Student Advocates.	Low
<b>TRANSPORT AND MOVEMENT</b>	<i>The details below are applicable <u>only</u> if the University of Liverpool is responsible for arranging transport to and from an activity. They are <u>not</u> applicable if the school/local authority or parents/guardians are making the transport arrangements.</i>	

<p>Responsibility for young people while on transport to and from activities</p>	<p>The University of Liverpool is <u>not</u> liable for young people travelling to and from the University. This liability remains with the parent/carer, guardian for all out of school activities and with the school for activities taking place within school time. Copies of the Widening Participation's transport policy for under-16s are sent to parents/guardians ahead of activities and parents/guardians must sign a transport consent form. <b>Copies of the transport policy and consent forms are available on request from the Group Leader.</b> The Widening Participation Team will make every reasonable provision to ensure that:</p> <ul style="list-style-type: none"> <li>• Young people travel to and from activities as safely as possible.</li> <li>• Every young person has an equal opportunity to access activities, regardless of their geographical location.</li> <li>• Every young person has equal opportunity to access activities, regardless of disability.</li> </ul> <p>An individual assessment of a young person's transport needs will be undertaken and will be reviewed should circumstances change.</p>	<p>Low</p>
<p>Safe handover points</p>	<p>The University of Liverpool <u>is</u> liable for the safety of young people from when they arrive at a given drop off point (usually on campus) at a given time, until they depart, during which time the young person will be supervised at all times. Arrangements for safe pick-up and drop-off points have been made and communicated in advance of the activity to young people and their parents. In all cases pick-ups and drop-offs will be made from either home or school, unless otherwise agreed in advance by parents/guardians or the school. Whenever possible these arrangements are confirmed in writing.</p>	<p>Low</p>
<p>Safe behaviour (coaches/buses and mini buses)</p>	<p>Staff will be present on coaches, buses and mini-buses to ensure safety and count young people on and off. In line with the Widening Participation transport policy for Under-16s all coaches will be fitted with seatbelts and Student Advocates will ensure they are used. Coach companies are issued with a driver's code of conduct.</p>	<p>Low</p>

	<b>Both codes of conduct available on request.</b>	
Injury whilst embarking/disembarking (coaches/buses and mini buses)	Staff supervision at embarking and disembarking points to ensure this is done so in a safe manner.	Low
Safe behaviour (taxis)	In advance of the activity young people will have signed the code of conduct and are expected to take responsibility for their own responsible behaviour. They are asked to wear seatbelts. Taxi companies are issued with a driver's code of conduct. <b>Both codes of conduct available on request.</b>	Low
Enhanced Criminal Records Bureau (CRB) Check for taxi drivers	Any student being picked up or dropped off by taxi will be using an approved taxi company where all drivers have an Enhanced Criminal Records Bureau (CRB) Check.	Low
<p><b>For further information or queries please contact the Group Leader.</b></p> <p><b>The contact for Campus events will be:</b>  Name:  Contact number  <b>Form Completion Date:</b>  Signed:  Date:</p> <p>Email:  Address:</p>		

**University of Liverpool Widening Participation Risk Assessment for under-16s Residential**

<b>Name of Activity/Event</b>	
<b>Date/s</b>	
<b>Details of the Learning Activity</b>	2 night /3 day Higher Education Residential
<b>Number of young people attending</b>	100
<b>Year group</b>	Year 10
<b>Group Leader</b>	
<b>Other staff</b>	
<b>Supervision ratio</b>	1:10

Identifying and Assessing Risk	Controls for Managing Risk	Remaining Risk
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<b>GENERAL and LEGISLATIVE</b>	<i>These issues are covered in initial staff training and continuing professional development and in the training of undergraduate and postgraduate young people who support our activities as ‘Student Advocates’.</i>	
Child Protection and Safeguarding	Attending young people will <u>not</u> be left unaccompanied during the programme of activities and University of Liverpool staff or trained Student Advocates will be present throughout the duration of the activity.	Low
Enhanced Criminal Records Bureau (CRB) Check and Independent Safeguarding Authority (ISA) process	<p>All Widening Participation staff and Student Advocates will have had an enhanced CRB check and the University of Liverpool is continually reviewing its Safeguarding procedures in light of any new developments.</p> <p>Where possible all delivering academic staff will have a CRB check. If this is not possible they will not be permitted to work with the young people on a one-to-one basis. University of Liverpool staff or trained Student Advocates will be present throughout the duration of the activity.</p>	Low
Insurance	We have made provision that the University of Liverpool has appropriate insurance cover for this activity. <b>Details of the insurance cover are available on request.</b>	Low
Data protection	We have set up a system for collecting and safely storing data which complies with the Data Protection Act 1998.	Low
Fire, accident or emergency and First Aid	<p>The attached <b>Emergency Action Plan</b> has been developed to keep the group safe in the event of fire, an accident or emergency. Staff and learners will be briefed accordingly at the start of the activity, including being given a full <b>explanation of fire procedures:</b></p> <ul style="list-style-type: none"> <li>• All fire exits are clearly marked.</li> <li>• If the alarm sounds the Group are to walk quietly without stopping to pick up bags or coats.</li> <li>• The Group will be led to the nearest exit and assemble in the designated place.</li> <li>• Student Advocates will head count the Group and advise the Group Leader.</li> </ul> <p>Whether the activity is taking place on campus, at the Halls of Residence or off-site First Aid trained staff are available throughout the duration of activities. A system is in place for reporting and investigating accidents and ‘near misses’.</p>	Low

