



# Event Safeguarding & Emergency Procedures

## Introduction

This document is designed to provide Cambridge Admissions Office staff with guidance and a set of procedures to follow to ensure that they adhere to the University's policy on the Safeguarding of Children and Vulnerable Adults.

Safeguarding concerns can take many forms including, but not limited to, bullying and cyber bullying, child sexual exploitation/trafficking, domestic abuse, emotional abuse, grooming, neglect, online abuse, physical abuse, sexual abuse. Abuse could be by adults, or other children/young people.

This policy refers to any and all staff attending events or working on project (e.g. using online forums) involving young people which are organised and run by the Cambridge Admissions Office. This includes CAO staff members, University or College staff attending events, as well as temporary workers, such as student ambassadors and residential supervisors.

## Staffing and Recruitment

The University's commitment to safeguarding is highlighted to applications during the recruitment process. CAO staff may be required to undertake an enhanced DBS check as part of the recruitment process.

## Risk Assessments

All CAO General Risk Assessments include information on the risks associated with safeguarding and the control measures in place for events involving young people.

CAO Event Coordinators should ensure that all staff members who are working on an event or project are fully briefed on the risk assessment contents and understand their role/responsibilities as outlined in the document, including what to do in the event of an emergency

Additional risk assessments must be completed by any staff member leading an activity which is not part of the general programme for all participants and not organised by the CAO Event Coordinator, such as departmental fieldtrips or social/extra-curricular activity sessions.

## Training & Policy Briefing

Training and briefing is provided as appropriate to staff working on events with young people.

### *CAO staff members*

A briefing on safeguarding policies and good practice is provided to all CAO staff as part of their induction, and all staff must familiarise themselves with the [University's Safeguarding Policy](#) and in particular the [Code of Practice](#) (Appendix B). This provides guidance on acceptable and desirable conduct to protect both children and vulnerable adults who come onto University premises to study and to visit, and those working with them.

In addition, all CAO staff working on a regular basis on events or projects involving young people must also complete the [NSPCC's Child Protection online training module](#) as part of their induction, and should receive training/briefing on safeguarding at least once per year. This will normally be

the same group of staff for whom a DBS check is required but may include others with less frequent/regular contact with young people.

### *Staff attending events*

All staff attending events involving young people which are organised and run by the Cambridge Admissions Office must be asked to read and familiarise themselves with the [University's Safeguarding Policy Code of Practice](#). Compulsory training on safeguarding, delivered by a member of CAO staff, must also be attended by all student ambassadors and residential supervisors before they work on any event. Wherever possible this will be delivered by a Designated Safeguarding Contact/Lead. On residential events, all temporary staff members are also required to sign and adhere to a Code of Conduct.

## **Pre-event procedures**

### **General**

- When events are advertised or students invited to attend, a clear statement must be made outlining the responsibilities of the University with regard to the students who are attending.
- When students are attending events as individuals and not being accompanied by either a member of staff from their school/college or by a parent/carer, they must be asked to provide the name and contact details of their next of kin to be used only in case of emergency.
- The contact details of the University Security (if University premises), College Porters (if College premises) or security staff (if an external venue), and arrangements for first aid provision for each venue, should be easily accessible if required. A First Aider must be available at all times during an event (the University Security Office can help identify a First Aider if needed).
- The CAMbassador Moodle will include the name and contact details of relevant Managers who can be contacted in an emergency/if something happens to the CAO Event Coordinator before or during the event, if the event is taking place outside office hours.

