Widening Participation and Outreach Team

Safeguarding Procedures
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1) Introduction

The Widening Participation and Outreach Team aims to create a culture of security where children, young people and staff can keep themselves and others safe, where they trust, have good relationships, and can share their thoughts and feelings with those who respect them, listen to them and take appropriate action, in their interests.

We will adopt the highest possible standards of safety and take all reasonable measures to ensure the risks of harm to the welfare of children and young people are minimised.

We aim to create a safe environment by:

- Minimising risks (including through risk assessment and staff/student training)
- Addressing concerns with appropriate action

2) Definitions

Throughout these Procedures the following definitions will apply:

- **Children** - people under 16
- **“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
- **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
- **Young People** - people aged 16-19.

3) Scope of the procedures

The procedures set out in this document address all aspects of child protection and safeguarding within the work of the Widening Participation and Outreach Team. Physical risk and hazard reduction are covered within our Risk Assessments. Guidance on completing a risk assessment can be found in Appendix J and Appendix K.

This document sits under the umbrella of the University’s policy for the ‘Safeguarding of Children, Young People and Vulnerable Adults’, but aims to give more specific and detailed guidance related to the work of the Widening Participation and Outreach Team.
4) Roles and Responsibilities

The **Widening Participation and Outreach Team** is responsible for:

- Providing a clear set of procedures for staff, student advocates, mentors and volunteers
- Ensuring that recruitment and selection procedures for staff, student advocates, mentors and volunteers are carried out in accordance with the University safeguarding policy
- Ensuring that all staff, student advocates and volunteers working with children/young people have an enhanced DBS check as a condition of their employment
- Ensuring that allegations regarding staff, student advocates, mentors and volunteers are addressed in accordance with the University safeguarding policy
- Providing training for staff, student advocates, mentors and volunteers
- Providing support for staff, student advocates, mentors and volunteers

**Activities that take place outside of office hours** (evenings after 5pm and weekends):

WPO deliver some outreach activities outside of office hours (evenings after 5pm and weekends), for groups or individuals. Often these will be bespoke visits for a target cohort of vulnerable children/young people, tailored to suit the specific needs of the individual/s.

When arranging these visits, WPO staff are responsible for:

- Informing the WPO Designated Safeguarding Officer of the activity in advance, so that they (or their nominee) can arrange to be contactable
- Ensuring that supervision ratios are adequate so that staff are not working alone 1-1 with children/young people
- Obtaining emergency contact details for all participants involved
- Obtaining the contact details of all relevant professionals involved with the child/young person
- Storing the above contact details where all WPO staff can access it (securely in the relevant WPO folder of the P Drive). In the event of a safeguarding incident or emergency, the WPO staff responsible for the visit (or another member of the WPO team) will use these contact details to inform the relevant professionals involved with the child/young person.

**Widening Participation and Outreach Designated Safeguarding Contacts** are responsible for:

- Providing support, advice and guidance to staff, student advocates, mentors and volunteers
- Referring cases of suspected abuse or allegations to the University Safeguarding Coordinator or relevant investigating agencies
- Following procedure for internal reporting in accordance with University policy
- Liaising with the University Safeguarding Coordinator to inform 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.

All staff, students and volunteers working with children and young people:

It is the responsibility of all staff, student advocates, mentors and volunteers to act in accordance with the procedures contained within this document.

Staff should:

- Have read the procedures and be willing to adhere to its values
- Be willing to undertake training appropriate to their level of responsibility
- Follow the procedures as laid out in this document

5) Dealing with disclosures and confidentiality

The projects and activities run by Widening Participation and Outreach can provide an environment that encourages security, confidence and trust and this can enable children/young people to share their concerns. It is important that a child/young person who discloses such sensitive information feels supported. See Appendix B

What to do:

It is important that disclosures are handled with sensitivity and in a discreet manner.

- Your main role is a supportive one
- Do not promise to keep secrets
- Take what the child/young person says seriously
- Reassure the child/young person that it was right to tell someone
- Use language the child/young person understands
- Conversation should be supportive and for the purpose of clarification, do not ask leading questions
- Do not express any opinions about what the child/young person has told you
- Explain and make sure the child/young person fully understands what will happen next
- Write down as soon as possible, after taking appropriate action, what was said, including where, when, any other significant factors.
  - If the staff member involved at this stage is a Student Advocate or Project Assistant, they should immediately contact the Project Officer (PO) leading the activity
- All reports should be signed and dated by the person recording the event. Please see Reporting Procedure (Appendix C)
• The report will be passed to the Associate Director of UK Student Recruitment and Widening Participation who is the Designated Safeguarding Contact for this area. If you are working in a school/college/other agency, the Designated Safeguarding Contact will liaise with their counterpart within that institution.

