UCL Widening Participation and UK Undergraduate Recruitment Office (WPUKUGRO)

Child Protection and Safeguarding Policy

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Abbreviations and definitions

CIR  Concern or Incident Report form

Disclosure  A report, verbal or written, made by a child or young person that they have been abused by someone.

DBS  Disclosure and Barring Service (formerly CRB – Criminal Records Bureau)

DSO  Designated Safeguarding Officer

LADO  Local Authority Designated Officer

NSPCC  National Society for the Prevention of Cruelty to Children

Regulated activity  Types of work with children and young people which require a DBS clearance

SA  Student Ambassador

TP  Taster Presenter

WP  Widening Participation

WPUKUGRO  Widening Participation and UK Undergraduate Recruitment Office
1. Context of WPUKUGRO’s work with children and young people

UCL WPUKUGRO (within Student and Registry Services) deliver activities for over 20,000 children and young people annually, attending over 100 separate events and programmes.

The safety and wellbeing of children and young people is the responsibility of all UCL staff and students working on UCL widening participation activities. Everyone working on UCL widening participation activities must follow this policy.

Everyone working on UCL WP activities must receive regular child protection training appropriate to their role, covering potential indicators of abuse, professional conduct for working with young people, a clear description of the responsibilities of their role in working with children and young people, how to respond to a disclosure, and how to report disclosures and child protection concerns.

This policy is reviewed annually and is publicly available at this link, with a copy of the concern or incident reporting form. www.ucl.ac.uk/wp/childprotection

An accompanying child protection procedure and supporting documents (full list in section ten) are available to WPUKUGRO staff.

Overview of UCL’s WP activity with children and young people

- We deliver activities for primary and secondary school children from Year 5 to Year 13. We also work with parents, guardians and teachers, mature students, and students in the first year of undergraduate study at UCL. Some activities are for specific audiences such as disabled young people or looked after children, who may have special needs that should be factoring into safeguarding measures.
- Our activities have varying frequency and intensity of contact. We run one-off single day events, non-residential and residential summer schools lasting from three days to two weeks, and long-term programmes with students attending a regular series of activities throughout a school year.
- As well as delivering our centrally managed activities, we also fund and support UCL academic departments to deliver their own WP activities.
- This policy covers all activities run by WPUKUGRO at UCL or in externally booked locations, and activities run by UCL academic departments with the support of WPUKUGRO.
- Activities delivered in schools (out-visits) will also be covered by schools’ own safeguarding procedures, and WPUKUGRO will comply with these as required.
- This policy does not cover activities for children and young people run by external organisations in booked UCL spaces. WPUKUGRO is not able to book UCL spaces for external organisations.
- We also engage with children and young people online, through social media accounts, a blog, our website, and e-mentoring platforms.
- Many areas of the UCL campus are openly accessible to the general public. WP staff should be aware of this when planning and managing events.
- Children and young people travel to UCL and attend programmes in different ways. They could arrive in organised groups led by teachers, be accompanied by a parent, or travel to UCL independently. UCL is responsible for children and young people from the time they register at UCL until the time they leave, but is not responsible for them during travel to and from UCL.
2. Other UCL policies

The WPUKUGRO policy is publicly available at www.ucl.ac.uk/wp/childprotection

In addition to this policy, there are other UCL policies covering child protection and safeguarding.

UCL HR provide a policy on 'Working with vulnerable groups', which covers work with children, young people and vulnerable adults across the institution.

www.ucl.ac.uk/hr/docs/working_with_children.php

UCL HR provide a policy on conducting DBS (Disclosure and Barring Service) checks for the recruitment of staff working regulated activity requiring DBS clearance.

www.ucl.ac.uk/hr/docs/criminal_record.php

UCL Student Support and Wellbeing provide a Children and Vulnerable Adults Safeguarding policy. This covers children and vulnerable adults who are applicants to UCL or currently registered students at UCL.

www.ucl.ac.uk/current-students/support/wellbeing/safeguarding

3. Safeguarding procedures for WPUKUGRO staff

3.A Safer recruitment and Disclosure and Barring Service clearances

WPUKUGRO use safer recruitment practices when recruiting staff. Most, but not all, roles within WPUKUGRO include regulated activity with children and young people.

