



TRINITY
HALL
CAMBRIDGE

Safeguarding Policy

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Safeguarding Policy

Trinity Hall (the “College”) is committed to safeguarding the health, safety and welfare of all its Fellows, employees, students, volunteers and visitors.

1. Aims

- 1.1 Trinity Hall aims to take all reasonable steps in relation to ensuring the safety and welfare of children and vulnerable adults. The College recognises children and vulnerable adults may attend the College’s premises and interact with its Fellows, employees, volunteers and students, through its teaching and research activities, as well as through its recruitment and outreach programmes.
- 1.2 This policy should not and 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, Trinity Hall seeks to protect children and vulnerable adults and create a safe environment when in contact with the College’s employees, Fellows, students, volunteers or anyone working on behalf of the College (whether acting in a paid or unpaid capacity). It is also intended to protect the interests of employees, Fellows, students, volunteers and anyone working on behalf of the College (in a paid or unpaid capacity) and who comes into contact with children or vulnerable adults.
- 1.3 The College is subject to the provisions of the Safeguarding Vulnerable Groups Act 2006. Whilst the College is not subject to the Department for Education’s guidance Keeping Children Safe in Education (KCSIE), it has regard to the guidance contained within KCSIE (as amended from time to time). Similarly, the College has regard to the provisions of the Care Act 2014 although it is not subject to the Act.
- 1.4 This policy seeks to:
 - a) promote and prioritise the safety and wellbeing of everyone, particularly children and adults who may be vulnerable;
 - 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 vulnerable adults where they have been barred by the Disclosure and Barring Service (DBS) or are deemed by the College to pose an unacceptable risk;
 - e) manage effectively the risks associated with activities and events involving children and vulnerable adults.

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 and must adhere to it.
- 2.2 The policy covers all events and activities organised by those working on behalf of, or representing the College, as well as official events and activities organised by its students. Such activities include Open Days, residentials, visits by potential applicants, admissions

interviews, the interactions between students and the College Wellbeing Team and visits from members of the public. The specific safeguarding measures that are put in place during residential involving children are specified in ANNEX D.

- 2.3. External bodies utilising the College's premises or facilities for external events must use and abide by the College's safeguarding policies and procedures in place and as updated from time to time and displayed on the College's website and will take full responsibility for the safeguarding of individuals involved in any related activities. The External Body is required to maintain in force insurance policies with reputable insurance companies, against all risks that would normally be insured against by a prudent businessperson in connection with the risks associated with the hire of the College's premises or facilities.

3. Definitions

- 3.1 **Safeguarding:** describes arrangements in place to protect children and vulnerable adults at risk from abuse or neglect.
- 3.2 **Child / Children:** For this policy's purposes, a 'child' and 'children' refers to any person or persons 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 and/or with known additional vulnerabilities.
- 3.3 **Vulnerable Adult:** For this policy's purpose a vulnerable adult is defined as someone who is 18 years old or older and (a) who may be in need of community care services by reason of any disability (mental or physical), age or illness; and/or (b) who is or may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation.
- 3.4 **Abuse:** can include but is not limited to physical, sexual, psychological/emotional, financial/material or professional abuse. It can also arise from neglect.
- 3.5 **Regulated activities in relation to children:**
- 3.5.1 A regulated activity in relation to children comprises:
- a) unsupervised activities: teaching, training, instructing, caring for or supervising, or providing advice/guidance on wellbeing, providing 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-carers.
- 3.5.2 The Disclosure and Barring Service maintains a list of those individuals who are prohibited from undertaking regulated activities with children and vulnerable adults.
- 3.5.3 Work under (a) or (b) is considered regulated activity only if done regularly.
- 3.5.6 Full definitions of regulated activity in relation to children, including definitions of regularity, can be found here:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550197/Regulated_activity_in_relation_to_children.pdf

3.5.7 It is not expected that it will be commonplace for employees, Fellows, students, volunteers or anyone working on behalf of the College (in a paid or unpaid capacity) to be engaged in regulated activities with children on College premises or as part of their College activities. Should such occasion arise however, the employee, Fellow, student, volunteer should notify a Safeguarding Officer in advance and a risk assessment will be completed by a Safeguarding Officer before the activity is undertaken. This assessment will, among other things, determine whether a DBS check is required.