• Do not discuss the disclosure with anyone except the relevant staff.

• Please see Appendix D for a checklist for dealing with disclosures.

• If the staff member involved at this stage is a member of Shaping Futures staff working in/co-located in a school or college, see Appendix G for additional guidance.

6) Dealing with suspicions of abuse or neglect

Possible signs of abuse or neglect, what to look out for:

• When a child/young person has frequent or untypical injuries, not normally associated with the explanation given.

• When a child/young person exhibits untypical behaviour or his/her behaviour, progress, relationships or attitude changes significantly.

• When a child/young person indulges in sexual behaviour, either verbal or non-verbal that is unusually explicit or inappropriate to their age.

• When there are signs of neglect.

• When a child/young person’s behaviour is cause for concern, such as frequent or unusual lateness or missing scheduled activities.

• When a child/young person’s play/written or art work expresses distress and/or unusual messages.

We must however, also be aware that signs can be misleading and that some children show no signs at all.

➢ What to do if you have a concern - see Reporting Procedure (Appendix C) and see Procedure for Shaping Futures staff working in/co-located in schools (Appendix G).

7) Dealing with allegations made against a member of staff, student advocate, mentor or volunteer

Concerns about the behaviour of a member of staff/student advocate/mentor towards a child/young person may be made in the form of a complaint or allegation.

Concerns may be raised in a number of ways, for e.g.:

• Direct disclosure by the child or young person.

• Concerns/allegations made by a colleague.

• Indirect disclosure e.g. through written/art work or through friends.

• Complaint from a parent/carer.

• Reports by other colleagues or agencies.

• Anonymous referrals.
All staff have a duty to report any behaviour by colleagues that raises concerns, regardless of source and staff should feel able to voice their concerns without fear of repercussions. **What to do if you have a concern** - see Reporting Procedure (Appendix C) and see Procedure for Shaping Futures staff working in/co-located in schools (Appendix G)

In the case of a Foster Carer or Social Worker wanting to report concerns regarding University member/s of staff, student advocates, mentors or volunteers, please contact the Designated Safeguarding Contact or Deputy Safeguarding Contacts in **Appendix H**.

8) **Guidance on Reporting**

- The appropriate Widening Participation and Outreach staff member will record in writing and date ALL concerns
- Pass the report to the relevant designated contact (see Reporting Procedure Appendix C and see Procedure for Shaping Futures staff working in/co-located in schools Appendix G)
- If you are in any doubt or unsure what to do, SEEK ADVICE from a Designated Safeguarding Contact or a Widening Participation and Outreach Manager.
- You DO NOT investigate
- Designated Safeguarding Contacts will inform the relevant agencies and take responsibility for reporting internally.

9) **Storage of Information**

All information relating to safeguarding and records will be kept securely (electronically) by the Associate Director of UK Student Recruitment and Widening Participation on their University M Drive and will only be available to designated staff on a need to know basis. A copy of the Safeguarding Reporting Form will also be held securely (electronically on the M Drive) by the individual staff member who has written the report. A copy of the report will also be held electronically with the University Safeguarding Coordinator. Information will only be shared with other agencies only when necessary to safeguard and promote the welfare of children/young people.

Human Resources receive a copy of staff DBS forms, Widening Participation and Outreach receive a copy of student DBS forms. Copies are kept for six months and then destroyed, in accordance with DBS guidelines. Students are required to show their DBS form to the relevant Administrative Officer in Widening Participation and Outreach, the number is recorded on the DBS database. This information is stored confidentially for six months then destroyed. It is the staff/student’s responsibility to keep the original document in a safe place.

10) **Training and support for staff, student advocates, mentors and volunteers**

The Widening Participation and Outreach Team will train and supervise its staff, student advocates and mentors to adopt best practice to safeguard and protect children and young people from abuse or harm and to minimise risk to themselves. This includes providing safeguarding training (in-house and external) and adequate information about the WPO Safeguarding Procedures, as part of the induction process.

