SAFEGUARDING PROTOCOL FOR UNDER-18S TAKING PART IN UNIVERSITY OF CUMBRIA OUTREACH ACTIVITIES ON AND OFF CAMPUS 2026/27

1. INTRODUCTION

This safeguarding protocol outlines the measures that the university will take to manage risks associated with under-18s visiting the campus as part of outreach activities as well as guidance for staff attending schools and colleges to deliver outreach. The safety and well-being of minors during these visits are of the utmost importance, and the university is committed to ensuring a safe and supportive environment for all participants.

2. SCOPE

This protocol applies to all outreach activities on university premises involving individuals under 18, including academic workshops, masterclasses, taster days, and summer schools. It also extends to staff delivering outreach in schools and colleges. Additionally, it outlines the expected conduct of staff, students, and volunteers, including those without enhanced DBS checks, when attending schools and colleges for outreach.

The protocol has been developed in line with University of Cumbria's Safeguarding-Policy-25-26-.pdf

3. POTENTIAL RISKS

The following risks are identified as the main potential concerns during outreach activities involving minors:

- **Physical Injury**: Accidents or injuries during on-campus activities.
- **Emotional Harm**: Participants feeling uncomfortable, distressed, or unsafe during activities.
- **Safeguarding Concerns**: Risks related to inappropriate conduct by adults or peers.
- **Lack of Supervision**: Inadequate supervision leading to unaccounted or unsupervised minors, resulting in safety issues.
- **Health and Wellbeing**: Managing any medical or dietary needs of participants.
- **Sharing inappropriate content/material:** During presentations/workshops

4. RISK MITIGATION AND SAFEGUARDING PROCEDURES

To address and reduce the above risks, the following safeguarding measures will be implemented:

4.1 Pre-Event Procedures - On Campus events

- **Consent**: **School/College group:** Written parental or guardian consent will be obtained for all participants under 18 by the School or College as per their own usual procedures. This consent would include emergency contact details, medical information, and any special requirements (e.g., allergies, disabilities).
- **Consent**: **Independent (Age 16 -18 only):** Written parental or guardian consent will be obtained for all participants under 18 by the School or College as per their own usual procedures. The school/college consent to release the pupil to the event. An 'event registration form' would be shared with the school or college for the learner to complete and this would include emergency contact details, any specifical medical information, and any special requirements (e.g., allergies, disabilities).
- **Clear Communication**: Schools and College lead member of staff will be provided with clear information regarding the event itinerary, venue, and any relevant health and safety information before the visit, including and on campus risk assessment in the.
- **Pre-event site visits:** These are available on request.

4.2 Pre-Event Procedures - off-site activities

- **Clear Communication**: The designated school or college lead will inform the school/college contact in advance about visit arrangements, including the DBS status of the visiting staff member. The school/college will then determine whether the staff member is permitted to attend.

4.3 Enhanced DBS Checks:

- **Mitigation/Control:** Where possible, all staff and volunteers directly supervising under-18s during outreach activities will undergo enhanced DBS checks. As not all staff who support us in our outreach activity are enhanced DBS checked, such as some academic staff or student ambassadors, we will structure our activity to mitigate as much as feasibly possible the risk to all staff, ensuring no unsupervised or direct contact with minors in high-risk or sensitive situations is possible.

4.4 Supervision and Staffing

- **Supervision Ratios**: Onsite (at a school or college, or at the University) outreach delivery will comprise of at least two adult leaders per group, with a minimum of one staff member with an enhanced DBS check present; support from the school or

college in the form of a teacher or careers advisor will be sought to adhere to this rule. Offsite outreach delivery will have appropriate staff-to-participant ratios as per the school or colleges guidance, with further consideration given to our delivery based on the nature of the activity.

