



NEW COLLEGE  
OXFORD

POLICY DOCUMENT

*Safeguarding Policy and  
Procedures*

## Safeguarding Policy & Procedures

### CONTACT DETAILS:

**For contact details for the Designated Safeguarding Lead (DSL) and others, see the last page of this policy.**

### NOTICE TO CHILDREN AND YOUNG PEOPLE

**If you are a child or young person reading this policy, and anything or anyone worries you or makes you feel unsafe, please speak to your parents. But if for any reason you would rather not do this, you may contact any of the people listed on the last page and be assured that they are there to help you or point you to help.**

### 1. Introduction

**1.1** New College is committed to ensuring a safe and supportive environment for its Members and visitors. The College recognises that it is likely that children and/or adults at risk will come onto College premises or interact with College Members in a number of circumstances: for example, as candidates for admissions, as students on school visits, as young first year undergraduate students or as pupils of New College School.

**1.2** This Policy recognises the welfare of children and/or adults at risk as paramount and aims to safeguard their well-being, in particular by protecting them from abuse of any kind. This Policy should be read in conjunction with the University of Oxford's *Safeguarding Code of Practice 2015* which is available here:

[https://www.ox.ac.uk/sites/files/oxford/field/field\\_document/Safeguarding%20code%20of%20practice.pdf](https://www.ox.ac.uk/sites/files/oxford/field/field_document/Safeguarding%20code%20of%20practice.pdf)

**1.3** There is a separate Safeguarding Policy for New College School available here:

<https://www.newcollegeschool.org/page/?title=Safeguarding+and+Child+Protection%3A+Parents%27+Guide&pid=71>

### 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 and Social Work Act 2017*). 'Children' therefore means 'children and young people' throughout this policy.

**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 health 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 who is part of New College, working with children and/or adults at risk whether as a Fellow, employee, student, or volunteer.

**2.4** This Policy applies to all activities involving children and/or adults at risk and to all College Members.

**2.5** The College recognises that it has a legal duty to safeguard the welfare of children who come onto its premises or come into contact with its Members under the *Safeguarding Vulnerable Groups Act 2006*, *Working together to safeguard children' 2018*, the *Health and Safety at Work etc. Act 1974*, and *'Keeping children safe in education' 2018* where contact comes through schools.

**2.6** Where a College Member occupies a position of trust with regard to children and/or adult at risk, an improper relationship with a child and/or adult at risk constitutes an abuse of trust under the *Sexual Offences Act 2003*.

**2.7** The College also has certain powers and duties, under the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975* and *Safeguarding Vulnerable Groups Act 2006*, to enquire as to the criminal records history of Members to assess any risk to children.

### **3. Preventative Measures**

**3.1** New College's Designated Safeguarding Lead ('DSL') is the Home Bursar Mr Gez Wells. The DSL has the leadership responsibility for the College's safeguarding procedures and has responsibility for the College's safeguarding arrangements. The College's Designated Safeguarding Officers ('DSO') are the Health and Safety Administrator and the Head of Outreach. The DSO's for the College have responsibility for the day-to-day administration of the College's safeguarding arrangements. Contact details can be found on the last page of this Policy.

**3.2** The Designated Safeguarding Lead is 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 and/or adults at risk;
- Acting as the main contact within the College for the protection of children and adults at risk;
- Ensuring that appropriate College Members are provided with information, advice and training on the protection of children and/or adults at risk.
- Establishing and maintaining contacts with the local Children's Social Care Services departments and Police;
- Maintaining confidential records of reported child abuse cases and action taken.

Designated Safeguarding Officers are responsible, in the context of the specific event or to areas, which they are supervising for;

- Implementing and maintaining this policy;
- Acting as the main contact, for their designated activities, for the protection of children and/or adults at risk
- Ensuring that College members assisting with their designated activities are provided with information, advice and training on the protection of children and/or adults at risk
- Ensuring that confidential records of reported child abuse cases and action taken are made and reported to the DSL.

