

CHILDREN AND VULNERABLE ADULTS SAFEGUARDING POLICY

This policy applies to the College's employees, workers (including agency workers), volunteers and students. References to staff shall be taken to include workers, volunteers and students where relevant.

A separate safeguarding and child protection policy exists in relation to the College Choir (Standing Order J.7).

1. Aims and Purposes of the Policy

This policy aims to:

- promote and prioritise the safety and wellbeing of children and vulnerable adults;
- provide assurance to parents, carers and other parties that the College takes reasonable steps to manage risks and keep children and vulnerable adults safe;
- ensure that everyone understands their roles and responsibilities in respect of safeguarding and is provided with the necessary information, training and support on safeguarding matters;
- prevent the employment of individuals in work with children and/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 to vulnerable groups; and
- ensure that appropriate action is taken in the event of any suspicions or allegations regarding harm to children or vulnerable adults arising from contact with College staff, workers, students or volunteers, whether the harm has taken place on College premises or not.

To these ends, this policy requires that any suspicions and allegations involving harm to children and vulnerable adults are referred immediately to the Senior Tutor as the Designated Safeguarding Lead to determine what action, if any, must be taken. This will enable each situation to be investigated, whilst treating the parties involved fairly and with sensitivity. It will also ensure that suitable steps are taken as a result of any investigations.

The procedure for managing suspicions and allegations aims to strike a balance between the need to protect children and vulnerable adults from abuse and the need to protect staff, workers, students and volunteers from false or unfounded accusations.

This policy also seeks to manage risks associated with recruitment, activities and events involving children and vulnerable adults. The College is obliged to:

- complete a risk assessment which involves identifying risks and means of reducing or eliminating these;
- implement the required actions identified by the risk assessment and review the effectiveness of these on a regular basis;
- ensure that the appropriate DBS or basic disclosure checks are conducted, depending on eligibility, for any individuals starting or moving into work which involves working with children or vulnerable adults or amending the responsibilities of the role such that a check is not required; and

- require new employees and individuals involved in working with children or vulnerable adults to familiarise themselves with the content of this policy and the associated Code of Conduct which is set out in Appendix C.

2. Roles and Responsibilities

The Senior Tutor (senior.tutor@joh.cam.ac.uk) is the College's designated safeguarding lead. As such, he/she takes overall ownership of the policy.

The Dean of Chapel and the Chaplain deputise for the Senior Tutor as designated safeguarding lead as necessary.

Any queries about this policy or its application should be directed to the Senior Tutor in the first instance.

Each Head of Department is accountable for the implementation of this policy in their area. They are required to ensure that appropriate systems are in place for:

- all their staff to become familiar with this policy during their induction; and
- reviewing the department's activities; and
- following the Children and Vulnerable Adults Safeguarding risk assessment process.

It is the responsibility of the Head of Department to recognise and manage risks associated with activities and events involving children or vulnerable adults as set out in the Statement of Policy section above. To this end they should receive suitable training (Appendix D) and be encouraged to consult the HR Department and any others expert in aspects of the activity undertaken.

Staff, students and volunteers working with children and vulnerable adults within the College should be familiar with this policy and will be asked to sign a form to confirm that they have read and will conduct themselves in accordance with the code of conduct set out in Appendix C.

Every individual who becomes aware of any suspicions or allegations regarding harm to children or vulnerable adults is required to report this immediately to the designated safeguarding lead in accordance with this policy, ideally using the form at Appendix E.

The designated safeguarding lead will be the initial point of contact where any allegations of abuse against children and vulnerable adults are raised. They hold responsibility for:

- dealing with any reported suspicions and allegations of abuse of children or vulnerable adults within the College;
- providing appropriate information when making referrals to external agencies such as Social Services or the Police in all cases of suspected abuse of children or vulnerable adults;
- ensuring that appropriate, secure records are kept in relation to the reporting of suspected abuse; and
- determining with the relevant Head of Department/College Officer whether a referral needs to be made to the DBS.

3. Definitions and Examples

A child is any person under the age of eighteen.

