

# St Peter's College Safeguarding Policy

Approved by the Governing Body on 19 June 2019.

## 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 and / or adults at risk 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 / adult at risk 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 A copy of 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 (as defined in the Children Act 2004).

2.2 For the purposes of this policy, an 'adult at risk' refers to the Department of Health definition 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.'

2.3 For the purposes of this policy, a College Member is anyone at St Peter's College, working with children / adults at risk whether as a Fellow, employee, student or volunteer.

2.4 This Policy applies to all activities involving children / adults at risk 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 <https://learning.nspcc.org.uk/child-protection-system/> and for adults at risk from [www.scie.org.uk/care-act-2014/safeguarding-adults/](http://www.scie.org.uk/care-act-2014/safeguarding-adults/)

2.6 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 / adults at risk.

## 3 General Points

3.1 St Peter's College has adopted this Safeguarding Policy, which will be reviewed on an annual basis.

3.2 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.

3.3 The College has appointed the Dean for Welfare as College Lead Safeguarding Officer (CLSO). The Schools Liaison Officer is the College Designated Safeguarding Officer (CDSO). The CLSO and CDSO will hold full enhanced DBS certificates and receive appropriate and regular training (see Section 3 below). Their names and contact details should be easily accessible both to

College members and on externally-facing pages of the College's website and are found in section 8 of this Policy.

3.4 The CLSO and CDSO 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 / adults at risk;
- Acting as the main contacts within the College for the protection of children / adults at risk;
- 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.

3.5 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.

3.6 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.

3.7 This Policy is reviewed on an annual basis.

## **4 Planning**

### **4.1 Introduction**

4.1.1 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.

4.1.2 The College will consider which of its activities will involve children and adults at risk.

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 instances.

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

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 involved in 'regulated activities' (and only such individuals) should be DBS-checked (thus College outreach officers will need to undergo a DBS check).

### **4.3 Disclosure and Barring Service (DBS) checks**

4.3.1 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.

4.3.2 The College is able to apply for DBS checks for eligible individuals via the [Oxford University Security Services Vetting and Screening Administration Team](#).

### **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 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>.
- The admissions process, including interviewing.
- Activities involving undergraduates who are under the age of 18 when they arrive (see *Section 4.5 below*).
- JCR, MCR and student-organised activities for on-course students (see *Section 4.5 below*).
- Other student-led activities organised under the umbrella of the College.

### **4.5 On-course students under the age of 18**

4.5.1 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 for study by undergraduates who under 18 years old at the time of admission, 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 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.

## **4.6 Adults at risk**

4.6.1 The College will give similar consideration to adults at risk (as defined above in 2.2). as would be given to activities involving children.

## **4.7 Risk assessment**

4.7.1 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'.

4.7.2 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.'

4.7.3 Sample [blank](#) and [completed](#) risk assessment forms are available on the University's Safeguarding website.

## **5. Training**

5.1 The College notes Section 3, '[Training](#)', of the University's Safeguarding Code of Practice, and the associated guidance on [training and resources](#).

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

5.3 The CLSO and CDSO 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'.

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](#) 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, or adult at risk, is prioritised.

6.3 For each activity involving children, or adults at risk, 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 CLSO or CDSO or the University Safeguarding Officers as appropriate. The designated individual should readily identifiable by those participating in the activity.

The CLSO and CDSO 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/ or to the CLSO or CDSO. 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 CLSO will lead and decide the most appropriate response.

6.6 The CLSO and CDSO 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 CLSO and / or CDSO who will assess and, where appropriate, contact the relevant statutory agency for advice. In cases involving children, the CLSO or CDSO 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](http://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 CLSO or CDSO and designated safeguarding lead for the particular activity should then be notified of the case.

6.8 The CLSO or CDSO 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 CLSO 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 [www.osab.co.uk](http://www.osab.co.uk)

*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 College Lead Safeguarding Officer: Dean for Welfare - Eleanor Tingle

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

8.2 College Designated Safeguarding Officer: Schools Liaison Officer (to be appointed)

Email: TBC Tel. 01865 (6)14699

8.3 Oxfordshire's Multi-agency Safeguarding Hub (Oxfordshire Children's Safeguarding Board)

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

email: [mash-childrens@oxfordshire.333gcsx.gov.uk](mailto:mash-childrens@oxfordshire.333gcsx.gov.uk) Tel. 0845 050 7666

8.4 Police Child Protection Unit Tel. 01865 335199

8.5 NSPCC Helpline Tel. 0800 800 5000 (24 hours)

8.6 Oxfordshire Safeguarding Adults board [www.osab.co.uk](http://www.osab.co.uk)

8.7 University Safeguarding Officers – Julian Duxfield and Gillian Hamnett:

University's Director of HR: Julian Duxfield tel: (01865) 270152 email:  
[director.hr@admin.ox.ac.uk](mailto:director.hr@admin.ox.ac.uk)

Director of Student Welfare and Support Services: Gillian Hamnett tel: (01865) 280444  
(direct line) or (01865) 280459 email: [director.swss@admin.ox.ac.uk](mailto:director.swss@admin.ox.ac.uk)