3.6 **Regulated activity in relation to vulnerable adults:**

3.6.1 Regulated activity in relation to adults identifies activities provided to any adult which, if any adult *requires* them, will mean that the adult will be considered vulnerable 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 vulnerable at that time:

- a) Providing healthcare (whether physical or mental, including palliative) provision by any healthcare professional who is regulated by General Medical Council, General Dental Council, Nursing and Midwifery Council, Health Professions Council.
- b) Providing psychotherapy and counselling which is related to healthcare the adult is receiving from, or under the direction or supervision of a healthcare 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.).
- 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 roles of the College's Wellbeing Team may involve engaging in regulated activity with adults as defined by the relevant legislation.

3.6.3 The roles of the College's academic Tutors (including Senior and Postgraduate Tutors), Dean of Discipline, Directors of Studies and Supervisors **are not** generally 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 here:

4. Roles

- 4.1 The Senior Tutor is the College's designated Safeguarding Officer. As such, they take overall ownership of the policy and will promote the importance of safeguarding and good safeguarding practice within 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 are reported to the Safeguarding Officer at the earliest opportunity 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 In the event that a complaint or accusation is made about the Safeguarding Officer, this will be considered independently by the Master.
- 4.4 Among the College's operational staff, 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 The College would not generally expect activities held within the College's premises or involving its Fellows, employees, students and volunteers to pose a high safeguarding risk. Some activities are naturally more high risk than others such as Residentials for Children.
- 5.2 It is the responsibility of the Head of Department to retain oversight for regulated activities within their area and to ensure:
 - a) appropriate training and supervision is provided and available to those employees, workers, Fellows, volunteers or students engaging in them;
 - b) occasions in which those engaged in them will need to work alone in an unsupervised way are minimised insofar as possible or, alternatively, as set out below, they are appropriately risk assessed;
 - c) that they are appropriately risk assessed; and
 - d) that children and vulnerable adults and adults engaged in regulated activities are given clear information about how, and to whom, they should report any safeguarding concerns.

6. Risk Assessment

- 6.1 It is the responsibility of the Head of Department to ensure:
 - a) that a risk assessment is undertaken for regulated activities within their area or as otherwise appropriate from a safeguarding perspective (the assessment should consider how the risks identified can be minimised, managed or eliminated, outline the

local processes for reporting concerns, take account of health and safety considerations and record training requirements);

- b) that completed risk assessments are made available to employees, Fellows, workers, volunteers or students who are involved in the activity;
- c) that the implementation and review of actions identified within a risk assessment is undertaken in a timely manner;
- d) that the risk assessment is kept under review and updated as necessary; and
- e) that there is confirmation of necessary DBS checks having been obtained and relevant insurance coverage/notification as appropriate.

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

7. Induction and training

7.1 It is the responsibility of the Head of Department to:

- a) Ensure that any employee, Fellow, student, volunteer or anyone working on behalf of the College (in a paid or unpaid capacity) 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, Fellow, student, volunteer or anyone working on behalf of the College (in a paid or unpaid capacity) within their area [who engages in a regulated activity] completes safeguarding training, and repeats safeguarding training every two years, together with any additional training that may have been identified by any relevant risk assessment processes.
- c) Record and monitor the safeguarding training undertaken by those working on behalf of the College in their area.

