



# Widening Participation and Outreach Team

## Safeguarding Procedures

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## 1) Introduction

The Widening Participation and Outreach Team aim 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** are responsible for:

- Providing a clear set of procedures for staff, Liverpool Advocates, mentors, and volunteers
- Ensuring that recruitment and selection procedures for staff, Liverpool Advocates, mentors, and volunteers are conducted in accordance with the University safeguarding policy
- Ensuring that all **staff, Liverpool Advocates, and volunteers working with children/young people have an enhanced DBS check as a condition of their employment**
- Ensuring that allegations regarding staff, Liverpool Advocates, mentors, and volunteers are addressed in accordance with the University safeguarding policy
- Providing training for staff, Liverpool Advocates, mentors, and volunteers
- Providing support for staff, Liverpool 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 Contact 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. For online mentoring a specific procedure has been developed to facilitate 1-1 mentoring for young people aged 16+, see appendix A2
- 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, Liverpool Advocates, mentors, and volunteers
- Referring cases of suspected abuse or allegations to the University Safeguarding Coordinator or deputy Safeguarding Coordinators, 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, Liverpool 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 managed 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 Liverpool 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 artwork 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, Liverpool advocate, mentor, or volunteer

Concerns about the behaviour of a member of staff/Liverpool 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/artwork 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, Liverpool 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, Liverpool Advocates, mentors, and volunteers**

The Widening Participation and Outreach Team will train and supervise its staff, Liverpool 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 (in-person)**

#### **Introduction**

The University of Liverpool Widening Participation and Outreach Team employ current undergraduates 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 5 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 young person any personal questions about their background
- Act as a positive role model
- Remember that others may misinterpret your actions, no matter how well intentioned
- Refrain from any physical contact with a young person and ensure that inappropriate subjects are not discussed, or inappropriate conversations exchanged
- Never promise to keep a disclosure secret – you have a duty to report disclosures or any concerns you may have to the programme coordinator
- Never arrange to meet 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
- Never use social networking sites to communicate with the young person
- Do not give gifts to, or accept gifts from, 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.

## **Procedure for outreach activities and mentoring hosted online**

### **Introduction**

The University of Liverpool Widening Participation and Outreach (WPO) team host some of its activities and mentoring online.

The University has a license for online platform 'Zoom' which will be the preferred online platform for Widening Participation and Outreach team online activity. This appendix was written with specific reference to online activities including, but not limited to, online platforms e.g., Zoom, instant messaging/chat, live videos/webinars, and mentoring.

This procedure is designed to provide Widening Participation and Outreach team staff and Liverpool Advocates, and other University staff working with the WPO team, with guidance to ensure that they adhere to the University's policy on the Safeguarding of Children, Young People and Vulnerable Adults and the WPO Safeguarding Reporting Procedures.

It is important that all staff who interact with young people, including online, continue to look out for signs a young person may be at risk. Any such concerns should be raised and dealt with as per the WPO Safeguarding Procedures.

With the rapid growth of online activity for young people, it is especially important for parents and carers to be aware of what their children are being asked to do online, including the sites they will be asked to access, and to be clear who from the University their child is going to be interacting with online.

This procedure refers to any and all staff involved in the delivery and supervision of online work with the Widening Participation and Outreach team. This includes staff members as well as casual workers, such as Liverpool Advocates/mentors. All staff, Liverpool Advocates, young people and parents/carers must agree to the points raised within this document before the activities can take place.

### **Disclosure and Barring Service (DBS) checks**

All project delivery staff in the WPO team and all Liverpool Advocates/mentors have an enhanced DBS check as part of their role. Occasionally, additional contributors who are not DBS checked, for example academic staff, may be asked to present on their subject specialism. In this occurrence, there will always be a member of DBS checked WPO project delivery staff or a Liverpool Advocate present in the online activity, managing the activity and monitoring all discussion/interaction.

### **Risk Assessment**

In the planning of online activities, WPO Project staff will conduct a risk assessment which is to be approved by a Line Manager for any new type of activity. The risk assessment will be shared with all members of staff involved with the activity. The WPO Risk Assessment templates have been updated to include online activity and are available on the WPO shared P: drive in the 'Risk Assessments' folder.

## Age of participants

As part of the planning and risk assessment process for any online activity, the age of participants will be taken into strict consideration. Access to online platforms such as Zoom have a minimum age requirement of age 16+ as part of its terms of service. The WPO team have deemed that some activities are vital to the future success of under-16's, particularly those young people who have had a significant disruption to their education e.g. looked after children. Therefore, to facilitate the continuation of activity with under-16's such as academic tutoring/mentoring, a range of additional safe practice measures have been put in place that will enable the WPO team to use Zoom with these learners **(for further detail see sections 2A, 2B and 2C of this appendix).**

### 1. Best practice for hosting an activity online

Any online activity should take place on an approved online platform only. Examples of current in-use platforms at the University of Liverpool include Zoom, Adobe Connect and Microsoft Teams, but other preferred platforms may be used on request of the stakeholder e.g. a school preferred platform.

When selecting a suitable platform for outreach activity, the platform will need to have the following features as a minimum:

- Access to the platform enabled only for the intended participants
- Personal information (including full names, contact details and email addresses) only accessible to those with the right permissions and is not publicly viewable
- Staff are able to remove people from the platform if necessary

**In the planning of online activity, WPO Project Officers/staff will consult the most up to date guidance for the platform they are intending to use to ensure that activities are delivered safely and in line with the WPO Safeguarding Procedures.**

### Online platform 'Zoom'

Zoom have developed a best practice guide ['Securing your Zoom Meetings'](#), which gives advice on safe practice such as:

- Setting a meeting password
- Enabling the 'waiting room' feature
- Disabling the 'join before host' feature
- Limiting sharing to the host
- Limiting chat to 'with host only'
- Limiting meetings to 'listen and view' only
- Removing the names of participants
- Removing a participant from a meeting
- Restricting access to join a meeting
- Locking a meeting

## **Preparing staff and Liverpool Advocates to deliver activity online**

In the planning of online activity, WPO Project Officers will provide contributors/delivery staff (e.g. Liverpool Advocates or staff) with:

- A copy of the WPO Safeguarding Procedures
- A briefing on how to deliver or moderate the activity
- And follow this up with a briefing/training refresher which will include an overview of this appendix and the steps for reporting a safeguarding concern.

## **Preparing participants to attend an activity online**

In the planning of online activity, WPO Project Officers will provide participants with:

- A consent form for parents/guardians to complete to give permission for the young person to attend the activity. NB: blanket consent may be collected as part of a larger application form for longer term projects/activities.
  - Joining instructions for the activity (including a code of conduct that draws upon the best practice guidance in this document).
  - A reminder of the code of conduct requirements during the introduction/housekeeping at the start of an activity.

