

New College Safeguarding Risk Assessment – Hosting for Schools



NEW COLLEGE
UNIVERSITY OF OXFORD



Activity Profile

Age Group:

Venue: New College, Oxford

Visit/Activity: Site tours and a series of interactive workshops and presentations.

Date of Attendance:

Times of Attendance:

Attendance Numbers:

Date of Assessment:

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Risk to Young Person

Lost or unsupervised

Risk Management & Control Measures

The visiting school will arrange exact dates and times of attendance with the College Head of Outreach.

The visiting school will report to the College Lodge on arrival and check-in with the Duty Lodge Porter.

The attending School Teacher will give their mobile phone number to the Duty Lodge Porter for emergency contact purposes.

The College's Outreach Team will meet and greet the school group.

The attending School Teacher will inform their students that the College Lodge is the designated meeting point for persons who find themselves lost on site.

If lost, a student will tell a Duty Lodge Porter their name and school name.

It is the responsibility of the attending School Teacher to keep a register of their students while inside the College grounds.

The attending School Teacher has overall responsibility to supervise their students when inside the College grounds. The attending School Teacher will manage student behaviors by setting ground rules and by being present during the tour, or at set points in the College.

Visiting students must not go off on their own or leave the College site without the permission of their attending School Teacher.

Visiting students must remain in groups of at least three.

If a student is missing, a member of College staff will carry out a search of the immediate area.

A wider search of the College premises will occur if necessary.

A Duty Lodge Porter can assist with recorded CCTV playback.

The College can contact the Police if necessary.

Further Controls

The attending School Teacher should supervise all aspects of the visit to New College. If they choose to leave their students unsupervised at any point during the day, New College does not accept any responsibility. The attending School Teacher should observe and report incident.

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Risk to Young Person

Accidental Harm.

Risk Management & Control Measures

Upon arrival, the College's Outreach Team will explain general site-specific risks of buildings and external areas, along with College fire alarm/emergency protocols.

The College's Outreach Team will inform the School of any high-risk hazard identification prior to the visit. The School will be responsible for informing the parent/guardian of the student.

Upon arrival, to avoid the school group congregating at the College Lodge vehicle entry/exit point, the attending School Teacher should instruct them to stand outside Staircase 7 Porter's Lodge entrance.

The attending School Teacher will have a list of any pre-existing student medical conditions and an up to date contact list of student parents/carers.

The attending School Teacher will keep possession of and administer medication if necessary. The visiting school must inform the College's Outreach Team if a student has a medical condition whereby the College is required to provide some form of care or assistance.

If the attending school will be consuming College food provision, they must inform the College's Outreach Team of any student dietary requirements/food allergies. The student should also make College Kitchen staff aware of any requirements during serving. Allergen information is displayed with produce.

Prior to the visit, the College's Outreach Team will investigate whether there is any planned maintenance works/projects occurring at the College site. If Contractors are on-site at the time, they will have been issued with the College 'Safety Rules for Contractors' document and Construction Phase Plans will have been created to ensure a safe environment. Barriers will be positioned and separate working sites created where necessary to ensure people remain at a safe distance.

Restricted areas in College are locked.

There are numerous first aid points around the College site, the main one being in the College Lodge. All College Lodge Porter's are first aid trained, as well as a number of other College staff.

A defibrillator is located in the College Lodge.

An Accident Book is located in the College Lodge.

Further Controls

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Risk to Young Person

At risk of criminal or sexual predators (environment conducive of grooming)

Abduction

Contractors, Visitors, Guests

Risk Management & Control Measures

During the planning stage of a school visit, the College's Outreach Team will liaise with the College Home Bursar to establish whether any other persons/groups will be residing in the College grounds, and/or specific organised events or Contractor works will be taking place at the same time.

If guest stays, specific organised events or Contractor works coincide with a school visit, the College Head of Outreach and the College Home Bursar will make a decision as to whether safety could be compromised, and if necessary inform the school organisation, or make alternative arrangements.

College Heads of Departments are responsible for their on-site Contractors.

Visiting students must not go off on their own or leave the College site without the permission of their attending School Teacher.

Visiting students must remain in groups of at least three.

Reinforcement not to talk to strangers.

Students to report any unwanted/suspicious behaviors to the attending School Teacher or member of College staff.

A Duty Lodge Porter controls access into College grounds.

External College grounds are fitted with CCTV. The CCTV system is monitored in the Lodge.