Adults aged eighteen and over have the potential to be vulnerable (either temporarily or permanently) for a variety of reasons and in different situations. An adult is vulnerable if he/she is subject to a 'regulated activity'. This means for example that an adult will be vulnerable if he/she:

- receives healthcare from a regulated healthcare professional;
- receives psychotherapy or counselling related to such healthcare;
- receives personal care;
- receives social care from a regulated social work professional; or
- receives assistance with specified household matters by reason of age, illness or disability. The specified 'household matters' are managing cash, paying bills or doing shopping.

Whilst this is not an exhaustive list, some of the indicators that an adult *may* therefore be vulnerable are if he/she:

- has a learning or physical disability; or
- has a physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs; or
- has a reduction in physical or mental capacity; or
- is in the receipt of any form of healthcare; or
- is detained in custody; or
- is receiving community services because of age, health or disability; or
- is living in a sheltered or residential care home; or
- is unable, for any other reason, to protect himself/herself against significant harm or exploitation.

It is recognised that people who meet one or more of the criteria above may not be vulnerable at all, or all of the time, and that until there is direct contact with people on an individual basis it may be impossible to identify whether vulnerability exists in relation to an activity or event involving adults that is being planned.

Therefore, in order to support Heads of Department in identifying and managing potential risks of harm to people, and for the purposes of this policy only, a vulnerable adult may be identified as a person aged eighteen or over who meets one or more of the criteria listed above.¹

Examples of College activities involving children and vulnerable adults

College staff or students may encounter children and vulnerable adults in a wide range of situations. Some examples include:

- the provision of healthcare or health services;
- research work, which involves direct physical contact with children and/or vulnerable adults;
- work experience students under eighteen;

¹ This policy's definition of a vulnerable adult does not normally apply to College employees/workers (except in situations where they receive healthcare from another member of the College). Reasonable adjustments for disabilities and any capability matters in the workplace are managed outside of this policy. Contact a member of the HR team for further advice as required.

- widening participation outreach activities with schools and colleges (in Cambridge and external);
- teaching undergraduates who are under eighteen;
- open days;
- working with disabled students;
- dealing with undergraduates who are incapacitated by alcohol or other drugs;
- dealing with lost children of tourists;
- interviewing applicants; and
- pastoral care of undergraduates who are under eighteen.

See also the position regarding student placements under the heading ‘Student work placements’ below.

4. Procedure

Raising awareness of the policy

The HR team will ensure that all new members of staff are made aware of this policy during their HR induction. Heads of Department will ensure that all new members of staff and relevant students/volunteers are given time to read the policy during their induction period. This requirement is included in the College’s Induction Checklist.

Dealing with reported suspicions and allegations

Concerns for the safety and wellbeing of children and vulnerable adults could arise in a variety of ways and in a range of situations. For example, a child/vulnerable adult may report or show signs of abuse, someone may hint that a child/vulnerable adult is at risk or that a colleague is an abuser, or someone may witness abuse.

Government advice identifies four main types of abuse, which are outlined in Appendix B. It is not always easy to recognise a situation where abuse may occur or has taken place, and College employees are not expected to be expert in such recognition. However, each person has a responsibility to act if they have any concerns about someone’s behaviour towards a child or vulnerable adult, including any behaviour which does not fit squarely within the four categories. It is important that the recipient of any complaint or accusation that a child or vulnerable adult has been or is being abused listens carefully without making or implying any judgment of the complaint or accusation.

To ensure that all the details of an allegation are captured for any future investigation, a record should always be made at the time when the matter is raised.

It is impossible to promise complete confidentiality when a concern is raised or an accusation made to the College. The College owes a duty of care to its staff, workers, students or visitors that cannot be fulfilled unless the College takes action on the basis of information that may have been provided in confidence. The duty of confidentiality must be weighed against the duty of care, in cases of potential or actual harm of an individual. However, at all stages, only those people who need to be made aware of an incident or concern should be informed.

