

**BRUNEL UNIVERSITY LONDON**  
**SAFEGUARDING CHILDREN AND VULNERABLE PEOPLE POLICY**

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## **1. Policy statement**

- 1.1 Brunel University London is committed to providing a safe and secure environment for all students, staff and individual visitors who access its facilities and services.
- 1.2 The University will safeguard the wellbeing of children and vulnerable people engaged in the breadth of the University's activities by ensuring that there are appropriate arrangements in place to deal with suspected harm, or the risk of harm, being caused to children and vulnerable people.
- 1.3 The University has a duty to help staff and students recognise their responsibilities (through guidance, support and training), minimise risk and avoid situations (where possible) where harm may be caused to children or vulnerable adults.
- 1.4 The use of the campus for organised educational activities, social events, summer camps, sporting events and the use of the facilities by paying customers means that children are regularly invited to be part of the campus population. In addition, children can be brought onto campus by parents who may be staff or students. The University permits the public, including children to access its campus grounds and has, as a consequence, legal responsibilities for the presence of children who may be unsupervised.
- 1.5 The University requires that a written risk assessment (Appendix D) be carried out for all planned and supervised activities for children and vulnerable people.
- 1.6 All third-party organisations working with, or providing activities for, children or vulnerable people on University premises have a responsibility to protect and safeguard their welfare.
- 1.7 This policy therefore aims to protect those most vulnerable users of the University's facilities against harm and ensure that they feel safe and secure whilst they are on campus and take with them positive feelings about their visit when they leave.

## **2. Scope**

- 2.1 The University has a responsibility to safeguard and promote the welfare of children and vulnerable people who participate in its organised activities or services. These include registered students who are under 18 or vulnerable; children who come onto University premises as part of organised activities (such as visits or summer schools); and University members working off campus (e.g. widening participation and marketing activities in local schools or FE Colleges). The University must ensure that reasonable steps to promote and safeguard the welfare of children and vulnerable people are taken.
- 2.2 This policy therefore applies to all members in relation to all activities carried out on campus or off-campus where they come into contact with, or might come into contact with children or vulnerable people.
- 2.3 All University members are in a position of trust, in particular those members who teach, support, guide or in any way interact with students. It is incumbent on all members to be aware of this and to act accordingly at all times. The duty to safeguarding children and vulnerable people is a personal duty distinct from the University's responsibilities.
- 2.4 The University endeavours to have a comprehensive approach towards safeguarding, but the safeguards that are put in place are generally those appropriate for a higher education

institution serving a predominantly adult community. Members, students and visitors are expected to understand this before agreeing to join the University or use its facilities.

- 2.5 In the majority of cases, children or vulnerable people may be in the supervisory care of a teacher or parent; occasionally, however, it will be a member of the University who will be supervising a child. There may, therefore, be a requirement to obtain Disclosure from the Disclosure and Barring Service for members or volunteers working with children or vulnerable people. Such individuals will need to be aware of the potential risks and the practical steps that can be taken to minimise risks.
- 2.6 This Policy should be read alongside other University Policies as appropriate, for example the Bullying and Harassment Policy, and the Sexual Violence and Sexual Harassment Policy. The latest version of all policies can be found here: [Policies and documents | Brunel University London](#).

### **3. Safeguarding structure and responsibilities**

- 3.1 The University has in place an organisational structure for safeguarding children and vulnerable people. Key staff with designated safeguarding responsibilities are members of the Safeguarding Committee, which monitors, reviews and develops the work of the University in this area.
- 3.2 The University Principal Safeguarding Officer (PSO), who has overall accountability for safeguarding children and vulnerable groups at the University, is the Chief Governance Officer. This person carries out a leadership and co-ordination role and chairs the Safeguarding Committee.
- 3.3 In areas where members and students work with children and vulnerable people, an individual member of staff is nominated to have special responsibility for safeguarding in their area of responsibility. This person will be the focal point for all safeguarding issues within that area. This nominated member of staff holds the title Designated Safeguarding Officer (DSO).
- 3.4 Members and students working in direct contact with children and vulnerable groups on a day-to-day basis (i.e. staff involved in teaching and providing pastoral guidance to students) may come across signs of harm and/or abuse. Members need to ensure that concerns for the wellbeing of a child or vulnerable person are reported to the appropriate Designated Safeguarding Officer, or the PSO (if DSO is not available) as quickly as possible (at most, within 24 hours). If this is not possible for any reason, or the member of staff feels it is not appropriate to contact the DSO (or the PSO in their absence), they should report the matter to Security and/or the relevant authority as appropriate.
- 3.5 Where an allegation of abuse or inappropriate behaviour is made against:
- (a) a member of staff, the Director of Human Resources will advise and guide the line manager of the member of staff against whom allegations have been made;
  - (b) a student, the Assistant Director of Academic Services will advise and guide the College and/or Chair of the Disciplinary Board in relation to student discipline issues; and

