

QUEENS' COLLEGE
CHILDREN AND VULNERABLE ADULTS SAFEGUARDING POLICY
(including information on the reporting of radicalisation of any College Member)

1. Introduction

- 1.1 Queens' College carries out activities, which may bring its staff, students, Fellows and others, working on behalf of the College into contact with children and adults at risk of abuse or neglect (hereafter, "vulnerable adults").
- 1.2 The College aims to adopt the highest standards and take all reasonable steps in relation to the safety and welfare of children/young persons and vulnerable adults. The College encounters children and some vulnerable adults through:
- its teaching and research activities
 - its recruitment and outreach programmes, including open days
 - visitors to its premises
 - third party events including summer schools
 - work experience programmes
- 1.3 This policy does not discourage such activities in any way. Instead, it aims to support them and to offer assurances to both employees and visitors that, through its implementation, the College seeks to protect children and vulnerable adults and keep them safe from harm when in contact with the College's employees, Fellows, volunteers or representatives (whether acting in a paid or unpaid capacity, and referred to as "employees" throughout the rest of this document). It is also intended to safeguard the interests of staff, students and Fellows who work or come into contact with children or vulnerable adults.
- 1.5 The Children and Vulnerable Adults Safeguarding Policy seeks to manage effectively the risks associated with activities and events involving children and vulnerable adults through Heads of Department:
- Completing a risk assessment process which involves identifying risks and means of reducing or eliminating these (all risk assessments should be submitted to the Health and Safety Manager);
 - Implementing the required actions identified by the risk assessment process and reviewing the effectiveness of these on a regular basis;
 - Ensuring 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;
 - Requiring new employees and individuals involved in working with children or vulnerable adults to familiarise themselves with the content of this policy and follow the Code of Conduct set out in paragraph 4 below.

This policy requires that any suspicions and allegations involving harm to children and vulnerable adults be referred immediately to the Safeguarding Officer as the Designated Safeguarding Lead to determine what action, if any, must be taken. This will enable

each situation to be investigated thoroughly, whilst treating the parties involved fairly and with sensitivity. It will also ensure that suitable steps are taken as a result of any investigations, which may include contacting the police and/or fulfilling the legal duty to refer information to the DBS as required.

The Queens' College Nursery has its own Safeguarding Policy that can be obtained by those working within, or has contact with, the Nursery. There may be additional policies in some University departments (for example Education and Medicine) that members of College, who additionally work in these departments, should make themselves aware of and comply with.

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

2.1 Roles and Responsibilities

The Safeguarding Officer is the College's designated safeguarding lead. As such, they take overall ownership of the policy and will promote the importance of safeguarding within the College. Any queries about this policy or its application should be directed to the HR Manager or the Safeguarding Officer in the first instance.

Each Head of Department is accountable for the adoption and implementation of this policy in their area. They are required to promote the importance of safeguarding within their department and ensure that appropriate systems are in place for:

- All their staff to become familiar with the Children and Vulnerable Adult Safeguarding Policy during their induction;
- Reviewing the department's activities and following appropriate Children and Vulnerable Adults Safeguarding risk assessment processes.

It is the responsibility of the Head of Department for a recruitment campaign, activity or event that involves working with children and vulnerable adults to:

- Identify that the Children and Vulnerable Adults Safeguarding procedure which is set out below is applicable to a particular role, activity or event;
- Inform the HR Manager if a DBS check is required for a post which is to be recruited to, so that the correct documentation can be used as part of the recruitment process;
- Discuss with the HR Manager if uncertain whether a check is required to ensure appropriate checks are carried out;
- Ensure that staff, workers, volunteers and students working with children and vulnerable adults are familiar with the contents of the policy and its application before any new or changed activity/event;
- Complete/update risk assessments for their area;
- Under the Occupiers Liability Act 1957 members of College should be aware of the fact children may be less careful than adults. This means there is a higher duty of care placed on the College when children enter the premises.
- Bear in mind that under the Occupiers Liability Act 1957, an occupier must be prepared for the fact that children may be less careful than adults. This means

there is a higher duty of care placed on the occupier when children enter the premises;

- Ensure implementation and review of the actions identified by these risk assessments.

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 the code of conduct. In addition, they should, wherever possible, conduct themselves in accordance with the Code of Conduct in paragraph 4 below. This provides guidance on acceptable and desirable conduct to protect both children and vulnerable adults who come onto College premises to study and to visit, and those working with them.

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 Safeguarding Officer in accordance with this policy, following the process noted in the Appendix.

