

Selwyn College Safeguarding Policy

1. Aims

- 1.1** The College aims to adopt the highest standards and take all reasonable steps in relation to the safety and welfare of children and adults at risk. The College encounters children and some adults at risk through its teaching and research activities, as well as through its recruitment and outreach programmes.
- 1.2** This policy does not discourage such activities in any way. Instead, it aims to support them and to offer assurances to those engaged in the work of the College that, through its implementation, the College seeks to protect children and adults at risk and keep them safe from harm when in contact with the College's employees, Fellows, volunteers, students or representatives (whether acting in a paid or unpaid capacity). It is also intended to safeguard the interests of employees, Fellows, volunteers, students and anyone who works on behalf of the College and who comes into contact with children or adults at risk.
- 1.3** This policy seeks to:
 - a)** promote and prioritise the safety and wellbeing of everyone, particularly children and adults who may be at risk;
 - b)** ensure that roles and responsibilities are made clear in respect of safeguarding matters and that an appropriate level of information, training and support is provided to those within the College for whom it is necessary;
 - c)** offer assurances to staff, students, parents, carers, volunteers and visitors that safeguarding concerns will be dealt with effectively and in a timely manner;
 - d)** prevent the employment of individuals to work with children or adults at risk where they have been barred by the Disclosure and Barring Service (DBS) or are deemed by the College to pose an unacceptable risk; and
 - e)** manage effectively the risks associated with activities and events involving children and adults at risk.

2. Scope

- 2.1** The College's Fellows, employees, workers, volunteers, students or anyone working on behalf of the College (in a paid or unpaid capacity) are subject to this policy.
- 2.2** The policy covers all events and activities organized by those working on behalf of or representing the College, as well as official events and activities organized by its students. Such activities include open days, applicant visits and interviews, the interactions between students and the College Nurse and visits from members of the public.
- 2.3** It is expected that external bodies using the College's premises or facilities for

external events will have their own safeguarding policies and procedures in place and will take full responsibility for the safeguarding of individuals involved in any related activities.

3. Definitions

3.1 *Safeguarding*: describes arrangements in place to protect children and adults at risk in vulnerable circumstances from abuse or neglect.

3.2 *Child / Children*: For this policy's purposes, a 'child' refers to anyone under the age of 18 and therefore not legally an independent adult. Particular care should be afforded to a child under the age of 16.

3.3 *Adult at Risk*: The definition of regulated activity for adults changed in 2012 and now identifies activities, which, if provided to any person aged 18 or over (an adult) who *needs* to be the recipient of the provision of that activity, will mean that the adult will be considered at risk at that particular time. It is therefore the activity and the need for it, rather than the setting or the adult's particular personal characteristics, which determines whether an adult is at risk at any given time. These activities are summarized in 3.6.1.

3.4 *Abuse*: can be physical, sexual, psychological, emotional, financial, material or professional. It can also arise from neglect.

3.5 *Regulated activities in relation to children*:

3.5.1 Regulated activities are those activities which people who have been barred by the DBS are prohibited from undertaking.

3.5.2 A regulated activity in relation to children comprises:

- a) unsupervised activities: teaching, training, instructing, caring for or supervising, or providing advice/guidance on wellbeing, provide personal care, or driving a vehicle only for children;
- b) working for a limited range of establishments, with opportunity for contact e.g. schools, children's homes, childcare premises;
- c) relevant personal care; or
- d) registered childminding and foster-caring.

3.5.3 Work under (a) or (b) is considered regulated activity only if done *regularly*.

3.5.4 The roles of the College's Porters, Undergraduate Admissions Tutors, Schools Liaison Officer and Director of Music in Chapel **are** considered to involve engaging in regulated activity with children under 18 regularly as defined by the relevant legislation.

3.5.5 The roles of the College's Master, Senior Tutor, Tutors other than Undergraduate Admissions Tutors, Dean, Dean of Chapel, Chaplain, Directors of Studies and Supervisors **are not** considered to involve engaging in regulated activity with children under 18 regularly as defined by the relevant legislation.