- (c) an independent contractor or visitor to the University, the PSO will advise the Chief of Student and Staff Services on the appropriate steps to take.

3.6 Where the safeguarding concern is in relation to an apprentice, the PSO will inform the Education and Skills Funding Agency (ESFA) within 24 hours of reports made to the Police or a local authority. Details for the ESFA are included in the external agencies document.

#### 4. Definitions

4.1 For the purposes of this policy:

- (a) **Child** means a person who is under eighteen years old;
- (b) **Vulnerable Person** means a person (who may be aged 18 or over) who is or may need community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation. This could include a Care Leaver or a High Needs Apprentice aged over 18, for example.
- (c) **Hazard** means something with the potential to cause harm (e.g. a moving vehicle);
- (d) **Risk** means the likelihood that a hazard will cause harm (e.g. chance of a child being in collision with a moving vehicle).
- (e) **Control Measure** means a positive action taken to reduce the risk of a hazard causing harm (e.g. adult supervision of children when walking near traffic).
- (f) **Member** means someone who is working for or on behalf of the University, whether paid or unpaid.

#### 5. Best practice statement

5.1 All members of the University should demonstrate exemplary behaviour when working with Children and/or Vulnerable People in order to protect them from abuse and themselves from false allegations. The following are common sense examples of how to create a positive culture and climate.

##### Good practice and How to Minimise Risk

- Maintain a register of children working with you at any given time;
- Work in an open environment avoiding private or unobserved situations and encouraging open communication. Avoid spending excessive amounts of time alone with Children and/or Vulnerable People away from others;
- Treat all Children and/or Vulnerable People, regardless of race, disability, religion or belief, gender, sexual orientation, equally and with respect and dignity;
- Always put the welfare of the Child/Vulnerable Person first;
- Maintain a safe and appropriate distance with Children and/or Vulnerable People. It is not appropriate for staff, students or volunteers to have an intimate relationship with a Child/Vulnerable Person;
- Ensure that if any form of manual/physical touching is required, it should be provided openly. In sporting situations this should be according to guidelines provided by the relevant governing body;

- Involve parents/carers/teachers wherever possible, e.g. by encouraging them to take responsibility, especially in areas such as changing rooms or laboratories;
- Keep a written record of any injury that occurs, along with the details of any treatment given.

## **6. Dealing with allegations or suspicions of harm and/or abuse**

- 6.1 It is not the responsibility of any member of the University, in a paid or unpaid capacity, to determine whether or not harm and/or abuse has taken place. There is, however, a responsibility to act on any concerns through contact with the appropriate authorities.
- 6.2 Members of the University are encouraged to discuss any concerns with a Designated Safeguarding Officer. If those concerns relate to the Officer, then the matter should be referred to the Principal Safeguarding Officer.
- 6.3 Every effort should be made to maintain confidentiality. Suspicions must not be discussed with anyone other than a designated officer (see flow-chart in Appendix A). If none of the designated officers are available the member should not delay and should contact the relevant authority.
- 6.4 The Principal Safeguarding Officer has the responsibility to act on behalf of the University in dealing with allegations or suspicion of harm or abuse. This will include collating details of the allegation or suspicion and referring the matter to the appropriate statutory authorities. Under no circumstances should a member of the University carry out their own investigation into suspicions or allegations of harm and/or abuse, neither should they question the Child or Vulnerable Person, as to do so may interfere with any subsequent investigation.

