Brunel University London Safeguarding Policy for Children and Adults at risk

	CHANGE LOG	
14 May 2024	Full review and Update – Terry Vass	Approved by Safeguarding and Support Committee
02 June 2026	Full review and update: Policy strengthened with updated governance (DSL/DSO), reporting procedures, Prevent and online safeguarding, apprenticeship section, training matrix, DBS guidance, and improved clarity.	TBC
Next review June 2027		

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1) Policy Statement

Brunel University London is committed to providing a safe environment for all individuals who access our facilities, with a particular focus on safeguarding children and adults at risk. We understand our responsibility to prevent harm or risk of harm to these groups, and our policy aims to ensure this commitment is consistently applied across all university activities.

Our university hosts a range of events and activities that attract a diverse audience, including children and adults at risk. Therefore, we recognise our duty to implement appropriate measures to safeguard their wellbeing. These measures include thorough risk assessments, staff training, and protocols for addressing allegations of abuse or misconduct.

We believe in empowering our staff and students with the necessary knowledge to uphold our safeguarding standards. This policy is designed to protect the most vulnerable users of our facilities, ensuring they feel safe and secure during their time at Brunel University London.

Legal and Regulatory Framework

Brunel University London is committed to safeguarding children and adults at risk in accordance with relevant UK legislation, statutory guidance, and sector best practice. This policy is informed by, and operates in line with, the following key frameworks:

- **Children Act 1989 and 2004** – establishes the legal foundation for protecting children and promoting their welfare.
- **Care Act 2014** – provides the statutory framework for safeguarding adults at risk.
- **Working Together to Safeguard Children (HM Government)** – sets out how organisations and agencies must work together to safeguard and promote the welfare of children.
- **Keeping Children Safe in Education (KCSIE)** – provides statutory safeguarding guidance relevant as a benchmark for educational settings, including higher education where appropriate.
- **Counter-Terrorism and Security Act 2015 (Prevent Duty)** – places a duty on the University to have due regard to the need to prevent individuals from being drawn into terrorism.
- **Safeguarding Vulnerable Groups Act 2006** – underpins the Disclosure and Barring Service (DBS) and safer recruitment requirements.
- **Data Protection Act 2018 and UK GDPR** – governs the handling, storage, and sharing of personal data, including safeguarding information.

The University will work in partnership with local authorities, safeguarding partnerships, the police, and other relevant agencies, in line with these legal obligations. Where there is any conflict between this policy and statutory guidance, the statutory guidance will take precedence.

2) Scope

The scope of this policy encompasses all individuals who are part of or interact with Brunel University London, including staff, students, visitors, and external organisations. It applies to university organised activities both on and off campus where contact with children or adults at risk may occur.

Our safeguarding approach recognises that university members, especially those in positions of trust, have a personal obligation to ensure the safety and welfare of children and adults at risk. The University's responsibility includes all interactions with these groups, whether within formal academic settings or informal events.

Staff who may have significant unsupervised contact with children or adults at risk may be required to undergo a Disclosure and Barring Service (DBS) check as per recruitment policy.

Additionally, this policy aligns with other relevant university policies, such as the Bullying and Harassment Policy and the Sexual Violence and Sexual Harassment Policy. The latest versions of these policies can be found on the University's website.

3) Safeguarding Structure and Responsibilities

Brunel University London has established a comprehensive structure to manage safeguarding across the university. The Designated Safeguarding Leads (DSLs) are Terry Vass, Gwyn Jones, and Hayley Gutteridge (in no particular order). They chair or support the Safeguarding and Support Committee. The committee is responsible for overseeing safeguarding policies and ensuring their implementation throughout the university.

Each university area with frequent interactions with children or adults at risk has a designated staff member responsible for safeguarding in that area. These individuals, known as Designated Safeguarding Officers (DSOs), are the primary points of contact for safeguarding matters within their domain. They are tasked with receiving and escalating reports of suspected harm or abuse to a DSL within a maximum of 24 hours.

To ensure a coordinated response to safeguarding concerns, specific guidelines are provided for handling allegations against staff, students, and independent contractors or visitors.

4) Definitions

Child: A person under the age of 18. This definition aligns with the United Nations Convention on the Rights of the Child and the Children Act 1989/2004. Children are legally considered minors and are entitled to special protections under the law due to their age, maturity, and developmental needs. Activities involving children require additional safeguarding measures to ensure their safety and wellbeing.

Adult at Risk (previously referred to as Vulnerable Person): A person aged 18 years or over who has needs for care and support (whether or not the local authority is meeting any of those needs), is experiencing, or is at risk of, abuse or neglect, and as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect. This includes individuals with mental or physical disabilities, age-related needs, illness, learning disabilities, mental health issues, or other circumstances that may impair their ability to safeguard themselves. Brunel University London uses this definition in line with the Care Act 2014.

