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LSBU

# London South Bank University

## SAFEGUARDING POLICY

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This policy is available in accessible formats on request. Please contact: [helpsafeguard@lsbu.ac.uk](mailto:helpsafeguard@lsbu.ac.uk)

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# LSBU SAFEGUARDING POLICY

## 1. INTRODUCTION AND POLICY STATEMENT

- 1.1. London South Bank University is committed to protecting the safety and welfare of every individual with whom we interact. We recognise our particular duties of care towards children and Adults at Risk who study at, work at, attend or visit LSBU, or who engage with LSBU staff or students on a professional basis.
- 1.2. We believe that:
  - a) Individuals of all ages have a right to learn, work and develop in a safe environment; and
  - b) everyone attending and/or engaging with LSBU, regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race or ethnicity, religion or belief, sex and sexual orientation has the right to protection from harm or abuse.
- 1.3. We will endeavour to safeguard children and Adults at Risk by ensuring that:
  - a) Individuals of all ages are valued, listened to, and respected;
  - b) LSBU staff are carefully selected (including their suitability to work and interact with children and Adults at Risk) and made aware of our commitment to safeguarding, this Policy and their responsibilities within it;
  - c) a Disclosure and Barring Service ("DBS") check is always requested for those staff and students who undertake regulated activity, and a DBS check is considered in other circumstances where the University is legally entitled to do so. Additionally, the university will ensure that during the procurement, collaboration and tender processes, assurances will be sought as to the DBS policy of relevant organisations;
  - d) all staff will be made aware of this Policy and their responsibilities within it during their induction period and will be reminded of this Policy on an annual basis . Failure of such individuals to conform with this Policy will be dealt with using LSBU's formal procedures;
  - e) advice, and this policy, will be available for all staff, students and visitors to signpost safeguarding concerns to the University's DSL and DSOs in the first instance;
  - f) staff and students whose role/professional activities mean working unsupervised and or regularly with children or Adults at Risk are given appropriate guidance and training;

- g) as per University policy information on unspent criminal convictions is requested from offer holders to help to identify and minimise any risk to the safety of staff, students and visitors;
- h) risk assessments are undertaken in relation to situations where children or Adults at Risk will regularly come into contact with staff or students;
- i) appropriate safeguards are in place for commercial contracts where children or Adults at Risk use LSBU facilities; and
- j) all suspicions, allegations and incidents of harm, abuse or mistreatment are taken seriously, dealt with swiftly and appropriately in accordance with this Policy, and referred to external agencies where appropriate.

## **2. SCOPE**

- 2.1. This Policy sets out the University's approach to safeguarding children and Adults at Risk within the University and establishes a number of procedures relating to University activities. It applies to all activities involving contact with children or Adults at Risk and includes face to face activities and activities delivered online.
- 2.2. Examples of areas where the University may have contact with children and Adults at Risk may include (this is not an exhaustive list):
  - a) admission of, teaching, supervision and support of students who are under 18 years of age or who are Adults at Risk;
  - b) LSBU outreach activities (including attending open days or other promotional events, or attending widening participation events run by LSBU in liaison with local schools) and children or Adults at Risk participating in other LSBU initiatives on or off campus (including summer camps, research, voluntary activities, Student Enterprise activities, work experience or Student Union activities) (see Part 9 of this Policy);
  - c) students living in University residences, including students under the age of 18 (see Part 8 of this Policy);
  - d) visits to or use of the University's Sport facilities, or LSBU Active programmes taking place off site (see the LSBU Active Safeguarding Policy published on LSBU's website);
  - e) supervision or undertaking of placements in professional and clinical settings;
  - f) field trips, excursions and other activities such as volunteering and other social activities;
  - g) use of LSBU facilities through commercial events, including conferences and office bookings for use of LSBU premises; and
  - h) LSBU apprenticeship students

- 2.3. This Policy applies to all members of University staff, third party employees, associates, students, apprentices and volunteers who in the course of their duties while on University business may have contact with children (individuals under 18 years old) or Adults at Risk.
- 2.4. Staff and students on work-based placement learning in clinical settings, health care, and social care may come into regular contact with children and Adults at Risk. Students on work-based placement learning and apprentices should invoke the safeguarding policy and procedures of the organisation in which they are carrying out their placement. However, if this is not appropriate or if no action is taken, students are encouraged (with the support of their Personal Tutor) to follow this Safeguarding Policy for reporting of safeguarding concerns.
- 2.5. Education institutions which are partner organisations to the University will have their own safeguarding policy and reporting procedures in place. Members of those institutions are advised to consult with and follow their own organisation's safeguarding policy as the first course of action.
- 2.6. All research studies with human participants, including children and/or Adults at Risk must comply with LSBU's Code of Practice for Research with Human Participants.

### Key definitions

- 2.7. The term "**staff**" will be used to describe those people employed on a contract of employment at LSBU, as well as those contracted through an agency, working on consultancy agreements, as contractors, on a voluntary or unpaid basis, or otherwise working for or on behalf of LSBU. This Policy details the legal requirements, organisational procedures and best practice applicable to all staff.
- 2.8. The term "**student**" will be used to describe any applicant, student, or apprentice registered with LSBU on a programme of study.
- 2.9. The legal definition of a "child" is a person under the age of 18.<sup>1</sup> The fact that a child has reached 16 years of age, is living independently and/or is in higher education does not change his or her status or entitlement to services or protection. For the purpose of this Policy, the terms "**child**" and "**children**" will be used to describe all children and young people under the age of 18 participating in activities led by London South Bank University ("**LSBU**" or "**the University**"). The University is not however 'in loco parentis' (having the legal status of a parent) and cannot accept the responsibilities of guardian to any member of its community.
- 2.10. When it comes to safeguarding adults, there are two significant categories defined in legislation – a "**vulnerable adult**" and an "**adult at risk**".

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<sup>1</sup> Section 60(1) Safeguarding Vulnerable Groups Act 2006

2.11. The legal definition of a vulnerable adult is complex and depends not just on the characteristics of the individual in question but the context in which they are interacting with others.<sup>2</sup> A vulnerable adult is a person who is eighteen years or older and is the subject of regulated activity, which can be summarised as follows and excludes family/personal arrangements<sup>3</sup>:

- a) Providing healthcare;
- b) Providing personal care;
- c) Providing social work;
- d) Assisting with cash, bills and/or shopping;
- e) Assistance with the conduct of a person's own affairs; and
- f) Conveying.