## **2. Types of Online Activity**

This document sets out best practice guidance for three types of online activity:

- A. Non-Interactive Livestreaming
- B. Interactive Livestreaming
- C. Online Mentoring/Tutoring

### **A: Non-Interactive Livestreaming**

This section refers to live streaming video or webinars where participant video/audio is not enabled.

#### **Age of participants**

As part of the planning and risk assessment process for any online activity, the age of participants will be taken into strict consideration. Access to online platforms such as Zoom have a minimum age requirement of age 16+ as part of its terms of service. The WPO team have deemed that some activities are vital to the future success of under-16's, particularly those young people who have had a significant disruption to their education e.g. looked after children. Therefore, to facilitate the continuation of activity with under-16's, a range of additional safe practice measures have been put in place that will enable the WPO team to use Zoom with these learners which are set out below.

**The platform must:**

- Enable you to restrict the audience to just the intended participants (use of the 'waiting room function' and a register)
- Ensure that participants' personal information (e.g. contact information) is not visible to anybody else presenting or viewing the stream
- Enable you to reject or remove somebody from the session if necessary (participants will be removed if they are deemed to have broken the code of conduct)
- Enable you to control whether participants are able to have their videos/microphones on (video and microphones will be disabled as standard for under-16s)
- You must make sure that you comply with any safeguarding policies belonging to the platform.

**Prior to running a live session staff should:**

- Familiarise yourself with the WPO safeguarding and reporting procedures
- Ensure you have the contact details of your Designated Safeguarding Contact on hand, and they are aware the session is taking place
- Ensure you have enough staff to support the event. At least two members of staff should be present to supervise the activity. It is a requirement that at least one member of staff is present from the WPO team (who has a DBS check), and that this member of staff takes responsibility for the overall running of the activity and monitoring any messages on the platform, whilst the other staff member is presenting.
- Make sure you are using an institutional account (not a personal account)
- Ensure that all staff supervising the activity are familiar with the platform and understand how participants will be using it
- If you are planning to publish a recording of the webinar you should ensure that you tell participants and delivery staff in advance and allow them to raise an objection to this. Remind them again about the recording at the start of the activity.
- Plan the structure and content of the activity carefully to ensure that discussions remain on topic
- Define a clear time and space for the webinar to take place (e.g. participants should only be able to contact the speakers/contributors and vice versa during the webinar on the agreed platform).

**You should also ensure that the participants:**

- Do not respond to contact requests from people they do not know
- Understand who they should contact if they hear anything upsetting or inappropriate.

### **During the live session:**

- Ensure that the session is taking place in a neutral area where nothing personal can be seen and there is nothing inappropriate in the background
- At the start, the main speaker should remind participants how to keep themselves safe (as outlined above) in addition to reminding them of the ground rules
- If staff share their screens at any point they must ensure that there is nothing inappropriate on the screens/internet pages/browser history
- If a participant raises a safeguarding concern, or if a member of staff is concerned about a participant, the procedures outlined in the WPO Safeguarding Procedures should be followed

### **B: Interactive Livestreaming**

This section refers to live streaming video or webinars where participant video/audio is enabled. For example, this might be the case for small group work sessions or meetings.

All of the guidance overleaf in section 2A on non-interactive livestreaming applies. However, in addition to this, you should also:

- Familiarise yourself with the privacy settings and know how to report offensive and abusive content
- Ensure that you have consent from parents/guardians of any under-18 participants
- Have a signed code of conduct from all participants which includes the consequences in the case of inappropriate behaviour
- Ensure that participants understand the benefits and risks of online sessions and are clear of the purpose for this particular activity
- Remind participants not to take photographs of the screens or share any images of the online session
- Supervising staff should monitor interactions (verbal and in live chats) to check it is appropriate and relevant, and to deal with any sudden changes or upsetting developments. If delivering or facilitating another member of staff should do this
- Challenging behaviour or inappropriate comments should be dealt with immediately, which may involve muting or removing the offender from the platform

Staff should not be in a private chat/video call 1-2-1 with a participant. If this happens by accident (someone else loses signal etc.) they should immediately come out of the breakout room/chat/end the session. **For Online mentoring/tutoring arrangements, see below.**

### **C: Online Mentoring/Tutoring**

This section refers to longer term online engagement with young people in a mentoring or tutoring context.

## **Age of participants**

Access to online platforms such as Zoom have a minimum age requirement of age 16+ as part of its terms of service. The WPO team have deemed online mentoring/tutoring to be vital to the future success of under-16's, particularly those young people who have had a significant disruption to their education e.g. looked after children. Therefore, to facilitate the continuation of this activity, a range of additional safe practice measures have been put in place that will enable the WPO team to use Zoom with these learners:

- In advance of the mentoring programme starting, consent must be collected from the parent/guardian of the mentee.
- Joining instructions will be provided to the mentee and their parent/guardian and any stakeholders (including a code of conduct that draws upon the best practice guidance in this document).
- On the request of stakeholders/parents/guardians, an introduction meeting can take place on the telephone or via the online platform with the stakeholder/parent/guardian of the mentee and the best practice points within this appendix will be raised and agreed.

### **Mentees aged under 16:**

- For 1-1 mentoring, mentees aged under-16 years must have an appropriate adult located within close proximity to the mentoring activity. If this is not possible, then a second mentor (floating moderator) will sit in on the mentoring session to moderate it.
- A 'floating moderator' is used during group activities, where staff may jump into different breakout rooms to monitor students.

### **Mentees aged 16+:**

- For 1-1 mentoring with mentees aged 16+, it is desirable that an adult be located within close proximity to the mentoring activity, however it is acknowledged that there may be times that 1-1 working may have to occur. Steps have been set out in this Safeguarding Procedure to ensure that mentoring can take place safely, which includes:
  - Mentor training related to safe working practices
  - Codes of conduct for mentors, and for young people and their parents/carers
  - Briefing parents/carers about the mentoring and gaining their consent
  - Clear lines of communication between parents/carers and Widening Participation staff who are leading programmes.

## **DBS**

- All staff working with young people in an online context over an extended period (as defined by DBS eligibility) will have a valid DBS check.
- All staff working in this context will receive a safeguarding training refresher/briefing prior to starting their work supporting students and should be clear on how to report concerns
- Staff and participants must both sign a code of conduct prior to starting any online activity
- Staff and participants must understand that all communication must take place on the designated platform and that they must not share contact information; any communications that happens off-platform must be reported to a member of WPO staff immediately

- WPO staff should regularly monitor interactions which take place and respond to any moderation requests as a matter of priority.

## **Code of conduct guidelines for online mentoring/tutoring**

### **Staff and Mentor Conduct**

In order to protect 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 such as restriction of social contact outside of the setting (including on social networking sites) and the safe use of technology.