Hazard: A potential source of harm or adverse effects. In a safeguarding context, hazards might include physical objects or environments that pose a risk to safety (e.g., unsafe equipment or slippery floors), as well as less tangible risks such as unsafe behaviour, inadequate supervision, or online/digital risks during activities involving children or adults at risk.

Risk: The likelihood or probability that a hazard will result in harm or adverse effects. Risk assessment in safeguarding involves identifying hazards and evaluating the potential for those hazards to cause harm to children or adults at risk. Risks can be influenced by the environment, the activities involved, the characteristics of the individuals present, and emerging factors such as online safety.

Control Measure: Actions or strategies implemented to mitigate or reduce the risk of harm from a hazard. These measures could include physical modifications to environments (e.g., installing safety barriers), procedural changes (e.g., increasing supervision or providing additional training), or digital safeguards. Control measures are essential for maintaining a safe environment and should be regularly reviewed to ensure their effectiveness.

Member: Any person working for or on behalf of the university, whether in a paid or unpaid capacity. This broad definition includes full-time and part-time staff, faculty members, visiting lecturers, contractors, volunteers, and student workers. Members have varying degrees of responsibility in safeguarding children and adults at risk, and their roles dictate the level of safeguarding awareness and training required.

Disclosure and Barring Service (DBS): A UK government agency responsible for conducting background checks to help employers make safer recruitment decisions. A DBS check reveals a person's criminal record and barred list information, helping organisations ensure individuals working with children or adults at risk do not pose a risk. The level of DBS check required depends on the specific role or activity, with “enhanced” checks providing more comprehensive information.

Safeguarding and Support Committee: A designated group within the university responsible for overseeing and coordinating safeguarding policies and procedures. This committee ensures compliance with safeguarding legislation, promotes best practices, and reviews safeguarding incidents or concerns. It may consist of representatives from various university departments, ensuring a broad range of expertise and perspectives.

Designated Safeguarding Officer (DSO): A staff member appointed to oversee safeguarding within a specific area or department. DSOs are the first point of contact for safeguarding concerns and are responsible for ensuring appropriate action is taken in response to reports of harm or abuse. They liaise with the Designated Safeguarding Leads and external authorities as needed.

Designated Safeguarding Lead (DSL): The University’s senior leaders for safeguarding. The Designated Safeguarding Leads are Terry Vass, Gwyn Jones, and Hayley Gutteridge (in no particular order). The DSLs coordinate safeguarding efforts, chair or support the Safeguarding and Support Committee, and ensure compliance with relevant laws and regulations. This role involves significant responsibility for managing safeguarding across the university and responding to serious incidents.

5) Best Practice Statement

Brunel University London expects all staff, students, volunteers, and contractors to maintain the highest standards of conduct when working with or in proximity to children and adults at risk. Adhering to these best practices helps protect individuals from harm, builds trust, and upholds the University's safeguarding culture.

All members of the University community must:

- **Maintain professional boundaries** at all times. This includes avoiding intimate, personal, or sexual relationships with children or adults at risk, and refraining from any behaviour that could be perceived as grooming, favouritism, or overly familiar.
- **Avoid situations where they are alone with a child or adult at risk** unless this is part of a planned and risk-assessed activity with appropriate authorisation and visibility (e.g., open doors, windows, or presence of other adults).
- **Treat all children and adults at risk with dignity, respect, and without discrimination**, recognising and responding to their individual needs and vulnerabilities.
- **Ensure any physical contact is necessary, appropriate, proportionate, and carried out openly** and transparently. Consent (where possible) should be sought and recorded.
- **Communicate openly and transparently**, using age-appropriate and accessible language, while maintaining professional distance.
- **Involve parents, carers, guardians, or responsible adults** in activities involving children and adults at risk wherever possible and appropriate.
- **Keep accurate, timely, and objective records** of any significant incidents, injuries, concerns, or interactions, using the University's approved reporting systems.
- **Respect confidentiality** while understanding the duty to share information appropriately with Designated Safeguarding Leads when there is a safeguarding concern.
- **Be vigilant to signs of harm**, abuse, neglect, or exploitation, including online and digital risks (e.g., inappropriate use of social media, messaging apps, or sharing of images).
- **Model safe online behaviour** and follow University guidance on digital safeguarding when engaging with children or adults at risk through virtual platforms.
- **Report any safeguarding concerns, allegations, or breaches of this policy** promptly to a Designated Safeguarding Officer or Designated Safeguarding Lead, in accordance with the University's reporting procedures.