Job offers for new WPUKUGRO staff are conditional on the provision of two references, one of which must be the current or most recent line manager. A reference template which includes specific mention of child protection is provided. For roles including regulated activity, an enhanced level Disclosure and Barring Service (DBS) clearance certificate must also be provided. The certificate must include a check of the DBS ‘Children’s Barred’ List. These requirements are stated in all job adverts, job descriptions, at interview and in job offers.

Knowledge of child protection is listed as essential or desirable in person specifications if appropriate for the role, and compliance with UCL’s child protection procedures is listed as a core responsibility in job descriptions.

DBS clearance is required for all UCL staff working on ‘regulated activity’ with children and young people under the age of 18. Regulated activity is defined as follows in the UCL DBS policy:

“4.2 ‘Regulated’ Activity – Children
Regulated activity for children is:

• Unsupervised activities on a frequent basis; teaching, training or instruction; care or supervision; advice or guidance on well-being; or driving a vehicle for children.”
- Work in a ‘specified place’ on a frequent basis with opportunity for contact including: schools, children’s homes, childcare premises. This does not include work by supervised volunteers.
- Relevant personal care, for example washing or dressing; or health care by or supervised by a professional. This activity does not need to meet the frequency threshold.
- Registered childminding; and foster-carers. This activity does not need to meet the frequency threshold.

4.3 ‘Frequency’

‘Frequent’ is once a week or more on an ongoing basis or four or more times in a single month or overnight (between 2am and 6am).

Frequent activity only applies where they take place in a single specified place e.g. visits to the same school. If activity is in a number of ‘specified places (e.g. schools), but is infrequently in each, a DBS check will not be required even if the totality of work carried out in the various settings is frequent.”

If DBS clearance is required for a role, new employees cannot start work until the clear DBS certificate is shown to UCL’s Employment Contract Administration team. Start dates for new appointees must be negotiated accordingly. When hiring, managers must be aware that DBS checks may take in excess of 8 weeks to process. The Metropolitan Police currently advise that some checks within London can take up to 130 days. Prospective employees are not advised to hand in their notice with their current employer until all necessary pre-employment checks have been satisfactorily completed.

UCL cannot keep originals or copies of DBS certificates, but must see the original to verify it before a contract can be issued.

If there should be a cause for concern in the DBS certificate of a new appointee, the job offer could be retracted following a meeting with the prospective appointee to discuss the information provided on the certificate.

UCL accepts portability of DBS certificates from other employers, but only when they meet certain criteria. To be eligible for portability, certificates must be clear enhanced level certificates, and must include a check of the DBS ‘Children’s Barred’ List. They must have been issued after June 2013, and the individual must have registered their clearance with the DBS update service within 19 days of the date of the issue of the certificate (there is a small administrative charge for this, and the portability service must be renewed annually to stay valid). Procedures for portability are outlined in section five of the UCL DBS policy and government guidance on the update service is given in the links below. The portability registration must be renewed annually by the individual in order to stay valid.

[http://www.ucl.ac.uk/hr/docs/criminal_record.php](http://www.ucl.ac.uk/hr/docs/criminal_record.php)


If a staff member left UCL and returned to UCL in a new role including regulated activity at a later date, they would need to be DBS cleared again before taking up the new role.

If an existing UCL staff member moved from a role with no regulated activity to a new role which did have regulated activity, they would need to complete their DBS clearance before taking up their new role.

Last updated November 2016
If an existing UCL staff member moved from an existing role with regulated activity to a new role which also had regulated activity, they would not need to complete a new DBS clearance in order to take up their new role, as they would be covered by their pre-existing UCL DBS certificate (as long as the pre-existing certificate was an enhanced level DBS clearance which included a check of the DBS Children's Barred List.)

WPUKUGRO also use temporary agency staff. If a DBS is required for work on regulated activity for a temporary staff member, it is requested and processed through the agency, not by UCL, and it must be an enhanced level DBS clearance which included a check of the DBS Children's Barred List. The agency must provide confirmation to WPUKUGRO in writing when they have seen and verified the individual's original DBS certificate.

WPUKUGRO staff who do not have DBS clearances because their role does not require it (for example, the finance officer) must not work on regulated activity.

The WPUKUGRO child protection procedure provides more detail on processing DBS applications for new employees.

3.B Child protection and safeguarding training for WPUKUGRO staff

New staff must be familiarised with this policy, the WPUKUGRO child protection procedure, and other relevant UCL policies as part of their induction within their first month.