Where an individual suspects or is informed that a child or vulnerable adult has been, is being or could be harmed as a result of taking part in a College activity/event or through contact with College

staff, workers, volunteers or students, it is not the responsibility of that person to decide whether abuse is a factor. The individual aware of these suspicions or allegations must complete a Safeguarding Concern Form (see Appendix E) and contact the Senior Tutor immediately or, if he/she is not available, the Dean of Chapel or Chaplain. Staff who are worried about sharing concerns about abuse are encouraged to speak with an appropriate agency for further advice (for example, the NSPCC Child Protection Helpline on 0808 800 5000, Childline on 0800 1111 or Cambridgeshire Social Care 0345 045 5203. They can also make the referral formally (if required) via ReferralCentre.Children@cambridgeshire.gov.uk.

Where a complaint of abuse is reported, the Senior Tutor will consider the information available and decide on the appropriate course of action. Such situations may require contact with the relevant external agencies, including social services and the police, for them to investigate the matter and determine any necessary action. Consideration will also be given to whether it is necessary to notify the relevant Head of Department or College Officer and to take further action through the relevant internal procedures. This may include invoking the College's employee disciplinary procedures, or in the case of students, the student disciplinary processes.

In emergency circumstances, for example, where there is certain, immediate and significant danger to an individual or a criminal act has been witnessed, College staff should make referrals to the police, social services or other appropriate authorities prior to consulting with the Senior Tutor. Where this is necessary, the Senior Tutor should be informed immediately afterwards. In such cases, a criminal investigation may follow.

The College has a legal duty to refer an individual to the DBS if they have been removed from working in regulated activity with children and/or adults because they caused harm to children/adults or posed a risk of causing harm. The duty to refer is absolute and overrides any concerns about data protection.

All cases for possible referral to the DBS must be raised with HR in the first instance as soon as harm or a risk of harm is identified. A member of the HR team and the Head of Department/College Officer should work together to complete the DBS referral form found on the DBS's website.

The completed form must then be provided to the Senior Tutor for review and a final decision on whether the referral is required.

Any enquiries made by the media about possible allegations of abuse regarding children/vulnerable adults should not be responded to and should be referred to the Head of Communications.

Initiating the Risk Assessment Process

The Children and Vulnerable Adults Risk Assessment Process set out below will be initiated by the following circumstances, although other situations may trigger this procedure if deemed appropriate by the Head of Department:

- recruitment to a new or existing post which involves working with children and/or vulnerable adults;
- the commencement of new activities or events involving or potentially involving children and/or vulnerable adults; or
- changes being made to activities or events involving or potentially involving children and/or vulnerable adults.

Where there are multiple posts, activities or events of a similar nature, it is unnecessary to complete an individual risk assessment for each of them. Instead, it is possible to complete an overarching assessment for a particular type of post, activity or event.

Once it has been identified that the risk assessment process should be initiated, the Head of Department responsible for the relevant recruitment campaign, activity or event must ensure that it is completed. In the case of a recruitment campaign, the Head of Department must inform HR if a DBS check is required for the post.

Completing the Risk Assessment Process

A risk assessment must be completed in advance of the relevant recruitment campaign, activity or event by the Head of Department, if there are no current, adequate and documented risk management procedures already in place. The *Health & Safety Risk Assessment form* is provided in Appendix G to assist with this process.

The purpose of the risk assessment is to enable the Head of Department to identify, mitigate and remove any potential risks relating to contact with children or vulnerable adults. This can also be a prompt to consider alternative working practices, such as minimising occasions where an individual is alone with a child or vulnerable adult and considering whether the activity could be supervised or observed by others.

Any actions identified as a result of completing the risk assessment must be completed within the timescales specified on the form.

The risk assessment should:

- Identify the nature, length and frequency of the contact and if it would be supervised or unsupervised;
- Consider if there will be children and adults who are particularly at risk;
- Consider whether any children or vulnerable adults have allergies, are on medication, have any disabilities (physical or mental), or any behavioural difficulties;
- Identify any potential areas for harm;
- Evaluate the risks;
- Determine mitigating actions, which might include consideration of alternative working practices, and prompt individuals to ensure that they are implemented; and
- Identify those situations that would require a DBS check or a basic disclosure check.

