



## Jesus College, Oxford Child Safeguarding Policy & Procedures

### CONTACT DETAILS

For contact details for the Designated Safeguarding Lead (DSL) and others, see the last page of this policy.

### 1. Introduction

- 1.1 Jesus College is committed to ensuring a safe and supportive environment for its Members and visitors including children<sup>1</sup>. The College may encounter children through its teaching, research, outreach, access or other activities.
- 1.2 This Policy places the welfare of the child as paramount and aims to safeguard their well-being, in particular by protecting them from abuse of any kind. The Policy should be read in conjunction with the University of Oxford's [Code of Practice on the Protection of Children and Vulnerable Adults](#).
- 1.3 This policy seeks to support activities involving children, and to offer assurances to staff, students, volunteers and visitors that safeguarding will be dealt with effectively and in a timely manner.
- 1.4 This policy will be reviewed annually by Academic Committee and Governing Body.

### 2. Scope

- 2.1 For the purposes of this policy, 'child' or 'children' refers to a person or persons under the age of 18 (as defined in the Children Act 2004).
- 2.2 For the purposes of this policy, a College Member includes all Jesus College fellows, employees, students and volunteers.
- 2.3 This Policy applies to all activities involving College Members and children. This includes, but is not limited to, school visits and outreach residential courses for under-18s.
- 2.4 The College recognises that it has a legal duty to safeguard the welfare of children who come onto its premises or come into contact with its College Members under the *Children Acts 1989 and 2004*, and the *Health and Safety at Work etc Act 1974*.
- 2.5 Activities of a sexual nature between a child and a College Member who is in a position of trust is an offence under the *Sexual Offences Act 2003* even where the child is capable of giving consent, that is, where they are over the age of 16 or over.
- 2.6 The College also has certain powers, under the *Rehabilitation of Offenders Act 1974*, to enquire as to the criminal records history of Members to assess any risk to children.

### 3. Preventative Measures

- 3.1 The College's Lead Safeguarding Officer (LSO) is the Academic Director. The College's Designated Safeguarding Officer (DSO) is the Access Fellow. Contact details can be found in section 13 of this Policy. The LSO and DSO have both undergone a satisfactory DBS check at the Enhanced Level.
- 3.2 The Safeguarding Officers are responsible for:
  - Implementing and promoting this Policy;
  - Ensuring that the Policy is monitored and reviewed 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;
  - Ensuring that appropriate College Members are provided with information, advice and training on the protection of children;

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<sup>1</sup> A 'child' is any person under the age of 18; 'children' are to be construed accordingly. Particular care shall be afforded to a child under the age of 16.

- Establishing and maintaining contacts with the local Children’s Social Care Services departments and Police;
- Maintaining confidential records of reported child abuse cases and action taken.

3.3 Where a role may require College Members to have unsupervised contact with, care for, train, supervise or be in sole charge of children, the College will require satisfactory completion of a DBS check at the appropriate level.

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

3.5 In instances where the College undertakes an activity within the scope of 2.3 above, the DSO will undertake the appropriate Risk Assessment for such an activity and ensure that DBS checks are undertaken if required. Once completed, the risk assessment pro forma must be approved by a Safeguarding Officer before the activity is undertaken.

3.6 It is expected that for visits by schools where members of staff of that school are in attendance, the school will complete its own risk assessment and take its own child protection steps in accordance with local education authority guidelines.

3.7 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. This will include a briefing concerning the importance of maintaining appropriate professional boundaries and the expectations of the College in relation to conduct. In addition, they will be required to complete the Oxfordshire Safeguarding Children Board’s online course - <https://training.oscb.org.uk/elearning-detail/%3DcDO2cTM/Level-I-Introduction-to-Safeguarding-2023-recommended-course-for-Volunteers> .

3.8 This Policy is reviewed on an annual basis.

#### **4. Forms of Abuse**

4.1 The UK Government guidance, *Working Together to Safeguard Children 2010 (1.33-1.36)*, defines four types of child abuse<sup>2</sup>:

4.2 Physical – the physical hurting or injuring of a child.

4.3 Emotional – the persistent emotional maltreatment of a child which results in severe or persistent adverse effects. Emotional abuse is often present in other categories of abuse, although it may occur independently.

4.4 Sexual – the forcing or enticing of a child to take part in sexual activities. The activities may involve physical contact, including assault by penetration or non-penetrative acts. They may also include noncontact activities such as involving children looking at, or in the production of, pornographic material.

4.5 Neglect – the persistent failure to meet a child’s basic needs, likely to result in the serious impairment of the child’s health or development. Neglect can include failure to provide the following: adequate food, clothing and shelter; protection from physical and emotional harm or danger; adequate supervision; access to appropriate medical care or treatment.

#### **5. Recognising Abuse**

5.1 Child 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:

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<sup>2</sup> The 2018 version of this guidance at

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/779401/Working\\_Together\\_to\\_Safeguard-Children.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779401/Working_Together_to_Safeguard-Children.pdf) states (p.102), abuse is “a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.”