### **For residential events**

- When students are attending a residential event as individuals (rather than with parents/carers or teachers), all participants must sign and return *in advance* a copy of the general Code of Behaviour document to demonstrate that they have understood and agree to adhere to it. This document must also be signed by a parent or carer to ensure that permission has been granted for the student to attend, that the parent/carer understands the Code of Behaviour and that they understand that they must be contactable throughout the event and may need to travel to Cambridge in an emergency.
- In addition, participants are asked to provide names and contact details of at least two adults over 18, one of which must be a parent/carer. These individuals must be contactable should CAO Event Coordinators have any concerns throughout the course of the residential event. This would include participants who fail to register at the beginning of the event where we have not been informed in advance that they are not attending, or any ongoing concerns over welfare, behaviour or any medical issues that the Event Coordinator wishes to discuss with the contact. If CAO Event Coordinators are unsure whether making contact is appropriate, they can seek advice from one of the Designated Safeguarding Contacts listed below.
- Where participants are attending a residential event as part of a visit organised by teachers at their school/college and/or participants are accompanied by teachers or other school staff, the Lead CAO Event Coordinator should discuss the appropriate actions to take in the

event of a safeguarding concern with their Line Manager in advance and ensure that all school staff are aware of the procedure before the event takes place.

## Procedures to follow during events

### General

- On each event, there will be a Lead CAO Event Coordinator who should take responsibility for initial decision-making during the event.
- One of the CAO Managers will be available throughout the event for support and assistance. Event Coordinators should initially try to make contact with their own Line Manager during office hours.
- Where CAO is responsible for the safeguarding of students overnight (for example, when teachers are not present), a CAO manager will stay overnight on site throughout residential events and act as the main safeguarding contact during the event.
- On residential events, only two members of staff should deal with incidents overnight wherever possible to ensure sufficient staff cover the following day.
- On each day of a residential event, one of the Designated Safeguarding Contacts will make contact with or visit the Lead CAO Event Coordinator to check in, enabling them to provide a general update on the event and advise on any areas or potential areas of concern regarding participants or staff.
- CAO Event Coordinators are reminded that a brief written record of any incidents listed below which occur during an event should be made and notes passed to their Line Manager as soon as possible. For residential events, this is normally included on the Concerns and Matters forms.

### In the event of an emergency

*Examples might include: death or serious illness of a participant or member of staff, serious criminal act, violence towards/by participant or staff member, missing person, unauthorised person on-site refusing to leave.*

- In the event of an emergency, support should be sought from on-site venue staff (e.g. University Security Officers or College Porters) in the first instance.
- If this is a First Aid incident during a residential, follow the procedures in Appendix A.
- The Line Manager of the Lead CAO Event Coordinator (or another Manager within the Cambridge Admissions Office) should be contacted immediately to provide support and assistance to the Event Coordinator.
- The University's Security Control Centre can be notified to help assist with decision-making.
- A written record of all significant incidents should be made by the Lead CAO Event Coordinator (using form [HSD020E Accident, Dangerous Occurrence and Incident Report Form](#)). Forms are retained for 7 years after the last contact with the young person, in line with national guidance.

There may be other serious situations which do not relate to safety or safeguarding, but for which you require assistance from a manager. Examples might include significant disruption to travel which prevents participants from travelling home, or a major incident within the city. Please use the emergency contacts for advice.

### In the event of a serious (but non-emergency) situation

*Examples might include: adverse weather incident, significant travel disruption, venue incident leading to event cancellation (e.g. fire/flooding/power failure), mass illness (e.g. food poisoning/contagious disease).*

- In the event of a serious incident, support should be sought from on-site venue staff (e.g. University Security Officers via the routine calls number or College Porters) in the first instance.
- If this is a First Aid incident during a residential, follow the procedures in Appendix A.

- The Line Manager of the Lead CAO Event Coordinator (or another Manager within the Cambridge Admissions Office) should be contacted as soon as possible to provide support and assistance to the Event Coordinator.
- A written record of all significant incidents should be made by the Lead CAO Event Coordinator (using form [HSD020E Accident, Dangerous Occurrence and Incident Report Form](#)).

