

IMPERIAL COLLEGE LONDON

CHILD PROTECTION POLICY

The policy is in the process of being reviewed and updated.

INTRODUCTION

1. The Safeguarding Vulnerable Groups Act 2006 defines a “child” as a person under the age of 18. For the purpose of this Policy and associated Code of Practice, the terms “child” and “children” will be used to describe all children and young people under the age of 18 years old participating in College-led activities. Though the Safeguarding Vulnerable Groups Act 2006 refers to vulnerable adults as well as children, for the purpose of this Policy and associated Code of Practice, children will be the main focus.

2. For the purpose of this Policy and associated Code of Practice, the term “staff” will be used to describe those people employed on a contract of employment at the College, including those employed on consultancy agreements, contractors and those working on a voluntary and/ or unpaid basis. The term “student” will be used to describe any undergraduate or postgraduate student registered with the College.

POLICY

3. Under the Children Act 1989, the College has a responsibility to protect children who are involved in College activities from harm and abuse including neglect, physical injury, sexual abuse and emotional abuse¹. The College recognises and accepts this responsibility and seeks to safeguard the welfare of all children that attend or visit it, or engage with College staff or students on a professional basis, by taking appropriate steps to ensure that its responsibility is met.

4. These steps include:

a. Complying with the Vetting and Barring Scheme (the “Scheme”)² and undertaking checks with the Criminal Records Bureau (CRB) (see paragraphs 15-17 of the Code of Practice) for those staff and students who have contact with children;³

b. Requiring that risk assessments are undertaken in relation to any situation where children may interact with College staff or students. (For an example risk assessment see Annex D of the Code of Practice).

c. Requiring that staff and students who have access to children are given guidance and proper training in how to deal with children.

5. A member of staff who has any concerns regarding the welfare of a child that is involved in College activities, must report their concerns to the Dean of Students. The Dean of Students will

1. Definitions of “harm and “abuse” from the Children Act 1989 can be found in paragraphs 1 and 2 of Annex B of the Code of Practice.

2. The Vetting and Barring Scheme is established under the Safeguarding Vulnerable Adults Act 2006 and is due to be launched in 2010. The Scheme is discussed in more detail under sections 9-12 of the Child Protection Code of Practice.

3. Staff who must be registered under the Vetting and Barring Scheme may also need to have a check made with the Criminal Records Bureau (CRB). See paragraphs 15--17 for further information on when such checks might need to be carried out.

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refer to the Independent Safeguarding Authority (ISA), cases where s/he has concluded (in consultation with College Tutors or otherwise) that someone has caused harm or abuse or poses a risk of harm or abuse to a child (see the relevant referral forms at Annex C of the Code of Practice). The Dean of Students will also notify HR of the referral, which will take any relevant action, such as commencing disciplinary proceedings, if necessary.

6. The College's Governing Body has agreed this Child Protection Policy and associated Code of Practice.

DISSEMINATION OF THE POLICY

7. This Policy and associated Code of Practice will be available for reference on the College's Human Resources web pages.

8. Parents of children involved in activities related to the College will be issued with a copy of this Policy and associated Code of Practice.

MONITORING

9. The College will consider the implications of any cause for concern arising under this Policy and associated Code of Practice and whether, as a result, it might be necessary to take further action itself or to review or amend its Policy, Code of Practice and procedures.

REVIEW

10. The operation of the Policy and associated Code of Practice will be reviewed annually.

11. This Policy and associated Code of Practice should be read in conjunction with the College's Procedures for Conducting Criminal Records Checks and the College's Policy on Risk Management.

LEGISLATION

12. The primary legislation for child protection includes the Children Acts 1989 and 2004, the Education Act 2002, the Education (Prohibition from Teaching or Working with Children) Regulations 2003 and the Safeguarding Vulnerable Groups Act 2006. Other legislation includes the Health and Safety (Young Persons) Regulations 1997 and the Management of Health and Safety at Work Regulations 1992. More specific guidance can be found in government publications including *Safeguarding Children in Education* and *Preventing Unsuitable People from Working with Children and Young Persons in the Education Service*, both published by the Department for Education and Skills, and *Working Together to Safeguard Children* and *What to do if You're Worried a Child is Being Abused*, both published by the Department of Health.

