

Fife and Tayside Wider Access Forum

Procedures relating to health, safety and protection of young people on LIFT OFF programmes.

Policy references:

University of Abertay - Draft Child and Vulnerable Adult Protection Policy

University of Abertay - Health and Safety Policy and Procedures Version 3 Revision 2009

Background and context

The University of Abertay (UAD), as lead institution for Fife and Tayside Wider Access Forum, has responsibility for health, safety and welfare issues relating to the Forum's programmes.

LIFT OFF is the Fife and Tayside Wider Access Forum's Schools Programme. It is part of the Scottish Funding Council's Schools for Higher Education Programme the aim of which is:

“to deliver a national entitlement for disadvantaged schools pupils to raise expectations, and increase staying on rates and progression rates to higher education.”

LIFT OFF works with young people in schools from S3 to S6, ranging in age from 14 to 18. A number of LIFT events and activities take place out with school premises and some involve residential events during school holidays.

The procedures outlined below cover the following areas:

1. Responsibilities
2. Staff and volunteers working on LIFT OFF programmes
3. Consents
4. Transport of young people
5. Behaviour of young people at events
6. Accident Reporting
7. Photographing, Videoing and Filming Children
8. Communication – use of mobile phones
9. Data Protection
10. Implementation and Monitoring
11. Review

1. RESPONSIBILITIES

The Principal and Vice Chancellor has overall responsibility for Health and Safety matters within the University of Abertay, Dundee (UAD).

The Vice Principal/Deputy Vice Chancellor under delegation from the Principal has responsibility for maintaining health & safety within the University.

Court requires each head of service referred to as the "Person Responsible" to take responsibility for safety in his/her area of the University and on location outside the University.

All members of staff have a responsibility to ensure the health, safety and welfare of young people on LIFT OFF programmes. The following members of Forum staff have specific responsibilities in relation to the health, safety and welfare of young people:

Forum Manager (Designated Person Responsible)

The Forum Manager has overall responsibility for management of all Forum activities, Specifically, in relation to these activities, the Forum Manager will:

- Ensure that the Forum implements procedures that comply with and meet the requirements of UAD policies in this area, principally, Draft Child and Vulnerable Adult Protection Policy and Health and Safety Policy and Procedures Version 3 Revision 2009
- Ensure that staff employed on LIFT OFF programmes are recruited in accordance with UAD policies and receive adequate training and support to carry out their duties effectively
- Liaise with the University's Child and Vulnerable Adult Officer as necessary
- Liaise with the University's Health and Safety Officer to discuss/raise any issues in relation to this area of responsibility
- Ensure that regular reporting is carried out through the University's Health and Safety Committee

LIFT OFF Manager

The LIFT OFF Manager is responsible for the operation of the LIFT OFF programme and will be responsible for ensuring that:

- The procedures outlined in this document are implemented across the LIFT OFF programme where appropriate
- Staff participate in training required to carry out their responsibilities
- Student volunteers are recruited in accordance with procedures and are adequately trained to carry out their duties
- Appropriate risk assessments are carried out and recorded for all activities
- A suitably trained member of staff is designated Child Protection Officer at LIFT OFF events
- An adult to child ratio of at least 1:8 is maintained for group events
- Any incidents are dealt with appropriately and reported to the Forum Manager, the UAD Child and Vulnerable Adult Officer and UAD Health and Safety Officer as relevant
- Annual reports are submitted to the Forum Manager

Forum Administrator

The Forum Administrator is the nominated member of staff on the UAD Central Services Health and Safety Committee and is responsible for:

- Submitting reports to the Health and Safety Committee
- Ensuring that relevant issues from the Health and Safety Committee are brought to the attention of the Forum Manager and LIFT OFF Manager
- Liaising with Health and Safety Officer to ensure that relevant training is carried out
- Recording information and maintaining relevant Health and Safety records

2. STAFF AND VOLUNTEERS WORKING ON LIFT OFF PROGRAMMES

All staff are appointed in line with UAD's Recruitment and Employment procedures (<https://portal.abertay.ac.uk/portal/page/portal/HumanResources/Recruitment>)

Student Volunteers are used extensively to support the programme activities. All students volunteering for the programme are appointed in line with Student Volunteer Recruitment Procedures (*Appendix 1*) and are subject to an enhanced disclosure check.