Staff and volunteers in regulated activities are also expected to familiarise themselves with the University's Code of Conduct (where applicable) and relevant professional standards.

Failure to follow these best practices may result in disciplinary action and could lead to referral to external agencies, including the Disclosure and Barring Service.

Prevent Duty and Radicalisation

Brunel University London recognises its statutory responsibility under the Counter-Terrorism and Security Act 2015 to have due regard to the need to prevent individuals from being drawn into terrorism. This is commonly referred to as the Prevent Duty.

The University acknowledges that safeguarding includes protecting individuals from all forms of harm, including radicalisation and extremism. Radicalisation can occur through a variety of means, including online platforms, and may involve the exploitation of vulnerable individuals.

All staff, students, and members of the University community are expected to:

- Be aware of the signs that an individual may be at risk of radicalisation or being drawn into extremist activity.
- Maintain a culture of vigilance and report any concerns in line with this safeguarding policy.

- Understand that concerns relating to radicalisation should be treated as safeguarding concerns and followed through the same reporting procedures.

Any concerns regarding radicalisation must be reported to a Designated Safeguarding Officer (DSO) or Designated Safeguarding Lead (DSL) without delay. The University will assess concerns and, where appropriate, make referrals to external agencies, including the Prevent/Channel programme, in line with statutory guidance.

The University is committed to ensuring that freedom of speech and academic freedom are upheld, while also fulfilling its safeguarding responsibilities. Prevent-related activity will be carried out in a proportionate and risk-based manner.

Online and Digital Safeguarding

Brunel University London recognises that safeguarding extends to the online and digital environment, where children and adults at risk may be exposed to harm, abuse, exploitation, or inappropriate contact.

All members of the University community must ensure that their online behaviour reflects the same professional standards expected in face-to-face interactions.

Key Principles

- Use approved platforms only
  Communication with children or adults at risk must take place via University-approved systems and platforms. The use of personal email accounts, private messaging apps, or social media for direct communication is not permitted unless explicitly authorised and risk assessed.
- Maintain professional boundaries
  Staff, students, and volunteers must not engage in personal or informal online relationships with children or adults at risk. "Friending," following, or engaging via personal social media accounts should be avoided unless there is a clear, legitimate, and authorised reason.
- Avoid one-to-one digital communication
  Wherever possible, communication should be conducted in open or group settings with appropriate oversight. Any necessary one-to-one communication must be justified, recorded, and subject to appropriate safeguards.
- Images, recording, and data sharing
  Images, video recordings, or audio recordings of children or adults at risk must only be captured where:
    - Prior consent has been obtained from the individual and/or parent/carer (where applicable)
    - There is a clear, legitimate purpose
    - Storage and usage comply with University data protection requirements

Sharing of such content outside authorised systems is strictly prohibited.

- Online risk awareness
  Staff and students should remain vigilant to risks such as:
    - Grooming or inappropriate contact
    - Cyberbullying or harassment
    - Exposure to harmful or inappropriate content
    - Exploitation through digital platforms
- Reporting concerns
  Any concerns relating to online behaviour, digital communications, or content must be treated as safeguarding concerns and reported in line with this policy.

Information Sharing – Apprentices (Safeguarding Referrals via Security)

Where the Community Policing and Security Department identifies or receives a report that constitutes a safeguarding concern, and the individual involved is known to be a Brunel University student enrolled on a professional course or apprenticeship programme, relevant safeguarding information will be shared promptly with the appropriate internal department responsible for that programme (e.g. Apprenticeship team, academic department, or designated safeguarding contact).

Information sharing will be conducted on a need-to-know basis, in accordance with the Data Protection Act 2018 and UK GDPR, and with due regard to safeguarding obligations. The purpose of this information sharing is to ensure that appropriate pastoral, academic, and welfare support can be implemented, and that any risks to the individual or others are effectively managed.

The Designated Safeguarding Lead (DSL) and/or Designated Safeguarding Officer (DSO) will retain oversight of such referrals and ensure coordination between the Community Policing and Security Department, training providers, and (where appropriate) employers, to support a joined-up safeguarding response in line with statutory guidance and Ofsted expectations.

6) Dealing with Allegations or Suspicions of Harm and/or Abuse

All members of Brunel University London have a personal and professional duty to report any suspicions, allegations, or disclosures of harm, abuse, neglect, or exploitation involving children or adults at risk immediately.