Dealing with child protection and safeguarding can be difficult and stressful. Members of staff/students in this position should consider seeking support for themselves, initially from the Designated Safeguarding Contact, their project leader, line manager and/or Trade Union.
APPENDIX A

Procedure for Academic Mentoring with Looked After Children

Introduction

The University of Liverpool Widening Participation and Outreach Team employs current undergraduate to provide academic mentoring to Looked After Children with the aim of raising attainment at GCSE and A-Level. All mentors are fully trained to work with children and young people and have to complete the DBS process. Where possible, the mentoring will take place within schools. However if hosting the mentoring in school is not convenient/appropriate, the sessions will take place within foster placement. All mentors, children, young people and foster carers must agree to the points raised within this document before the mentoring sessions can take place.

This document aims to provide all staff, mentors, children, young people, social workers and foster carers with a clear understanding for ensuring all young people receiving mentoring from the University of Liverpool mentors are protected from harm.

In order to safeguard children and young people, all staff, mentors and foster carers will comply with the safeguarding procedures outlined in this document and ensure that all adults working with children and young people are able to put these procedures into practice.

An introduction meeting will take place at the relevant foster placement where the points raised within this document will be discussed and agreed with the programme coordinator, mentor, foster carer and child/young person. All staff and mentors are required to have an enhanced DBS certificate, with renewal undertaken every 3 years. The mentor is responsible for the safekeeping of their DBS certificate and will show the DBS certificate to foster carers/social workers at the initial introduction meeting.

It is a requirement of the mentoring programme that professionals involved with each individual Looked After Child are made aware of the mentoring sessions before they can begin. These will involve approval of the sessions from;
- Local Authority Staff
- Social Worker
- Foster Carer
- School Designated Teacher
- Mentor
- University Programme Coordinator

Approval will be gained via email from each professional before the sessions can commence and feedback regarding progress will also be shared electronically.

Staff and Mentor Conduct

In order to protect children and young people, we encourage staff and mentors to conduct themselves professionally at all times. This covers appropriate dress, the understanding and adherence to relevant boundaries, social contact outside setting (including on social networking sites), the receiving and giving of gifts and favouritism and the safe use of technology. Mentors will seek to keep personal contact with children/young people under review and seek to minimise the risk of any situation arising in which misunderstandings can occur.
Tuition Setting & Environment

These key points must be agreed on with mentor, student, foster carer and programme coordinator before the mentoring programme can commence;
- Mentors should take evidence of their enhanced DBS check for the introduction meeting
- Staff and mentors will always ensure that another adult is present before entering a tuition setting. This could be foster carer or other adult who has responsibility for the welfare of the child/young person
- If no other adult is present, mentors will not enter the premises; the mentor will explain to the child/young person that they cannot come in until such a person is present. Mentors will then call the programme coordinator at the University to inform them of the situation immediately
- Mentors will ensure that they work in a suitable environment, with the door ajar and in earshot of other adults. If they have a concern that the environment is not suitable, the mentor will report this immediately to the programme coordinator at the University
- If the mentor has a concern that the environment poses a potential risk of harm to a child/young person they should immediately inform the programme coordinator
- Mentors must dress appropriately for tuition, taking into account the setting in which they are working in and with respect to the religious and cultural backgrounds of the people they may come into contact with during the mentoring
- If using the internet or other technology for the purposes of mentoring, mentors must always seek the permission of the parent or carer and ensure that all material is age appropriate for children/young people and relevant to the purpose of tuition.

Student /Mentor Relationship

During the mentoring programme, all mentors must agree to the following:
- Never ask a child/young person any personal questions about their background
- Act as a positive role model for every child and young person you work with
- Remember that others may misinterpret your actions, no matter how well intentioned
- Refrain from any physical contact with a child/young person and ensure that inappropriate subjects are not discussed or inappropriate conversations exchanged
- Never promise to keep any disclosure secret – you have a duty to report disclosures or any concerns you may have to the programme coordinator
- Never arrange to meet children/young people outside of mentoring sessions or give them lifts to and from mentoring in your car
- Refrain from giving out your personal numbers or private email addresses to children/young people
- Never use social networking sites to communicate with the child/young person
- Do not give gifts to, or accept gifts from, children/young people you are working with – this could be considered as a bribe or inducement to enter into a relationship, and could give rise to allegations of improper conduct.
APPENDIX B

Guidance on Confidentiality

Sharing information is essential in working to protect children from significant harm.

