

Newcastle University

VIRTUAL NATIONAL STUDENT CONFERENCE RISK ASSESSMENT

Title of project or activity	Realising Opportunities (RO) Virtual National Student Conference (NSC) 2024
Manager / Responsible person	Jack O'Toole, Head of RO, jack.otoole@newcastle.ac.uk
School	Realising Opportunities, External Relations, Newcastle University
Date of assessment	13 December 2023
Location of work	The activities, for the purpose of this risk assessment, will all take place on University approved, GDPR compliant software, equipment and servers to ensure the safekeeping and protection of participant's personal information.

1.1: Brief description of project or activity

This risk assessment covers work conducted online by Realising Opportunities (RO) on behalf of all Partner universities to ensure the protection of staff, Student Ambassadors and programme participants. Students taking part in RO are in Year 12/first year college meaning the vast majority will be 16-18 years of age. The National Student Conference (NSC) forms an integral part of the Realising Opportunities programme with students attending informative and interactive sessions, and engaging with staff and Student Ambassadors from the 14 Partner universities who make up the RO Partnership. The NSC will take place via iVent, a virtual events platform provider. The event will take place on **Saturday 9 March 2024** from 10.00 – 15.00. Below is the event schedule:

Time	Session		
09:30	Platform open and welcome video available to watch		Help Desk open all day
10.00 – 10.10	Students should join event by 10am to have time to watch welcome video		
10.10 - 10.55	1. My RIU experience live session. Subject areas: a. Life and Health Sciences	Social Space open	
	b. or Creative Arts and Humanities		
11.00 – 11.45	2. My RIU experience live session. Subject areas: a. Engineering and Physical Sciences		
	b. or Social Sciences		
11.45 – 12.00	Short refreshment break		
12.00 – 13.00	University Exhibition & Career Exhibition		
13.00 -14.00	3. Afternoon live sessions a. Student life at RIUs		
	b. or Student finance		
	c. or Applying to university		
14.00 – 15.00	University Exhibition & Career Exhibition	Social Space open	

2.1: Details of hazards, risks and implemented controls	
Hazard 1	Selection and procurement of online platforms
Risks	Platform unable to adequately monitor live (or private) chats, unable to record content, no reporting functionality or being not suitable for GDPR compliance
Controls	- Appointment of platform provider via a rigorous Newcastle University procurement process - Ensure that the platform is rigorously tested in advance and that it is suitable for the age range. Central Team and iVent to complete a testing period including with staff and guest speakers. - List events, age ranges and types of delivery functionality that the platform is capable of to safeguard against it being used incorrectly.
Hazard 2	Selecting appropriate staff to work on the event
Risks	- Staff/Student ambassadors conducting sustained private communications with participants without holding a valid DBS check - Staff/Student ambassadors having had no previous training in safeguarding children online or otherwise
Controls	- DBS checking required for all staff and ambassadors working on the platform - Staffing is carefully considered and recruitment practises are rigorous - Relevant training is delivered by the relevant and experience people - Volunteers from Career Organisations to have limited access to platform functionality
Hazard 3	Ensuring event, platform & content is appropriate for the age group
Risks	Students under the age of 16 taking part in an event where there are opportunities for 1-2-1 conversations
Controls	- Forward planning to ensure that all content is tailored to ensure this isn't necessary - Clearly directing students to tried and tested places in which to ask questions - RO students invited to join platform on an invitation basis - Removal/turning off of any one-to-one chat functionality by platform providers
Hazard 4	Inadequate training for staff and student ambassadors
Risks	- Staff/Student Ambassadors being unaware of reporting procedures - Staff/Student Ambassadors failing to spot a safeguarding concern
Controls	- Ensure all staff/student ambassadors have attended an Online Child Safeguarding training session tailored to the NSC and developed by the DSO. - Link training with Code of Conduct, to sign and return, to demonstrate understanding and agreement
Hazard 5	Personal information & location of work
Risks	- Participants being able to identify the personal details of a member of staff/student ambassador from items seen whilst on a video call - Inappropriate items visible in the background when on a video call - Inappropriate work wear and maintaining a professional working environment when interacting with participants
Controls	- Comprehensive training, based on information in the Child Protection Policy, will be given to staff/student ambassadors to ensure consistency across all online work with participants - Appropriate advice and guidance will be communicated for the best working practises when engaging with participants on an online platform - such as the NSC student Code of Conduct. - Any staff/student unable to fulfil the requirements, will be unable to take part in the activity - Appropriate levels of staffing to identify any issues that can be dealt with swiftly - Ensure appropriate monitoring and hosting controls on the system
Hazard 6	Inadequate Code of Conduct for participants
Risks	- Participants unaware of rules and regulations for partaking in the online event - Staff/Student Ambassadors not adhering to Code of Conduct or principles outlined in the Child Protection Policy - Participants accessing harmful content when participating in online event
Controls	- Ensure Code of Conduct is developed in line with the Online Child Safeguarding document, platform providers and is tailored to the purpose of each event - Adapt Code of Conduct where appropriate to suit staff, student ambassadors and participants - Code of conduct makes clear participants should only access websites as recommended by event organisers

Hazard 7	Security breach	
Risks	- Exposure to harmful content, including but not limited to; - Hate fuelled language - Biased content and extreme opinion, including radicalisation - Sexual/pornographic content - Violent/discriminatory behaviour	
Controls	- Ensure the event is adequately staffed in order to address any issues - Provide advice and guidance for students to use reputable websites for conducting research - Ensure that if students are directed to conduct own research, that websites are recommended - Links to live webinar sessions must not be shared outside the event platform to ensure there is no access to event activities from unregistered visitors - Staff setting up live webinar sessions must ensure that screen sharing is switched off for participants.	
Hazard 8	Data Breach	
Risks	Staff, student ambassador or participants personal information being compromised	
Controls	- Implement the Newcastle University's policy for data breaches, including logging the breach and subsequent actions from thereon in - Informing and keeping the Data Manager informed - Assurance and approval of security in place by system provider - Requesting and providing comprehensive training on any platform used (in particular relation to the lead of the online event along with a Deputy for the purposes on monitoring and regulation) - Password protecting logins - Staff/Student Ambassadors should use institutional email address at all times - University equipment supplied by NUIT should be used where possible to ensure additional levels of security - Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so - Keep a record of the decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose	
2.2: Additional controls to be implemented		
Controls	- This Risk Assessment has been developed with reference to the following iVent policies/documentation: Disaster Recovery Plan; Data security and integrity; Cyber Essentials Certificate - A thorough Staff Induction process should be adhered to, to ensure that the member of staff has read and understood all necessary precautions involved with undertaking university business online.	

3.1: Assessor		
Name	Signature	Date
Charlotte Crossley		07.02.24
3.2: Manager / Responsible person		
Name	Signature	Date
Jack O'Toole	<i>J. O'Toole</i>	07/02/23