All new WPUKUGRO staff, including temporary agency staff, must complete the Educare online training module on ‘Child protection in education’ within a month of their start date. Existing staff must repeat the module once every three years.

https://www.educare.co.uk/educare-for-education

It is the responsibility of all line managers in WPUKURGO to ensure their staff follow this policy. Child protection and safeguarding measures must be considered when planning activities, and regularly discussed in staff meetings to ensure staff are applying procedures correctly in their work.

WPUKUGRO managers attend safeguarding training to support them with their Designated Safeguarding Officer responsibilities, with a refresher every three years.

Senior Access Officers and Access Officers working on regulated activities can also attend further safeguarding training on topics which can affect young people on WP programmes, such as mental health, FGM, forced marriage, homophobia and radicalisation. Training sessions on these topics are included in the annual team training schedule.

4. Safeguarding procedures for casual student staff and alumni

As well as WPUKUGRO staff, children and young people on UCL WP activities are in contact with:

- Paid UCL student staff on casual ‘as and when’ contracts. These include student ambassadors (SAs – these are undergraduate and postgraduate students) and PhD taster presenters (TPs)
- Volunteer guest speakers from external organisations for careers events, often UCL alumni

All new SAs and TPs must be interviewed before being offered work. They must attend a child protection training presentation delivered by a WPUKUGRO staff member, and sign a
code of conduct form before they can start work. Code of conduct forms and training attendance dates are recorded. Pre-existing casual staff must attend an annual child protection refresher training and cannot work without doing so.

4.A DBS clearances and references for casual student staff working on regulated activity

An enhanced level DBS clearance which includes a check of the DBS Children’s Barred List, and the provision of two references, is required for any casual student staff working on programmes that count as regulated activity (these involve frequent or intense contact with the same group of young people such as summer schools).

As well as in-person activities, UCL WP run e-mentoring programmes, whereby UCL student mentors are matched to young people through an online mentoring service. E-mentoring programmes count as regulated activity, as the mentor and mentee can be in frequent and regular contact online. Therefore all e-mentors must have a DBS in place before they start.

Further detail on processing DBS forms for student staff is given in the WPUKUGRO child protection procedure.

4.B Casual student staff working on unregulated activity

For casual student staff and alumni who will only be working on unregulated activity, (one-off events with different groups of young people, for example campus tours and one-off talks at school visits, or events which are not frequent), references and DBS clearances are not required.

In line with the Rehabilitation of Offenders Act 1974, UCL does not have the legal right to request a DBS clearance for an individual if it is not required for an activity. For this reason, DBS clearances are not automatically requested for new SAs and TPs when they are first recruited, but only for individuals who are later selected to work on programmes which count as regulated activity.

5. Safeguarding procedures for UCL academic departments

5.A Support and guidance for academic departments

WPUKUGRO provides funding, guidance and support for UCL academic departments to deliver their own widening participation activities.

Staff from academic departments who are delivering their own WP activities must follow all the child protection and safeguarding procedures outlined in this policy and must be in regular contact with their supporting WPUKUGRO staff member.

Department staff must ensure that anyone working on their WP activity has attended a WPUKUGRO child protection training, has a DBS clearance in place (in line with section 3.A) for the start of the programme if required, and must ensure that appropriate communication and supervision procedures are in place.

WPUKUGRO staff can provide safeguarding support and guidance for academic departments, for example processing DBS clearances for student staff, delivering child protection training, and advising on safeguarding procedures to suite different programmes.
A WPUKUGRO programme delivery toolkit is available for academic departments, and includes this policy and the supporting documentation.

5.B Reporting child protection concerns from academic departments’ widening participation activity

Any staff or students in academic departments who have a child protection disclosure or concern arising from a departmental WP activity must follow the reporting procedures in section seven of this policy.

They must report to either a UCL HR or a WPUKUGRO safeguarding contact, (see reporting contacts in section 7.D). Departmental staff must not report or investigate child protection concerns within their own academic department.

6. Safeguarding procedures in relation to external organisations and individuals

WPUKUGRO also partner with external sector organisations such as the Sutton Trust and the Brilliant Club to deliver activities for children and young people. Activities can run at the UCL campus and also at other locations arranged by the external partner.