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

8.1 Standardly, a DBS check will be undertaken when recruiting to the roles of Director of Admissions, Access and Recruitment Officer, Admissions Officer, College Nurse, Wellbeing Adviser, Mental Health Adviser (when employed by the College), or Head of Wellbeing. Where a role may require an employee, Fellow, student, volunteer or anyone working on behalf of the College (in a paid or unpaid capacity) to have unsupervised contact with a child or regularly care for, train, supervise, or be in sole charge of vulnerable adults, the College will require satisfactory completion of a DBS check at the appropriate level.

8.2 The College will undertake additional pre-employment checks on the roles outlined at 8.1 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 Counsellor or Nurse. References from recent previous employers will also be sought.

8.3 It is the responsibility of the Head of Department to:

- a) Inform the Director of HR 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;

- b) Discuss with the Director of HR if uncertain whether a check is required to ensure appropriate checks are carried out.

8.4 Where safeguarding concerns arise in respect of an individual (whether as part of the recruitment process, during their employment or after their employment has terminated) the Safeguarding Officer will consider making a referral to the appropriate body, which may include the DBS.

9. Arrangements for supporting students under the age of 18

9.1 The College owes a duty of care to its students but does not and will not act *in loco parentis* in relation to students who are under the age of 18 years and accordingly is not able to take on the authority, rights and responsibilities of parents in relation to their children. However, when admitting a student who will be significantly under the age of 18 when coming into 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 experience would not be compromised, to avoid singleton supervisions. If a student under the age of 18 misses a group supervision due to unforeseen circumstances, such as illness, it should be rearranged in another group supervision if possible. If that is not possible, then students should be supervised with a chaperone present. It is the responsibility of the supervisor to find a suitable chaperone. If one cannot be found, then the supervisor may contact the College's Tutorial Office for advice. It is recognized, however, that one-to-one contact with Tutors, Directors of Studies and Supervisors at meetings 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 – Direct access to alcohol by undergraduates under the age of 18 at any activity which is signed off by or known to the College will not be permitted. Students under the age of 18 are made known to College serving staff, including College bar staff. The College's Code of Conduct prohibits students under the age of 18 from purchasing alcohol in College, and it also prohibits students over the age of 18 from purchasing alcohol for students under the age of 18. It is acknowledged that the individual student must also bear responsibility for his or her actions at any event.
- d) Safeguarding issues will be covered at the sign-off stage with student organisers. Consideration should be given to any risk posed by students over 18 at these events and as to how this can be managed.
- e) 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.
- f) 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 and, except in exceptional circumstances, special arrangements are not made for students who are under the age of 18 years. (See ANNEX D.)

9.3 NB: it will be necessary to investigate whether the Home Office will issue a visa to an overseas student who is significantly under the age of 18.

10. Raising a concern or allegation of abuse

10.1 Any individual involved in the work of the College (employees, Fellows, students, volunteers, or anyone working on behalf of the College (in a paid or unpaid capacity) are responsible for raising safeguarding concerns in a timely manner. Concerns can be raised to line managers, Tutors or any senior member of the College who will escalate matters to the Safeguarding Officer where appropriate. 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 or vulnerable adults 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 responses and courses of action, it is essential that the safety and welfare of the child or vulnerable adult is 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 issues arise outside of normal working hours. The normal working hours of the College Safeguarding Officer and the College Deputy Safeguarding Officer are 9:00am to 5:30pm Monday to Friday. The out of hours emergency safeguarding protocol is that during term time, the Duty Tutor should be contacted, and outside of term time, the Duty Porter should be contacted.

11.4 **In the event there is a risk of immediate serious harm to a child or vulnerable adult, the emergency services should be contacted via 999 without delay.** Anybody can make a referral in these circumstances. The Safeguarding Officer should then be notified of the case within 24 hours.

11.5 Where a child or vulnerable adult 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. A referral to the Safeguarding Officer should be made even where concerns are low level and/or seemingly minor; in some instances it is a pattern or range of minor incidents which, when taken together, amount to a more significant concern requiring investigation. It is therefore vital that the Safeguarding Officer is privy to all concerns as they arise and that such concerns are appropriately recorded.