Professionals and agencies are required to share information:
  • About children and their health, development and exposure to possible significant harm
  • About parents who may not be able to care adequately and safely for children
  • About individuals who may pose a risk to children

Often it is only when information from a number of sources is shared and put together, that it becomes clear that a child is at risk of or is suffering harm.

Staff may be concerned about the need to balance their duties to protect children from harm and their general duty, including a duty of confidence; however the law permits the disclosure of confidential information necessary to safeguard a child.

Practical Guidance: Staff, student advocates, mentors and volunteers should never indicate to a child or young person that they will keep secrets or not pass on information. It must be made clear that absolute pledges of confidentiality cannot be given.

However, this needs to be balanced by the fact that children and their families have a right to expect that great care will be taken with their personal information. Children and young people should, subject to age and understanding, be helped to understand child protection processes and how they can be involved and contribute to decision-making. They should understand that decisions will be taken in the light of all available information and not necessarily in accordance with their wishes.
APPENDIX C

WIDENING PARTICIPATION AND OUTREACH SAFEGUARDING REPORTING PROCEDURE

This outlines the procedure to be followed in reporting instances of concern regarding children or young people participating in WPO activities or programmes.

It is important to note that the first priority is taking action to resolve the situation. The written report is completed at the earliest opportunity after that. The process of writing the report is not a substitute for prompt, considered action.

Safeguarding Reporting Form

The ‘Safeguarding Reporting Form’ and ‘Safeguarding Reporting Log’ can be accessed via the ‘P’ drive, in the WP folder:

P Drive: WPO> Safeguarding> Safeguarding Reporting Forms

Only Project Officers, or the WPO Managers or the Head of Department, are to complete the Reporting Form and the Reporting Log. Student Advocates and Project Assistants do not complete either.

The following steps should be taken in the event of a Safeguarding incident, particularly if there is a disclosure or suspicion of abuse or neglect:

- Remain calm and reassure the child or young person
- DO NOT INVESTIGATE in anyway e.g. by asking leading questions
- Ensure the rest of the group is safe and supervised
- During working hours (9am-5pm) the Project Officer will contact the WPO Designated Safeguarding Contact (DSC) to discuss the matter and they will decide if any further action need be taken (if the DSC is not contactable then the a WPO Manager is to be contacted)
  o If the staff member involved at this stage is a Student Advocate or Project Assistant, they should immediately contact the Project Officer (PO) leading the activity
- Outside of working hours, the WPO Designated Safeguarding Contact (or their nominee) is to be contacted. (See Appendix G for contact list).
  NB When arranging activity outside of office hours, please inform the DSC in advance about your activity, so that they (or their nominee) can arrange to be contactable
- If it is deemed that further action needs to be taken the DSC will contact the University Safeguarding Coordinator and/or relevant agencies

After the above actions have been taken the Safeguarding Reporting Form is completed under this protocol:

- The completed form is to be stored securely (electronically) in a place that only
relevant staff can access e.g. the M Drive of the Project Officer or Manager completing the form
- When completed, print off one hard copy of the form and sign it
- Scan and email the signed form to the DSC and dispose of the hard copy in the confidential waste cabinet.

- The ‘Safeguarding Reporting Log’ (which is stored on the ‘P’ Drive) is then completed - the log contains no confidential information. The WPO Manager/Associate Director will ensure the log is completed.

**NB** As a general rule only the appointed University DSC’s will report any concerns to the University Safeguarding Coordinator and/or external agencies. However, if under the most unlikely circumstances a DSC/WPO Manager or the University Safeguarding Coordinator are not contactable, then the Project Officer responsible will use their initiative to decide if the relevant external agencies need to be contacted.
APPENDIX D

Checklist for Dealing with Disclosures

**Do**
Stay Calm
Listen
Believe
Reassure
Record in Writing
Report

**Don’t**
Panic
Promise to keep secrets
Ask leading questions
Make the child repeat the story unnecessarily
Delay
Start to investigate
University Code of Practice Regarding Children, Young People and Vulnerable Adults

The following Code of Practice applies to all University staff and students 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

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 WPO Safeguarding procedures. 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 procedures 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 F

Widening Participation and Outreach – Reporting Safeguarding Concerns Form

THIS FORM SHOULD BE COMPLETED BY THE PROJECT OFFICER MANAGING THE VISIT/RESIDENTIAL

INFORMATION RECORDED ON THIS FORM IS STRICTLY CONFIDENTIAL.

