

St Peter's College Safeguarding Policy

Approved by the Governing Body on 8 February 2023.

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 that children and young people will come onto College premises or interact with College Members in a number of circumstances, but particularly in outreach activity for schools.
- 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.
- 1.3 This Policy should be considered alongside the University's [Safeguarding Code of Practice](#).
- 1.4 This Policy is available on the College website. Copies in alternative formats are available on request.

2 Scope

- 2.1 For the purposes of this Policy, 'child' or 'children' refers to a person or persons under the age of 18 (Children Act 2004).
- 2.2 For the purposes of this policy, references to children also apply to adults at risk. The term 'adult at risk' refers to 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 themselves, or unable to protect themselves against significant harm of exploitation.¹
- 2.3 For the purposes of this Policy, a College Member is anyone at St Peter's College, interacting with children whether as a Fellow, employee, student or volunteer.
- 2.4 This Policy applies to all activities involving children and to all College members.
- 2.5 This Policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children, and adults at risk, in England. A summary of the key legislation and guidance for children / young people is available from [Child protection system for England | NSPCC Learning](#) and for adults at risk from www.scie.org.uk/care-act-2014/safeguarding-adults/
- 2.6 The College also has certain powers, under the Rehabilitation of Offenders Act 1974 and the 2020 amendment to that Act, to enquire as to the criminal records history of members to assess any risk to children.

3 General Points

- 3.1 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.
- 3.2 The Dean for Welfare is the College's Designated Safeguarding Lead (DSL). The Access and Outreach Coordinator is the College's Deputy Designated Safeguarding Lead (DDSL). The DSL and DDSL will hold full enhanced Disclosure and Barring Service (DBS) certificates and receive appropriate and regular training (see Section 5 below). The member of Governing Body (trustee)

¹ This definition is from the Care Act 2014 and is utilised in the University's [Safeguarding Code of Practice](#). The protection of adult members of College who are not deemed to be at risk (but who should still not be exploited or harassed) is covered by the College's Policy and Procedure on Harassment (located on the [Official Information page of the College website](#)).

responsible for oversight of the College's safeguarding arrangements is the Tutor for Welfare. Their names and contact details are located on the College's website and are found in section 8 of this Policy.

3.3 The DSL and DDSL 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, and, where appropriate, adults at risk;
- Where appropriate, establishing and maintaining contacts with the local [Multi-agency safeguarding hub \(MASH\)](#); Children's Social Care Services departments, [Oxford Safeguarding Adults Board](#), and the Police;
- Maintaining confidential records of reported child protection and adult at risk cases, including records of action taken.

3.4 Where a role may require College members to have unsupervised contact with, regularly care for, train, supervise or be in sole charge of children, the College will require satisfactory completion of an enhanced DBS certificate at the appropriate level.²

3.5 New College members will be made aware of this Policy as part of the induction process. 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.

4 Planning

4.1 Introduction

4.1.1 The College will consider which of its activities will involve children.

4.1.2 The College notes Section 2, '[Planning an activity](#)' 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 children;
- minimise occasions on which members of the College will need to work alone in an unsupervised way with children; and
- be appropriately risk assessed.

4.1.3 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.

4.2 Regulated activities

4.2.1 [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

² The DSL will liaise with the HR Manager regarding those staff members who require an enhanced DBS check. It is the responsibility of the HR Manager to ensure that appropriate DBS checks are carried out and that these are renewed at least every three years for those whose role requires this.

instances.

4.2.2 Such regulated activities are likely to need specific risk assessments.

4.2.3 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 (or adults at risk). 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 regularly involved in 'regulated activities' (and only such individuals) should be DBS-checked.

4.3 Disclosure and Barring Service (DBS) checks

4.3.1 The relevant section of the University's Jobs webpage 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.

4.3.2 The College is able to apply for DBS checks for eligible individuals via the University partnership with [Horus Security Consultancy Ltd.](#)

4.4 Other regular activities

4.4.1 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.

4.4.2 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 the Access and Outreach Coordinator 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>.
- The admissions process, including interviewing.
- Activities involving undergraduates who are under the age of 18 when they arrive (see *Section 4.5 below*), whether organised by the College, the JCR, the MCR or other student groups.

4.5 On-course students under the age of 18

4.5.1 Specific arrangements are in place to ensure the safeguarding of students who are under 18. These arrangements are overseen by the DSL and summarised in the following documents:

- Process notes for safeguarding students under the age of 18
- Risk assessment for students and parents/legal guardians of students aged under 18 on entry
- Guidance for students and parents/legal guardians of students aged under 18 on entry

4.7 Risk assessment

4.7.1 As stated in the section '[Planning an activity](#)' in the University's Safeguarding Code of Practice, every activity which involves 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'.

4.7.2 The University's Safeguarding Code of Practice 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.'

4.7.3 Further guidance on completing risk assessments, including a template risk assessment document, can be provided by the DSL and DDSL.

5 Training

5.1 The College notes Section 3, '[Training](#)', of the University's Safeguarding Code of Practice.

5.2 Free Safeguarding training is available via the Oxfordshire Safeguarding Children Board (OSCB), and can be booked online (<http://www.oscb.org.uk/training/>).

