Name of Policy: Safeguarding

RESPONSIBLE COMMITTEE: Welfare Committee
RESPONSIBLE OFFICER: The Fellow for Welfare
LINKED DOCUMENTS: College: Harassment Policy and Procedure; Equality Policy; Data Protection Policy; *Prevent* Duty Policy; Room Booking Policy.
LINKED DOCUMENTS: Other: University Safeguarding Code of Practice; Conference of Colleges Safeguarding – guidance for colleges
Annual Review date: First meeting of Hilary Term

PURPOSE OF POLICY

1. This policy sets out the College's approach to safeguarding adults at risk and children who come into contact with the College.

AIM

2. The College is committed to providing a safe environment for all adults at risk and children who come into contact with the College through its teaching, research, outreach, access or other activities. This policy seeks to support activities involving adults at risk and children, and to offer assurances to Fellows, staff, students and visitors that safeguarding will be dealt with effectively and in a timely manner.

SCOPE

3. For the purposes of this policy, 'child' or 'children' refers to a person or persons under the age of 18 (as defined in the Children Act 2004).

   The term 'adult at risk' is used as an exact replacement for 'vulnerable adult', as used throughout existing government guidance to local authorities.

   For the purposes of this policy an adult at risk refers to (as defined by the Department of Health) "those who are or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation".

   For the purposes of this policy, a College Member is anyone at St John's College, working with children whether as a fellow, employee, student or volunteer.

   This Policy applies to all activities involving children or adults at risk and to all College Members.

   The College recognises that it has a legal duty to safeguard the welfare of children who come onto its premises or come into contact with its Members under the Children Acts 1989 and 2004, and the Health and Safety at Work etc Act 1974.

Where a College Member occupies a position of trust with regard to children, an improper relationship with a child constitutes an abuse of trust under the Sexual Offences Act 2003.

The College also has certain powers, under the Rehabilitation of Offenders Act 1974, to enquire as to the criminal records history of Members to assess any risk to children.

External bodies booking the College's facilities will be expected to have in place their own safeguarding policies.

POLICY

4. The College Safeguarding team comprises of:
    - The Domestic Bursar as the Designated Safeguarding Lead
    - The Senior Tutor as Deputy Safeguarding Lead and Safeguarding Officer for admissions and academic purposes,
    - The Head of Access and Outreach as Safeguarding Officer for outreach purposes

    The Head of Student Wellbeing provides support to the safeguarding team on matters relating to student wellbeing.

    Contact details for the Safeguarding team can be found at the end of this policy document.

5. The College's Designated Safeguarding Lead and Officer(s) will receive appropriate training before commencing their duties, and should receive additional training as required on safeguarding or other issues identified through risk assessment.

    The Safeguarding team are responsible for:
    - Implementing and promoting this Policy;
    - Ensuring that the Policy is monitored and reviewed in accordance with changes in legislation and guidance on the protection of children;
    - Acting as the main contacts within the College for the protection of children;
    - Ensuring that appropriate College Members are provided with information, advice and training on the protection of children;
    - Establishing and maintaining contacts with the local Children's Social Care Services departments and Police;
    - Maintaining confidential records of reported child abuse cases and action taken.

    Where a role may require College Members to have unsupervised contact with, teach, regularly care for, train, supervise or be in sole charge of children, the College will require satisfactory completion of an Enhanced DBS (Disclosure and Barring Service) check. DBS checks can be requested via HR by line managers.

All College Members are expected to comply fully with the guidance and procedures set out in this Policy. The College will ensure that Members are fully briefed and/or trained (as appropriate) on the implications of this Policy.
This Policy is reviewed on an annual basis.

6. The College will maintain guidelines for those carrying out activities involving adults at risk or children. Particular care shall be afforded to a child under the age of 16, which should be considered in the risk assessments.

7. The College cannot act 'in loco parentis' and ultimate responsibility for children will rest with those who have parental responsibility. The College is not in a position to offer substantial extra care, support or surveillance to students under the age of majority.

8. Activities which involve adults at risk or children should:

   - Be designed so that appropriate training and supervision is available
   - Minimise occasions on which members of the Colleges need to work alone in an unsupervised way with adults at risk or children
   - Be risk assessed by the relevant Safeguarding Officer. The risk assessment should consider how the risks identified can be minimised and should also outline the local processes for reporting concerns. Training requirements and records of training undertaken should be recorded in risk assessments.

9. Any pre-employment or pre-activity checks should be carried out in accordance with the College's recruitment procedure. The college follows the principles of the Safer Recruitment.

10. The College will ensure there are robust procedures, both internally and externally, for sharing information with relevant authorities. Appropriate records will be retained in accordance with the College's Data Protection Policy.

11. In carrying out its safeguarding duty, the College will give due regard to preventing individuals from being drawn into terrorism as detailed in our *Prevent* duty policy.