### **Dealing with concerns arising from contact with a Child or Vulnerable Person**

- 6.5 If Child or Vulnerable Person gives reason for suspicion of harm and/or abuse, best practice is to:
- React in a calm but concerned manner;
  - Tell the Child or Vulnerable Person that s/he is right to share what has happened; and that s/he is not responsible for what has happened;
  - Take what the Child or Vulnerable Person says seriously;
  - Keep questions to an absolute minimum only to clarify what the Child or Vulnerable Person is saying, not to interrogate;
  - Not interrupt the Child or Vulnerable Person when they are recalling significant events;
  - Reassure the Child or Vulnerable Person that the problem can be dealt with;
  - Not give assurances of confidentiality which cannot be kept but should reassure the Child or Vulnerable Person that the information will only be passed on to those people who need to know;
  - Make a full record of what is said and done, though this should not result in delay in reporting the problem.

NOTE: The University has an Incident Report Form set out at Appendix B.

- 6.6 The record referred to in paragraph 6.5 should include:
- A verbatim record of the disclosure. This may be used later in a criminal trial and it is vital that what the Child or Vulnerable Person discloses is recorded as accurately as possible.

Therefore, the record must be drafted in the words of the Child or Vulnerable Person and should not include the assumptions or opinions of others;

- The nature of the allegation or concern;
- A description of any visible physical injury (clothing should not be removed to inspect the Child or Vulnerable Person);
- Any dates, times or places or any other potentially useful information.

6.7 The matter should be reported IMMEDIATELY to the Principal Safeguarding Officer who will take the appropriate action. If the concern arises out of normal office hours (evenings and weekends) and it is clear that the harm and/or abuse has occurred or there is any suspicion of imminent harm and/or abuse, contact should be made to relevant external organisations and outlined in the external organisations document on the Apprenticeship webpage.

6.8 The University recognises that individuals may need support after receiving a disclosure from a Child or Vulnerable Person and will be offered appropriate counselling. Staff should contact either the Chief Governance Officer or the HR Department. Students may contact the Student Support and Welfare team.

### **Dealing with concerns arising outside of the University**

6.9 As a result of their contact with a child or a person regarded as vulnerable, members of the University may become concerned about the welfare of the Child or Vulnerable Person and may be concerned that abuse is being perpetrated by someone unconnected with the University. In these circumstances the individual should report their concerns to the Principal Safeguarding Officer or Designated Safeguarding Officer as outlined in the reporting section. Similarly, if members of the University are concerned that harm and/or abuse is being caused by a student to a Child or Vulnerable Person unconnected with the University, the individual should report their concerns to the Principal Safeguarding Officer or Designated Safeguarding Officer.

## **7. Criminal records**

7.1 The University has a responsibility to take reasonable steps to ensure that its staff, students and contractors do not present a risk of harm to children. Where staff, students or contractors are likely to have substantial unsupervised contact with Children or Vulnerable People, the University may in its discretion, and to the extent that the law permits, require them to disclose any criminal records they may have by undertaking a Disclosure and Barring Service (DBS) or equivalent criminal records check at the appropriate level.

7.2 The primary role of the DBS is to help employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups including children.

7.3 The University will act in accordance with the applicable law, DBS guidance in the UK and any best practice recommendations issued from time to time, and will seek advice as necessary as to its powers, as applicable, to require criminal records checks for particular posts or roles. However, as a minimum, the University, through the Human Resources Department, will undertake criminal records checks in respect of posts or roles, which involve regularly caring for, training, supervising or being in sole charge of a Child or Vulnerable Person.

- 7.4 Unless the nature of the post (for employees) or programme (for applicants) allows the University to seek information about an employee or applicant's entire criminal record, the University will only ask about "unspent" convictions. The employee or applicant will receive a copy of the DBS check. Once the certificate has been received in the post, individuals should confirm to Human Resources so that the certificate can be seen (either virtually or in person). CHIME will then be updated.
- 7.5 It is the responsibility of the Manager/Head of College/Department/Unit/SRI in which activity involving Children or Vulnerable People takes place to undertake a risk assessment and to determine whether or not a DBS check is required.
- 7.6 Before making any decision in relation to any criminal record revealed by any DBS check the University will consider whether the conviction or other matter revealed is relevant to the position in question; the seriousness of any offence revealed; the length of time since the offence or other matter occurred; whether the applicant has a pattern of offending behaviour or other relevant matters; whether the applicant's circumstances have changed since the offending behaviour or the other relevant matters.
- 7.7 The University recognises the need to take a proportionate approach to the issue of criminal records disclosures and understands that such sensitive personal information must be treated carefully and confidentially. Criminal records information will be sought on a strictly need-to-know basis, and be assessed by authorised senior members of University staff through a number of appropriate procedural safeguards, in compliance with applicable guidance. Members of staff asked by outside bodies or individuals to undergo a criminal records check prior to carrying out University business (e.g. a school visit) should seek advice from the University's Human Resources team.