Key Principles:

- **Report promptly** — Concerns must be reported to a Designated Safeguarding Officer (DSO) within **24 hours** at the latest. If a DSO is unavailable, report directly to one of the Designated Safeguarding Leads (Terry Vass, Gwyn Jones, or Hayley Gutteridge) or Community Policing and Security Department.
- **Do not investigate** — Staff, students, and volunteers must not conduct their own investigations or confront the alleged perpetrator, as this could compromise evidence or place individuals at further risk.
- **Maintain confidentiality** — Information should only be shared on a strict "need-to-know" basis.
- **Whistleblowing protection** — The University is committed to supporting anyone who raises a safeguarding concern in good faith. Retaliation against reporters will not be tolerated.

Responding to a Disclosure

If a child or adult at risk makes a disclosure:

- React calmly and listen without interruption.
- Reassure them that they have done the right thing by speaking up.
- Do not promise confidentiality or make any guarantees about outcomes.
- Explain that you will need to pass the information on to the appropriate safeguarding lead.
- Record the disclosure as soon as possible afterwards using the Safeguarding Incident Report Form (Appendix B).

Recording and Reporting

- Detailed, factual, and contemporaneous records must be kept, including:
    - Date, time, and location of the incident/disclosure.
    - Nature of the concern or allegation.
    - Any visible injuries or other evidence (use body maps where appropriate).
    - The child/adult at risk's account (use their exact words where possible).
- All safeguarding incidents must be recorded in the University's Community Policing and Security incident database (or the current approved system).
- Completed Incident Report Forms should be submitted to a DSO or DSL without delay.

Support for Those Involved

- For the child or adult at risk: Immediate safety and welfare are paramount. Appropriate support services will be arranged via Student Support and Welfare or external agencies.
- For staff: Support is available through the Human Resources Department, including access to counselling if needed.
- For students: Support is available through Student Support and Welfare Services.
- For the person alleged to have caused harm: The University will follow fair and transparent procedures in line with employment or student disciplinary policies.

The University will work in partnership with external agencies (e.g., Local Safeguarding Partnerships, Police, DBS) as required and will share information appropriately under relevant information-sharing protocols.

7) Criminal Records

The University reserves the right to conduct criminal records checks through the Disclosure and Barring Service (DBS) for individuals with significant unsupervised contact with children or adults at risk. This step aims to ensure that university members do not pose a risk to these groups. The Human Resources Department facilitates these checks and ensures compliance with applicable laws and guidance.

Before deciding on a role involving a criminal records check, the university considers several factors, including the relevance of the conviction to the position, the severity of the offence, the time elapsed since the conviction, and any pattern of offending behaviour. Disclosed information is handled with the utmost sensitivity and confidentiality.

8) External Organisations Using University Facilities

Brunel University London requires external organisations that use university facilities for events involving children or adults at risk to comply with safeguarding regulations. Before using the facilities, external organisations must sign a declaration confirming that their staff and volunteers have undergone appropriate checks and have an adequate safeguarding policy in place. The University reserves the right to deny access to any organisation that does not meet these requirements.

All external events involving children or adults at risk must have a risk assessment in place. Any concerns about children or adults at risk reported by external organisations must be immediately escalated to the University's Designated Safeguarding Lead. If appropriate, the University will assess whether the external organisation may continue using the facilities during or after any investigation.

9) Apprentices

Apprenticeships

Introduction

This section outlines the safeguarding arrangements specific to apprenticeship programmes at Brunel University London. Apprenticeships combine workplace-based learning with academic study and are often delivered across multiple settings. Effective safeguarding therefore requires clear coordination between employers and training providers to ensure the safety and wellbeing of apprentices at all times.

This section defines key terms and sets out the safeguarding responsibilities of all parties involved in apprenticeship delivery.

Definitions

Apprenticeship

An apprenticeship is a form of employment combined with structured training in a recognised occupation. It includes both on-the-job and off-the-job learning, culminating in an independent end-point assessment.

Employer

The organisation employing the apprentice. The employer is responsible for day-to-day supervision, workplace safety, and the management of risks within the working environment.

Training Provider

The organisation responsible for delivering the educational and theoretical components of the apprenticeship programme. This may include Brunel University London or another accredited provider.

Responsibilities

Employer Responsibilities

Employers must:

- Provide and maintain a safe working environment in line with Health and Safety Executive (HSE) standards
- Appoint a designated safeguarding contact or officer to manage safeguarding concerns
- Work collaboratively with the training provider to support the apprentice's wellbeing and development
- Report safeguarding concerns promptly in line with statutory requirements and organisational procedures

Training Provider Responsibilities

Training providers must:

- Ensure appropriate safeguarding measures are in place during all university-led teaching and activities
- Work in partnership with employers to identify, manage, and resolve safeguarding concerns
- Provide apprentices with clear information, advice, and guidance, including their rights and how to report safeguarding concerns

Apprentice Responsibilities

Apprentices are expected to:

- Familiarise themselves with the safeguarding policies and procedures of both the employer and training provider
- Report safeguarding concerns to the appropriate designated contact without delay
- Participate in required safeguarding training and cooperate fully with safeguarding processes and investigations

9.1 Communication and Reporting

Effective communication is essential for safeguarding apprentices. Employers, training providers, and apprentices must maintain clear and open lines of communication to identify and address concerns promptly.

