

New College Safeguarding Risk Assessment – Hosting for Schools



NEW COLLEGE
UNIVERSITY OF OXFORD



Activity Profile

Age Group:

Venue: New College, Oxford

Visit/Activity: Site tours and a series of interactive workshops and presentations.

Date of Attendance:

Times of Attendance:

Attendance Numbers:

Date of Assessment:

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Risk to Young Person

Lost or unsupervised

Risk Management & Control Measures

The visiting school will arrange exact dates and times of attendance with the college's Outreach team.

The visiting school will report to the college Lodge on arrival and check-in with the duty Lodge Porter.

The college's Outreach team will meet and greet the school group at the Holywell Street entrance.

Upon arrival, the college's Outreach team will inform students that the college Lodge is the designated meeting point for persons who find themselves lost on site.

If lost, a student will tell a duty Lodge Porter their name and school name.

It is the responsibility of the attending schoolteacher to keep a register of their students while inside the college grounds.

The attending schoolteacher has overall responsibility to supervise their students when inside the college grounds. The attending schoolteacher will manage student behaviors by setting ground rules and by being present during the tour, or at set points in the college.

Visiting students must not go off on their own or leave the college site without the permission of their attending schoolteacher.

Visiting students must remain in groups of at least three.

If a student is missing, a member of college staff will carry out a search of the immediate area.

A wider search of the college premises will occur if necessary.

A duty Lodge Porter can assist with recorded CCTV playback.

The college can contact the Police if necessary.

Further Controls

The attending schoolteacher should supervise all aspects of the visit to New College. If they choose to leave their students unsupervised at any point during the day, New College does not accept any responsibility. The attending schoolteacher should observe and report incident.

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Risk to Young Person

Accidental Harm.

Risk Management & Control Measures

Upon arrival, the college's Outreach team will explain general site-specific risks of buildings and external areas, along with college fire alarm/emergency protocols.

The college's Outreach team will inform the school of any high-risk hazard identification prior to the visit. The school will be responsible for informing the parent/guardian of the student.

Upon arrival, to avoid the school group congregating at the college Lodge vehicle entry/exit point, the attending schoolteacher should instruct them to stand outside staircase 7 Porter's Lodge entrance.

The attending schoolteacher will have a list of any pre-existing student medical conditions and an up-to-date contact list of student parents/carers.

The attending schoolteacher will keep possession of and administer medication if necessary.

The visiting school must inform the college's Outreach team if a student has a medical condition whereby the college is required to provide some form of care or assistance.

If the attending school will be consuming college food provision, they must inform the college's Outreach team of any student dietary requirements/food allergies. The student should also make college Kitchen staff aware of any requirements during serving.

Allergen information is displayed with produce.

Prior to the visit, the college's Outreach team will investigate whether there are any planned maintenance works/projects occurring at the college site.

If Contractor's are on-site at the time, they will have been issued with the college 'safety rules for contractor's' document and construction phase plans will have been created to ensure a safe environment. Barriers will be positioned and separate working sites created where necessary to ensure people remain at a safe distance.

Restricted areas in college are locked.

There are numerous first aid points around the college site, the main one being in the college Lodge. All college Lodge Porter's are first aid trained, as well as several other college staff.

A defibrillator is in the college Lodge.

An Accident Book is in the college Lodge.

Further Controls

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Risk to Young Person

At risk of criminal or sexual predators (environment conducive of grooming)

Abduction

Contractors, Visitors, Guests

Risk Management & Control Measures

During the planning stage of a school visit, the college's Outreach team will liaise with the college Home Bursar to establish whether any other persons/groups will be residing in the college grounds, and/or specific organized events or Contractor works will be taking place at the same time.

If guest stays, specific organized events or Contractor works coincide with a school visit, the college's Outreach team and the college Home Bursar will decide as to whether safety could be compromised, and if necessary, inform the school organization, or make alternative arrangements.

College heads of departments are responsible for their on-site Contractors.

Visiting students must not go off on their own or leave the college site without the permission of their attending schoolteacher.

Visiting students must remain in groups of at least three.

Reinforcement not to talk to strangers.

Students to report any unwanted/suspicious behaviors to the attending schoolteacher or member of college staff.

A Duty Lodge Porter controls access into college grounds.

External college grounds are fitted with CCTV. The CCTV system is monitored in the Lodge.

Further Controls

The attending schoolteacher should supervise all aspects of the visit to New College. If they choose to leave their students unsupervised at any point during the day, New College does not accept any responsibility. The attending schoolteacher should observe and report

Risk to Young Person

Exposure to dangerous or inappropriate behavior (e.g. strong, or offensive language, violence, or substance misuse).

Risk Management & Control Measures

During the planning stage of a school visit, the college's Outreach team will liaise with the college Home Bursar to establish whether any other persons/groups will be residing in the college grounds, and/or specific organized events or Contractor works will be taking place at the same time.

If guest stays, specific organized events or Contractor works coincide with a school visit, the college's Outreach team and the college Home Bursar will decide as to whether safety could be compromised, and if necessary, inform the school organization, or make alternative arrangements.

College heads of departments are responsible for their on-site Contractors.

Pre-planned logistics mean that students will only interact with specific areas of the college site.

Visiting students must not go off on their own or leave the college site without the permission of their attending schoolteacher.