3.5.6 Full definitions of regulated activity in relation to children, including definitions of regularity, can be found at:

[https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550197/Regulated activity in relation to children.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550197/Regulated%20activity%20in%20relation%20to%20children.pdf)

3.6 *Regulated activity in relation to adults at risk:*

3.6.1 Regulated activity in relation to adults identifies activities provided to any adult which, if any adult needs them, will mean that the adult will be considered at risk at that particular time. There is no longer a requirement for a person to carry out regulated activities a certain number of times before they are deemed to be engaging in regulated activity in relation to adults. Any time a person engages in one or more of the activities set out below in relation to any adult, they are deemed to be engaging in regulated activity and that adult is deemed to be at risk at that time:

- a) providing health care (whether physical or mental, including palliative) provision by any health care professional who is regulated by General Medical Council, General Dental Council, Nursing and Midwifery Council, Health Professions Council;
- b) providing psychotherapy and counselling of a professional nature which is related to health care the adult is receiving from, or under the direction or supervision of a health care professional;
- c) providing first aid, when any person administering it is doing so on behalf of an organization established for the purpose of providing first aid (e.g. Red Cross);
- d) providing personal care as a result of physical or mental illness, including physical assistance with eating or drinking, going to the toilet, washing, bathing, dressing etc., or supervising, training or providing advice/guidance to an adult to undertake these activities themselves where they cannot make the decision to do so unprompted;
- e) providing social work;
- f) assisting with general household matters (e.g. managing a person's money, paying their bills, shopping on their behalf);
- g) assisting in the conduct of a person's affairs (e.g. undertaking lasting or enduring power of attorney for an adult under the Mental Capacity Act 2005, being an independent mental health advocate etc.); or
- h) conveying (e.g. driving a person specifically for the purpose of conveying them to and from places to receive care as detailed above).

3.6.2 The role of the College's Nurse (and of any College Counsellor or Mental Health Adviser should the College employ any such) **is** considered to involve engaging in regulated activity with adults as defined by the relevant legislation.

3.6.3 The roles of the College's Master, Bursar, Senior Tutor, Tutors, Dean, Dean of Chapel, Chaplain, Director of Music, Directors of Studies, Supervisors, Porters and Tutorial Office staff **are not** considered to involve engaging in regulated activity with adults as defined by the relevant legislation.

3.6.4 Full definitions of regulated activity in relation to adults can be found at: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/216900/Regulated-Activity-Adults-Dec-2012.pdf.

4. Roles

4.1 The Senior Tutor is the College's designated Safeguarding Officer who shall take responsibility for the policy and will promote the importance of safeguarding within the College. The responsibilities of the Safeguarding Officer are outlined in Annex B.

4.2 Given the complexity of safeguarding matters, it is essential that any concerns be reported to the Safeguarding Officer to ensure that one person has access to all the relevant information. This is particularly important where a number of seemingly minor issues may collectively give rise to a more substantial concern.

4.3 Any complaint or accusation made about the Safeguarding Officer will be considered independently by the College's Bursar.

4.4 Each Head of Department is accountable for the adoption and implementation of this policy and for promoting safeguarding within their department.

5. Planning activities

5.1 No high-risk activities are anticipated.

5.2 It is the responsibility of the Head of Department, reporting to the Safeguarding Officer to retain oversight of regulated activities within the College and to ensure that in all Departments:

- a) appropriate training and supervision is available to those employees, workers, Fellows, volunteers or students engaging in regulated activities;
- b) occasions in which those engaged in regulated activities will need to work alone in an unsupervised way are minimised;
- c) regulated activities are appropriately risk assessed; and
- d) children and adults receiving the provision of regulated activities are given clear information about how, and to whom, they can report any safeguarding concerns.

6. Risk Assessment

6.1 It is the responsibility of the Head of Department, reporting to the Safeguarding Officer to ensure that:

- a) a risk assessment is undertaken for regulated activities (the assessment should consider how the risks identified can be minimised or eliminated, outline the local processes for reporting concerns, take account of health and safety considerations and record training requirements);

- b) completed risk assessments are made available to employees, Fellows, workers, volunteers or students who are engaged in the activity; and
- c) the implementation and review of actions identified within a risk assessment are undertaken in a timely manner.