Additional and medical needs	Details of additional/medical needs are obtained from young people/parents/guardians/the school in advance of any activity so that we can ensure such needs are met. Where necessary University of Liverpool staff will contact parents/guardians/carers to discuss any potential issues and ensure that individual needs are met. If the young person requires medication we will advise parents/guardians that sufficient medication for the duration of the event should be provided and held by young person/or a member of staff. The Group Leader will inform staff running the activity of any additional or medical needs within the group.	Low
Special educational needs (SEN)	Details of SEN are obtained from young people/parents/guardians/the school in advance of any activity so that we can ensure such needs are met.	Low
Allergies and asthma	Details of allergies/asthma are obtained from young people/parents/guardians/the school in advance of any activity so that we can ensure that young people are not exposed to substances/situations liable to be harmful to their health. The Group Leader will call the parents/guardians of any young person suffering from severe asthma/allergies to discuss the appropriate management of their condition.	Low
Dietary requirements	Dietary information including allergies and religious requirements will have been identified within the application form and all information will be relayed to caterers.	Low
Provision for Religious/Cultural needs	Any religious or cultural needs will be identified as part of the application form and every effort made to ensure that these needs are met.	Low
Safety of personal possessions/valuables	Young people and their parents/guardians are advised not to bring valuable personal items onto campus or with them when they attend off-site activities. Luggage (when applicable) will be stored in a locked room.	Low
<b>ENSURING SAFE BEHAVIOUR</b>	<i>These issues are covered in initial staff training and continuing professional development and in the training of undergraduate and postgraduate young people who support our activities as 'Student Advocates'.</i>	
Unruly behaviour, smoking and the use of alcohol and illegal substances	Attending young people and their parents/guardians will have signed a <b>Code of Expected Behaviour (attached)</b> that outlines acceptable behaviour and the penalties for non-compliance. The possession or use of alcohol or illegal substances is strictly prohibited. Arrangements have been made for removing young people from the activity in the event of serious misbehaviour. These arrangements will be communicated to young people and parents/guardians in advance of the activity.	Low

General health and safety	Staff and Student Advocates will ensure that young people follow instructions, are not left unaccompanied and understand that they are not allowed to leave the activity unless for a valid reason, such as illness. Student Advocates will have group lists and will stress the importance of health and safety while taking part in all activities. Head counts will be made at numerous points throughout the duration of the event.	Low
Injury whilst on campus (including walking to and from activities) or taking part in activities	First Aid trained staff will be available at all times, 24 hours a day. Staff supervision roles will be stressed in pre-activity briefing, to ensure young people do not endanger themselves. Staff to ensure that young people take particular care with staircases and doors.	Low
Injury or accident during academic sessions	Where needed (such as for the use of specialist equipment or chemical substances in science sessions) academics will conduct an additional risk assessment of their sessions and advise Group Leader of any potential hazards or points to consider. <b>Additional risk assessments will be attached where required.</b>	Low
Injury from traffic	Young people will be supervised at all times when crossing roads. Designated pedestrian crossings will be used whenever possible. When off campus (at Halls or off-site) young people will use pedestrian crossings accompanied by Staff or Student Advocates.	Low
<b>OFFSITE AND HALLS OF RESIDENCE</b>	<i>These issues are covered in initial staff training and continuing professional development and in the training of undergraduate and postgraduate young people who support our activities as 'Student Advocates'.</i>	
Overnight accommodation at Halls of Residence	<b>Additional Halls of Residence Risk Assessment (see attached)</b>	Low
Sleeping arrangements and bathroom facilities	Arrangements will be made for separate male and female sleeping and bathroom facilities for young people and staff staying overnight. Any inherent dangers with the accommodation, such as balconies, will be highlighted in the welcome talk to young people.	Low
Night-time supervision	At residential events taking place at the University Halls of Residence, male and female Night-time Supervisors have been appointed specifically to work throughout the night to ensure 24 hour supervision. Night-time Supervisors will be awake for the entire night-shift and will make regular patrols.	Low

