

LFS Safeguarding Policy

1. Introduction

The London Film School has a responsibility to safeguard and promote the welfare of all children, young people and vulnerable adults and to keep them safe. We are committed to practise in a way that protects them.

The purpose of this policy is to protect children, young people and vulnerable adults involved in activities, and at external locations at the London Film School, including, but not limited to workshops and shoots. Further, the policy aims to provide students and staff with the principles that guide LFS' approach to safeguarding and child protection.

2. Scope

This policy applies to all students, staff and anyone working on behalf of the London Film School.

3. Legal Framework

- Children and Young Persons Act 1963
- Children Act 1989
- United Convention of the Right of the Child 1991
- Data Protection Act 1998
- Protection of Children Act 1999
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Special educational needs and disability (SEND) code of practice: 0 to 25 years – Statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities; HM Government 2014
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers; HM Government 2015
- Prevent Duty 2015 under section 26 of the Counter-Terrorism and Security Act 2015 places a duty to have due regard to the need to prevent people from being drawn into terrorism.
- Working together to safeguarding children; a guide to inter-agency working to safeguard and promote the welfare of children; HM Government updated 2020

4. Related Policies and Procedures

- LFS General Regulations
- LFS Disciplinary Code
- LFS Complaints Procedure
- Student Charter
- Health and Safety

5. Safeguarding and Promoting Welfare of Children and Young People

5.1. LFS recognises and commits to the following:

- a) The welfare of children is paramount as enshrined in the Children Act 1989;
- b) All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse;
- c) Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues;
- d) Working in partnership with children, young people, vulnerable adults, their parents, carers and other agencies is essential in promoting young people's welfare.
- e) The protection from radicalisation of all students.
- f) The protection from abuse of adults at risk. Adults at risk are those people over 18 who are at risk of abuse or neglect and who are unable to protect themselves because of illness, disability, age etc; and who are in need of support from community services.

5.2. LFS seeks to keep children, young people and vulnerable adults safe by:

- 5.2.1. Valuing them, listening to and respecting them;
- 5.2.2. Assigning oversight over safeguarding and welfare of children and young people to dedicated members of staff;
- 5.2.3. Adopting child protection and safeguarding practices through procedures for students and staff;
- 5.2.4. Recording and storing information professionally and securely, and sharing information about safeguarding and good practice with children, their families, students and staff;
- 5.2.5. Using safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carer appropriately;
- 5.2.6. Using procedures to manage allegations against students and staff appropriately;
- 5.2.7. Creating and maintaining an anti-bullying environment and ensuring any bullying that does arise is dealt with effectively and in a timely manner;
- 5.2.8. Ensuring effective complaints measures are in place;

- 5.2.9. Ensuring to provide a safe physical environment for children, young people, students and staff, by applying health and safety measures in accordance with the law and regulatory guidance.

6. How to Report a Safeguarding Concern?

Staff should share their concerns immediately and a decision on how to proceed will be made. There is no need for any proof before reporting a concern.

- Phone the police on 999 if someone is in immediate danger.
- If the child or adult at risk is not in immediate danger, raise your concern at the earliest opportunity – certainly within the same working day.
- Record your concern in a written report

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Production - Guidance on Working with Children, Young People and Vulnerable Adults

1. General Stipulations

- 1.1. Students and staff should also familiarise themselves with relevant local legislation.
- 1.2. Oversight over safeguarding and welfare of children, young people and vulnerable adults rests with the Term Tutors.
- 1.3. The UK has ratified the UN Convention on the Right of the Child. In England, Wales, Northern Ireland and Scotland, a child is anyone under the age of 18.
- 1.4. The school leaving age means age at which a person ceases to be of compulsory school age in accordance with section 8(3) of the Education Act 1996(a). The school leaving date is normally the last Friday of June of the school year in which they are 16.
 - 1.4.1. Specific guidance and advice on working with vulnerable adults will be provided by Term Tutors upon request.
- 1.5. This guidance applies to England only. Students wishing to shoot in Scotland, Wales or Northern Ireland must speak to their Term Tutor about the relevant local requirements.
- 1.6. Where the work with children, young people and/or vulnerable adults takes place outside the United Kingdom, the LFS Safeguarding Policy and Guidance still applies unless the regulations, legislation and/or rules of the relevant country are stricter than those outlined in this document.