2.12. The term 'Adult at Risk' is detailed in the new Care Act 2014 and focuses on the situation causing the risk, rather than the characteristics of the adult concerned. An Adult at Risk is an adult who:

- a) has needs for care and support (whether or not the local authority is meeting any of those needs);
- b) is experiencing, or is at risk of, abuse or neglect; and
- c) as a result of those needs, is unable to protect himself or herself against the abuse or neglect or the risk of it.<sup>4</sup>

2.13. While under-18s cease to be children when they turn 18, adults may move in and out of the scope of the vulnerable adult and Adult at Risk definitions. LSBU will not always know when an adult is facing the types of health and personal issues which would render them vulnerable or at risk, and to an extent will always be dependent on those individuals, or a third party, notifying the University. Generally speaking, if staff are concerned that an adult may be unable to take care of themselves or protect themselves from significant harm or exploitation, or if an adult is in need of community care services because of disability, age or illness, then it is sensible to proceed on the basis that they may be an adult at risk.

2.14. Throughout this Policy the term "**Adults at Risk**" is used to refer to adults who are (or are likely to be) either a vulnerable adult or an adult at risk.

### 3. SAFEGUARDING ROLES AND RESPONSIBILITY

3.1. Safeguarding is the responsibility of everyone in the University community. We all have a role to play in keeping ourselves and each other safe and have a duty to take action if we are concerned for the wellbeing of another. The following structures are in place to support the University Community with this responsibility. Unless stated otherwise an individual with a particular responsibility may devolve the tasks associated with this responsibility to others.

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<sup>2</sup> Ibid

<sup>3</sup> The full definition of regulated activity is set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006, as amended by the Protection of Freedoms Act 2012

<sup>4</sup> Section 42(1) Care Act 2014

## **Board of Governors**

- 3.2. The Board of Governors is LSBU's governing body.
- 3.3. The University Executive is responsible for the executive management of LSBU and its day-to-day direction in accordance with the priorities set by the Board of Governors. One of the members of the University Executive is the Provost for LSBU. The Provost has overall responsibility for ensuring that this Policy is implemented, upheld and regularly reviewed. The Provost should work with the Safeguarding Officers and governance structures to ensure effective implementation of safeguarding policies and procedures.

## **Safeguarding Officers**

- 3.4. The Designated Safeguarding Lead ("DSL") is responsible for responding to safeguarding concerns, allegations or incidents, as well as managing contact with external agencies (including referrals to adult or children's social care, the LADO, the police and/or the DBS, as appropriate).
- 3.5. The DSL is assisted by Designated Safeguarding Officers ("DSOs"). Relevant staff members will become DSOs, responsible for receiving and responding to safeguarding concerns within the University, forming a safeguarding panel when required to discuss safeguarding concerns, and acting as a point of contact for queries or concerns on safeguarding matters. In the absence of the DSL, the DSOs will fulfil those DSL duties.
- 3.6. The DSL and DSOs will undergo relevant safeguarding training and attend refresher training as appropriate.
- 3.7. Please see Appendix A for contact details for safeguarding officers at LSBU.

## **Governance**

- 3.8. LSBU has established a forum within its formal governance and committee structure for the DSL, the DSOs and other key individuals at LSBU (including Student Wellbeing representation and Prevent lead), meeting quarterly to receive safeguarding reports, conduct an annual review of outreach activities, and to monitor this Policy regularly, reviewing it in consultation with the University Solicitor at least every two years and more frequently where necessary (for example, following a safeguarding incident or a change in relevant regulations). An annual report will be made to the Provost, which will be shared with the University Executive. Such reporting will be subject to confidentiality requirements (i.e. all personal details will be omitted from any documents shared).

## **Head of HR Operations**

- 3.9. Responsible for:
  - a) Advising on the employment of, and support for, staff who are aged under 18, including those on work experience; and
  - b) Review and implementation of LSBU's Policy on the Use of the Disclosure and Barring Service.

## **Head of Admissions and Recruitment**

- 3.10. Responsible for:
- a) advising on the admission and support of students who are aged under 18; and
  - b) providing details of students who are under the age of 18 to the School and relevant support services.

## **Senior Manager Student Recruitment and Outreach**

- 3.11. Responsible for providing advice and guidance about risk assessments for activities with groups of young people on or off campus.

## **Directors/Heads of Department**

- 3.12. Responsible for:
- a) Ensuring appropriate risk assessments are carried out for relevant activities;
  - b) Identifying staff, students and volunteers who may require a DBS check due to the nature of their role/activities;
  - c) Liaising with their Human Resources Business Partner to ensure that appropriate DBS checks take place;
  - d) Where relevant, monitoring the welfare of staff who are aged under 18 (in conjunction with HR);
  - e) Ensuring safeguarding concerns within the department are reported in accordance with this Policy;

## **All Staff**

- 3.13. All members of staff acting on behalf of LSBU have a responsibility to safeguard children and Adults at Risk including:
- a) familiarising themselves with this Policy and undertaking any training appropriate to their role or professional activities;
  - b) being vigilant of the signs that may indicate a child or Adult at Risk is being abused, or is at risk of being abused (see Appendices A and B).
  - c) immediately reporting any safeguarding concerns to the DSL/DSOs by emailing [helpsafeguard@lsbu.ac.uk](mailto:helpsafeguard@lsbu.ac.uk); and
  - d) if a child or Adult at Risk makes a disclosure, following the guidelines in Part 5 of this Policy and the guidance in Appendix B.

## **4. RECRUITMENT, SELECTION AND TRAINING OF STAFF**

### **Recruitment**

- 4.1. All staff recruited to the relevant roles will be carefully selected and vetted to try to ensure they do not pose a risk to children or Adults at Risk. LSBU will act reasonably in making decisions about the suitability of prospective staff members based on checks and evidence including DBS checks and barred

list checks, where appropriate, together with references and interview information.

- 4.2. All candidates will be asked to bring original documents which confirm their identity and their eligibility to work in the UK. Individuals will be checked through the DBS process as required in accordance with LSBU's Policy on the Use of the Disclosure and Barring Service.

