

GSRA Safeguarding guidance for working with prospective students

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The following applies to all activities delivered by or approved by the Global Student Recruitment and Admissions (GSRA) within Keele with prospective students aged under 18. This document is continuously evolving as practice in this space also evolves, and as new information comes to light.

Particular activity linked to this guidance is with school and college groups, and the guidance applies to both activity here on the Keele campus and in schools and colleges and/or external venues to Keele.

Working with children

Keele's [Safeguarding Policy](#) also applies at all times, but this guidance is particularly pertinent to work with children, defined as those under 18 years of age.

When children are working with staff from Keele, the university and the individual have a legal duty of care to safeguard.

Outreach

The University cannot take responsibility for ensuring the wellbeing of children or vulnerable adults who are on the campus without its knowledge and consent. Parents/guardians who bring children or vulnerable adults onto University premises must take responsibility for their safety and wellbeing and ensure that they do not place themselves at risk, disturb others or damage property.

Unless they are students of the University or are attending the University as part of an authorised visit or activity, children or vulnerable adults cannot make use of University academic facilities, such as but not limited to lab spaces, lecture theatres or practical teaching spaces.

The guidance below is separated into three main sections:

- Guidance to be followed at all times
- Particular guidance to be followed in schools and colleges and/or external venues
- Particular guidance to be followed on the Keele campus

Guidance to be followed at all times

- All staff working with children must take the Keele online safeguarding training course available through Keele People.
- All student ambassadors used for activity must be on the student ambassador scheme and therefore have had safeguarding information delivered as part of their training.
- No personal contact information such as email, phone number or social media account should be shared with a child at any time, and all communication should be through official Keele channels
- No photos of any children should be obtained without express permission from the parent/guardian of the child in writing
- In the event of a disclosure, staff should complete the Keele [Safeguarding Concern Form](#) from the university policy (page 22) to Adam Hall, Associate Director of Global Student

Recruitment, Partnerships and Access via a.hall@keele.ac.uk. Please ensure the document is password protected.

Particular guidance to be followed in schools and colleges and/or external venues

- Local safeguarding arrangements should be followed at all times in line with school and college expectations.

Particular guidance to be followed on the Keele campus

- A nominated member of staff from GSRA must be contactable for any activity on campus and/or on site to support in working hours for GSRA approved activity. Outside of working hours, Campus Safety is the main point of contact unless specific arrangements have been made with GSRA.
- A briefing must be delivered on the day to all staff and/or students delivering activity as part of the event
- All groups of children must be accompanied by a teacher and/or parent/guardian and/or responsible adult for activity on campus unless explicit permission is received from both their school and parent/guardian
- Any permission form for children undertaking activity at Keele must include, but is not limited to:
 - Medical information
 - Dietary requirements
 - Photo sharing permissions
- A formal arrival and departure procedure must be communicated with all attendees and key points of contact for any campus visit
- Contact details for the responsible adult (teacher and/or parent/guardian) must be known to the event organiser and the member of staff in GSRA on site on the day
- Children must never be unaccompanied on a visit to campus
- No residential activity is to take place without a dedicated safeguarding risk assessment completed in conjunction with GSRA

On campus activity non loco parentis

If the child (under 18) is accompanied by a parent, teacher or responsible adult, they will be responsible for them at all times. For example, the adult will be responsible for the arrival and departure of the child, their whereabouts on campus and administering any medication, as well as any other activity related to the wellbeing of the child.

Keele retains the responsibility for providing a safe campus environment once the child is attending any activity organised by us, both from a safeguarding and health and safety perspective.

On campus activity loco parentis

If the child is on campus in a state of loco parentis (where the child has no adult supervision besides Keele staff) then Keele staff must:

- Gain permission forms for medicine administration
- Ensure a contact escalation procedure is in place if any child were to go missing. This will need to be individual to each activity
- Ensure that safe handover points are communicated between Keele and the responsible adult

- Ensure that a behaviour code of conduct is in place and understood by the child to cover the following, but non-exhaustive list. The nature of the code of conduct will vary depending on the nature of the activity taking place.
 - No consumption or purchase of alcohol
 - Child must not leave campus
 - Child must be accompanied at all times
 - Child must follow reasonable instructions from Keele staff
 - Child must not enter any buildings/spaces outside on the interaction itinerary

Admissions and enquiries

All staff at Keele are required to undertake mandatory safeguarding training and it is imperative that this is kept up to date.

There may be an occasion when an enquirer or applicant discloses a safeguarding concern either in writing (via an email or personal statement) or verbally on the telephone or face to face e.g. Open Day, Visit Day or drop in at the Student Hub. Please see below regard to interviews. If you are unsure whether it is a safeguarding issue, please refer to Andy Fidler or Jo Ladwa in the first instance.

In the event of a safeguarding issue being raised as part of the UCAS application (either in the personal statement or reference). The application should be referred to Andy Fidler or Jo Ladwa, who will contact the referee if applicable. In the unlikely event that the concern relates to the referee, the safeguarding team at the School/College would be contacted. In the event of a disclosure, Andy Fidler or Jo Ladwa should complete the Keele [Safeguarding Concern Form](#) from the university policy (page 22) and forward to Adam Hall, Associate Director of International Student Recruitment via a.hall@keele.ac.uk. Please ensure the document is password protected.

If you are engaging with a child over the phone, where possible the following guidance should be used:

- All phone calls are to be made and received through Teams and/or work devices
- You must not exchange any personal contact details with the applicant

If you are concerned by anything raised in your exchange, please follow the guidance in the section above.

Interviews

All virtual interviews for Undergraduate programmes (where it is assumed that applicants will be aged under 18) are conducted with two interviewers per panel. The second interviewer on a panel may be a student ambassador, service user, practice staff, or chaperone from GSRA. If these criteria are not met, the interview is not to proceed.

Interviews with a single interviewer may take place for Postgraduate programmes, as applicants will always be aged over 18.

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Events on campus – Open Days and Applicant Visit Days

Open Days and Applicant Visit Days differ from other types of on-campus events (detailed above) as they are public events, open to all for bookings and with no restrictions as to who can attend. The public and open nature of these events means that interactions with visitors tend to be brief and with others present at all times in public spaces.

However, guidance is issued to all staff and ambassadors working around taking and reporting disclosures, and communicating any concerns about behaviour witnessed. Everybody is informed about the University's whistleblowing procedures for reporting concerns about the conduct of other staff. All staff are briefed on avoiding one-to-one situations with any visitors on these events.

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Campus tours

We regularly offer campus tours on Wednesdays throughout the year, as well as ad hoc tours, for example if somebody is travelling from overseas to visit campus. Campus tours are never offered to somebody aged under 18 on a 1-to-1 basis – they have to be accompanied by an adult, which we advise in communication ahead of the tour, and the campus tour would not proceed if this condition is not met. Tours only cover public areas of campus, but do not need to be specifically limited to outside of buildings.

All staff and student ambassadors should follow the guidance of the tour organiser to ensure that they are also kept safe when delivering the activity.

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