The Safeguarding Officer and, if he/she is not available, the Senior Tutor, will be the initial points of contact where any allegations of abuse against children and vulnerable adults are raised. They will hold responsibility for:

- Dealing with any reported concerns about the welfare of, including suspicions and allegations of abuse of, children or vulnerable adults within the College.
- Providing appropriate information when making referrals to external agencies (such as the Local Authority Designated Officer (LADO), Social Services or the Police) in all cases of suspected abuse of children or vulnerable adults.
- Ensuring that appropriate records are kept in relation to the reporting of suspected abuse.
- Working with the relevant Head of Department/College Officer to determine whether a referral needs to be made to the DBS. The College is obliged to report certain circumstances, such as the dismissal of a member of staff for abusing a child or vulnerable adult, to the DBS.

2.2 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.

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 College is fully committed to meeting the requirements of safeguarding, as defined above, both in relation to children and vulnerable adults, in order to ensure that they are safeguarded whilst enjoying opportunities to develop their full potential.

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

- Occupiers Liability Act 1957
- Health and Safety at Work Act 1974
- Rehabilitation of Offenders Act 1974
- Rehabilitation of Offenders Act 2004
- Children Act 1989
- 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
- Working Together to Safeguard Children 2015.

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

A summary of the key government legislation can be found on the NSPCC website:

<https://www.nspcc.org.uk/preventing-abuse/child-protection-system/england/legislation-policy-guidance/>

The College is committed to treating everyone equally in accordance with the law and regardless of their age, race, religion, sex, gender reassignment, sexual orientation, marriage or civil partnership status, pregnancy or maternity or disability.

2.3 Definitions

2.3.1 A “child” is anyone under the age of 18.

2.3.2 A “vulnerable adult” is a person aged 18 years or over who:

- has needs for care and support (whether or not an authority is meeting any of those needs),
- is experiencing, or is at risk of, abuse or neglect, and
- as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

It may be a person who is unable to take care of him/herself, or unable to protect him/herself against significant harm or exploitation.

3. Special Provisions

3.1 Application of these Provisions

The provisions for special recruitment and training procedures and for the conduct of DBS checks are applied to staff working on a regular basis with children or vulnerable adults (see 3.3 below). This includes (but is not limited to) the Admissions Tutors, Schools Liaison Officer, the Dean of Chapel, the Dean of College, Domestic Bursar, Head of Housekeeping, College Nurse, Mental Health Nurse, Welfare Advisors, Tutors, bar staff, HR Managers, nursery staff, welfare contracted individuals and others. The Governing Body and the Safeguarding Officer review the application of these provisions with the Senior Tutor, Admissions Tutors, and the Domestic Bursar and HR Manager, from time to time, to take account of any changed arrangements in College, new risks and new legislation.

3.2 Recruitment and Training of staff

The following procedures will be used for all candidates to whom the College offers a position, which will bring them into regular unsupervised contact with children or vulnerable adults:

- Identity will be carefully checked and where appropriate applicants will be required to provide photographic documentation to confirm identity.
- Professional and character references will be sought, preferably including someone who can comment on the applicant's experience of working with children.
- Previous employment history will be verified through references.
- Applicants (where required in section 3.1) will be required to complete a disclosure and an enhanced Disclosure and Barring Service check will be carried out.

The College will provide appropriate guidance and training on this policy for both relevant existing staff and as part of the induction of new staff members.

3.3 Disclosure and Barring Service Disclosures

In order to seek a DBS disclosure at the standard or enhanced level, the position must involve the expectation of regular contact with children or vulnerable adults (*standard*) or supervising, training, caring or being in sole charge of children or managing specified activities with vulnerable adults in receipt of health care or social care services (*enhanced*). Full details are available at:

<https://www.gov.uk/guidance/dbs-check-requests-guidance-for-employers>

Those who are involved in situations where they have sustained or prolonged unsupervised access to children or vulnerable adults are not covered by the Rehabilitation of Offenders Act 1974. This means that prospective staff and volunteers may be required to declare all criminal convictions, however long ago; and these will be taken into account when deciding on their suitability for working with children and vulnerable adults. See the advice given at:

<https://www.gov.uk/government/publications/dbs-filtering-guidance>

No-one will be permitted to undertake a role (where required in section 3.1) which requires regular or unsupervised contact with children or vulnerable adults without a satisfactory Disclosure and Barring Service (DBS) disclosure. Some roles will require an updated DBS disclosure on an annual basis.