Completed risk assessments should be retained by the Head of Department whilst an activity/event is on-going and for five years after it has ceased or the risk assessment has been superseded. Where an activity is on-going but unchanged, the Head of Department should review the risk assessment on a regular basis to ensure that the measures put in place are still relevant and appropriate. Normally such reviews should occur at least annually. Judgment should also be exercised to decide whether a review should be triggered more quickly if new information comes to light, or if practices or risks change or it is anticipated they will change.

Identifying required checks

Once the key duties and responsibilities of the activity are determined, one of the required actions must be to identify which checks, if any, are required prior to the individual working with children and/or vulnerable adults.

Where a check is required for a post being recruited to, the Head of Department must inform HR prior to the recruitment process so that the correct documentation can be used.

The Head of Department must also consider if any required checks should be treated as essential before employment (that is, that the new employee recruited to the role should not be able to start work until the check is completed) or if there are activities that the individual could reasonably and safely carry out before the check result has been received.

Further information on when a check should be treated as essential or non-essential for completion before an individual starts work can be found in the DBS guidance on HR Online.

DBS checks

Registered bodies are entitled in law to apply for a DBS check **only** where the position is included in the DBS's list of eligible posts. These posts represent the professions, offices, employments, work and occupations that are known as the exceptions to the Rehabilitation of Offenders Act 1974.

There are two types of check available from the DBS:

- **Standard** - contains details of all spent and unspent convictions, cautions, reprimands and warnings held on the Police National Computer that are not 'protected'. Protected convictions and cautions are normally old and minor; they are filtered by the DBS so they are not disclosed and where identified they must not be taken into account by employers. The filtering rules and the list of offences that will never be filtered are available on the DBS's website.
- **Enhanced** - contains the same information as the standard check but also any relevant and proportionate information held by the local police forces. In addition, where the role is eligible, registered bodies can request a check on whether a person is barred from working with children or adults in regulated activity (particular types of work with children and adults).

A number of roles in the College which involve working directly with children and vulnerable adults fall into the category of 'regulated activity' and so are eligible in law for an enhanced DBS check with appropriate barred list check. The most common are roles which involve:

- teaching, training, instructing or supervising children whilst unsupervised at least once a week or more or on four days or more in a thirty-day period; and
- health care provided by, or under the direction or supervision of a regulated health care professional.

Teaching, training, instructing, caring for or supervising a sixteen or seventeen year-old's employment (which includes supervised work experience) is not regulated activity and a DBS check may not be requested. A DBS check may only be required for work experience students under sixteen if the same person is teaching, training, instructing, caring for or supervising them whilst unsupervised on a frequent/intensive basis. As a reminder, neither a child nor a vulnerable adult should be left unattended with a work experience student.

In addition to the roles identified above, an individual may require an enhanced DBS check where his/her work is:

- of a kind as to enable the individual concerned to have direct, physical contact (such as interviews or focus groups) with persons in receipt of such services in the course of his/her normal duties; or
- dealing with an undergraduate who is incapacitated by alcohol or other drugs.

Details of the roles which are eligible for DBS checks can be found at Appendix D. The Head of Department should review eligibility at the start of the recruitment process, or as soon as the duties of a role change, to identify whether a DBS check is required and, if it is, which type.

Ideally when the College is recruiting for a role for which a DBS check is required, the DBS check should only be carried out once a successful applicant has been selected and has indicated a wish to accept the post.

DBS checks for students are managed by the Student Registry at the University. Their process is set out in the DBS section of the Student Registry web pages of the University website (<https://www.student-registry.admin.cam.ac.uk/policy-guides/guide-college-staff-dbs-disclosures>).

Basic Disclosures

The College may request a basic disclosure for a role where the nature of the work means that the College believes that it is reasonable and proportionate to obtain information about a prospective employee's unspent criminal convictions (or those of a current employee moving role) in order to manage risk. In the circumstances where an individual will have direct contact with children or vulnerable adults as a central part of their role, but where they are ineligible for a DBS check, they may still be eligible for a basic disclosure.