A COPY SHOULD BE STORED ELECTRONICALLY IN A PLACE THAT ONLY RELEVANT STAFF CAN ACCESS.

<table>
<thead>
<tr>
<th>Date:</th>
</tr>
</thead>
</table>

Details of child and parents/carers

<table>
<thead>
<tr>
<th>Name of child:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Gender:</th>
<th>Age:</th>
<th>Date of Birth:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Ethnicity:</th>
<th>Language:</th>
<th>Additional Needs:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name(s) of parent(s)/carer(s):</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address of child/young person:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address of parent(s)/carers (if different from child’s):</th>
</tr>
</thead>
</table>

Person reporting incident

<table>
<thead>
<tr>
<th>Name:</th>
<th>Position:</th>
<th>Contact Details:</th>
<th>Date and time of incident (if applicable):</th>
</tr>
</thead>
</table>

| Incident Number: |
**Report**

Are you reporting your own concerns or responding to concerns raised by someone else? (delete as appropriate)

- [ ] Report own concerns
- [ ] Responding to concerns raised by someone else

**If you are responding to concerns raised by someone else, please provide their name and position with the organisation:**

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:

The child’s account/perspective:

Please provide details of anyone alleged to have caused the incident or to be the source of any concerns:

Provide details of anyone who has witnessed the incident or who shares the concerns:

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:

Summary of discussion with supervisor/manager:

<table>
<thead>
<tr>
<th>Signed</th>
<th>Dated</th>
<th>Name and position</th>
</tr>
</thead>
</table>

Referred to Designated Safeguarding Contact | Date |
## APPENDIX G

### Procedure for Shaping Futures staff who are working in/co-located in schools and colleges

<table>
<thead>
<tr>
<th>Action</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disclosure or cause for concern raised in a school/college.</td>
<td></td>
</tr>
<tr>
<td>Report the disclosure/concern to the school Designated Safeguarding Lead and follow their instructions.</td>
<td>Shaping Futures (SF) staff member representing SF in a school</td>
</tr>
<tr>
<td>- If you are a Student Advocate – contact the Higher Education Progression Advisor (HEPA) who booked the activity for advice and let them know that you have taken this step.</td>
<td></td>
</tr>
<tr>
<td>Once disclosure/concern has been reported to the school Designated Safeguarding Lead, escalate this to Shaping Futures Designated Safeguarding Contact.</td>
<td>Any Shaping Futures staff member representing SF in a school</td>
</tr>
<tr>
<td>If you are a Student Advocate – the HEPA who booked the activity will undertake this step.</td>
<td></td>
</tr>
<tr>
<td>The disclosure or cause for concern should be recorded on a safeguarding concerns form and a copy kept securely on the M Drive for future reference.</td>
<td>Any Shaping Futures staff member representing SF in a school</td>
</tr>
<tr>
<td>- If you are a Student Advocate – the Designated Safeguarding Contact will undertake this step with you.</td>
<td></td>
</tr>
<tr>
<td>See the ‘Widening Participation and Outreach Safeguarding Procedure’ for how to complete the form, who to pass it on to and how to store it.</td>
<td></td>
</tr>
<tr>
<td>The Shaping Futures DSC will pass the report to the Designated Safeguarding Contact in the Student Recruitment, Admissions and Widening Participation (SRAWP) Department, who will liaise with the University of Liverpool Safeguarding Coordinator.</td>
<td>Shaping Futures DSC</td>
</tr>
</tbody>
</table>
APPENDIX H

Safeguarding Officers and Sources of Advice

**Widening Participation and Outreach contacts**

<table>
<thead>
<tr>
<th>Designated Safeguarding Contact (DSC)</th>
<th>Associate Director of UK Student Recruitment and Widening Participation</th>
<th>John Corish</th>
<th>0151 794 9052 – (During Office Hours)*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Widening Participation Manager</td>
<td>Deonne Hill</td>
<td>0151 794 5358 – (During Office Hours)*</td>
</tr>
<tr>
<td></td>
<td>Widening Participation Manager</td>
<td>Peter Doyle</td>
<td>0151 794 4418 – (During Office Hours)*</td>
</tr>
<tr>
<td>Deputy Designated Safeguarding Contacts</td>
<td><em>schools and Education Manager</em></td>
<td>Anthony Murphy</td>
<td>07584441533 – (During Office Hours)*</td>
</tr>
<tr>
<td></td>
<td>Head of Shaping Futures</td>
<td>Michaela O’Connell</td>
<td>07775410804 – (During Office Hours)*</td>
</tr>
</tbody>
</table>