- Unexplained or suspicious injuries, particularly if such an injury is unlikely to have occurred accidentally;
- An injury for which the child's or adult's explanation appears inconsistent;
- The child describes an abusive act or situation;
- Unexplained changes in behaviour;
- Inappropriate sexual awareness or sexually explicit behaviour;
- The child appears distrustful of adults;
- The child is not allowed to be involved in normal social activities;
- The child becomes increasingly dirty or shabby.

5.2 It is the responsibility of all College Members to act on concerns in order to safeguard the welfare of the child.

## **6. Dealing with suspicion of abuse/allegations of abuse**

6.1 All College Members (including those with obligations to particular codes of conduct/professional ethics that may be thought to constrain their actions) are required to report or act on any disclosures or allegations of abuse that involve a College member of that have taken place at the College or is related to College activities.

6.2 If a College Member recognises signs of abuse they are required to take any concerns to the DSO. If those concerns relate to the DSO, College Members are expected to discuss the matter with the LSO or to contact Oxfordshire Social Services Department directly. If an individual feels that the DSO or LSO has not responded appropriately, then they are encouraged to contact Social Services without delay. Every effort should be made to maintain confidentiality. Suspicions or allegations of abuse must not be discussed with anyone else other than those named in 6.2.

6.3 It is the Safeguarding Officer's responsibility to act on behalf of the College in dealing with allegations or suspicion of abuse. It is the task of Social Services, not the College, to investigate the matter, under *Section 47 of the Children Act 1989*. Under no circumstances should a College Member conduct their own investigation into suspicions or allegations of abuse, neither should they question children closely, as to do so may distort any investigation that may be carried out subsequently by the Police or Social Services.

6.4 If a child says something or acts in such a way that abuse is suspected, the person receiving the information should:

- React in a calm but concerned way;
- Tell the child that s/he is right to share what has happened, and that s/he is not responsible for what has happened;
- Find an early opportunity to explain that it is likely that the information will need to be shared;
- Take what the child says seriously and allow the child to continue at his/her own pace;
- Keep questions to an absolute minimum (only clarify what the child is saying) and not ask a question that suggests a particular answer;
- Not interrupt the child when they are recalling significant events;
- Reassure the child that the problem can be dealt with;
- Tell the child what will happen next and with whom the information will be shared;
- Do not promise to keep secrets;
- Make a full record of what is said and done, though this should not result in a delay in reporting the problem.

6.5 The record should include:

- The child's account of what has occurred;
- Any dates, times or places and any other potentially useful information;
- The nature of the allegation or concern;
- A description of any visible physical injury (clothing should not be removed to inspect the child).

If handwritten, contemporaneous notes are typed up, the original notes must be retained.

6.6 The record may be used later in a criminal trial and it is vital that what the child discloses is recorded as accurately as possible. The record must be drafted in the child's words and should not include the assumptions or opinions of others.

6.7 The matter should be reported **immediately** to the DSO who will take the appropriate action. If the concern arises out of normal office hours (evenings and weekends) contact should 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 It is recognised that College Members may need support after receiving a disclosure from a child and appropriate counselling will be offered by the College.

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

7.1 It can be difficult to accept that a colleague may deliberately harm a child. 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 Any suspicions or allegations should be addressed to the LSO or DSO, as outlined in 6.1 and 6.2 above, who will inform the Local Area Designated Officer (LADO) at the Oxfordshire Safeguarding Children Board. The advice of the LADO will be followed appropriately.

7.3 If the College removes a College 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 offence to fail to make a referral without good reason.

## **8. Candidates for admissions interviews**

8.1 Candidates for admission to Jesus are normally interviewed online. All interviewers, including graduate students, are required to complete the training video provided by the University's Student Welfare and Support Services (SWSS) - Introduction to Safeguarding under 18s.

Postgraduate Assistants helping to facilitate online interviews must complete Oxfordshire Safeguarding Children Board's online course - <https://training.oscb.org.uk/elearning-detail/%3DcDO2cTM/Level-I-Introduction-to-Safeguarding-2023-recommended-course-for-Volunteers>.

Those involved in online interviews must observe the following:

- Only use University-approved video call systems (MS Teams)
- Always use University-provided log-ins and not personal accounts
- Have clear and neutral backgrounds where nothing inappropriate can be seen or heard in the background. Make use of blurred backgrounds or imposed background images
- Encourage applicants to blur their backgrounds
- Be aware that they may be speaking to someone in their home (rather than their school)
- Always ensure that there are always at least two members on the call. If one member loses connectivity then either ensure the PG Assistant switches on their camera or re-start the call
- Keep appropriate notes – these are disclosable
- Do not record interviews or take screen shots/photos

Anyone involved with online interviews who has concerns about a candidate must follow the process described in this policy and take their concerns to the Designated Safeguarding Lead or Designated Safeguarding Officer.