### **Staff Training**

- 4.3. All staff will be made aware of this Policy and their responsibilities within it during their induction period and will be reminded of this Policy on an annual basis.
- 4.4. Line managers should monitor and identify training requirements for their staff, with advice from Human Resources, Organisational Development, and Safeguarding Officers.
- 4.5. Staff will undergo safeguarding training relevant to their role. This training is delivered in a variety of formats depending on role, responsibilities and the degree of contact that an individual has with children and Adults at Risk. All staff will be provided with a copy of this Policy during their induction period with consideration for training depending on duties.
- 4.6. LSBU staff with involved in the management and delivery of Apprenticeships, should promote awareness of risks to apprentices in a work or local context. For example, lone working, females working in a male dominated work environment or travel security arrangements for working in remote locations.

### **Working with employers**

- 4.7. Employers and training providers should work closely together on all aspects of safeguarding, including:
  - health and safety
  - employment law
  - equality and diversity

Employers should tell apprentices about their safeguarding policy and how to report concerns and give support to the apprentice should they feel unable to successfully complete their apprenticeship.

If the apprentice indicates they need to take time off or leave for reasons related to welfare and wellbeing, they should be listened to, and supported.

## **5. REPORTING AND RESPONDING TO A SAFEGUARDING CONCERN**

- 5.1. Concerns for the safety and wellbeing of a child or Adult at Risk could arise in a variety of ways and in a range of situations. For example:

- a) a child or Adult at Risk may report abuse (see Appendix B for guidance on receiving a disclosure);
- b) a child or Adult at Risk may show signs of abuse (see Appendix A for Types of abuse and how to spot the signs);
- c) the behaviour of a member of staff towards children or Adults at Risk may cause concern or give rise to a suspicion that a child or Adult at Risk is being abused; and/or
- d) someone else may disclose that a child or Adult at Risk has alleged abuse to them or that they have concerns that a child or Adult at Risk has been or is being abused.

5.2. It is not the responsibility of staff to decide or investigate whether or not a child or Adult at Risk is being abused or harmed or might be at risk of abuse or harm. However, staff must be alert to these possibilities, and act on any concerns in accordance with this Policy, in order that appropriate external agencies can then make enquiries and take any necessary action to protect the child or Adult at Risk.

### **What to do if you have a safeguarding concern**

#### **In an emergency**

In an emergency (for example, where there is an immediate and significant danger or a criminal act has been witnessed), the staff member raising the concern should call the police directly on 999. Where this is necessary, the Designated Safeguarding Lead or Designated Safeguarding Officer should be informed as soon as possible.

#### **All other safeguarding concerns or queries**

Email [helpsafeguard@lsbu.ac.uk](mailto:helpsafeguard@lsbu.ac.uk).

Emails are directed to one of the University's Designated Safeguarding Officers.

5.3. If you become aware of any concern, issue, incident or complaint:

- a) about the welfare of a child or Adult at Risk, and in particular, concerns that a child or Adult at Risk may be being abused or harmed, or is at risk of abuse or harm; or
- b) about the conduct of an LSBU staff member or student towards a child or Adult at Risk,

you should raise these immediately by emailing [helpsafeguard@lsbu.ac.uk](mailto:helpsafeguard@lsbu.ac.uk) providing brief details of your concern and your contact details. The DSL or a DSO may ask you to complete a Safeguarding Concern Report Form (see

Appendix C) or to provide the necessary information to enable them to document the incident on this form.

### **Safeguarding Officer response**

- 5.4. If the concerns received by the DSL/DSO are that a child or Adult at Risk is in immediate danger the DSL/DSO should call the police on 999.
- 5.5. All concerns reported to the DSL or DSO will be considered. It is the responsibility of the DSL or DSO to reach a decision as to whether a referral needs to be made to external agencies (including adult or children's social care, the LADO, the police and/or the Police/DBS) and to make any such referral.
- 5.6. The DSL and DSO's general approach to external referrals should be as follows:
  - a) reporting to the resident local authority's children's social care department where an allegation involves a child (under the age of 18); or to the resident local authority's adult social care department where an allegation involves an Adult at Risk;
  - b) reporting to the LADO (Local Authority Designated Officer) and seeking advice in situations where a safeguarding allegation is made against a member of staff; and
  - c) Contacting the police where there is concern a crime may have been committed.
- 5.7. If the DSL or DSO is in any doubt as to whether a referral should be made to any external agency, advice should be sought directly from the external agency or in the case of a child safeguarding concern, from the NSPCC Helpline (0808 800 5000) in the first instance.
- 5.8. LSBU adopts a policy of "**no delay**". LSBU will endeavour to make all referrals within 24 hours (one working day) of a serious concern or disclosure coming to light. When a referral is made, the DSL or DSO making the referral will record the name and role of the member of staff or police officer to whom the concerns were passed, together with the time and date of the call/referral, and a summary of the concern.
- 5.9. If a concern is allayed and a decision is made not to make a referral, LSBU is still required to record details of the concern and reasons why a referral was not made. This information may become relevant later on if further concerns emerge.

### **Follow-up to Safeguarding Complaints or Incidents**

- 5.10. Where a complaint has been made regarding inappropriate or poor safeguarding practice at LSBU, the complaint will be investigated by a suitable person who is not implicated in the complaint, in accordance with

LSBU's complaints procedure, and a decision will be reached as to the best way forward. Where appropriate, the person investigating the complaint will consult with relevant external agencies before making a decision about the best way forward.

- 5.11. All complaints or incidents will be tabled for discussion at the next governance meeting so that any learning points or necessary actions such as amending this Policy, changes to LSBU procedures and operational practices, or further training can be formally addressed and recorded.