2. Licensing

- 2.1. A child may need a licence if they are under the school leaving age and a child performance licence should be applied for.

- 2.2 The School will adhere to the restrictions on when and where children are allowed to work <https://www.gov.uk/child-employment/restrictions-on-child-employment>
- 2.2. A child can work for 6 consecutive days for a period of 8 weeks. After this the child must have a break of at least 14 days following the last performance where the child has been performing on the maximum number of consecutive days over a period of 8 weeks, unless the period for which the licence applies is less than 60 days.
- 2.3. A child may take part in more than one activity in a day, e.g. rehearsal and filming.
- 2.4. The more complex the performance, the more important it is to have an early discussion with the child's local authority.
- 2.5. Information on 'Performance licences and supervision for children' can be found here: <https://www.gov.uk/child-employment/performance-licences-for-children>
- 2.6. The licensing authority is the Local Authority. Details of the relevant authority can be found here: <https://www.gov.uk/apply-for-child-performance-licence>
- 2.7. LFS must be provided with a copy of the licence for its records.

3. The 'Four Day' Rule

- 3.1. Exemption to the licensing requirements are outlined in section 37(3) of the Children and Young Persons Act 1963. These only apply where no payment in respect of the child taking part in the performance is made to the child or another person, other than expenses.
- 3.2. If a child has not performed on more than 3 days in the last 6 months, no licence is required for performance on a fourth day.
- 3.3. Once a child has performed on 4 days in a 6-month period (in any performance, regardless of whether a licence was in place on any of those days or the child was taking part in a performance arranged under a body of persons approval) then a licence is required for any further performances.
- 3.4. If a producer is relying on the four-day rule as a basis for not applying for a licence, they should have reasonable grounds for believing the child has not performed on more than 3 days in the previous 6 months.
- 3.5. Producers relying on the four-day rule are required to obtain written confirmation from the parent that their child has not performed on more than 3 days in the last 6 months. The written confirmation must be presented to the Term Tutor and a copy will be kept for the School's records.
- 3.6. Producers relying on the four-day rule are still required use a parental permission form to obtain consent for a child to be filmed.
- 3.7. If a child is to be absent from school this exemption cannot be relied upon, and a licence will be required.
- 3.8. It is a legal requirement to seek a licence when one is required and any person who causes or procures any child to do anything in contravention of the licensing legislation can be prosecuted.

3.9. Whether a child is performing under license or not, the same duty of care applies.

4. Risk Assessment

4.1. The person in control of the filming must document a full risk assessment specifically relating to the child or young person. This should take into account their exposure to an unfamiliar environment, throughout their time at the production site and not just their role within the film. The risk assessment must pay particular attention to:

- a) The age, immaturity and inexperience of the child or young person and the consequential lack of risk awareness;
- b) The extent of exposure to any chemical, biological or physical hazard on set or in the general area;
- c) The nature and layout of the film set and supporting facilities;
- d) The type of tools and equipment that may be in use in filming or as part of the set, which the child is likely to come into contact with;
- e) The control measures for general hazards already identified and their appropriateness to ensure the safety of the child.

4.2. Children and young persons must not under any circumstances be exposed to the following:

- a) Activities beyond their physical and psychological capabilities;
- b) Noise, vibration or extremes of temperature that pose a risk to their health;
- c) Chemical agents which will affect their health.

