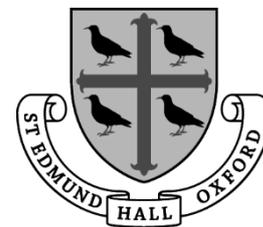


Code of Practice – St Edmund Hall Safeguarding



Reference: SG001
Review Date: 27th January 2021
Next Review Date: January 2024 (subject to any earlier change in legislation)

1 Introduction

1.1 The College is committed to providing a safe environment for all children and adults at risk [see definitions below]. The College may encounter adults at risk and children through its teaching, research, outreach, access or other activities. The College cannot act ‘in loco parentis’ and ultimate responsibility for children rests with those who have parental responsibility. This Code of Practice seeks to support activities involving adults at risk and children, and to offer assurances to staff, students, volunteers and visitors that safeguarding will be dealt with effectively and in a timely manner.

The Governing Body has overall responsibility for ensuring that this Code of Practice is upheld.

1.2 The College has designated Safeguarding Officers who will work with other agencies where appropriate to achieve its aims. These are the Domestic Bursar and Tutor for Admissions. In addition, other roles will take on specific safeguarding activity for individual requirements. These are listed in the table in section 2.1.

1.3 This Code of Practice should be read in conjunction with other College and University of Oxford policies referred to within this Code of Practice.

1.4 This Code of Practice will be reviewed annually to ensure that it remains up to date and continues to provide appropriate care to those groups included within. A written report will be submitted to the Governing Body each year to confirm requirements are in place and summarise any actions that have been taken.

2 Planning an activity

2.1 Any member of the College who has responsibility for organising an activity involving adults at risk or children must nominate an individual to act as the designated safeguarding lead for the activity. For St Edmund Hall, the below table details the specific roles involved:

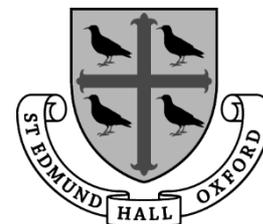
Regulated Activity

Activity / Event / Situation	Designated Safeguarding Lead
Outreach School Visits	Tutor for Admissions

Other Activity

Activity / Event / Situation	Designated Safeguarding Lead
School Visits	Schools Liaison Officer with support of Tutor for Admissions

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Open Days / Friends and Family Days	Schools Liaison Officer with support of Tutor for Admissions
The Admissions process (including interviewing)	Schools Liaison Officer with support of Tutor for Admissions
Activities involving undergraduates who are under the age of 18 when they arrive	Tutor for Undergraduates
JCR and student organised events for on-course students	Tutor for Undergraduates / Dean
Other student-led activities under the umbrella of the College	Dean
Activities involving children of student parents	Tutor for Graduates
Activities involving individuals on work experience	Domestic Bursar
Charitable Events	Domestic Bursar
Commercial Events	Domestic Bursar

Requirements for Students on-course and under 18

Activity / Event / Situation	Designated Safeguarding Lead
Tutorial teaching	Tutor for Undergraduates
IT and access to the internet	Tutor for Undergraduates
Alcohol	Dean
JCR arranged activities	Dean
Vacation Residence	Domestic Bursar (in consultation with the Dean)

2.2 Activities will:

- 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.

2.3 Every activity which involves adults at risk or children will be risk assessed and the assessment will consider how the risks identified can be minimised and will also outline the local processes for reporting concerns, as well as taking account of Health and Safety considerations. Training requirements and records of training undertaken will be recorded in the risk assessment.

2.4 Completed risk assessments will then be made available to all visitors, staff or volunteers involved in the activity.

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- 2.5 Guidance on health and safety for young people can be found on the University Safety Office website.
- 2.6 Any pre-employment or pre-activity checks will be carried out in accordance with the University's guidance and the further guidance (below) from the College.
- 2.7 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 how, and to whom, they can report concerns about any member of the College or University with whom they will be interacting. More than one point of contact will always be given; Domestic Bursar/ Tutor for Admissions and the relevant designated staff member. Details of the University's Safeguarding Officers will also be included, so that complaints can be made directly to these officers where appropriate.

For events which are at the Hall for a limited time, such as school visits, this information may be provided in the pre-visit briefing material that will be sent to the external visit organiser for distribution.