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 and Compliance Officer will determine where the matter should be recorded and the files should be kept.

- 11.7 In consultation with the Master, Bursar, and Compliance Officer the Safeguarding Officer, will be responsible for contacting any statutory agencies such as the relevant department within the local authority, the DBS or the Police, if necessary.
- 11.8 The College is not expected and should not attempt to investigate suspicions 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) undertake an urgent Risk Assessment;
 - b) move the victim of an alleged safeguarding breach to a safe place;
 - c) suspend the individual(s) about whom an allegation or suspicion has arisen;
 - d) sensitively prevent contact between the victim and the individual(s) about whom an allegation or suspicion has arisen;
 - e) 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 and guidance listed below:
- a) [Student Handbook](#)
 - S 5.4 – Student confidentiality
 - S 7.3 - Appropriate relationships between academic staff and students
 - S 7.4 - Antisocial behaviour and harassment (including bullying and sexual harassment)
 - b) [Code of Discipline for Students and PDRAs](#)
 - c) [Student Complaints Procedure](#)
 - d) [Data Protection Policy](#)
 - e) [Health Safety and Compliance Statement and Policy](#)
 - f) [IT guidelines](#)
 - g) [Whistleblowing Policy](#)
 - h) [Staff Handbook](#)
 - S 14 – Anti-Harassment and Bullying Policy
 - S 15 – Equal Opportunities Policy
 - i) [Dignity at Work Policy](#)
- 12.2 The College's key policies can be found in the [College Governance section](#) on the Trinity Hall website.

13. Contact information

13.1 College Safeguarding Officer: Dr Michael Sutherland, Senior Tutor,
senior-tutor@trinhall.cam.ac.uk, 01223 332596

13.2 College Deputy Safeguarding Officer: Ms Lisa Déry, Head of Wellbeing,
lisa.dery@trinhall.cam.ac.uk, 01223 763664

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Annex A

Guidance for those acting on behalf of the College carrying out activities involving children or vulnerable adults

This guidance does not form part of the Safeguarding Policy but is designed to provide a general indication of good practices in this area for those acting on behalf of the College. It should be read in conjunction with the Safeguarding Policy itself.

1. General considerations

- 1.1 If you are acting in a position of trust with children or vulnerable adults, you are expected to be mindful that you are acting as a role model and therefore should behave accordingly.
- 1.2 Care should be taken to ensure that your conduct is appropriate to each circumstance and environment as well-intentioned actions can be misinterpreted.
- 1.3 All regulated activities should be reported and have undergone a risk assessment process, and you should have a copy of the relevant risk assessment which will identify the person to whom any concerns should be addressed promptly. The risk assessment should be followed at all times.
- 1.4 In your role you may become aware of, or suspect another person of abusing a child or vulnerable adult, or they may disclose an allegation of abuse to you. You should raise any concerns with your Head of Department without delay and in any event within 24 hours or, where this is not possible, the Safeguarding Officer should be notified directly and within 24 hours.
- 1.5 Allegations of inappropriate behaviour may also be made against you, and such allegations will need to be investigated in line with the College's procedures, and may result in suspension, disciplinary action and/or referral to external agencies.

2. Safeguarding of children and vulnerable adults

- 2.1 In general, *you should*:
 - a) Treat everyone within the College community with respect;
 - b) Uphold good standards of conduct;
 - c) Ensure you have completed general and any required specific safeguarding training and that you know what you should do if a child or vulnerable adult makes a disclosure to you;
 - d) Ensure you report the need for relevant risk assessments and are familiar with and follow any relevant risk assessment(s) and understand who the key contact is for the activity you are engaged in;
 - e) Give due regard to cultural differences;
 - f) Be alert to and report inappropriate behaviour in others, including peer-to-peer behaviours so that appropriate action can be taken. Abusive behaviour such as bullying (including cyber-bullying), ridiculing or aggression should not go unreported;
 - g) When giving feedback take care to ensure it is constructive and delivered in a polite and respectful manner;

