

# SAFEGUARDING RISK ASSESSMENT CHECKLIST

**PLEASE REFER TO THIS DOCUMENT FOR ADVICE WHEN COMPLETING A RISK ASSESSMENT. N.B A NEW RISK ASSESSMENT SHOULD BE COMPLETED FOR EACH NEW EVENT SO THAT ALL RISKS CAN BE CONSIDERED AND ACCOUNTED FOR.**

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## **1. 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
- Ensure that for any off-campus activity involving under 18's, that parental consent is obtained with clear guidance of expected activities.

## **2. 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.

## **3. 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 their own photos/postings on social media.
- Ensure Volunteers/staff members are aware of guidance on inappropriate contacts with under 18's (i.e no sharing of personal details, phone numbers, social media, etc)
- Ensure any photos shared fall within community guidelines

## 4. 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](mailto:safeguarding@warwick.ac.uk)

## 5. 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 that we have clear numbers of expected visitors on campus (as well as names and photos if possible, in case of emergency). Clear drop off points, use what 3 words if possible.
- Ensure adult to under 18 ratios are adhered to at all times.
- Ensure all parties are aware of what to do if they become separated from the group. Agree on a meeting point/contact person (s). Consider Wristbands with contact numbers written on. Hand out campus maps. If possible, ensure visitors have mobile phones and know what to do if they are lost/separated.
- 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.

## 6. 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)

[uow online safeguarding guidance - updated 26 04 2021.pdf \(warwick.ac.uk\)](#)

## 7. DEPARTMENTAL RISKS

- Whilst every effort has been made above to cover all common safeguarding risks, we are mindful that each department is different and will have its own associated risks which we ask you to consider thoroughly when completing each new risk assessment.

For all events, a clear point of contact who is aware of the safeguarding escalation and reporting process must be named. This contact must be available to be on hand to manage any situation that should arise.