**3.3** The DSL and DSO's have both completed training in safeguarding.

**3.4** The attention of new Members of the College will be drawn to 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.

**3.5** Students of the College who apply to be engaged in outreach work as 'Student Ambassadors' for the College will not be required to undergo a DBS check. If they are deemed suitable for this post which entails working with children, these students have a compulsory short induction for the role. This includes reminders concerning the importance of maintaining appropriate professional boundaries and the expectations of the College in relation to conduct.

## **4. Forms of Abuse**

**4.1** The UK Government guidance, *Working Together to Safeguard Children 2013* defines four types of child abuse:

**4.2** Physical – the physical hurting or injuring of a child.

**4.3** Emotional – the persistent emotional maltreatment of a child which results in severe or persistent adverse effects on the child's emotional development. Some level of emotional abuse is present in all other categories of abuse, although it may occur independently.

**4.4** Sexual – the forcing or enticing of a child to take part in sexual activities. The activities may involve physical contact, including assault by penetration or non-penetrative acts. They may also include non-contact activities such as involving children looking at, or in the production of, sexual images, or grooming a child in preparation for abuse (including via the internet).

**4.5** Neglect – the persistent failure to meet a child's basic needs, likely to result in the serious impairment of the child's health or development. Neglect can include failure to provide the following: adequate food, clothing and shelter; protection from physical and emotional harm or danger; adequate supervision; access to appropriate medical care or treatment.

## **5. Recognising Abuse**

**5.1** Child and/or adults at risk abuse can and does occur both within a child's family and in institutional or community settings. The following may indicate that a child is being or has been abused:

- Unexplained or suspicious injuries, particularly if such an injury is unlikely to have occurred accidentally;
- An injury for which the child's or adult's explanation appears inconsistent;
- The child or adult describes an abusive act or situation;
- Unexplained changes in behaviour;

- Inappropriate sexual awareness or sexually explicit behaviour;
- The child and/or adult at risk appears distrustful of adults;
- The child and/or adult at risk is not allowed to be involved in normal social activities;
- The child and/or adult at risk becomes increasingly dirty or shabby.

**5.2** It is the responsibility of all College Members to act on concerns in order to safeguard the welfare of the child and/or adult at risk.

## **6. Dealing with suspicion of abuse/allegations of abuse**

**6.1** An allegation may relate to a person who works with children and/or adult at risk who has:

- Behaved in a way that has harmed a child and/or adult at risk or may have harmed a child and/or adult at risk ;
- Possibly committed a criminal offence against or related to a child and/or adult at risk; or
- Behaved towards a child or children and/or adult at risk in a way that indicates s/he may pose a risk of harm to children and/or adult at risk.

**6.2** College Members should address any concerns to the DSO for the College, who will liaise with the DSL. If those concerns relate to the DSO for the College, College Members are expected to discuss the matter with the DSL or to contact the Local Authority Designated Officer (LADO) at the Oxfordshire Safeguarding Children Board directly (contact details are on the last page of this policy). If an individual feels that the DSO or the DSL has not responded appropriately, then they are encouraged to contact the LADO without delay. Every effort should be made to maintain confidentiality. Suspicions or allegations of abuse must not be discussed with anyone else other than those named in section 15. The LADO should provide advice and guidance, liaising with the police and other agencies to ensure the concerns are dealt with as quickly as possible consistent with a thorough and fair process.

**6.3** It is the responsibility of the DSL to act on behalf of the College in dealing with allegations or suspicion of abuse. In the absence of the DSL, the DSO will act on behalf of the College, in consultation with the Warden. It is the task of Social Services, not the College, to investigate the matter, under *Section 47 of the Children Act 1989*. Under no circumstances should a College Member conduct their own investigation into suspicions or allegations of abuse, neither should they question children and/or adult at risk closely, as to do so may distort any investigation that may be carried out subsequently by the Police or Social Services.