For all partnership working we request a copy of the external partner’s child protection policy and provide them with ours. We review the partner’s child protection policy to ensure there are no potential conflicts. If any potential problems are identified, these are discussed and an agreed joint approach agreed in writing between WPUKUGRO and the external partner in advance of the project.

For projects where WPUKUGRO are commissioning an external organisation to recruit participants, deliver and manage an entire project (with UCL’s involvement limited to funding and monitoring), the external organisation is fully responsible for putting appropriate safeguarding procedures in place.

Staff from external educational organisations are also booked to teach workshops or short courses on UCL delivered WP activities. If a booking is for a programme that counts as regulated activity, the external organisation will be expected to provide confirmation of DBS clearances for individuals teaching on the programme.

7. How to report disclosures and other child protection concerns

7.A Definitions of child abuse

A child is anyone under the age of 18. The following definitions of child abuse are from section 1.3 of the statutory guidance provided by the London Safeguarding Children Board, available at this link: [www.londoncp.co.uk/chapters/responding_concerns.html#def]

“Abuse

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. 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.

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child.
Physical harm may also be caused when a parent fabricates the symptoms of, or deliberately induces illness in a child.

**Emotional abuse**
Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent effects on the child's emotional development, and may involve:

- Conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person;
- Imposing age or developmentally inappropriate expectations on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction;
- Seeing or hearing the ill-treatment of another e.g. where there is domestic violence and abuse;
- Serious bullying, causing children frequently to feel frightened or in danger;
- Exploiting and corrupting children.

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

**Sexual abuse**
Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (e.g. rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.

Sexual abuse includes non-contact activities, such as involving children in looking at, including online and with mobile phones, or in the production of pornographic materials, watching sexual activities or encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

In addition; Sexual abuse includes abuse of children through sexual exploitation. Penetrative sex where one of the partners is under the age of 16 is illegal, although prosecution of similar age, consenting partners is not usual. However, where a child is under the age of 13 it is classified as rape under s5 Sexual Offences Act 2003.

**Neglect**
Neglect is the persistent failure to meet a child's basic physical and / or psychological needs, likely to result in the serious impairment of the child's health or development.

Neglect may occur during pregnancy as a result of maternal substance misuse, maternal mental ill health or learning difficulties or a cluster of such issues. Where there is domestic abuse and violence towards a carer, the needs of the child may be neglected.

Once a child is born, neglect may involve a parent failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment);
• Protect a child from physical and emotional harm or danger;
• Ensure adequate supervision (including the use of inadequate care-givers);
• Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional, social and educational needs.”

7.B Standards of professional behaviour for UCL staff working on widening participation activities

• Staff must understand that it is their responsibility to safeguard and promote the wellbeing of children and young people
• Staff must understand and follow UCL’s child protection policy, and keep up to date with child protection training as required for their role
• Staff are responsible for their own actions and behaviour, and must avoid any conduct which could lead a reasonable person to question their suitability to work with or to be an appropriate role model for children and young people
• When supervising the work of UCL casual student staff, staff must always provide a model of appropriate professional boundaries and provide guidance on appropriate conduct for working with children and young people as required
• Staff must work and be seen to work in an open and transparent way
• Staff must acknowledge that false allegations of child abuse are extremely rare, and that all concerns must be reported and recorded
• Staff are in a position of trust in relation to children and young people attending WP activities. They must not:
  o develop personal relationships with children and young people or their families
  o discuss their personal lives with children and young people
  o meet or arrange to meet children and young people or their families privately away from planned UCL activities
  o exchange personal contact details with children and young people or their families, or connect with them through social media accounts

7.C Examples of child protection concerns that must always be reported

7.C.1 Possible signs that a child or young person is suffering abuse

• Direct disclosures of any type of abuse – verbal, emotional, physical, sexual, neglect, or bullying – carried out by anyone connected to the child or young person. This could be someone in their family, someone at their school, someone on the UCL WP activity or another youth programme run by a different organisation. Abuse disclosures can be current or historical. Children can be abused by other children or young people as well as by adults.
• Third party disclosures (a disclosure about abuse happening to someone else)
• Other possible indicators that a child or young person that could be being abused, for example:
  o Saying they want to tell you something but only if you keep it a secret
  o Written hints about abuse for example in homework or e-mentoring conversations
  o Self-harm marks, bruises, burns or other injuries*
o Signs of disordered eating, anxiety or serious depression*
o Sudden or severe change in behaviour, for example becoming very withdrawn when they had previously seemed confident and happy
o Serious aggression or inappropriate behaviour towards other children and young people or UCL staff
o Worrying language such as excessive swearing or sexualised comments
o Seeming very anxious about going home at the end of an activity, or afraid of UCL staff calling their parents
o Talking about being pregnant, or having an older girl or boyfriend

*It is noted that WPUKUGRO staff may also notice causes for concern in UCL student staff (student ambassadors and taster presenters) working on WP activities, for example self-harm marks, signs of disordered eating, possible signs of anxiety and depression.

