

GENERAL RISK ASSESSMENT FORM

Mentoring Projects – Future Quest team

Ref:
Visitors to Campus_01

<p>Describe the activity being assessed:</p> <p>Future Quest runs a number of different mentoring projects where students / volunteers mentor or run projects with school aged children between Year 3 and year 12. The mentors will support the young person to explore topics around their future and help them to understand themselves better. This happens face to face. Each project is documented separately below.</p>	<p>Assessed by:</p> <p>Future Quest Primary, Secondary Delivery Teams including: Laura Davies – Future Quest Project Manager Sarah Gettings – Future Quest Coordinator Svenja Keese- Future Quest Coordinator Chloe Pearce – Graduate Intern Mary Zlobec-Short - Future Quest Coordinator Matt Drummond – Future Quest Coordinator Phoebe Grout – Future Quest Assistant Primary Joanne Brooks – Future Quest Coordinator</p>	<p>Endorsed by:</p> <ul style="list-style-type: none"> • Laura Davies • Kerry Vernon
<p>Who might be harmed: UWE staff and students, visiting school/college staff and students</p> <p>How many exposed to risk: Up to 150 students</p>	<p>Date of Assessment:</p> <p>Sept 2023</p>	<p>Review date:</p> <p>Sept 2024</p>

RISKS AND CONTROL MEASURES – Attainment Raising Programmes (including face to face mentoring)										
Hazards Identified	Existing Control Measures	S	L	Risk Level	Additional Control Measures	S	L	Risk Level	By whom and by when	Date completed
Safeguarding concerns over longer term / closer relationship between mentor and mentees	Future Quest will follow procedures set out in UWE Safeguarding Policy . Safeguarding information is provided to all those in roles with contact with young/vulnerable individuals. Student Ambassadors will work under the supervision of DBS cleared school/college staff. Student Ambassadors will not necessarily be DBS checked but are informed of appropriate conduct whilst in school environment.	2	3	6	All Student Ambassadors to attend specific training for the programme Teams channel provided to support Student Ambassadors Safeguarding information and contacts available in TEAMS channel Safeguarding policy and contacts collected from schools taking part and to be available for ambassadors	2	1	2	Coordinator linked to school and delivery manager	Ambassador or training completed in advance of start of programme Ongoing conversations with schools

Minimum of 1 representative from the school present at all times. All Future Quest representatives attending host schools follow policy and practice as advised by staff at host school on arrival.				Reinforced message that FQ staff will not necessarily be attending and essential that school staff in attendance at all times					

RISKS AND CONTROL MEASURES – Book Explorers (face to face)

Hazards Identified	Existing Control Measures	S	L	Risk Level	Additional Control Measures	S	L	Risk Level	By whom and by when	Date completed
Safeguarding concerns over longer term / closer relationship as mentors and mentees (KS2 Primary) meet face to face over a 5-week period	<p>Future Quest will follow procedures set out in UWE Safeguarding Policy.</p> <p>Safeguarding information is provided to all those in roles with contact with young/vulnerable individuals.</p> <p>Student volunteers will work under the supervision of DBS cleared school/college staff.</p> <p>Student volunteers must have an enhanced DBS or one in process to be able to volunteer in the school.</p> <p>Minimum of 1 representative from the school present at all times.</p> <p>All student volunteers attending host schools follow policy and practice as advised by staff at host school on arrival.</p>	2	3	6	<p>All student volunteers to attend specific training for the programme</p> <p>All student volunteers provided with booklet for the project reinforcing safeguarding message and providing key contacts and safeguarding procedure</p> <p>Safeguarding policy and contacts collected from schools taking part and to be available for volunteers</p>	2	1	2	<p>Training and booklet provided by Future Quest before project commences</p> <p>Enhanced DBS obtained or in process before project commences</p> <p>Information available on school safeguarding contacts before project commences</p>	All control measures carried out prior to programme commencing in schools
Risk of harm to volunteers by joining WhatsApp group	<p>Volunteers are all adults who consent to join WhatsApp group if they want to.</p> <p>Future Quest member of staff in group</p>	2	2	4	No sensitive information is communicated via WhatsApp	2	1	2	Conditions of WhatsApp group membership	Prior to programme starting in

Volunteers are only in a group with those at the same school as them (around 10 – 12 students in the group)							are outlined at training before the programme starts	scheduled training
Volunteers are able to leave when want to								
Information always communicated in alternative way if preferred.								
Regular additional emails to communicate								

RISK MATRIX: (To generate the risk level).

Very likely 5	5	10	15	20	25
Likely 4	4	8	12	16	20
Possible 3	3	6	9	12	15
Unlikely 2	2	4	6	8	10
Extremely unlikely 1	1	2	3	4	5
Likelihood (L) ↑ Severity (S) →	Minor injury – No first aid treatment required 1	Minor injury – Requires First Aid Treatment 2	Injury - requires GP treatment or Hospital attendance 3	Major Injury 4	Fatality 5

ACTION LEVEL: (To identify what action needs to be taken).

POINTS:	RISK LEVEL:	ACTION:
1 – 2	NEGLIGIBLE	No further action is necessary.
3 – 5	TOLERABLE	Where possible, reduce the risk further
6 - 12	MODERATE	Additional control measures are required
15 – 16	HIGH	Immediate action is necessary
20 - 25	INTOLERABLE	Stop the activity/ do not start the activity