4.3. Although the following areas would have been considered as part of your normal planning, you should ensure that full consideration is also given to the fact that there will be a child or young person on set:

- a) First aid arrangements
- b) Rest areas, toilet facilities, washing facilities, refreshment supplies
- c) Emergency telephone numbers for children and young persons to be retained by the person in charge
- d) Any specific terms and conditions set out in the child's licence
- e) For children, up to and including 16 the need to be chaperoned by a parent or guardian or professional chaperone at all times.
- f) Travel arrangements for the child or young person to and from the filming location.
- g) The need to provide the School with a signed copy of the Artist Release Form for each child, signed by the parent of that child.
- h) Protection against inclement weather

4.4. Where a child is to be employed on set, the risk assessment should be undertaken well in advance. The details of the risk assessment must be communicated to the child's parents or legal guardian before the filming takes place and should set out the

key findings of the assessment and any protective or preventative measures that have been put in place.

- 4.5. Where a young person is employed on set, the finding of the risk assessment and the specific controls that you have put in place to protect that person should be communicated to them. In most cases where young people are employed, it is recommended that you allocate them a buddy, or person to supervise and monitor them throughout their time on site.

5. Supervision

- 5.1. The supervision of a child or young person throughout their time involved in the production (from leaving their home to arriving back at home) should be considered as part of the production planning.
- 5.2. No child must be left unsupervised at any time.
- 5.3. It is recommended that the child is supervised at all times by their parent or guardian. Where this is not possible the Producer of the film will have to arrange with the parent or guardian the provision of a professional chaperone. (Note: a fee is normally payable to professional chaperones.)
- 5.4. Chaperones are licensed by Local Education Authorities and checks are made on their background and competencies to ensure the child's safety at all times.
- 5.5. You should only use a chaperone from a professional agency or after taking advice from your Term Tutor.
- 5.6. Producers must obtain copies of the professional chaperone's licence for their own as well as the School's records.

6. Working Hours

- 6.1. The rules for working hours, rest breaks and meal breaks vary depending on the area where the child has been licensed.
- 6.2. It should be noted that time spent in wardrobe or make-up prior to going on set counts as work.
- 6.3. Working hours are counted from the moment a child arrives at the place of performance.
- 6.4. A child taking part in a performance must not be employed in any other employment on the day of that performance or the following day.

6.4.1. Earliest and Latest Times at Place of Performance or Rehearsal

Age of Child	Earliest Time	Latest Time
Birth until child reaches 5	07:00	22:00
5 to school leaving age	07:00	23:00

6.4.2. Attendance at Place of Performance or Rehearsal and Hours of Performance

Age of Child	Maximum number of hours in one day at place of performance or rehearsal	Maximum total number of hours of performance or rehearsal in one day	Maximum continuous number of hours of performance or rehearsal in one day
Birth until child reaches 5	5	2	0.5
5 until child reaches 9	8	3	2.5
9 to school leaving age	9.5	5	2.5

7. Rest Breaks, Meal Breaks and Education Hours

7.1. The following minimum requirements for rest break and meal breaks apply:

Age of Child	
Birth until child reaches 5	Any breaks must be for a minimum of 15 minutes. If at the place of performance or rehearsal for more than 4 hours, breaks must include at least one 45-minute meal break.
5 to school leaving age	<p>If present at the place of performance or rehearsal for more than 4 hours but less than 8 hours, they must have one meal break of 45 minutes and at least one break of 15 minutes.</p> <p>If present at the place of performance or rehearsal for 8 hours or more, they must have the breaks stated above plus another break of 15 minutes.</p>

7.2. The following minimum requirements for education hours apply:

Age of Child

Birth until child reaches 5

NIL

5 to school leaving age

3 hours per day (maximum of 5 hours per day). 15 hours per week, taught only on school days. Minimum of 6 hours in a week if aggregating over 4-week period or less.

Tutoring time can be broken down but can be no less than 30 minutes.

- 7.3. A child must have an overnight break of a minimum duration of twelve hours between attendance at a place of performance or rehearsal.

8. Record Keeping

- 8.1. Producers are responsible for keeping a detailed log of the hours they are on site and what they are doing, what breaks they have taken, a record of the amount of time in tutoring (if applicable), time they were on set, time in rehearsals etc. using the form provided by LFS.
- 8.2. The daily working hours log, accident book etc. must be kept for 6 months after the child has finished on the production. LFS must be provided with a copy of the log by the end of each day of rehearsal and/or production.
- 8.3. The authorities have a right to see this document and can ask for a copy of the child's working hours up to six months after the child has finished on the production.