At the start of the recruitment process or planning for an activity/event, and as part of the risk assessment process, the Head of Department will need to assess for such roles:

- the nature of the contact with children/vulnerable adults;
- the level of risk arising from the duties/responsibilities of the role;
- whether a basic disclosure would be relevant to managing that risk; and
- if there are more effective alternative means of managing the risk.

The Head of Department will need to determine whether the check must be completed before an individual can start work or if there are activities that the individual could reasonably and safely carry out before the check result has been received.

Portability

Where an individual has previously undergone a DBS check or basic disclosure required for his/her post with another organisation in the course of his/her employment, this check is not portable to the College. It will not be accepted as meeting the College's requirement for a post-holder to undergo a particular type of DBS check or basic disclosure.

Exceptions to this are as follows:

- where an individual has subscribed to the DBS Update Service. Where they have done so, their DBS check will be kept up-to-date and they can take this with them from role to role, where the same level and type of check is needed. In such circumstances, with an

individual's permission, the College will be able to carry out a free, instant, online check, known as a status check, to confirm that a DBS Certificate is still up to date; and

- where a DBS check or basic disclosure has been carried out within the last twelve months by the College for a post with comparable duties. This will be agreed on a case by case basis.

Disclosure of a criminal record

Where a criminal conviction is disclosed by an applicant or through a DBS check/basic disclosure, a member of the HR team will work with the Head of Department (where appropriate) to complete the *Objective Assessment for Disclosure of a Criminal Conviction Form*. This contains details of the check result, the individual's input and an assessment of the level of risk.

The Senior Tutor will consider this assessment objectively and, where the assessment indicates that the level of risk is too high to allow the individual to start/continue working in a particular role/activity, the consequences of this for the individual will be dependent upon:

- the check concerned;
- the reason for the check (that is, check for a new employee, a recheck for an existing employee in their current post or a check for an existing employee in a new post);
- relevant legislation;
- the post concerned; and
- whether the individual is suitable for other employment opportunities available within the College.

Possible outcomes include amended duties, redeployment, withdrawal of an offer of employment or, where the individual started work before the relevant screening check was completed, dismissal.

It is a criminal offence to recruit and permit an individual whom the College knows or reasonably believes to be on the children's barred list to work with children or to permit an individual whom the College knows or reasonably believes to be on the adults' barred list to work with vulnerable adults.

Recruitment of ex-offenders

The College welcomes applications from a wide range of candidates, including those with criminal records. Having a criminal record will not necessarily bar an individual from working at the College. This will depend on the nature of the position and the circumstances and background of the offence.

The College complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a disclosure because of a conviction or other information revealed.

Student work placements

If a concern is raised by a third party about a student undertaking a work placement, for example in a school or hospital, and the alleged incident occurred at that site rather than on College grounds, the allegation should still be referred to one of the College's Designated Safeguarding Officers in the same way as any other incident. The Senior Tutor will raise the matter with the relevant institution in the first instance for it to consider the allegation in line with its own safeguarding procedures. Separately the Senior Tutor will also consider the matter as appropriate under the College's own policy.

5. Data protection

All data provided will be treated in accordance with the College's Data Protection Policy.

6. Implementation and Review

This policy will be maintained by the Senior Tutor and reviewed annually by the HR Committee.

Appendix A – The Legal and Operational Context

Context

The College has a duty, both in law and as a responsible organisation, to take reasonable care of children and vulnerable adults coming onto its premises. The College aims to adopt the highest possible standards and take all reasonable steps in relation to the safety and welfare of children and vulnerable adults. The College encounters children and vulnerable adults in a variety of settings, including through its teaching and research activities, as well as through its outreach programmes.

Safeguarding in relation to children is defined by the Children Act 1989 and Joint Chief Inspectors' Report on Arrangements to Safeguard Children (2002) as requiring:

'Agencies (and organisations) working with children and young people to take all reasonable measures to ensure that the risks of harm to the individual's welfare are minimised; and where there are concerns about children and young people's welfare, all agencies [and organisations] take all appropriate actions to address those concerns, working to agreed local policies and procedures, working in partnership with other local agencies.'

