

Online Safeguarding – Participants

Robinson Access Programme (RAP)

The University of Cambridge and Robinson College are committed to adopting the highest possible standards of safeguarding and taking all reasonable steps in relation to the safety and welfare of students. This document aims to give you a quick overview of how we have managed the risks to participation in the programme named above.

How are we keeping you safe online?

For copies of our full safeguarding policies, please go to:

<https://www.undergraduate.study.cam.ac.uk/safeguarding>

<https://www.robinson.cam.ac.uk/college-life/documents-and-policy>

<https://www.robinson.cam.ac.uk/filestore/public/Online%20Safeguarding%20Policy.docx>

Safeguarding Policies and Reporting

The University of Cambridge has a Safeguarding Policy in place designed to protect young people that we work with. Robinson College also has its own version of this policy, adapted to the context of the College. Staff have also completed safeguarding training delivered by the NSPCC. All staff who directly communicate with you have undertaken and returned a satisfactory enhanced DBS check (criminal record check) with barred lists.

Code of Conduct

All participants will have signed a code of conduct prior to participating in the event listed above. The Code of Conduct outlines the behaviour that we would consider inappropriate or unacceptable when it comes to participating in the programme named above. Please do read over this prior to the programme starting! The Code of Conduct for RAP can be found in your Welcome Handbook.

Communication

During this programme, you will be communicating directly with staff, including student ambassadors. The programme will have elements taking place on a variety of platforms including Zoom, via email, and on a Virtual Learning Environment platform (Moodle).

We will always email you from the outreach@robinson.cam.ac.uk inbox when sending information about the programme but you will also get automated emails from the platforms we use that send you links to live calls and webinars. Do be careful about clicking links and downloading content; if you are ever unsure about whether something is 'legitimate', get in contact on outreach@robinson.cam.ac.uk or via the contact numbers below.

Our staff are not allowed to contact you outside of the official platforms, so they will not be able to give you their personal email addresses or social media accounts. If a member of staff tries to contact you outside of the official channels, please let another member of staff know immediately (see next section).

We will set up official ways to communicate with other programme participants, mainly through a Virtual Learning Environment platform (Moodle) which will have discussion forums. However, you might find other ways to communicate with the other people on the programme outside of official platforms (such as via social media), or other participants might contact you. It is up to you if you would like to accept such invitations from other participants and we trust you to manage your online usage appropriately. We acknowledge that there are many benefits to keeping in touch via social media or other platforms.

Therefore, we'd like to make sure you are kept safe and that you have someone to talk to if you do encounter anything that concerns you.

Some examples of things you might want to talk to us about:

- Inappropriate content being shared
- Horrible or rude messages or comments (if this happens a lot to a particular person or group of people, this may be considered bullying)
- People pressuring you to do things you don't want to do
- You're finding things that are negatively affecting your mental health

What to do if you want to speak to someone

Firstly, you should contact the Coordinator in charge of the programme. The Coordinator is available **during work hours (9am to 5pm) for the duration of the programme/event**. Their details are below:

Name	Contact Details
Jenny Frost (Outreach & Widening Participation Officer, Robinson College)	outreach@robinson.cam.ac.uk 01223 339224

When contacting us, we would appreciate it if you could, where possible, tell us:

- What has happened?
- Who does it involve?
- When and where did it take place or is happening?
- Have you spoken to anyone else?

If you call to report a concern, the following will happen:

1. (If contacting the Co-ordinator) The Co-ordinator will pass on your report to the Designated Safeguarding Lead. This is Mr Nick Milne, Domestic Bursar. Reports can be made to him directly if preferred (nslm2@robinson.cam.ac.uk)
2. The Designated Safeguarding Lead will discuss with the Co-ordinator and decide on a course of action, including following up with the relevant authorities if appropriate.
3. The Co-ordinator and the Designated Safeguarding Lead will make a confidential record of the details of the concern/incident, including the date/time, what occurred, who it involved.

As well as speaking to us, you may also want to get help from your parent/guardians, a trusted teacher at your school or another trusted adult.