### **Allegations or suspicions that a staff member or student is abusing a child**

- 5.12. The LADO (Local Authority Designated Officer) provides advice and guidance to employers and other individuals/organisations who have concerns relating to an adult who works with children and young people or who is in a position of authority and having regular contact with children.
- 5.13. There may be concerns about a staff member/student who has:
- a) behaved in a way that has harmed or may have harmed a child
  - b) possibly committed a criminal offence against or related to a child
  - c) behaved towards a child, or behaved in other ways that suggests they may be unsuitable to work with children
- 5.14. The LADO will help establish what the next steps should be to ensure the safety of the child in question and any other child who might be at risk.
- 5.15. The LADO will instruct LSBU on procedure and what information may be shared with the person who is the subject of an allegation. Until the LADO advises it is acceptable to do so, no information should be shared with the individual who is the subject of the allegation. The DSL/DSO and the LADO will decide, in consultation with the police and/or any other relevant agencies, what may be shared in situations that may possibly lead to a criminal investigation.
- 5.16. LSBU recognises that it also has a duty of care towards the staff or student against whom an allegation is made (to protect from false or malicious allegation). Subject to advice from the LADO, and to any consequent restrictions on the information that can be shared, LSBU will, as soon as possible, inform the accused person about the nature of the allegation, how enquiries will be conducted and the possible outcome. In all instances LSBU will seek to ensure that any staff member is treated fairly and honestly and that they are supported to understand the concerns expressed and processes involved. Where permitted, they will be kept informed of the progress and outcome of any investigation and the implications for any disciplinary or related process.
- 5.17. In the case that one of the DSOs is implicated, the DSL should be informed. If the DSL is implicated, a DSO should be informed who will also inform the Provost to support them in the process above.

- 5.18. The University has a legal duty to refer an individual to the DBS if they have been removed from working in regulated activity with children and/or adults because they caused harm to children/adults or posed a risk of causing harm. The duty to refer is absolute and overrides any concerns about data protection. All cases for possible DBS referral must be raised with the HR Department.

### **Recording and Sharing Information**

- 5.19. The member of staff who raises the concern must record what they have observed or what was disclosed in a Safeguarding Concern Report Form (Appendix C) and refer this to the DSL or DSO ([helpsafeguard@lsbu.ac.uk](mailto:helpsafeguard@lsbu.ac.uk)) as soon as reasonably possible.
- 5.20. The DSL or DSO should record any subsequent actions, decisions or conversations – including referrals to external agencies or any decision not to make a referral. The DSL/DSO will also agree with reporting staff member if follow up with the appropriate line manager for support is needed.
- 5.21. All Safeguarding Concern Report Forms, records of referrals to external agencies, and other relevant records will be stored securely in a restricted and protected location. The DSL is responsible for ensuring that information is stored in this secure area and that only authorised staff have access.
- 5.22. All personal and sensitive data will be collected, processed and stored securely and confidentially in accordance with the Data Protection Act 2018. Further information is available from LSBU's Data Protection Policy, available online at <http://www.lsbu.ac.uk/about-us/policies-regulations-procedures>
- 5.23. Safeguarding information should be shared on a "need to know basis".

## **6. SAFEGUARDING ADULT STUDENTS AT RISK – PREVENTATIVE ACTION**

- 6.1. All students have access to a wide range of academic and pastoral support and advice at LSBU. LSBU provides effective support to any student who may be experiencing emotional, personal, or psychological problems. LSBU also support students who have longer term mental health conditions, physical disabilities and/or learning difficulties and are able to make reasonable adjustments for students to ensure they can study as independently as possible during their time at LSBU. Students can self-refer to Student Wellbeing and Student Advice services at any time. LSBU provides all new students with information about support services available to them and information can be accessed at any time via the Student Life Centre, student portal ([go.lsbu.ac.uk/gotyourback](http://go.lsbu.ac.uk/gotyourback)), or VLE (virtual learning environment).
- 6.2. The support mentioned above is likely to be sufficient for most of LSBU's students during most of their time at the University. However, some students may have the potential to be/become an Adult at Risk (either temporarily or

permanently) for a variety of reasons and in different situations during their time as a student at LSBU.

- 6.3. An adult student may become at risk during their time at LSBU if they:
  - Have particular needs because of their age;
  - Have a disability;
  - Have a physical or mental health difficulty
  - Are detained in custody
  - Are receiving community services because of their age, health or disability
  - Are living in sheltered accommodation or in a residential care home
- 6.4. Adults as described above may not necessarily be at risk all of the time or at all. They may be at risk if they are not able to protect themselves against significant harm or exploitation
- 6.5. It may be difficult to identify an applicant's or student's vulnerability or the possibility that they may become vulnerable to risk during their studies at LSBU.
- 6.6. Adults can also be victims of physical, emotional, sexual abuse or neglect. In addition, they can be vulnerable to financial, discriminatory or institutional abuse, modern slavery and self-neglect.
- 6.7. There may be concerns about an adult student where it's not clear that the student meets the definition of an Adult at Risk. Any concern about a student's wellbeing, welfare or safety should be referred to LSBU's Student Wellbeing team. Guidance for staff is available at: <https://our.lsbu.ac.uk/article/our-students/refer-a-student-for-help>. The team can ensure that a student's needs and any risks are understood, and that appropriate support is put in place.

## **7. STUDENTS UNDER THE AGE OF 18 APPLYING FOR OR RESIDING IN LSBU HALLS OF RESIDENCE**

- 7.1. Rooms in the halls of residence are primarily for students over the age of 18. In exceptional circumstances, accommodation will be offered to students who have not yet reached 18 years of age.
- 7.2. Applicants under the age of 18 are provided with details of externally (non-LSBU) provided and managed local student accommodation specifically catering for students who have not yet reached the age of 18 for consideration. Should the student accept any offer made by these external providers, the University accepts no liability for any contract, agreement or service offered by the third party. Should the student not wish to proceed with this option, a place in halls will be offered following the normal application and allocation process and conditions and subject to the requirements included in this policy.
- 7.3. This part of the Policy will apply to all residents under the age of 18 in halls which are provided and managed by LSBU.

- 7.4. This part of the Policy will not apply to residents once they reach their 18th birthday.
- 7.5. This part of the Policy does not apply to students who are under 18 when they apply but become 18 before they arrive at LSBU.
- 7.6. References in this part of the Policy to a “parent” include guardians or other responsible adults nominated by the parent or guardian as representing the student's interests while the student under 18 is at the University. References in this part of the policy to "residents" are to LSBU students under the age of 18 who reside in LSBU provided and managed halls of residence unless stated to the contrary.
- 7.7. LSBU cannot assume parental responsibility for a student under the age of 18. All residents are expected to behave like adults and to assume adult levels of responsibility. Places in halls are offered on the understanding that the resident will be able to adapt to living away from home and to look after themselves in all practical matters.