## **8. External organisations using University facilities**

### **Procedure for dealing with external organisations using University facilities**

- 8.1 Many of the University's facilities (particularly sporting facilities) are hired by external organisations, including children's clubs. The University wishes to ensure, as far as it is able, that these organisations are not placing children or vulnerable people at harm or risk of harm and that they are able to deal with any disclosures appropriately.
- 8.2 All organisations requesting use of University facilities for activities with children or vulnerable people will be required to sign a declaration (see paragraph 8.5 below for the wording to be used). This will confirm that the organisation has carried out the appropriate checks on their staff and volunteers before permitting such individuals to have access to children or vulnerable people. In addition, the organisation will be asked to confirm that they have a safeguarding policy in place and to provide a copy on request. If an organisation that works with children or vulnerable people does not have an adequate safeguarding policy, then they will not be permitted to use University facilities. This includes existing users of University facilities (which includes, for the avoidance of doubt and without limitation, the STEM Centre and Outreach).
- 8.3 The events run by external organisations may need to be risk-assessed. Guidance relating to the risk assessment process is set out in Appendix D with the Risk Assessment Form available at Appendix C. All summer schools using University facilities must be risk assessed.

8.4 If a Child or Vulnerable Person who is on campus through an external organisation causes a member of staff or student of the University to have concern that the Child or Vulnerable Person is being harmed or is at risk of being harmed, this will be reported to the external organisation, and the University Principal Safeguarding Officer must be notified immediately. The University expects the organisation to follow its own safeguarding policy and will require confirmation that the appropriate action has been taken. In addition, the University will consider whether it is permissible to allow the external organisation continued use of the facilities during the investigation period and beyond.

8.5 **Declaration to be made by external organisation** (domestic or international)

Declaration

It is the responsibility of all groups and voluntary organisations accompanying children and vulnerable people using the University's facilities to comply with legislation governing the protection of such persons. It is the policy of Brunel University London to seek assurances of such compliance and, accordingly, it requires confirmation of the following:

(a) that the organisation has provided a copy of their safeguarding policy to their University's main point of contact in good time, and no less than 72 hours before the start of the event;

(b) that appropriate DBS check have been conducted in relation to all staff and/or volunteers accompanying children or vulnerable people while on University premises;

(c) that the organisation's employees/volunteers do not have any criminal convictions or offences preventing them from or deeming them unsuitable for working with children or vulnerable people, and there are no other investigations of such offences in progress;

(d) no person whose checks indicate that he/she is unsuitable to work with children or vulnerable groups will be included in any activities taking place on the University's premises;

(e) the organisation is willing to comply with the University's requirements in respect of risk-assessment;

(f) members of the organisation are willing to be checked against police and other records;

(g) Adult/Child Ratio-for an activity with a normal range of hazards the minimum ratios should be-

-1 adult for every 3 children aged under 5;

-1 adult for every 6 children aged 5 to 7;

-1 adult for every 10-15 children aged 8 to 10;

-1 adult for every 15-20 children aged 11 onward or young people.

There should also be enough additional staff available to help deal with an emergency.

The University cannot be held responsible for the death or personal injury of anyone attending events, unless such death or personal injury occurs as a result of the University's negligence or breach of statutory duty. The University is not responsible for any other loss or damage that may occur while attending the University's premises unless it occurs as a result of the University's negligence or its wilful damage. Groups/voluntary organisations are responsible for the security of



all property/valuable possessions brought onto University premises and are advised to arrange separate insurance for such property/valuable possessions.

I/we confirm that I/we have complied with (a) and (b) above and agree to (c-g) above and have given a copy of the University's exclusion of liability clause to all persons attending the University for whom I/we have responsibility (or to their parent/guardian, where appropriate).

I have read and understood the Agreement for External Organisations and agree to adhere to the University's Safeguarding Policy and follow the Code of Behaviour.

Name: .....