WPUKUGRO staff have a duty of care to all UCL students working for on our programmes, as well as to children and young people. If a staff member is worried about a student, they can direct them to UCL Student Psychological Services who provide counselling and a range of other services. If a staff member has a serious concern about a UCL student, they should report it to UCL Student Wellbeing through the Student of Concern form.
www.ucl.ac.uk/current-students/support/wellbeing/student_of_concern

7.C.2 Possible signs that someone working on UCL WP activity whether UCL staff, student, alumni or an external individual) may be developing an inappropriate relationship with a child or young person

- They are seen interacting with a child or young person on social media, or have photos of them on their phone
- They are seen exchanging contact details or meeting them alone outside of a UCL WP activity
- They are seen having private conversations with them away from the main group without other people present
- They are overheard having inappropriate conversations with them, for example about their romantic life
- They are seen to giving personal gifts to them
- They are seen kissing or hugging them

7.C.3 Concerns that you as UCL staff member or UCL staff might be open to allegations of inappropriate conduct towards a young person

- If you are working on a UCL WP activity and are concerned that a young person is becoming attracted to you, for example repeatedly contacting you on social media, asking for your contact details, asking to spend time with you privately or trying to touch you
- If you are working on a UCL WP activity and are concerned that a young person could have misunderstood or misinterpreted something you have said or done

Please note that this is not an exhaustive list. If anyone working on a WP activity encounters something makes them feel concerned, but which doesn’t exactly match the situations listed above, they should still report it.

7.D Reporting disclosures or other child protection concerns

Last updated November 2016
Any disclosures or child protection concerns about children and young people on UCL activities must be reported promptly using the reporting lines in this section.

If something happens on an activity on UCL premises which requires an emergency response, staff should call UCL security on 222 immediately if they are near a UCL internal phone. If they cannot access an internal phone, they must contact emergency services from a mobile phone and then alert UCL Security as soon as possible.

Security will then contact the emergency services as required. Once the immediate emergency has been dealt with, staff should then follow the reporting procedures as necessary.

Safeguarding contacts for UCL HR and WPUKUGRO are listed in section 7.D.

Child protection concerns which could involve a potential allegation against a UCL staff member or against a UCL student must be reported directly to UCL HR, not to WPUKUGRO.

All other disclosures or concerns which do not appear to involve a potential allegation against a UCL staff member or student must be reported to WPUKUGRO. All WPUKUGRO managers are Designated Safeguarding Officers (DSOs) for WP activities.

If parents / guardians or teachers of young people on WP activities need to report a child protection concern related to the activity, they should contact a WPUKUGRO DSO as soon as possible.

A Concern or Incident Report (CIR) form must be completed for any child protection concern, by anyone who was involved. Paper forms are available on all WP activities, and an electronic copy is available at the WPUKUGRO website (www.ucl.ac.uk/wp/childprotection). CIR forms and other documentation related to child protection reports are confidential. UCL HR or WPUKUGRO will keep confidential paper files of any concerns stored securely in their offices. Paperwork will be destroyed after five years.

All WP activity must have an assigned DSO, usually the manager of the team running the activity. The staff member running the activity must have the mobile numbers of all the DSOs. The staff member must call their DSO if they need to report something, or need safeguarding guidance. If DSOs are on-call for activity during evenings and weekends, they must be able to respond and to travel to UCL at short notice if needed. If a DSO is unavailable (for example on leave), cover must be arranged. If a staff member needs help but their assigned DSO is not responding, they must then contact the other DSOs until they have a response.

7.E Contacts for reporting disclosures and child protection concerns

UCL WPUKUGRO Designated Safeguarding Officers (DSOs)

Any disclosures or child protection concerns on UCL WP activities must be reported to these contacts (unless the concern involves a potential allegation against a UCL staff member or a UCL student, in which case it is reported to HR).