All parties should be aware of the relevant designated safeguarding contacts. Any safeguarding concern must be reported immediately in line with this policy.

Where there is immediate risk of harm, emergency services should be contacted without delay. The University may also refer concerns to external agencies, including the police or local safeguarding partnerships, where appropriate.

9.2 Health and Safety

Employers are responsible for ensuring a safe working environment and completing required health and safety declarations. The Apprenticeship team will collect employer liability insurance documentation to verify compliance with workplace safety standards.

9.3 Training and Awareness

Maintaining a high standard of safeguarding requires appropriate training and awareness:

- Employers must ensure apprentices receive training on safeguarding, including recognising signs of abuse and understanding reporting procedures
- Training providers must ensure staff and employers are aware of safeguarding responsibilities and receive updates on best practice and legislative changes
- Apprentices must be supported to recognise potential risks and understand how and where to raise concerns

9.4 Confidentiality

Safeguarding matters involving apprentices will be handled in confidence. Information will only be shared on a need-to-know basis to protect the individual's wellbeing and to ensure appropriate action is taken. Confidentiality must be balanced with the duty to safeguard.

9.5 Review and Evaluation

Safeguarding arrangements for apprenticeships will be subject to ongoing review:

- The training provider will review safeguarding arrangements to ensure alignment with current legislation and best practice
- Feedback will be sought from apprentices, employers, and staff to improve safeguarding processes
- The effectiveness of safeguarding measures will be regularly evaluated and updated as required

10 Safeguarding and Support Training

10.1 Training Matrix

To meet safeguarding obligations, all colleagues must complete training appropriate to their role. A training matrix defines requirements for safeguarding children and adults at risk.

At Brunel, safeguarding training goes beyond minimum legal requirements and supports the wider wellbeing of the University community.

Safeguarding children

Level	Target Audience	Requirement	Refresher Frequency
1	All staff	Mandatory (Awareness)	As required
2	Outreach delivery, Student Living staff	Mandatory	3 years
3	Designated Safeguarding Officers (DSOs), staff working with school groups	Mandatory	3 years

Safeguarding adults at risk

Level	Target Audience	Requirement	Refresher Frequency
1	All staff	Mandatory (Awareness)	As required
2	Apprenticeship teaching staff	Mandatory	3 years
3	Designated Safeguarding Officers (DSOs), Student Support teams	Mandatory	3 years

Training learning outcomes can be found in Appendix E.

10) Disclosure and Barring Service Checks

Brunel University London undertakes Disclosure and Barring Service (DBS) checks where roles involve regular, close, or unsupervised contact with children or adults at risk. The requirement for a DBS check will be determined during recruitment based on whether the role constitutes “regulated activity” as defined in relevant legislation.

The level of check required (Standard, Enhanced, or Enhanced with Barred List) will be determined according to the nature and responsibilities of the role.