Approved by the Council: 8 May 2009

Revisions approved by the Council: 12 February 2010

CHILD PROTECTION - CODE OF PRACTICE

COLLEGE POLICY

1. The College Child Protection Policy can be found on pages 1 and 2 of this document, preceding this Code of Practice.

RESPONSIBILITIES

2. **The Council and the Rector**. The responsibility for oversight of the College's Child Protection Policy rests with the Council and the Rector, with delegated responsibility to the relevant members of the Senior Management of the College.

3. **The Pro-Rector for Education**. The Pro-Rector for Education has a delegated responsibility to oversee the implementation of the Policy on a day to day basis.

4. **Human Resources (HR)**. The HR Division has a responsibility for advising the relevant individuals about how to register with the Independent Safeguarding Authority (ISA), the new body convened under the Safeguarding and Vulnerable Groups Act 2006, and for handling any Criminal Records Bureau checks and any disclosures made as a result.

5. **Faculty Principals, Heads of Departments/ Divisions**. Faculty Principals, Heads of Department/ Divisions and all other managers have delegated responsibility in their own areas.

6. **Individual staff members**. Individual members of staff are responsible for familiarising themselves with the Policy and informing colleagues and/ or managers of their particular requirements, for example regarding training.

7. **Child Protection Officer**. Guidance issued under sections 157 and 175 of the Education Act 2002 suggests that educational establishments should have, "a senior member of the establishment's leadership team who is designated to take lead responsibility for dealing with child protection issues, providing advice and support to other staff, liaising with the local authority, and working with other agencies". The College has decided to follow this good practice and the nominated Child Protection Officer at the College is the Dean of Students. Members of staff should report any concerns regarding the welfare of a child to the Dean of Students. The Dean of Students will be responsible for liaising with the ISA, in the event of any cause for concern of abuse. The Dean of Students may designate other full time members of College staff to cover for absence or to act on his/ her behalf as Officer.

8. Annex A shows a chart of these responsibilities.

REGULATED ACTIVITY AND THE VETTING AND BARRING SCHEME

9. The Safeguarding Vulnerable Groups Act 2006 requires that all persons engaged in Regulated Activity ⁽⁴⁾ must be registered to do so. It is currently proposed that this registration will

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4. Under the Safeguarding Vulnerable Groups Act 2006, "Regulated Activity" includes:
- any form of teaching, training or instruction of children, unless the teaching, training or instruction is merely incidental to teaching, training or instruction of persons who are not children;
 - care for or supervision of under 18s unless merely incidental to the care for or supervision of people over 18; and
 - any form of advice or guidance on physical, emotional or educational well being provided wholly or mainly for children.

be administered by ISA in the form of the Vetting and Barring Scheme which comes into force in November 2010.

10. Guidance issued by the Government on the establishment of the ISA recognises that, in some circumstances, children will participate in an activity which is not specifically targeted at children. In relation to teaching, training or instruction in a higher education institution where 16 and 17 year olds are part of a mixed age group who are mostly 18 or older, they will be regarded as merely incidental to the teaching of the adult students and the person teaching, training or instructing the group will not be required to be registered with the ISA for that activity. However, if there are students who are under 16 in the class then their presence will not be regarded as merely incidental to the teaching of adults and this will be a 'Regulated Activity'. This is because of the likely increased vulnerability of those aged under 16 in an adult setting.

11. Under the Vetting and Barring Scheme, all staff who engage in a Regulated Activity will need to be registered as "subject to monitoring", with their case then decided by the Independent Barring Board (usually within five days of the application being made). Once a decision has been made the College will be able to check an on-line database (through making an enhanced check with the Criminal Records Bureau - see below paragraphs 15-17) to establish whether staff have been cleared to work with children. Under the process of continuous monitoring, the College will be notified if the status of that member of staff then changes. As a result, College staff will not need to be rechecked with the CRB at regular intervals.