### **Tuition Setting and Environment**

These key points must be agreed on with mentor, student, parent/carer, and WPO Project Officer before the mentoring programme can commence:

- Staff/mentors will ensure that the permission of the parent or carer has been sought and that an adult is present in close proximity to the online meeting before starting. This could be a parent/carer or other adult who has responsibility for the welfare of the young person.
- For mentees aged under 16 years, if no other adult is present, mentors will not begin the session until they have spoken to the programme coordinator at the University and a DBS checked member of staff or additional mentor has been brought into the session to moderate it.
- For mentees who are aged 16+ it is desirable that an adult be located within close proximity to the mentoring activity, however it is acknowledged that there may be times that 1-1 working may have to occur. Steps have been set out in this Safeguarding Procedure to ensure that mentoring can take place safely.
- Mentors will ensure that the session is taking place in a suitable environment and that the door is open.
- Mentors must ensure that all materials used for the session are age appropriate for young people and relevant to the purpose of tuition.
- Parents/guardians/stakeholders and participants will be provided with a second contact at the University, who they can speak to if they wish to report any concerns or feedback on an activity.

### **Student/Mentor Relationship**

During the mentoring programme, all mentors must agree to adhere to the following:

- Never ask a young person any personal questions about their background
- Act as a positive role model
- Remember that others may misinterpret your actions, no matter how well intentioned
- Ensure that inappropriate subjects are not discussed, or inappropriate conversations exchanged
- Never promise to keep a disclosure secret – you have a duty to report disclosures or any concerns you may have to the programme coordinator
- Never arrange to meet young people outside of mentoring sessions
- Refrain from giving out your personal numbers or private email addresses. University emails can be used providing that a member of WPO staff is copied in at all times.
- Never use social networking sites to communicate with the young person.

## 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, Liverpool 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. Liverpool 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 a WPO Manager is to be contacted)
  - If the staff member involved at this stage is a Liverpool 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 or deputy Safeguarding Coordinators, 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 DSCs will report any concerns to the University Safeguarding Coordinator or deputy Safeguarding Coordinators, and/or external agencies. However, if under the most unlikely circumstances a DSC/WPO Manager or the University Safeguarding Coordinator or deputy Safeguarding Coordinators 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

## APPENDIX E

### **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.

Incident Number:
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**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.**

<b>Date:</b>	
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**Details of child and parents/carers**

Name of child:		
Gender:	Age:	Date of Birth:
Ethnicity:	Language:	Additional Needs:
Name(s) of parent(s)/carer(s):		
Address of child/young person:		
Address of parent(s)/carers (if different from child's):		

**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 with 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>

APPENDIX G

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

Action	Responsibility
Disclosure or cause for concern raised in a school/college.	
<p>Report the disclosure/concern to the school Designated Safeguarding Lead and follow their instructions.</p> <ul style="list-style-type: none"> <li>- If you are a Liverpool Advocate – contact the Higher Education Progression Advisor (HEPA) who booked the activity for advice and let them know that you have taken this step.</li> </ul>	Shaping Futures (SF) staff member representing SF in a school
<p>Once disclosure/concern has been reported to the school Designated Safeguarding Lead, escalate this to Shaping Futures Designated Safeguarding Contact.</p> <p>If you are a Liverpool Advocate – the HEPA who booked the activity will undertake this step.</p>	Any Shaping Futures staff member representing SF in a school
<p>The disclosure or cause for concern should be recorded on a safeguarding concern form and a copy kept securely on the M Drive for future reference.</p> <ul style="list-style-type: none"> <li>- If you are a Liverpool Advocate – the Designated Safeguarding Contact will undertake this step with you.</li> </ul> <p>See the '<i>Widening Participation and Outreach Safeguarding Procedure</i>' for how to complete the form, who to pass it on to and how to store it.</p>	Any Shaping Futures staff member representing SF in a school
<p>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 or deputy Safeguarding Coordinators.</p>	Shaping Futures DSC

## APPENDIX H

### Safeguarding Officers and Sources of Advice

#### **Widening Participation and Outreach contacts**

<i>Designated Safeguarding Contact (DSC)</i>	Associate Director of UK Student Recruitment and Widening Participation	John Corish	<a href="mailto:corishj@liverpool.ac.uk">corishj@liverpool.ac.uk</a> (During Office Hours) *
<i>Deputy Designated Safeguarding Contacts</i>	Widening Participation Manager	Deonne Hill	07974727811 <a href="mailto:deonned@liverpool.ac.uk">deonned@liverpool.ac.uk</a> (During Office Hours) *
	Widening Participation Manager	Peter Doyle	07973247864 <a href="mailto:pdoyle@liverpool.ac.uk">pdoyle@liverpool.ac.uk</a> (During Office Hours) *
<i>Shaping Futures Designated Safeguarding Contact</i>	Head of Shaping Futures	Kevin Hornblower	07887210696 <a href="mailto:khorn@liverpool.ac.uk">khorn@liverpool.ac.uk</a> (During Office Hours) *
<i>Deputy Designated Safeguarding Contact</i>	Manager	David Maitland	07584441544 <a href="mailto:David.Maitland@liverpool.ac.uk">David.Maitland@liverpool.ac.uk</a> (During Office Hours) *

\*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**

<i>Lead Safeguarding Officer</i>	The Director, Legal, Risk and Compliance	Kevan Ryan
<i>Deputy Safeguarding Officer</i>	The Director, Student Experience and Enhancement	Dr Paul Redmond
<i>Safeguarding Co-ordinator</i>	The Director, Student Administration and Support Division	Dr Paula Harrison
<i>Deputy Safeguarding Co-ordinators</i>	Head of Student Services	Julia Purvis Marcella Camara

#### **External Agencies**

<i>Children's Advice &amp; Support Service (CASS)</i>	0151 459 2606. Phone lines are open 24/7.
<i>Liverpool Safeguarding Children's Partnership</i>	5th Floor, Cunard Building Water Street, Liverpool, L3 1DS Tel: 0151 233 0493

## 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 Pre-16 Activities

<b>Name of Activity/Event</b>	
<b>Date/s</b>	
<b>Details of the Learning Activity</b>	
<b>Number of young people attending</b>	
<b>Year group</b>	
<b>Event/Group Leader</b>	
<b>Other staff</b>	Trained University of Liverpool Advocates (all have DBS checks)
<b>Supervision ratio</b>	

Notes for the Risk Assessor –

- Please note that for events taking place in term time, you will need to ensure that the school/Local Authority is satisfied with the risk assessment and risk management measures.
- In the event that there are no teachers accompanying participants, you will also need to make a note of the contacts details for the Lead Safeguarding Officer for each school/Local Authority with participating young people.

Any Safeguarding incidents/disclosures should be reported immediately to the University’s Designated Safeguarding Contact within the Widening Participation Team who will liaise with the University Designated Safeguarding Coordinator. The Lead Safeguarding Officer for the relevant school/Local Authority will also be contacted.

