

University of Birmingham

Safeguarding Young People at Outreach Residential Activity

1. Introduction

This document summarises the relevant documents and procedures to be followed to ensure a safe and supportive environment for young people attending the University of Birmingham Outreach Residential Activities.

2. Staffing and Staff Responsibilities

2.1 All Outreach staff and others supporting overnight activity have an enhanced DBS check and this is renewed every 4 years. A record of DBS disclosure numbers and issue dates is held by the Outreach Administrator. In addition, all student ambassadors supporting this activity also have an enhanced DBS check. They also receive safeguarding training before the event.

2.0 The lead Residential coordinator is the first point of contact for any safeguarding incident which may occur during the residential, and he/she will then immediately contact the Head of Outreach, as Child Protection Officer for the Outreach team. The Head of Outreach will then assess whether a critical incident has taken place and whether the Critical Incident Protocol will need to be enacted and the Local Area Management Group convened. The lead Residential coordinator will have the contact details for all students on the residential and will contact parents/carers for low level issues such as homesickness / minor illness should they occur during the residential.

2.1 For student ambassadors supporting residential activity their first line of contact is the Residential Coordinator. The Residential Coordinator will refer any critical incident to the Head of Outreach, and in her absence to the Director of Recruitment. All UoB contact details are contained in the Critical Incident Protocol.

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3. Young People

3.1 The Outreach Department follows the processes and procedures outlined in the University of Birmingham Safeguarding Children and Young People Policy.

3.2 All activities are appropriately risk assessed and general risk assessments have been checked with the University Health and Safety Unit to ensure they are fit for purpose. Specific off site activities such as the Water Sports activities will have their own assessment done by the provider and a copy provided to us and kept on file.

- 3.3 The Aimhigher Document *Unifest Summer Schools: Managing Critical Incidents – Information and Guidelines* (available to download from the Aimhigher website) provides useful guidance to staff on how to respond to and support a student should an incident occur. It also provides guidance on the information to be sought and how to do this. This document contains all the Local Authority Safeguarding and Out of Hours Contact details which can be used for both Aimhigher Partnership Activity, and institutional year 10 and 12 activity. A full set of contact details is also kept for the carers of the young people attending the event in accordance with Data Protection Guidelines. Any incident is recorded using the Incident Report Form, in the University Safeguarding Policy.
- 3.4 Strict guidelines are in place regarding the sharing of personal mobile numbers and contact details between young people and undergraduate ambassadors during the event. Ambassadors are reminded of this during training.
- 3.5 It will be the duty and decision of the Local Area Management Group at the University of Birmingham including the Head of Outreach (as set out in the Critical Incident Protocol), working with the operational staff on the ground, to authorise the external contact of the local authority (using the contact details in *Unifest Summer Schools: Managing Critical Incidents – Information and Guidelines*) families, other agencies and the media etc should a critical incident occur. The University of Birmingham’s Corporate Relations Local Resilience Plan will be enacted at this point.
- 3.6 At the end of the Year 10 residential, each flat ambassador will be responsible for checking that their students are leaving in the mode of transport they originally indicated. If anything has changed and they are no longer using the original mode of transport, the flat ambassador will record the new plan for information purposes.

Gail Rothnie
Head of Outreach
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