- **Zero Tolerance:** no activity is to be planned or delivered where one to one contact is plausible through our approaches or delivery methods. Staff should always be diligent to avoid any scenarios where this is possible.
- **Staff Training**: All staff involved in outreach activities will receive appropriate safeguarding training to ensure they are aware of their responsibilities, including recognizing signs of abuse or distress. This will also include training on how to handle disclosures and how to respond to safeguarding concerns. Guidance and support on this will be shared to all delivery staff ahead of every outreach activity, refreshing awareness and reiterating the support mechanisms in place.
- **Code of conduct** - A code of conduct will be provided to all staff pre delivery and made accessible in event calendar invites prior to events - Safeguarding U18s Code of Conduct Booklet.pdf
- **Clear Boundaries and Behaviour Expectations**: Staff, student ambassadors, and any other participants will be briefed on the expected standards of behaviour via pre-event communications and pre-event briefings. Clear boundaries will be established and communicated to minimise the risk of inappropriate behaviour. Any breaches will be addressed immediately.

4.5 Supervision of Academics and Student Ambassadors

- **No Unsupervised Access**: Academics and student ambassadors without enhanced DBS checks will never be left unsupervised in one-to-one contact-with under-18s. They may only be involved in outreach activities in a monitored, low-risk environment (e.g., as part of a large group) where they can be easily overseen by staff (school, college or university) with enhanced DBS checks.
- **Role Clarity**: It will be made clear to all staff, academics, and student ambassadors what their role is during the event. Individuals without enhanced DBS checks will only be permitted to assist in administrative or non-sensitive tasks and will not be placed in situations that could put them in contact with minors without supervision.

4.6 Behaviour and Environment Management

- **Safe Environment**: All activities will be risk-assessed in advance to ensure, as far as reasonably practicable, that hazards and any situations in which minors could be exposed to harm are identified and mitigated. See on campus risk assessment: All Campus Visit Risk Assessment 2026-27 - Generic Template.docx
- **Appropriate Conduct**: Physical contact between staff, volunteers, and participants will be minimal and appropriate. All staff will be trained to ensure they understand the boundaries of professional conduct when interacting with minors via annual

Safeguarding Training, with appropriate conduct and our safeguarding support reiterated to all staff ahead of every outreach session.

- **Monitor Interactions**: During group activities, Outreach staff will actively monitor participant interactions to ensure they are respectful, appropriate, and free from any form of bullying, harassment, or harmful behaviour.

4.7 Emergency Procedures

- **First Aid**: A first aid qualified staff member will be available via university on campus procedures during outreach events. Emergency procedures will be in place, and all staff will be briefed at each event on how to act in the case of an emergency.
- **Emergency Contact**: All participants will be required to provide emergency contact information. This will be managed by the schools and college attending, or via event registration form. Any minor who becomes ill, injured, or distressed will be immediately attended to by staff, and the appropriate emergency contact will be informed. (See section 4.1 Consent)
- **Immediate risk of harm:** In the event a student/staff member is declaring they are suicidal or a child or vulnerable adult is at immediate risk of harm. If there is an emergency you should deal with it as such by calling 999, then reporting to the University via a Safeguarding Officer - **See appendix 1.**

5. REPORTING SAFEGUARDING CONCERNS

5.1 Clear Reporting Channels

- Any safeguarding concerns will be reported immediately to the designated safeguarding lead (DSL) for the outreach event, who will follow the university's safeguarding procedures. This includes a zero-tolerance policy for any form of abuse, bullying, or harassment.

- The DSL for the event will be the:
    - lead outreach officer in the first instance
    - followed by Outreach Manager
    - followed by Head of SR&O

- Safeguarding concerns should be reported via the Student Enquiry Point **Student Enquiry Point**.

5.3 Confidentiality:

- Any disclosures made by participants will be treated with the utmost sensitivity and confidentiality, in line with the university's safeguarding policies.

5.4 Reporting procedure:

Step 1: As soon as you are able write down the events, using the same language used and keeping to the facts. (Include time, location, who was present).