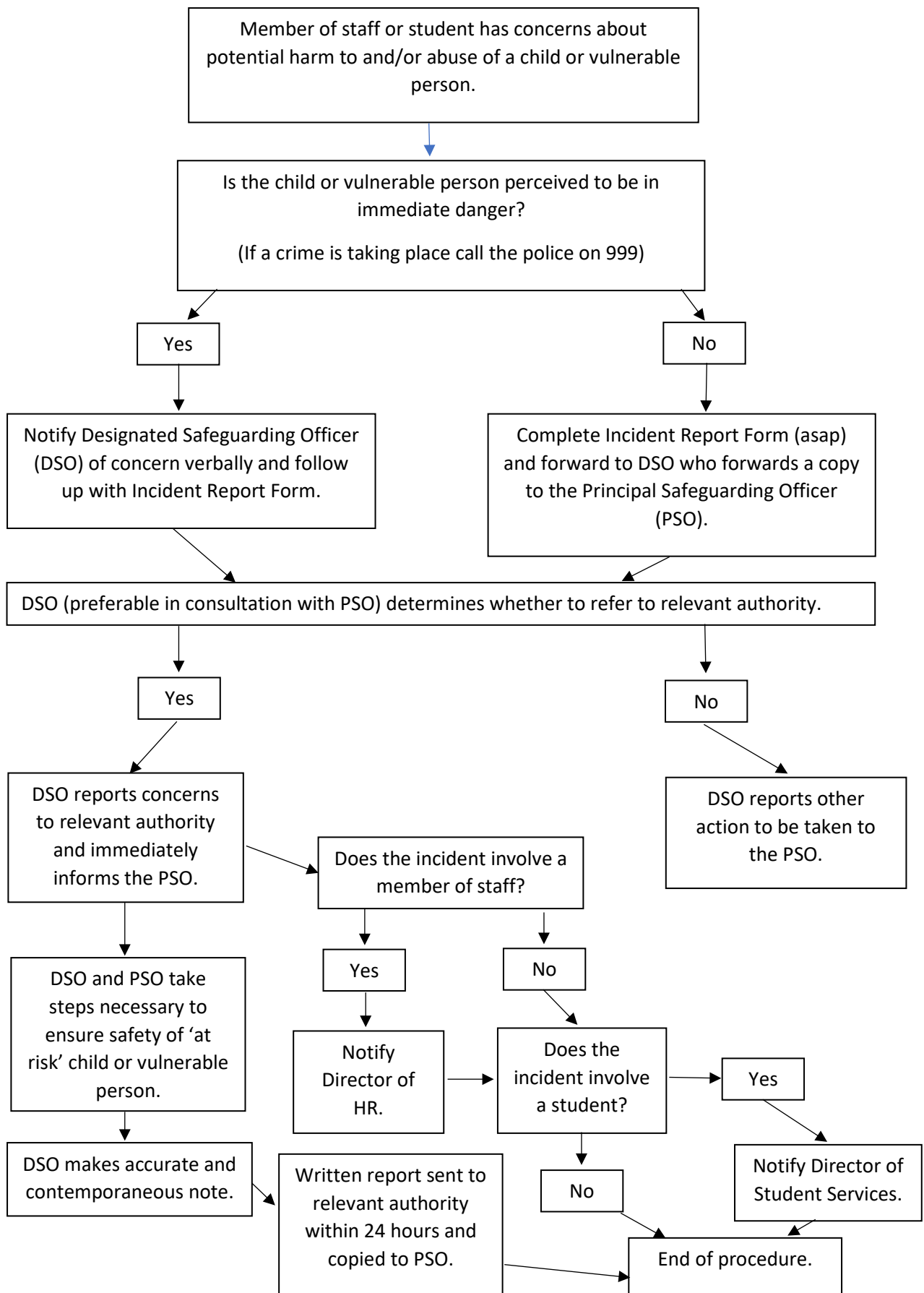
Organisation: .....

Position held: .....

Signed: .....

Date: .....

