

Home Recruitment and Conversion Office: Safeguarding Policy for Children and Young People (2023-24)

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HRC Code of Practice (inc. online provision)

The following code of practice applies to all staff and students working on HRC-led events with children, young people or adults in a vulnerable situation, whether acting in a paid or unpaid capacity:

- Avoid unnecessary physical contact.
- Avoid taking members of vulnerable groups alone in a vehicle on journeys, however short.
- Unless circumstances make it impossible to comply, do not take members of vulnerable groups to the toilet unless either (a) another adult is present or (b) another adult is aware (this may include a parent or group leader).
- If you find you are in a situation where you are alone with a child or other member of a vulnerable group wherever practicable make sure that others can clearly observe you or that there is at least CCTV provision.
- Avoid close personal relationships with members of vulnerable groups in relation to whom you are in a position of trust.
- Do not make suggestive or inappropriate remarks to or about members of vulnerable groups, even in jest, as this could be misinterpreted.
- At no point should children/young people who attend our events be added or linked with on social media (neither should requests from them be accepted).
- Photos or videos of students (who have given photo permission) should not be shared on personal social media, stored on personal devices, or shared with anyone outside of the organisation.
- If a child, young person or member of a vulnerable group accuses a student or member of staff of abuse or inappropriate behaviour, you must:
 - listen without making or implying any judgement as to the truth of the complaint or accusation
 - report this immediately to the relevant person, without attempting to investigate this yourself
 - treat complaints or accusations of historic abuse/inappropriate behaviour in the same way, reporting appropriately
- Participate in the training available to you to support you in your work with vulnerable groups.
- Recognise that abusers can be of any age, gender, ethnic background or class, not allow personal preconceptions or biases influence behaviours.
- Those dealing with any allegations of abuse or misconduct should adhere to the principles set out in the policy. Any information received should be acted upon sensitively, effectively and efficiently. Wherever possible, those making allegations should be given information about the outcome.
- Although allegations should be reported only on a “need to know” basis, staff and students making allegations need not be concerned that they will be breaching confidentiality or the Data

Protection Act, as complying with the policy overrides such obligations. If the person making the allegation feels they need counselling or other appropriate support from the University, they are encouraged to seek it.

- Ensure that you comply with appropriate licensing laws.

Online/virtual event code of practice additions:

This document is designed to provide University of Bristol (UoB) staff and Student Workers with guidance and a set of procedures to follow to ensure that they adhere to the University's [Safeguarding Policy](#). This amendment was written with specific reference to online activities including, but not limited to, online platforms, instant messaging/chat, live videos/webinars and mentoring.

Online Platforms

Any online activity should take place via online platforms with access to the following features:

- Access to the platform is enabled only for the intended participants. If this is not possible within the intended format of the delivery (e.g. a virtual webinar for Open Days, which is open-access) then the measures identified below must be adhered to in order to ensure the safety of participants and staff, and to preserve the reputation of the university.
- Personal information (including full names, contact details and email addresses) is only accessible to those with the right permissions and is not publicly viewable (An event attendee could choose to use their full name as their screen avatar, but this will not link to any other personal information.)
- Staff are able to remove people from the platform if necessary
- Staff are able to control whether participants are able to have their videos/microphones on
- Examples of currently in-use platforms are Meet and Engage; the Sutton Trust Online platform; and Zoom.
- All expectations for HRC staff are in-line with the HRC safeguarding policy and HRC Code of Practice for any event that takes place online/in a virtual environment.
- All software that will be used has suitable security settings and has been authorised for use.
- Where platforms such as 'Meet and Engage' are used, moderators will always be present to ensure safety of students and staff using the platform. Moderators are trained to deal with inappropriate content and to remove any personal information shared. These moderators will choose which questions to make public (to other event attendees) and which should be answered privately or removed.
- It is recommended that staff without a DBS check do not engage 1:1 with students unless with the presence of a DBS-checked member of staff or within an approved platform (such as Meet and Engage.)
- All staff (including Student Workers) working with young people (aged 18 or under) in an online context over an extended period (as defined by DBS eligibility) should have a valid DBS check
- The platforms that will be used ensure that students (pre-entry to UoB) and Student Workers (current UoB students) are not able to contact each other after the event has ended. As with face-to-face interaction, no personal data will be shared between students and Workers. As such, Student Workers should not use their own Zoom accounts to set up any calls/contact with

students outside of the University, though they may be made the “alt-host” of an event which is set up from a staff account.

- Staff should plan the structure and content of the activity carefully to ensure that discussions remain on topic
- You should also ensure that participants understand who they can contact if they hear anything upsetting or inappropriate (event lead or outreach-delivery@bristol.ac.uk if they don't want to contact lead).
- During any live sessions, you should ensure that the session is taking place in a neutral area where nothing personal or inappropriate can be seen in the background.
- 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.
- HRC staff should share the “virtual safeguarding code of practice” with any academics or Student Workers staffing events hosted by HRC
- On events using e.g. Meet & Engage, HRC staff should remove access to the platform for any supporting staff once the scheduled event has finished. E.g. if an academic colleague or a member of student support has been on a panel, once the event has ended they can have their access to M&E terminated.
- Where sessions are to be recorded, attendees must be informed so they can choose to turn their cameras off/leave the event if they don't wish to be recorded.
- Participants are reminded of expected conduct either in an official ‘code of conduct’ or via comms sent pre-event (e.g., a reminder that discriminatory language/behaviour will not be tolerated, a reminder to be respectful of the ambassador(s) and the other prospective students in the meeting).

(Summer School Specific)

- Additional safeguarding measure relating to the use of Zoom, or other interactive livestreaming services e.g. for the delivery of virtual Summer Schools:
 - Prior to the session, remind students of dedicated email address and key contacts to raise any concerns and report any inappropriate content.
 - Host should have a signed Code of Conduct from all participants and which includes the consequences in the case of inappropriate behaviour.
 - Passwords will be used to prevent uninvited students from accessing the room
 - Waiting rooms will be equipped by users to ensure that only the invited student(s) are in the room at the allocated time.
Hosts will lock session once it has started.
 - Chat box can be disabled; student screen-sharing will be disabled as standard.
Where this is not the case, additional risk assessments are considered.
 - Direct messaging should be turned off (other than from students to host) to prevent students from messaging each other within the app. File transfer in the chat functionality will also be disabled.
 - Meetings can be recorded, and transcripts of chats saved.
 - Hosts are able to remove participants from the session if necessary.

- 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.
- Hosts 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.
- Remind participants that they should not take photos or screenshots of the online session

Introduction

It is always unacceptable for any child or young person to experience abuse of any kind. This Safeguarding Policy recognises the responsibility of the Home Recruitment and Conversion (HRC) team to safeguard the welfare of all children and young people that they come into contact with. The adoption and implementation of this Safeguarding Policy seeks to inform staff and Student Workers on correct procedure to minimise risks and safeguard children and young people, whilst at the same time supporting staff and volunteers to protect themselves.