12. People with Specific Responsibility for Child Protection and their Roles

The designated staff are responsible for:

a) Procedure

i) Holding and being conversant with current local and national Child Protection procedures.

ii) Keeping up to date through training. It is a requirement that this takes place in line with the frequency set out under the training section of this policy.

iii) Reviewing and updating the College's Safeguarding and Child Protection Policies and inter agency working. Any deficiencies or

weaknesses in the policies and procedures must be remedied without delay.

iv) Liaison over safeguarding matters with the local Social Services Department.

b) Raising Awareness

i) Briefing and guiding those in regular contact with children in College on Safeguarding matters. This includes the briefing of new staff as part of their induction.

ii) Keeping close contact with all staff and maintaining awareness of Safeguarding and the need to raise any concerns immediately with the DSL.

iii) Ensuring that the Safeguarding procedures are followed within the College, that each Member has access to the procedures and has an understanding of them.

iv) The Safeguarding procedures must be made available on request to parents and teachers of children who are in contact with the College.

13. Training

Any member of the College who will be planning activities with children should have completed the online introduction to Safeguarding training, together with any additional training that may have been identified by the risk assessment process, as per the guidance below. Training courses can be found on the Oxfordshire Safeguarding Children Board website.

The appropriate courses are as follows:

- For all members of College who come into contact with children in any capacity as part of their work or activities: 'Safeguarding & child protection for staff in regulated activity' training, completed online and refreshed every 3 years.
  This may apply to, for example, relevant Tutors or Teaching Staff, Academic Office Staff, Student Ambassadors, Student Welfare Advisors and Lodge Staff. It could also be considered to apply to Peer Supporters and Junior Deans (in relation to undergraduates) or to department heads (in relation to apprentices or interns).

- For those involved in regulated activity with children or young people (regulated activity is defined as regular contact with children i.e. 3 or more times in a 30 day period, even where interaction is not one-to-one): 'Safeguarding & child protection for staff in regulated activity', completed online and refreshed every 3 years.

- For HR team members involved in supporting recruitment: Safeguarding Safer Recruitment training on an annual basis.

- For the College's Safeguarding Lead and Officer(s): the above training and 'Designated Lead Safeguarding Training' (Level 3), to be refreshed every 2 years.

- For the Fellow for Welfare and Senior Dean, as trustese with Safeguarding and/or Prevent oversight: Safeguarding - Child Protection for Named Governors, to be refreshed annually.

- For any member of college working with adults at risk: 'Safeguarding adults' (Level 1), completed online. [this is unlikely to occur in a College context]

- Activity organisers may wish to arrange additional training as and when they or their supervisors feel it is appropriate.

The relevant officers will identify and organise training needs and record them in collaboration with HR to provide an accessible record.

14. DBS checks

Where a member of staff is likely to be involved in regulated activity, an enhanced DBS check will be required for staff. This applies, but is not limited to:

- Fellow for Welfare
- Designated Safeguarding Lead
- Deputy Designated Safeguarding Lead
- Safeguarding Officers
- Senior Dean
- Lodge staff
- Housekeeping staff that are responsible for accommodation of minors or at-risk adults
- Access staff
- Academic staff engaged in teaching of minors or at-risk adults
- Head of Student Welfare & Wellbeing
- Members of the wellbeing team who are likely to have interactions with minors or at-risk adults
- Student Welfare Advisors

The HR Office will maintain a record of all College employees who have undertaken a DBS check.

15. Risk Assessment

A risk assessment must be completed by the organisers of any activity specifically intended for children and which brings children onto College premises or into contact with College Members. Once completed, the risk assessment must be approved by a Safeguarding Officer before the activity is undertaken. For large residential events where children are in attendance, the relevant Safeguarding Officer should share the risk assessment with the DSL.

It is expected that for visits by schools where members of staff of that school are in attendance, the school will complete its own risk assessment and take its own child protection steps in accordance with local education authority guidelines. Consideration should be given to how the visitors' risk assessment and the college risk assessment overlap to ensure they are compatible.

16. Referrals

A Safeguarding Officer who receives a report of alleged or suspected child abuse within the College, or receives a report from a child relating to incidents at home or outside the College, is responsible for contacting the Social Services Department/relevant external authority and taking any other action in response, as set out below:

- Keeping records
- Liaising with the staff
- Liaising with the DSL

The Governing Body is responsible for undertaking an annual review of:

- The College's Safeguarding policy and procedures.
- The efficiency with which the related duties have been discharged.
- The DSL and members of the Safeguarding team have completed adequate training

ACCESS AND OUTREACH & ADMISSIONS

17. Selected activity, such as residential courses for schoolchildren, summer schools or offer holder days, may come within the definition of a 'regulated activity', which, in respect of children, relates to the nature of the activity, its intensity, and its frequency. For such activities, the College may consider putting separate policies in place and seeking advice, where required.

18. The College undertakes a range of activity, including outreach, student recruitment, and admissions interviewing which are not 'regulated activities' but which carry safeguarding implications and will be governed in accordance with the principles set out in this policy.