**6.4** If a child and/or adult at risk says something or acts in such a way that abuse is suspected, the person receiving the information should:

- React in a calm but concerned way;
- Tell the child and/or adult at risk that s/he is right to share what has happened, and that s/he is not responsible for what has happened;
- Find an early opportunity to explain that it is likely that the information will need to be shared;

- Take what the child and/or adult at risk says seriously and allow the child and/or adult at risk to continue at his/her own pace;
- Keep questions to an absolute minimum (only clarify what the child and or adult at risk is saying) and not ask a question that suggests a particular answer;
- Not interrupt the child and/or adult at risk when they are recalling significant events;
- Reassure the child and/or adult at risk that the problem can be dealt with;
- Tell the child and/or adult at risk what will happen next and with whom the information will be shared;
- Do not promise to keep secrets;
- Make a full written record of what is said and done, though this should not result in a delay in reporting the problem.

**6.5** The record should include:

- The child's and/or adult at risk account of what has occurred;
- Any dates, times or places and any other potentially useful information;
- The nature of the allegation or concern;
- A description of any visible physical injury (clothing should not be removed to inspect the child and/or adult at risk).

If handwritten, contemporaneous notes are typed up, the original notes must be retained.

**6.6** The record may be used later in a criminal trial and it is vital that what the child and/or adult at risk discloses is recorded as accurately as possible. The record must be drafted in the child's and/or adult at risk words and should not include the assumptions or opinions of others.

**6.7** The problem should be reported **immediately** to the DSO who will take the appropriate action, including informing the DSL. The DSL will inform the LADO **within one working day** of all allegations that come to the College's attention or that are made directly to the police. If the concern arises out of normal office hours (evenings and weekends), contact should be made with the Social Services Emergency Duty Team on 0800 833408. Advice can also be sought from the NSPCC 24-hour helpline on 0800 800 5000 or from the Police Child Protection team on 01865 335199. In an emergency, dial 999.

**6.8** All College Members are required to report or act on any disclosures or allegations of abuse that involve a College Member or that have taken place at the College or on College business.

**6.9** It is recognised that College members may need support after receiving a disclosure from a child and/or adult at risk, and support will be offered by the College

## **7. Procedure for dealing with allegations or suspicions about a College Member**

**7.1** When a concern arises, there are three processes that may need to take place:

- A child and/or adult at risk protection investigation;
- A criminal investigation;
- Action by the College/University to discipline or remove the Member.

**7.2** If the College removes a member from working with children because the person poses a risk of harm to children, the College must make a referral to the Disclosure and Barring Service. It is an offence to fail to make a referral without good reason.

## **8. Candidates for admission interviews**

**8.1** Candidates for admission to New College are invited to stay at the College for a period of days, during the interview selection process. The College recognises that it is likely that most candidates will be under the age of 18. Students of the College who apply to be engaged in outreach work as Interview Shepherds' for the College will not be required to undergo a DBS check. If they are deemed suitable for this post which entails working with children, these students have a compulsory short induction for the role. This includes reminders concerning the importance of maintaining appropriate professional boundaries and the expectations of the College in relation to conduct.

## **9. Students under the age of 18**

**9.1** The College may admit students who commence their studies before their 18th birthday. The College recognises that:

- Anyone under the age of 18 is a child as a matter of law;
- The College has special duties of care towards a child;
- The College is not *in loco parentis*, except in the case of a medical emergency where written permission has been previously obtained from the parent or guardian of the child.

**9.2** The DSO is responsible for ensuring that the DSL is informed of the admission of any students who will commence their studies before their 18th birthday.

**9.3** The DSO is responsible for ensuring that the hall, bar, and lodge have the names of any students under the age of 18.

## **10. Planning an activity**

**10.1** Any College member who has responsibility for organising an activity involving children and/or adults at risk must nominate an appropriate individual to act as the designated safeguarding lead for the activity. The DSL and the Porters Lodge should be informed who the DSL for a particular activity is.

**10.2** Activities should:

- Be designed so that appropriate training and supervision is available to those working with children and/or adults at risk

- Minimise occasions on which members of the University will need to work alone in an unsupervised way with children or adults at risk; and
- be appropriately risk assessed.