12. Under the new Scheme, staff will remain "subject to monitoring" for the rest of their life unless they ask to be removed from the Scheme or they are barred by the Independent Barring Board from working with children.

13. The HR Department will put into place the administrative system necessary to obtain the requisite clearance of newly appointed staff under the Vetting and Barring Scheme when it comes into force in November 2010.

14. The requirement to check existing staff under the Vetting and Barring Scheme will come into force in April 2011.

CRIMINAL RECORD BUREAU CHECKS

15. The introduction of the Vetting and Barring Scheme is in addition to the procedure for making checks with the Criminal Record Bureau (CRB), and does not replace it. Under the Vetting and Barring Scheme individuals who will engage in a Regulated Activity will need to apply to register with the ISA (the HR Department will assist in this process, see paragraph 16) which will then assess if the individual is a suitable person to work with children. Where the ISA considers the individual unsuitable they can bar them from working with children. Managers managing activities in which staff or students are working with children should ensure that an enhanced CRB check is undertaken for any person in a regulated position. Standard CRB checks are no longer available for those working with children. The three former barred lists (POCA, POVA and List 99) have been replaced by two new ISA-barred lists which can be accessed as part of enhanced CRB checks.

The definition of Regulated Activity applies equally to activities undertaken with vulnerable adults as to with children. The Act generally seeks only to impose the full registration and monitoring regime on those who carry out these activities "frequently" or for more than 2 days in any 30 day period.

5. "Position of trust" is defined under sections 16-24 of the Sexual Offences Act 2003. See also paragraph 34 of the Code of Practice.

16. The HR Department has put into place the administrative system necessary to obtain the requisite clearance from the CRB, and will advise individuals how to register with the ISA under the Scheme when it comes into force in November 2010, during the recruitment of staff to posts where it is appropriate for a check to be made. (See paragraphs 26-33 below regarding procedures for staff and students working in the Early Years Centre, with Outreach or when on work experience etc). It is now a criminal offence for a university to knowingly employ staff or place students who have been barred by the ISA in posts working with children, and it is a criminal offence for individuals barred by the ISA to work in or apply to work in those positions.

17. All CRB checks will be conducted in accordance with the College's Procedures for Conducting Criminal Records Checks.

CHILDREN INVOLVED IN COLLEGE ACTIVITIES

18. Within the College there are several main categories of children (this is not an exhaustive list):

- a. Students under the age of 18 (see paragraphs 19-22).
- b. Students under the age of 16 (see paragraphs 23-25).
- c. Children in the Early Years Education Centre and at Ethos (see paragraphs 26-28).
- d. Children engaged with Outreach activities (see paragraphs 29-31).
- e. Children with whom College staff and students come into contact as a result of studies including placements, research and voluntary activities and children on work experience (see paragraph 32-33).
- f. Children staying as part of a family in halls of residence over the summer vacation period (see paragraphs 21 and 22 below).
- g. UCAS applicants who come for admissions interviews (see paragraph 20 below).

STUDENTS UNDER THE AGE OF 18

19. The College has a duty of care towards those students who are defined as children. For these students, good practice means that the College will:

- a. Inform parents and guardians that it does not act in the place of a parent;
- b. Have a list of the student's emergency contact details, in particular those of parents and guardians; and
- c. Inform the student that he/she may not enter licensed premises or hold office.

20. **Admissions**. Admissions staff may need to be registered under the Scheme if they are likely to have "frequent" (as defined in endnote 4) face to face contact with students under 18. It is the responsibility of the relevant Head of Department/ Division to identify at the earliest possible opportunity children who will be studying in the Department/ Division, and to notify the appropriate members of staff of these students, as well as ensuring that the steps in the paragraph above are carried out and the Scheme is complied with. With regard to interviewing students for places on degree programmes, given the short, one-off nature of such interviews, it will be permissible for interviewing panels to consist of one or more interviewers as necessary.