Further Controls

The attending School Teacher should supervise all aspects of the visit to New College. If they choose to leave their students unsupervised at any point during the day, New College does not accept any responsibility. The attending School Teacher should observe and report incident.

Risk to Young Person

Exposure to dangerous or inappropriate behavior (e.g. strong, or offensive language, violence, or substance misuse).

Risk Management & Control Measures

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If guest stays, specific organised events or Contractor works coincide with a school visit, the College Head of Outreach and the College Home Bursar will make a decision as to whether safety could be compromised, and if necessary inform the school organisation, or make alternative arrangements.

College Heads of Departments are responsible for their on-site Contractors.

Pre-planned logistics mean that students will only interact with specific areas of the College site.

Visiting students must not go off on their own or leave the College site without the permission of their attending School Teacher.

Visiting students must remain in groups of at least three.

Reinforcement not to talk to strangers.

Students to report any unwanted/suspicious behaviors to the attending School Teacher or member of College staff.

There will be no sale or distribution of alcohol on-site during this time.

A Duty Lodge Porter controls access into College grounds.

External College grounds are fitted with CCTV. The CCTV system is monitored in the Lodge.

Further Controls

The attending School Teacher should supervise all aspects of the visit to New College. If they choose to leave their students unsupervised at any point during the day, New College does not accept any responsibility. The attending School Teacher should observe and report incident.

Risk to Young Person

Young Person exposed to unsuitable entertainment

(E.g. adult material, comedians, entertainers using strong or offensive language; sexualized entertainment or references; material containing violent/aggressive images or sounds).

Risk Management & Control Measures

The visiting school program of events will not contain any unsuitable entertainment. Pre-planned logistics mean that students will only interact with specific areas of the College site.

Visiting students must not go off on their own or leave the College site without the permission of their attending School Teacher.

The College Head of Outreach will notify other College event/activity organisers that there will be students on-site. If an event/activity is scheduled and there is some form of unsuitable content for a young person, the organisers will designate an officer in-charge to enforce a no entry policy.

There will be no sale or distribution of alcohol on-site during this time.

Further Controls

The attending School Teacher should supervise all aspects of the visit to New College. If they choose to leave their students unsupervised at any point during the day, New College does not accept any responsibility. The attending School Teacher should observe and report incident.

Risk to Young Person

Young Person gaining access to licensed events that are exclusively intended for adults.

Risk Management & Control Measures

During the planning stage of a school visit, the College Head of Outreach will liaise with the College Home Bursar to establish whether any other persons/groups will be residing in the College grounds, and/or specific organised events will be taking place at the same time.

If organised events coincide with a school visit, the College Head of Outreach and the College Home Bursar will make a decision as to whether safety could be compromised, and if necessary inform the school organisation, or make alternative arrangements.

Pre-planned logistics mean that students will only interact with specific areas of the College site.

Visiting students must not go off on their own or leave the College site without the permission of their attending School Teacher.

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There will be no sale or distribution of alcohol on-site during this time.

Further Controls

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Risk to Young Person

Children purchasing or consuming alcohol.

Risk Management & Control Measures

There will be no sale or distribution of alcohol on-site during this time.

Further Controls

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Risk to Young Person

COVID-19 (as of January 2022)

Risk Management & Control Measures

Schools must email a copy of their risk assessment to stepup@new.ox.ac.uk before the trip takes place. This should be sent through at the same time as the dietary / mobility requirements.

All attendees on inbound visits to New College must take a lateral flow test (LFD) prior to attending. Lateral flows should be conducted the evening before the visit (for a morning departure) or on the morning of the visit (if staying overnight).

Face-masks must be worn in all indoor areas, apart from when eating lunch in the College Hall.

The College continues to promote good hygiene practice. This includes providing hand sanitizer and regularly wiping down surfaces and furnishings. Ventilation is promoted throughout internal spaces.

Further Controls

If any attending child displays symptoms of Covid-19 during the day, the school is to act in accordance with their risk-assessment.

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Key Contacts

Designated Safeguarding Officer

Gez Wells – Home Bursar

Email: gez.wells@new.ox.ac.uk

Tel: 01865 279560

Designated Safeguarding Lead

Daniel Powell – Head of Outreach

Email: daniel.powell@new.ox.ac.uk

Tel: 01865 279512

Karl Chapman – Health and Safety Administrator

Email: karl.chapman@new.ox.ac.uk

Tel: 01865 279508

College Lodge

Duty Lodge Porter

Tel: 01865 279500