**Appendix A - Flowchart for reporting procedure**



## Appendix B – Incident Report Form

See paragraph 6.6 for advice on how to complete this form

Date of incident:			
Time of incident (if applicable):			
Place of incident:			
Child/vulnerable person involved:			
Name:		Gender:	
D.O.B:		Address:	
Telephone:		Nature of injury:	
University member involved:			
Project/Event:			

Brief description of what happened (including description of cause of any injury):

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Child or vulnerable person's explanation of what happened:

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Other members present:

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Signed by reporter:	
Signed by witnesses:	
Date:	
Subsequent Action Taken:	

- **On completion please discuss this form with the Designated Safeguarding Officer.**
- **Attach the original Risk Assessment Form.**
- **Copy to CGO for record keeping**

## **Appendix C - Guidance on Risk Assessment**

1. The University requires that a written risk assessment be carried out for planned and supervised activities for Children and Vulnerable People. The Risk Assessment Form is available at Appendix C.
2. Risk assessments should be carried out by someone who is both familiar with the concepts of hazard and risk and the activity being assessed. The assessor will normally be the person supervising the activity. The assessment should be written and completed before the activity takes place. A risk assessment should be countersigned by a senior member of staff who believes the assessor to be competent to carry out the assessment.
3. A risk assessment need not be complex but it should be comprehensive. It does not generally require technical formulae or professional health and safety expertise, but specialized information for some activities may be necessary.
4. The risk assessment should be based on the following considerations:
  - what are the hazards?
  - who might be affected by them?
  - what safety measures need to be in place to reduce risks to an acceptable level?
  - can the supervisor put the safety measures in place?
  - what steps will be taken in an emergency?

### **Introduction to the Risk Assessment Form**

This guidance should be read in conjunction with the Risk Assessment Form set out at Appendix C.

#### *Section A: Administrative details*

##### i. Brunel University London

- Head(s) of Institution. They have ultimate responsibility for the health and safety of all those in University buildings and property.

- Event Activity Supervisor's name and contact details. This is useful in case of emergency or correspondence before or after the event.

Insurance Details: Stating the Policy Number and End Date will confirm compliance.

##### ii. External Organisation

- Head(s) of Organisation (e.g. Head Teacher)

- Activity Supervisor name and contact details. This is useful in case of emergency or correspondence before or after the event.

- Insurance Details: Stating the Policy Number and End Date will confirm compliance.

#### *Section B*

##### i. Description of Activity

- Filling in this section will help to ensure that the activity is properly defined. Areas of hazard and risk should become more obvious.

ii. Number of children/vulnerable people and the age range of children

The larger the number of children/vulnerable people and the younger they are, the greater will be their collective risk. As a consequence, the requirement for control measures such as adequate supervision will be greater.

*Section C: Persons assisting with the activity*

As a general guide for an activity with a normal range of hazards, the minimum ratios should be:

- 1 adult for every 3 children aged under 5;
- 1 adult for every 6 children aged 5 to 7;
- 1 adult for every 10-15 children aged 8 to 10;
- 1 adult for every 15-20 children aged 11 onward or vulnerable people.

There should also be enough additional staff available to help deal with an emergency.

Heads of Colleges/Departments/Units/SRIs etc. will determine, by consideration of the risk assessment, whether members of their staff should have DBS checks before they carry out the activity.

It is the responsibility of all external organisations to comply with legislation governing the protection of children and vulnerable groups. Assessors must seek assurances of such compliance in accordance with section 8 of this policy.

*Section D: Hazards, risks and existing control measures*

Hazard – Something which has the potential to cause harm (injury or damage)

Risk – The likelihood that the hazard will cause harm.

Control measure - A practical or physical means of reducing risk (e.g. adequate supervision, personal protective equipment such as safety glasses).

Taking all the identified hazards into account and the existing risk control measures a qualitative assessment is made of risk as “low”, “medium” or “high”. An activity must be classified as low risk in order to proceed. For any assessment of risk as “medium” or “high”, additional control measures must be identified in Section E.

*Section E: Hazards risk and extra control measures*

Detail extra control measures introduced to reduce risk level to “low”.

*Section F: Validation*

Assessors are carrying out the Risk Assessment on behalf of the University and the External Organisation. These bodies must only choose assessors whom they believe to be competent. Competence is gained through knowledge, experience and training. Assessors must be fully conversant with the concept of risk assessment and with the activity being assessed.

A senior representative from both the University and the External Organisation must countersign the assessment indicating validation of the assessor and his/her assessment.