21. **Halls of Residence Staff.** Where a student under the age of 18 is admitted to the College and is to be placed in a College Hall of Residence, Wardens, Sub-Wardens, Assistant Wardens and residences staff at student residences will be subject to registration under the new Scheme. The Director of Commercial Services will advise the HR Department of new personnel to ensure that necessary checks are made prior to commencement of employment.

22. **Contractors.** College contracts with external companies for the provision of services will ensure that contractor personnel that will come into contact with children have been checked under the Vetting and Barring Scheme. For example, contracts regarding services such as cleaning, security and maintenance at the College must include a requirement for the contractor to ensure that at least some of their contractors employed at the College are registered under the Vetting and Barring Scheme. The Commercial Services Department will notify Facilities Management as to any students under the age of 18 who are staying in Halls of Residence. If a visit by maintenance, security or cleaning staff, to a room being inhabited by a child under 18 is necessary, then these staff (either in-house or contracted) must either be:

- a. accompanied by a member of the Residences team.; or
- b. be registered to undertake Regulated Activity under the Scheme.

ADDITIONAL MEASURES FOR STUDENTS UNDER THE AGE OF 16

23. As is noted in paragraph 10 above, the presence of students under the age of 16 will result in the activity in which they are engaged being considered as a 'Regulated Activity' and the person supervising the activity will need to be required to be registered under the Scheme.

24. **Academic Staff.** Within Departments/ Divisions, academic staff will have the primary contact with students under 16 and the College will therefore put in place the administration system to obtain the necessary clearance following recruitment to advertised academic posts. The relevant Head of Department/ Division will have the responsibility to ensure that this clearance is obtained by way of the new Vetting and Barring Scheme.

25. If any of the staff mentioned in paragraphs 20-24 above are not able to be checked in time (for example, student choices of modules may not be known in time to ensure that relevant staff are registered) it is acceptable to have different arrangements for students under 16. For example requiring under 16s to be accompanied by a designated adult/ chaperone at all times, with whom the risk would reside, with the student's funding body/ family/ guardians meeting the costs of such arrangements. It is College Policy not to accommodate students under the age of 16 in Halls of Residence.

CHILDREN IN THE EARLY YEARS EDUCATION CENTRE AND AT ETHOS SPORTS CENTRE

26. All staff working at the Early Years Education Centre are required to be cleared to work with children under the Scheme before commencing work. Staff at Ethos Sports Centre who come into frequent contact with children are also required to be cleared under the Scheme.

27. Access to the Early Years Education Centre is restricted to those staff that have been checked under the Vetting and Barring Scheme.

28. The Early Years Education Centre will have in place its own detailed child safeguarding policies relevant to the activities undertaken.

CHILDREN ENGAGED WITH OUTREACH ACTIVITIES SUCH AS OPEN DAYS, SUMMER SCHOOLS AND COURSES, MENTORING AND TUTORING AND WIDENING PARTICIPATION SCHEMES

29. All staff and students who sign up to undertake a project with Outreach will be required to be registered under the Vetting and Barring Scheme. Outreach offers a CRB service for student volunteers to use, whereas staff volunteers will need to use the service provided by the HR Department.

30. Where an activity involving children has been organised by the Students' Union, the Students' Union President, in co-operation with the Students' Union General Manager, will ensure that those staff and students who are involved have undergone the relevant checks.

31. The Imperial Outreach programme will have in place its own detailed child safeguarding policies relevant to the activities undertaken.

