

## **Residential Bookings – Under 18's Health and Safety Policy**

### **1.0 Purpose of Policy**

The Health and Safety at Work Act (1974) place a duty on Manchester Metropolitan University to identify hazards, evaluate and manage risks associated with having children under the age of 18 on campus. The University must also comply with the statutory guidance Keeping Children Safe in Education 2022.

The design of buildings and the precautions to prevent accidents and injuries within university buildings have generally been designed with the adult population in mind. These precautions could in some cases be inadequate for children because of their inexperience, size, or inquisitiveness. A greater duty of care is owed to children than to adults.

The purpose of this policy is to support the University in fulfilling the above duties, as well as to outline requirements of visiting organisations operating on MMU premises with children under the age of 18 in attendance.

### **2.0 Safeguarding**

The University's Safeguarding Policy on the Safeguarding of Children, Young People and Vulnerable Adults ("the Safeguarding Policy"), which also acts as the Child Protection Policy, will apply to all under the age of 18 years. Safeguarding concerns will always be escalated to the University's Safeguarding Lead Officer in accordance with the Safeguarding Policy. Any work with / care of children must be done in adherence with the University's Safeguarding Policy - <https://www.mmu.ac.uk/student-life/wellbeing/policies-and-guidance/safeguarding-policy>. The visiting client/organisation agrees to fully adopt and abide by the Safeguarding Policy.

The University is mindful of and recognises its statutory responsibility to safeguard children and vulnerable adults with whom it works. Whilst acknowledging that it cannot act in 'loco parentis,' and this responsibility will continue to rest with parents or guardians, the University will work with the individuals, parents, carers, and applicable agencies to deliver its safeguarding responsibilities and to promote the welfare of all.

Safeguarding and promoting the welfare of children, young people and vulnerable adults is paramount. The University is fully committed to creating a safe, welcoming and inclusive environment for all to ensure they are able to fulfil their potential.

Safeguarding and promoting the welfare of children is defined as: protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care;

and taking action to enable all children to have the best outcomes. (“Working Together to Safeguarding Children” DfE 2018).

### 3.0 Ratio

Children of any age shall be permitted on our campus. You shall be responsible for these children and must ensure that our minimum supervision ratio as detailed below is maintained to at all times where possible:

Aged 0 – 2 years: 1 adult to 3 children

Aged 2 – 3 years: 1 adult to 4 children

Aged 4 – 8 years: 1 adult to 6 children

Aged 9 – 12 years: 1 adult to 8 children

Aged 13 – 17 years: 1 adult to 10 children

### 4.0 Responsibilities

#### **Visiting Client/Organisation:**

Risk assessments, covering children under the age of 18, are in place and shared with the MMU Conference and Events team in advance of the visit. Completed risk assessments must be provided at least one month in advance of the first day of the booking.

Safeguarding measures are in place and shared with the MMU Conference and Events team at least one month in advance of the visit.

The visiting client/organisation must provide the following information to the Conference and Events Team in advance of the booking:

- Names and ages of all guests
- Nationality of all guests
- Check-in and Check-out dates and times for each guest
- Name and contact details of the Group Leaders and a list of the children assigned to them
- Relevant medical or accessibility information
- Proof of DBS check (or equivalent in their country of residence) of each Group Leader responsible for children under the age of 18.

Responsibility for the children’s health, safety and welfare is that of the visiting company/client. Please refer to the ‘MMU Residential Bookings – Code of Conduct’ document for further information and guidance for guests residing on campus.

**MMU does not:**

- Check whether the children have late night/overnight visitors
- Supervise childrens' activities off campus
- Supervise childrens' activities on campus
- Manage the childrens' personal finances

**MMU Conference and Events Team:**

Risk assessments covering children under the age of 18 are in place and shared with the client at least one month in advance of the visit. The risk assessments from MMU will outline how risks will be monitored and managed from a venue perspective, i.e providing a safe physical environment for visitors on campus.

Details of local healthcare amenities, such as pharmacies, and emergency contact details will be shared with the client/organisation in advance of the visit.

**MMU Security Team:**

Security Duty Managers to communicate to whole Security Team when children are on campus and the main areas of campus they will be using when visiting.

Our residences are covered by 24/7 security service. Emergency contact details will be shared with the client in advance of the booking.

Please note: The MMU Security team will provide support in matters of welfare and safeguarding, however the Security Team is not responsible for any guests residing on campus. The welfare and safety of guests under the age of 18 is that of the visiting client/organisation.

**MMU Accommodation Reception Team:**

The team on the Accommodation Reception desk will assist with any queries/concerns regarding the accommodation. They will also assist with welfare and safeguarding concerns where applicable, such as contacting the Emergency Services, Security or Residential and Conferencing Management team where necessary.

Please note: The MMU Accommodation Reception team will provide support in matters of welfare and safeguarding, however the Reception Team is not responsible for any guests residing on campus. The welfare and safety of guests under the age of 18 is that of the visiting client/organisation.

**5.0 Other**

The Conference and Events Team must be made aware of any child who may need extra assistance whilst on campus before the child arrives. This is so colleagues can make any changes necessary for the child or children to enjoy their visit safely. The Conference and Events Team may require a PEEP (Personal Emergency Evacuation Plan) to be completed before the child arrives, in case of an emergency.

The Conference and Events Team must be made aware of any children with allergies or health conditions. Detailed information must be provided in advance, including the type of allergy or nature of health conditions, medication the child is taking and contact information for that child's assigned adult.

Where a child's use of the English language is not comprehensive, they must have access to an adult who speaks their language, and the English language, at all times.

The consumption of alcohol by anyone under the age of 18 is prohibited by UK law. It is strongly recommended that responsible adults do not consume alcohol for the duration of the visit.