



## Name of Policy: Safeguarding

**RESPONSIBLE COMMITTEE:** Decanal Committee

**RESPONSIBLE OFFICER:** Senior Dean

**LINKED DOCUMENTS: College:** Harassment Policy and Procedure; Equality Policy; Data Protection Policy; *Prevent* Duty Policy; Training Document on the *Prevent* Duty; Room Booking by Students Policy; Room Booking by Academics and Non-academic Staff Policy; Room Booking by Academic and Non-academic Staff Procedure; Identifying at Risk Students Policy; Identification and Reporting College Members and Staff at Risk of Radicalization Procedure.

**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. This policy covers all and only official events organised by the Fellows, staff and student common rooms of the College. External bodies booking the College's facilities will be expected to have in place their own safeguarding policies.

### POLICY

4. The College will nominate:
  - the Senior Dean as the Designated Safeguarding Lead
  - The Senior Tutor as a Safeguarding Officer for outreach, admissions and student purposes
  - The Access and Outreach Officer as a Safeguarding Officer for outreach and admissions purposes.
5. The names and contact details of the Designated Safeguarding Lead and Safeguarding Officers will be made publicly available via the College website.



6. 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.
7. The College will maintain guidelines for those carrying out activities involving adults at risk or children.
8. The College cannot act 'in loco parentis' and ultimate responsibility for children will rest with those who have parental responsibility.
9. 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. 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.
10. Any pre-employment or pre-activity checks should be carried out in accordance with the College's procedure.
11. 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.
12. 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.

## **OUTREACH AND ADMISSIONS**

13. Selected outreach activity, such as residential courses for schoolchildren, 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 may wish to consult its legal advisers.
14. 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**



15. The College will require that where a student will be under 18 when commencing their studies, they and their parents/guardians sign an "Under-age Student Authorisation Form" 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**

16. 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.
17. 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.
18. 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.
19. 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.
20. 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 should be notified that a report has been made.

## **EXTERNAL AGENCIES**

21. [Oxfordshire Multi-Agency Safeguarding Hub](#)  
[For children: Oxfordshire Safeguarding Children Board](#)  
[For at risk adults: Oxfordshire Safeguarding Adults Board](#)

## **DEFINITIONS USED IN THIS POLICY**

22. Adult at risk: Defined by the Care Act 2014 as "any person aged 18 years and over who is or may be in need of community care services by reason of mental health issues, learning or physical disability,



sensory impairment, age or illness and who is or may be unable to take care of him/herself or unable to protect him/herself against significant harm or serious exploitation.”

23. The term ‘adult at risk’ has been used in place of the term ‘vulnerable adult’. This is because the term ‘vulnerable adult’ may wrongly imply that some of the fault for the abuse lies with the adult abused. The term ‘adult at risk’ is used as an exact replacement for ‘vulnerable adult’, as used throughout existing government guidance to local authorities.
24. Child: A 'child' is any person under the age of 18; 'children' are to be construed accordingly. Particular care shall be afforded to a child under the age of 16.

## POLICY HISTORY

<i>Date of GB approval</i>	<i>Brief summary of changes</i>	<i>Confirmation that linked documents have updated if necessary</i>	<i>College policy register updated</i>
21st June 2016	Generation of policy	Confirmed	Yes (Sandra Campbell)
8 <sup>th</sup> March 2017	Policy reviewed by Committee	Confirmed	Yes (Sandra Campbell)
3 <sup>rd</sup> 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)