CHILDREN WITH WHOM COLLEGE STAFF AND STUDENTS COME INTO CONTACT AS A RESULT OF STUDIES INCLUDING PLACEMENTS, RESEARCH AND VOLUNTARY ACTIVITIES AND CHILDREN ON WORK EXPERIENCE

32. As a condition of admission, students applying for subjects or postgraduate research where they will come into contact with children or vulnerable adults are required to be checked under the Scheme. (Please note that the government has agreed to exempt 16 and 17 year olds are not required to register, and students whose 18th birthday occurs during the course will also be exempt for the duration of the academic year in which their 18th birthday falls.) The relevant Head of Department/ Division will be responsible for ensuring that the relevant checks are carried out in conjunction with the Registry. Similarly, staff who undertake work or research with such groups, or who work with children that are on work experience placements within the College, will also be subject to the Scheme, and the relevant Head of Department/ Division will be responsible for ensuring that the relevant checks are carried out.

33. In relation to children undertaking work experience of a temporary nature in the College, the College must register an interest with the ISA in the student for the duration of the student's work experience with them, and deregister its interest once the student has left.

GUIDELINES FOR STAFF AND STUDENTS

34. It is recommended that staff and students who have access to children take steps to ensure that they do not put themselves in a position where an allegation can be made against them. Such staff and students must give special consideration to ensuring that they do not become involved in circumstances where an allegation can be raised. Such consideration might involve, but is in no means limited to:

- a. Treating students under 18 with respect and dignity at all times, reflecting their age, background, culture and special needs;
- b. Ensuring that interaction with students under 18 occurs in the company of others wherever possible to ensure that an allegation of improper behaviour does not arise;
- c. Retaining a professional approach to students under 18 which will involve behaviour such as not divulging home telephone numbers or addresses, ensuring that there is no physical contact, avoiding inappropriate familiarity, including discussing matters of a sexual nature, losing self control and being sensitive to issues that can be misconstrued; and

d. Discussing potential concerns with the Pro-Rector for Education, Dean of Students, Faculty Principal, and/ or Head of Department/ Division before an allegation is raised.

35. Under no circumstances should a member of staff or student ever:

a. Engage in rough, physical or sexually provocative games with a child, including horseplay;

b. Share a room with a child;

c. Engage in any form of inappropriate touching;

d. Make sexually suggestive comments to a child;

e. Fail to act upon and record any allegations made by a child;

f. Do things of a personal nature for children that they are able to do for themselves;
and

g. Invite or allow a child to stay at their home unsupervised.

36. While this recommended course of action for staff or students will usually apply in the context of coming into contact with those students under the age of 18 years, it may also apply to staff or students working with vulnerable adults and students over the age of 18.