5.3 The DSL and DDSL should have received appropriate training before commencing their duties, and should undergo regular appropriate training in Safeguarding issues (to Designated Safeguarding Lead level).

5.4 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'.

5.5 The College notes the University's general '[Guidance for University members carrying out activities involving adults at risk or children](#)' which forms part of the University's Safeguarding Code of Practice).

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

6 Suspicions or allegations of abuse

6.1 The College notes Section 4, '[Dealing with suspicions or allegations of abuse](#)' 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](#)'.

6.2 Whatever the nature of the abuse or alleged abuse, it is essential that the safety and welfare of the child is prioritised.

6.3 For each activity involving children a designated individual should be identified as part of the risk assessment for the activity. This individual is responsible for ensuring that any concerns and allegations are escalated without delay to the DSL or DDSL or the University Safeguarding Officers as appropriate. The designated individual should readily identifiable by those participating in the activity.

The DSL and DDSL must be trained in managing referrals and liaison with external agencies.

6.4 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.

6.5 Allegations against, or abuse involving, a member or staff or student, should be reported to the designated safeguarding lead for the activity and to the DSL or DDSL. Such allegations may also need to be reported to the HR Manager or Tutor for Welfare, who may provide support during any investigation. In such situations the DSL will lead and decide the most appropriate response.

6.6 The DSL and DDSL are responsible for designating individual(s) to ensure that a safeguarding lead is available during normal working hours, in order that allegations can be dealt

with without delay.

6.7 Any allegations or suspicions of abuse must be reported without delay to the DSL or DDSL who will assess and, where appropriate, contact the relevant statutory agency for advice. In cases involving children, the DSL or DDSL will, where appropriate, refer the matter to the [Multi-Agency Safeguarding Hub \(MASH\)](#). **This referral must be made within one working day of the allegations being made.** The Local Area Designated Officer or other member of the MASH team will advise on the appropriate action to be taken. In cases involving adults at risk, referral will be made to the relevant statutory agency or via Oxfordshire Safeguarding Adults Board at www.osab.co.uk.

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, but the DSL or DDSL and designated safeguarding lead for the particular activity should then be notified of the case.

6.8 The DSL or DDSL will share information as appropriate with relevant colleagues to ensure that the necessary authorities both within and outside the College are involved, and that any necessary processes can be followed

6.9 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 DSL 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 adults at risk: [Oxfordshire Safeguarding Adults Board](#)

List of University of Oxford policy statements and codes of practice

A list of the University's key policies can be found at: <https://governance.web.ox.ac.uk/policies>.

The following are of particular relevance:

- University Harassment Policy <https://edu.admin.ox.ac.uk/university-policy-on-harassment>
- University Equality policy <https://edu.admin.ox.ac.uk/equality-policy>
- University Data Protection Policy <https://compliance.admin.ox.ac.uk/data-protection-policy>
- University Public Interest Disclosure ('whistleblowing') Code of Practice <https://hr.web.ox.ac.uk/public-interest-disclosure-whistleblowing-code-of-practice>
- IT guidelines on handling illegal material <https://unioxfordnexus.sharepoint.com/sites/OUIT-ITStrategyGovernance/SitePages/Guidelines-for-handling-illegal-material.aspx>

8 Contact Information

8.1 College Designated Safeguarding Lead:

Dean for Welfare - Eleanor Tingle

Email: eleanor.tingle@spc.ox.ac.uk Tel 01865 (2)78865

8.2 College Deputy Designated Safeguarding Lead:

Access and Outreach Coordinator – Josephine Glover

Email: josephine.glover@spc.ox.ac.uk Tel 01865 (6)14699

- 8.3 Member of Governing Body responsible for oversight of the College's safeguarding arrangements:

Tutor for Welfare – Dr Geoff Nicholls

- 8.4 Oxfordshire's Multi-Agency Safeguarding Hub

<https://www.oxfordshire.gov.uk/business/information-providers/multi-agency-safeguarding-hub>

Tel. 0845 050 7666

- 8.5 A special police helpline is available if you are concerned that a child you know is being [sexually exploited](#): Contact the Kingfisher Team on 01865 309196.

- 8.6 NSPCC Helpline Tel. 0808 800 5000 or email help@nspcc.org.uk

- 8.7 Oxfordshire Safeguarding Adults board www.osab.co.uk

- 8.8 Contact details for the University's Safeguarding Officers:

Situation	Who to contact
Allegations against a member of University staff, non-student volunteers or academic visitors, or suspicions of abuse involving a staff member who is considered to be an adult at risk or is under 18 years of age	University's Director of HR: Dr Markos Koumaditis tel: (01865) 270152 email: director.hr@admin.ox.ac.uk
Allegations against a student, or suspicions of abuse involving students who are considered to be an adult at risk or are under 18 years of age	Director of Student Welfare and Support Services tel: (01865) 280444 (direct line) or (01865) 280459 email: director.swss@admin.ox.ac.uk