1. Introduction
1.1 St Peter’s College is committed to ensuring a safe and supportive environment for its Members and visitors. The College recognises it is possible that children will come onto College premises or interact with College Members in a number of circumstances.

1.2 This Policy places the welfare of the child as paramount and aims to safeguard their well-being, in particular by protecting them from abuse of any kind. This Policy has been produced in response to an increase in the College’s provision of outreach activity for schools and should be read in conjunction with the University of Oxford’s Code of Practice on the Protection of Children and Vulnerable Adults.

1.3 This Policy should be considered alongside the University’s Safeguarding Code of Practice.

2. General Points
2.1 St Peter’s College has adopted this Child Safeguarding Policy, which will be reviewed on an annual basis.

2.2 The College has appointed the Tutor for Welfare as a Designated Safeguarding Lead. The Outreach Officer is a Designated Safeguarding Officer. The Safeguarding Lead and Officer should receive appropriate training (see Section 3 below) and their names and contact details should be easily accessible both to college members and on externally-facing pages of the college’s website.

2.3 This policy document covers all and only events and activities organised by members of the College’s academic, administrative, and domestic staff and official events and activities organised by its student common rooms. External bodies booking the College’s facilities will need their own safeguarding procedures.

3. Planning

3.1 Introduction
3.1.1 The College notes the section “Planning an activity” on pages 1-2 of the University’s Safeguarding Code of Practice. In particular activities should:

- be designed so that appropriate training and supervision is available to those working with adults at risk or children;
- minimise occasions on which members of the College will need to work alone in an unsupervised way with adults at risk or children; and
- be appropriately risk assessed.

3.1.2 The College will consider which of its activities will involve children and “adults at risk”. A “child” is any person under the age of 18; “adults at risk” are defined by the Department of Health as “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”.

3.1.2 Planning for these activities will then be guided according to whether the activity comes within the definition of a “regulated activity”, which, in respect of children, relates to the nature of the activity, its intensity, and its frequency.

3.2 Regulated activities
3.2.1 Regulated activities would include, for example, those associated with nurseries or choirs whose members include children, or with residential courses for school children. Such activities are likely to pose particular issues in respect of planning, and legal advice may be needed in these instances.

3.2.2 Such regulated activities are likely to need specific policies in respect of these activities (or at least specific sections within general college policies).

3.2.3 These regulated activities are exceptions to the general rule that DBS checking is not usually necessary for employees of a college or university whose main focus is students who are not children. For example, it will not usually be appropriate for DBS checks to be run for college tutors, administrators, or staff involved in the cleaning and maintenance of student rooms, but relevant individuals involved in “regulated activities” (and only such individuals) should be DBS-checked (thus College outreach officers will need to undergo a DBS check).

3.3 DBS checks

3.3.1 The relevant section of the University’s Personnel Services website gives information about pre-employment checks and eligibility for applying for a criminal record check through the DBS. DBS checks can only be applied for in respect of individuals whose duties meet the eligibility criteria for “regulated activities” with children or adults at risk.

3.3.2 The College is able to apply for DBS checks for eligible individuals via the Oxford University Security Services Vetting and Screening Administration Team.

3.4 Other regular activities

3.4.1 The College may be involved in a wide range of other regular activities which are not “regulated” but which carry safeguarding implications, and which would fall within the College’s general Safeguarding policy.

3.4.2 In respect of children, these activities may include, but are not limited to, the following:

- Outreach (including student recruitment) – e.g. school visits to college, visits by college staff to schools, Open Days (while the work of outreach officers will count as ‘regulated activity’, it is likely that the work of many who are involved in outreach will not). In respect of short visits to universities or colleges, JISC (formerly the ‘Joint Information Systems Committee’) offers a factsheet on computer use: [https://community.jisc.ac.uk/library/janet-policies/managing-safety-children-and-vulnerable-guests-he](https://community.jisc.ac.uk/library/janet-policies/managing-safety-children-and-vulnerable-guests-he).
- The admissions process, including interviewing.
- Activities involving undergraduates who are under the age of 18 when they arrive (see Section 3.5 below).
- JCR, MCR and student-organised activities for on-course students (see Section 3.5 below).
- Other student-led activities organised under the umbrella of the college.