6.2 A template risk assessment can be found in Annex C.

7. Induction and training

7.1 It is the responsibility of the Safeguarding Officer to ensure that Heads of Departments:

- a) ensure that any employee, worker, Fellow, volunteer, student working on behalf of the College within their area is made aware of the existence of this policy and asked to familiarize themselves with the contents as part of their induction;
- b) ensure that any employee, worker, Fellow, volunteer, student working on behalf of the College within their area who engages in a regulated activity completes safeguarding training, together with any additional training that may have been identified by any relevant risk assessment processes; and
- c) record and monitor the safeguarding training undertaken by those working on behalf of the College in their area.

8. Recruitment and Disclosure and Debarring Service (DBS) checks

8.1 A DBS check will be undertaken when recruiting to the roles of Senior Tutor, Dean of Chapel, Chaplain, Admissions Tutor, Schools Liaison Officer, Director of Music, Porter, Nurse, Counsellor, and Mental Health Adviser (if employed by the College).

8.2 The College will undertake additional pre-employment checks where necessary as part of its safeguarding duty, including checking the accreditation of anyone employed by the College as a healthcare or psychotherapy professional such as a Nurse or a Counsellor, should the College employ such. References will be sought from recent previous employers.

8.3 It is the responsibility of the Head of Department, reporting to the Safeguarding Officer to:

- a) inform the HR Manager when a DBS check is required for a role which is to be recruited to, so that the correct documentation can be used as part of the recruitment process; and
- b) discuss with the HR Manager if uncertain whether a check is required to ensure appropriate checks are carried out.

8.4 In liaison with the relevant authorities, the Safeguarding Officer will refer someone to the DBS if they:

- a) have had their employment with the College terminated because they harmed someone;
- b) have had their employment with the College terminated or job role limited because they might have harmed someone; or
- c) would have had their employment with the College terminated for either of these reasons, but they resigned first.

9. Arrangements for supporting students under the age of 18

- 9.1** The College is not able to take on the authority, rights and responsibilities of parents in relation to their children, and it will not act *in loco parentis* in relation to students who are under the age of 18 years. However, when admitting a student who will be significantly under the age of 18 when coming in to residence, the College will consider a wide range of issues, including social interaction, provision of tutorial support and supervision:
 - a) Tutorial support and teaching – the format of tutorial and teaching support when under-18s are involved will seek, insofar as their educational or pastoral experience would not be compromised, to avoid singleton tutorials or supervisions. It is recognized, however, that one-to-one contact with Tutors, Directors of Studies and Supervisors may be necessary;
 - b) IT – Use of the internet by under-18s for study will be as for all students;
 - c) Alcohol and student arranged activities – Access to alcohol by undergraduates under the age of 18 will not normally be permitted. On some occasions it is permissible, as it would be in their home or a restaurant, for them to be served alcohol. If they are over 16 and if they are eating a table meal together with adults at an officially organised College function, beer, wine or cider. They may also drink alcohol on private premises, such as the Master's Lodge, as they could at home. The individual student must also bear responsibility for his or her actions at any event. Safeguarding issues will be covered at the sign-off stage with student organisers of events staged by junior members. Consideration should be given to any risk posed by students over 18 at such events;
 - d) The College Bar – the College has effective systems and practices to counter underage drinking and no student under 18 is permitted to work in the College bar; and
 - e) Liaison with Faculties and Departments – the College will inform/consult with the relevant Faculty or Department as early as possible about any student who will be under the age of 18 who is being admitted so that the University can put appropriate measures in place to meet its safeguarding obligations.
- 9.2** Residential accommodation offered by the College is generally intended for the use of adults. Only in the most exceptional circumstances will special arrangements be made for students who are under 18.

10. Raising a concern or allegation of abuse

10.1 Any person involved in the work of the College is encouraged to raise a concern or make an allegation of abuse by speaking to their line manager/Tutor or any senior member of the College who will escalate matters to the Safeguarding Officer as a matter of course. Concerns or allegations can also be made directly to the Safeguarding Officer.