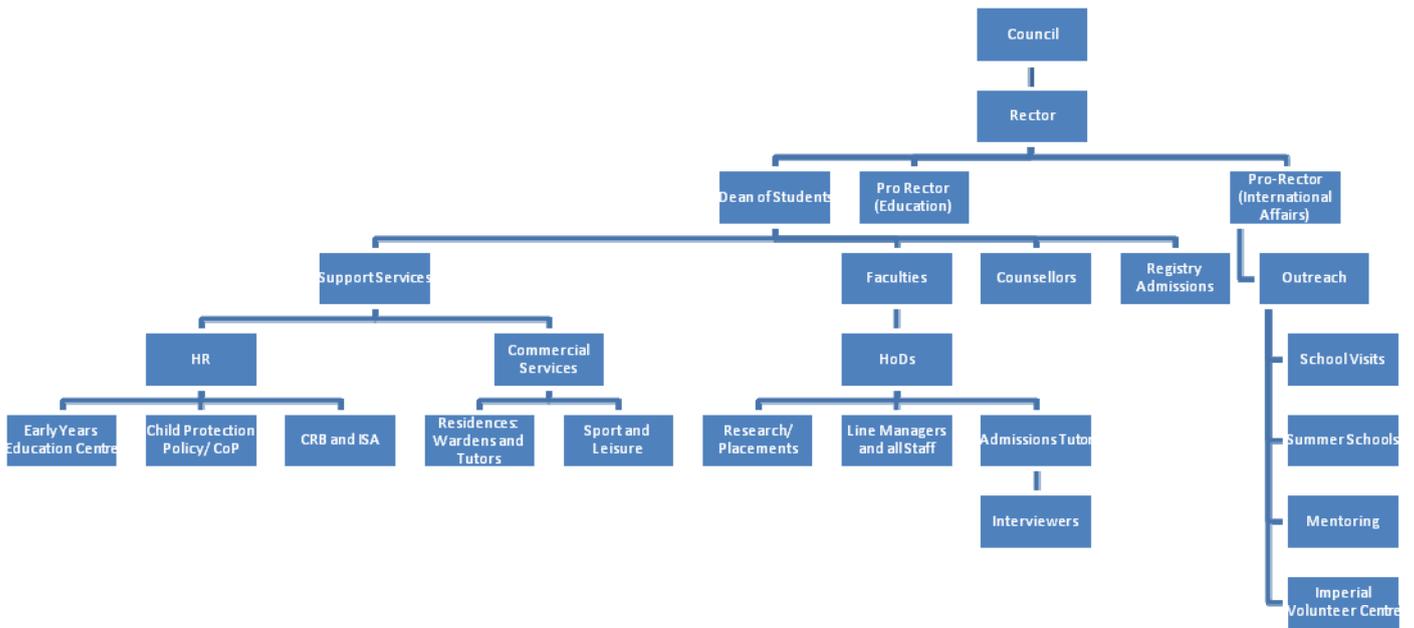
37. Any employee or volunteer at the College who comes into contact with children under the age of 18 is considered to be in a "position of trust". Under the Sexual Offences Act 2003, any sexual activity between a person under 18 and a person over 18 who is in a "position of trust" is a criminal offence. The College will be obliged to report allegations or suspicions of any such activity to the Independent Safeguarding Authority and anyone found guilty of this offence will be required to sign the sex offenders register.

38. A brief guide for staff and students on how to respond if a child makes an allegation of abuse can be found at Annex B.

TRAINING

39. The HR Division, in conjunction with the Learning and Development Centre, will provide a programme of training events for nominated staff with child protection responsibilities and for staff responsible for activities involving children. The Outreach programme will provide training to students who take part in activities involving children.

CHART OF RESPONSIBILITIES FOR CHILD PROTECTION POLICY



GUIDELINES FOR STAFF ON HOW TO RESPOND TO ALLEGATIONS OF CHILD ABUSE OR HARM

1. Child abuse includes acts of both omission and commission that have caused, or are likely to cause, enduring harm to the child. There are different forms of abuse and they include neglect, physical abuse and non-accidental injury, emotional abuse, sexual abuse, exploitation and fabricated or induced illness by a parent of or person responsible for a child (including persons in a position of trust).⁵
2. Harm includes ill-treatment or impairment of a child's health (mental or physical) or development (physical, intellectual, emotional, social or behavioural) that has been caused, or is likely to be caused, and is attributable to a lack of adequate care or control by a parent of or person responsible for (including persons in a position of trust) the child's health or welfare.⁶
3. For the purposes of this section the word "abuse" includes reference to harm and the word "harm" includes reference to abuse.
4. These procedures provide step-by-step guidance on how to respond to a concern about a child's welfare. It is the duty of any staff working with children to report disclosures of abuse to the Dean of Students. It is not for staff to decide whether or not a suspicion or allegation is true. All suspicions or allegations must be taken seriously and dealt with according to this Policy and Code of Practice.
5. Concerns may arise because:
 - a. A child alleges abuse;
 - b. Someone else discloses that a child has alleged abuse to him/ her or that s/he strongly believes a child has been or is being abused;
 - c. There are suspicions or indicators that a child is being abused;
 - d. There are observable changes in a child's behaviour that may be related to abuse; and/or
 - e. The behaviour of a member of staff towards children causes concern or there is suspicion that a member of staff is abusing a child.
6. The basic premise of a child protection procedure is to ensure that children who are suffering from harm, abuse and neglect are identified, and that information is shared appropriately to afford them protection and ensure access to requisite services.