3.5 On-course students under the age of 18

3.5.1 The College notes:

- **Tutorial teaching**
  The format of teaching when under-18s are involved will seek, insofar as their educational experience would not be compromised, to avoid singleton tutorials, but also recognise that one-to-one contact with tutors in tutorial and at meetings outside of tutorials may on occasion be necessary.

- **IT and access to the internet**
  Use of the internet by under-18 undergraduates for study will be permitted as if they are over 18.

- **Alcohol and student/JCR and MCR-arranged activities**
  Access to alcohol by undergraduates under the age of 18 at activities arranged by the JCR, MCR or college societies, particularly where these activities are signed off by the relevant College office, or known about by the College, will not be permitted, while at the same time acknowledging that the individual student must also bear responsibility for his or her actions at any event. Where decanal approval is involved, safeguarding issues will be covered at the sign-off stage with the JCR/MCR/student organisers.

- **Vacation residence**
  Where students (whether Home or Overseas) under the age of 18 to stay in College over the vacations, appropriate safeguarding arrangements will be made.

3.5.2 The College when admitting a student who will be significantly under the age of 18 when coming into residence will need to consider a wider range of issues (such as, for example, social interaction, provision of tutorial teaching,
residential issues, and, for overseas students, the need to appoint a UK-based guardian). It may be necessary to investigate whether the Home Office will issue a visa to an overseas student who is significantly under the age of 18.

3.6 Adults at risk

3.6.1 The College will give similar consideration to adults at risk (as defined above in 2.1.2). as would be given to activities involving children.

3.7 Risk assessment

3.7.1 As stated in the University’s Safeguarding Code of Practice (2.3), “every activity which involves adults at risk or children should be risk assessed and the assessment should consider how the risks identified can be minimised and should also outline the local processes for reporting concerns, as well as taking account of Health and Safety considerations”.

3.7.2 The University’s Safeguarding Code of Practice (2.3-4) also notes that “Training requirements and records of training undertaken should be recorded in the risk assessment. Completed risk assessments should then be made available to all staff or volunteers involved in the activity.”

3.7.3 Sample blank and completed risk assessment forms are available on the University’s Safeguarding website. Examples of risk assessment forms used by colleges are given in Annexe 1.

4. Training

4.1 The College notes Section 3, “Training”, of the University’s Safeguarding Code of Practice, and the associated guidance on training and resources.

4.2 Free Safeguarding training is available via the Oxfordshire Safeguarding Children Board (OSCB), and can be booked on-line (http://www.oscb.org.uk/training/).

4.3 The College’s Designated Safeguarding Lead and Officer(s) should have received appropriate training before commencing their duties, and should undergo regular detailed training in Safeguarding issues.

4.4 The College notes the requirement in the University’s Safeguarding Code of Practice that those “planning activities involving children should have completed the on-line training provided by the Oxfordshire Safeguarding Children Board ... together with any additional training that may have been identified by the risk assessment process”.

4.5 The College notes the University’s general “Guidance for University members carrying out activities involving adults at risk or children”.

4.6 The College will record and monitor the Safeguarding training received by both staff and students.

5. Dealing with suspicions or allegations of abuse

5.1 In considering the points below, the College notes Section 4 of the University’s Safeguarding Code of Practice, and the relevant sections of the “Guidance for University members carrying out activities involving adults at risk or children”.

5.2 The Colleges will have processes in place for handling suspicions or allegations of abuse in the context of any activities involving children or adults at risk, and should provide guidance to staff and students involved in these activities, including advice on “do’s and don’ts”.

5.3 In the first instance, the Designated Safeguarding Lead needs to be advised of all suspicions or allegations. The College should respond to all allegations or suspicions of abuse without delay.

5.4 For each activity involving children or adults at risk, the College should identify a designated individual who is responsible for ensuring that any concerns and allegations are escalated without delay to the College’s Designated Safeguarding Lead or Designated Safeguarding Officer as appropriate. The College’s Designated Safeguarding Lead and Designated Safeguarding Officer must be trained in managing referrals and liaison with external agencies.

5.5 The Colleges must ensure that it is easy for those from at risk groups taking part in activities to identify the designated individual with whom any concerns should be raised.