## CAMPUS BASED ACTIVITY

Identifying and Assessing Risk	Controls for Managing Risk	Remaining Risk
<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 students who support our activities as 'Liverpool 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 Liverpool Advocates will be present throughout the duration of the activity.	Low
Enhanced Disclosure Barring Service (DBS) Checks	<p>All Widening Participation staff and Liverpool 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.</p> <p>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 Liverpool Advocates will be present throughout the duration of the activity.</p>	Low
Insurance	<p>We have made provision that the University of Liverpool has appropriate insurance cover for this activity.</p> <p><b>Details of the insurance cover are available on request.</b></p>	Low
Data protection	<p>In order to use personal data, the University must comply with all relevant UK data protection legislation. As of 25th May 2018, this means the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA). We have set up a system for collecting and safely storing data which complies with this legislation. As outlined on our application forms and in our privacy notice, personal data may be used for the long-term tracking of participants' educational and career outcomes through the 'HEAT' to ensure effectiveness and impact of our activities. View our Privacy Notice here:</p> <p><a href="https://www.liverpool.ac.uk/legal/data_protection/privacy-notice/widening-participation-and-outreach/">https://www.liverpool.ac.uk/legal/data_protection/privacy-notice/widening-participation-and-outreach/</a></p>	Low
Fire, accident or emergency and First Aid	<p>An <b>Emergency Action Plan</b> has been developed to keep the group safe in the event of fire, 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>• Liverpool 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.</p> <p>A system is in place for reporting and investigating accidents and 'near misses.'</p>	Low

	<b>A copy of the Emergency Action Plan is available on request.</b>	
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, Swine Flu, coronavirus, COVID-19, and avian 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 111 for further advice immediately. If staff/the project manager feels that a young person is in imminent danger or has a complicating medical condition, 999 will be called. Public Health England 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.	<b>Low</b>
Terrorism or bomb threat	<p>If there was a terrorist threat to campus or the city centre the young people would be sent home from the University campus or Halls of Residence immediately. If the coach/taxi company were unable to transport the young people, the University would hold the young people in a safe location on campus or at Halls. On the University campus we would liaise with campus security to ascertain a safe location to hold the group.</p> <p>In a critical emergency situation, the University may not be able to access the planned transport and may have to enforce an overnight stay. In this instance if the Halls of Residence on campus are deemed a safe location and have capacity, the group would stay there with staff and Liverpool Advocates.</p> <p>If Hall of Residence is inaccessible or if the threat is there, the group would stay in the University Sports Centre which has capacity and is located centrally.</p> <p>The University has the means to pay for any changes to transport or accommodation, and the event organiser has a University credit card which can be used to purchase alternative services.</p>	Low

	<p>Parents and/or teachers have office and mobile telephone numbers to contact the Widening Participation Team during the event. If parents/carers want to collect their child and it is safe to do so, we will facilitate this by organising a safe place.</p> <p>Students and staff have been advised to stay vigilant at all times throughout the event and report anything suspicious to the organiser. This will then be escalated to campus security.</p> <p>Students and staff have been advised to be aware of local and national news reports before and during the event and react quickly to any threat, ensuring good communication. The organiser and office staff in particular will be keeping abreast of any situation as it develops. Subsequently a plan B will be issued which will be communicated to all parties including teaching staff and parents which will be flexible in nature to accommodate changing situations.</p> <p>We will liaise with Campus security and the onsite police officer for assistance and staff/pupil ratios will be increased to ensure the safety of the young people.</p> <p>Throughout the event, the organiser will have access to the following information which will be needed in an emergency situation:</p> <ul style="list-style-type: none"> <li>• Pupil and staff medical information</li> <li>• Pupil and staff dietary requirements</li> <li>• Pupil emergency contact numbers</li> </ul>	
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 students who support our activities as 'Liverpool Advocates.'</i>	

Use of University IT equipment and Internet	University IT facilities are provided primarily for the use of over 18's. The University has guidance on how it expects its IT and internet facilities to be used. Supervising staff and Liverpool Advocates will have a responsibility to ensure that young people using the IT facilities and internet as part of their activities/programme, do so safely and only for the purposes intended within the activity being provided.	Low
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</b> as part of the application form 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 Liverpool 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. Liverpool 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 Liverpool Advocates.	Low

<b>OFFSITE ACTIVITIES</b>	<i>These issues are covered in initial staff training and continuing professional development and in the training of undergraduate and postgraduate students who support our activities as 'Liverpool Advocates.'</i>	
Off-site visits including outward bounds	Additional risk assessments will be sought from providers of off-site activities. <b>These will be attached when applicable.</b>	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>	
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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 transport consent as part of the application process. <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>	Low
Safe handover points	<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>	Low
Safe behaviour (coaches/buses and minibuses)	<p>Liverpool Advocates will be present on coaches, buses, and minibuses 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 transport policy for Under-16s all coaches will be fitted with seatbelts and Liverpool Advocates will ensure they are used. Coach companies are issued with a driver’s code of conduct. <b>Both codes of conduct are available on request.</b></p>	Low
Injury whilst embarking/disembarking (coaches/buses and minibuses)	<p>Staff/Liverpool advocate supervision at embarking and disembarking points to ensure this is done so in a safe manner.</p>	Low
Safe behaviour (taxis)	<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. They are asked to wear seatbelts.</p>	Low

	Taxi companies are issued with a driver's code of conduct. <b>Both codes of conduct available on request.</b>	
Enhanced Disclosure Barring Service (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 Disclosure Barring Service (DBS) Check.	Low

## **ONLINE ACTIVITIES**

The University has a license for online platform 'Zoom' which will be the preferred online platform for Widening Participation and Outreach team online activity. The WPO Safeguarding Procedure appendix A2 was written with specific reference to online activities including, but not limited to, online platforms e.g., Zoom, instant messaging/chat, live videos/webinars, and mentoring.

The procedure is designed to provide Widening Participation and Outreach team staff and Liverpool Advocates, and other University staff working with the WPO team, with guidance to ensure that they adhere to the University's policy on the Safeguarding of Children, Young People and Vulnerable Adults and the WPO Safeguarding Reporting Procedures.

With the rapid growth of online activity for young people, it is especially important for parents and carers to be aware of what their children are being asked to do online, including the sites they will be asked to access, and to be clear who from the University their child is going to be interacting with online.