#### **LSBU responsibilities to residents under the age of 18 years.**

- 7.8. LSBU will:
- a) Offer accommodation to all those students who fulfil the criteria set out in the LSBU accommodation policies (including Accommodation Allocation Policy) and terms and conditions (including the Accommodation Licence Agreement).
  - b) Provide residents with accommodation where there is easy access to a 24 hour staffed reception facility.
  - c) Allocate students an en-suite room as a priority if the application was received within the deadline.
  - d) Accommodate residents who are under 18 years of age with student residents who are aged over 18.
  - e) Carry out Disclosure and Barring Service (DBS) checks on halls and accommodation staff who have one to one contact with residents as part of their everyday duties, and routinely and regularly ensure that the information is current and valid.
  - f) Carry out Disclosure and Barring Service (DBS) checks on any over 16s (such as partners or older children) living with staff who are carrying out regulated activity on the premises.
  - g) Provide relevant training and guidance for LSBU accommodation staff, key-holders and staff with regular access to study bedrooms and emphasise that there is a responsibility for them to report any concerns about the resident.

- h) Inform the person named as next of kin on the resident's accommodation application form if accommodation staff become aware of and/or are concerned about the student's health and/or their general welfare, involvement in an accident or serious breach of their accommodation agreement including rent arrears and damages.
- i) Work with staff in LSBU/Third Party Partners/Student Union-managed bars and shops raising awareness of the need to check for proof of age before permitting the purchase of alcohol.
- j) Treat sympathetically any requests from residents for a change of room within halls subject to availability and suitability.
- k) Ensure that residents are aware of who to contact in case of need or difficulty.
- l) Take seriously all suspicions and allegations of abuse and respond swiftly and appropriately following the processes outlines in this Policy.
- m) Ensure that residents receive awareness training in fire safety and evacuation procedures and that they participate in regular fire drills wherever possible.
- n) Ensure residents are aware of the location of laundry facilities and how to use them, and where to purchase food, personal hygiene products and other necessities.

7.9. LSBU will not:

- a) Carry out DBS checks for contractors attending to irregular ad-hoc reactive repairs within the residences. However, Contractors are expected to agree, sign and follow the Code of Conduct for Residence at all times and have their ID visible at all times. Where appropriate, contractors will be required to be accompanied by a member of the Halls of Residence and Accommodation Services team. They will also be required to carry out the repairs/works between 9.00 am and 5.00 pm except in an emergency situation. Notification regarding access to flats, bedrooms etc. will be provided in advance wherever possible.
- b) Act in Loco Parentis or provide direct supervision of the resident. The individual's parent will remain primarily responsible for the welfare of the resident. (Except in emergency situations where, for instance, the resident may have dealings with the Police, or in the case of a medical emergency when the resident might not be able to make a decision him/herself).
- c) Carry out DBS checks on other students/residents – even where the other student/resident(s) is/are over the age of 18.
- d) Monitor how the resident spends their time or manages their finances.
- e) Inspect or monitor any accommodation which is not provided and managed by LSBU.

- f) Intrude unnecessarily on the resident's reasonable privacy.

7.10. The Resident will:

- a) Be required to enter into a standard-form accommodation Licence Agreement and abide by all its terms and conditions (including discipline).
- b) Provide the name and address of a parent, guardian or other responsible adult who will be the point of contact for emergencies. This will be the next of kin mentioned on the students accommodation application form unless the student notifies LSBU otherwise.
- c) Leave their study bedroom to allow planned maintenance work to be carried out (advance notice of this will be given). The resident will also ensure that access is permitted to carry out any reactive works when faults have been reported.
- d) Allow access to their study bedroom by Halls Managers, or designated representative, who will conduct inspections of all rooms on a monthly basis (advance notice will be given).

7.11. All LSBU student accommodation is compliant with the UUK Accommodation Code.

## **8. CHILDREN ON CAMPUS**

- 8.1. Part 8 of this Policy applies to anyone intending to bring children (any person under the age of 18) onto any part of LSBU's estate. This part of the Policy is not for the purposes of discharging our Safeguarding responsibilities. This part of the Policy does not apply to situations in which children can be considered to be users of a facility in a normal way, such as:
  - a) Students who are under the age of 18 at the commencement of their studies;
  - b) Groups of children visiting LSBU as part of an organised event through their school/college;
  - c) Attending sports clubs or activities led by LSBU; or
  - d) Attending events officially hosted by LSBU i.e. an Open Day.
- 8.2. LSBU does not expect members of staff or students to routinely bring their children to their offices, lectures or seminars for extended periods of time nor to other activities closely related to their work or study i.e. field trips or organised visits. Bringing children to the office or to an academic activity is not a suitable alternative to formal childcare on a regular basis and can pose risk to both the child and others. Members of staff can contact their line manager or HR Business Partner for advice relating to childcare arrangements and flexible working. Students can contact Student Advice for support in this area.
- 8.3. LSBU understands that there may be occasional unforeseen circumstances in which it will be necessary for staff to bring a child to the office or academic

space. In these circumstances, permission must be granted by the Head of Department, Head of Professional Service or relevant line manager.

- 8.4. Staff and students may bring their children onto campus for brief informal visits such as delivering or collecting items i.e. library books or essays, to show a new baby to colleagues, or to facilitate breastfeeding. Children may only be brought onto University premises under the close and continuous supervision of their parent or guardian. Supervision is the sole responsibility of the parent or guardian and cannot be delegated to another person.
- 8.5. Although LSBU undertakes to provide as low risk an environment as possible, the estate is not designed with the needs of children in mind and as such, risks which would be considered low for an adult visitor may be more significant for a child. Parents/guardians should ensure children stay within general areas such as cafés and offices. Children are not permitted in silent study spaces, in laboratories, workshops, or any other hazardous areas.
- 8.6. Members of staff and students should not be accompanied by their child to formal or official University events or activities in instances where participation is required by the staff or student and where another adult is not available to supervise the child.
- 8.7. Children may not participate in formal or official University events unless the organiser gives permission. Members of staff and students may bring their children under their sole supervision to events run by the University which are open to the public and which may be attended in a personal capacity.

## **9. FORMAL ACTIVITIES FOR CHILDREN ARRANGED OR HOSTED BY LSBU, WHETHER ON OR OFF CAMPUS**

9.1. The University as part of its recruitment activities or within its role as a community anchor organisation may involve children in a range of activities both on and off campus and online. Some examples of such activities are:

- Open Days;
- school visits;
- seminars;
- sports clubs or activities, (see LSBU Active Safeguarding policy on LSBU website); and
- play schemes.

### **Planning an Activity**

9.2. Any member of the University who has responsibility for organising an activity involving children must nominate an individual to act as the safeguarding contact for the activity.

9.3. Activities should:

- a) Be designed so that appropriate training and supervision is available to those working with children.

- b) Identify occasions on which members of the University will need to work alone in an unsupervised way with children. This includes interviews and auditions for applicants to courses at the university.
- c) Be appropriately risk assessed (see Appendix E for guidance).

### **Risk Assessment**

- 9.4. Every activity which involves children should be risk assessed. The risk assessment should consider how risks identified can be minimised, including appropriate use of DBS checks, and should also outline the local processes for reporting concerns, as well as taking account of Health and Safety considerations.
- 9.5. Completed risk assessments should be owned by the safeguarding contact for the relevant activity, be made available to all staff involved in the activity, and logged centrally by emailing [helpsafeguard@lsbu.ac.uk](mailto:helpsafeguard@lsbu.ac.uk).
- 9.6. Children participating in a University activity must, as part of their induction to the activity, be given clear information about how, and to whom, they, or their parent/guardian, can report concerns including about any member of the University with whom they will be interacting.

### **Group activity on university campuses**

- 9.7. Where university campuses are used to host LSBU Group activities for students of, for example, Lambeth College or South Bank Academies, the visiting institution remains responsible for planning and risk assessment of activities and for safeguarding policies and processes for the activity.

## **10. INDECENT IMAGES OF CHILDREN**

- 10.1. If a member of staff or a student becomes concerned that an adult or child connected with LSBU has or may have indecent images of children in their possession, the person who has concerns should report these as soon as possible by emailing [helpsafeguard@lsbu.ac.uk](mailto:helpsafeguard@lsbu.ac.uk). Concerns should be reported even when the person who has, or may have possession of the indecent image is under 18 (and even if the image is of themselves).
- 10.2. A member of staff or a student who is concerned about the possession by another person of indecent images of children should not:
  - a) discuss their concerns with the individual in question;
  - b) ask them questions about the images;
  - c) forward the images to themselves or any other individual or copy or print them; or
  - d) try to confiscate the images or any device on which they are stored, as these actions may jeopardise any subsequent LSBU and/or criminal investigation.
- 10.3. It is important not to view the images, or if they are viewed inadvertently to cease viewing them immediately.

## **11. ACCIDENTS**

- 11.1. Any accident or near-miss involving a child on University premises must be recorded on the accident reporting database, OSHENS.
- 11.2. If an accident involving a child or Adult at Risk on University premises results in the individual being taken to hospital, a report to the Health and Safety Executive will be necessary (a requirement of the RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013). Such accidents must therefore be reported to the Health and Safety Unit immediately by telephone 020 7815 6213/6820/6827 or in person, room 1A23 Technopark. All such accidents will be investigated.

## **12. CHILDREN TRESPASSING ON UNIVERSITY PREMISES**

- 12.1. Arrangements to prevent trespassing on University premises, both grounds and buildings, must take account of possible access by children.
- 12.2. Where the University undertakes an active programme of refurbishment and construction of its buildings, any precautions regarding access to these areas by trespassers must take into account possible access by children, as such works can create additional dangers for children. Suitable precautions must be taken before the work commences and during the work activities.

# LSBU Safeguarding Contact Details

## What to do if you have a safeguarding concern:

### In an emergency

In an emergency (for example, where there is an immediate and significant danger or a criminal act has been witnessed), call emergency services directly on 999.

If this is an emergency on campus, please also call Security (0207 815 6666/x6666) so that Security can support the response.

Where this is necessary, the Designated Safeguarding Lead or Designated Safeguarding Officer should be informed as soon as possible.

### All other safeguarding concerns or queries

Email [helpsafeguard@lsbu.ac.uk](mailto:helpsafeguard@lsbu.ac.uk).

Emails are directed to one of the University's Designated Safeguarding Officers.

## LSBU Contact Details

<b>Designated Safeguarding Lead ("DSL")</b>	Director of Student Services (Iliyan Stefanov)  <a href="mailto:helpsafeguard@lsbu.ac.uk">helpsafeguard@lsbu.ac.uk</a>
<b>Designated Safeguarding Officers ("DSO")</b>  Students	Group Director of Apprenticeships (Sammy Shummo) Head of Security (James Lee) Head of Customer Services (Alan Doherty) Head of Wellbeing and Advice (Luke Howson) Head of Accommodation (Lesley Duffy) Head of Sport and Recreation (Alan Taylor) Mental Health and Wellbeing Manager (Laura Harris) Student Advice Manager (Nina Brawley) South Bank SU Deputy CEO (Matt Myles-Brown)  <a href="mailto:helpsafeguard@lsbu.ac.uk">helpsafeguard@lsbu.ac.uk</a>
<b>Designated Safeguarding Officers ("DSO")</b>  Schools	Associate Deans Education and Student Experience (Benjamin Lishman) Associate Deans Education and Student Experience (Charlotte Clements) Directors of Operations (Sharon Holmes) Directors of Operations (Mark Waghorn)
<b>Designated Safeguarding Officers ("DSO")</b>  Staff	Director of People (Steve Phillpott-Walsh) Director of OD and EDI (Alix Langley)  <a href="mailto:helpsafeguard@lsbu.ac.uk">helpsafeguard@lsbu.ac.uk</a>

<b>Designated Safeguarding Officers (“DSO”)</b> Outreach	Senior Manager Student Recruitment and Outreach (Amy Collins) <a href="mailto:helpsafeguard@lsbu.ac.uk">helpsafeguard@lsbu.ac.uk</a>
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## Appendix B

### Types of abuse and how to spot the signs

#### Children

Abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm (i.e. it includes acts of both commission and omission). Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.<sup>5</sup>

There are four main categories of abuse, physical abuse, emotional abuse, sexual abuse and neglect, as well as others set out below.