	At off-site residential events night-time supervision will be the responsibility of the Group Leader, staff and Student Advocates. Staff will stay awake until they are content that young people are settled and asleep in their own rooms.	
Off-site visits including outward bound	Additional risk assessments will always be sought from providers of off-site activities. <b>These will be attached when applicable.</b>	Low

Notes for the Risk Assessor – please note that for residential events taking place in term time you will need to ensure that the Local Authority is satisfied with the risk assessment and risk management measures. You will also need to make a note of the Lead Safeguarding Officer for each Local Authority with participating young people. Any Safeguarding incidents/disclosures should be reported to this named individual as well as the school (although it may be difficult to make contact with the school outside of term time) and the University Safeguarding Officer.

<b>TRANSPORT AND MOVEMENT</b>	<i>The details below are applicable <u>only</u> if the University of Liverpool is responsible for arranging transport to and from an activity. They are <u>not</u> applicable if the school/local authority or parents/guardians are making the transport arrangements.</i>	
Responsibility for young people while on transport to and from activities	<p>The University of Liverpool is <u>not</u> liable for young people travelling to and from the University. This liability remains with the parent/carer, guardian for all out of school activities and with the school for activities taking place within school time. Copies of the Widening Participation transport policy for under-16s are sent to parents/guardians ahead of activities and parents/guardians must sign a transport consent form. <b>Copies of the transport policy and consent forms are available on request from the Group Leader.</b> The Widening Participation Team will make every reasonable provision to ensure that:</p> <ul style="list-style-type: none"> <li>• Young people travel to and from activities as safely as possible.</li> <li>• Every young person has an equal opportunity to access activities, regardless of their geographical location.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Every young person has equal opportunity to access activities, regardless of disability.</li> </ul> <p>An individual assessment of a young person's transport needs will be undertaken and will be reviewed should circumstances change.</p>	
Safe handover points	The University of Liverpool <u>is</u> liable for the safety of young people from when they arrive at a given drop off point (usually on campus) at a given time, until they depart, during which time the young person will be supervised at all times. Arrangements for safe pick-up and drop-off points have been made and communicated in advance of the activity to young people and their parents. In all cases pick-ups and drop-offs will be made from either home or school, unless otherwise agreed in advance by parents/guardians or the school. Whenever possible these arrangements are confirmed in writing.	
Safe behaviour (coaches/buses and mini buses)	<p>Student Advocates will be present on coaches, buses and mini-buses to ensure safety and count young people on and off. They will phone any young person who has not arrived at the pick-up point to ensure they are genuinely not attending and that parents/guardians/the school (term time only) are aware of this.</p> <p>In advance of the activity young people will have signed the code of conduct and are expected to take responsibility for their own responsible behaviour.</p> <p>In line with the Widening Participation transport policy for Under-16s all coaches will be fitted with seatbelts and Student Advocates will ensure they are used.</p> <p>Coach companies are issued with a driver's code of conduct.</p> <p><b>Both codes of conduct available on request.</b></p>	Low
Injury whilst embarking/disembarking (coaches/buses and mini buses)	Staff/Student advocate supervision at embarking and disembarking points to ensure this is done so in a safe manner.	Low
Safe behaviour (taxis)	In advance of the activity young people will have signed the code of conduct and are expected to take responsibility for their own responsible behaviour. They are asked to wear seatbelts. Taxi companies are issued with a driver's code of conduct.	Low

	<b>Both codes of conduct available on request.</b>	
Enhanced Criminal Records Bureau (CRB) Check and Independent Safeguarding Authority (ISA) process for taxi drivers	Any student being picked up or dropped off by taxi will be using an approved taxi company where all drivers have an Enhanced Criminal Records Bureau (CRB) Check.	Low

**For further information or queries please contact the Group Leader.**

Sign:

Date:

**Contact details of Group Leader:**

Telephone:

Mobile:

Email:

Address:

## Generic Risk Assessment for Groups Staying at the University Halls of Residence

Overall the level of risk is deemed to be 'LOW'.