- h) Where possible and in so far as practicable, avoid being in a situation where you are alone with a child or vulnerable adult;
- i) Refrain from using sexual language or innuendo;
- j) Report any suspicions promptly within 24 hours and confidentially to your Head of Department, or in the event that the suspicions/allegations involve that person or they are unavailable, to the Safeguarding Officer within 24 hours;
- k) Avoid making assumptions or being influenced by bias or stereotypes;
- l) Deal with information sensitively and be aware that special care and caution may be required in moments when discussing sensitive issues with children and vulnerable adults. Seek guidance and support as appropriate. Safeguarding information should be treated as strictly confidential and disseminated only to those holding relevant Safeguarding positions.

2.2 In general, *you should not:*

- a) Engage in, or allow, any form of unnecessary intrusive physical contact. This would not include regular forms of social interaction such as a handshaking. It would include doing personal things for a child or a vulnerable adult that they can do for themselves. Where the person is disabled, tasks should only be carried out with the full consent of the individual (or their parent) and with appropriate training and qualifications;
- b) Use inappropriate language, or allow others to use it without challenging or reporting it;
- c) Show favouritism to any individual;
- d) Engage in any physical sexual relationship with a person to whom you are in a position of trust, even if they give their consent;
- e) Give your personal, non-institutional contact details (such as a non-institutional phone number, home address, email, personal Skype/Teams/Zoom address or other non-institutional communication routes) to a child or vulnerable adult, or use any other unofficial route to communicate with a child or vulnerable adult;
- f) Interact in a personal, non-institutional capacity with children or vulnerable adults who you are engaged in regulated activity with, including through any form of social media, for example, by becoming 'friends' on Facebook, Instagram, LinkedIn, Twitter or any other social networking site;
- g) Allow allegations of inappropriate behaviour to go unreported;
- h) Allow personal preconceptions about people (for instance their personality or seniority) to prevent appropriate action being taken;
- i) Accept gifts from children or vulnerable adults within the care of Trinity Hall which could in any way be considered a bribe or inducement to enter into a relationship or give rise to an allegation of improper conduct against you;
- j) Take photographs, or make other audio or visual recordings of children or vulnerable adults within the care of Trinity Hall without specific written consent of the individual, or someone with parental responsibility for that individual and without a valid and appropriate reason for doing so.

2.3 *You should seek advice from the College's Safeguarding Officer and your Head of Department if:*

- a) You suspect a relationship is developing which may be an abuse of trust;
- b) You are worried that a child or vulnerable adult is developing an attraction or dependency on you or a colleague or someone connected to the College;

- c) If, in extremis, you have had to physically restrain a child or vulnerable adult to prevent them from harming themselves, another person or causing significant damage to property (N.B. you should never do anything to endanger your own safety);
- d) A child or vulnerable adult tells you that they are being abused, or describes experiences that you consider may be abuse;
- e) You see suspicious or unexplained marks on a child or vulnerable adult or witness behaviours which are unusual or inappropriate.

3. Dealing with disclosures of allegations, or suspicions, of inappropriate behaviour relating to children or vulnerable adults