*There is a procedure in place within the WPO Team and Shaping Futures Team for making contact with a DSC during out of hour's activity (evenings after 5pm and weekends). This procedure is available on the P Drive.*

**Central University Safeguarding Officers**

<table>
<thead>
<tr>
<th>Role</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead Safeguarding Officer</td>
<td>The Director, Legal, Risk and Compliance Kevan Ryan</td>
</tr>
<tr>
<td>Deputy Safeguarding Officer</td>
<td>The Director, Student Experience and Enhancement Dr Paul Redmond</td>
</tr>
<tr>
<td>Safeguarding Co-ordinator</td>
<td>The Director, Student Administration and Support Division Dr Paula Harrison Woods</td>
</tr>
<tr>
<td>Deputy Safeguarding Co-ordinator</td>
<td>Head of Student Services Julia Purvis</td>
</tr>
</tbody>
</table>

**External Agencies**

<table>
<thead>
<tr>
<th>Agency</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liverpool Careline Children’s Service</td>
<td>0151 233 3700. Phone lines are open 24/7.</td>
</tr>
<tr>
<td>Liverpool Safeguarding Children’s Board</td>
<td>5th Floor, Cunard Building Water Street, Liverpool, L3 1DS Tel: 0151 233 0493/0510</td>
</tr>
</tbody>
</table>
APPENDIX I

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.
APPENDIX J

Guide to Risk Assessment

Risk assessment should always be conducted or supervised by a person that is experienced and competent to do so. Do not conduct a risk assessment if you do not feel that you are competent in doing it.

Activity

A separate risk assessment should be done for every activity undertaken, and every location the activity takes place.
Treat the activity as a whole but consider its separate elements and whether any of them raise particular hazards or risks.

What is a hazard?

A hazard is anything with the potential to cause harm.

You should consider the below but this is not an exhaustive list:

1. Physical
2. Chemical
3. Biological
4. Ergonomic
5. Environmental
6. Psychological

There are ways of identifying hazards:

- Observation of activities and conditions (are the floors in good condition, is the area tidy, are there loose wires, what is the light like, when is waste collected, what is the temperature like in different weather conditions)

- Talking to those involved and at risk - if you have undertaken the event/activity before then your own experience will inform your observation of hazards, but if not it might be a good idea to talk to people who have – and note that near-misses are a good way to spot problems

- Inspecting records – people rarely record near-misses but it is quite important to do so
- Reading documentation.

Who is at risk?

The people who should be considered are not simply those who undertake the activity but also anyone who comes into contact with the area or the group.
What are risk control measures?

The control measures are the actions performed to reduce either the probability of the accident happening or the severity of the outcome, and where possible both. This will help you think about the level of remaining risk.

These are some of the things you should consider:

1) Elimination – get rid of the risk altogether
2) Substitution – exchange one risk for something less likely or severe
3) Separation/isolation – eliminate contact with hazard
4) Minimise exposure – reduce contact with hazard
5) Safe systems of work – rules in place to ensure safe use/contact with hazard
6) Information, instruction, training & supervision – warn people of hazard and tell/show/help them how to deal with it
7) Personal Protective Equipment – dress them appropriately to reduce severity of accident
8) Health surveillance – observe use/interactions with hazard – monitor health over time

Control measures should be practical, easy to understand (what to do and why they are doing it).

If control measures have been put in place staff should be trained to understand why they have been put in place, what the purpose is, and what they have to do. However, that does not mean that they should not question them – since this is how risk assessments are improved (questioning, looking at alternatives etc.)