9. Using Images and Production Stills of Children and Young People

- 9.1. Producers are required to use a parental permission form to obtain consent for a child to be photographed and for the photographs to be used for promotional purposes. The form must clearly state the purpose(s) for which the photograph(s) will be used.
- 9.2. Producers should also obtain the child's permission to use their image.
- 9.3. Children's names must not be used in photograph captions. If a child is named, avoid using the photograph.
- 9.4. Only use images of children in suitable clothing to reduce the risk of inappropriate use. Some activities, for example swimming and drama, present a much greater risk of potential misuse.
- 9.5. Images or video recordings of children must be kept securely. Hard copies of images should be kept in a locked drawer and electronic images should be in a protected folder with restricted access.

- 9.6. Avoid using any personal equipment to take photos and recordings of children and use only cameras or devices belonging to LFS.

Outreach - Guidance on Working with Children, Young People and Vulnerable Adults

1. LFS staff and freelance tutors have a professional duty to take such steps as are reasonable to see that any child/young person or vulnerable young adult is safe from harm while involved in LFS Outreach activities.
2. **Our Safeguarding Pledge**
 - 2.1 LFS believe that children/young people and young vulnerable adults should be treated equally with dignity, respect and consideration. Appropriate attitude, language used and actions taken should reflect balanced and empowering relationships between staff/workers, children/young people and young vulnerable adults. Mutual trust and respect is developed with the opportunity for children/young people and young vulnerable adults to be involved in any decision-making processes. We aim to develop and nurture an environment of positive and constructive criticism.
 - 2.2 We are committed to ensuring that our children/young people and vulnerable young adults and their parents or carers are confident that the safeguarding of children/young people and vulnerable young adults is of paramount importance to us and for them to feel confident that LFS is a safe environment for them. In addition, we want those who take part in our filmmaking workshops and their parents or carers to feel confident in their participation and to know that the staff filming them are honest, well-meaning individuals who do not pose a threat.
 - 2.3 LFS will endeavour to do everything within its power to ensure that the children/young people and young vulnerable adults who come into contact with its services are free from all kinds of abuse – physical, emotional, sexual and through reasons of neglect.
3. **Policy Implementation**
 - 3.1 All staff and freelance tutors who work with children/young people and vulnerable young adults must comply with this policy. Failure to comply with this policy may result in disciplinary action. The guidelines cover three main areas:
 - Staff/Worker recruitment and support
 - Staff/Worker conduct
 - Child/Young Person and Vulnerable Adult Protection Procedures
4. **What to do if you have a concern:**
 - 4.1 A good rule to follow is the four Rs:

- Recognise: being able to spot signs of abuse or harm or changes in a child's behaviour that might point towards a safeguarding issue.
- Report: reporting any concerns to the designated safeguarding officer(s), accurately and promptly.
- Record: recording information gathered from the child accurately, not asking leading questions, listening to them and recording the facts only, reassuring them that they are doing the right thing, letting them know that you cannot keep the information confidential.
- Refer: refer the concern to the appropriate authorities: police, social services, local safeguarding board etc. If in doubt, speak to one of the safeguarding officers.

5. Checks

5.1 Any member of staff/worker who will be involved in regular activity with children/young people or vulnerable adults will go through pre-selection checks:

- Provide their DBS number, so LFS can check their record with the Disclosure and Barring Service.
- Evidence of identity (Passport or driving license with photo).

5.2 The Outreach Manager at the LFS maintains a file that records details of what child/vulnerable young adult checks have been done on every worker employed or engaged at LFS Outreach. It is their responsibility (and they will be held accountable) to ensure that all necessary documentation is up-to-date before a prospective tutor begins work.

6. Induction

6.1 All new Outreach Tutors will be given a safeguarding induction which will include a detailed and thorough explanation of this policy.