- Physical abuse
- Emotional abuse
- Sexual abuse
- Child Sexual Exploitation
- Neglect
- Domestic abuse
- Online abuse
- Female genital mutilation (FGM)
- Bullying
- Cyberbullying
- Grooming
- Harmful sexual behaviour

The signs of child abuse aren't always obvious, and a child might not feel able to tell anyone what's happening to them. Sometimes, children don't even realise that what's happening to them is abuse.

There are different types of child abuse and the signs that a child is being abused may depend on the type. For example, the signs that a child is being neglected may be different from the signs that a child is being abused sexually.

Some common signs that there may be something concerning happening in a child's life include: unexplained changes in behaviour or personality; becoming withdrawn; seeming anxious; becoming uncharacteristically aggressive; lacks social skills and has few friends, if any; knowledge of adult issues inappropriate for their age; running away or going missing.

For further information on the types of child abuse and spotting the signs please see this guide from the NSPCC: <https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/> and <https://www.nspcc.org.uk/what-is-child-abuse/spotting-signs-child-abuse/>.

Remember you can report anything that is making you feel concerned without needing to identify the type of abuse or harm that is taking place. You just need to explain what you have seen or heard that is worrying you.

If you think you may have a child safeguarding concern and want to seek advice and guidance, contact LSBU's Safeguarding Officers: [helpsafeguard@lsbu.ac.uk](mailto:helpsafeguard@lsbu.ac.uk).

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<sup>5</sup> Working Together

## Types of abuse and how to spot the signs

### Adults

The [Care and support statutory guidance](#) identifies ten types of abuse, these are:

Physical abuse  
Domestic violence or abuse  
Sexual abuse  
Psychological or emotional abuse  
Financial or material abuse  
Modern slavery  
Discriminatory abuse  
Organisational or institutional abuse  
Neglect or acts of omission  
Self-neglect

The Social Care Institute for Excellence provide guidance on circumstances that make an adult 'at risk' of abuse: <https://www.scie.org.uk/care-act-2014/assessment-and-eligibility/eligibility/criteria-adults-care.asp>

The signs that an Adult at Risk is being abused may depend on the type of abuse. For example, the signs of financial abuse may be different from the signs of physical abuse.

Signs of abuse may include changes in behaviour, absence from lectures or social groups, physical marks or bruising, lack of personal care, missing personal possessions, an unexplained lack of money.

For further information on the types of abuse and spotting the signs please see these guides from The Social Care Institute for Excellence: <https://www.scie.org.uk/safeguarding/adults/introduction/types-and-indicators-of-abuse>, and The Ann Craft Trust: <https://www.anncrafttrust.org/resources/types-of-harm/>.

Remember you can report anything that is making you feel concerned without needing to identify the type of abuse or harm that is taking place. You just need to explain what you have seen or heard that is worrying you.

If you think you may have an adult safeguarding concern and want to seek advice and guidance, contact LSBU's Safeguarding Officers: [helpsafeguard@lsbu.ac.uk](mailto:helpsafeguard@lsbu.ac.uk).

## Appendix C

### Guidance for receiving a disclosure of abuse

There are lots of reasons why someone might share that they are being abused including realising the abuse is wrong, not being able to cope anymore, wanting to protect others, trusting someone enough to tell them, or being asked directly. It can be very hard for them to open up about what's happened to them. They might be worried about the consequences or that nobody will believe them. They might've told someone before and nothing was done to help them. Sometimes they might not know what's happening to them is abuse and struggle to share what they're feeling. Some people don't reveal they're being abused for a long time, some never tell anyone.

#### What to do and how to respond if someone discloses abuse to you:

If a child or Adult at Risk is in immediate danger, call the police on 999 straight away.

It's important to remember that it is not your job to investigate. You should avoid asking leading or probing questions

#### Receive

Listen carefully to what they're saying: be patient and focus on what you're being told without interrupting. Try not to express your own views and feelings. If you appear shocked or as if you don't believe them it could make them stop talking and take back what they've said.

#### Reassure

Let them know they've done the right thing by telling you: reassurance can make a big impact. If they've kept the abuse a secret it can have a big impact knowing they've shared what's happened.

Tell them it's not their fault: abuse is never the fault of the person being abused. It's important they hear, and know, this.

#### React

Say you'll take them seriously: they may have kept the abuse secret because they were scared they wouldn't be believed. Make sure they know they can trust you and you'll listen and support them.

Don't confront the alleged abuser or tell them about the disclosure: confronting the alleged abuser could make the situation worse.

Explain what you'll do next: for younger children, explain you're going to speak to someone who will be able to help. For older children or Adults at Risk, explain you'll need to report the abuse to someone who can help. Don't promise confidentiality

#### Record and report

Report what the child or Adult at Risk has told you as soon as possible: report as soon after you've been told about the abuse so the details are fresh in your mind and action can be taken quickly. It can be helpful to take notes as soon after the disclosure. Keep these factual and as accurate as possible and be specific when noting the words used by the child or Adult at Risk, using their own words where you can. Record statements and observable things, not your interpretations or assumptions.

Use the form in Appendix C to help you keep a record and contact [helpsafeguard@lsbu.ac.uk](mailto:helpsafeguard@lsbu.ac.uk) as soon as you can. Don't discuss the disclosure with people who do not need to know.

**What will happen next?** LSBU's DLS or DSOs will take the matter forward, including deciding upon next steps such as seeking further advice, informing external agencies, and coordinating communication and support for the child or Adult at Risk as appropriate.

Is the safeguarding concern about a child or Adult at Risk?	
Name of child/Adult at Risk	
Names of other individuals involved (if relevant)	
Date	
Location where concern arose	
Event where concern arose (e.g. lecture/open day)	
Name of witness to concern/incident/disclosure (if relevant)	

**Only complete this section with information that you already hold – do not investigate this matter yourself.**

Please provide a description of the concern, observation, incident, or disclosure. Keep this factual and as accurate as possible and be specific when noting the words used by the child or Adult at Risk, using their own words where you can. Record statements and observable things, not your interpretations or assumptions.

Signature	
Name	
Position	
Date	

When completed please give this form together with any original notes made at the time of the disclosure/concern to the Designated Safeguarding Lead or Designated Safeguarding Officer. For queries contact [helpsafeguard@lsbu.ac.uk](mailto:helpsafeguard@lsbu.ac.uk).

## Appendix E

### Guidance for Safeguarding Risk Assessments

A safeguarding risk assessment is required in the following circumstances (although other situations may require a safeguarding risk assessment if deemed appropriate):

- a) recruitment to a new or existing post which involves working with children and/or Adults at Risk;
- b) the commencement of new activities or events involving or potentially involving children and/or Adults at Risk; and
- c) changes being made to activities or events involving or potentially involving children and/or Adults at Risk.

Where there are multiple posts, activities or events of a similar nature, it is unnecessary to complete an individual risk assessment for each of them. Instead, it is possible to complete an overarching assessment for a particular type of post, activity or event and ensure that it manages the relevant risks appropriately.

Once it has been identified that the risk assessment process should be initiated, it is vital that the person responsible for the relevant recruitment campaign, activity or event ensures a risk assessment is completed.

A risk assessment must be completed in advance of the relevant recruitment campaign, activity or event by a competent person (where there are not current, adequate and documented risk management procedures already in place). A competent person is someone who understands the job, activity or event and is aware of the hazards. It is important to note that the University's insurance may be invalid if a claim is made and no risk assessment is in place.

The purpose of the risk assessment is to enable the responsible person to identify, mitigate and remove any potential risks relating to contact with children and/or Adults at Risk. This can also be a prompt to consider alternative working practices, such as minimising occasions where an individual is alone with a child and/or Adult at Risk and considering whether the activity could be supervised or observed by others.

The risk assessment should:

- a) Identify the nature, length and frequency of the contact and if it would be supervised or unsupervised;
- b) Consider if there will be children and/or Adults at Risk who are particularly at risk;
- c) Consider whether any children and/or Adults at Risk have particular needs to be aware of (for example allergies, medication requirements, disability)
- d) identify any potential areas for harm;
- e) evaluate the risks;
- f) determine actions to prevent harm occurring, which might include consideration of alternative working practices, and prompt individuals to ensure that they are implemented; and
- g) identify those situations that would require a DBS check or a basic disclosure check.

Completed risk assessments should be retained by the relevant Department while an activity/event is ongoing and for five years after it has ceased (or the risk assessment has been superseded). Where an activity is ongoing but unchanged, the relevant Department should review the risk assessment on a regular basis to ensure that the measures put in place are still relevant and appropriate.

## Appendix F

### Guidance for delivering organised online activities for children

A risk assessment should be carried out for any online activity involving children.

Any online activity should take place on approved online platforms only. These platforms will need to have the following features:

- Access to the platform is enabled only for the intended participants
- Personal information (including names, contact details and email addresses) is only accessible to those with the right permissions and is not publicly viewable
- Staff are able to remove people from the platform if necessary

### Types of Online Activity

#### Non-Interactive Livestreaming

This section refers to live streaming video, online lectures, or webinars where participant video/audio is not enabled.

The platform must:

- Be appropriate for the participants' age group
- Enable you to restrict the audience to just the intended participants
- Ensure that participants' personal information (e.g. contact information) is not visible to anybody else presenting or viewing the stream
- Enable you to reject or force somebody to leave the session if necessary.
- Enable you to control whether participants are able to have their videos/microphones on
- You must make sure that you comply with any safeguarding policies belonging to the platform

Prior to running a live session you should:

- Familiarise yourself with the University's safeguarding policy
- Ensure you have the contact details of your Designated Safeguarding Officer on hand and they are aware the session is taking place
- Ensure you have enough staff to support the event. At least two members of staff should be present to supervise the activity (for example one member of staff presenting and the other member being present and monitoring any messages on the platform), and where an activity is being delivered for a partner school or college, a member of that school should be present at all times
- Familiarise yourself with the platform privacy settings and know how to report offensive and abusive content
- Make sure you are using an institutional account (not a personal account)
- Ensure that all staff supervising the activity are familiar with the platform and understand how participants will be using it
- Plan the structure and content of the activity carefully to ensure that discussions remain on topic
- Define a clear time and space for the webinar to take place. (e.g. participants should only be able to contact the speakers/contributors and vice versa during the webinar on the agreed platform)

You should also ensure that the participants:

- Do not share private information about themselves
- Do not respond to contact requests from people they do not know
- Understand who they should contact if they hear anything upsetting or inappropriate

During the live session:

- Ensure that the session is taking place in a neutral area where nothing personal can be seen and there is nothing inappropriate in the background - use a neutral platform background if necessary
- Supervising staff should monitor interactions (verbal and in live chats) to check they are appropriate and relevant, and manage any which are not
- If one staff member leaves the session for any reason (e.g. connection issues), they should get in contact with the other staff member as soon as possible (by phone if necessary) and attempt to re-join the session if possible
- If re-joining is not possible, then a back-up staff member should be contacted and they should try to join the session as soon as possible to maintain the supervision ratio
- If it is not possible to have two members of staff present, then the event should be ended as soon as reasonably possible and this should be communicated to all participants
- At the start, the main speaker should remind participants how to keep themselves safe (as outlined above) in addition to reminding them of the ground rules
- If staff share their screens at any point they must ensure that there is nothing inappropriate on the screens/internet pages/browser history
- Challenging behaviour or inappropriate comments should be dealt with immediately, which may involve muting or removing the particular participant from the platform
- If a participant raises a safeguarding concern, or if a member of staff is concerned about a participant, the procedures for reporting a safeguarding concern should be followed

## **Interactive Livestreaming**

This section refers to live streaming video or webinars where participant video/audio is enabled.

If live video and audio is being used, there should be careful consideration of the location that everyone uses. It is possible that participating children may be in their homes or bedrooms and this may not be appropriate. You should choose a platform that allows you to disable users' microphone and video cameras.

If the nature of the activity requires interactive livestreaming, all of the above guidance on non-interactive livestreaming applies. However, in addition to this, you should also:

- Seek advice from the Senior Manager Student Recruitment and Outreach while completing a risk assessment and well in advance of the planned activity
- Ensure that participants understand the delivery methods of online sessions and are clear of the purpose for this particular activity
- Remind participants not to take photographs of the screens or share any images of the online session
- Staff should not be in a private chat/video call 1-2-1 with a participant unless this was arranged in advance with manager approval. If this happens by accident (someone else loses signal etc.) the staff member should immediately come out of the breakout room/chat and end the session.