Finally – get as many other people to check your risk assessment as possible – you will always miss something and other people will have other points of view so working with others will help to cover more possible occurrences.
APPENDIX K

Risk Assessment Templates

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

<table>
<thead>
<tr>
<th>Name of Activity/Event</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date/s</td>
<td></td>
</tr>
<tr>
<td>Details of the Learning Activity</td>
<td>Campus based activities to motivate and inspire young people to see Higher Education as a realistic option.</td>
</tr>
<tr>
<td>Number of young people attending</td>
<td></td>
</tr>
<tr>
<td>Year groups</td>
<td></td>
</tr>
<tr>
<td>Group Manager</td>
<td></td>
</tr>
<tr>
<td>Other staff</td>
<td></td>
</tr>
<tr>
<td>Supervision ratio</td>
<td>At least 1:10</td>
</tr>
<tr>
<td>Identifying and Assessing Risk</td>
<td>Controls for Managing Risk</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>----------------------------</td>
</tr>
<tr>
<td>GENERAL and LEGISLATIVE</td>
<td>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’.</td>
</tr>
<tr>
<td>Child Protection and Safeguarding</td>
<td>Attending young people will not 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.</td>
</tr>
<tr>
<td>Enhanced Disclosure and Barring Service (DBS) Check</td>
<td>All Widening Participation and Outreach staff and Student Advocates will have had an enhanced DBS check. Where possible all delivering academic staff will have a DBS 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.</td>
</tr>
<tr>
<td>Insurance</td>
<td>We have made provision that the University of Liverpool has appropriate insurance cover for this activity. Details of the insurance cover are available on request.</td>
</tr>
<tr>
<td>Data protection</td>
<td>We have set up a system for collecting and safely storing data which complies with the Data Protection Act 1998.</td>
</tr>
</tbody>
</table>
| Fire, accident or emergency and First Aid | An Emergency Action Plan 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 explanation of fire procedures:  
  - All fire exits are clearly marked.
  - If the alarm sounds the Group are to walk quietly without stopping to pick up bags or coats.
  - The Group will be led to the nearest exit and assemble in the designated place.
  - Student Advocates will head count the Group and advise the Group Leader. 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 | Low |
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.

<table>
<thead>
<tr>
<th>Special educational needs (SEN)</th>
<th>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.</th>
<th>Low</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allergies and asthma</td>
<td>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.</td>
<td>Low</td>
</tr>
<tr>
<td>Infectious disease/or suspected infectious disease including meningitis and swine flu</td>
<td>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.</td>
<td>Low</td>
</tr>
<tr>
<td>Dietary requirements</td>
<td>Dietary information including allergies and religious requirements will have been identified within the application form and all information will be relayed to caterers.</td>
<td>Low</td>
</tr>
<tr>
<td>Provision for Religious/Cultural needs</td>
<td>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.</td>
<td>Low</td>
</tr>
<tr>
<td>Safety of personal possessions/valuables</td>
<td>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.</td>
<td>Low</td>
</tr>
</tbody>
</table>

**ENSURING SAFE BEHAVIOUR**

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’.

| Unruly behaviour, smoking and the use of alcohol and illegal substances | Attending young people will be made aware of what is deemed acceptable behaviour and the penalties for noncompliance. The possession or use of alcohol or illegal substances is strictly prohibited. | Low |
### General health and safety

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. 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.

<table>
<thead>
<tr>
<th>Injury whilst on campus (including walking to and from activities) or taking part in activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Injury or accident during academic sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>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. <strong>Additional risk assessments will be attached where required.</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Injury from traffic</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

### TRANSPORT AND MOVEMENT

The details below are applicable only if the University of Liverpool is responsible for arranging transport to and from an activity. They are not applicable if the school/local authority or parents/guardians are making the transport arrangements.

<table>
<thead>
<tr>
<th>Responsibility for young people while on transport to and from activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>The University of Liverpool is not 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 and Outreach transport policy for under-16s are sent to parents/guardians ahead of activities and parents/guardians must sign a transport consent form. <strong>Copies of the transport policy and</strong></td>
</tr>
</tbody>
</table>

| Low |
**Consent forms are available on request from the Group Leader.** The Widening Participation and Outreach Team will make every reasonable provision to ensure that:
- Young people travel to and from activities as safely as possible.
- Every young person has an equal opportunity to access activities, regardless of their geographical location.
- Every young person has equal opportunity to access activities, regardless of disability.

An individual assessment of a young person’s transport needs will be undertaken and will be reviewed should circumstances change.

| Safe handover points | The University of Liverpool is 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. | Low |

| Safe behaviour (coaches/buses and mini buses) | 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 and Outreach 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. **Both codes of conduct available on request.** | Low |

| 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. **Both codes of conduct available on request.** | Low |
| Enhanced DBS 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 DBS Check. | Low |

For further information or queries please contact the Group Leader.

