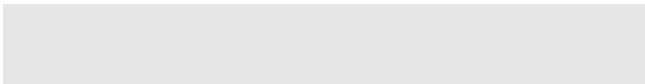
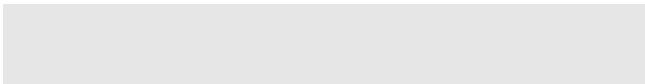


UCLAWPO Child Protection and Safeguarding Policy
Updated May 2024
To be reviewed April 2025

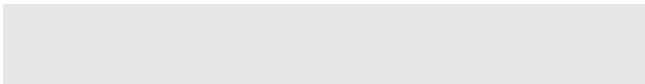


UCLAWPO Child Protection and Safeguarding Policy
Updated May 2024
To be reviewed April 2025

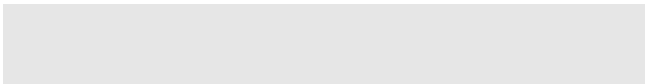


UCLAWPO Child Protection and Safeguarding Policy
Updated May 2024
To be reviewed April 2025

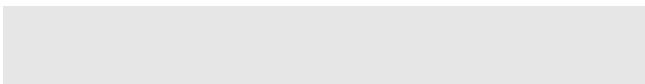


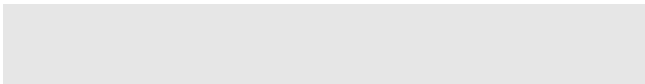


UCLAWPO Child Protection and Safeguarding Policy
Updated May 2024
To be reviewed April 2025

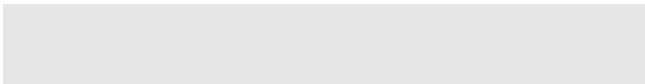


UCLAWPO Child Protection and Safeguarding Policy
Updated May 2024
To be reviewed April 2025





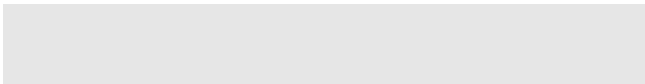
UCLAWPO Child Protection and Safeguarding Policy
Updated May 2024
To be reviewed April 2025



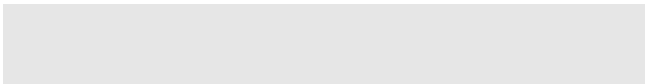
UCLAWPO Child Protection and Safeguarding Policy
Updated May 2024
To be reviewed April 2025



UCLAWPO Child Protection and Safeguarding Policy
Updated May 2024
To be reviewed April 2025



UCLAWPO Child Protection and Safeguarding Policy
Updated May 2024
To be reviewed April 2025



UCLAWPO Child Protection and Safeguarding Policy
Updated May 2024
To be reviewed April 2025

their parent or carer to find out whether they are attending. Reasons for absence will be recorded, as well as non-responses.

A staff member must remain at the registration point after the start time if any late arrivals are expected. If a child tells us by phone that they are running late, but don't arrive, the staff member should follow up and alert the parent/carer if necessary. If a child does not arrive and the staff member cannot get through to anyone by phone, they should send a follow-up email to the child's parent or carer to notify them they have not arrived.

Young people who are not on the list may try to attend (for example friends of other participants). AWFO staff must explain to these young people why they cannot attend, and they will be turned away. It may be appropriate to ask the young person to call their parent/carer so that the staff member can explain the situation to them.

If a participant in Year 11 or below needs to leave before the end of a scheduled activity, their parent or carer should email or call the AWFO staff member in advance to explain that they give permission for their child to leave early. If this is not possible, the child should speak to the AWFO staff member on the day. The staff member will call their parent or carer from the AWFO mobile, using the contact details provided when the child applied for the programme, and will obtain verbal consent for them to leave UCL at a set time.

At the end of a scheduled activity, children in Year 10 and above can leave when given permission to do so by UCL staff. For children in Year 9 or below, their parent/carer must have given consent for them to leave unaccompanied. If participants need help in finding their way off campus and to the nearest bus stop, for example, WP staff must guide them.

Supervision during in-person activities

The staff member running an activity will brief and debrief the team involving the event. Expectations should be set in the first session of an in-person event or activity, and reiterated on subsequent occasions, if the activity is ongoing. Specific housekeeping arrangements should be announced, and participants should be reminded of the key points of the Code of Behaviour; to include:

“Please follow any instructions from UCL staff or UCL Student Ambassadors and stay with the group at all times.

Engage with the activities. Listen, and contribute your thoughts and questions at the appropriate times.

Show respect and kindness to classmates, staff and students.

Do not use offensive or discriminatory language or discuss inappropriate subjects not related to the session topic.

Do not ask for the contact details of adults on the programme or try to contact UCL staff and students through their personal emails or social media accounts. UCL staff and students must not contact you through their personal email or social media accounts.

We hope you enjoy the event but, if you do have any concerns, please do tell an adult you trust and contact UCL staff.

Anyone who does not abide by our Code of Behaviour may be asked to leave the activity and their parent/carer and school will be contacted.”

During an in-person activity, supervision arrangements, as set out in the AWFO child protection policy, must always be followed.

Staff and Student Ambassadors (SAs) must ensure that they are never alone with young persons and should stay in groups or ask another staff member to accompany them.

For activities such as campus tours where teachers cannot be present with all groups, UCL staff/student workers are responsible for supervision until participants rejoin the main group. A ratio of one adult to eight or ten participants (dependent on age, see Section 9 of the Child Protection policy) will be maintained at all times. The person leading the activity should ensure the group stay together and ensure good health and safety practices. If any concerns arise, the person leading the activity should inform either more senior UCL staff, or the teacher(s), as required.

Family groups

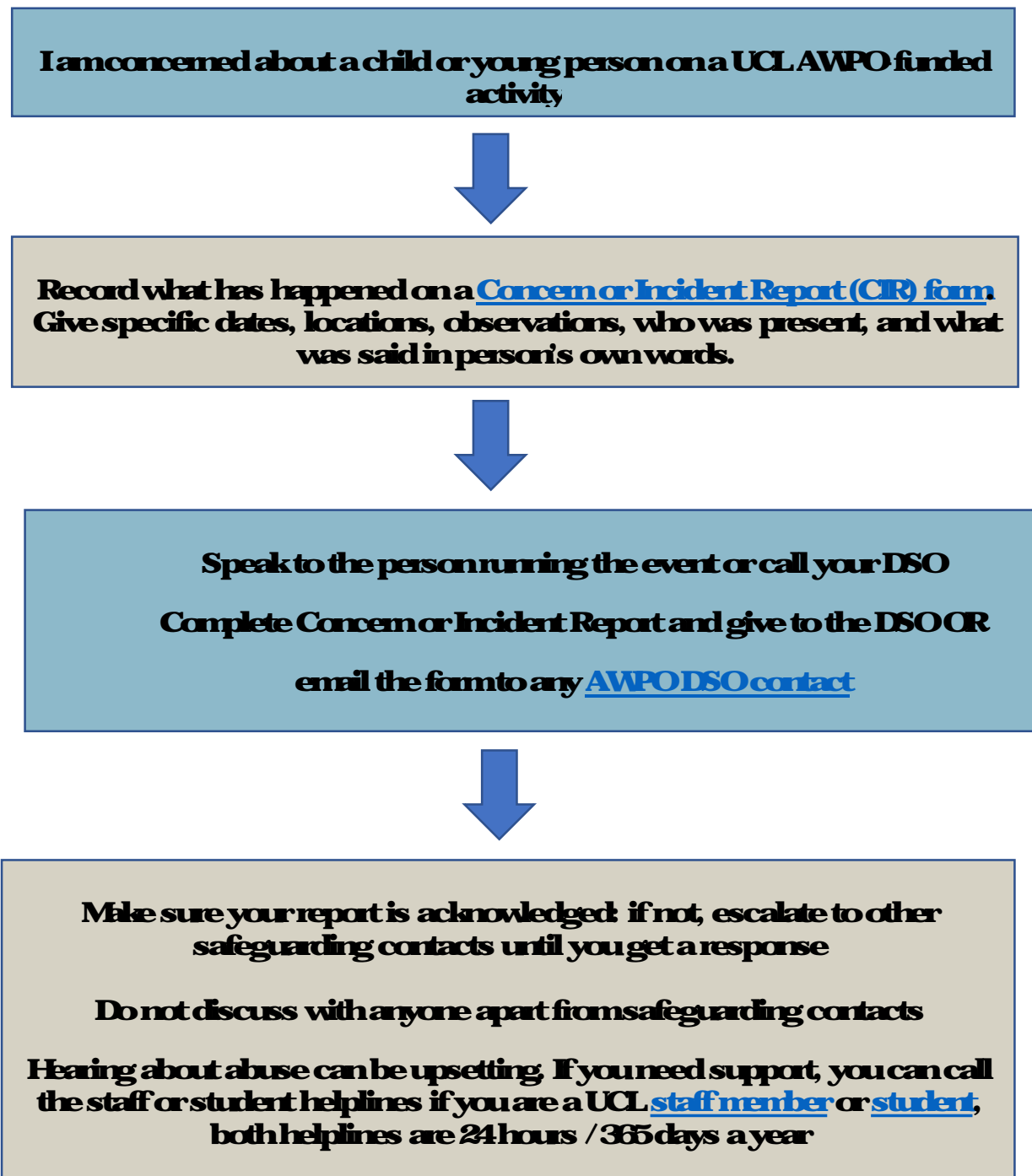
Where young people attend with parents or carers, the parent/carers is responsible for their child throughout the visit.

Only visitors registered in the application process may attend and UCL will collect the mental or physical health, faith or dietary requirements of all visitors in advance.