<b>ONLINE ACTIVITY (General)</b>	<i>Elements of Widening Participation have moved to an online setting. Below sets out the general precautions put in place for this. It should be noted that in some cases, i.e. work with Care Experienced students, or other equally vulnerable groups, additional measures may also be put in place, and likewise, if requested by a stakeholder. The exact details of measures may differ between projects depending on the exact platforms used and can be found in individual Risk Assessments.</i>  <i>This section of the risk assessment is designed for use with Year 9 – Year 11 pupils (i.e. 14 – 16-year-olds). In addition, it may be used with younger age groups for activities supervised by the educational/community provider hosting an event at which the University is speaking/facilitating.</i>	
Disclosure and Barring Service (DBS) Check	All Widening Participation staff and Liverpool Advocates engaging in online outreach will have received full training, had an enhanced DBS check, and completed safeguarding training.	Low
Liverpool Advocate briefing	Liverpool Advocates to be briefed prior to programme commencing. Briefing should include any identified risks and risk controls in place as well as stressing good practice from the Liverpool Advocate training.	Low

	Liverpool Advocate training will highlight the signs of abuse/neglect that may be visible in a virtual setting.	
Safeguarding Communications (Mentee)	In advance of any online programmes, mentees and parents/carers will have had the delivery methods outlined to them, with the opportunity to opt out if they do not feel comfortable with the online delivery method. They may still engage in an asynchronous programme.  As standard practice, the young person will have received a second University of Liverpool contact, with whom they/parents/carers can raise issues and concerns regarding the conduct of an online session or speaker.	Low
Safeguarding Communications (Mentor)	In advance of any online programmes, all mentors will be familiar with the Safeguarding reporting chain, detailing where and when to escalate a potential safeguarding or child protection concern.	Low
<b>ONLINE ACTIVITY:</b> <b>Non-Interactive Live Stream</b>  Child Protection and Safeguarding	In advance of all online outreach activities, Parents/Carers will have been informed of the purpose and method of the online engagement. Signed consent and code of conduct forms will have been received (can form part of a wider application form).  Sessions will take place through a recognised platform, such as (but not limited to) Zoom (preferred), Microsoft Teams, Google Classrooms using a University account unless requested (i.e. using a school account at the request of the school).	Low
GDPR	Session leads will have familiarised themselves with the platform in advance to ensure smooth running. Each session requires a minimum of 2 DBS checked Staff or Liverpool Advocates. Session Leads will have followed the guidance on securing your Zoom Meeting <a href="https://zoom.us/docs/doc/Securing%20Your%20Zoom%20Meetings.pdf">https://zoom.us/docs/doc/Securing%20Your%20Zoom%20Meetings.pdf</a> . This clearly outlines the steps to anonymise participants and control participant access.  Delivery staff will use the access feature as a means to taking a register.	Low
Presentation	Delivery staff will use a neutral background and encourage participants to do the same.	Low
Safeguarding Concerns	As stressed in the GENERAL risk assessment: Staff: will be aware of the reporting processes if they have concerns, or receive a disclosure Students: will have a second set of contact details within the University/programme to raise concerns regarding a member of staff following an event.	Low

<p><b>ONLINE ACTIVITY:</b></p> <p><b>Interactive Live Stream</b></p> <p>Child Protection and Safeguarding</p>	<p>In advance of all online outreach activities, Parents/Carers will have been informed of the purpose and method of the online engagement. Signed consent and code of conduct forms will have been received (can form part of a wider application form).</p> <p>Sessions will take place though a recognised platform, such as (but not limited to) Zoom (preferred), Microsoft Team, Google Classrooms using a University account unless requested (i.e. using a third party at the request of the school).</p>	<p>Low</p>
<p>GDPR</p>	<p>Session leads will have familiarised themselves with the platform in advance to ensure smooth running. Each session requires a minimum of 2 DBS checked Staff or Liverpool Advocates. Session leads will have followed the guidance on securing your Zoom Meeting: <a href="#">Securing Your Meetings   Zoom</a></p> <p>This clearly outlines the steps to anonymise participants and control participant access.</p> <p>Delivery staff will use the access feature as a means to taking a register.</p>	<p>Low</p>
<p>Presentation</p>	<p>Delivery staff will use a neutral background and encourage participants to do the same.</p>	<p>Low</p>
<p>Session Management</p>	<p>Delivery staff will monitor live chat and other interactions between participants with a view to warn and remove if they feel the code of conduct has been breached.</p> <p>Delivery staff will avoid one-to-one video/chat and will terminate the session if this happens accidentally.</p>	<p>Low</p>
<p>Safeguarding Concerns</p>	<p>As stressed in the GENERAL section:  Staff: will be aware of the reporting processes if they have concerns, or receive a disclosure  Students: will have a second set of contact details within the university/programme to raise concerns regarding a member of staff following an event.</p>	<p>Low</p>
<p><b>ONLINE ACTIVITY: Mentoring</b></p> <p>Child Protection and Safeguarding</p>	<p>In advance of all online outreach activities, Parents/Carers will have been informed of the purpose and method of the online engagement. Signed consent and code of conduct forms will have been received (can form part of a wider application form).</p> <p>All sessions will be delivered though a recognised platform, such as (but not limited to) Zoom (preferred), Microsoft Team, Google Classrooms using a University account.</p> <p>One to one session between DBS checked students/staff are permitted adhering to the following stipulations:</p> <ul style="list-style-type: none"> <li>• On a minimum 1:2 ratio (student: staff/advocate or parent present) OR</li> <li>• On a minimum 2:1 ratio (students: staff/advocate) OR</li> </ul>	<p>Low</p>

	<ul style="list-style-type: none"> <li>Use of zoom break out rooms, with 1:1 attainment raising mentoring, with a floating moderator to go between the breakout sessions.</li> </ul> <p>Where possible young people are asked to be in school; if they are at home then there must be another adult/member of their family within earshot.</p> <p>Student Workers are asked where possible to be in an open room with a door open, either at home or on campus.</p>	
Safeguarding Concerns	<p>As stressed in the GENERAL section:  Staff: will be aware of the reporting processes if they have concerns or receive a disclosure.  Students: will have a second set of contact details within the university/programme to raise concerns regarding a member of staff following an event.</p>	Low
Staff and Mentor Conduct	<p>Mentors will ensure that the session is taking place in a suitable environment.</p> <p>Mentors must ensure that all materials used for the session are age appropriate for young people and relevant to the purpose of tuition.</p> <p>Participants should be respectful of appropriate dress, the understanding and adherence to relevant boundaries such as restriction of social contact outside of the setting (including on social networking sites) and the safe use of technology.</p>	Low

**For further information or queries please contact the Event/Project Leader:**

Name:

Role: Event/Group Leader

Telephone:

Mobile:

Email:

Address: University of Liverpool, Widening Participation & Outreach, 1<sup>st</sup> Floor, Foundation Building, Brownlow Hill, Liverpool, L69 3ZX

Signed:

Date:

**Second Contact**

Name: Role: Telephone: Mobile: Email: Address: University of Liverpool, Widening Participation & Outreach, 1 <sup>st</sup> Floor, Foundation Building, Brownlow Hill, Liverpool, L69 3ZX
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## University of Liverpool Widening Participation Risk Assessment for Post-16 Activities

<b>Name of Activity/Event</b>	
<b>Date/s</b>	
<b>Details of the Learning Activity</b>	
<b>Number of young people attending</b>	
<b>Year group</b>	
<b>Event/Group Leader</b>	
<b>Other staff</b>	Trained University of Liverpool Advocates (all have DBS checks)
<b>Supervision ratio</b>	

Notes for the Risk Assessor –

- Please note that for events taking place in term time, you will need to ensure that the school/Local Authority is satisfied with the risk assessment and risk management measures.
- In the event that there are no teachers accompanying participants, you will also need to make a note of the contacts details for the Lead Safeguarding Officer for each school/Local Authority with participating young people.