Definitions

The Children Act (1989) defines a '**child**' as a person under the age of 18. For the purpose of this policy, a 'child' is under 16 and a '**young person**' is 16 or over but under 18. Both children and young people are included in this policy. The HRC team will continue to act in accordance with this policy, even after a young person turns 18, providing they continue to participate in activities, such as outreach workshops, open days, residential, etc., with the University and have not commenced Higher Education or full-time employment.

Safeguarding and promoting the welfare of Children and Young People is defined within the Working Together to Safeguard Children (2018) guidance as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children grow up in circumstances consistent with the
- provision of safe and effective care
- and taking action to enable all children to have the best outcomes

Child Protection is a part of safeguarding and refers to the specific activity that is undertaken to protect children and young people who are suffering, or who are at likely future risk of suffering, significant harm

Legislation

The legislative bases for protecting children and young people are the *Children Acts* of 1989 and 2004, and the *Working Together to Safeguard Children* (2018). This guidance states that "safeguarding children and protecting them from harm is everyone's responsibility. Everyone who comes into contact with children and families has a role to play."

The guidance aims to help professionals understand what they need to do, and what they can expect of one another, to safeguard children. It emphasises that effective safeguarding systems are those where:

- the child's needs are paramount, and the needs and wishes of each child, be they a baby or infant, or an older child, should be put first, so that every child receives the support they need before a problem escalates
- all professionals who come into contact with children and families are alert to their needs and any risks of harm that individual abusers, or potential abusers, may pose to children
- all professionals share appropriate information in a timely way and can discuss any concerns about an individual child with colleagues and Local Authority children's social care
- high quality professionals can use their expert judgement to put the child's needs at the heart of the safeguarding system so that the right solution can be found for each individual child.

Contextual Safeguarding refers to the extra-familial risk that may affect a child or young person outside the family home/environment (e.g. gangs, county lines, CSE, moving children and young people across borders).

The University of Bristol HRC office, in particular the Widening Participation (WP) team, recognises that it regularly encounters children and young people through its events and programmes. It aims to adopt the highest possible standards and take all reasonable steps to safeguard children and young people at all times.

It is impossible to ensure that a child or young person will never come to any harm. However, staff and volunteers who consistently implement this Safeguarding Policy for Children and Young People should be confident that they are taking all reasonable precautions to safeguard children and young people and know how to effectively respond to concerns if they do arise. This policy seeks to support the delivery of outreach activities and to assure staff and visitors that the University seeks to protect children and young people when they come into contact with University students and staff (whether acting in a paid or unpaid capacity).

This policy recognises the importance of preventative measures to safeguard children and young people and will consider safeguarding from the perspective of six key, interrelated areas:

- Recruitment and selection procedures
- Training
- Risk assessment
- Procedures for responding to suspicions and allegations concerning the safety or welfare of a child or young person
- Responding to a disclosure
- Roles and responsibilities within the HRC team.

The Designated Safeguarding Leads (DSLs) - WP Managers - are responsible for:

- ensuring that an appropriate Safeguarding Policy is in place and for ensuring that this policy is implemented within the HRC office as a whole

- coordinating, processing and keeping records of all incidents and all referrals to external agencies
- ensuring that HRC employed staff have current DBS clearance as required and that temporary disclosure forms are utilised and stored securely
- all safeguarding concerns must be reported to the Designated Safeguarding Leads, who will take appropriate action.

The Designated Safeguarding Officer (DSO) - WP Officer - is responsible for:

- ensuring that an appropriate Safeguarding Policy is in place and is reviewed annually and meets current legislation and best practice
- ensuring training for HRC staff is suitable

The HRC Student Worker Coordinator is responsible for ensuring Student Workers and regular volunteers receive suitable training and are DBS checked where appropriate.

All staff and volunteers are responsible for safeguarding children and young people. They should be diligent in immediately sharing suspicions or disclosures with the DSLs. Where the DSLs are unavailable, all concerns must be reported to the Deputy Director of HRC. All staff are responsible for accurately recording information.

In the instance that a concern is raised outside of normal working hours it is the duty of the staff member who is managing the project/event through which the concern is noted to record any pertinent details for review by the DSL and to then alert the DSL to this concern. If one of the DSLs will not be present, they can nominate the second DSL or the Deputy Director of HRC to assess whether the concern requires immediate attention. For example, if a concern is raised by a Student Ambassador during a debrief at 6pm, the member of staff running the event will notify a DSL with enough details of the incident as necessary. The DSL (or another nominated person if they are absent) will either ask for further details, suggest immediate action, or confirm that the incident can be acted on within the following 24 hours. It is the up to the member of staff leading any activity outside of usual working hours (typically 9-5, Monday to Friday) to coordinate with the DSL team and arrange for an “on-call” member of staff if required.

1. Recruitment and selection procedures

1.1 Where staff are likely to have regular contact with children and young people (which might include regular processing of information), their role will be subject to rigorous recruitment and selection procedures. The below procedures are applicable to WP staff as well as to Student Workers and other paid/voluntary staff who sit within the HRC department and will have regular contact with children and young people.

In addition to the standard recruitment and selection procedures, HR are required to obtain two written references for new staff joining the team. The WP Managers and UG Recruitment Manager will review these for new appointments in their teams and ascertain what (if any) contact the applicant has had with children or young people and any concerns that have arisen.

1.2 Once new staff begin working within the department, they will be required to read the HRC Safeguarding Policy and will not work on student-facing events independently, until their DBS (Disclosure & Barring Service) certificate can be produced.

1.3 New staff who are likely to have regular contact with children and young people will be required to complete an enhanced DBS check. This policy extends to interns who will have significant contact with students or their data. Processing of this DBS check is conducted by the HR team, but the HRC hiring manager should be in contact with HR to ensure that a suitable DBS check has been received prior to commencement of employment. New Student Worker DBS checks will be conducted via Verifile by the Student Worker Coordinator. Receipt of an enhanced DBS certificate should be a condition of employment. Student Workers and other temporary staff/volunteers will not be permitted to work on student-facing events without their DBS certificate having been completed and recorded.

1.4 All staff subject to an enhanced DBS check should renew this every three years. The HR Recruitment team monitors this and will contact staff when a renewal is due.



2. Training

2.1 All new staff should read the HRC Safeguarding Policy.

2.2 The DSLs and DSO will coordinate staff training on safeguarding and child protection policies and procedures. All new staff will be required to undertake training appropriate to their role and should participate in child protection refresher training every 1-2 years.

2.3 The DSO and DSLs should participate in Child Protection training equivalent to Level 3 or above at least once every two years. In addition to this they may seek to attend additional, specific training programmes intended to improve knowledge and experience where appropriate.

2.4 Student Workers and other temporary/ad-hoc staff will be required to attend Safeguarding training with a University of Bristol facilitator. Those staff supporting with residential programmes, mentoring schemes or other outreach projects in which they come into regular or sustained contact with children and families will be required to attend a more comprehensive training session which is tailored to the requirements of their role.

