

Ordinance:	On Safeguarding Policy
Statute:	–
Approved:	29 November 2017 and 31 January 2018
Minute Nos:	7286(b) and 7315
Version:	1 (replacing the Ordinance on Child Protection Policy)

1. Aims

The College aims to adopt the highest standards and take all reasonable steps in relation to the safety and welfare of children and adults at risk. The College encounters children and some adults at risk through its teaching and research activities, as well as through its recruitment and outreach programmes.

This policy does not discourage such activities in any way. Instead, it aims to support them and to offer assurances to those engaged in the work of the College that, through its implementation, the College seeks to protect children and adults at risk and keep them safe from harm when in contact with the College’s employees, Fellows, volunteers, students or representatives (whether acting in a paid or unpaid capacity). It is also intended to safeguard the interests of employees, Fellows, volunteers, students and anyone who works on behalf of the College and who comes into contact with children or adults at risk.

This policy seeks to:

- a) promote and prioritise the safety and wellbeing of everyone, particularly children and adults who may be at risk;
- b) ensure that roles and responsibilities are made clear in respect of safeguarding matters and that an appropriate level of information, training and support is provided to those within the College for whom it is necessary;
- c) offer assurances to staff, students, parents, carers, volunteers and visitors that safeguarding concerns will be dealt with effectively and in a timely manner;
- d) prevent the employment of individuals to work with children or adults at risk where they have been barred by the Disclosure and Barring Service (DBS) or are deemed by the College to pose an unacceptable risk;
- e) manage effectively the risks associated with activities and events involving children and adults at risk.

2. Scope

The College’s Fellows, employees, workers, volunteers, students or anyone working on behalf of the College (in a paid or unpaid capacity) are subject to this policy.

The policy covers all events and activities organized by those working on behalf of or representing the College, as well as official events and activities organized by its students. Such activities include open days, applicant visits and interviews, the interactions between students and the College Nurse/College Counsellor/College Mental Health Adviser and visits from members of the public.

It is expected that external bodies utilising the College’s premises or facilities for external events will have their own safeguarding policies and procedures in place and will take full responsibility for the safeguarding of individuals involved in any related activities.

3. Definitions

<i>Safeguarding</i>	describes arrangements in place to protect children and adults at risk in vulnerable circumstances from abuse or neglect.
<i>Child / Children</i>	For this policy’s purposes, a ‘child’ refers to anyone under the age of 18 and therefore not legally an independent adult. Particular care should be afforded to a child under the age of 16.
<i>Adult at Risk</i>	The term ‘adult at risk’ is used in this policy to replace the term ‘vulnerable adult’. The definition of regulated activity for adults changed in 2012 and now identifies activities, which, if provided to any person aged 18 or over (an adult) who needs to be the recipient/beneficiary of the provision of that activity, will mean that the adult will be considered at risk for the duration of the particular interaction with the person providing that regulated activity. It is therefore the activity and the need

	for it, rather than the setting or the adult’s particular personal characteristics, which determines whether an adult is at risk at any given time. These activities are summarized in 3.2 below.
<i>Abuse</i>	can be physical, sexual, psychological/emotional, financial/material or professional. It can also arise from neglect.

3.1 Regulated activities in relation to children:

Regulated activities are those activities which people who have been barred by the DBS are prohibited from undertaking. A regulated activity in relation to children comprises:

- (a) unsupervised activities: teaching, training, instructing, caring for or supervising, or providing advice/guidance on wellbeing, provide personal care, or driving a vehicle only for children;
- (b) working for a limited range of establishments, with opportunity for contact e.g. schools, children’s homes, childcare premises;
- (c) Relevant personal care; or
- (d) Registered childminding; and foster-carers.

Work under (a) or (b) is considered regulated activity only if done **regularly**.

The roles of the College’s Porters, Admissions Tutor(s) and Schools Liaison Officer **are** considered to involve engaging in regulated activity with children under 18 regularly as defined by the relevant legislation.

The roles of the College’s Chaplain, Graduate Tutors and the Senior Tutor, Directors of Studies and Supervisors **are not** considered to involve engaging in regulated activity with children under 18 regularly as defined by the relevant legislation.

Full definitions of regulated activity in relation to children, including definitions of regularity, can be found here: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550197/Regulated_activity_in_relation_to_children.pdf

3.2 Regulated activity in relation to adults at risk:

Regulated activity in relation to adults identifies activities provided to any adult which, if any adult *requires* them, will mean that the adult will be considered at risk for the duration of the particular interaction with the person providing that regulated activity. Any time a person engages in one or more of the activities set out below in relation to any adult, they are deemed to be engaging in regulated activity and that adult is deemed to be at risk at that time:

- (a) Providing health care (whether physical or mental, including palliative) provision by any health care professional who is regulated by General Medical Council, General Dental Council, Nursing and Midwifery Council, Health Professions Council.
- (b) Providing psychotherapy and counselling which is related to health care the adult is receiving from, or under the direction or supervision of a health care professional.
- (c) Providing first aid, when any person administering it is doing so on behalf of an organization established for the purpose of providing first aid (e.g. Red Cross).
- (d) Providing personal care as a result of physical or mental illness, including physical assistance with eating or drinking, going to the toilet, washing, bathing, dressing etc., or supervising, training or providing advice/guidance to an adult to undertake these activities themselves where they cannot make the decision to do so unprompted.
- (e) Providing social work.
- (f) Assisting with general household matters (e.g. managing a person’s money, paying their bills, shopping on their behalf).
- (g) Assisting in the conduct of a person’s affairs (e.g. undertaking lasting or enduring power of attorney for an adult under the Mental Capacity Act 2005, being an independent mental health advocate etc.).
- (h) Conveying (e.g. driving a person specifically for the purpose of conveying them to and from places to receive care as detailed above).