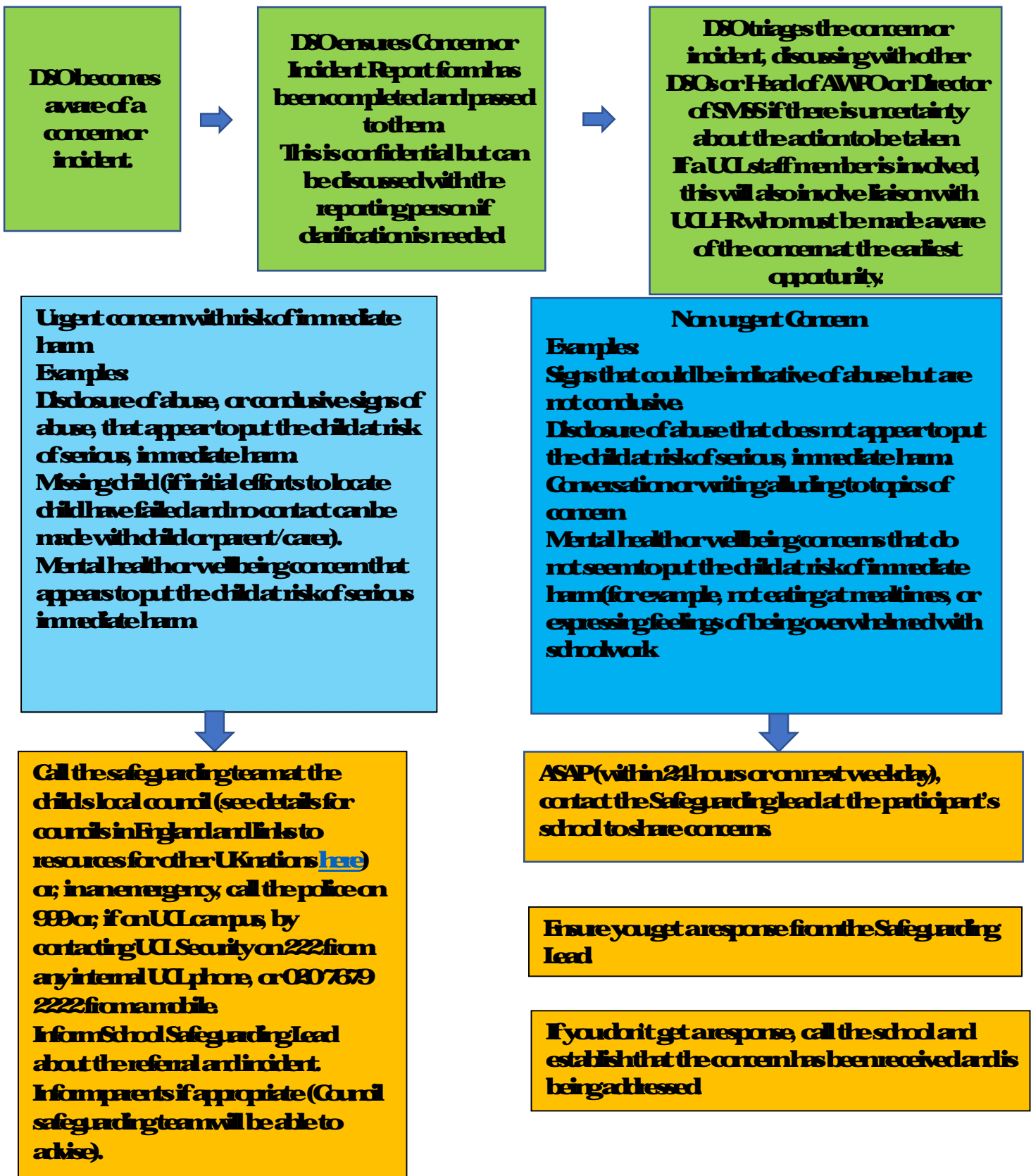
If there are any sections of the day when parents/carers and children separate for different activities, UCL will inform them in advance.

see

Appendix 2 Flowchart - Report a child protection concern



Appendix 3 DSO Flowchart



Appendix 4 Guidance for staff working in UCL academic departments

The following sections of the Child Protection Policy are points that must be followed by UCL academic departments if a member of AWPO is to support the initiative as a DSO

- 1. Scope**
- 2. Context of our work with children and young people (FYI)**
- 3. Supporting documentation and other UCL policies**
- 6. Safeguarding information for one-off presenters on AWPO activity**
- 7. Safeguarding for external organisations**
- 8. Communication**
- 9. Supervision**
- 10. Our professional behaviour standards**
- 11. Examples of causes for concern**
- 12. Responding to and reporting a disclosure**
- 13. Safeguarding reporting contacts**

Departments must complete all actions in the check list in Appendix 5 and share this with AWPO in order to obtain DSO support