Visiting students must remain in groups of at least three.

Reinforcement not to talk to strangers.

Students to report any unwanted/suspicious behaviors to the attending schoolteacher or member of college staff.

Students will not be permitted to enter the college Bar, outside of the tour of the college.

A duty Lodge Porter controls access into college grounds.

External college grounds are fitted with CCTV. The CCTV system is monitored in the Lodge.

Further Controls

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Risk to Young Person

Young Person exposed to unsuitable entertainment

(E.g. adult material, comedians, entertainers using strong or offensive language; sexualized entertainment or references; material containing violent/aggressive images or sounds).

Risk Management & Control Measures

The visiting school program of events will not contain any unsuitable entertainment. Pre-planned logistics mean that students will only interact with specific areas of the college site.

Visiting students must not go off on their own or leave the college site without the permission of their attending schoolteacher.

The college's Outreach team will notify other college event/activity organizer's that there will be students on-site. If an event/activity is scheduled and there is some form of unsuitable content for a young person, the organizers will designate an officer in-charge to enforce a no entry policy.

Students will not be permitted to enter the college Bar, outside of the tour of the college.

Further Controls

The attending schoolteacher should supervise all aspects of the visit to New College. If they choose to leave their students unsupervised at any point during the day, New College does not accept any responsibility. The attending schoolteacher should observe and report incident.

Risk to Young Person

Young Person gaining access to licensed events that are exclusively intended for adults.

Risk Management & Control Measures

During the planning stage of a school visit, the college's Outreach team will liaise with the college Home Bursar to establish whether any other persons/groups will be residing in the college grounds, and/or specific organized events will be taking place at the same time.

If organized events coincide with a school visit, the college's Outreach team and the college Home Bursar will decide as to whether safety could be compromised, and if necessary, inform the school organization, or make alternative arrangements.

Pre-planned logistics mean that students will only interact with specific areas of the college site.

Visiting students must not go off on their own or leave the college site without the permission of their attending schoolteacher.

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Further Controls

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Risk to Young Person

Children purchasing or consuming alcohol.

Risk Management & Control Measures

There will be no sale or distribution of alcohol on-site during this time.

Further Controls

The attending schoolteacher should supervise all aspects of the visit to New College. If they choose to leave their students unsupervised at any point during the day, New College does not accept any responsibility. The attending schoolteacher should observe and report incident.

Overnight stays / Residentials / Events without teacher supervision at New College for school-aged children

Risk to Young Person

Staying at New College overnight or attending an event at New College without the supervision of a teacher/parent

Risk Management & Control Measures

The college's Outreach team, including student ambassadors, will be responsible for the safety and well-being of the attending children.

Prior to the residential / visit, parental consent will be collected and information will be collected relating to a student's individual needs, including medical information and emergency contact details. This information will be shared with the appropriate college staff.

Members of the college's Outreach team will not be in residence overnight, but a team of employed student ambassadors will be responsible for the students. These ambassadors will be DBS checked and will call upon the on-duty Porters, as required.

Attending students will not be permitted to leave the college's grounds at night, unless accompanied by a student ambassador.

A register will be shared with the team of student ambassadors, and this will be taken at the beginning and end of each day.

During the residential, students may be given free time to explore the city of Oxford. Students will be asked to form small groups when doing this and will be told of the time that they must return to New College.

Further Controls

The staff of New College, including a team of student ambassadors, will supervise the residential.

If students do not adhere to the rules and decide to leave New College without the consent of the college's staff, New College does not accept any responsibility.

Overnight stays / Residentials / Events without teacher supervision at New College for school-aged children

Risk Management & Control Measures

Where possible, students will be accommodated on staircases which are solely being used for the purpose of the residential. However, this may not always be possible.

Students must observe the curfew and be in their own rooms on their designated floors / staircases by 10.15pm.

If a student feels unwell, they should report it to a member of the college's Outreach team who will act accordingly. Medication will not be administered or held by college staff and individuals will be responsible for the storage and administration of any personal medication, unless otherwise agreed in advance by the parent / guardian and a member of the college's Outreach team.

If a student wishes to leave the residential early, they must gain permission from a member of the Outreach team at New College and their parent/guardian. We ask parents/guardians to first speak to the Outreach team at New College before departing to collect their child. The Parent will need to collect the student from New College if the student must leave early.

The possession and/or use of drugs and/or alcohol are forbidden. Contraband is confiscated upon discovery and parents/guardians will be informed. The student will then be removed from the residential and will need to be collected by a parent / guardian.

During the residential / visit, additional rules and regulations that relate to specific activities will be explained. It is expected that each attendee will adhere to them for their own health and safety, and that of other students and staff.

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Key Contacts

Designated Safeguarding Lead

Gez Wells – Home Bursar

Email: gez.wells@new.ox.ac.uk

Tel: 01865 279560

Designated Safeguarding Officer

Daniel Powell – Head of Outreach

Email: daniel.powell@new.ox.ac.uk

Tel: 01865 279512

Designated Safeguarding Officer

Shelby Holmes – Senior Outreach Officer

Email: shelby.holmes@new.ox.ac.uk

Tel: 01865 279517

Karl Chapman – Health and Safety Administrator

Email: karl.chapman@new.ox.ac.uk

Tel: 01865 279508

College Lodge

Duty Lodge Porter

Tel: 01865 279500