Hazard / Management Issue	Risks Identified	Risk Control	Remaining risk
Aberrant Behaviour	Control	<ul style="list-style-type: none"> <li>• Staff Leaders to ensure they have a list of the names of the young people in their group and for a copy of this to be left at reception.</li> <li>• Staff leaders will be issued with a room listing. This will need to be completed and returned to reception once everyone is settled in their accommodation. Any room changes must be recorded on the listing held at reception.</li> <li>• Contact details for the staff leaders must also be left at reception so that someone can be contacted at all times.</li> <li>• Staff Leaders to be made aware of the importance of ensuring a head count is undertaken when moving from one venue to another.</li> <li>• A Record Log will be kept at reception which will be used to record all incidents occurring on site which involve the group or Staff Leaders.</li> </ul>	Low Low Low Low Low
Internal staircase	Trips and falls	<ul style="list-style-type: none"> <li>• Staff Leaders to advise all persons in their group in advance that within buildings all persons should walk on one side and use handrails.</li> </ul>	Low
Bathrooms, Toilets	Trips and falls	<ul style="list-style-type: none"> <li>• Staff Leaders to advise all persons in advance of the need to clear up water spillages immediately to avoid slips trips and falls. Any problems that cannot be rectified by the individual etc. should be reported to reception immediately.</li> </ul>	Low

Doors	Groups may rush to use the doors. Danger of minor accidents; bumps, trapped fingers. Potential risk to other visitors	<ul style="list-style-type: none"> <li>• Staff Leaders to advise all persons in advance of the requirement to walk and not run within buildings at all times.</li> <li>• When moving through doorways one person should hold the door(s) open until the group has filed through.</li> <li>• Staff Leaders to advise all persons in advance that all fire doors are fitted with automatic door closures and the need for fire doors to be kept closed at all times.</li> </ul>	Low Low Low
Fire Evacuation Procedures	Fire  Trips and falls	<ul style="list-style-type: none"> <li>• Fire extinguishers are provided within locked fire boxes within the building for University trained personnel only. In the event of a fire exit the building immediately. If the alarm has not sounded activate the alarm via the nearest break glass call point.</li> <li>• All corridors are provided with smoke detectors.</li> <li>• All bedrooms and kitchens are provided with heat detectors.</li> <li>• All bedrooms and common areas are provided with electronic sounders linked to the fire alarm panel.</li> <li>• All kitchens are provided with fire blankets.</li> </ul>	Low Low Low Low Low
Fire Evacuation	Trips and falls	<p>Staff Leaders to inform all persons in advance in advance:</p> <ul style="list-style-type: none"> <li>• All fire exits are clearly marked.</li> <li>• If the fire alarm sounds (a pulsating electronic sounder) all persons should walk quickly and quietly and use the nearest signed exit.</li> <li>• The group should be led via the nearest exit to assemble at the meeting point of the building. The assembly point is detailed on all fire notices within the building.</li> <li>• If the fire alarm sounds no person should re-enter a building to collect coats or personal belongings.</li> <li>• Staff Leaders should ensure their entire group is present and take a roll call.</li> <li>• Following an alarm activation no person can re-enter the building unless they have been told to do so by the Fire Officer, University Security, or other responsible person.</li> </ul>	Low Low Low Low Low



Cooking	Fire  Injury	<p>Staff Leaders to inform all persons in advance there are kitchens available on each floor within the Hall.</p> <ul style="list-style-type: none"> <li>It is not expected that anyone will need to use the appliances except for the kettles and or hot water boilers to make hot drinks.</li> <li>To avoid injury and risk hot water must be used with caution.</li> <li>Hot drinks should only be carried from the kitchen to the bedroom for personal use.</li> </ul>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>
<p>Child Protection &amp;</p> <p>Criminal Record Bureau Check(CRB)</p>	Child protection	<ul style="list-style-type: none"> <li>At present Residences staff are not DBS checked.</li> <li>In the event of a concern re child protection issues the responsible person is the Residential Services Manager in the first instance. His contact details are as follows: Tel: 0151 794 4719  Mobile: 07973 24 7914  E-mail: <a href="mailto:m.a.kelley@liverpool.ac.uk">m.a.kelley@liverpool.ac.uk</a></li> <li>In respect of persons under the age of 18 the University expects the Staff Leaders to assume primary care responsibility for the persons under their control.</li> <li>The Residences operate within an adult community and organisers need to satisfy themselves duty of care standards are met through their supervisory arrangements and systems.</li> </ul>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>
First Aid Facilities	Injury whilst on visit	<ul style="list-style-type: none"> <li>The Residences aim to have at least one trained first aider at each halls of residence. Where this is not the case and a first aider is required the staff at reception will use best endeavours to contact a trained member of staff.</li> <li>Should the injury require professional attention an ambulance should be called. The call can be made from reception or failing that by calling University Security on any University telephone ext. 2222 or public phone by dialling 0151 794 2222.</li> </ul>	<p>Low</p> <p>Low</p>