3. Risk Assessment

3.1 A designated member of staff should complete a risk assessment before any new or changed programme, event, visit or any other activity involving children or young people. A risk assessment should:

- Incorporate the standard health and safety risk assessment
- Identify the nature, length and frequency of the contact
- Consider children or young people who are particularly at risk
- Consider whether any children or young people have allergies, any disabilities (physical or mental), behavioural difficulties and/or are on medication
- Identify any potential areas for harm and detail action to prevent harm occurring, which might include consideration of alternative working practices
- Be agreed with the appropriate line manager in advance of the event
- Staff should both actively share and request school/college info on students with disabilities, access needs and safeguarding information where relevant. This may also include providing UoB safeguarding information UoB to schools/colleges.

3.2 In preparing risk assessments staff should ensure that other agencies (where appropriate) have an adequate Safeguarding policy and that all adults working with children or young people have DBS clearance. Where adults do not have DBS clearance, all children and young people will be accompanied by staff or an ambassador holding enhanced DBS certificates at all times.

3.3 With regards to the staffing of **residential summer schools**, KBSP confirmed UoB has no statutory responsibility to have specific genders of staff stay overnight on a residential. It is often in people's practice e.g. to require male and female staff, but it is not a pre-requisite. Role models and adequate representation of different genders can be facilitated through mentors and academics.

3.4 It is the responsibility of the member of staff planning a sustained activity (more than one session) to ensure that the team has the contact details for the school/college DSL. This includes events running during non-term time (i.e. summer schools).

4. Allegations against staff

4.1 There might be occasions where an allegation of abuse or misconduct is made against a member of the HRC Office, including staff and volunteers. It is essential to act quickly, fairly and professionally in all cases of suspected abuse by a member of staff. An allegation could claim that some form of abuse has taken place but could also relate to behaviour that does not meet professional standards. An allegation could be made by a child or young person, or by any other staff member or volunteer towards a colleague. All staff should feel safe to express any concerns regarding a member of staff, irrespective of their position.

4.2 Any accusation by a child or young person against a member of staff must be reported immediately to the DSLs or, if the circumstances make this impossible, Deputy Director of Home Recruitment. The DSLs will:

- Make sure the child/young person is safe and away from the alleged perpetrator

- Record who the child or young person has come into contact with, and in what context, since the allegation (where known)
- Gather as much information as possible, to be able to make a judgement about the seriousness of the concerns, but not investigate further (e.g., interview the young person).
- Consider whether the alleged perpetrator has access to children or young people elsewhere and if so, who needs to be informed
- Create an accurate written record of everything that has given the child/young person cause for concern. This must be done as soon as possible, no later than 24 hours after the allegation
- Store these records in a secure place, accessible only by designated persons
- Where appropriate the DSL will make a referral to the Bristol Safeguarding Children's Board and follow any advice given. The DSL will contact the University Secretary and act in accordance with University policy
- Assist the Bristol Social Services team and police with their enquiries should a referral be advised by the Social Services team
- Follow up any external investigation with an internal review to ensure systems are monitored and any changes needed are actioned.

The DSLs will not:

- Make assumptions, offer alternative explanations to the child/young person or diminish the seriousness of the behaviour or alleged incident/s
- Take an investigative role – they must simply keep accurate and detailed records of known information.
- Keep the information to themselves or promise confidentiality

Whistleblowing advice line: The NSPCC offers free, impartial advice and support to professionals with concerns about how child protection issues are being handled in their own or another organisation.

You can contact the Whistleblowing Advice Line via 0800 028 0285 or through emailing

help@nspcc.org.uk

5. Responding to suspicions or allegations

5.1 Concerns for the safety and wellbeing of children or young people could arise in a variety of ways and in a range of different settings. For example, a child/young person may report or display signs of abuse; someone close to the child/young person e.g. a peer may hint that the child/young person is at risk; an individual may witness or hear about abuse; the child/young person may be at risk of self-harm.

Where there is any concern of suspected abuse or neglect, staff and volunteers must inform the DSLs at the earliest opportunity. If they are not available, staff/volunteers must contact the Deputy Director of HRC. The DSLs will talk to appropriate persons and decide what (if any) follow up action to take, including whether to refer the concern to the Local Authority.

5.2 If the matter is not referred to the Local Authority, the DSLs will support the member of staff referring the concern with any follow up actions.

5.3 If a matter is deemed suitable for referral to the Local Authority this should be done immediately by telephone and followed in writing within 24 hours. This referral may require a written referral from the staff member present during the matter – this form should be submitted to the DSLs to forward to the Local Authority within 24 hours.

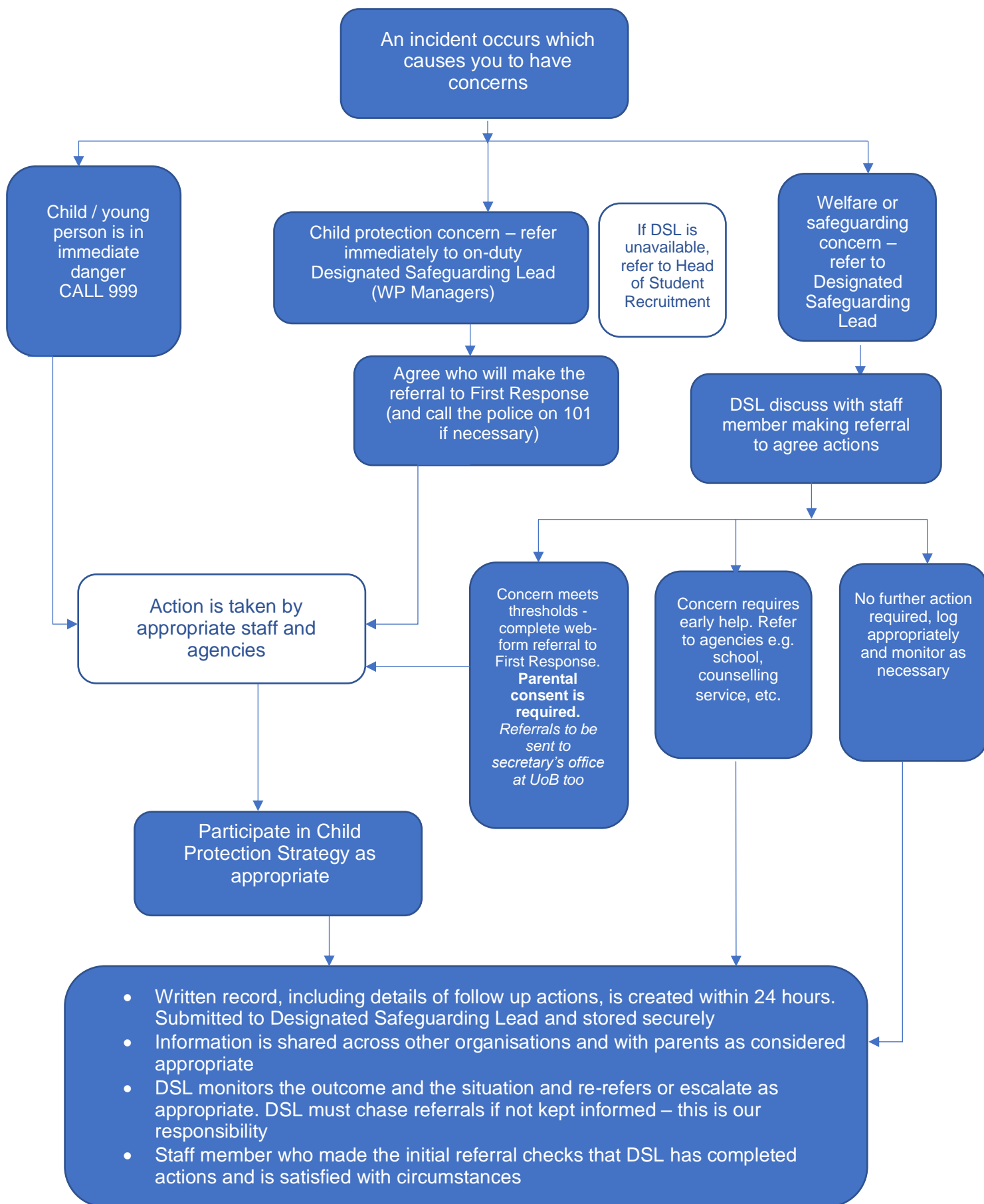
5.4 The DSLs will lead on follow up procedures for the matter. The staff/volunteer who made the initial referral should check with the DSLs that they have passed the referral form on to the LA.