HOW TO RESPOND IF A CHILD DISCLOSES ABUSE

7. If a child alleges abuse, staff should:
 - a. Stay calm, listen and re-assure the child;

5. "Position of trust" is defined under sections 16-24 of the Sexual Offences Act 2003. See also paragraph 34 of the Code of Practice.

6. Section 31 of the Children Act 1989. In the Act, the term "significant harm" replaces the terms "child abuse" and neglect".

- b. Check with the child that they have their consent to share the information. If consent is withheld then be clear about the rationale for any decision to override this;
- c. Record information and ask the child whether what has been recorded accords with what they have said;
- d. Invite the child to be party to any discussion with the Dean of Students;
- e. Make a report to the Dean of Students (see relevant form at Annex C);
- f. The Dean of Students should decide upon next steps: seeking further advice, informing parents, informing children's social care, informing the Independent Safeguarding Authority and/ or the police;
- g. Advise the child what is going to happen and seek their consent wherever possible; and
- h. Advise the child of the outcome of any conversations with outside agencies and what will happen next.

HOW TO RESPOND IF THERE ARE SUSPICIONS A CHILD IS BEING ABUSED

- 8. If there are serious suspicions that a child is being abused, staff should:
 - a. Speak to the Dean of Students;
 - b. Keep records of conversations and decisions; and
 - c. Wherever possible, involve the child in conversations and keep them informed of any actions or possible outcome.

HOW TO RESPOND IF THERE ARE SUSPICIONS A STAFF MEMBER IS ABUSING A CHILD

- 9. If there are genuine suspicions that a staff member is abusing a child, staff should:
 - a. Maintain confidentiality but alert the Dean of Students in the first instance.
 - b. The Dean of Students should take such steps as s/he considers necessary to ensure the safety of the child in question and any other child who might be at risk. The Dean of Students should speak to the child about any actions taken and offer support and advice about what will happen next.
 - c. The Dean of Students shall keep the person who reported the original concern informed of how the matter is progressing, and notify HR where necessary.

RECORDING INFORMATION

- 10. The member of staff who raises the initial concern must record what they have observed or what the child disclosed, and speak with the Dean of Students about the case as soon as reasonably possible.
- 11. The Dean of Students should record any subsequent actions, decisions or conversations.

12. The Dean of Students is responsible for forwarding referrals to the Independent Safeguarding Authority.

13. The Dean of Students is responsible for storing information in a secure area and ensuring that only authorised staff have access to this.

FORMS

TEMPLATE RECORD OF ALLEGATION OF CHILD ABUSE

(To be sent to the Dean of Students)

Date.....

To: Dean of Students (Name):.....

Name of Complainant	Name of Child – if not Complainant (and school if relevant)	Place of alleged abuse

Name of alleged abuser(s).....

Details of Allegation

The account of the allegation as given by the Complainant, this should include any injuries observed.

Name of person reporting incident (capitals):

Signed:..... **Date:**.....

Job Title:.....

Dept:..... **Ext No:**

Email address:.....

REFERRAL FORM TO THE INDEPENDENT SAFEGUARDING AUTHORITY

(For completion by the Dean of Students)

This form is available from the ISA website at the following link: http://www.isa-gov.org.uk/Docs/SVGA2006_ISA_Referral_form_19-09-2009.doc

The form should be used when making a referral (ie providing information) to the Independent Safeguarding Authority. A referral should be made when there is harm or risk of harm to children or vulnerable adults in the workplace, *relevant conduct* has occurred or an individual has received a caution or conviction for a *relevant offence*.

Accompanying ISA Referral Guidance can be found on the ISA website at the following link: <http://www.isa-gov.org.uk/PDF/ISA%20Referral%20Guidance%20%20V2009-02.pdf> and should be read in order to understand our duty in relation to making a referral to the ISA and in providing information requested by the ISA.