- Katy Redfern - Head of Access - k.redfern@ucl.ac.uk - 020 3108 8266
- Alison Forbes - Access Manager (Pre 16) - alison.forbes@ucl.ac.uk - 020 3108 8267
- Lucie March - Access Manager (Communication and Data) - l.march@ucl.ac.uk - 020 3108 8281
UCL HR Safeguarding contacts
Any disclosures or child protection concerns involving a potential allegation against a UCL staff member or a UCL student must be reported to these contacts, but a WPUKUGRO DSO must also be copied in to the report.

- Claire Rowlinson – Principal HR Business Partner - Safeguarding Contact c.rowlinson@ucl.ac.uk - 020 3108 8854
- Bob Carey - Principal HR Business Partner - Deputy Safeguarding Contact b.carey@ucl.ac.uk - 020 3108 8802
- John Parr – Director of HR (interim) – j.w.parr@ucl.ac.uk – Additional Safeguarding Contact

Camden Local Authority Child Protection Services
www.cscb-new.co.uk/
Camden Child and Family Contact Team, 9th Floor, 5 St Pancras Square, London, N1C 4AG. Telephone: 020 7974 3317 (9am to 5pm). Out of Hours Telephone: 020 7974 4444

Additional guidance on child protection and safeguarding
The NSPCC runs a 24 / 7 advice helpline and an email service for child protection concerns: 0808 800 5000 - www.nspcc.org.uk - help@nspcc.org.uk
7.F Flowchart A: Disclosure or child protection concern which could involve a potential allegation against a UCL staff member or student – Report to HR

Someone involved in a UCL WP activity receives a disclosure from a child or young person which could involve a potential allegation against a UCL staff member or UCL student, or is concerned that a UCL staff member or UCL student could have harmed or developed an inappropriate relationship with a child or young person (examples in 7.B).

They report it to Claire Rowlinson, UCL HR safeguarding contact, as soon as possible, by emailing a completed Concern or Incident Report form (available at the WPUKUGRO website). They can also call her if the report requires an urgent response. The email must also be copied to a WPUKUGRO DSO, ideally the manager whose team runs the activity (if known).

The reporting individual must ensure their report is received and acknowledged. If they do not receive a response within one working day they must call Claire Rowlinson or the WPUKUGRO DSO to secure an acknowledgement. If they cannot get a response, they must then send the report to other HR and WPUKUGRO safeguarding contacts until they do get a response.

The reporting individual must not discuss the issue with other people, but must leave it to be handled by the safeguarding team. If they wish, they can check in at a later date to verify that the issue was resolved. Safeguarding contacts may not be able to provide specific information on the outcome due to confidentiality.

UCL HR and WPUKUGRO work together to investigate. This may include liaison with the police, Camden and other child protection services, the young person’s family or school, UCL security, and other UCL departments. If a child protection concern is raised against a UCL staff member or student, they will be removed from working on any UCL activities with children and young people (this includes activities not run by WPUKUGRO, for example Volunteering Services Unit activities) until the matter has been investigated. UCL HR will provide guidance to staff and students who have child protection allegations made against them.

After the incident, the safeguarding team review the efficacy of the response and complete any follow up. All paperwork relating to the incident is securely stored in the HR office.

Exception one: if there is a child protection concern involving the conduct of a UCL staff member or a UCL student on an evening or weekend, and the reporting individual feels the matter should not wait for a response until the next working day, they must report it in person as soon as possible to the WPUKUGRO staff member running the activity. The staff member will then contact their assigned DSO and follow the procedure in flowchart B.

Exception two: If an individual is concerned about the conduct of the actual WPUKUGRO staff member running the evening or weekend activity, and the reporting individual feels it is urgent and cannot wait for a response until the next working day, they should contact Camden local authority social services (contacts in section 7.D).

Last updated November 2016
Other situations to report: If a UCL staff member or student has reason to be concerned that they might be open to allegations of inappropriate conduct (see section 7.B.3), they must complete a CIR form and report to a WPUKUGRO DSO, who will provide guidance.
7.G. Flowchart B: Disclosure or child protection concern which does not involve a potential allegation against a staff member or student – Report to WPUKUGRO

Someone involved in a UCL WP activity receives a disclosure from a child or young person, or has another child protection concern in relation to a child or young person (examples in 7.B).

