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UNDERAGE STUDENT: RISK ASSESSMENT FORM

This risk assessment form assesses potential risks for an undergraduate student, *Insert name*, attending a degree programme at New College at the University of Oxford for at least 3 years from 1 October 2020. This candidate will be *aged 16/ aged 17 [delete as applicable]* at the time of arrival and so requires special consideration to ensure that they are aware of the risks, and are not exposed to undue risk, in their day-to-day activities in the College. Note that normal College rules apply to safeguard and protect their welfare and that of all New College.

Related Policies: [New College Safeguarding Policy](#)
[University Safeguarding Code of Practice](#)

Candidate: INSERT NAME

D.O.B.: Date of Birth

Risk	Who is at risk	Description	Mitigating Actions	Action required by	To be informed
Inappropriate accommodation	Undergraduate student (hereafter US)	Accommodation could allow student to be in situations that are inappropriate for their minor status	Require parent(s)/guardian(s) consent to affirm they understand the US is in a primarily adult environment and not under direct supervision by College staff the vast majority of the time All under 18s given en-suite rooms Scouts or maintenance staff will be informed of the room and required to only attend to the room when the student is absent from it. All access in pairs Students in same building made aware that not all students are 18 and so cannot all drink alcohol or partake in activities that are adults/over 18s only	Home Bursar, Academic Registrar, Accommodation Manager, Head of Maintenance	JCR students in the same building, Scouts, Maintenance staff

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			<p>Minimise numbers of adults with access to US's accommodation to the minimum possible, by accommodating the US in accommodation with lowest access by other students</p>		
Psychological capacity	Undergraduate student	<p>There can be significant differences in the psychological capacity of young persons based on differences in experience, skills, personality and attitudes</p>	<p>The Academic Registrar will circulate the name and date of birth of the undergraduate student to relevant parties associated with pastoral care of the US in College</p> <p>The US should be monitored by the Tutor for Welfare, Academic Registrar and their College Tutor(s) to ensure they are coping from a mental health perspective</p>	Academic Registrar, Subject Tutor(s), Tutor for Welfare	College Nurse, Wardens, Porters, Tutor for Welfare, Home Bursar (Safeguarding Lead)
Alcohol consumption	Undergraduate Student	<p>It is illegal for someone under 18 to drink alcohol in licenced premises unless they are 16 or 17 and accompanied by an adult. In this case it is legal to drink, but not buy, alcohol with a table meal.</p> <p>https://www.drinkaware.co.uk/alcohol-facts/alcohol-and-the-law/the-law-on-alcohol-and-under-18s/</p>	<p>For the start of the academic year, the Dean will ensure the College bar is set not to allow alcohol sales by the US student. The JCR Committee will be made aware of the US's age and asked to monitor social events, including during Freshers' Week, to ensure no alcohol is purchased by or for the US. The US should be observed in as minimally intrusive way as possible. College catering staff would be made aware the student cannot drink alcohol for formal dinners where wine is normally provided.</p> <p>By signing to accept the terms of this Risk Assessment (see Guidance forms) the US agrees that they understand it is illegal under UK law to drink alcohol under the age of 18 (except a drink with a meal in licensed premises if an appropriate adult is present) and that they are responsible for their actions and consequences where alcohol is concerned, as</p>	Dean, Catering staff, JCR Officers, Bar Staff,	Accommodation Manager (to notify catering staff), JCR Officers (incl. Freshers' Week reps), Bar Staff, Subject Tutor(s)

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			the College is taking reasonable steps to limit opportunity to obtain alcohol		
Sexual assault/accusations of sexual assault or of inappropriate conduct towards a minor	Undergraduate Student, members of staff	Some college rooms have shared bathrooms. Scouts need access to rooms to clean. Maintenance need access to rooms for repair Tutors run tutorials in small groups.	All under 18's will be given en-suite rooms Scouts or maintenance staff will be informed of the room and required to only attend to the room when the student is absent from it. All access in pairs. Subject tutors will be informed that 1:1 tutorials are not permitted and will be informed of the student's status as a minor and will have read and understood the terms of the individual risk assessment	Head of Maintenance, Accommodation Manager, Scouts, Academic Registrar Subject tutors	Scouts and Maintenance to be alerted as to which rooms have Under 18's, Subject Tutors
Over-18 films and video games	Undergraduate Student	It is possible that there may be screenings of films with an 18 certificate in the JCR; there are also potentially video games available in the JCR with an over 18 certificate, so risk that US may view inappropriate material.	JCR Committee will be made aware by the Academic Registrar that there are under 18 students in the JCR who should not watch 18 rated films or play 18 rated video games A notice of these age-restricted activities taking place should be posted on the premises by the JCR Officers	Academic Registrar, JCR Officers	JCR Officers
Images of Undergraduate Student online	Undergraduate Student	Images of the US should not be posted by staff on College website or on social media without permission	Staff will be contacted to highlight that permission should be asked before publishing photos on social media where US is clearly featured. It will be recommended to the JCR that permission should be obtained before publishing images of other	Comms staff, staff with social media access, JCR	Comms staff, staff with social media access, JCR

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			students online, particularly in the case of students under the age of 18		
Inappropriate use of social media	Undergraduate Student	US may view inappropriate material on social media channels.	JCR Committee will be made aware by the Academic Registrar that there are under 18 students in the JCR and should monitor JCR social media channels and alert the Academic Registrar should unsuitable material start appearing	JCR Committee Academic Registrar	JCR President, JCR Committees
Sport	Undergraduate Student	U18s are at greater risk than adult students during some sporting activity.	Some sports/social clubs will have an age limit of 18+ years. US have signed to confirm it is their responsibility to inform any University/college sports club they choose to be involved in of their correct age.	US, relevant club Sports Captain, JCR Sports Rep	Sports Captain(s), by the US, if applicable