Candidates for admission to Jesus may be invited stay at the College for a period of days, during the interview selection process. The College recognises that it is likely that most candidates will be under the age of 18.

8.2 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:

- Male and female candidates are accommodated separately; and where possible, are not required to share bathroom facilities.
- Any student volunteers are appropriately trained and given specific information about how to respond to reports of neglect or abuse

## **9. Students under the age of 18**

9.1 The College may admit students who commence their studies before their 18<sup>th</sup> birthday. The College recognises that:

- Anyone under the age of 18, as a matter of law is a child;
- The College has special duties of care towards a child;
- 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 Lead Safeguarding Officer is responsible for ensuring that the College DSO, Welfare Officer, relevant tutors, Lodge, Junior Deans, Director of Accommodation, Catering, & Conferences, Hall, Bar Manager, and Librarian are informed of the admission of any students under the age of 18.

9.3 Tutors should consider the content of their teaching when under-18s are involved and the format (by avoiding one-to-one teaching, whilst also bearing in mind that one-to-one contact with tutors takes place outside tutorials, such as in a pastoral context).

9.4 The Lead Safeguarding Officer is responsible for gaining written agreement from parents and students under the age of 18 that they accept the provisions put in place.

9.5 Where an Overseas student is admitted under the age of 18, the Lead Safeguarding Officer will ensure that a UK guardian is nominated by the student's parents.

## **10. Confidentiality**

10.1 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.

10.2 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.

## **11. Conduct in respect to children**

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

11.2 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.

11.3 Conduct never to be undertaken:

- Engaging in rough, physical or sexually provocative games;
- Giving children inappropriate drugs or other inappropriate substances, including alcohol (please note that 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 with or knowingly to consume alcohol on a licensed premises). Members should be aware that the College holds a Premises License;
- Allowing or engaging in any form of inappropriate touching;
- Making sexually suggestive comments to children, even in jest;
- Allowing allegations made by a child to go unreported;
- Doing things of an intimate nature for children that they can do for themselves.

11.4 College Members should:

- Be sensitive to children's appearance, race, culture, religious belief, sexuality, gender or disability;
- Consider whether contact with an individual child should involve a colleague being present;

- Be aware that physical contact with a child may be misinterpreted;
- Retain a professional approach to children, including avoiding physical contact with a child;
- Respects a child's right to privacy, and in residential accommodation not enter a child's bedroom unless required by their role or in the case of an emergency.

11.5 The *Sexual Offences Act 2003* provides that intimate contact between an adult and a child, where that adult was in a 'position of trust' to the child is a criminal offence. Those in a 'position of trust' include those who have regular unsupervised contact with a child, or where an adult looks after a child at an education institution at which the adult is not also receiving education.

11.6 It may be necessary for College Members to take photographs or make videos of children for educational research, teaching purposes, or publication. An image of a child is personal data for the purposes of the Data Protection Act 2018 and GDPR. Where images are stored in a way that makes the data subject identifiable, or where the images are used for publication (online and print), written consent should be obtained **before the images are 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. Whenever an image of a child or vulnerable adult is published, the data subject should, as far as is practicable, be unidentifiable.

### 13. Contact Information

- If you think a child is in immediate danger, call the police on 999.
- Lead Safeguarding Officer (Academic Director) Dr Alexandra Lumbers

Email: [alexandra.lumbers@jesus.ox.ac.uk](mailto:alexandra.lumbers@jesus.ox.ac.uk)

Tel. 01865 (2)79719

- Designated Safeguarding Officer (Access Fellow) Dr Matt Williams

Email: [matthew.williams@jesus.ox.ac.uk](mailto:matthew.williams@jesus.ox.ac.uk)

Tel. 01865 (2)87261

- University Safeguarding Officers:

Dr Markos Koumaditis, HR Director, tel: (01865) 270152, email:

[director.hr@admin.ox.ac.uk](mailto:director.hr@admin.ox.ac.uk)

Director of Student Welfare and Support Services, tel: (01865) 280444 (direct line) or

(01865) 280459, email: [director.swss@admin.ox.ac.uk](mailto:director.swss@admin.ox.ac.uk)

See also <https://hr.admin.ox.ac.uk/safeguarding-at-risk-adults-and-children#tab-1406376>

- 13.3 Oxfordshire Children's Social Care Multi-Agency Safeguarding Hub (MASH) Tel. 0345 050 7666 (Office Hours)

Tel. 0800 833408 (Out of Hours)

- 13.4 Oxfordshire Safeguarding Children Board [www.oscb.org.uk](http://www.oscb.org.uk)
- Local Authority Designated Officer (LADO) on 01865 810603. 13.5 Police Child Protection Unit Tel. 01865 335199
- 13.6 NSPCC Helpline Tel. 0800 800 5000 (24 hours)

April 2024