- a) Consider the urgency of the situation: **in the event there is a risk of immediate serious harm to a child or vulnerable adult, the emergency services should be contacted via 999**. Anybody can make a referral in these circumstances. The relevant Safeguarding Officer should then be notified of the case within 24 hours and will need to [determine whether to] refer cases to the relevant authorities as soon as possible and ideally within one working day;
- b) Remain calm, avoid expressions of anger or upset or judgement and ensure that the person knows you are taking them seriously. Reassure them that they are right to have told someone, but avoid physical contact of any kind that could be perceived as being intrusive (including, for example putting an arm round them);
- c) DO NOT try to investigate or act on the matter yourself: doing so may seriously compromise an investigation by the relevant authorities. You need only clarify what is being said to you (in order to establish that there is a suspicion of harm), and then refer the matter to the appropriate individual as set out in the policy;
- d) Be supportive but DO NOT promise confidentiality. A duty of care obligates the College to act on information where a safeguarding issue has been identified and this takes precedence over the need for confidentiality. Explain that, in order that the allegation can be addressed you will have to talk to other people about it. Explain who you will talk to;
- e) Avoid 'leading' questions, or expressing a view about what you have been told;
- f) Use clear and simple language, appropriate to the person you are dealing with;
- g) Except on a clearly necessary and confidential basis requiring immediate practical action (e.g. relating to a situation arising from an undergraduate admissions interview), avoid talking to anyone else about the matter within your department; if you need to seek support for yourself you should speak to the Safeguarding Officer and/or your Head of Department;
- h) Write down what you have been told as soon as possible. In all events this must be done on the same day but this should not delay prompt action. Write down exactly what was said *in the words used* as far as possible, include the time, place, and as much detail as you can remember, but ensure that the note is as factual as possible and avoid assumption, speculation or opinion. Sign and date the note. Bear in mind that the note will be disclosable to both internal and external agencies.

Annex B - Role of Safeguarding Officer

This specification of role should be read in conjunction with the College's Safeguarding Policy.

The role of the Safeguarding Officer is as follows:

1. To raise awareness by:

- a) Reviewing on a regular basis the activities of the College involving children or vulnerable adults;
- b) acting as a senior strategic figurehead for Safeguarding issues at the College;
- c) ensuring that the Safeguarding Policy is implemented, and promulgated;
- d) ensuring regular review of the Safeguarding Policy, at least annually, including making recommendations for the amendment of the Policy in line with changes to legislation and best practice, when required.

2. To manage referrals by:

- a) keeping an accurate record of any incidents or matters that raise issues concerning the protection of children or vulnerable adults, including low level concerns, in line with the College's policy on data protection and retention;
- b) advising and taking appropriate action in the event that allegations of abuse are made in the contexts set out in the policy;
- c) liaising with external agencies where appropriate (such as the Police, DBS or local authority); and
- d) ensuring that those involved in any case are appropriately supported.

3. To undertake and promote appropriate training by:

- a) engaging in training to ensure that knowledge is kept up to date;
- b) ensuring that appropriate information and training are available to all members of the College and specific training is available to those whom in the nature of their role will come into contact with vulnerable adults and children. The training will be repeated every two years.

Training is available via a variety of online providers. Relevant providers are as follows:

- NSPCC: <https://learning.nspcc.org.uk/training/>
- The Cambridgeshire and Peterborough Safeguarding Partnership Board: <https://www.safeguardingcambspeterborough.org.uk/home/availabletraining/>
- Ann Craft Trust: <https://www.anncrafttrust.org/>

4. The Safeguarding Officer will be responsible for identifying roles within the College for which a DBS check is required.

5. The Safeguarding Officer will report annually to the Governing Body on matters concerning the protection of children and vulnerable adults and on the operation of the College's Safeguarding Policy. They will also identify and present any patterns and trends in Safeguarding concerns and cases and devise and deliver a strategic response and action plan.

ANNEX C

Risk assessment form				
Request from: College Department:				
Head of Department and contact details:				
Safeguarding Officer and contact details:				
Dates risk assessment written and revised: Date for next review:				
Describe/outline the activity that is under assessment:				
Distribute to all staff, students, volunteers involved in running the activity (list names):				
Hazard (Cause and consequences)	Affected Group	Existing Controls (if any in place)	Risk level (see matrix example)	Further Action (if necessary, include names and dates) Is DBS check needed? Responsibility for action Risk level of proposed action

Risk Matrix		Likelihood			
		High	Medium	Low	Negligible
Potential or probable consequences	Severe	High	High	Medium	Effectively Zero
	Moderate	High	Medium	Medium/Low	Effectively Zero
	Insignificant	Medium/Low	Low	Low	Effectively Zero
	Negligible	Effectively Zero	Effectively Zero	Effectively Zero	Effectively Zero

ANNEX D - Residential for Children

The main events organised by the College in which residential accommodation is used by children (usually aged 14-17) are the residentials that constitute part of the College's widening participation activities.

During a typical residential, children will stay overnight in College accommodation. Often teachers from the children's schools will participate in the residential and will stay overnight in College too, but for some of the residentials aimed at older children (e.g. Year 12s) no teachers will be involved. Many of the children will be from disadvantaged backgrounds, and, during the residentials, they will be taken on tours of Central Site, they will attend sample lectures, and they will be able to address questions to current undergraduates as well as the Admissions Team (i.e. the Director of Admissions, the Admissions Officer, the Access and Recruitment Officer [ARO]). The purpose of these residentials is to demystify the Cambridge admissions process and to help the children understand in more detail what it is actually like to be a student at the University. We would usually try to ensure that all children attending the residentials are accommodated on the same site (e.g. Central Site).

The following steps are taken to ensure that everything reasonably possible has been done to secure the safety and welfare of those attending the residentials:

1. The members of the Admissions Team have received Safeguarding training and are routinely required to undergo DBS checks at the appropriate level.
2. The ARO is usually the designated Safeguarding Lead (SL) for the duration of a given residential. If the ARO is unable to participate (e.g. due to illness or annual leave), then another member of the Admissions Team acts as the SL.
3. The SL asks the sending school(s) to confirm the arrangements, and to provide up-to-date contact information (including emergency contact details), in advance of the residentials.
4. The SL is responsible for briefing all other Admissions staff and student helpers involved in the residential, including making sure they have correct and up-to-date safeguarding training and contacts details.
5. The SL informs all the relevant College departments (e.g. the Porters, Housekeeping, Catering who all will have received at least annual Safeguarding training) that children will be in College during the period of the residential.
6. The SL liaises with the schools to obtain parental permission for each child intending to participate in the residential, and without parental permission no child is able to participate.
7. The SL liaises with the schools to ensure that each child intending to participate in the residential signs a code of conduct document, which includes agreeing to adhere to a strict curfew time. Any child who refuses to sign the code of conduct document will not be able to participate.
8. Usually, the children participating in the residentials are accompanied by school staff members (e.g. teachers) from at least one of the participating schools. The school staff members are responsible for the children at all times during the residentials. If no school staff are participating in the residential, then the SL is responsible for the children at all

times during the residential. The SL should ensure that they obtain relevant briefings on any disabilities and mental health issues so that reasonable adjustments can be made.

9. For residentials involving children at the lower end of the age range (i.e. children aged 14-15), and for residentials in which no school staff are participating, the SL stays overnight in College for the duration of the residential so that a College-based safeguarding contact is always available on site.
10. At the start of each residential, the SL reminds participants of general safety procedures, including the College's safeguarding responsibilities to them. The children participating in the residential are told that they should bring any and all concerns to SL, including safeguarding-related ones. Examples of such issues should be provided to assist the children in their understanding.
11. Male and female children are accommodated on separate staircases during the residentials. If a participating child identifies as gender-questioning, then advice is sought from the child's school as to practical arrangements.
12. If school staff and/or the SL are staying in College overnight during the residential, then they are either accommodated on different staircases to the children, or else on different floors of the staircases being used to accommodate the children. The school staff and/or the SL do not share bathroom facilities with the children overnight.
13. If there are significant safeguarding concerns during the residentials, then the SL immediately alerts the College's Safeguarding Officer. If the Safeguarding Officer is on annual leave or otherwise unavailable (e.g., due to illness), the SL will immediately alert the person who is deputising as the College's Safeguarding Officer.
14. If school staff are involved in the residential, then the SL debriefs them at the end of each day, and gives them the opportunity to raise any concerns, including safeguarding-related concerns.