5.5 When concerns are in relation to a child or young person who has not yet reached the age of 18, the concerns should be discussed with a parent/guardian and, where possible, their consent should be sought before making a referral to the Local Authority, unless this places a child or young person at increased risk of significant harm.

5.6 Whether a matter is referred or not, all information should be collated, and an accurate written record produced as soon as possible. This must be submitted to the DSLs via the [online incident form](#) (only accessible by DSLs, DSO and Deputy Director of HRC); where possible, this should be done straight after the incident to ensuring recording in a timely manner, where this is not possible, recording should take place no later than 24 hours after the event/concern occurs. Further information in creating this record can be found under “Child Protection Records”.

When **making a referral**:

- Make a note of the reference number, if applicable.
- Be specific – can someone who doesn’t work in your team understand the language you have used? Have you explained your concerns clearly and provided evidence to support them?
- **Voice of the child/young person** is vital to any good referral.
- **Never** leave any section of the first response referral form blank.



5.7 **Referrals** should be made to LA children's social care for the area where the child is living or is found.

- If a young person is visiting The University of Bristol to participate in an outreach activity, such as a residential, a referral may need to be made to a LA other than Bristol.
- If the child is known to have an allocated social worker, the referral should be made to them or in their absence to the social worker's manager or a duty children's social worker. In all other circumstances, referrals should be made to the duty officer.
- The referrer should confirm verbal and telephone referrals in writing, within 48 hours.
- Local Authority children's social care should decide about the type of response that will be required to meet the needs of the child **within one working day** of receiving the referral. If this does not occur within three working days, the referrer (DSLs) should contact these services again and, if necessary, ask to speak to a line manager to establish progress.

Future Quest procedures for responding to suspicions or allegations concerning the safety and welfare of a child or young person.

As a part of the University of Bristol WP Team, Future Quest staff and Workers are subject to the same checks and procedures pertaining to safeguarding as the entirety of the WP team unless otherwise specified.

5.8 Relating specifically to 2.4: Future Quest Workers will attend training sessions incorporating safeguarding and child protection, which will be delivered collaboratively by representatives from The University of Bristol (UoB), The University of the West of England (UWE) and South Bristol Youth (SBY).

5.9 Where there is any concern of suspected abuse or neglect Future Quest volunteers and staff must immediately inform the appropriate contact.

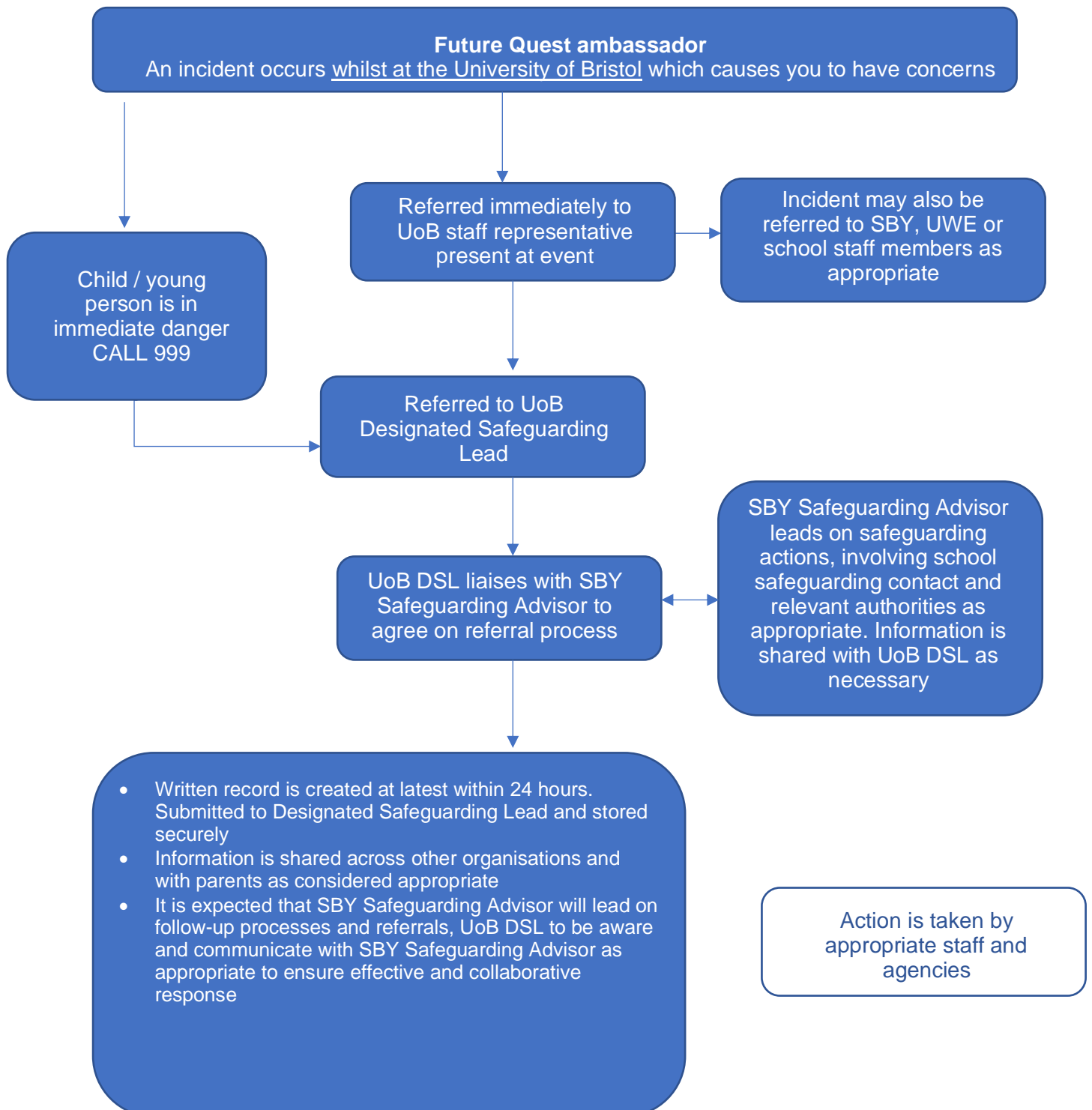
- If an incident occurs on University of Bristol campus, Future Quest staff and Workers will inform the present member of UoB staff who will in turn contact the UoB DSLs.
- The person reporting the incident may also talk to an UWE member of staff, a school contact or a representative from SBY if this is appropriate within the context of the session.
- If an incident occurs on a site other than The University of Bristol, Future Quest staff and Workers will report the incident to the appropriate lead for the location e.g. UWE staff member if on site at UWE. In this instance, Future Quest Workers who are University of Bristol representatives will also report any incidents to the UoB staff representative in order to gain appropriate and ongoing support where necessary.