6. Process for Dealing with suspicions or allegations of abuse

6.1 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.

6.2 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. The nominated safeguarding contact for the activity is responsible for ensuring that concerns and allegations are escalated to the appropriate senior members of the College and to the University Safeguarding Officers, if appropriate, without delay. Allegations against or abuse involving a member or staff or student may also need to be reported to the HR Manager and/or Senior Welfare Officers, who may provide support during any investigation.

6.3 Where both groups may be involved the Safeguarding Officer will decide the most appropriate response.

6.4 The Safeguarding Officer is responsible for nominating deputies to ensure that a nominated individual is available during normal working hours, to ensure that all allegations can be dealt with without delay.

6.5 Any allegations or suspicions of abuse must be reported without delay to a relevant person, as listed below, who must then take prompt action.

• Where a child or adult at risk discloses alleged abuse, or a member of the College suspects abuse, this should be referred to the designated safeguarding lead and Safeguarding Officer who will assess and, where appropriate, contact the relevant statutory agency for advice. Students, non-student volunteers and academic visitors may also contact the Senior Welfare Officers or HR Manager.

In the event that an allegation is made against College staff, students, volunteers or academic visitors, this must be referred to the Multi-Agency 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. 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. Anybody can make a referral in these circumstances. The Safeguarding Officer and designated safeguarding lead for the particular activity should then be notified of the case.

6.6 The Safeguarding Officer will share information as appropriate with relevant colleagues to ensure that the relevant authorities both within and outside of the College are involved and that any necessary processes can be followed (for example, depending on the nature of the allegations, it may be necessary to make a disclosure to the Disclosure and Barring Service.)

6.7 Appropriate records will be retained in accordance with the University’s Data Protection Policy. Where the matter may relate to both staff and students, the Safeguarding Officer will agree on where the file will be kept.

7. Useful links

External agencies
Oxfordshire Multi-Agency Safeguarding Hub
For children: Oxfordshire Safeguarding Children Board
For at risk adults: Oxfordshire Safe from Harm

University of Oxford policy statements and codes of practice
A list of the University’s key policies can be found at: http://www.admin.ox.ac.uk/iso/statutes/.

The following are of particular relevance:
University Harassment Policy and Procedure
University Equality policy
University Data Protection Policy
University Public Interest Disclosure (‘whistleblowing’) policy
Safety Office: Health and Safety of young people and children
Policy on the ethical conduct of research involving human participants and personal data
Staff-student relationships
IT guidelines on handling illegal material

8. Contact Information
8.1 Designated Safeguarding Lead (Tutor for Welfare) Professor Mark Moloney
   Email: mark.moloney@spc.ox.ac.uk
   Tel. 01865 (2)78886
8.2 Designated Safeguarding Officer (acting): Justin Bewsher (Senior Welfare Officer) Email:
   justin.bewsher@spc.ox.ac.uk
8.3 Oxfordshire Children’s Social Care Tel. 01865 323048 (Office Hours) Tel. 0800 833408 (Out of Hours)
8.4 Oxfordshire Safeguarding Children Board Mr Barry Armstrong
Local Authority Designated Officer (LADO) (Email: barry.armstrong@oxfordshire.gov.uk) Tel. 01865 815956
8.5 Police Child Protection Unit Tel. 01865 335199
8.6 NSPCC Helpline Tel. 0800 800 5000 (24 hours)

(May 2015, updated Oct 2016)
### Annex 1

#### Risk assessment form

| Department |  | Date of OSCB/other training |  | Date of assessment |
|------------|-----------------------------|-------------------------------|-----------------------------|
| Name of assessor(s) | Date of assessment | Hazards (Cause and consequences) | Affected Group | Existing Controls (if any in place) | Risk (see matrix example) | Further Action (if necessary, inc names and dates) |
| Describe/outline the activity that is under assessment: | To distribute to all staff, students, volunteers involved in running the activity (list names) |