Training

Staff

All LIFT OFF staff will participate in Scottish Government Child Protection Training at Levels 1 and 2¹. This training is currently accessed through Fife Council's Child Protection team.

All LIFT OFF staff will undertake appropriate REHIS training.

At all LIFT OFF events, there will be one member of staff trained in First Aid.

In addition, staff participate in an ongoing CPD programme to assist them in carrying out their duties

Student Volunteers

Student Volunteers receive training on joining the programme and also receive additional training before major events. This includes awareness of child protection issues and clear guidelines on their responsibilities in relation to health and safety of young people.

3. CONSENTS

For all LIFT OFF activities that require young people to be out of school, parents/guardians will be required to complete consent forms.

¹ Level 1 – Introduction to Child Protection
Level 2 – Working together to safeguard children

Parents, carers and guardians will receive information about events that will include information about the event, names and contact numbers of responsible person for the event and transport and accommodation arrangements. (*Note: We are developing an information sheet/agreement that will outline our responsibilities and the responsibilities of parents and young people*)

4. TRANSPORT OF YOUNG PEOPLE

Pupils will be transported to LIFT OFF events in one of the following ways:

By bus or taxi

When using buses and taxis to transport pupils, only those providers holding local authority contracts will be used. This will ensure that contractors comply with local authority requirements in respect of health, safety and protection of young people during transport.

By car

In some instances schools and parents may be responsible for transportation of children to events and in these cases responsibility for the health and safety of children during transport will rest with the school or parent.

Where it is necessary to transport children in cars, other than by those identified above, the following good practice will be observed:

Where LIFT OFF is responsible for transportation of children to events, the use of car transport will be restricted to members of UAD staff working on Forum programmes.

A risk assessment of the transportation required will be carried out. This will include an assessment of the following areas:

- Ensuring that all vehicles are correctly insured for the purpose.
- Ensuring the driver has a valid and appropriate licence for the vehicle being used.
- All reasonable safety measures are available i.e. fitted, working seatbelts.
- An appropriate ratio of adults per child.
- Ensuring drivers have adequate breaks.
- When transporting children, wherever possible they should be in the back seat of the car for health and safety reasons.
- Where practicable and planned, written parental consent will be requested if staff are required to transport children.

To safeguard the member of staff the following good practice will be observed:

- A collection policy will be agreed with parents which will include a clear and shared understanding of arrangements for collection at the end of the event.
- The Forum Administrator will be informed that a child is being transported, given details of the route and the anticipated length of the journey.
- All reasonable safety measures will be taken e.g. children in the back seat, seatbelts worn.
- Where possible, another adult should accompany the member of staff on the journey.
- The child's parent/guardian will be informed if time of arrival is different from agreed time.

5. BEHAVIOUR OF YOUNG PEOPLE AT EVENTS

LIFT OFF has a code of conduct for young people. This is available to all young people participating in LIFT OFF events taking place away from school premises. This code of conduct is included on the application form for residential activities and applicants are required to sign up to it. (*Appendix 2*)

6. ACCIDENT REPORTING

All accidents will be recorded on UAD Accident Reporting Form and will be reported in line with University procedures.

7. PHOTOGRAPHING, VIDEOING AND FILMING CHILDREN

LIFT OFF may use photographs and film of young people to promote its activities. In all cases, children and their parents/guardians are asked to consent to images being used for these purposes. This consent is included on application/consent forms for events.

8. COMMUNICATION - USE OF MOBILE PHONES

LIFT OFF will hold the mobile phone numbers of young people participating in core activities. These are used to make contact for the following purposes:

It may be necessary on occasions to use mobile phones to contact pupils to make/change arrangements for events.

In the event of an emergency or other problem during events (e.g. a pupil losing contact with their group leader), mobile phone numbers will be used to establish contact.

Text messaging may be used to inform LIFT OFF pupils of upcoming events or provide other information in relation to the programme.