The UoB DSLs will liaise with the South Bristol Youth (SBY) Safeguarding Advisor who, as delivery partner within the Future Quest collaboration, will lead on the response to safeguarding concerns and will liaise with appropriate school safeguarding staff. Where the SBY Safeguarding Advisor is unavailable, the UoB DSLs will contact the SBY CEO and DSLs.

The SBY Safeguarding Advisor will follow necessary safeguarding processes following all and any reported incidents. They will at times share pertinent information with the UoB DSLs where this

information is paramount to the safety of the child or young person/people involved in or affected by the reported incident. This may at times include information relating to an incident which has happened whilst not on the University of Bristol campus if this information can help to keep a child/young person safe.

The UoB DSLs will create a secure record of the incident. They will collaborate with the SBY Safeguarding Advisor and will participate in resulting child protection strategies as appropriate.



6. Responding to a disclosure

6.1 If a child/young person discloses information about abuse to a member of staff, it may be done obliquely rather than directly and be limited in detail. A child/young person who has suffered from abuse is likely to be under severe emotional stress and the member of staff to whom the disclosure is made will need to display tact and sensitivity in responding.

The member of staff to whom the disclosure is made must reassure the child/young person that they have done the right thing in talking to them. It is very important not to break the child's trust and therefore you must explain the potential need to inform other professionals in a sensitive way.

6.2 Whenever possible, **do not move the child/young person**. They have chosen this moment to make a disclosure and it should remain their choice where/to whom they talk.

6.3 **Do not promise to keep a secret**. It may be important that you pass on the information that the child tells you in order to keep the child, or another person, safe. If the child asks you to keep a secret, explain that you cannot but that you will only talk about it to a specific person if you are concerned. For example, "I cannot keep a secret if anything you tell me makes me worried your safety, or the safety of anyone else. However, I won't talk about anything you tell me to lots of people. I will talk to Person X (name the DSLs) because they are in charge of helping people stay safe". If the child asks whether the DSL will tell other people, explain that they will decide who to talk to depending on what the child tells them – if asked it must be clear that the DSL may choose to tell the child's parents/guardians/the police/social services.

6.4 **Give the child/young person your full attention** to demonstrate that they are being heard and taken seriously.

6.5 Show **care and concern** but try to remain neutral and not demonstrate emotions such as shock or revulsion – these could be interpreted by the child/young person as your reaction to them rather than to the incident they are talking about.

6.7 **Avoid asking probing questions**. Say as little as possible and refrain from rephrasing the child/young person's statement. If anything is not clear, ask for clarification: "I'm hearing that you said X, is this correct?".

6.8 **Do not ask for more information** than the child/young person willingly discloses. This may make them feel uncomfortable, and may alter their original statement, even unintentionally. Even asking "what happened next?" implies that something else happened, this may/may not be the case and can lead to a distorted version of events. Instead consider asking an open-ended question, such as "is there anything else you would like to say at this moment?".

6.9 Once the child/young person finishes speaking, **reassure them** they have done the right thing in talking to you. However, **do not** tell them that everything will be alright and do not make promises that you cannot keep.

6.10 **Explain to them what will happen next** e.g. that you are going to talk to Person X (DSL). Ensure the child/young person is comfortable waiting/moving locations at this stage.

6.11 **Speak to the DSL** as quickly as possible. They will advise the next steps to take. As far as possible these actions will be decided *with* the child/young person instead of *for* the child/young person. Respond accordingly.

6.12 **Make a careful record** of the child/young person's disclosure using their own words wherever possible. This should be written as soon as is practical following the disclosure. Do not speculate or accuse anybody within this testimony, do not offer opinion, state only what occurred during the disclosure. Date, time and sign the record. This record could be used in any subsequent legal proceedings.

7 Child Protection Records

To promote a child or young person's welfare it is imperative that any concerns around the child are clearly documented and, where appropriate, passed on to other professionals with a duty of care to the child. Well-kept records are essential to good safeguarding and child protection practice. The DSLs is responsible for such records and, ultimately, the child protection/safeguarding file.

7.1 A child protection record should begin with the date and time as well as the name of the person producing the record.

7.2 This record should be factual, not opinion based. It should centre around the events of the incident/observation/disclosure and should include basic facts, as well as the chronology of an event.

7.3 A child protection record should refer to all peoples using their full name. Where appropriate it should also include a brief description of each person's role/how they came to be associated with an individual/involved in the proceedings. Where appropriate a child protection record may include background information, providing this is factual and pertinent to the record.

7.4 Further records may be required to comprehensively list details of referrals and outcomes.

7.5 Electronic records must be password protected with access strictly controlled in the same way as paper records. They should be in the same format as paper records (i.e. with well-maintained chronologies etc.) so that they are up to date if/when printed, if necessary, e.g. for court.

All incidents must be logged on the Safeguarding Concerns Microsoft Form, with a follow up email to the DSL. This is a secure form which [can be accessed here](#).

7.6 It is the responsibility of the DSLs to read and check written records and to mark a record "closed" when appropriate to do so. This should only happen once the DSL is confident that no further action is required.

7.7 A clear statement about the process of transferring information should be included in all WP Project Codes of Conduct. By stating that you have a duty of care to share information, a child/young person as well as their parent/guardian should understand that this is your practice.

8. Identifying signs of abuse and safeguarding concerns

The following definitions are based on those identified in *Working Together to Safeguard Children* and *Keeping Children Safe in Education* according to the Keeping Bristol Safe Partnership Procedures Manual.¹

8.1 Abuse

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or another child or children.

8.2 Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent fabricates the symptoms of, or deliberately induces illness in a child.

A child or young person may suffer physical abuse from their parent/guardian or another adult, or from a peer. Physical harm can also be self-inflicted including through cutting, burning, scratching and hair-pulling.