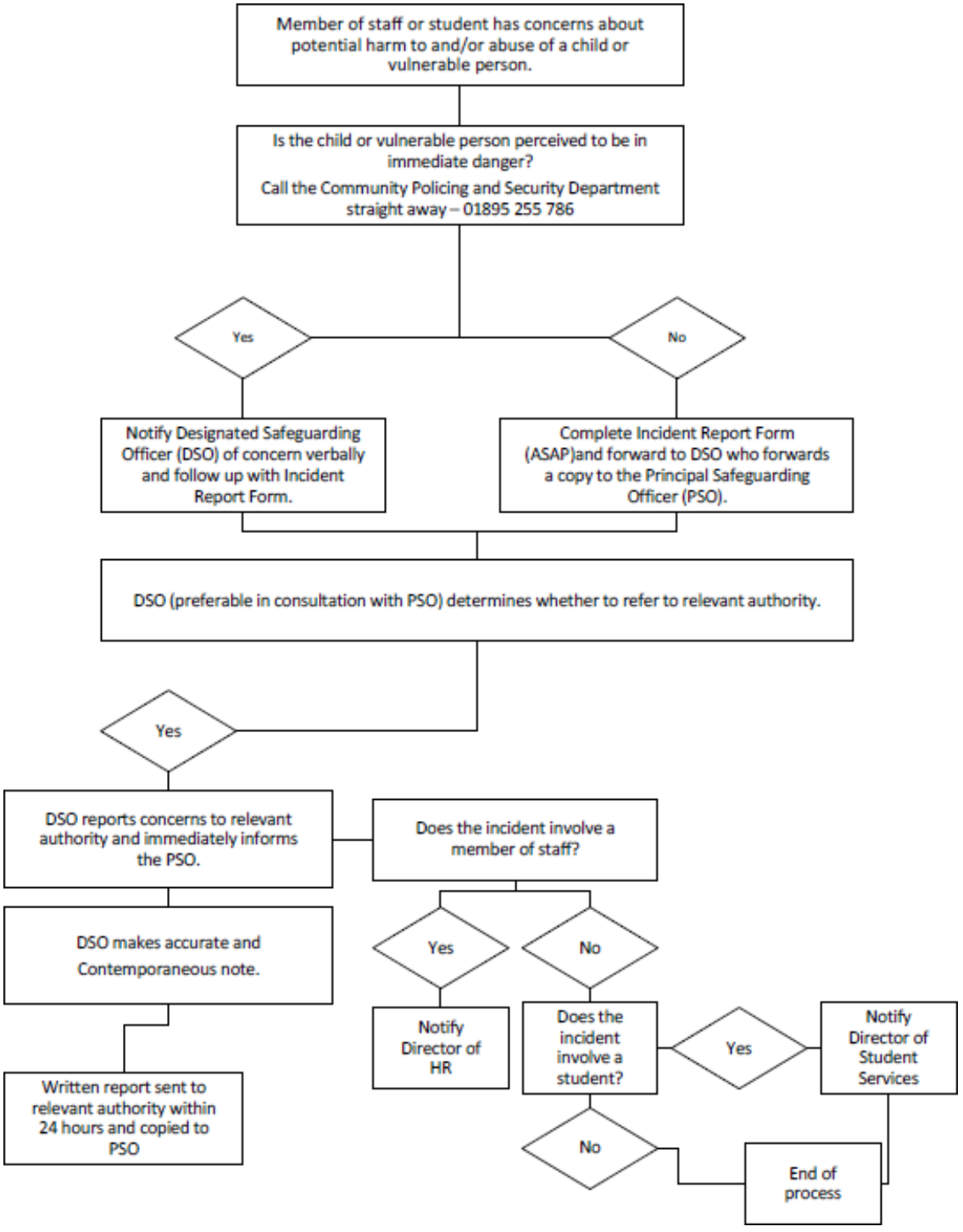
The Human Resources Department is responsible for administering DBS checks and ensuring compliance with relevant legislation and guidance. Line managers are responsible for ensuring that DBS checks remain valid and are renewed where required, including where there is a change in role or risk profile.

When assessing disclosures, the University will consider the relevance of any conviction to the role, its seriousness, and the time elapsed since the offence. All information will be handled confidentially and in accordance with data protection legislation.

External organisations using University facilities must ensure that their staff and volunteers have appropriate safeguarding checks in place where required.

Teaching on apprenticeship programmes will not normally require a DBS check unless the role involves regulated activity or another aspect of the role requires it.

Appendix A Flowchart for reporting procedure



Appendix B Safeguarding Incident Report Form

Safeguarding Incident Report Form

Classification: PROTECT WHEN COMPLETE

Section 1: Reporter Details

Field	Information
Incident Date	
Your Name	
Your Position	
Email Address	
Contact Number	

Section 2: Details of Child / Adult at Risk

Field	Information
Name	
Address	
Contact Number	
Gender	
Date of Birth	
Ethnicity	

Section 3: Parent / Carer Details (if applicable)

Field	Information
Name	
Address	
Email Address	
Contact Number	

Section 4: Notification to Parents / Carers

Have parents/carers been notified?
☐ Yes (provide details below)
☐ No

Details:

Section 5: Origin of Concern

Are you reporting:
☐ Your own concern
☐ A concern raised by someone else

If raised by someone else:

Field	Information
Name	
Relationship to Child/Adult at Risk	
Email Address	
Contact Number	

Section 6: Incident Details

Field	Information
Time of Incident	

Details of Incident / Concern:
(Include injuries, observations, and whether based on fact, opinion, or hearsay)

Account from Child / Adult at Risk (use exact words where possible):

Section 7: Witness Information

Witness Accounts:

Witness Details:

Field	Information
Name	
Relationship to Child/Adult at Risk	
Age (if child)	
Email Address	
Contact Number	

Section 8: Alleged Person Involved

Field	Information
Name	
Relationship to Child/Adult at Risk	
Age (if child)	
Email Address	
Contact Number	

