



The Queen's College Safeguarding Policy

1 Introduction

- 1.1 The Queen's College is committed to safeguarding and promoting the health, safety and welfare of its members, staff, and visitors. The College recognises it is likely that children and vulnerable adults will enter College premises or interact with College members and staff in a number of circumstances, as outlined particularly in section 5 of this policy.
- 1.2 This policy recognises the welfare of children and vulnerable adults as a matter of paramount importance, and aims to safeguard children and vulnerable adults by protecting them, in particular, from abuse or neglect of any kind. This policy should be read in conjunction with the University of Oxford's *Safeguarding Code of Practice* (2015) and other information, services and policies referred to on the College's website.
- 1.3 A copy of this policy is available on the College [website](#). The University's code of practice is available [here](#).

2 Scope

- 2.1 For the purposes of this policy, 'child' or 'children' refers to a person or persons under the age of 18.
- 2.2 For the purposes of this policy, a 'vulnerable adult' refers to any adult to whom is provided an activity which is a regulated activity relating to vulnerable adults as specified in Schedule 4 paragraph 7(1) of the Safeguarding Vulnerable Groups Act 2006.
- 2.3 This policy applies to all members of College and its staff.
- 2.4 For the purposes of this policy, the term 'member of the College' refers to Fellows, other academic employees, students, and volunteers. The term 'staff' refers to all employees of the College who are not members of the College.
- 2.5 The College recognises that it has legal duties, including safeguarding responsibilities, to children who come onto its premises or come into contact with its members and staff.
- 2.6 Relationships between adults in a position of trust and children or vulnerable adults are criminal offences and will be treated as such by the College. Beyond this the College prohibits sexual relationships between members or staff and those visitors to the College who are either children or vulnerable adults.

- 2.7 As necessary the College will exercise the right to conduct checks with the Disclosure and Barring Service as part of its assessment of risk.

3 Preventative measures

- 3.1 The College's Lead Safeguarding Officer (LSO) is the Tutor for Welfare and the College's Designated Safeguarding Officers (DSOs) are the Tutor for Admissions and the Deputy Domestic Bursar. The Tutor for Admissions is the DSO for admissions and academic matters pertaining to school visits, interview candidates, and undergraduates; the Deputy Domestic Bursar is the DSO for all other matters. The LSO and DSOs will be required to obtain a Disclosure & Barring Services (DBS) enhanced certificate and will be checked against the barred lists.

The LSO and DSOs are responsible for:

- Implementing and promoting this policy;
- Assessing any matters reported to them and where appropriate referring cases to the Multi-Agency Safeguarding Hub (in cases involving children) or the relevant statutory agency (in cases involving vulnerable adults);
- Ensuring that the policy is monitored and reviewed (including, periodically, by an independent third party) in accordance with changes in legislation and guidance on the protection of children;
- Acting as the main contacts within the College for the protection of children and vulnerable adults;
- Ensuring that appropriate members of the College and its staff (including themselves) are provided with appropriate information, advice and training on the protection of children and vulnerable adults;
- Maintaining confidential records of reported child abuse cases and action taken.

The LSO is also responsible for the matters considered in section 7 of this policy, and for overseeing (to the extent reasonably necessary) the work of the DSOs.

- 3.2 Where a role involves unsupervised regulated activity, as defined in the Safeguarding Vulnerable Groups Act 2006, or where staff or members of the College work in decanal or welfare roles, the College will require from those engaged in such activity the satisfactory provision of an enhanced DBS certificate and will conduct a check of the relevant barred lists.

- 3.3 Any staff or members of the College who have responsibility for organising an activity involving children and/or vulnerable adults must:

- design the activity with particular regard to the health and safety of children and/or vulnerable adults;
- ensure that appropriate training and supervision is available to those working with children or vulnerable adults;
- ensure that children, vulnerable adults, and those responsible for them are provided with details of the LSO and DSOs;
- minimise occasions on which staff and members of the College will need to work alone in an unsupervised way with children or vulnerable adults;
- carry out an appropriate risk-assessment of the activity and ensure that risk assessments are made available to all employees and/or volunteers involved in the activity;
- obtain the approval of either the LSO or DSO before the activity is undertaken.

