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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 under the age of 18 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	Domestic Bursar, Academic Registrar, Accommodation and Conferences 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>At the start of the academic year, the College bar till will be 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 Freshers' formal dinner where wine is normally provided.</p> <p>The US will sign to say 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 are agree they are responsible for their actions and consequences where alcohol is concerned, as the College is taking reasonable steps to limit opportunity to obtain alcohol</p>	Catering staff, JCR Officers, Bar Staff,	Accommodation Manager (to notify catering staff), JCR Officers (incl. Freshers' Week reps), Bar Staff, Subject Tutor(s), Porters

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Sexual assault/accusations of sexual assault or of inappropriate conduct towards a minor	Undergraduate Student, members of staff	<p>Some college rooms have shared bathrooms.</p> <p>Scouts need access to rooms to clean.</p> <p>Maintenance need access to rooms for repair</p> <p>Tutors run tutorials in small groups.</p>	<p>All under 18's will be given en-suite rooms</p> <p>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.</p> <p>Tutors will be informed that 1:1 tutorials are not permitted and will be informed of the student's status as a minor</p>	<p>Head of Maintenance, Accommodation & Conferences Manager, Scouts, Academic Registrar Subject tutors</p>	<p>Scouts and Maintenance to be alerted as to which rooms have Under 18's, Subject Tutors</p>
Over-18 films and video games	Undergraduate Student	<p>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.</p>	<p>JCR Committees should be made aware by the Academic Registrar that the US should not watch 18 rated films or play 18 rated video games</p> <p>A notice of these age-restricted activities taking place should be posted on the premises by the JCR Officers</p>	<p>Academic Registrar, JCR Officers</p>	<p>JCR Officers</p>
Images of Undergraduate Student online	Undergraduate Student	<p>Images of the US should not be posted by staff on College website or on social media without permission</p>	<p>Staff will be contacted to highlight that permission should be asked before publishing photos on social media where US is clearly featured.</p> <p>It will be recommended to the JCR that permission should be obtained before publishing images of other students online, particularly in the case of students under the age of 18</p>	<p>Comms staff, staff with social media access, JCR</p>	<p>Comms staff, staff with social media access, JCR</p>

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Inappropriate use of social media	Undergraduate Student	US may view inappropriate material on social media channels.	JCR Committees 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