3 Training

3.1 Any member of the College who will be planning activities with children will complete the appropriate training provided by Oxford Safeguarding Children Board (Brochure available as a link in Appendix One), together with any additional training that may have been identified by the risk assessment process, as per the guidance below.

As of October 2015, the appropriate courses are as follows:

- For all members of staff who come into contact with children in any capacity as part of their work: 'An Introduction to safeguarding children' training (Level 1), completed online and refreshed every 3 years.
- For those involved in regulated activity with children or young people (regular unsupervised contact with children i.e. 3 or more times in a 30 day period): the above training and 'Generalist safeguarding training' (Level 2), to be refreshed every 3 years.
- For the College's Safeguarding Officer(s): the above training **and** 'Designated Lead Safeguarding Training' (Level 3), to be refreshed every 2 years.
- For any member of College staff working with adults at risk: 'Safeguarding adults' (Level 1), completed online.
- At least one member of each interview panel must complete 'Safer Recruitment' training, refreshed every 5 years, before recruiting for Admissions Office roles.

Refer to SG005 for Training Matrix

3.2 Activity organisers may wish to arrange additional training as and when they or their supervisors feel it is appropriate.

3.3 Training will be organised, recorded and monitored by the Bursary Administrator and Principal's PA (dependent on whether the individuals are staff or Fellows). Individuals will be

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responsible for ensuring that they attend organised sessions or complete on-line courses as required.

4 Dealing with suspicions or allegations of abuse

4.1 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.

4.2 Whilst these issues may require very different courses of action (see further guidance), 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 will 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 can also be reported to the HR Manager and/or Senior Welfare Officers, who may provide support during any investigation.

4.3 Where both groups may be involved the Safeguarding Officer will decide the most appropriate response. Where allegations relate to one of the Safeguarding Officers, the other Safeguarding Officer will be contacted.

4.4 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 handled without delay.

4.5 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 will 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, it will be referred to the 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.

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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 will 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 will then be notified of the case.

4.6 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.)

4.7 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.

5 Appointment of Staff and Employing Young People

Appointment of Staff

All applicants who are offered employment with the College in posts involving access to children will be subject to a Disclosure and Barring Service Check (DBS)

Employing Young People

St Edmund Hall does not employ anyone under the age of 18. The College does employ young persons (16 to 18) to undertake casual work in the Servedy, Lodge and Housekeeping Departments. DBS checks are not usually necessary for Managers or Supervisors when employing young people, unless there is a residential or travel element to the work. The College will, however, monitor this closely and re-evaluate if required.

6 Summer Schools

The College hosts a number of Summer Schools for students aged between 16 to 18 years old which are organised and run by the organisation that books the Hall. Therefore, the booking organisation take responsibility of the children in attendance and provide Wardens to ensure this. The College undertakes all tasks as requested such as the appropriate allocation of rooms. Staff that may come into contact with the children on these courses will undertake primary training. (An Introduction to Safeguarding Children)

7 Useful Links

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/lso/statutes/>.

The following are of particular relevance:

<http://po.st/oxsafeguarding>

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- [University Harassment Policy and Procedure](#)
- [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](#)

External agencies

[Oxfordshire Multi-Agency Safeguarding Hub](#)
For children: [Oxfordshire Safeguarding Children Board](#)
For at risk adults: [Oxfordshire Safe from Harm](#)

Definitions used in this Code of Practice

- Adult at risk**

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”. The term ‘adult at risk’ has been used in place of the term ‘vulnerable adult’. This is because the term ‘vulnerable

adult’ may wrongly imply that some of the fault for the abuse lies with the adult abused. The term ‘adult at risk’ is used as an exact replacement for ‘vulnerable adult’, as used throughout existing government guidance to local authorities.

- Child**

A 'child' is any person under the age of 18; 'children' are to be construed accordingly. Particular care shall be afforded to a child under the age of 16

Version Control:

Version	Date	Created By	Position	Authorised By	Date
1	04/08/16	J. Taylor A. Walters	Domestic Bursar Academic	Governing Body	
2	27/01/21	C. Sweeney	Domestic Bursar	Governing Body	10/2/21

Appendix One – Training Brochure
[OSCB - Training-Brochure-Sept-2015-16.pdf](#)

Appendix Two – Safeguarding Guidance for Student Helpers Information Sheet