It can be hard to recognise the signs of self-harm in children and teenagers, but it's important to trust your instincts if you're worried something's wrong. Signs to look out for can include:

- covering up, for example by wearing long sleeves a lot of the time, especially in summer
- unexplained bruises, cuts, burns or bite-marks on their body
- blood stains on clothing, or finding tissues with blood in their room
- becoming withdrawn and spending a lot of time alone in their room
- avoiding friends and family and being at home
- feeling down, low self-esteem or blaming themselves for things
- outbursts of anger, or risky behaviour like drinking or taking drugs²

8.3 Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child or young person such as to cause severe and persistent effects on the child's emotional development, and may involve:

- Conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person

¹ http://www.proceduresonline.com/swcpp/bristol/p_respond_abuse_neg.html#def_ch_abuse

² <https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/self-harm/>

- Imposing age or developmentally inappropriate expectations on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction
- Seeing or hearing the ill-treatment of another e.g. where there is domestic violence and abuse
- Serious bullying, causing children frequently to feel frightened or in danger
- Exploiting and corrupting children

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

8.4 Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (e.g. rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.

Sexual abuse includes non-contact activities, such as involving children in looking at pornographic materials, including online and with mobile phones; producing pornographic materials; encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children/young people.

In addition; Sexual abuse includes abuse of children through sexual exploitation which occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

- A child under the age of 13 is not legally capable of consenting to sex (it is statutory rape) or any other type of sexual touching
- Sexual activity with a child under 16 is also an offence
- It is an offence for a person to have a sexual relationship with a 16- or 17-year-old if they hold a position of trust or authority in relation to them
- Where sexual activity with a 16- or 17-year-old does not result in an offence being committed, it may still result in harm, or the likelihood of harm being suffered
- Non-consensual sex is rape whatever the age of the victim; and
 - If the victim is incapacitated through drink or drugs, or the victim or their family has been subject to violence or the threat of it, they cannot be considered to have given true consent; therefore, offences may have been committed
- Child sexual exploitation is therefore potentially a child protection issue for all children under the age of 18 years and not just those in a specific age group

8.5 Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

Neglect may involve a parent/guardian failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger (including exposure to domestic violence)
- Ensure adequate supervision (including the use of inadequate caregivers)
- Ensure access to appropriate medical care or treatment

It should also be noted that the age group of 16- and 17-year olds have been found in recent studies to be increasingly affected by domestic violence in their peer relationships.

It should therefore be considered in responding to concerns that the Home Office definition of domestic violence and abuse (2013) is as follows: Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence and abuse between those aged 16 or over, who are or have been intimate partners or family members regardless of gender and sexuality. This can encompass, but is not limited to, the following types of abuse:

- Psychological
- Physical
- Sexual
- Financial
- Emotional

8.6 Controlling behaviour is: a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

8.7 Coercive behaviour is: an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.

8.8 Contextual safeguarding. In addition, Working Together to Safeguard Children includes the concept of **Contextual Safeguarding** which recognises that, as well as threats to the welfare of children from within their families, children may be vulnerable to abuse or exploitation from outside their families. These extra-familial threats might arise at school and other educational establishments, from within peer groups, or more widely from within the wider community and/or online. These threats can take a variety of different forms and children can be vulnerable to multiple threats, including exploitation by criminal gangs and organised crime groups such as county lines; trafficking, online abuse; sexual exploitation and the influences of extremism leading to radicalisation.

9. Safeguarding Adolescents

9.1 The World Health Organization (WHO) defines adolescents as those people between 10 and 19 years of age. The majority of adolescents are, therefore, included in the definition of “child”, adopted by the Children Act (1989).

However, adolescents need explicit attention: adolescents are not simply big children or small adults. Unique developmental processes take place during this period that may need to be taken into consideration in how we work with them.

9.2 Some adolescents are particularly vulnerable and the environments in which they live and learn can affect and undermine their development. Adolescent development has health implications throughout life and adolescence is a time where the brain forms new, life-long habits.

9.3 There are differences in terms of the risks that adolescents face regarding child protection, and in how they respond to attempts to safeguard them. Some of the types of abuse that are more likely to occur during adolescence include:

- Child Sexual Exploitation (by peers, individuals, groups or online)
- Gang or community violence
- Interfamilial abuse (from parent/carer or between siblings)
- Domestic abuse from intimate partner
- Neglect – abandonment, excessive caring responsibilities, rejection by carers, over restrictive parenting
- Emotional abuse – from family members, peers, through living with domestic abuse
Homelessness
- Self-harm
- Drug/Alcohol misuse
- Extremism

In adolescence there can also be safeguarding concerns regarding young people who harm other young people and there is a need to sensitively balance the abuser’s vulnerabilities whilst also managing risk to the victim.

9.4 Safeguarding adolescents can be a challenge when considering the issue of consent, particularly when the age at which young people are considered responsible for their actions varies between agencies. A non-exhaustive list of consensual ages is as follows:

- The age of criminal responsibility is 10
- The age a person can consent to sex is 16
- The age a person is deemed an adult by the NHS (and therefore regarded as able to make an informed decision about treatment regarding their health) is 16
- The age a person can send a naked image of them self via text message/social media/email is 18. (Younger than this, even if sent to another young person, counts as an offence of distributing an indecent image of a child and is something you could receive a police caution for. You could even end up on the sex offenders register.)

These ages can result in confusion regarding whether a young person has the capacity to give consent. Moreover, their perception of their ability to competently consent may differ to the legal reality.

When there are clear safeguarding concerns then any person under the age of 18 will be subject to child protection legislation and staff must act appropriately within guidelines. When there are not clear safeguarding concerns then staff should gain the young person's perspective and, where possible, their participation when identifying actions following an observation or disclosure.

9.5 At times, students participating in Widening Participation programmes may choose to interact with each other outside of, or beyond, their WP programme. For example, participants on Next Step Bristol could decide to communicate with each other after events, through platforms including Snapchat or WhatsApp. Where this occurs, staff and Student Workers should make clear that any contact or communication is beyond the scope of the programme and is therefore independent, distinct from the University. Contact between participants outside of the programme should not be facilitated by UoB staff/Student Workers and contact details should not be shared with staff/Student Workers. All long-term provision should reference this in their student code of conduct in advance of the programme start.

9.6 Potential PG students participating in virtual offer-holder events may choose to share their contact details with their peers in order to find housemates, make friends, and to build a cohort prior to courses commencing. This is deemed safe given participants will all be over 18 years of age, it is optional with no pressure to share information, and a member of staff will be present to monitor and support the chat function at all times.

10. Safeguarding student workers

10.1 Staff should not connect with student workers on social media, including LinkedIn while they are studying at the University. This is to address the imbalance of power between employer and employee. Once the student has graduated and they are no longer a student ambassador, it is acceptable to connect with them on LinkedIn, only in the instance should a student request to connect, as there is no longer a power dynamic at play.

10.2 Should staff be approached to provide a reference or interview support to a previous student ambassador, staff are advised to politely decline and to redirect the request to the Student Worker Coordinator, who can advise the student further.

11. Monitoring and review

The University of Bristol is committed to reviewing policies and practices annually.

Date of Policy: 25/10/2023

Date of scheduled policy review: 25/10/2024

12. Contact details

UoB HRC Designated Safeguarding team:

Designated Safeguarding Leads: Sarah-Jane Steele (+447894435139) Angela Nansera (+447905201097) & Raeesah Ellis-Haque (+447974625636)

Acting Director of HRC: Doug Jennings (+447739047995)

Designated Safeguarding Officer: Katie Arnold (Katie.Arnold@bristol.ac.uk)

UWE Future Quest Safeguarding and H&S advisor: Laura Davies - +4411732 86063

UWE Future Quest DSL: Laura Davies (number as above) and in her absence Kerry Vernon 07717210307

Keeping Bristol Safe Partnership – First Response

If you're concerned that a child (under 18) is at risk of being abused or neglected contact the [First Response](#) Team on **0117 903 6444**.