The following legislation is relevant to this policy, because it has influenced its introduction and/or because of its content. Key legislation is highlighted:

- Health and Safety at Work Act 1974
- Rehabilitation of Offenders Act 1974
- Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975
- The Police Act 1997
- Protection of Children Act 1999
- Management of Health and Safety at Work Regulations 1999
- The Human Rights Act 1998
- Sexual Offences Act 2003
- The Children Act 2004
- **Safeguarding Vulnerable Groups Act 2006**
- Equality Act 2010
- **Protection of Freedoms Act 2012**

The Protection of Freedoms Act 2012 is of particular importance as decisions made to bar individuals from working with children or vulnerable adults are made by the DBS under this legislation.

Appendix B – Types of Abuse

The categories of abuse below are produced from external guidelines.² A person may abuse or neglect a child/vulnerable adult by inflicting harm, or by failing to act to prevent harm. There are four main forms of abuse, although there are variations within these:

- **Physical Abuse**
Deliberate physical harm to children and vulnerable adults or any other form of harm which causes illness in a child or vulnerable adult.
- **Sexual Abuse**
Forcing or manipulating a child or vulnerable adult to take part in sexual activities.
- **Neglect**
This involves the persistent failure to meet a child or vulnerable adult's basic physical and/or psychological needs, likely to result in the serious impairment of the child's or vulnerable adult's health or development.
- **Emotional Abuse**
This involves the persistent emotional maltreatment of a child or vulnerable adult such as to cause severe and persistent adverse effects on the child's/vulnerable adult's emotional wellbeing and/or development.

² UK Government leaflet: "What to do if you're worried a child is being abused" (2015)
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/190604/DFES-04320-2006-ChildAbuse.pdf

Appendix C – Code of Conduct

When working with children and/or vulnerable adults, College staff, workers, students and volunteers are expected to take account of the guidance below in the way that they conduct themselves. For these purposes a child is defined as any person under the age of eighteen. An adult aged eighteen or over has the potential to be vulnerable (either temporarily or permanently) if he/she:

- has a learning or physical disability; or
- has a physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs; or
- has a reduction in physical or mental capacity; or
- is in the receipt of any form of healthcare; or
- is detained in custody; or
- is receiving community services because of age, health or disability; or
- is living in a sheltered or residential care home; or
- is unable, for any other reason, to protect himself/herself against significant harm or exploitation.

The above list is indicative rather than exhaustive.

General Guidance

- It is not appropriate for staff to have a physically or emotionally intimate relationship with a young person under the age of eighteen. Particular attention is drawn to the provisions of the Sexual Offences Act 2003, which created a new criminal offence of abuse of 'a position of trust'.
- In a situation where you are alone with a child or vulnerable adult, where possible ensure that others can clearly observe you.
- When visiting a student's room, follow guidance on room visits in the *College's Staff Handbook*.
 - Display ID at all times or show ID to the occupant before entering their room.
 - Knock on the door and allow sufficient time for the occupant to open the door or call out a response.
 - If there is no response after a second knock, use the key to enter the room and loudly announce presence.
 - If the occupant is asleep or in the shower, leave the room and return later.
- Avoid:
 - Taking a child or vulnerable adult alone in a car on journeys, however short.
 - Taking a child or vulnerable adult to the toilet, unless another adult is present or another adult is aware.
 - Personal relationships with a child or vulnerable adult.
 - Unnecessary physical contact.
- Do not:
 - Make suggestive or inappropriate remarks to or about a child or vulnerable adult, even in fun, as this could be misinterpreted.
 - Take children or vulnerable adults to your home.
 - Worry that you will be breaching data protection laws if you make a report. Data protection law does not prevent making an honest report about incidents, concerns or suspicions.
- Report:
 - Where you suspect or are informed that a child or vulnerable adult has been, is being or could be harmed as a result of taking part in a College event/activity or through contact with College staff, workers, volunteers or students, this should be reported direct to a

Designated Safeguarding Officer [Senior Tutor, Dean of Chapel or College Chaplain]. Any allegations are recorded in accordance with the College's Children and Vulnerable Adults Safeguarding Policy. The same procedure should be used for allegations of historic abuse.