However, a criminal record may not prevent a person from working for Queens' College in any other capacity. If that person is then asked to undertake tasks which will bring him/her into unsupervised contact with children or vulnerable adults, such as work experience placements, any record must be declared to the HR Manager who will take appropriate advice where necessary and will decide whether this task should be allocated to another member of staff.

Please see the College's data privacy notice for staff for further information about how this type of data will be processed.

4. Code of Conduct

Those working with children or vulnerable adults should seek to adhere to the below Code of Conduct

If you work with children and vulnerable adults you must:

- Treat all children and vulnerable adults with respect.
- Provide an example of good conduct you wish others to follow.
- Respect a child's or vulnerable adult's right to personal privacy.
- Be sensitive to a child or vulnerable adult's appearance, race, culture, religion, sexuality, gender or disability.
- Encourage children and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like.
- Remember that someone else might misinterpret your actions, no matter how well intentioned.
- Be aware that even caring physical contact with a child or vulnerable adult may be misinterpreted.
- Recognise that special caution is required in moments when you are discussing sensitive issues with children and vulnerable adults.
- Not take photographs of or film under eighteen year olds without advance written parental permission.

- Declare to HR any police or other safeguarding agency investigation into an allegation of abuse of a child or vulnerable adult made against you.
- Declare to HR any relevant caution or conviction against you since your most current DBS disclosure.

You must not:

- Have inappropriate physical or verbal contact with young people (see staff handbook for further reference)
- Allow yourself to be drawn into inappropriate attention-seeking behaviour.
- Make suggestive/ derogatory remarks or gestures.
- Jump to conclusions about others without checking facts.
- Exaggerate or trivialise child abuse issues.
- Show favouritism to any individual.
- Rely on the good name of the College to protect you.
- Believe that allegations of inappropriate behaviour “could never happen to me”.
- Take a chance when common sense, policy and practice suggest a more prudent approach.

5. General Guidance

5.1 Planning and supervision

All activities or assignments involving children or vulnerable adults should be, where possible, planned in advance to ensure they take into account the age range and ability of the participants. Staff supervising activities or assignments involving children or vulnerable adults should be competent and trained to do so. Where appropriate, a risk assessment will be undertaken and documented by relevant HoD

All staff are required to ensure that, whenever possible, there is more than one adult present during activities with children or vulnerable adults, or at least that they are in sight or hearing of others. Workers or volunteers should avoid working alone with a child or vulnerable adult wherever possible, and where possible one being a College staff member.

5.2 Communication

Communication with children or vulnerable adults is vital in establishing relationships built on trust. Those working with children or vulnerable adults should listen to what they are saying, and respond appropriately. Children and vulnerable adults are entitled to the same respect as any member of staff, worker or volunteer. It should also be made clear to them what standards of behaviour and mutual respect are expected from them. It is important to remember that behaviours and intentions can easily be misinterpreted, no matter how well intentioned.

Those working with children or vulnerable adults should behave appropriately, ensure that language is moderated in their presence and should refrain from adult jokes or comments which are clearly unsuitable.

5.3 Suspicions of Abuse

Any worker who has welfare concerns regarding, or witnesses or suspects abusive behaviour towards, a child or vulnerable adult should record the details and report it to the Safeguarding Officer. It is NOT the College's responsibility to investigate any suspicions. This requires expertise which the College does not have, and the responsibility is to report it only.

The Safeguarding Officer will appropriately record an allegation or reported incident. He/she will be responsible for contacting the statutory child protection agency such as the Local Safeguarding Children Board or the Police if necessary. The Safeguarding Officer will consult with the President, Senior Tutor, and HR Manager about any decision to contact the appropriate authority. During an investigation into allegations of abuse, it may be appropriate to suspend a worker or remove them from having any contact with children or vulnerable adults until an investigation has been carried out.

Any concerns about a child or vulnerable adult with whom staff come into contact in a placement setting or other external visit should follow the procedure of that organisation. If that appears inappropriate then the staff member should follow this Policy.

Any allegations of abuse made against any worker will be thoroughly investigated and dealt with through the disciplinary procedure (see Section 18 of):

www.queens.cam.ac.uk/life-at-queens/documents-policy/publication-scheme

Serious breaches may lead to dismissal.

Any allegations of abuse made against any student will be thoroughly investigated and dealt with through the disciplinary procedure:

www.queens.cam.ac.uk/life-at-queens/documents-policy/publication-scheme

<https://www.cambridgestudents.cam.ac.uk/new-students/rules-and-legal-compliance>

Serious breaches may lead to deprivation of membership of the University.