**Appendix D – Risk Assessment Form**

A. Administrative Details

(i) Brunel University London

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

(ii) External Organisation

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

B. (i) Description of activity

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

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C. Persons assisting with the Activity

Name	Role	Affiliation (Brunel or External Organisation)	DBS* Check Required? (Y or N)	Completed?	Date rec'd
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

**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.**

D. Hazards, Risks and Existing Control Measures

Hazard	Risk			Current Control Measures
	HIGH	MEDIUM	LOW	
<b>i</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>ii</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>iii</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>iv</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>v</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>vi</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>vii</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>viii</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>ix</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>x</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

- 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
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**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 MUST NOT 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 - Guidance on Specific University Activities**

### **Brunel University Admissions Office**

The Admissions Policy and Procedure, published on the University's website, contains a policy for the admission of students under the age of 18 and is maintained by the Admissions team. [Applicants who are under 18 | Brunel University London](#)

### **Brunel University London Accommodation Office - Under 18's Policy for Resident Students**

The policy is set out in the overarching Brunel Accommodation Policy and Conditions from time to time in force and published on the University website and is maintained by the Accommodation team.

### **Children & Vulnerable People brought onto campus by a parent**

The Children on Campus policy, published from time to time on the University's website, is maintained by the University's Health & Safety team.

### **Contractors**

The University conducts Disclosure and Barring Service (DBS) checks for its own students and staff. This service does not extend to any of the University's Contractors. All contractors are expected to carry identification while carrying out their duties. Any contractors who will be working with Children or Vulnerable People will be expected to comply with Section 8 of this Policy.

### **Procedure for research involving Children or Vulnerable People**

#### **1. Initial preparation**

- 1.1 Research involving Children and/or Vulnerable People must be referred to the College's Research Ethics for approval prior to the commencement of the research.
- 1.2 Issues to consider when working with Children or Vulnerable People include:
  - The research supervisor must consider whether anyone (staff or student) requires a DBS check;
  - Informed consent must be obtained from parents of Children. Children or Vulnerable People should be given the opportunity also to consent to participation, but parent/carer/guardian consent is essential;
  - The researcher should monitor the effect of the research on any Child or Vulnerable Person and should remain open to terminating the project or any part of the project to prevent causing harm;
  - Wherever possible, a same sex chaperone should always be present;
  - The provision of appropriate training working with children or vulnerable participants and how they should deal with any disclosure made in the course of the project.
- 1.3 Further advice can be obtained from the Research Ethics Committee's guidance notes for investigators working with children and young people which can be found at: [https://intra.brunel.ac.uk/m/UREC/layouts/15/WopiFrame.aspx?sourcedoc=/m/UREC/Forms%20Policies%20and%20Procedures/Policies/Resethics\\_hb.pdf&action=default](https://intra.brunel.ac.uk/m/UREC/layouts/15/WopiFrame.aspx?sourcedoc=/m/UREC/Forms%20Policies%20and%20Procedures/Policies/Resethics_hb.pdf&action=default)

## **2. Planning and Supervision of activities**

2.1 All activities involving Children and Vulnerable People, regardless of their nature and apparent risk level, should be planned. Part of this involves undertaking a "risk assessment" to consider the dangers and difficulties which may arise and make plans to reduce them (please see section 6 of this Policy for more information on reporting and managing incidents). Appropriate planning also means that you must:

A. Provide advance written information:

- give details of all the activities or protocols that you will or might undertake;
- plan for all possibilities so that all parties know what to expect;
- consider whether to have a briefing meeting prior to the activity with the parents/carers and participants.

B. Obtain a consent form:

- signed by the parents/carers, which agrees to participation in the identified activity (if the activity is organised by a third party, this will normally be administered and undertaken by them);
- to include parent/carer emergency contact and medical information.

C. Ensure that adequate insurance arrangements are in place:

- check whether additional cover needs to be arranged for any specific activity or risk;
- remember that insurance policies impose conditions, limit the cover, and exclude certain people or activities. The University's Health, Safety and Environment Adviser or Insurance Officer (in the Planning Department) will be able to provide guidance.

D. Support the special and cultural needs of the group/individuals:

- consent forms could also form the basis for obtaining details such as special educational, medical, dietary or cultural needs;
- you may also need to consider supervision ratios, additional safety measures, activity venues and access arrangements, additional/different resources and adapting activities to enable all individuals to participate at a suitable level.

E. Be clear about the suitability of the activity in relation to the objectives:

- consider participants' age, maturity, competence, fitness, temperament and any special needs;
- consider seasonal conditions, weather and timing.