**Risk Matrix** (example – for further information see UPSS5/08 Appendix 2 June 2008)

<table>
<thead>
<tr>
<th>Consequences</th>
<th>High</th>
<th>Medium</th>
<th>Low</th>
<th>Negligible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Severe</td>
<td>High</td>
<td>High</td>
<td>Medium</td>
<td>Effectively Zero</td>
</tr>
<tr>
<td>Moderate</td>
<td>High</td>
<td>Medium</td>
<td>Medium/Low</td>
<td>Effectively Zero</td>
</tr>
<tr>
<td>Insignificant</td>
<td>Medium/Low</td>
<td>Low</td>
<td>Low</td>
<td>Effectively Zero</td>
</tr>
<tr>
<td>Negligible</td>
<td>Effectively Zero</td>
<td>Effectively Zero</td>
<td>Effectively Zero</td>
<td>Effectively Zero</td>
</tr>
</tbody>
</table>
### EXAMPLE of completed risk assessment form

<table>
<thead>
<tr>
<th>Department</th>
<th>xxxxx</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of assessor(s)</td>
<td>Date of OSCB/other training</td>
</tr>
<tr>
<td>Name of assessor(s)</td>
<td>Date of assessment</td>
</tr>
</tbody>
</table>

Describe/outline the activity that is under assessment:

To distribute to all staff, students, volunteers involved in running the activity (list names)

<table>
<thead>
<tr>
<th>Hazard case and consequences</th>
<th>Affected Group</th>
<th>Level of risk (if any in place)</th>
<th>Existing Controls</th>
<th>Further Action (if necessary)</th>
<th>Action by</th>
<th>Date completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overnight supervision</td>
<td>Participant (if abuse happens)</td>
<td>Medium</td>
<td>Activity providers who are supervising overnight always work in pairs</td>
<td>If between 2 and 6am there is opportunity for face-to-face contact this may be regulated activity and therefore DBS disclosure needed before activity</td>
<td>XXX to evaluate and arrange checks.</td>
<td>XX/XX/XX</td>
</tr>
<tr>
<td></td>
<td>Activity provider (if unsubstantiated allegation made)</td>
<td></td>
<td></td>
<td>Consider contingencies, eg for staff absence</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>University (dealing with issue/reputational damage)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extended/regular contact therefore risk of close relationships developing</td>
<td>Participant (if relationship is inappropriate)</td>
<td>Medium</td>
<td>All activity providers required to read the guidance. Activity paperwork gives all participants detail of who to contact in the event of concerns</td>
<td>All activity providers to complete Safeguarding training before activity commences. Review all planned activities to minimise 1:1 contact. Ensure pre-activity briefing reinforces guidance on social interaction/use of social media etc</td>
<td>XXX to ensure training recorded. XX to review activities and briefing</td>
<td>XX/XX/XX</td>
</tr>
<tr>
<td></td>
<td>Activity Provider (if allegations made)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>University (reputational damage)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Participant may report/disclose abuse at home/elsewhere Or</td>
<td>Participant and other family members.</td>
<td>Medium</td>
<td>All activity providers to read guidance. All involved to be given contact details for safeguarding contacts</td>
<td>Pre-activity briefing for activity providers to be set up. Activity providers to be clearly advised in advance about the scope of their role (ie to refer, not resolve problems).</td>
<td>XX to set up briefing</td>
<td>XX/XX/XX</td>
</tr>
<tr>
<td>Activity provider may suspect that participant is suffering abuse at home/elsewhere</td>
<td>Activity provider (distress, and wish to resolve the issue)</td>
<td>Activity provider (distress, and wish to resolve the issue)</td>
<td>Activity provider (distress, and wish to resolve the issue)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inappropriate behaviour by activity providers is alleged or suspected</td>
<td>Anyone involved in the activity</td>
<td>Anyone involved in the activity</td>
<td>Anyone involved in the activity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inappropriate behaviour by activity providers is alleged or suspected</td>
<td>Anyone who might come into contact with that individual in other activities</td>
<td>Anyone who might come into contact with that individual in other activities</td>
<td>Anyone who might come into contact with that individual in other activities</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Consider arrangements to debrief/support activity providers who may be distressed.**

All activity providers to read guidance

All involved to be given contact details for safeguarding contacts

All activity providers to be briefed on requirement to refer any allegations to the relevant University Safeguarding Officer *without delay so that it can be referred to the LADO within one working day*

XX to make contingenc plan

XX to set up briefing

XX/XX/XX