Copies of the form and the guidance can also be obtained from the Central Secretariat.

All information provided to the ISA will be handled in accordance with the Data Protection Act 1998.

Detailed information on the Independent Safeguarding Authority and the Vetting and Barring Scheme can be found on the ISA website: www.isa-gov.org.uk

ANNEX D

**EXAMPLE OF HEALTH & SAFETY RISK ASSESSMENT
SUMMER SCHOOL/EVENT INVOLVING UNDER 18 YEAR OLDS**

Date of Assessment :

Department:

Name of Assessor :

Signature :

Description of Activities

Possible Hazard	Likelihood of injury occurring with current control measures in place			Level of Harm if injury does occur			Existing Controls	Further Controls Required	Date to be implemented
	L	M	H	L	M	H			
Exposure to toxic substances, harmful radiation, unrecognisable danger, extreme temperatures, noise or vibration. Working with							Activities will not involve such exposure. Any activity taking place in a laboratory or workshop will be carried out under close supervision of competent persons.	All activities will be risk assessed separately	

Possible Hazard	Likelihood of injury occurring with current control measures in place			Level of Harm if injury does occur			Existing Controls	Further Controls Required	Date to be implemented
	L	M	H	L	M	H			
chemicals, carcinogens, asbestos etc									
Fire/emergency							Participants under 18 will be supervised at all times during the event. Staff, student guides and participants will be briefed on emergency procedures and will be shown escape routes Trained first aiders are available on all sites	Fire Wardens will be nominated for the event and be in attendance throughout the duration of the event. Details of emergency procedures are included in participants' information packs.	
Accident related to College premises such as tripping on stairs, falling heavy object etc							Staff and guides will be briefed on first aid procedures. and have a list of first-aiders nominated for the event. Participants will receive packs which include information about first aid and safety procedures. They will at all times be accompanied by College students or staff who are briefed on health and safety procedures.		
Accident or getting lost when travelling to and from							Parents and participants will be informed of the locations at which each day begins and ends and it will	Participants will be accompanied by student guides at all times. Participants will be provided with	

Possible Hazard	Likelihood of injury occurring with current control measures in place			Level of Harm if injury does occur			Existing Controls	Further Controls Required	Date to be implemented
	L	M	H	L	M	H			
College							be made clear that the College only takes responsibility for participants from their arrival at the first venue each day until their departure from the last venue each day.	maps and clear directions indicating the safest route. A register will be taken at the beginning of each session	
Tiredness, which could lead to accidents							Participants will be given a break at least after every two hours.		
Illness							Medical details are held on the parental consent forms retained at the xxxxx. Contact details of parents/carers are retained in the xxxxx. A member of staff will be available to escort students home if necessary. Trained first aiders are available on all sites.	xxxxxx will check medical details and, if necessary, consults with parents of all students who declare health problems. S/he will advise on any extra precautions required and will be available to advise staff in the event of a crisis	
Incorrect treatment of pre-existing medical conditions							Medical details and instructions are held on the parental consent forms retained at the xxxxxxx. Medication required during the day will be stored securely by the event leader and dispensed only according to instructions provided on the parental consent form.	xxxxxx will check medical details and consulted with parents if necessary on all students who declare health problems. S/he will advise on any extra precautions required and will be available to advise staff in the event of a crisis	

Possible Hazard	Likelihood of injury occurring with current control measures in place			Level of Harm if injury does occur			Existing Controls	Further Controls Required	Date to be implemented
	L	M	H	L	M	H			
Personal welfare of student compromised							Child protection guidelines and training for all staff supervising programmes for under 18s.	CRB checks and applications under the Vetting and Barring Scheme for staff with substantial unsupervised access to children.	
Food allergy /anaphylaxis Food poisoning, scalding							Participants will be given vouchers for redemption at the College's food outlets, so there are no unknown sources and the choice of food is under the participants' own control. Only cold drinks will be provided at break times.		