7. Staff/Worker Conduct

7.1 In addition to the standard terms and conditions of employment and engagement and company rules, regulations and policies, found on the HR SharePoint site, all persons employed or engaged by LFS agree to abide by the following rules when working with children/young people and vulnerable young adults:

- In all circumstances staff must try to avoid being left in a position whereby they are alone with a child/young person or vulnerable young adult. When on location, whenever possible, staff/workers will work in pairs and where this is not possible, staff/workers will make sure they are always visible at all times to other members of the team or to the parent/carer e.g., by leaving a door open or a window open.
- Staff must always work in an open environment – encouraging open communication with no secrets.

- Under no circumstances except in a first aid emergency must staff/workers have any physical contact with a child/young person or vulnerable young adult, which could be perceived to be in any way sexual or anything other than platonic.
- Staff/workers must not smoke, drink alcohol or use offensive language in the presence of children/young people or vulnerable young adults.
- It is entirely prohibited for staff/workers to offer to give or to accept any gifts or loans of any kind to or from any child/young person or vulnerable young adult. If any gift is offered, and staff/workers require advice/support on how to deal with the situation, they should contact the Outreach Manager immediately.
- It is entirely prohibited for staff/workers to have any kind of contact or to arrange to meet with a child/young person or vulnerable young adult whom they have met through the company either on their own or outside the boundaries of the company and its projects.
- It is entirely prohibited for staff/workers to engage in any inappropriate behaviour with a child/young person or vulnerable young adult taking part in company projects or visiting the company including but in no way limited to the following: Grooming for sexual contact, suggesting sexual or offensive activities, touching in a sexual manner, allowing yourself to be touched in a sexual manner, allowing or encouraging the viewing of sexual or offensive material, allowing or encouraging the creation of sexual or offensive material, allowing or encouraging the discussion of sexual or offensive acts, allowing or encouraging the use of illegal substances, allowing or encouraging the consumption of alcohol by those under the age of 18.
- It is entirely prohibited to communicate with any child/young person or vulnerable young adult via a personal account on a social networking site such as Facebook or Twitter. Staff/workers must always use the LFS account.
- It is entirely prohibited to give out a personal email address. Staff/workers must always communicate via the Outreach Manager.
- It is entirely prohibited to give out a personal mobile number without the permission of the Outreach Manager. Staff/workers must always use the LFS office line unless otherwise authorised by the Outreach Manager.
- It is entirely prohibited for staff/workers to store in any format outside of the company, any images, footage, recordings, or any other personal information visual or otherwise relating to children/young people or young vulnerable young adults visiting the company or taking part in LFS projects.
- It is entirely prohibited for staff/workers to repost on any website or forum or any media or anywhere any images, footage, recordings or any other personal information, visual or otherwise relating to those taking part in LFS projects including all footage shot by LFS without the prior permission of the Outreach Manager.

- It is entirely prohibited for staff/workers to use any user-name or screen-name associated with LFS on any website or in any way outside of their employment/engagement within the company.
- It is entirely prohibited for staff/workers to use any LFS information outside of the company including but in no way limited to the distribution of the personal and contact details of those taking part in company activity.
- It is entirely prohibited for staff/workers to release to any 3rd party either within the company or otherwise any passwords, screen-names, user-names or login details related to the Company.
- On receipt of an unsatisfactory DBS check, the company reserves the right to terminate employment immediately.
- Should an accusation of improper conduct be levied against any member of staff/worker, a full and immediate investigation will take place in accordance with the Code of Conduct. This may involve the suspension of the member of staff/worker accused of impropriety and in extreme cases may lead to a criminal conviction.

8. Child/Young Person and Vulnerable Adult Protection Procedures

- 8.1 Parental Permission is required in advance before any young person under the age of 16 is allowed to take part in outreach courses with LFS. This includes information about the administering of first aid in case of an emergency.
- 8.2 A written record must be kept and immediately passed on to the Outreach Manager of any injury that may occur to a child/young person or vulnerable adult, along the details of any treatment given.

9. Use of Images including Photographs and Video Footage

- 9.1 Written consent to take and use images of children/young people/or vulnerable adults must be obtained prior to the taking of photographs and/or video footage. Parental permission is required for children under 16.