Outside of working hours call the [Emergency Duty Team](#) on 01454 615 165.

First Response will only receive information regarding children based within the Bristol local authority area.

Other useful contacts:

NSPCC 24-hour Helpline: 0800 800 5000 (free from a landline)

Police: 101 (non-emergency calls)

- South West Child Protection Procedures www.swcpp.org.uk
- Children's Social Work Units: contact numbers for all 27 units across the city can be found at: <https://www.bristol.gov.uk/social-care-health/social-work-contact-details-children-and-young-people>
- Working Together to Safeguard Children (2018) - HM Government: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779401/Working_Together_to_Safeguard-Children.pdf
- Keeping Bristol Safe Partnership: Children's safeguarding - <https://bristolsafeguarding.org/children-home/>
- Bristol Threshold Guidance: <https://bristolsafeguarding.org/media/42802/threshold-guidance-kbsp-edit.pdf>

13. Bristol first response referral form

<https://www.bristol.gov.uk/social-care-health/make-a-referral-to-first-response>

14. Training & resources

- HM Government Paper – What to do if you're worried a child is being abused: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf
- Bristol Signs of Safety forms: <https://www.bristol.gov.uk/resources-professionals/signs-safety-and-childrens-social-work-bristol>
- Bristol escalation policy (2018): <https://bristolsafeguarding.org/media/27294/revised-escalation-procedure-230418.pdf>
- KBSP Training - <https://bristolsafeguarding.org/children-home/training/>
- University of Bristol Safeguarding Policy: [Safeguarding Policy | University Secretary's Office | University of Bristol](#)

15. HRC DBS Policy

Safeguarding in Outreach and Event Settings: Disclosure and Barring Service (DBS) Guidance and Procedures

Summary

- All staff and Student Workers who regularly engage with children and young people in their role receive a thorough induction, including safeguarding training and the processing of an enhanced DBS check
- Student Workers are supported by experienced staff members during events and activities
- Where Student Workers attend an event unsupervised by UoB staff (e.g. at a school career fair / talk) the event organisers are aware that they are representing the University without a staff member present. They will be on an appropriate contract, requiring additional training and an appropriate DBS certificate
- The University is unable to distribute sensitive information about any DBS check including the disclosure number
- Any Staff or Student Worker unable to provide an enhanced DBS check may be precluded from participating in certain areas of outreach and events work

Disclosure and Barring Service (DBS) policy:

Eligibility for standard and enhanced checks is prescribed in legislation. An enhanced DBS check is suitable for people working with children or adults in certain circumstances and, if the role is eligible, an employer can request that one or both of the [DBS barred lists](#) are checked. The certificate may also contain non-conviction information supplied by relevant police forces, if it is deemed relevant and ought to be contained in the certificate.

As an employer, the University is legally responsible for making sure a job role is eligible prior to requesting applicants complete an enhanced DBS check. Full documentation to support with decisions around new or altered roles can be found in the [Eligibility guidance for DBS checks](#) on the Government website. For the majority of Outreach activities, it is important to pay particular attention to the [Child Workforce Guide](#).

An enhanced level DBS certificate with access to the DBS Children's Barred list can be requested through the University for "Individuals who carry out regulated activity with children". This includes individuals who:

- Provide teaching, training or instruction to children;
- Provide care for or supervision of children; and/or
- Provide advice or guidance wholly or mainly to children and this specifically relates to their emotional, educational or physical well-being;

on more than 3 days in a 30 day period or overnight between 2am and 6am with the opportunity for face-to-face contact with the children.³

An enhanced level DBS certificate with access to the DBS Children's Barred list can also be requested through the University for:

- Individuals who monitor the content of internet-based services aimed wholly or mainly for use by children on more than 3 days in a 30 day period. They must also: -
 - o be able to access and remove content or prevent it from being published
 - o control who uses the service
 - o have contact with the children using the service

Staff

All staff members whose role requires regular or prolonged engagement with the children and young people as per the above two definitions will be subject to an enhanced DBS check during the recruitment process. Failure to comply with this policy or to provide a satisfactory DBS check will preclude a candidate from being hired. Proposed levels of check for HRC staff were last audited and agreed between the HRC DSLs and HR in October 2020.

Student Workers

The University of Bristol employs current undergraduate and postgraduate Student Workers to support outreach activities and events both on campus and within schools, colleges and community settings. Student Workers typically deliver activities that may engage with children and young people on an ad-hoc basis and this role is not subject to an enhanced DBS check. This may include supporting staff during on-campus events such as an Open Day, or leading groups for short Campus Tours. All Student Workers, regardless of whether they have been subject to a DBS check will have undertaken appropriate safeguarding training.

Ordinarily, the University of Bristol will only require an enhanced DBS check for Student Workers who:

³ [Child workforce guide v10 0 28052019.pdf \(publishing.service.gov.uk\)](#)

- undertake any regulated activity with children and young people unsupervised by staff
- support summer schools and other overnight activity
- support online mentoring, or the moderation of online services for students aged 18 or under, without direct staff supervision, for more than 3 days per month

For activities that meet the above guidelines, Workers will be recruited into specific roles which require an enhanced DBS check as well as additional safeguarding training. These roles include: Widening Participation Workers; Student Recruitment Workers; Summer School Mentors; and Senior Mentors.

In line with legislation and the Data Protection Act 2018 which protects sensitive information including 'the commission or alleged commission of an offence by an individual', the University does not permit schools or colleges to request to photocopy or scan the DBS certificate. The University is also unable to distribute sensitive information including the disclosure number. Where we have agreed to Student Workers engaging in unsupervised regulated activity, we will supply written confirmation of the names of the Workers who are due to work so that schools are in a position to check their identity on arrival. To further support identity checking, Workers will carry a University of Bristol lanyard and Student ID with them.

Disclosure and Barring Service (DBS) disclosures

In response to any disclosure from a Student Ambassador prior to, or through the course of a DBS check, the HRC Safeguarding team will convene. This team will include the Designated Safeguarding Lead(s) and the Student Worker Coordinator. They may also seek guidance from the Deputy Director of HRC and the University's HR team.

1. Where a disclosure indicates that a prospective Student Ambassador has a criminal record that does not directly involve the safeguarding of children or vulnerable adults:
 - a. The HRC Safeguarding team will meet to discuss the closure
 - b. One or more representatives of this group will discuss the disclosure with the applicant
 - c. The team will consider if the employment of the applicant poses any risk to staff, students or the University's reputation
 - d. A decision on the status of employment will be made and communicated to the applicant. This decision may include:
 - i. A refusal of work within the requested team of Home Recruitment and Conversion (e.g. Widening participation)
 - ii. An offer of work as an Events Ambassador only
 - iii. An offer of work within a role such as Widening Participation Ambassador which requires an enhanced DBS check

2. Where a disclosure indicates that a prospective Student Ambassador has a recorded offence deemed to relate to the safeguarding of children, the HRC Safeguarding team will discuss this with the University of Bristol’s Human Resources department, and the individual.