11. Procedure for dealing with suspicions or allegations of abuse

11.1 Those working with children and engaged in regulated activities may:

- a) have alleged abuse disclosed to them;
- b) suspect abuse is being carried out; or
- c) be accused of abusing those in their charge.

11.2 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 are prioritised.

11.3 The Safeguarding Officer has responsibility for ensuring that they (or a nominated deputy) are available during normal working hours to respond to allegations without delay, and for procedures to be in place should issue arise outside of normal working hours.

11.4 In the event there is a risk of immediate serious harm to a child or adult at risk, the emergency services should be contacted via 999 without delay. The Safeguarding Officer should then be notified of the case.

11.5 Where a child or adult at risk discloses alleged abuse, or a member of the College suspects abuse which is not deemed to be an emergency, this should be referred immediately to the Safeguarding Officer who will consider what action is required. Such a referral should be made even where concerns are seemingly minor; in some instances it is a pattern or range of minor incidents which, when taken together, might amount to a more significant concern requiring investigation. It is therefore vital that the Safeguarding Officer is privy to all concerns as they arise.

11.6 Appropriate records will be retained by the Safeguarding Officer in accordance with the College's Data Protection Policy. Where the matter relates to both staff and students, the Safeguarding Officer will determine where the file should be kept.

11.7 In consultation with the Master, Bursar and HR Manager the Safeguarding Officer will be responsible for contacting any relevant statutory agencies or the police, if necessary. The Safeguarding Officer will also have responsibility for fulfilling any legal obligations to report an individual to the DBS.

11.8 The College is not expected and should not attempt to investigate allegations of abuse independently.

11.9 Where a suspicion needs to be investigated by the relevant authority, it may be

necessary for the College to do one or more of the following:

- a) move the victim of an alleged safeguarding breach to a safe place;
- b) suspend the individual(s) about whom an allegation or suspicion has arisen;
- c) prevent the individual(s) about whom an allegation or suspicion has arisen from engaging in any regulated activities.

11.10 Serious safeguarding breaches may constitute gross misconduct under the College's disciplinary policy and may lead to summary dismissal.

12 Relevant College policies

12.1 This policy should be read in conjunction with the College's policies on a variety of matters, including:

- a) Student and Staff Sexual Misconduct
- b) Recruitment, Induction and Training
- c) Equality and Diversity
- d) Data Protection
- e) Student Confidentiality (under development)
- f) Whistleblowing
- g) Staff-Student Relationships
- h) IT guidelines
- i) Health and Safety
- j) Lone Working
- k) Complaints
- l) Disciplinary / Codes of Conduct
- m) Visitor protocols
- n) External speaker arrangements (PREVENT)

The College's key policies can be found in the staff handbook at: <http://www.sel.cam.ac.uk/life-selwyn/information-staff/staff-handbook/> and in the Student Guide at: <http://www.sel.cam.ac.uk/ughandbook/policies-and-procedures/> and the Guide for Fellows at: [Guide for Fellows - with appendices for website.pdf \(cam.ac.uk\)](http://www.cam.ac.uk/.../Guide%20for%20Fellows%20-%20with%20appendices%20for%20website.pdf)

13 Relevant legislation

13.1 The following legislation and statutory guidance is relevant to this policy because it has influenced its introduction and/or its content:

- (a) Health and Safety at Work Act 1974
- (b) Rehabilitation of Offenders Act 1974
- (c) Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975
- (d) Police Act 1997
- (e) Protection of Children Act 1999
- f) Management of Health and Safety at Work Regulations 1999
- g) Human Rights Act 1998
- h) Sexual Offences Act 2003
- i) Children Act 2004

- j) Safeguarding Vulnerable Groups Act 2006
- k) Equality Act 2010
- l) Protection of Freedoms Act 2012
- m) Working Together to Safeguard Children (DfE, 2015).

13.2 The Protection of Freedoms Act 2012 is of particular importance as all decisions made to bar individuals from working with children or adults at risk are now made by the Disclosure and Barring Service (DBS) under this legislation.