### **In the event of a safeguarding concern regarding a participant**

*Examples might include: disclosure by participant, inappropriate behaviour or conduct by participant, abduction, self-harm.*

- The flowchart in Appendix B should be used by the Lead CAO Event Coordinator to assess the situation and make a decision about the appropriate next steps to take if there is a safeguarding concern.
- However, as outlined in the University's Safeguarding Policy (pp 12), in emergency circumstances, where there is **certain immediate and significant danger** to an individual, CAO Event Coordinators should make referrals to the Police, Children's Services or other appropriate authorities themselves. If this happens, the CAO Event Coordinator must inform one of the CAO Designated Safeguarding Contacts as soon as possible. Please note that the Children's Services department of the Local Authority in which the participant resides should be contacted in the case of any referral (Postcode checker: <https://www.gov.uk/find-local-council>)
- If there is any doubt over which agency should be contacted regarding the situation, the non-emergency Police number (101) can be called. Prefix this with 9 on a work mobile phone number.
- One of the CAO Designated Safeguarding Contacts should be contacted as soon as possible to provide support and assistance to the Event Coordinator.
- A written record of all safeguarding concerns or incidents should be made by the Lead CAO Event Coordinator (using form [HR34 Incident Report Form](#)).

### **In the event of an allegation or suspicion against a member of staff (including temporary workers)**

*Examples might include: complaint against a member of staff by participants and/or other staff, observation of inappropriate behaviour or conduct by a member of staff during an event.*

- One of the CAO Designated Safeguarding Contacts should be contacted immediately to provide support and assistance to the Event Coordinator.
- They will liaise with the University's HR Business Manager and other appropriate staff immediately to seek guidance and assistance on the action that should be taken, includes any changes to staffing arrangements on the event.
- As outlined in the University's Safeguarding Policy (pp 12), in emergency circumstances, for example where there is **certain immediate and significant danger** to an individual or where a **criminal act has been witnessed**, CAO Event Coordinators should make referrals to the Police, Children's Services or other appropriate authorities themselves. If this happens, the CAO Event Coordinator must inform one of the CAO Designated Safeguarding Contacts as soon as possible.
- All staff and temporary workers should be provided with the contact details of the Designated Safeguarding Contact in case they wish to contact them directly during the course of an event to report a complaint or concern about a member of staff.
- A written record of any suspicions or allegations should be made by the Lead CAO Event Coordinator (using form [HR34 Incident Report Form](#)).

### **In the event of a participant breaching the Code of Behaviour during a residential event**

*Examples might include: anything that constitutes a breach of the agreed Code of Behaviour, any allegations or suspicion of a breach*

- The Line Manager of the Lead CAO Event Coordinator (or another Manager within CAO if they are unavailable) should be contacted immediately to provide support and assistance to

the Event Coordinator. After discussion, they should agree on next steps and the appropriate course of action.

**In the event of a participant or staff member making a complaint during the event**

- The Line Manager of the Lead CAO Event Coordinator (or another Manager within CAO if they are unavailable) should be contacted immediately to provide support and assistance to the Event Coordinator. After discussion, they should agree on next steps and the appropriate course of action.

**Contacts**

**Please call 01223 766460 in the first instance and ask to speak to one of the managers below:**

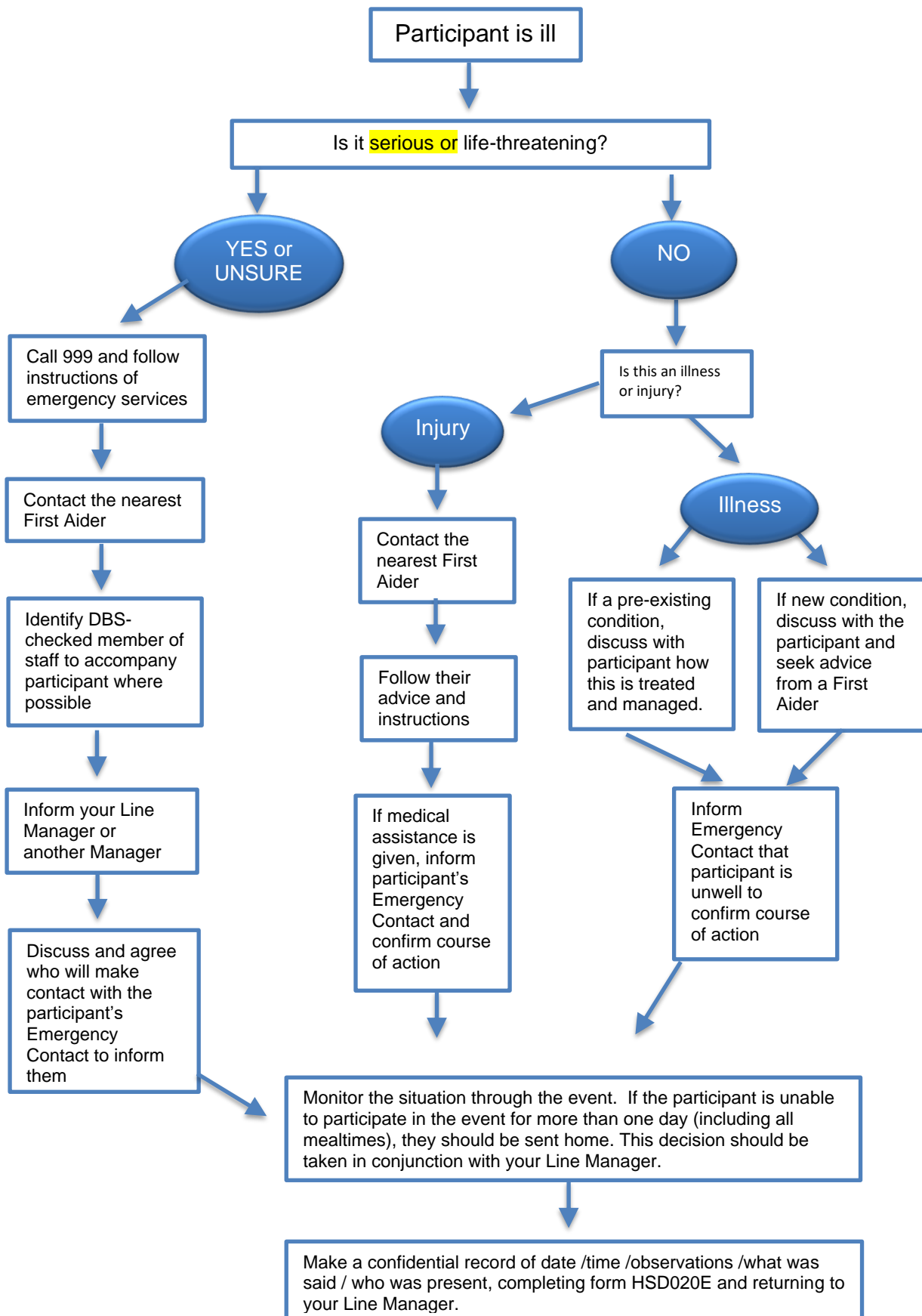
**CAO Managers**

Head of WP (Designated Safeguarding Lead)	Tom Levinson
WP Manager (Designated Safeguarding Contact)	Michelle Tang
WP Manager (Designated Safeguarding Contact)	Stephanie Baughen
Head of Student Recruitment and Marketing (Designated Safeguarding Contact)	Rachel Cox
Director Cambridge Admissions Office	Jon Beard

**Other Useful Contacts**

University Security	Emergency Calls	01223 767444
University Security	Routine Calls	01223 331818
Police/Fire/Ambulance	Emergency Number	999 (prefix with 9 if calling from a work mobile)
Police	Non-Emergency Number	101 (prefix with 9 if calling from a work mobile)
NSPCC	24 Hour Helpline	0808 800 5000
NHS	111 Non-Emergency Number	111 (prefix with 9 if calling from a work mobile)
Urgent Care Cambridgeshire	Out of Hours GP Service	0330 123 9131
Cambridgeshire Local Authority Children’s Services	Office Number (Mon – Fri, 8am-6pm)	0345 045 5203
	Emergency Duty Team (Out of Hours)	01733 234724

## Appendix A: Participant illness during a residential event



## Appendix B – Safeguarding Concern Regarding a Participant