The roles of the College’s Nurse and Counsellor **are** considered to involve engaging in regulated activity with adults as defined by the relevant legislation.

The roles of the College's Chaplain, academic Tutor(s) (including Graduate Tutor(s) and Senior Tutor), Directors of Studies and Supervisors **are not** considered to involve engaging in regulated activity with adults as defined by the relevant legislation.

Full definitions of regulated activity in relation to adults can be found here:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/216900/Regulated-Activity-Adults-Dec-2012.pdf.

4. Roles and responsibilities

The Bursar is the College's designated Safeguarding Officer. As such, they take overall ownership of the policy and will promote the importance of safeguarding within the College. The responsibilities of the Safeguarding Officer are outlined in Annex A.

In the unlikely event that a complaint or accusation is made about the Safeguarding Officer, this will be considered independently by the College's Senior Tutor.

Each Head of Department is accountable for the adoption and implementation of this policy and for promoting safeguarding within their Department.

5. Arrangements for supporting students under the age of 18

The College is not able to take on the authority, rights and responsibilities of parents in relation to their children, and it will not act in loco parentis in relation to students who are under the age of 18 years. However, when admitting a student who will be significantly under the age of 18 when coming in to residence, the College will consider a wide range of issues, including social interaction, provision of tutorial support and supervision:

- a) Tutorial support and teaching – the format of tutorial and teaching support when under-18s are involved will seek, insofar as their educational experience would not be compromised, to avoid singleton tutorials or supervisions. It is recognized, however, that one-to-one contact with Tutors, Directors of Studies and Supervisors at meetings may be necessary.
- b) IT – Use of the internet by under-18s for study will be as for all students.
- c) Alcohol and student arranged activities – Access to alcohol by undergraduates under the age of 18 at any activity which is signed off by or known to the College will not be permitted. It is acknowledged that the individual student must also bear responsibility for his or her actions at any event. Safeguarding issues will be covered at the sign-off stage with student organisers. Consideration should be given to any risk posed by students over 18 at these events.
- d) The College Bar – the College has effective systems and practices to counter underage drinking and no student under 18 is permitted to work in the College bar.
- e) Liaison with Faculties and Departments – the College will inform/consult with the relevant Faculty or Department as early as possible about any student who will be under the age of 18 who is being admitted so that the University can put appropriate measures in place to meet its safeguarding obligations.

Residential accommodation offered by the College is generally intended for the use of adults and, except in exceptional circumstances, special arrangements are not made for students who are under the age of 18 years.

6. Raising a concern or allegation of abuse

Any person involved in the work of the College (Fellows, employees, workers, volunteers, students or anyone working on behalf of the College in a paid or unpaid capacity) can raise a concern or allegation of abuse by speaking to their line manager/Tutor or any senior member of the College who will escalate matters to the Safeguarding Officer as a matter of course. Concerns or allegations can also be made directly to the Safeguarding Officer.

Approved by the Governing Body as a revision to the College Ordinances, to replace the Ordinance on Child Protection Policy (approved 25 November 2009 and 27 January 2010; amended 27 November 2013 and 22 January 2014; Minute Nos: 6144 and 6161(d); amended 6686(c) and 6705).

Annexe A - Relevant legislation

The following legislation is relevant to this policy because it has influenced its introduction and/or its content:

- a) Health and Safety at Work Act 1974
- b) Rehabilitation of Offenders Act 1974
- c) Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975
- d) The Police Act 1997
- e) Protection of Children Act 1999
- f) Management of Health and Safety at Work Regulations 1999
- g) The Human Rights Act 1998
- h) Sexual Offences Act 2003
- i) The Children Act 2004
- j) Safeguarding Vulnerable Groups Act 2006
- k) Equality Act 2010
- l) Protection of Freedoms Act 2012
- m) Working Together to Safeguard Children 2015.

The Protection of Freedoms Act 2012 is of particular importance as all decisions made to bar individuals from working with children or adults at risk are now made by the Disclosure and Barring Service (DBS) under this legislation.

Annex B - Role of Safeguarding Officer

The role of the Safeguarding Officer is as follows:

1. To raise awareness by:

- a) Reviewing on a regular basis the activities of the College involving children or adults at risk;
- b) acting as a senior strategic figurehead for Safeguarding issues at the College;
- c) ensuring that the Safeguarding Policy is implemented, and promulgated;
- d) ensuring regular review of the Safeguarding Policy, at least annually, including making recommendations for the amendment of the Policy in line with changes to legislation, when required.

2. To manage referrals by:

- a) keeping an accurate record of any incidents or matters that raise issues concerning the protection of children or adults at risk, in line with the College's policy on data protection and retention;
- b) advising and taking appropriate action in the event that allegations of abuse are made in the contexts set out in the policy;
- c) liaising with external agencies where appropriate (such as the Police or LCSB); and
- d) ensuring that those involved in any case are appropriately supported.

3. To undertake and promote appropriate training by:

- a) engaging in training to ensure that knowledge is kept up to date;
- b) ensuring that appropriate information and training are available to members of the College who in the nature of their role will come into contact with adults at risk and children.

4. The Safeguarding Officer will be responsible for identifying roles within the College for which a DBS check is required.

5. The Safeguarding Officer will report annually to the Governing Body on matters concerning the protection of children and adults at risk and on the operation of the College's Safeguarding Policy.

