SAFEGUARDING RISK ASSESSMENT
CHECKLIST

1. COVID-19
   ☐ Ask visitors to undertake lateral flow tests before the visit.
   ☐ Ensure those students who are displaying symptoms of Covid do not attend the activity.
   ☐ Ensure that the visiting institute/students have been briefed on the University’s mask wearing policies.
   ☐ Consider ways to keep numbers reduced, smaller groups where possible.
   ☐ Keep windows open where possible, regular use of hand sanitiser and cleaning/wipes

2. ADULT ENVIRONMENT
   ☐ Communicate that the campus is an adult environment with associated risks such as:
   ☐ Alcohol and cigarettes available in bars and retail outlets across campus
   ☐ Adult material available in the library
   ☐ For residential visits/under 18’s studying, that the University does not act as ‘in loco parentis’.
   ☐ Ensure that topics discussed as part of activities are appropriate to the ages of the attendees

3. WIFI/IT ACCOUNTS
   ☐ Ensure that parents/teachers are aware that the campus wifi is unrestricted.
   ☐ If temporary IT accounts are needed by visitors for computer work ensure that adequate notice is given to IT to provide this.
   ☐ Ensure parental consent forms are used where necessary.

4. PHOTOS/SOCIAL MEDIA/PERSONAL DETAILS
   ☐ If photographs are to be taken, ensure that parental consent forms have been completed before these are used, particularly on social media platforms.
   ☐ Guidance to be given to visitors on posting of their own photos/postings on social media.
   ☐ Ensure Volunteers/staff members are aware of guidance on inappropriate contacts with under 18’s
   ☐ Ensure any photos shared fall within community guidelines
5. TRAINING/DBS CHECKS

☐ Ensure that the staff members/volunteers involved in events have read and understood our Safeguarding Policy and understand the reporting and escalation process.

☐ Ensure that staff members/volunteers have read and understood our Online Safeguarding Guidance for any events that are due to take place remotely.

☐ Consideration of DBS checks and whether the activity suggested warrants a DBS check, and if so, at what level.

☐ Recommendation that all staff members/students/volunteers involved in events have undertaken Educare Safeguarding Training – this can be arranged by contacting safeguarding@warwick.ac.uk

6. SAFETY ON CAMPUS/GETTING SEPARATED

☐ Ensure that the staff members/volunteers involved in events are aware of the process of calling the Community Safety Team on 22222 in the event of an emergency.

☐ Ensure adult to under 18 ratios are adhered to at all time.

☐ Ensure all parties are aware of what to do if they become separated from the group. Agree on a meeting point. Consider Wristbands with contact numbers written on. Hand out campus maps.

☐ Consider a first aid bag to be available for activities and an appropriately trained person present to administer first aid if required for trips and bumps but also in case any members of the group require medication such as an epipen.

☐ Ensure that you are aware of any medication/allergies for participants and are able to manage these needs.

7. ONLINE SAFEGUARDING

☐ Ensure that an approved platform is used to deliver any online sessions

☐ Ensure that chats/breakout rooms are monitored/moderated

☐ Ensure that staff have undertaken adequate training on how to use management/moderation facilities on the given platform (IT training available via Online Safeguarding Guidance)