The contact for Campus events will be:
Name:
Contact number:

Form Completion Date:
Signed:
Date:

Email:
Address:
University of Liverpool Widening Participation and Outreach Team Risk Assessment for under 16’s, Residential

<table>
<thead>
<tr>
<th>Name of Activity/Event</th>
<th>Date/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Details of the Learning Activity</td>
<td>2 night /3 day Higher Education Residential</td>
</tr>
<tr>
<td>Number of young people attending</td>
<td>Up to 60</td>
</tr>
<tr>
<td>Year group</td>
<td>Year 10</td>
</tr>
<tr>
<td>Group Leader</td>
<td>Other staff</td>
</tr>
<tr>
<td>Supervision ratio</td>
<td>1:10 minimum</td>
</tr>
<tr>
<td>Identifying and Assessing Risk</td>
<td>Controls for Managing Risk</td>
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<td>-------------------------------</td>
<td>---------------------------</td>
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<td>Child Protection and Safeguarding</td>
<td>Attending young people will not 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.</td>
</tr>
<tr>
<td>DBS Check and Independent Safeguarding Authority (ISA) process</td>
<td>All Widening Participation and Outreach staff and Student Advocates will have had an enhanced DBS check and The University of Liverpool is continually reviewing its Safeguarding procedures in light of any new developments. Where possible all delivering academic staff will have a DBS 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.</td>
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| Fire, accident or emergency and First Aid | The Emergency Action Plan, available on request 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 explanation of fire procedures:  
  - All fire exits are clearly marked.  
  - If the alarm sounds the Group are to walk quietly without stopping to pick up bags or coats.  
  - The Group will be led to the nearest exit and assemble in the designated place.  
  - Student Advocates will head count the Group and advise the Group Leader.  
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’. | 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 | Low |
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.

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<td>Low</td>
</tr>
<tr>
<td>Safety of personal possessions/valuables</td>
<td>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.</td>
<td>Low</td>
</tr>
</tbody>
</table>

**ENSURING SAFE BEHAVIOUR**  
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’.

<p>| Unruly behaviour, smoking and the use of alcohol and illegal substances | Attending young people and their parents/guardians will have signed a <strong>Code of Expected Behaviour (attached)</strong> that outlines acceptable behaviour and the penalties for noncompliance. 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. | Low |</p>
<table>
<thead>
<tr>
<th><strong>Injury whilst on campus (including walking to and from activities or taking part in activities)</strong></th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Injury or accident during academic sessions</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Injury from traffic</strong></td>
<td>Injury whilst on campus (including walking to and from activities) or taking part in activities</td>
</tr>
<tr>
<td><strong>Injury or accident during academic sessions</strong></td>
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</tr>
<tr>
<td><strong>Injury or accident during academic sessions</strong></td>
<td>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. <strong>Additional risk assessments will be attached where required.</strong></td>
</tr>
<tr>
<td><strong>Injury from traffic</strong></td>
<td>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.</td>
</tr>
</tbody>
</table>

| **OFFSITE AND HALLS OF RESIDENCE** | 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’. |
| **Overnight accommodation at Halls of Residence** | **Additional Halls of Residence Risk Assessment (see attached)** |
| **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. |
| **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. |
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. These will be attached when applicable. | 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.

**TRANSPORT AND MOVEMENT**

*The details below are applicable only if the University of Liverpool is responsible for arranging transport to and from an activity. They are not applicable if the school/local authority or parents/guardians are making the transport arrangements.*

Responsibility for young people while on transport to and from activities

The University of Liverpool is not 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. In terms of transport while on the residential activity, the Widening Participation and Outreach Team will make every reasonable provision to ensure that:

- Young people travel to and from activities as safely as possible.
- Every young person has an equal opportunity to access activities, regardless of their geographical location.
- Every young person has equal opportunity to access activities, regardless of disability.

An individual assessment of a young person’s transport needs will be undertaken and will be reviewed should circumstances change.

Safe handover points

The University of Liverpool is 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) | 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.  
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.  
In line with the Widening Participation and Outreach 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.  
**Both codes of conduct available on request.** | 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.  
**Both codes of conduct available on request.** | Low |
| Enhanced Disclosure and Barring service 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 DBS Check. | Low |
For further information or queries please contact the Group Leader.

Name:
Signed:
Date:

Contact details of Group Leader:
Telephone:
Mobile:
Email:
Address: