Child Safeguarding Framework
For Children & Vulnerable Adults Attending Recruitment Events

Safeguarding children/ vulnerable adults attending recruitment events

Child protection
- Child Protection Policy
  - Disclosure/incident report form
  - Child protection decision flowchart
  - NSPCC definitions and signs of child abuse
  - Procedure for safeguarding staff, inc DBC Checks
- Child protection statement for school/college staff and parents/carers
  - Students under 18*
  - Students over 18*
  - Parental consent*
- Code of conduct/practice
  - Academic/university staff
  - External organisations delivering sessions
  - School/college staff
- Event attendee
  - Students under 18*
  - Students over 18*
  - Parental consent*
- Staff
  - Ambassadors/mentors/representatives
  - Job information/advert*
  - Person specification*
- University students as role models
  - Online code of conduct template (attendee)
  - Online code of conduct template (University student)
  - OHSS incident report form
  - First aid report form

Online Events
- Staff checklist and guidance
  - On-campus event risk assessment template
  - Online event risk assessment template
  - Online code of conduct template (attendee)
  - Online code of conduct template (University student)

Health and safety
- Health and safety checklist for external visits

*Event-specific documents to be produced and available upon request, where appropriate.

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