9. DATA PROTECTION

Images of young people and use of personal data

A data protection statement is included on LIFT OFF Application/consent forms that outlines what LIFT OFF will do with images of young people and data that is collected. The application form also includes signed consent of both children and their parent/guardian to this use.

Use of mobile phones

The mobile phone numbers of children will be carefully stored (in accordance with data protection principles) and access will only be provided to those who need access for a legitimate reason.

Staff/volunteers will never engage in personal or sensitive communications with children via text message.

All concerns about the inappropriate use of text messaging will be dealt with in line with University of Abertay's Procedure for Responding to Concerns about Child Abuse.

10. IMPLEMENTATION AND MONITORING

Staff responsibilities in terms of implementation and reporting are outlined above. Reports will be submitted to the University's Health and Safety Committee. The University's Health and Safety Committee will be responsible for auditing these procedures in line with their policy on monitoring Health and Safety.

11. REVIEW

These Procedures will be regularly reviewed:

- In accordance with changes in legislation and guidance on the protection of children or following any changes within the LIFT OFF programme.
- Following any issues or concerns raised about the protection of children during LIFT OFF activities.
- In all other circumstances, at least every three years.

Appendices

Appendix 1 Procedure for recruitment of student volunteers

Appendix 2 LIFT OFF Application form (includes Pupil Code of Conduct)

APPENDIX 1

Procedure for recruitment of LIFT OFF Student Volunteers

Student volunteers are an essential part of the LIFT OFF programme and are generally recruited from partner colleges and universities. Their principal role is to provide role models for pupils and as such they are involved in all aspects of LIFT OFF's work, both in school and at out of school events.

The LIFT OFF Student Volunteer Co-ordinator is responsible for recruitment, selection, training and ongoing support of the Student Volunteering programme.

Promotion of Student Volunteering Activities

The LIFT OFF Student Volunteer Programme is promoted in the following ways.

University and College Careers Services have details of opportunities.

Opportunities are registered in the four local volunteer centres as well as through the national volunteer opportunity database www.volunteerscotland.org.uk.

Through the LIFT OFF website - <http://www.lift-off.org.uk/students/>

Talks to student groups arranged through contact with specific departments

Marketing materials are sent to college and university Careers Services and Student Unions at the beginning of each academic year.

The student volunteer coordinator attends any volunteer fairs or fresher's fairs held in colleges and universities to promote the opportunity directly to students.

Interest sheets are available at all promotional events

Recruitment of Volunteers

Potential volunteers are contacted with further information and sent a copy of the *Student Guide to Volunteering with LIFT OFF*

The student volunteer coordinator meets with prospective volunteers, either individually or in groups, to deliver an initial training session that covers the following:

- Introduction
- Background to LIFT OFF and LIFT OFF activities
- Role of Student Volunteers
- Benefits of volunteering with LIFT OFF
- Working with young people
- Practical arrangements

Participation in the Volunteer programme is subject to suitable reference and enhanced disclosure check.

Students receive a copy of the *Student Volunteer Handbook* that contains a Code of Conduct and outlines responsibilities in relation to Child Protection, Confidentiality and Health and Safety

Students are required to sign a *Volunteer Agreement* that details their responsibilities and those of LIFT OFF

APPENDIX 2



Please attach a passport photo here.

**LIFT OFF To Success 2010
Pupil Application Form**

About you

Name _____ Male Female

Date of birth _____ School _____

Which dates you are available to come on LO2S?

- **Please check this with your parents!**
- **If you are available during both weeks, tick both**

4th – 9th July 2010 25th – 30th July 2010

Do you have a preference for attending either week? If you do, tick one. If not, just leave blank.

Address _____

_____ Postcode _____

Home telephone number _____

Your mobile number _____

Your email address _____

(Please leave blank if you do not have a mobile number or an email address)

* We'll use your contact details to keep in touch with you in the future

Further information

Please answer the questions below as best you can

We'll use your answers to ensure you get the best possible experience at LO2S!