**10.3** Every activity that involves children and/or adults at risk should be risk assessed, and the assessment should consider how the risks can be minimized. It should also outline the local processes for reporting concerns, as well as taking account of Health and Safety considerations. Once completed, the risk assessment must be approved by the appropriate Designated Safeguarding Officer/Lead, and a copy will be filed with the DSL, before the activity is undertaken. The risk assessment for any activity involving children and/or adults at risk should identify at least one individual who will act as the key contact point to deal with such matters.

**10.4** Completed risk assessments should be made available to all staff or volunteers involved in the activity.

**10.5** It is expected that for visits by schools where members of staff are in attendance, the school will complete its own risk assessment and take its own child protection steps in accordance with local education authority guidelines.

**10.6** Any pre-employment or pre-activity checks should be carried out in accordance with the University's guidance published at [www.admin.ox.ac.uk/personnel/recruit/preempcheck/](http://www.admin.ox.ac.uk/personnel/recruit/preempcheck/)

**10.7** Children and adults at risk who are participating in a College activity must, as part of their induction to the activity, be given clear information about who, and to who, they can report concerns about any member of the college with whom they will be interacting. More than one point of contact should always be given and the details of the Colleges Safeguarding Officers included (in addition to the contact details of the nominated safeguarding lead for the activity) so that complaints can be made directly to these officers, where appropriate.

## **11. Confidentiality**

**11.1** The College has an obligation to respect the privacy and confidentiality of all individuals. Nevertheless, complete confidentiality to informants in circumstances of alleged abuse cannot and should not be promised. Anyone making an allegation should be assured that:

- The adult will only pass on information to the minimum number of people who must be told in order to ensure that the proper action is taken.
- The adult will never tell anyone who does not have a clear 'need to know'
- The adult will take whatever steps they can to protect the informing child or adult from any retaliation or unnecessary stress that might be feared after a disclosure of alleged abuse has been made

**11.2** There will be circumstances in which it is necessary for a Safeguarding Officer or other College Member to share information with third parties such as the Local Authority, the Police or the child's parents or guardians.

## **12. Conduct around children and adults at risk**

**12.1** College Members should remember that inappropriate behavior can occur via the telephone, internet, and e-mail, as well as during direct interaction with children or adults at risk.

**12.2** Conduct to be avoided:

- Spending excessive amounts of time alone with children or adults at risk, away from others;
- Taking children or adults at risk to your home;
- Being alone in a vehicle with children or adults at risk;
- Giving personal gifts to children or adults at risk;
- Friendships conducted via social media and/or text messaging.

**12.3** Conduct never to be sanctioned:

- Engaging in rough, physical or sexually provocative games with children and/or adults at risk;
- Giving children and/or adults at risk inappropriate drugs or other inappropriate substances, including alcohol (please note that one of the four key objectives of the *Licensing Act 2003* is the 'protection of children from harm' and that it is also an offence for a child to be supplied with or knowingly to consume alcohol on a licensed premises);
- Allowing or engaging in any form of inappropriate touching;
- Making sexually suggestive comments to children and/or adults at risk, even in jest;
- Allowing allegations made by a child and/or adult at risk to go unreported;
- Doing things of an intimate nature for children or adults at risk that they can do for themselves.

**12.4** College Members should:

- Treat everyone with fairness, equality and respect;
- Be sensitive to children or adults at risk appearance, race, culture, religious belief, sexuality, gender or disability;
- Act as a good role model and challenge any unacceptable behavior from children or adult at risk from other College Members, including concerns over crossing professional boundaries;
- Report all allegations or suspicions of child abuse using the Procedures outlined in this Policy;

- Consider whether contact with an individual child or adult at risk should involve a colleague being present;
- Be aware that physical contact with a child or adult at risk may be misinterpreted;
- Retain a professional approach to children and adults at risk, including avoiding physical contact with a child or adult at risk;
- Respect a child's right to privacy and, in residential accommodation, not enter a child's bedroom or the bedroom of an adult at risk without prior authorisation from the DSL, except in the case of an emergency.