F. Undertake an exploratory visit to the location of the activity:

- assess the potential areas and level of risk and to ensure that the venue is suitable for the needs of the group;
- particularly important if you are using a location or venue that is unfamiliar to you;
- have in place contingency measures and arrangements to deal with enforced changes of plan and for action in the event of an emergency.

- 2.2 If you are leading or supervising an activity involving Children and Vulnerable People, you have a legal, professional and moral responsibility to safeguard their welfare. This means that you must endeavour to provide a safe and supportive environment.
- 2.3 Supervisors working with Children and Vulnerable People are expected to take additional steps to safeguard their welfare, and a higher duty of care is expected. Some potentially hazardous activities, such as those involving chemicals, use of machinery/equipment or those involving swimming or outdoors and adventurous activities also require a higher standard of care.
- 2.4 The provision of adequate supervision means that you must consider the supervisor to participant ratios:
- (a) to take account of the age of the children, any special educational, disability or medical needs and degree of risk involved in the activity;
  - (b) where the activity involves mixed gender, consideration must be given to having male/female supervisors available;
  - (c) some professional associations and Local Authorities set recommended levels of supervision (where these apply they should be followed).
- 2.5 When supervising any activity, be clear about who is in charge and communicate who this is to all those involved. In some situations, the leadership/supervision of an activity may change (e.g. a school teacher may hand over responsibility to a University tutor on arrival, an expert may take over the leadership of a particular element of an activity, or with residential activities supervisory responsibilities may change). In all cases, it is important that any transfer of leadership/supervisory responsibility is made explicit to all participants. Use supervisors who have been carefully selected and vetted. Anyone without a DBS Enhanced Disclosure should not be left in sole charge of children.
- 2.6 Supervisors must understand their roles and responsibilities at all times, including being aware of any participants with special educational or behavioural needs; and knowing how to manage a situation where a participant becomes unable or unwilling to continue with the activity. Supervisors must keep and maintain a list of the participants involved in the activity and must undertake head counts frequently and before moving to another location or area of the campus.
- 2.7 Supervisors must prepare the participants for the activity by providing information and guidance as to what is expected of them and what the activity will entail. They must communicate the expected standard of behaviour and any rules to be followed.

## **Appendix F - The Safeguarding Children and Vulnerable Groups Committee**

### Membership

All designated Safeguarding Officers and those nominated to represent the interests of Colleges, Institutes and Departments across the University.

### Appointment of Chair

Secretary to Council shall Chair the Committee.

### Meetings

The Committee shall meet on an ad hoc basis

### Quorum

The Chair and four members of the Committee shall constitute a quorum.

### Procedure

The Committee shall regulate its own procedures for the conduct of its meetings but all matters raised will be treated with the strictest confidence.

### POWERS, DUTIES & FUNCTIONS

1. To oversee the development, implementation and monitoring of systems, processes and policies relating to Safeguarding Children and Vulnerable Groups.
2. Ensure members of the University and those entering its premises or using its facilities understand the full scope of their responsibilities concerning Safeguarding Children and Vulnerable Groups.
3. To advise on the implementation of legislation, policy and guidance in relation to Safeguarding Children and Vulnerable Groups and to monitor its effectiveness.
4. To agree quality standards, develop audit tools and develop a training strategy, which supports sound arrangements for Safeguarding Children and Vulnerable Groups.
5. To feedback the outcomes of case reviews following a reported incident concerning a child or vulnerable person.
6. To receive details of the issues raised at the Discussion Forum\*.
7. Implement and review recommendations in relation to practice as directed by the University's Health and Safety Committee or the local authority's child/vulnerable protection bodies [such as Hillingdon Social Services].
8. To report regularly to the University's Health and Safety Committee advising on issues relating to Safeguarding Children and Vulnerable Groups and its impact on the responsibilities of Council.

\*The Discussion Forum is an informal group that meets to consider issues that are raised and to provide staff and students with a facility to share experience and best practice.

### 4. Network of Safeguarding Officers within the University

Advice and enquiries on specific issues concerning safeguarding children or vulnerable groups should only be taken up with the Designated Safeguarding Officers or the Principal Safeguarding Officer. If

there is no person designated for your School, Research Area or Administrative Department, or if there is a person designated but that person is unavailable, you should contact one of the people listed in the section 'Staff to Contact for Information on Safeguarding' who will be able to refer your enquiry to a Safeguarding Officer.