- Any concerns about poor practice to the relevant Safeguarding Officer.

Social Media

- Staff, students, workers and volunteers should remember that inappropriate behaviour can also occur over the telephone, email, social media or internet.
- Only official College social media should be used for engaging with the wider community about College matters, including events/activities. Inappropriate or abusive comments should be removed swiftly and abusive individuals blocked/reported.
- Facebook instant chat and other similar functions should not be used to interact with children or vulnerable adults.
- Maintain confidentiality about sensitive information.

Photography

- Where it is necessary for staff, students or volunteers to take photographs or video images of children or vulnerable adults, written consent must be obtained (from parents/guardians in the case of children) before these images are taken to comply with the Data Protection Act 2018. Personal details and photos that clearly identify an individual must only be published where he/she (or his/her parent/guardian) has given explicit agreement. Subjects should be suitably dressed in photographs (e.g. when taking place in a sporting activity).

Events

- Consider the wellbeing and safety of event participants in advance through proper planning and development of safe methods of working/activities.
- Set expectations of the standards of behaviour required from participants in an activity/event and encourage them to accept responsibility for their own performance and behaviour.
- Ask participants in an activity/event to take reasonable steps to ensure their own safety and that of others, and to report any inappropriate behaviour they experience/witness or any concerns that they may have.

Appendix D – Roles requiring Safeguarding Training or DBS Checks

Those working or volunteering in roles which require close contact with children or vulnerable adults are legally obliged to complete an introductory safeguarding training course. Many such courses are advertised commercially, often labelled as an Introduction to Adult/Child Protection. These will in most cases meet the requirements of Level 1 safeguarding training, and several 'introductory' courses cover Level 2 as well. At Level 1, the aim is to teach the participant how to recognise signs and symptoms of abuse and neglect, and how to report it. Courses will also offer those in training an understanding of what to do in order to keep people safe when faced with a safeguarding incident.

Those taking on extra responsibilities for safeguarding in a workplace will find Level 1 training insufficient to brief them for the responsibilities of their enhanced role. Level 2 courses should be considered. Heads of certain departments fall into this category, given the duties attached to that role identified in the policy.

Those in specialist health-related or community-support roles will require training at higher levels still. These may be specified, implicitly or explicitly, by professional regulations or by legislation.

Roles	Training Level Required	Safe Recruitment	Background Checks
Designated Safeguarding Officers (ST, Dean of Chapel, Chaplain)	DSO	Yes	Enhanced
College Nurse, and Health & Wellbeing Nurse	4	Yes	Enhanced
College Counsellor	3	Yes	Enhanced
Admissions Office Staff	1 (2 for Admissions Tutor)	Yes	Enhanced
Master	1	Yes	Enhanced
Dean of Discipline	1	Yes	Enhanced
Boat Club Manager	1	Yes	Enhanced
College Groundsmen	1 (2 for Head Groundsman)	Yes	Enhanced
College Porters / Night Porters	1 (2 for Head Porter)	Yes	Enhanced
Tutors	1		If working with children U17
Directors of Studies	1 – if working with children U17		If working with children U17
College CTOs and all Supervisors, CTAs	1 – if working with children U17		If working with children U17
Student Watch Volunteers	1		
All Housekeeping staff	1 (2 for Superintendent of Housekeeping)		
Catering and Conference Manager	1		

Maintenance Department staff visiting private College rooms	1 (2 for Head of College Buildings)		
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All staff should be made aware of this policy and the Code of Conduct in Appendix C.