**12.5** The *Sexual Offences Act 2003* provides that intimate contact between an adult and a child, where that adult was in a 'position of trust' to the child is a criminal offence. Those in a 'position of trust' include those who have regular unsupervised contact with a child, or where an adult looks after a child at an educational institution at which the adult is not also receiving education.

**12.6** It may be necessary for College Members to take photographs or make videos of children for educational research, teaching purposes, or publication. An image of a child is personal data for the purposes of the *General Data Protection Regulations 2016*. Where images are stored in a way that makes the data subject identifiable, or where the images are used for publication (online and print), written consent should be obtained **before the images are created**. If the data subject is capable of comprehending the implications of consenting to the data use, then their consent should be sought; otherwise, the consent of the parent or legal guardian should be obtained.

### **13. People with Specific Responsibility for Child Protection and their Roles**

**13.1** The designated staff are responsible for:

- Procedure
- Holding and being conversant with current local and national Child Protection procedures.
- Keeping up to date through training. It is a requirement that this takes place at least every two years.
- Reviewing and updating the Colleges Safeguarding Policy and inter agency working. Any deficiencies or weaknesses in the policies and procedures must be remedied without delay.
- Liaison over safeguarding matters with the local Social Services Department
- Raising awareness
- Briefing and guiding those in regular contact with children in College on Safeguarding matters. This includes the briefing of new staff as part of their induction
- Keeping close contact with all staff and maintaining awareness of Safeguarding and the need to raise concerns with the DSO/DSL
- Ensuring that the Safeguarding procedures are followed within the College, that each Member has access to the procedures and has an understanding of them
- The Safeguarding procedures must be available to parents and teachers of children working with the College on request
- Referrals, receiving reports of alleged abuse or suspected child abuse within the College, or reported by a child relating to incidents at home or outside the College, contacting the Social Services Department, and/or taking any other action in response;
  - Keeping records
  - Liaising with the staff

- Liaising with the DSL

**13.2** The Governing Body is responsible for undertaking an annual review of:

- The College Safeguarding Policy and Procedures
- The efficiency with which the related duties have been discharged

## **14 Training**

14.1 Any member of the College who will be planning activities with children and/or adults at risk should have completed the on-line training provided by Oxford Safeguarding Children Board (<https://www.oscb.org.uk/booking-training/>) *An Introduction to Safeguarding*, together with any additional training that may have been identified by the risk assessment process.

14.2 Anyone holding the role of Safeguarding Officer and their deputies will undergo detailed training in safeguarding issues on a regular basis

14.3 Activity organizers (for example, involving residential courses for young people) may wish to arrange additional training

## **15. Contact Information**

### **15.1** Designated Safeguarding Lead

Gez Wells - Home Bursar  
[gez.wells@new.ox.ac.uk](mailto:gez.wells@new.ox.ac.uk)  
Tel. 01865 279560  
Mob (outside office hours)  
07979 371607

### **15.2** Designated Safeguarding Officers

#### **Primary Contact**

Health and Safety Administrator  
[karl.chapman@new.ox.ac.uk](mailto:karl.chapman@new.ox.ac.uk)  
Tel: 01865 279508  
Mob (outside office hours)  
07771 511789

**Secondary Contact**

Dan Powell - Head of Outreach

outreach@new.ox.ac.uk

Tel. 01865 279512

**15.3** Oxfordshire Children's Social Care

Tel. 01865 323048 (Office Hours)

Tel. 0800 833408 (Out of Hours)

**15.4** Oxfordshire Safeguarding Children Board

Mr Barry Armstrong

Local Authority Designated Officer (LADO)

[barry.armstrong@oxfordshire.gov.uk](mailto:barry.armstrong@oxfordshire.gov.uk)

Tel. 01865 810603

**15.5** Police Child Protection Unit

Tel. 01865 335199