10. Definitions of Abuse

- 10.1 In The Children Act (1989) a child is defined as up to and including the age of 18. The term 'young person' is not a legal term and refers to the age ranges of the official definition of a child. There is no standard definition of 'vulnerable adult' in law, but Arts Council England uses the following definition: "Vulnerable adults are people who are or may be in need of community care services because of mental disability or other disability, age or illness, and who are, or who may be, unable to take care of themselves or unable to protect themselves against significant harm or exploitation."
- 10.2 The government guidance Working Together to Safeguard Children categorises abuse as physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after.

- 10.3 Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, imposing age or developmentally inappropriate expectations on children or causing them to feel frightened or in danger.
- 10.4 Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encourage children to behave in sexually inappropriate ways.
- 10.5 Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter or clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment.

11. Abuse – Suspicion/Allegations of Abuse – Reporting Procedure

- 11.1 All children/young people and vulnerable adults, whatever their age, culture, disability, gender, language, racial origin, religious belief, and/or sexual identity have the right to protection from abuse.
- 11.2 It is the responsibility of each individual member of staff/worker to act on any concerns of suspected abuse. All allegations or suspicions of neglect or abuse must be reported as soon as possible to LFS Outreach Manager in first instance who will report to Academic Registrar. You can also report direct to the Academic Registrar

Safeguarding@lfs.org.uk

The Academic Registrar will take all suspicions and allegations of abuse seriously and respond to them swiftly and will inform the statutory authorities where appropriate.

- 11.3 The actions taken including the suspected incident and procedures followed should be fully recorded.

12. Responding to suspicions and concerns about a child or adult at risk

- 12.1 Staff should share their concerns immediately and a decision on how to proceed will be made. There is no need for any proof before reporting a concern.
 - Phone the police on 999 if someone is in immediate danger.

- If the child or adult at risk is not in immediate danger, raise your concern at the earliest opportunity – certainly within the same working day – with the Outreach Manager.
- Record your concern in a written report

13. What to do if a child or adult at risk discloses

13.1 If a child or adult at risk tells a member of staff about harm or abuse that they are suffering, or have suffered, that person should:

- Listen carefully and let the child or adult at risk tell them what has happened at their own pace, only asking questions for clarification.
- Remain calm and caring and avoid interrupting information.
- Not conduct an inquiry into what has happened.
- Avoid cross-questioning or leading questions.
- Establish very basic facts like Who? When? Where?
- Not promise to keep it a secret but tell the child or adult at risk that the member of staff needs to share this information with others making it clear that he/she will only tell people who need to know and who can help.
- Reassure the child or adult at risk that they did the right thing in telling them.
- Speak immediately to a designated officer or senior staff member.
- Make a note of what was said using the Incident Form (Appendix 1) using the child or adult at risk's own words as soon as possible after the disclosing conversation and sign and date the record, forwarding this to the designated officer.

13.2 In the event of allegations or suspicions of sexual abuse, the Academic Registrar will contact Social Services Assessment and Advice Teams or the Police Child Protection team directly and will not speak to the parent/carer or anyone else directly, as there is always a possibility that they could be involved. If named people are innocent, talking to them before contacting the authorities may make it more difficult for them to be cleared. It is not the responsibility of LFS outreach or any other member of staff/worker to attempt to carry out any investigation into allegations or suspicions of sexual abuse, only to collect and clarify the precise details of the allegation or suspicion and to provide this information to Social Services, whose task it is to investigate the matter under Section 47 of the Children Act (1989).

14. Version Control

Version Number	Changes	Author, Title	Date
1.0	-	LFS Library	25/04/2008
2.0	Updates to reflect latest legislation, regulations, and guidance	Philip Ramge, Academic Registrar	23/02/2017

2.1	Comments from Quality Management and Enhancement Committee added	Philip Ramge Academic Registrar	02/03/2017
2.1	Approved by Academic Board	-	13/03/2017
2.2	Updates to include Guidance on Outreach Activities	Michele Maher Academic Registrar	30/03/2022