Appendix E – Safeguarding Concern Form, with Guidance for Staff

Safeguarding Concern Form

Please read the attached guidance before completing this form

Today's Date		Time	
Full Name of Child or Vulnerable Adult			
Date of Birth			
Gender			

Name & Role of Person Completing the Form
Date, Time and Place of the Incident/Concern:
Description of the Incident/Concern:
Telephone number and email address of Person Completing the Form
Signature of Person Completing the Form:
Please pass this form immediately to the Designated Safeguarding Officer who should complete the section overleaf

To be completed by the Designated Safeguarding Officer:

Received by:	
<i>(Designated Person for Safeguarding)</i>	
Initial Action taken by the Designated Person	
Has the parent/guardian been informed of the concern?	YES/NO
If YES, please state name of parent/guardian	
If YES, please state who informed the parent/guardian, action taken and the outcome	
If NO, please provide the reason why not:	
Has a decision been made to refer the concern to an external agency?	YES/NO
If YES, please state which agency and contact details	
If NO, please provide the reason why not:	
Date	Time
Details of any further action taken or relevant information (this may include follow-up calls, feedback from other professionals, etc. and should include details). A separate sheet can be used, if required.	
Please ensure a record of this form is added to the person's College records.	

Referring a Safeguarding Concern

Guidance for Staff

If you have a concern that may relate to safeguarding, it should always be referred to one of the designated Safeguarding Officers (Senior Tutor, Dean of Chapel or Chaplain).

In such circumstances, you will be asked to complete a Safeguarding Concern Form which can be downloaded from the Safeguarding section of the College's website and is available from any Porter's Lodge.

What to do if a person tells you of a safeguarding issue:

LISTEN – be calm and reassuring. Be sensitive to the person. Do not ask leading questions.

EXPLAIN – what you intend to do and that you may not be able to keep it confidential,

PASS ON – your concerns to a Designated Safeguarding Officer without delay, and

RECORD – the details of your conversation as soon as possible and always before the end of the day on the Safeguarding Concern Form.

Avoid jumping to conclusions, speculating or making promises you cannot keep.

How notes should be made

- Enter your notes on the Safeguarding Concern Form available in any Porter's Lodge or on the Safeguarding section of the College Website
- Notes may be word processed, but not saved on disc or hard disc.

Some useful points about record-keeping procedures

- Give as full a description as possible.
- Identify the source of the information e.g. 'Mrs Smith, a College Porter, informed me that...' or 'I saw Jane in her room ...'
- Information should be factual or based on fact.
- Record what you saw, heard etc. and try to be specific. (e.g. 'Jane was crying and rocking' rather than 'Jane was upset').
- Record any physical signs of hurt and add notes or a description if appropriate.
- Opinion is OK as long as you can justify it in some way.
- If you suspect abuse, describe what alerted your attention to the situation.
- Make a note of the information and with whom you shared it.
- Avoid specialist jargon which a member of another agency may not understand.
- Give the names of all those involved.

Where to look for information or advice

- The Designated Safeguarding Officer is the Senior Tutor, or if the Senior Tutor is unavailable, the Dean of Chapel or the Chaplain.
- If none of the above are available and you are worried about a person, telephone one of the contacts listed below:
 - Cambridgeshire Direct Contact Centre (Social Care) Tel: 0345 045 5203
 - Police Central Referral Unit Tel: 01480 847743 or 101
 - DfE Prevent Helpline Tel: 020 7340 7264
- The Safeguarding and Child Protection Policy is on the College website or a copy is available from the Senior Tutor's Office.
- Safeguarding Concern Forms are available on the College website or from any Porter's Lodge.

Appendix F – Useful Links

<https://www.safeguardingcambspeterborough.org.uk>

<https://www.cambridgeshire.gov.uk/residents/children-and-families/children-s-social-care/safeguarding-children-and-child-protection>

<https://www.cambridgeshire.gov.uk/residents/adults/keeping-safe/adult-safeguarding-and-mental-capacity/adult-safeguarding>

<https://www.gov.uk/topic/schools-colleges-childrens-services/safeguarding-children>

<https://www.gov.uk/government/publications/safeguarding-policy-protecting-vulnerable-adults>

Appendix G – Health and Safety Risk Assessment Form

St John's College Cambridge CB2 1TP Telephone: 01223 338600				Department: _____			HEALTH AND SAFETY RISK ASSESSMENT FORM		
Title: _____				Activity: _____		By: _____		Sheet No. _____	
						Date: _____			
Review Date: _____									
Hazard	Harmful Event	Persons at Risk	Likelihood of occurrence	Measures to mitigate the risk	Remaining Hazard	Future Action			

Signature: Print Name: Date: