

UNDERAGE STUDENT: RISK ASSESSMENT FORM

This risk assessment form assesses potential risks for an undergraduate student {Student First Name and Surname}, attending a degree programme at New College at the University of Oxford for at least 3 years from October {year of entry} This candidate will be {Age} years and ... month(s) 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](#)

Candidate: {First Name and Surname}

D.O.B.: {dd/mm/yyyy}

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 most of the time. All under 18s given en-suite rooms. Scouts or maintenance staff will be informed of the room and required to only deal with 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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			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		
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>In a classroom-based setting, the student may struggle with instruction, or with having classroom partners of a more advanced maturity/cognitive development.</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. Sending a curtesy email to {Student Name} once a term, just to make sure College life is going well.</p> <p>The College should identify a suitable classroom partner for the student, who will remain their partner throughout all classroom sessions. The Student Administration Office at the {course} Department/s should be notified of the identified classroom partners' details so that the two students may be scheduled into classrooms together.</p> <p>The Head of Teaching, Design and Support Group (TDSG) for {course} will be informed of the details of the underage student scheduled to take part in teaching classroom activity, and their allocated classroom partner. The Head of TDSG will then inform the relevant classroom organisers on a need-to-know basis only. The classroom organiser will monitor the performance of the student and report any concerns arising in classroom sessions to the Head of TDSG in the first instance. The Head of TDSG will</p>	<p>Academic Registrar, Subject Tutor(s), Tutor for Welfare</p> <p>Head of Teaching, Design and Support Group (TDSG), Head of Student Administration</p>	<p>College Nurse, Wardens, Porters, Tutor for Welfare, Home Bursar (Safeguarding Lead)</p> <p>Access and Alumni Officer (Departmental Safeguarding Lead)</p> <p>Academic & Examinations Administrator</p> <p>Undergraduate Studies Officer</p> <p>Departmental classroom organisers</p>

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			then report any concerns to the Head of Student Administration for appropriate escalation.		
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 to the US. 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 a way as possible. A glass of wine at a formal College dinner is permitted in the same way a glass of wine is permitted in a restaurant with an adult/parent figure. Adult figures in the form of College Staff will be present at formal dinners. College catering staff would be made aware of the one-glass limit at formal dinners, and that the student cannot drink alcohol at non-formal dinners.</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 the College is taking reasonable steps to limit opportunity to obtain alcohol.</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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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>Email communication can be classified as 1:1 communication.</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>Subject tutors will be informed that 1:1 tutorial is 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.</p> <p>All departmental email communication should come from shared email addresses, such as student.administration@eng.ox.ac.uk. {course} organisers and first year lecturers will be informed of the student's status as a minor and asked to cc student.administration@eng.ox.ac.uk into any direct communication with the student.</p> <p>Email records sent to and from New College and its tutors are stored securely on a server and can be accessed if necessary for safeguarding purposes.</p>	<p>Head of Maintenance, Accommodation Manager, Scouts, Academic Registrar</p> <p>Subject tutors</p> <p>Head of TDSG, Head of Student Administration, Academic and Examinations Administrator, Undergraduate Studies Officer</p>	<p>Scouts and Maintenance to be alerted as to which rooms have Under 18's,</p> <p>Subject Tutors</p> <p>Departmental classroom organisers</p> <p>First year lecturers</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</p>	<p>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.</p>	<p>Academic Registrar, JCR Officers</p>	<p>JCR Officers</p>

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		with an over 18 certificate, so risk that US may view inappropriate material.	A notice of these age-restricted activities taking place should be displayed on the premises by the 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 students online, particularly in the case of students under the age of 18	Comms staff, staff with social media access, JCR	Comms staff, staff with social media access, JCR
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