Section 9: Actions Taken

What action has been taken to date:

Section 10: Reporting and Follow-Up

Has the incident been reported internally or externally?
☐ Yes (provide details below)
☐ No

Details:

Field	Information
Organisation (e.g. Security, Local Authority, Police)	
Contact Person	
Email / Contact Number	

Agreed actions or advice given:

Section 11: Declaration

Field	Information
Signature	
Print Name	
Date	

Appendix C Guidance on Risk Assessment

1. Requirement for Risk Assessment

The University requires that a written risk assessment be completed for all planned and supervised activities involving children and adults at risk. The Risk Assessment Form can be found in Appendix C.

2. Responsibility for Risk Assessment

Risk assessments must be conducted by someone familiar with the concepts of hazard and risk, as well as the specific activity being assessed. Typically, the assessor will be the person supervising the activity. The risk assessment must be completed and written before the activity takes place. A senior member of staff who believes the assessor is competent must countersign the assessment.

3. Complexity and Scope

While a risk assessment does not need to be overly complex, it should be comprehensive. It does not require advanced technical formulae or professional health and safety expertise, but certain activities may necessitate specialised information.

4. Considerations for Risk Assessment

When conducting a risk assessment, consider the following:

- **Hazards**: Identify what could cause harm.
- **Who might be affected**: Determine the individuals who might be at risk.
- **Safety measures**: Identify what measures are needed to reduce risks to an acceptable level.
- **Implementing safety measures**: Assess whether the supervisor can put these measures in place.
- **Emergency plans**: Outline the steps to be taken in an emergency.

Introduction to the Risk Assessment Form

This guidance should be read in conjunction with the Risk Assessment Form in Appendix C. The following sections outline the key elements of a proper risk assessment.

Section A: Administrative Details

- **Brunel University London**: The Head(s) of Institution have ultimate responsibility for the health and safety of all individuals on university premises.
    - Event Activity Supervisor's name and contact details are required for emergency situations or correspondence before or after the event.
    - **Insurance details**: Include the policy number and end date to confirm compliance.
- **External Organisation**:
    - Head(s) of the organisation, such as Head Teachers.
    - Activity Supervisor's name and contact details for emergencies or correspondence.
    - **Insurance details**: Include the policy number and end date to confirm compliance.

Section B: Description of Activity

- **Description**: Provide a clear description of the activity to ensure hazards and risks are properly identified.
- **Number of children/adults at risk and age range**: The risk increases with the number of children/adults at risk and their age. Adequate supervision and control measures should be proportionate to the level of risk.

Section C: Persons Assisting with the Activity

As a general guideline, the minimum adult-to-child ratios for various age groups are:

- 1 adult for every 3 children under 5.
- 1 adult for every 6 children aged 5-7.
- 1 adult for every 10-15 children aged 8-10.
- 1 adult for every 15-20 children aged 11 or older, or for adults at risk. Ensure that

there are enough additional staff available to assist in emergencies. Heads of Colleges/Departments/Units/SRIs should determine if staff involved in these activities require DBS checks.

Section D: Hazards, Risks, and Existing Control Measures

- **Hazard**: Something that has the potential to cause harm, such as injury or damage.
- **Risk**: The likelihood that a hazard will cause harm.
- **Control measure**: A practical or physical means of reducing risk, such as safety equipment or adequate supervision.

A qualitative assessment categorises risk as "low", "medium", or "high". An activity must be classified as minimal risk to proceed. If assessed as "medium" or "high", additional control measures must be identified in Section E.

Section E: Hazards, Risks, and Extra Control Measures

Detail additional control measures introduced to reduce the risk level to "low".

Section F: Validation

Assessors conducting risk assessments on behalf of the University and external organisations must be deemed competent through knowledge, experience, and training. A senior representative from both the University and the external organisation must countersign the assessment, indicating validation of the assessor's competence and the risk assessment.

Appendix D Risk Assessment Form

A. Administrative Details

(i) Brunel University London

Head(s) of university	Vice-Chancellor & President	Secretary
Contact Details:		
Activity Supervisor(s)	Name:	Name:
College/Dept.//Research Institute etc.		
Address 1		
Address 2		
Telephone		
E-mail		

(ii) External Organisation

Name of Organisation			
Head(s) of Organisation			
Contact Details:			
Activity Supervisor(s)	Name:	Name:	
Address 1			
Address 2			
E-mail			
Employee Liability Insurance Cert No / End Date			
Public Liability Insurance Cert No / End Date			
Additional Insurance Type & Cert No / End Date			

B. (i) Description of activity

(ii) Number of Children/people regarded as vulnerable and age range of children

C. Persons assisting with the Activity

Name	**Role**	**Affiliation (Brunel or External Organisation)**	**DBS* Check Required? (Y or N)**	**Completed?**	**Date rec'd**
			☐	☐	
			☐	☐	
			☐	☐	
			☐	☐	
			☐	☐	
			☐	☐	
			☐	☐	

DISCLOSURE AND BARRING SERVICE (DBS) CHECK; The Dean of College/Director of Research Institute/Head of Department/etc. will determine whether a DBS check is required after consideration of this risk assessment and discussing this with Human Resources.

