



POLICY DOCUMENT

*Child Safeguarding Policy and
Procedures*

Safeguarding Policy & Procedures

CONTACT DETAILS:

For contact

New College – Safeguarding Policy and Procedures

- Ensuring that College members assisting with their designated activities are provided with information, advice and training on the protection of children
- Ensuring that confidential records of reported child abuse cases and action taken are made and reported to the DSL.

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

3.4 The attention of new Members of the College will be drawn to this Policy as part of the induction process. All College Members are expected to comply fully with the guidance and procedures set out in this Policy. The College will ensure that Members are fully briefed and/or trained (as appropriate) on the implications of this Policy.

3.5 Students of the College who apply to be engaged in outreach work as 'Student Ambassadors' for the College will not be required to undergo a DBS check. If they are deemed suitable for this post which entails working with children, these students have a compulsory short induction for the role.

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

- Unexplained or suspicious injuries, particularly if such an injury is unlikely to have occurred accidentally;
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Members should not conduct their own investigation into suspicions or allegations of abuse, neither should they question children and/or adults at risk closely, as to do so may distort any investigation that may be

made with the Social Services Emergency Duty Team on 0800 833408. Advice can also be sought from the NSPCC 24-hour helpline on 0800 800 5000 or from the Police Child Protection team on 01865 335199. In an emergency, dial 999.

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

6.9 It is recognised that College members may need support after receiving a disclosure from a child, and support will be offered by the College

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

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

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

7.2 If the College removes a member from working with children because the person poses a risk of harm to children, the College must make a referral to the Disclosure and Barring Service. It is an

□ The College is not *in loco parentis*, except in the case of a medical emergency where written permission has been previously obtained from the parent or guardian of the child.

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

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

10. Planning an activity

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

10.2 Activities should:

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contact should always be given and the details of the Colleges Safeguarding Officers included (in addition to the contact details of the nominated safeguarding lead for the activity) so that complaints can be made directly to these officers, where appropriate.

11. Confidentiality

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

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

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

12. Conduct around children

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

12.2 Conduct to be avoided:

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

12.3 Conduct never to be sanctioned:

- Engaging in rough, physical or sexually provocative games with children;

□ Giving children inappropriate drugs or other inappropriate substances, including alcohol (please note that one of the four key objectives of the *Licensing Act 2003* is the 'protection of children from harm' and that it is also an offence for a child to be supplied

created. If the data subject is capable of comprehending the implications of consenting to the data use, then their consent should be sought; otherwise, the consent of the parent or legal guardian should be obtained.

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

13.1 The designated staff are responsible for:

- Procedure
- Holding and being conversant with current local and national Child Protection procedures.
- Keeping up to date through training. It is a requirement that this takes place at least every two years.
- Reviewing and updating the Colleges Safeguarding Policy and inter agency working. Any deficiencies or weaknesses in the policies and procedures must be remedied without delay.
- Liaison over safeguarding matters with the local Social Services

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

14.3 Activity organizers (for example, involving residential courses for young people) may