ON-COURSE STUDENTS

19. The College may admit students who commence their studies before their 18th birthday. The College recognises that:

- Anyone under the age of 18, as a matter of law is a child;
- The College has special duties of care towards a child;
- The College is not in loco parentis, except in the case of a medical emergency where written permission has been previously obtained from the parent or guardian of the child.

20. The Academic Office should ensure that prior to the student arriving at college the College DSL, Safeguarding Officers, Domestic Bursar and relevant College Tutors are informed of the admission of any students:
    - Who are under the age of 18;
    - Who are at risk adults [at risk adults are unlikely in a College context], where the Academic Office has been notified prior to their admission that a student falls into this category.

21. The Academic Office should ensure that College Tutors reguarly engaged in teaching, or other contact with chidren hold a valid enhanced DBS check.

22. The Domestic Bursar is responsible for ensuring that the hall, bar and lodge JCR/MCR Presidents have the names of any students under the age of 18 and how this information can be shared.

23. The Academic Office under the direction of the Senior Tutor is responsible for gaining written agreement from parents and students under the age of 18 that they accept the provisions put in place, including signing an "Under-age Student Authorisation Form" and accompanying risk assessment, which will set out particular areas that must be agreed by the student and the parent for them to be permitted to study at the College.

DEALING WITH SUSPICIONS OR ALLEGATIONS OF ABUSE

24. Those working with children and adults at risk may:
    - Have alleged abuse disclosed to them;
    - Suspect abuse is being carried out; or
    - Be accused of abusing those in their charge.

25. Whilst these issues may require very different courses of action, it is essential that the safety and welfare of the child or adult at risk is prioritised. The risk assessment for any activity involving adults at risk or children should identify at least one individual who will act as the key contact point to deal with such matters and identify the route for ensuring concerns and allegations are escalated without delay.

26. Where a child or adult at risk discloses alleged abuse, or a member of the College suspects abuse, this should be referred to a Safeguarding Officer who will assess and, where appropriate, contact the relevant statutory agency for advice.

27. In the event that an allegation is made against a member of the College, this must be referred to a Safeguarding Officer who will assess and, where appropriate in cases involving children, refer the matter to the Multi-Agency safeguarding Hub. This referral must be made within one working day of the allegations being made. The Local Area Designated Officer will advise on the appropriate action to be taken. In cases involving adults at risk of harm, referral will be made to the relevant statutory agency.

28. In the event there is a risk of immediate serious harm to a child or an adult at risk the emergency services should be contacted via 999 or the police via the 101 service. A Safeguarding Officer and the Safeguarding lead should be notified that a report has been made.

CONTACT INFORMATION

College Designated Safeguarding Lead
Domestic Bursar - domestic.bursar@sjc.ox.ac.uk

College Deputy Designated Safeguarding Lead/Officer for on course students
Senior Tutor – senior.tutor@sjc.ox.ac.uk

Safeguarding Officer for Access and Outreach
Head of Access & Outreach - access@sjc.ox.ac.uk

EXTERNAL AGENCIES

Oxfordshire Multi-Agency Safeguarding Hub

For children: Oxfordshire Safeguarding Children Board

For at risk adults: Oxfordshire Safeguarding Adults Board

Oxfordshire Children's Social Care
Tel. 01865 323048 (Office Hours) Tel. 0800 833408 (Out of Hours)

MASH (Multi-Agency Safeguarding Hub)
Tel. 01865 519800

Local Authority Designated Officer (LADO)
Tel. 01865 810603

Police Child Protection Unit
Tel. 01865 335199

NSPCC Helpline
Tel. 0800 800 5000 (24 hours)

POLICY HISTORY

Date of GB approval	*Brief summary of changes*	*Confirmation that linked documents have updated if necessary*	*College policy register updated*
21st June 2016	Generation of policy	Confirmed	Yes (Sandra Campbell)
8th March 2017	Policy reviewed by Committee	Confirmed	Yes (Sandra Campbell)
3rd October 2017	Closer definition of scope of policy and key roles. Clarify process for dealing with suspicions or allegations of abuse.	Confirmed	Yes (Sandra Campbell)
March 2018	Policy reviewed by Committee and subsequently approved by GB	Confirmed	Yes (Sandra Campbell)
Jan 2019	Policy reviewed by Committee and subsequently approved by GB	Confirmed	Yes (Sandra Campbell)
Feb 2020	Policy reviewed by Committee and subsequently approved by GB	Confirmed	Yes (Kate Doornik)
Jan 2021	Policy reviewed by Committee and subsequently approved by GB	Confirmed	Yes (Sandra Campbell)
Sept 2023	Linked policies updated. Policy updated by Safeguarding team and reviewed by committee and subsequently approved by GB	Confirmed	Yes (Neil Tindall)
Sept 2024	Training section updated. DBS section added	Confirmed	Yes (Neil Tindall)
March 2026	Wording amended to clarify that one-to-one meetings can happen when a DBS check is in place.	Confirmed	Yes (Neil Tindall)
September 2026	Required staff for DBS check updated in line with legislative change. Policy reviewed by Committee and		

	subsequently approved by GB		