Insurance	Theft / damage personnel possessions	<ul style="list-style-type: none"> <li>• Young persons should be advised prior to arrival not to bring valuable items with them.</li> <li>• Insurance cover for personal possessions is the responsibility of the parent/guardian of the young person.</li> <li>• The University will not accept responsibility for personal possessions.</li> </ul>	Low Low Low
Security	Main entrance security arrangements	<ul style="list-style-type: none"> <li>• The main entrance door to the Hall will be kept locked at all times.</li> <li>• To gain access to the building persons will be issued with a key fob.</li> <li>• In the event of persons not having a key fob the intercom should be used and a member of staff will authorise access.</li> <li>• The reception area will be manned from 7.30am to 11.45pm.</li> <li>• University Security may be contacted 24/7 on 0151 794 3252. In an emergency 0151 794 2222.</li> </ul>	Low Low Low Low Low
Smoking, Drugs and alcohol	University requirements and procedures re smoking, drugs and alcohol	<ul style="list-style-type: none"> <li>• Smoking is only permitted in study bedrooms.</li> <li>• Illegal drugs and their use are not allowed on University premises under any circumstances.</li> <li>• Persons under the age of 18 are not allowed to bring or consume alcohol on University premises or grounds.</li> <li>• The University expects Staff Leaders to be proactive in ensuring compliance with the stated requirements re alcohol and illegal drugs.</li> <li>• University staff will vigorously enforce the above requirements.</li> <li>• Should a person be found to be in breach of the requirements immediate action must be taken by the Staff Leaders</li> <li>• The University expects the Staff Leaders to have a Code of Conduct in place which has been signed by the young person and their parent/guardian/carer.</li> </ul>	Low Low Low Low Low Low
Overnight stay	Those under 18 should not leave site without the express permission of the Staff Leaders	<ul style="list-style-type: none"> <li>• Those under 18 will be 'checked' before retiring to bed by Staff Leaders who are staying overnight.</li> <li>• It is expected male Staff Leaders will check on male under 18's and female Staff leaders will check on female under 18's.</li> <li>• Staff Leaders should have in place arrangements whereby during the night a young person requiring assistance can contact an appropriate Staff Leader.</li> </ul>	Low Low Low
Guests and Visitors	Procedure to follow re visitors and guests	<ul style="list-style-type: none"> <li>• Persons under the age of 18 cannot invite visitors back to the Halls of Residence without express permission from a Staff Leader. The Staff Leader will be</li> </ul>	Low

		<p>required to maintain a log detailing the request and information relating to the visitor or guest.</p> <ul style="list-style-type: none"> <li>• Staff Leader responsible for ensuring acceptable standards of behaviour are adhered to.</li> </ul>	Low
Licensed Bars	Illegal alcohol sales	<ul style="list-style-type: none"> <li>• A licensed bar is available on site for those persons aged 18 and over.</li> <li>• Bar staff will be vigilant to ensure only persons aged 18 and over will be sold alcohol. Where a person may appear under the age of 18 proof of age identity will be required.</li> <li>• The Bars Manager will be informed persons under the age of 18 will be resident on the site during the period of your stay.</li> </ul>	Low Low Low
Person with disabilities	Assessment of individual needs required	<ul style="list-style-type: none"> <li>• Staff Leaders should notify the University prior to arrival of any person within their group who has a disability. A specific risk assessment will need to be carried out.</li> <li>• Where a specific risk assessment is required a Personal Evacuation Plan will also need to be prepared prior to arrival.</li> <li>• The Staff Leaders and the University will need to be satisfied that the needs of the young person can be adequately provided for.</li> </ul>	Low Low Low
Food & medical health issues	Young person has identified a specific health or eating issue	<ul style="list-style-type: none"> <li>• Where a meals service is being provided Staff Leaders need to identify in advance to the University Conference Office (Tel 0151 794 6444) any person who has a food allergy or intolerance. The Catering Managers on receipt of the information will make a judgement on whether the requirements of the individual can be met.</li> <li>• Should information re a person's requirements fail to be identified prior to arrival the University will use best endeavours to provide a meal for the person concerned.</li> <li>• The responsibility for notification of requirements rests with the individual concerned and the Staff Leaders.</li> <li>• Staff Leaders should be aware of all known health problems within their group. Sufficient medication to be provided and held by the young person or appropriate Staff Leader as agreed with the parent/guardian.</li> </ul>	Low Low Low Low