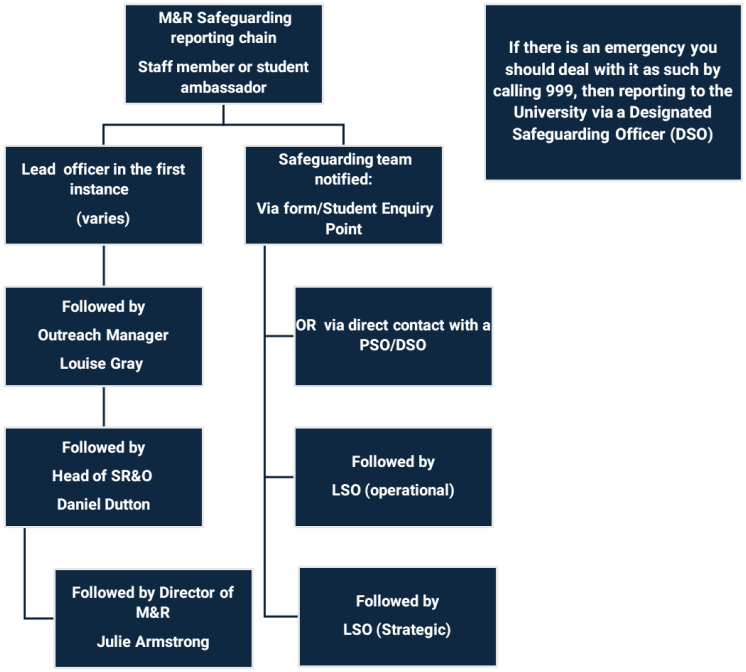
Step 2: notify a member of the M&R reporting chain. (See fig. 1).

Step 3. complete the form at **Student Enquiry Point** within 24hours OR speak directly to the Lead Operational Safeguarding Officer or the Director of Student Services (seeappendix 1).

Step 4: Ask questions if you're not sure what to do.

Step 5: Follow the DSO advice provided and take no further action unless they tell you to.

Fig. 1 M&R Reporting chain



6. POST-EVENT REVIEW

- **Feedback**: After the event, feedback will be sought from participants, staff, and volunteers to identify any potential improvements in the safeguarding procedures or overall event management.
- **Incident Review**: Any incidents or concerns raised during the event will be reviewed by the safeguarding team to ensure that any issues are addressed and to help improve future practices.

7. CONCLUSION

The university is committed to ensuring a safe and supportive environment for all under-18s attending outreach activities. By implementing a thorough safeguarding policy and maintaining appropriate supervision and training, we will minimize risks and create a positive, enriching experience for all participants. The safety and welfare of minors will always be our primary concern.

This policy should be reviewed regularly to ensure it remains up to date with legal requirements and best practice in safeguarding.

Written by: Louise Gray - Outreach Manager

Reviewed by: Daniel Dutton – Head of Student Recruitment and Outreach, Gail Howes, Head of Student Services and the Safeguarding Steering Group.

Date of next review: January 2027

APPENDIX 1 – UNIVERSITY CONTACTS

Lead Safeguarding Officer (Strategic)

Brian Webster-Henderson - DVC Health, Environment and Innovation
Contact: brian.webster-henderson@cumbria.ac.uk

Lead Safeguarding Officer (Operational)

Gail Howes - Head of Student Support, Student Services
Contact: gail.howes@cumbria.ac.uk 01228 279516

If you have a safeguarding or prevent concern you can contact the duty safeguarding officer via the Student Enquiry Point – Student Enquiry Point | Student Enquiry Point. Please provide as much information as possible and your contact details as they may need to contact you for further information

If you feel there is an urgency with a concern, or in emergency circumstances, you should not hesitate to contact the Police, Social Services or Children's Services. Please update the duty safeguarding team via the Student Enquiry Point if you do contact any of these external agencies as soon as possible afterwards.