- 3.4 It is expected that for visits by schools where members of staff of that school are in attendance in addition to the measures specified in 3.3 above the school will be required to complete its own risk assessment and implement its own safeguarding measures in line with its statutory duties.

4 Concerns, suspicions, allegations

- 4.1 Members and staff of the College are required to act on:
- any concerns or suspicions they may have about the welfare of any child or vulnerable adult, or
 - any allegations of abuse of children or vulnerable adults which are disclosed to them
- 4.2 Members and staff of the College are also encouraged to notify the DSO of any concerns they have about the conduct of staff or members of the College that is questionable in safeguarding terms, even if such concerns do not amount to an allegation of abuse.
- 4.3 Any matter arising under 4.1 should be brought, in strict confidence, to the attention of the relevant DSO, or alternatively the LSO. If those concerns relate to either the DSO or LSO, they should be discussed with one of the other Safeguarding Officers.
- 4.4 Safeguarding Officers will assess and refer, as appropriate and necessary, cases to the Multi-Agency Safeguarding Hub (in cases involving children) or the relevant statutory agency (in cases involving vulnerable adults). They will also make any required disclosures to the Disclosure and Barring Service.
- 4.5 The College will retain appropriate records of these matters in accordance with its data protection policies.
- 4.6 It is recognised that members and staff of the College may need support after receiving a disclosure from a child or vulnerable adult, and appropriate support or referral will be offered by the College.

5 Specific matters

5.1 Candidates for admission

- 5.1.1 Candidates for admission to the College may be invited to stay at the College for a period of days during any interview selection process or after they have received conditional offers of admission. The College recognises that it is likely that most candidates will be under the age of 18.
- 5.1.2 The College has established procedures for the interview process, designed to ensure safeguarding of candidates whilst also fulfilling selection requirements, including but not limited to:
- All student volunteers are appropriately trained and given specific information about how to respond to reports of neglect or abuse;

- All interviewers are required to watch the University of Oxford's training video, [Introduction to safeguarding under 18s](#)
- The vetting of any members of the College involved in unsupervised regulated activity;
- An annual review of the admissions exercise from a safeguarding perspective;
- All candidates under the age of 16 invited to stay at the College for a period of days during any interview selection process or after they have received conditional offers of admission must be accompanied by at least one parent or nominated guardian.

5.2 Students under the age of 18

5.2.1 The College does not act *in loco parentis*.

5.2.2 The College Office is responsible for ensuring that the LSO, DSOs, and relevant tutors are informed of the admission of any students under the age of 18.

5.2.3 The LSO and DSOs are responsible for ensuring that relevant staff have the names of any students under the age of 18 and that a risk assessment is conducted and appropriate measures taken in consequence.

5.2.4 Where a student is under the age of 18 at the start of their first year of study¹ but will turn 18 later in that first year, the College Office will conduct the risk assessment on a standardised basis (available to parents on request) unless there are reasons why an individual risk assessment would be more appropriate, in which case an individual risk assessment will be conducted and written agreement from the student and their parents/guardians to the measures put in place will be obtained.

5.2.5 Where a student is under the age of 18 at the start of their first year of study and will not turn 18 in that first year, the College Office will conduct an individual risk assessment and is responsible for obtaining written agreement from the student and their parents/guardians that they accept the measures put in place. Any offer of admission is contingent upon such acceptance of the measures.

5.2.6 Further details of the procedures to be followed in respect of the admissions of students under the age of 18 are set out in the College's policy on the admission of undergraduates under 18, available [here](#).

6 Confidentiality

6.1 It is not always appropriate to promise complete confidentiality to informants in circumstances of alleged abuse. In some circumstances the College owes a duty of care to its members, staff, or visitors that cannot be met unless the College takes action on the basis of information that might have been provided in confidence. Anyone making an allegation of abuse should be assured that it will be shared with as few people as is reasonably necessary in all the circumstances and that any such people are also subject to strict duties of confidentiality.

7 Governance

¹ For these purposes a year of study shall be understood to begin on the Sunday of the week preceding the start of the Michaelmas Term of the University of Oxford.

- 7.1 The LSO shall be responsible to the Governing Body of the College for arranging regular reviews of this policy (including periodic independent review), its operation in practice, and any associated procedures.

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