Have you ever been to a college or university before? Yes No

If so, please explain why you were there (e.g. attending a school trip, doing a course, visit with a family member etc)

Which of the following statements would best describe your current level of awareness of college and university? (Please tick one)

"I don't know anything at all about college and university"

"I know some basic information about college and university"

"I know quite a few facts about college and university"

"I know everything there is to know about college and university"

Please explain your answer:

Are any of your family members **currently** studying at college or university?

Yes No If so, which family member(s)? _____

Have any of your family members **ever** studied at college or university?

Yes No If so, which family member(s)? _____

Do you want to go to university or college after school?

Yes No Possibly

Why?

If you answered "yes" or "possibly" above, what are you interested in studying?

If you answered "no" above, what would you like to do after school?

What are your main interests outside school? (Please choose 3 max)

- | | | | | | |
|-----------------|--------------------------|-------------|--------------------------|-----------------|--------------------------|
| Music | <input type="checkbox"/> | Drama | <input type="checkbox"/> | Animals/nature | <input type="checkbox"/> |
| Sport | <input type="checkbox"/> | Dance | <input type="checkbox"/> | Arts and crafts | <input type="checkbox"/> |
| Cooking | <input type="checkbox"/> | Cinema | <input type="checkbox"/> | Fashion | <input type="checkbox"/> |
| Reading/writing | <input type="checkbox"/> | Theatre | <input type="checkbox"/> | Computers | <input type="checkbox"/> |
| TV | <input type="checkbox"/> | Socialising | <input type="checkbox"/> | | |

Other _____

Thank you for applying to take part in LIFT OFF to Success! 😊

** Please ensure you read and sign in the Pupil Contract**

Pupil Contract

- **Please read the statements below carefully.**
- **Please sign and date below to show that you have read and understood the contract and that you agree to these terms.**

I agree to:

- Act sensibly and responsibly
- Ensure I do not take any unnecessary risks
- Conform to any instruction on matters of safety and good order given during the week
- Inform LIFT OFF immediately of any change in plan before the event, in particular if I am no longer able to attend.
- Treat everyone I come into contact with through the programme with courtesy and respect.
- Draw to the attention of the staff or mentors any distress, concern or discomfort arising during or as a result of any activity during the week.

I understand that:

- If I jeopardise my own safety or the safety of others through inappropriate behaviour, I may be removed from the programme.
- That I may be removed from the programme should my behaviour be deemed unacceptable by the LIFT OFF team.
- Any additional costs incurred as a result of my actions may be recovered from my parents / guardians.

Name _____ Signed _____ Date _____

I DO / NO NOT give permission for LIFT OFF to take photographs / recordings of me participating in LO2S.

Signed _____ Date _____

Parent/Guardian

I hereby give my permission for the young person in my care to attend the "LIFT OFF to Success" residential event in July 2010. I confirm that I have read the Pupil Contract above and understand that any costs incurred as a result of irresponsible behaviour may be recovered from me. I confirm that I will be available to contact on the emergency numbers I have provided in the enclosed Consent Form.

Name _____ Signed _____ Date _____

DATA PROTECTION ACT 1998

For the purposes of the Data Protection Act 1998, the University of Abertay Dundee is identified as the Data Controller, i.e. the body responsible for deciding how personal information is collected and processed. The University will collect some personal data from participants (described herein), as necessary to administer their participation in this programme, and this will be used solely for that purpose. We are obliged to provide the Scottish Funding Council information on what participating pupils do after they leave school. Therefore, participants names, dates of birth and school will be passed to a third party (Skills Development Scotland) who will use this data to provide us with this information. Any such information will only be presented anonymously (e.g. as statistics) and no individual will ever be personally identified.

Where the University seeks to collect and use personal data for purposes outwith the management of an individual's participation in this programme, it will seek your consent. Again, information will only be used for the purposes under which it was collected. Please consider the following:

We may wish to use some images collected during LO2S for marketing, promotional and evaluation purposes. Please ***delete where appropriate*** and sign below:

I DO / DO NOT give permission for images, film and audio footage to be taken of the young person in my care during the LIFT OFF to Success programme, and used for the purposes stated above.

Name _____ Signed _____ Date _____

Relationship to the young person in my care (e.g. mother, grandparent, foster-carer, etc.):