5.4 Safety

The safety of people at work is paramount and the College is therefore committed to providing a safe environment within which to work. Those working with children or vulnerable adults should ensure that all appropriate risk assessments and security checks have been carried out prior to any activity or assignment. This could include first aid cover and accident reporting.

If transporting children or vulnerable adults, the transport should be checked to ensure it is roadworthy and adequate for the purpose. Any equipment used must be safe and

only used for the purpose for which it is intended. Users should be adequately trained. Appropriate insurance should be up to date and adequate to cover such assignments and should cover the children/ vulnerable adults. Staff should avoid where possible unaccompanied journeys in a vehicle with children or vulnerable adults.

5.5 **Confidentiality**

All information regarding children/ vulnerable adults is highly confidential and should only be shared with appropriate parties on a need to know basis.

Anyone who is likely to have access to confidential material regarding children or vulnerable adults will be required to sign a non-disclosure agreement. The requirement for confidentiality is emphasised; all data will be treated in accordance with the College's Data Protection Policy.

The welfare of children and vulnerable adults is paramount. Staff have a duty to report suspicions, allegations or actual incidents, regardless of whether the same was disclosed to them confidentially.

5.6 **Contact**

Contact should not be made with any of the children or vulnerable adults for any other reason outside the specific task or visit. In particular, staff are required to do everything to maintain the College's reputation for integrity and responsibility in dealing with such people, and should not enter into any social or other non-work related arrangements with them apart from college functions, and should not engage with them on social media.

It is a criminal offence for a person in a position of trust to engage in sexual activity with someone who is subject to that trust and is under the age of eighteen.

5.7 **Gifts and inducements**

On no account should anyone from the College give a child or vulnerable adult a gift which could be in any way considered a bribe or inducement to enter into a relationship or give rise to any false allegations or improper conduct against the individual.

5.8 ***PREVENT***

The risk of radicalisation affecting children and vulnerable adults is managed through the safeguarding policy. Management and required action will be undertaken by the Safeguarding Officer, in conjunction with the *PREVENT* Lead (Senior Tutor).

The radicalisation or potential radicalisation of children, vulnerable adults, and others is a critical safeguarding concern. All members of College are required to be vigilant against this risk. Concerns resulting from interactions on College property or

elsewhere are to be reported to the Senior Tutor, or the Dean of Chapel, or the College Safeguarding Officer immediately.

6. Communication of this policy

All staff, workers and volunteers at the College will be made aware of this policy.

Furthermore, a copy of this policy will be made available to all relevant bodies with whom the College works, including parents and carers of children or vulnerable adults with whom the College plans to work.

7. Breach of this policy

Failure to follow the guidelines in this policy is considered a serious offence and will be investigated thoroughly and dealt with through the College's disciplinary procedure. Serious breaches may lead to dismissal.

8. Other relevant policies

Other College policies relevant to this policy include, but are not limited to:

- [DBS/Recruitment of ex-offenders policy
- Students under 18 years of age
- Fitness to practise
- Student disciplinary
- Staff disciplinary
- Nursery/other safeguarding policies]

9. Implementation, monitoring and reviews of this policy

Each HoD is accountable for the adoption and implementation of this policy, which will be revised at least annually following its implementation, and additionally wherever there are relevant changes to legislation or to the College's working practices. Any queries or comments about this policy should be addressed to the Safeguarding Officer or HR Manager.

Appendix

Procedure for passing on a Concern:

- 1 Member of staff on the front line has a concern.**
They report their concern on to the Safeguarding Officer /HR Manager. All concerns are reported or logged with the Safeguarding Officer. The HR Manager will support member of staff to do this.
- 2 Safeguarding Officer /HR Manager considers what to do with the information.**
The Safeguarding Officer, in conjunction with other mentioned above, decides what to do with the information.

If the Local Authority Designated Officer (LADO) is contacted, they may require the College to appoint an investigating officer (usually the Safeguarding Officer) in the first instance.

- 3 Involvement of LADO**
Consultation with the Local Authority Designated Officer (LADO) in the first instance will be sort. The LADO will decide the best way to escalate the concern if they deem it appropriate. Contact details for the Cambridgeshire LADOs can be found below.

http://cambridgeshirescb.proceduresonline.com/chapters/p_man_alleg.html

The contact numbers for Cambridge are 01223 727968, 01223 727969, 01223 727967, 01223 727970 and the out of hours emergency contact number is 01733 234724 (Details taken from Cambridge LSCB website and are correct as of 16/12/16):

<http://www.cambridgeshire.gov.uk/lscb>