Any Safeguarding incidents/disclosures should be reported immediately to the University’s Designated Safeguarding Contact within the Widening Participation Team who will liaise with the University Designated Safeguarding Coordinator. The Lead Safeguarding Officer for the relevant school/Local Authority will also be contacted.

## **CAMPUS BASED ACTIVITY**

Identifying and Assessing Risk	Controls for Managing Risk	Remaining Risk
<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 students who support our activities as ‘Liverpool 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 Liverpool Advocates will be present throughout the duration of the activity.	Low
Enhanced Disclosure Barring Service (DBS) Checks	All Widening Participation staff and Liverpool 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 Liverpool 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	In order to use personal data, the University must comply with all relevant UK data protection legislation. As of 25th May 2018, this means the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA). We have set up a system for collecting and safely storing data which complies with this legislation. As outlined on our application forms and in our privacy notice, personal data may be used for the long-term tracking of participants’ educational and career outcomes through the ‘HEAT’ to ensure effectiveness and	Low

	<p>impact of our activities. View our Privacy Notice here:  <a href="https://www.liverpool.ac.uk/legal/data_protection/privacy-notice/widening-participation-and-outreach/">https://www.liverpool.ac.uk/legal/data_protection/privacy-notice/widening-participation-and-outreach/</a></p>	
Fire, accident or emergency and First Aid	<p>An <b>Emergency Action Plan</b> has been developed to keep the group safe in the event of fire, 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>• Liverpool 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'.  <b>A copy of the Emergency Action Plan is available on request.</b></p>	Low
Additional and medical needs	<p>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.</p>	Low
Special educational needs (SEN)	<p>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.</p>	Low
Allergies and asthma	<p>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.</p>	Low
Infectious disease/or suspected infectious disease including Meningitis, Swine Flu, coronavirus, COVID-19, and avian flu.	<p>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 111 for further advice immediately. If staff/the project manager feels that a young person is in imminent danger or has a complicating medical condition, 999 will be called. Public Health England 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.</p>	<b>Low</b>
Terrorism or bomb threat	<p>If there was a terrorist threat to campus or the city centre the young people would be sent home from the University campus or Halls of Residence immediately. If the coach/taxi company were unable to transport the</p>	Low

	<p>young people, the University would hold the young people in a safe location on campus or at Halls. On the University campus we would liaise with campus security to ascertain a safe location to hold the group.</p> <p>In a critical emergency situation, the University may not be able to access the planned transport and may have to enforce an overnight stay. In this instance if the Halls of Residence on campus are deemed a safe location and have capacity, the group would stay there with staff and Liverpool Advocates.</p> <p>If Hall of Residence is inaccessible or if the threat is there, the group would stay in the University Sports Centre which has capacity and is located centrally.</p> <p>The University has the means to pay for any changes to transport or accommodation, and the event organiser has a University credit card which can be used to purchase alternative services.</p> <p>Parents and/or teachers have office and mobile telephone numbers to contact the Widening Participation Team during the event. If parents/carers want to collect their child and it is safe to do so, we will facilitate this by organising a safe place.</p> <p>Students and staff have been advised to stay vigilant at all times throughout the event and report anything suspicious to the organiser. This will then be escalated to campus security.</p> <p>Students and staff have been advised to be aware of local and national news reports before and during the event and react quickly to any threat, ensuring good communication. The organiser and office staff in particular will be keeping abreast of any situation as it develops. Subsequently a plan B will be issued which will be communicated to all parties including teaching staff and parents which will be flexible in nature to accommodate changing situations.</p> <p>We will liaise with Campus security and the onsite police officer for assistance and staff/pupil ratios will be increased to ensure the safety of the young people.</p> <p>Throughout the event, the organiser will have access to the following information which will be needed in an emergency situation:</p> <ul style="list-style-type: none"> <li>• Pupil and staff medical information</li> <li>• Pupil and staff dietary requirements</li> <li>• Pupil emergency contact numbers</li> </ul>	
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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 students who support our activities as 'Liverpool Advocates.'</i>	
Use of University IT equipment and Internet	University IT facilities are provided primarily for the use of over 18's. The University has guidance on how it expects its IT and internet facilities to be used. Supervising staff and Liverpool Advocates will have a responsibility to ensure that young people using the IT facilities and internet as part of their activities/programme, do so safely and only for the purposes intended within the activity being provided.	Low
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</b> as part of the application form 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 Liverpool 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. Liverpool 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 Liverpool Advocates.	Low
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<b>OFFSITE ACTIVITIES</b>	<i>These issues are covered in initial staff training and continuing professional development and in the training of undergraduate and postgraduate students who support our activities as 'Liverpool Advocates.'</i>	
Off-site visits including outward bounds	Additional risk assessments will be sought from providers of off-site activities. <b>These will be attached when applicable.</b>	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>	
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 transport consent as part of the application process. <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>	Low
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.	Low

Safe behaviour (coaches/buses and minibuses)	<p>Liverpool Advocates will be present on coaches, buses, and minibuses 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 Liverpool 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 are available on request.</b></p>	Low
Injury whilst embarking/disembarking (coaches/buses and minibuses)	<p>Staff/Liverpool advocate supervision at embarking and disembarking points to ensure this is done so in a safe manner.</p>	Low
Safe behaviour (taxis)	<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. They are asked to wear seatbelts.</p> <p>Taxi companies are issued with a driver's code of conduct.</p> <p><b>Both codes of conduct available on request.</b></p>	Low
Enhanced Disclosure Barring Service (DBS) Check for taxi drivers	<p>Any student being picked up or dropped off by taxi will be using an approved taxi company where all drivers have an Enhanced Disclosure Barring Service (DBS) Check.</p>	Low

## ONLINE ACTIVITIES

The University has a license for online platform 'Zoom' which will be the preferred online platform for Widening Participation and Outreach team online activity. The WPO Safeguarding Procedure appendix A2 was written with specific reference to online activities including, but not limited to, online platforms e.g., Zoom, instant messaging/chat, live videos/webinars, and mentoring.

The procedure is designed to provide Widening Participation and Outreach team staff and Liverpool Advocates, and other University staff working with the WPO team, with guidance to ensure that they adhere to the University's policy on the Safeguarding of Children, Young People and Vulnerable Adults and the WPO Safeguarding Reporting Procedures.

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Disclosure and Barring Service (DBS) Check	All Widening Participation staff and Liverpool Advocates engaging in online outreach will have received full training, had an enhanced DBS check, and completed safeguarding training.	Low
Liverpool Advocate briefing	Liverpool Advocates to be briefed prior to programme commencing. Briefing should include any identified risks and risk controls in place as well as stressing good practice from the Liverpool Advocate training.  Liverpool Advocate training will highlight the signs of abuse/neglect that may be visible in a virtual setting.	Low
Safeguarding Communications (Mentee)	In advance of any online programmes, mentees and parents/carers will have had the delivery methods outlined to them, with the opportunity to opt out if they do not feel comfortable with the online delivery method. They may still engage in an asynchronous programme.  As standard practice, the young person will have received a second University of Liverpool contact, with whom they/parents/carers can raise issues and concerns regarding the conduct of an online session or speaker.	Low
Safeguarding Communications (Mentor)	In advance of any online programmes, all mentors will be familiar with the Safeguarding reporting chain, detailing where and when to escalate a potential safeguarding or child protection concern.	Low
<b>ONLINE ACTIVITY:</b> <b>Non-Interactive Live Stream</b>  Child Protection and Safeguarding	In advance of all online outreach activities, Parents/Carers will have been informed of the purpose and method of the online engagement. Signed consent and code of conduct forms will have been received (can form part of a wider application form).  <b>Post 16 Activities:</b> Sessions will take place through a recognised platform, such as (but not limited to) Zoom (preferred), Microsoft Team, Google Classrooms using a University account unless requested (i.e. using a school account at the request of the school). The session will be recorded and retained for 60 days in case of safeguarding allegations and to allow dissemination to non-attendees. Attendees will be informed that recording is taking place and given the opportunity to leave.	Low

GDPR	<p>Session leads will have familiarised themselves with the platform in advance to ensure smooth running. Each session requires a minimum of 2 DBS checked Staff or Liverpool Advocates. Session Leads will have followed the guidance on securing your Zoom Meeting: <a href="#">Securing Your Meetings   Zoom</a>. This clearly outlines the steps to anonymise participants and control participant access.</p> <p>Delivery staff will use the access feature as a means to taking a register.</p>	Low
Presentation	Delivery staff will use a neutral background and encourage participants to do the same.	Low
Safeguarding Concerns	<p>As stressed in the GENERAL risk assessment:  Staff: will be aware of the reporting processes if they have concerns, or receive a disclosure  Students: will have a second set of contact details within the University/programme to raise concerns regarding a member of staff following an event.</p>	Low
<b>ONLINE ACTIVITY:</b> <b>Interactive Live Stream</b>  Child Protection and Safeguarding	<p>In advance of all online outreach activities, Parents/Carers will have been informed of the purpose and method of the online engagement. Signed consent and code of conduct forms will have been received (can form part of a wider application form)</p> <p><b>Post 16 Activities:</b>  Sessions will take place through a recognised platform, such as (but not limited to) Zoom (preferred), Microsoft Team, Google Classrooms using a University account unless requested (i.e. using a third party at the request of the school). The session may be recorded and retained for up to 60 days in case of safeguarding allegations and to allow dissemination to non-attendees. Attendees will be informed of the recording and given the opportunity to leave.</p>	Low
GDPR	<p>Session leads will have familiarised themselves with the platform in advance to ensure smooth running. Each session requires a minimum of 2 DBS checked staff. Session leads will have followed the guidance on securing your Zoom Meeting: <a href="#">Securing Your Meetings   Zoom</a></p> <p>This clearly outlines the steps to anonymise participants and control participant access.</p> <p>Delivery staff will use the access feature as a means to taking a register.</p>	Low
Presentation	Delivery staff will use a neutral background and encourage participants to do the same.	Low

Session Management	<p>Delivery staff will monitor live chat and other interactions between participants with a view to warn and remove if they feel the code of conduct has been breached.</p> <p>Delivery staff will avoid one-to-one video/chat and will terminate the session if this happens accidentally.</p>	Low
Safeguarding Concerns	<p>As stressed in the GENERAL section:  Staff: will be aware of the reporting processes if they have concerns, or receive a disclosure  Students: will have a second set of contact details within the university/programme to raise concerns regarding a member of staff following an event.</p>	Low
<p><b>ONLINE ACTIVITY: Mentoring</b></p> <p>Child Protection and Safeguarding</p>	<p>In advance of all online outreach activities, Parents/Carers will have been informed of the purpose and method of the online engagement. Signed consent and code of conduct forms will have been received (can form part of a wider application form).</p> <p>All sessions will be delivered though a recognised platform, such as (but not limited to) Zoom (preferred), Microsoft Team, Google Classrooms using a University account.</p> <p><b>Post 16 Activities:</b>  One to one sessions between DBS checked students/staff are permitted adhering to the following stipulations:</p> <ul style="list-style-type: none"> <li>• Where young people are asked to be in school</li> <li>• Where young people are at home with another member of their family in earshot</li> </ul> <p>For 1-1 online mentoring, it is desirable that an adult be located within close proximity to the mentoring activity, however it is acknowledged that there may be times that 1-1 working may have to occur. Steps have been set out in this Safeguarding Procedure to ensure that mentoring can take place safely, which includes:</p> <ul style="list-style-type: none"> <li>○ Mentor training related to safe working practices</li> <li>○ Codes of conduct for mentors, and for young people and their parents/carers</li> <li>○ Briefing parents/carers about the mentoring and gaining their consent</li> <li>○ Clear lines of communication between parents/carers and Widening Participation staff who are leading programmes.</li> </ul> <p>Liverpool Advocates (student staff) are asked where possible to be in an open room with a door open, either at home or on campus.</p> <p>After all sessions, the mentor is required to provide detailed feedback and an overview of the content of the session, as well as reviewing their mentee progress plans, which is updated on a shared spreadsheet. This is monitored regularly by the project team.</p> <p>Mentees are also required to complete feedback surveys at the end of each term.</p>	Low

Safeguarding Concerns	As stressed in the GENERAL section: Staff: will be aware of the reporting processes if they have concerns or receive a disclosure. Students: will have a second set of contact details within the university/programme to raise concerns regarding a member of staff following an event.	Low
Staff and Mentor Conduct	Mentors will ensure that the session is taking place in a suitable environment.  Mentors must ensure that all materials used for the session are age appropriate for young people and relevant to the purpose of tuition.  Participants should be respectful of appropriate dress, the understanding and adherence to relevant boundaries such as restriction of social contact outside of the setting (including on social networking sites) and the safe use of technology.	Low

**For further information or queries please contact the Event/Project Leader:**

Name:

Role: Event/Group Leader

Telephone:

Mobile:

Email:

Address: University of Liverpool, Widening Participation & Outreach, 1<sup>st</sup> Floor, Foundation Building, Brownlow Hill, Liverpool, L69 3ZX

Signed:

Date:

**Second Contact**

Name:

Role:

Telephone:

Mobile:

Email:

Address: University of Liverpool, Widening Participation & Outreach, 1<sup>st</sup> Floor, Foundation Building, Brownlow Hill, Liverpool, L69 3ZX

## University of Liverpool Widening Participation Risk Assessment for Residential Summer School Events

<b>Name of Activity/Event</b>	
<b>Date/s</b>	
<b>Details of the Learning Activity</b>	
<b>Number of young people attending</b>	
<b>Year group</b>	
<b>Event/Group Leader</b>	
<b>Other staff</b>	And trained University of Liverpool Advocates (all have DBS checks)
<b>Supervision ratio</b>	1:10 minimum

Notes for the Risk Assessor –

- Please note that for events taking place in term time, you will need to ensure that the school/Local Authority is satisfied with the risk assessment and risk management measures.
- In the event that there are no teachers accompanying participants, you will also need to make a note of the contacts details for the Lead Safeguarding Officer for each school/Local Authority with participating young people.

Any Safeguarding incidents/disclosures should be reported immediately to the University's Designated Safeguarding Contact within the Widening Participation Team who will liaise with the University Designated Safeguarding Coordinator. The Lead Safeguarding Officer for the relevant school/Local Authority will also be contacted.

Identifying and Assessing Risk	Controls for Managing Risk	
<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 students who support our activities as 'Liverpool Advocates.'</i>	Low
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 Liverpool Advocates will be present throughout the duration of the activity.	Low
Enhanced Disclosure Barring Service (DBS) Checks	<p>All Widening Participation staff and Liverpool 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.</p> <p>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 Liverpool 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	In order to use personal data, the University must comply with all relevant UK data protection legislation. As of 25th May 2018, this means the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA). We have set up a system for collecting and safely storing data which complies with this legislation. As outlined on our application forms and in our privacy notice, personal data may be used for the long-term tracking of participants' educational and career outcomes through the 'HEAT' to ensure effectiveness and impact of our activities. View our Privacy Notice here: <a href="https://www.liverpool.ac.uk/legal/data_protection/privacy-notice/widening-participation-and-outreach/">https://www.liverpool.ac.uk/legal/data_protection/privacy-notice/widening-participation-and-outreach/</a>	Low
Fire, accident or emergency and First Aid	<p>An <b>Emergency Action Plan</b> has been developed to keep the group safe in the event of fire, 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>• Liverpool 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.</p> <p>A system is in place for reporting and investigating accidents and 'near misses.</p> <p><b>A copy of the Emergency Action Plan is available on request.</b></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
Infectious disease/or suspected infectious disease including Meningitis, Swine Flu, coronavirus, COVID-19, and avian 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 111 for further advice immediately. If staff/the project manager feels that a young person is in imminent danger or has a complicating medical condition, 999 will be called. Public Health England 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
Terrorism or bomb threat	<p>If there was a terrorist threat to campus or the city centre the young people would be sent home from the University campus or Halls of Residence immediately. If the coach/taxi company were unable to transport the young people, the University would hold the young people in a safe location on campus or at Halls. On the University campus we would liaise with campus security to ascertain a safe location to hold the group.</p> <p>In a critical emergency situation, the University may not be able to access the planned transport and may have to enforce an overnight stay. In this instance if the Halls of Residence on campus are deemed a safe location and have capacity, the group would stay there with staff and Liverpool Advocates.</p> <p>If Hall of Residence is inaccessible or if the threat is there, the group would stay in the University Sports Centre which has capacity and is located centrally.</p> <p>The University has the means to pay for any changes to transport or accommodation, and the event organiser has a University credit card which can be used to purchase alternative services.</p>	Low

	<p>Parents and/or teachers have office and mobile telephone numbers to contact the Widening Participation Team during the event. If parents/carers want to collect their child and it is safe to do so, we will facilitate this by organising a safe place.</p> <p>Students and staff have been advised to stay vigilant at all times throughout the event and report anything suspicious to the organiser. This will then be escalated to campus security.</p> <p>Students and staff have been advised to be aware of local and national news reports before and during the event and react quickly to any threat, ensuring good communication. The organiser and office staff in particular will be keeping abreast of any situation as it develops. Subsequently a plan B will be issued which will be communicated to all parties including teaching staff and parents which will be flexible in nature to accommodate changing situations.</p> <p>We will liaise with Campus security and the onsite police officer for assistance and staff/pupil ratios will be increased to ensure the safety of the young people.</p> <p>Throughout the event, the organiser will have access to the following information which will be needed in an emergency situation:</p> <ul style="list-style-type: none"> <li>• Pupil and staff medical information</li> <li>• Pupil and staff dietary requirements</li> <li>• Pupil emergency contact numbers</li> </ul>	
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 students who support our activities as 'Liverpool Advocates.'</i>	Low
Use of University IT equipment and Internet	University IT facilities are provided primarily for the use of over 18's. The University has guidance on how it expects its IT and internet facilities to be used. Supervising staff and Liverpool Advocates will have a responsibility	Low

	to ensure that young people using the IT facilities and internet as part of their activities/programme, do so safely and only for the purposes intended within the activity being provided.	
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</b> as part of the application form 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 Liverpool 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. Liverpool 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 Liverpool 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 students who support our activities as 'Liverpool 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 nightshift and will make regular patrols. At off-site residential events night-time supervision will be the responsibility of the Group Leader, staff, and Liverpool Advocates. Staff will stay awake until they are content that young people are settled and asleep in their own rooms.	Low
Off-site visits including outward bounds	Additional risk assessments will be sought from providers of off-site activities. <b>These will be attached when applicable.</b>	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>	
Responsibility for young people while on transport to and from activities	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 transport consent as part of the application process. <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: <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> An individual assessment of a young person's transport needs will be undertaken and will be reviewed should circumstances change.	Low
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.	Low

Safe behaviour (coaches/buses and minibuses)	<p>Liverpool Advocates will be present on coaches, buses, and minibuses 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 Liverpool 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 are available on request.</b></p>	Low
Injury whilst embarking/disembarking (coaches/buses and minibuses)	<p>Staff/Liverpool advocate supervision at embarking and disembarking points to ensure this is done so in a safe manner.</p>	Low
Safe behaviour (taxis)	<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. They are asked to wear seatbelts.</p> <p>Taxi companies are issued with a driver's code of conduct.</p> <p><b>Both codes of conduct available on request.</b></p>	Low
Enhanced Disclosure Barring Service (DBS) Check for taxi drivers	<p>Any student being picked up or dropped off by taxi will be using an approved taxi company where all drivers have an Enhanced Disclosure Barring Service (DBS) Check.</p>	Low

**For further information or queries please contact the Event/Group Leader):**

Telephone:

Mobile:

Email:

Address: University of Liverpool, Widening Participation & Outreach, 1<sup>st</sup> Floor, Foundation Building, Brownlow Hill, Liverpool, L69 3ZX

Signed:

Date:

**Second Contact**

Name:

Role:

Telephone:

Mobile:

Email:

Address: University of Liverpool, Widening Participation & Outreach, 1<sup>st</sup> Floor, Foundation Building, Brownlow Hill, Liverpool, L69 3ZX

**The 24-hour contact for this event will be:**

**Name:**

24-hour mobile number:

Office hours (08:00 -16:00):