Review date – May 2025

Sensitivity: Internal

D. Hazards, Risks and Existing Control Measures

Hazard	**Risk** **HIGH MEDIUM LOW** **(tick one box)**	**Current Control Measures**
i	□ □ □	
ii	□ □ □	
iii	□ □ □	
iv	□ □ □	
v	□ □ □	
vi	□ □ □	
vii	□ □ □	
viii	□ □ □	
ix	□ □ □	
x	□ □ □	

- **If all risks are assessed as LOW, proceed to Section F.**

E. Hazards, Risks and Extra Control Measures

For those risks NOT assessed as LOW, state the extra control measures required

Hazard **(insert roman numeral from Table D)**	**Extra Control Measures**	**Risk** **HIGH** **MEDIUM** **LOW** **(Tick one box)**
		☐ ☐ ☐
		☐ ☐ ☐
		☐ ☐ ☐
		☐ ☐ ☐
		☐ ☐ ☐

CONTROL MEASURES MUST BE IN PLACE TO MAINTAIN ALL RISKS AS LOW AS IS REASONABLY POSSIBLE.

IF A LOW RISK ASSESSMENT CANNOT BE ACHIEVED AFTER THE INCLUSION OF EXTRA CONTROL MEASURES THE ACTIVITY <u>MUST NOT</u> PROCEED.

F. Validation

	Assessors	**Supervisors**
Brunel University London	**Signature: -**	**Signature: -**
	Name: -	**Name: -**
External Organisation	**Signature: -**	**Signature: -**
	Name: -	**Name: -**

G. Processing

- If DBS checks are required, please discuss with the relevant HR Manager or safeguarding officer, and send them a copy of this assessment.
- Ensure that all the people supervising and assisting with the activity receive a copy of this assessment.
- File this assessment in a secure location in the administrative centre within your College/Institute/Department/etc.

Appendix E – Training learning outcomes

Level	Description	Learning Outcomes	Additional Content
Children 1	Awareness module for all staff working with under 18s. Provides an overview of safeguarding requirements and support available at Brunel.	• Recognise indicators of child maltreatment • Understand different safeguarding threats • Identify vulnerability in at-risk children • Understand impact of substance misuse and domestic abuse • Understand children's rights in safeguarding contexts • Know how to respond to concerns • Awareness of relevant legislation	• Student Under 18 policies • Overview of Student Services • Link between safeguarding, support, and wellbeing
Children 2	For staff working directly with under 18s (e.g. Student Living, Outreach). Builds on Level 1 and introduces disclosure handling and record keeping.	• Act as an effective advocate • Understand impact of parental/carer behaviour • Know how and when to refer • Maintain accurate records • Understand confidentiality	• How to receive and manage a disclosure
Children 3	Advanced training for DSOs working with under 18s. Focuses on complex safeguarding cases and leadership in safeguarding.	• Identify signs of abuse (physical, emotional, sexual, etc.) • Understand risks of misdiagnosis • Apply legal requirements • Undertake risk assessments • Report and escalate concerns • Review safeguarding cases • Advise colleagues on safeguarding • Access appropriate support in serious cases	—
Adult 1	Awareness module for all staff working with adults. Covers safeguarding fundamentals and reporting procedures.	• Recognise indicators of abuse, harm, and neglect • Know actions to take and how to report • Basic awareness of legislation	• Overview of Student Services • Link between safeguarding, support, and wellbeing
Adult 2	For staff providing one-to-one services (e.g.	• Identify harm, abuse,	• How to receive and

	apprenticeships). Builds on Level 1 with practical safeguarding application.	and neglect • Understand professional roles and boundaries • Act as an advocate • Know referral processes • Maintain records • Understand confidentiality	manage a disclosure
Adult 3	Advanced training for DSOs working with adults at risk. Focuses on complex cases and safeguarding leadership.	• Identify abuse and harm in adults at risk • Apply legal requirements • Conduct risk assessments • Safeguard adults at risk • Report and escalate concerns • Review safeguarding cases • Advise colleagues • Access support in serious cases	