They report it to the WPUKUGRO staff member running the activity immediately, or as soon as practically possible, and follow their guidance.

The WPUKUGRO staff member calls their assigned DSO as soon as possible and requests support. If the DSO is onsite, they will come to the site of the activity to support the staff member. If they are offsite (for example on a Saturday) they will provide initial guidance by phone and will travel to UCL if needed. If the staff member cannot contact their DSO, they can then call the other DSOs to get support.

The reporting individual and the WPUKUGRO staff member must both complete a CIR form as soon as possible, and give these to the WPUKUGRO DSO when they arrive.

The reporting individual and the staff member must not discuss the issue with other people, but must leave it to be handled by the safeguarding team. If they wish, they can check in at a later date to verify that the issue was resolved. Safeguarding contacts may not be able to provide specific information on the outcome due to confidentiality.

The DSO then works with the WPUKUGRO staff member to resolve the issue. This may include liaison with the police, Camden and other child protection services, the young person’s family or school, UCL security, and other UCL departments.

If through investigation it emerges that there is a child protection concern about the conduct of a UCL staff member or student, the WPUKUGRO DSO will then contact Claire Rowlinson from HR. The individual of concern will be removed from working on any UCL activities with children and young people (this includes activities not run by WPUKUGRO, for example Volunteering Services Unit activities) until the matter has been investigated. UCL HR will provide guidance to staff and students who have child protection allegations made against them.

After the incident, the safeguarding team review the efficacy of the response and complete any follow up. All paperwork relating to the incident is securely stored in the WPUKUGRO office.

8. Communication with children and young people, parents and teachers

Last updated November 2016
All contact with children, young people, parents / guardians and teachers attending WP activities is managed through UCL staff email accounts, UCL office phones and WPUKUGRO mobile phones.

Everyone working on UCL WP activities is instructed not to share personal contact details or to interact on social media platforms with children and young people, or their parents / guardians. This includes personal mobile phones, home phone numbers, personal email accounts, and UCL student email accounts (only UCL staff may contact participants through UCL email accounts).

WPUKUGRO maintains ‘Discover UCL’ social media accounts on Facebook (www.facebook.com/uclwp), Twitter (https://twitter.com/DiscoverUCL) and Instagram (www.instagram.com/discoverucl). Children and young people and SAs are encouraged to follow and interact with these accounts. However, SAs must not accept friend requests from children and young people who may easily find them through these accounts.

For some programmes, SAs will be in contact with children and young people through virtual learning environments or e-mentoring platforms such as Brightlinks (www.brightlinks.org). These platforms are used for a set period of time and purpose, and are moderated by WPUKUGRO staff. SAs receive training on using these sites, and are not able to share personal contact information with young people through them.

9. Supervision of children and young people on activities

WPUKUGRO follows NSPCC guidance on the minimum appropriate ratio of adults to children or young people1 for youth programmes:

- 9 - 12 years: one adult* to eight children
- 13 - 18 years: one adult to 10 children.
- If the group is mixed gender, the supervising staff should also include both male and female workers wherever possible.

*‘Adults’ includes UCL SAs as well as WPUKUGRO staff. Many programmes have higher ratios than the minimum requirement, to provide a high quality experience for our participants.

WPUKUGRO have detailed procedures on enrolment, supervision, expected behaviour, registration and departures to ensure children and young people are safe and are appropriately supervised during all UCL WP activities. These are outlined in the child protection procedure accompanying this policy. UCL WPUKUGRO is responsible for the safety of children and young people from the point of registration until they sign out and depart. UCL is not responsible for the safety of children and young people as they travel to and from UCL activities. This is made clear to participants, teachers, and parents / guardians in the enrolment procedure.

Online risk assessments are in place for all UCL WP activities in advance of the start date, available through the UCL RiskNET service. http://www.ucl.ac.uk/estates/safetynet/

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A risk assessment for general school visits is available on the WPUKUGRO for the reference of schools bringing groups of students to UCL.

10. Supporting documentation list

1. Child Protection and Safeguarding Procedures document
2. Concern or incident reporting form
3. Code of conduct form for UCL student staff
4. Code of conduct form for UCL PhD presenters
5. Child protection and safeguarding training presentation for UCL students
6. Combined code of behaviour for children and young people and parental / guardian consent form
7. Reference request templates for WPUKUGRO staff and casual student staff
8. Safeguarding checklist for staff