

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 may place students in circumstances that are unsuitable for their status as minors.	It is necessary to obtain consent from the parent(s) or guardian(s) to confirm their understanding that the US operates predominantly in an adult environment, where college staff do not provide direct supervision for most of the time. All individuals under the age of 18 are provided with en-suite rooms. Scouts or maintenance personnel will be notified about the room and are required to address any issues only when the student is not present. Access must be in pairs. Students residing in the same building to be informed that not all individuals are 18 years of age, and	Home Bursar, Academic Registrar, Accommodation Manager, Head of Maintenance	JCR students in the same building, Scouts, Maintenance staff

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			therefore, not everyone is permitted to consume alcohol or engage in activities designated for adults or those over 18. Reduce the number of adults who have access to accommodations in the US to the absolute minimum by placing the US in facilities that are least accessible to other students.		
Psychological capacity	Undergraduate student	There can be significant differences in the psychological capacity of young persons based on differences in experience, skills, personality and attitudes. In a classroom-based setting, the student may struggle with instruction, or with having classroom partners of a more advanced maturity/cognitive development.	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 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. The college to 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 to be notified of the identified classroom partners' details so that the two students may be scheduled into classrooms together. The Head of the Teaching, Design and Support Group (TDSG) for {course} will be notified about the specifics of the US who is set to participate in classroom activities, along with their assigned classroom partner. Subsequently, the Head of TDSG will communicate this information to the relevant	Academic Registrar, Subject Tutor(s), Tutor for Welfare Head of Teaching, Design and Support Group (TDSG), Head of Student Administration	College Nurse, Wardens, Porters, Tutor for Welfare, Home Bursar (Safeguarding Lead) Access and Alumni Officer (Departmental Safeguarding Lead) Academic & Examinations Administrator Undergraduate Studies Officer

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			classroom organizers strictly on a need-to-know basis. The classroom organizer is responsible for overseeing the student's performance and must report any issues that arise during classroom sessions to the Head of TDSG initially. Following this, the Head of TDSG will escalate any concerns to the Head of Student Administration for further action.		Departmental classroom organisers
Alcohol consumption	Undergraduate Student	Individuals under the age of 18 are prohibited from consuming alcohol on licensed premises, except when they are aged 16 or 17 and are accompanied by an adult. In such instances, it is permissible to drink alcohol if it is consumed with a table meal. Purchasing alcohol is not allowed. https://www.drinkaware.co.uk/alcohol-facts/alcohol-and-the-law/the-law-on-alcohol-and-under-18s/	At the beginning of the academic year, the Dean will implement a policy to prohibit alcohol sales to the US at the college bar. The JCR Committee will be informed of the US's legal drinking age and will be tasked with monitoring social events, particularly during Freshers' Week, to ensure that no alcohol is purchased by or for the US. The observation of the US should be conducted in a manner that is as unobtrusive as possible. A glass of wine is allowed at formal college dinners, similar to the allowance of a glass of wine in a restaurant when accompanied by an adult or parent. College staff will be present at these formal dinners to fulfil the role of adult figures. Additionally, the college catering staff will be notified of the one-glass limit during formal dinners, and it will be made clear that the US is not permitted to consume alcohol at non-formal dinners. By signing to acknowledge the terms of this Risk Assessment (refer to Guidance forms), the US consents to understanding that it is against UK law to consume alcohol under the age of 18 (with the exception of having a drink with a meal in licensed establishments when accompanied by an appropriate adult) and recognizes their accountability for their actions and the resulting consequences related to	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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			alcohol, as the college is implementing reasonable measures to restrict access to alcohol.		
Sexual assault/accusations of sexual assault or of inappropriate conduct towards a minor	Undergraduate Student, members of staff	Certain college accommodations feature communal bathrooms. Maintenance personnel need access to rooms for repair work. Tutors conduct small group tutorials. Email correspondence can be categorized as one-on-one communication.	All individuals under the age of 18 will be assigned en-suite accommodations. Scouts or maintenance personnel will be notified of the room assignment and will only enter the room when the student is not present. Access will be granted in pairs only. Subject tutors will be made aware that one-on-one tutorials are not allowed, and they will be informed of the student's minor status, having read and comprehended the stipulations of the individual risk assessment. All email communications from departments must originate from shared email addresses, for instance, student.administration@eng.ox.ac.uk. Organisers of {course} and lecturers for first-year students will be notified of the student's minor status and requested to copy student.administration@eng.ox.ac.uk on any direct correspondence with the student. Email communications exchanged between New College and its tutors are securely stored on a server and can be accessed when required for safeguarding reasons.	Maintenance Manager, Accommodation Manager, College scouts, Academic Registrar Subject tutors Head of TDSG, Head of Student Administration, Academic and Examinations Administrator, Undergraduate Studies Officer	Scouts and Maintenance should be notified regarding the rooms that contain individuals under the age of 18. Subject Tutors Departmental classroom organisers First year lecturers
Over-18 films and video games	Undergraduate Student	There is a possibility that films rated 18 may be screened in the JCR; additionally, there	The Academic Registrar will inform the JCR Committee about the presence of students under the age of 18 in the JCR, who are prohibited from viewing films rated 18 or playing video games rated 18.	Academic Registrar, JCR Officers	JCR Officers

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		could be video games with an 18-certificate available in the JCR, which poses a risk that individuals may encounter inappropriate content.	Additionally, the JCR Officers are required to post a notice regarding these age-restricted activities on the premises.		
Images of Undergraduate Student online	Undergraduate Student	Staff members are prohibited from posting images of the US on the college website or social media platforms without prior authorization.	Staff will be informed that permission must be sought prior to posting photos on social media that prominently feature the US. It will be advised to the JCR that consent should be acquired before sharing images of fellow students online, especially concerning students who are under 18 years of age.	Comms staff, staff with social media access, JCR	Comms staff, staff with social media access, JCR
Inappropriate use of social media	Undergraduate Student	The US may encounter unsuitable content on social media platforms.	The Academic Registrar will inform the JCR Committee about the presence of students under the age of 18 in the JCR. They should keep an eye on the JCR's social media channels and notify the Academic Registrar if any inappropriate content begins to surface.	JCR Committee Academic Registrar	JCR President, JCR Committees

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Sport	Undergraduate Student	Individuals under 18 years of age face a higher risk compared to adult students during certain sports activities.	Certain sports and social clubs impose an age restriction of 18 years and older. The US has agreed to take responsibility for notifying any university or college sports club in which they choose to participate about their accurate age.	US, relevant club Sports Captain, JCR Sports Rep	Sports Captain(s), by the US, if applicable