New College Safeguarding Risk Assessment – Hosting for Schools



### **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:

#### 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.

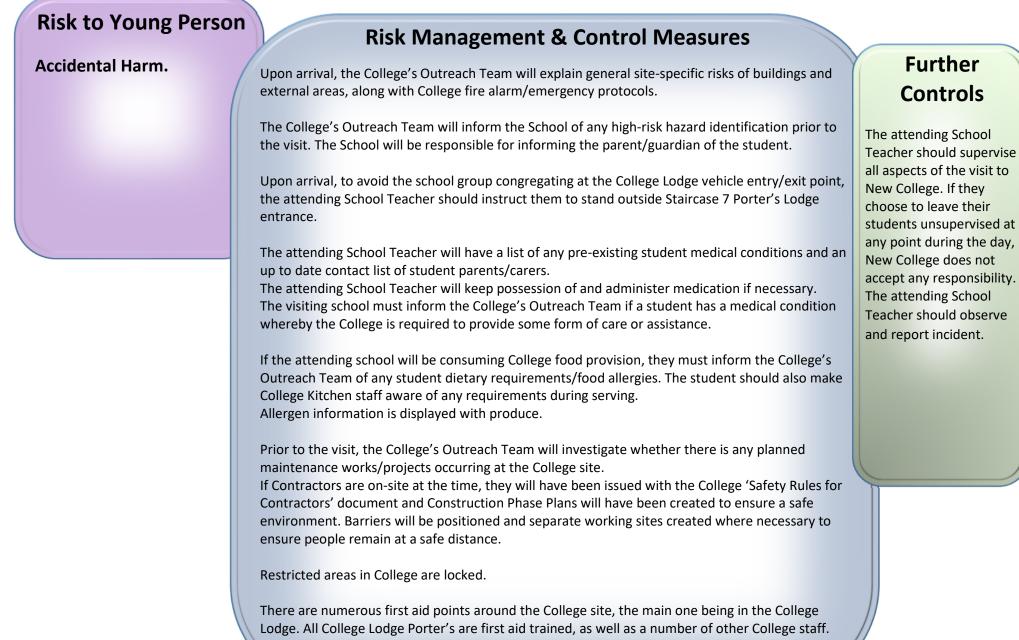
The attending School Teacher has overall responsibility to supervise their students when inside the College grounds. The attending School Teacher will manage student behaviors by setting ground rules and by being present during the tour, or at set points in the College.

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



- A defibrillator is located in the College Lodge.
- An Accident Book is located in the College Lodge.

#### 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

# Exposure to dangerous or inappropriate behavior (e.g.

strong, or offensive language, violence, or substance misuse).

### **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 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.

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

# 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

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.

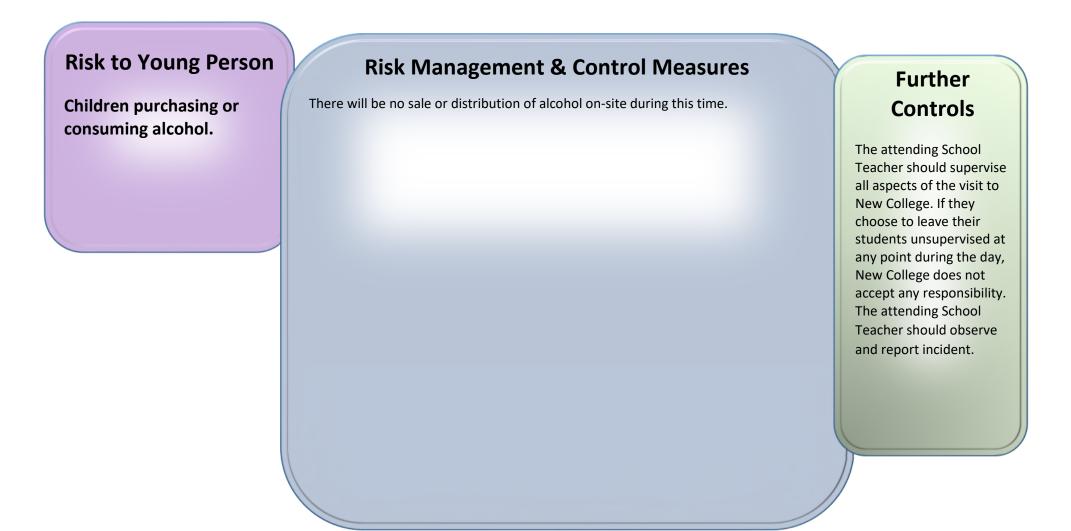
Pre-planned logistics mean that students will only interact with specific areas of the College site.

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

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 incharge to enforce a no entry policy.

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

# Further Controls



COVID-19 (as of January 2022)

## **Risk Management & Control Measures**

Schools must email a copy of their risk assessment to <u>stepup@new.ox.ac.uk</u> 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. New College Safeguarding Risk Assessment – Hosting for Schools

### **Key Contacts**

**Designated Safeguarding Officer** 

Gez Wells – Home Bursar Email: <u>gez.wells@new.ox.ac.uk</u> Tel: 01865 279560

### Designated Safeguarding Lead

Daniel Powell – Head of Outreach Email: <u>daniel.powell@new.ox.ac.uk</u> Tel: 01865 279512

Karl Chapman – Health and Safety Administrator Email: <u>karl.chapman@new.ox.ac.uk</u> Tel: 01865 279508

### College Lodge

Duty Lodge Porter Tel: 01865 279500