This Statement has been prepared by the Marketing and Student Recruitment Directorate for school/college staff, parents and carers of pupils participating in activities at Newcastle University. It has been written in response to recommendations from the Department of Education and the NSPCC, and is intended to provide an overview of the policies in place to ensure that all reasonable precautions are being taken to safeguard the welfare of pupils and staff.

Copies of all of the documents listed are available on request from Gemma Kirkbride, Student Recruitment Manager, Student Recruitment Team. ‘Pupils’ are defined as any child under the age of 18, although the principles and ethos apply to vulnerable young adults aged 18 and over.

1. CHILD PROTECTION

Recruitment and Selection of Staff
University staff involved in organising and delivering events for pupils under the age of 18 are committed to ensuring the safety of participants. All such staff are appointed subject to receiving enhanced disclosure from the Disclosure and Barring Service (DBS). For more information, refer to the Procedure for Safeguarding Student Recruitment Staff.

Named Contact(s) for Child Safeguarding Issues
At each recruitment event, one or more designated members of staff who have specific responsibility for issues relating to safeguarding pupils are identified. Staff and Student Ambassadors involved in the event are told to direct any concerns relating to safeguarding pupils to the designated member(s) of staff. The named contact will then follow the agreed procedure. If the designated person is the subject of any concerns, all staff are given the name and contact details of a Designated Senior Person based at the University. Pupils will be advised to relay any concerns or questions to their Student Ambassadors or event organisers who will follow Child Protection Policy guidelines.

If a teacher, supervisor, parent or carer has any anxiety or suspicion about an adult working at an event, concerns must be brought to the attention of the designated person. Information about allegations or suspicions of child abuse will be kept by the designated person/people in secure files, and reported only to a senior member of staff responsible for Child Safeguarding issues. For more information, refer to the Child Protection Policy.

Code of Conduct/Practice
In order to ensure the safety of pupils and staff involved in recruitment events, staff in the Marketing and Student Recruitment Directorate have prepared code of conduct/practice documents for pupils under 18, students over 18 (residential events only), academic staff, non-University staff involved in events, and student role models working at recruitment events. The Codes of Conduct/Practice set out what is expected from each person at any event. The latter document is supported by comprehensive job information including job description and person specification for student role models. For more information, refer to the individual Codes of Conduct/Practice.
2. HEALTH AND SAFETY

Risk Assessment
A Risk Assessment document is prepared and reviewed for each event. Lead members of staff are responsible for identifying any potential risks involved in an activity, and ensuring that steps are taken to minimise or remove them. Where appropriate, participating pupils are made aware of potential risks, and the action taken to minimise them (i.e. emergency exits, procedure in the event of a fire, safe use of equipment). For more information, refer to the individual Risk Assessment document for each event, available from the event organiser.

3. UNIVERSITY STAFF TRAINING

All University staff involved in the development and delivery of events receive appropriate training in Child Protection and Health and Safety as detailed below:

Safeguarding Children
Staff involved in recruitment events are given annual training on the Framework for Safeguarding Children. This training ensures that participants are familiar with the policies and detailed procedures in the supporting documents and includes detailed guidance on what to do if a child discloses an incident of abuse. Designated Senior Persons receive additional and ongoing training from the NSPCC. For more information, refer to the Child Protection Policy.

Health and Safety
Prior to each event, training is provided for all participants (staff and student role models) on potential hazards and measures taken to minimise these hazards. This training is based upon a Risk Assessment document which is prepared for each individual event. For more information, refer to the individual Risk Assessment document for each event, available from event organiser.

First Aid
Prior to the delivery of residential events, all lead staff members are given training in basic first aid techniques. First Aid kits are available at each event.

4. CODE OF PRACTICE FOR TEACHERS/TUTORS

Teachers/tutors from participating schools and colleges are asked to observe a Code of Practice in order to further minimise any risk involved in running activities. For more information, refer to the Code of Practice for Teachers and Tutors

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