3. Should a prospective Student Ambassador have any recorded offence that is deemed to directly relate to the safeguarding of children or vulnerable adults, the individual will NOT be allowed to work in schools, colleges or with vulnerable adults.

The University’s policy regarding DBS checks on its Student Workers complies with statutory advice regarding the use by schools of agency and third-party staff. The guidance states (part 3, point 174-175) that:

“Schools and colleges must obtain written notification from any agency, or third-party organisation they use that the organisation has carried out the checks (in respect of the enhanced DBS certificate, written notification that confirms the certificate has been obtained by either the employment business or another such business), on an individual who will be working at the school or college that the school or college would otherwise perform. Where the position requires a barred list check, this must be obtained by the agency or third party prior to appointing the individual. The school or college must also check that the person presenting themselves for work is the same person on whom the checks have been made.”

16. Appendix – example Risk Assessment

		General Risk Assessment Access to Bristol University of Bristol Event leader: Zaynab Hamdi, Home Recruitment and Conversion	
Date:	Assessed by:	Checked by:	Review date:
October 2022	Zaynab Hamdi	Georgia Price	October 2023

Description and location of hazard	Who might	Existing control measures	A. Likely	B. Likely Occur	Risk Rating	Comments / actions
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	be harmed		severity of injury (1 to 3)	prevalence (1 to 3)	(A) x (B)	
General health and safety	Participants, Student Ambassadors, University staff	<ul style="list-style-type: none"> Event leader is experienced full-time member of staff from the HRC team who will oversee the programme. Compulsory training for Student Ambassadors to include general Health and Safety (roles and responsibilities, mitigating risks etc). Students Ambassadors to be briefed on specific event Health and Safety rules (including roles and responsibilities) during the briefing at the beginning of the programme. Participants briefed on expectations, roles and responsibilities at the beginning of the programme. Staff (student ambassador):participant ratios of 1:20 as a minimum, 1:15 preferred and used where possible. Participants to remain under the responsibility of the University whilst on site during the sessions, under supervision by their designated subject stream ambassadors. Participants are not under the responsibility of the University during their travel to and from the University and so must organise this themselves or with their school/college. Emergency contact information obtained for each participant who would be the primary contact in an emergency. After an emergency details would also be passed to the participant's school/college at a later point. Participants asked to let us know if they have any access or health requirements we need to be aware of. Any additional risks as a result of this will be considered accordingly. All visitors and Student Ambassadors covered by University insurance during visit. Total numbers not to exceed capacity of rooms in use. 	1	1	1	
Issues with data protection	Participants, Student Ambassadors, University staff	<ul style="list-style-type: none"> Awareness of and adherence to the University's Data Protection Policy: www.bristol.ac.uk/secretary/dataprotection. Confidentiality to be maintained throughout. Student Ambassador application forms only to be seen by HRC staff and stored securely. 	1	1	1	

		<ul style="list-style-type: none"> All email contact with participants and Student Ambassadors to use 'blind carbon copy' (Bcc). Student Ambassadors to receive appropriate training on data protection and confidentiality. Student Ambassadors and participants instructed not to share personal details with each other. 				
Child protection issues	Participants, Student Ambassadors, University staff	<ul style="list-style-type: none"> At least one student ambassador per stream and event leader have undertaken an enhanced DBS check. Student Ambassadors received training on appropriate Child Protection issues and behaviour for during and after events. Student Ambassadors instructed to not be alone with individual participants at any time. Participants to be accompanied by Student Ambassadors at all times, including during activities with non-DBS checked University staff (e.g. academic sessions). Participants all over the age of 16. 	2	1	2	
Health incident/injury	Participants, Student Ambassadors, University staff	<ul style="list-style-type: none"> Event leader is first-aid trained and will be available throughout the events. Local porters and security services available with first-aid training and kit in all University buildings. Event leader and Student Ambassadors carrying mobile phone and can contact University security/emergency services if required. Participants instructed to take responsibility for their own health and medication throughout the event. 	1	3	3	
Fire	Participants, Student Ambassadors, University staff	<ul style="list-style-type: none"> Student Ambassadors briefed to evacuate students in event of fire, following safe exit route. Student Ambassadors to have registers of their stream participants for use after evacuation. All participants and staff to follow any local fire procedures as necessary during the visit. Event leader and Student Ambassadors carrying mobile phone and can contact University security/emergency services if required. Participants asked to provide details of any access requirements which will be considered on a case-by-case basis and personal evacuation plans put in place where necessary. 	3	1	3	
Campus tour and walking between buildings (e.g. losing participants,	Participants, Student Ambassadors	<ul style="list-style-type: none"> Participants to walk between buildings and take part in campus tours in small groups, each accompanied by at least one Student Ambassador at all times and keeping to staff:participant ratios as previously described. 	2	2	4	Student Ambassadors to be reminded of their responsibility

traffic incidents, trips and falls)		<ul style="list-style-type: none"> • Student Ambassadors instructed to take responsibility for their group when in between buildings, taking regular registers. • Participants informed that they must follow instructions from their group's Student Ambassador, stay with their group, and walk sensibly and on pavements at all times. • Student Ambassadors given training on how to manage their group and cross roads safely. • Student Ambassadors to have contact details for event leader and University security in event of injury or emergency. • Any injuries from trips/falls to be dealt with according to 'Health incident/injury' hazard previously described. • Participants are responsible for their own safety when travelling to/from UoB. 				ities during a briefing session before each event, and during refresher training sessions during the academic year.
Academic sessions (e.g. problems arising due to different setting, child protection issues)	Participants, Student Ambassadors, University staff	<ul style="list-style-type: none"> • All local health and safety rules and fire procedures to be outlined by session leader at the beginning of the session. • Session leader is likely to be non-DBS checked and may not have received appropriate training, and so participants will be accompanied by Student Ambassadors at all times. • Any session-specific risks to be considered in additional individual risk assessments (e.g. lab sessions and fieldwork). 	2	1	2	
Covid-19 transmission	Participants, Student Ambassadors, University staff	<ul style="list-style-type: none"> • Regular handwashing and use of hand sanitiser provided should be encouraged. • Windows should be kept open where possible. 	2	2	4	Keep reviewing procedure according to local and government guidance

	3	2	1
Score			
Column A: Severity of injury:	Major Injury or death	Injury requiring medical treatment	Minor or no injury
Column B: Likely occurrence:	Regular exposure of several employees to hazard.	Occasional exposure of few employees.	Exposure to hazard very rare.

Risk Score	Response Times	Risk Score	Response Times
9	Immediate cessation of activity until interim controls are agreed and implemented	3&4	Review on change of process or if circumstances change. Provide additional training, supervision and monitoring.

6	Critically examine the areas of exposure in the process and agree timetable for completion of all agreed actions	<3	12 months review (date of next audit). No real changes in procedure required to reduce risk further
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Action Plan				
Ref No.	Further action required	By whom	By when	Completed