



## JESUS COLLEGE CAMBRIDGE

# Jesus College Policy on the Safeguarding of Children and Vulnerable Adults

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### 1 Introduction and scope of this policy

- 1.1 Jesus College carries out activities which bring its staff, Fellows and others working on behalf of the College into contact with children and vulnerable adults. This can include contact with students, staff, work experience students, young conference guests and choristers.
- 1.2 The College is committed to creating and maintaining the safest possible environment for these people, as well as for its staff, and all reasonable steps will be taken to protect all parties from harm. In order to achieve this, the College will ensure its staff and volunteers are carefully selected, screened, trained and supervised. Furthermore, the College will endeavour to keep up-to-date with national developments relating to the care and protection of children and vulnerable adults.
- 1.3 Council has appointed a Safeguarding Committee, the Terms of Reference of which are attached as an Appendix to this policy. This Committee will meet at least once a term and will be responsible for overseeing the effectiveness of policies and procedures and for ensuring that the College is following statutory requirements and best practice guidance.
- 1.4 This policy outlines the way in which the College intends to deal with such matters and applies to all members of the College community whose duties bring them into contact with children and/or vulnerable adults.

1.5 This policy should be read in conjunction with the following documents:

- Staff policy on the recruitment of ex-offenders
- Choir and Choral Scholars Handbooks
- Legal Affairs and Employment Sub-Committee report on the Safeguarding Vulnerable Groups Act 2006
- ACAS Guidance on Employing Younger Workers
- Policy concerning relationships with between staff and students.

## 2 Definitions

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

2.2 A “vulnerable adult” is a person aged 18 years or over who is or may be in need of community care service by reason of mental or other disability, age or illness and who may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

He/she may be elderly and frail, have learning disabilities, suffer from mental illness, have a physical disability, be a substance misuser, be homeless or in an abusive relationship

## 3. Special Provisions

### 3.1 Application of these Provisions

The provisions for special recruitment and training procedures and for the conduct of Disclosure and Barring Service checks are applied only at the present time to staff working with children or vulnerable adults. Council reviews the application of these provisions 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

3.2.1 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:

- Applicants will be asked to complete an application form.
- Identity will be carefully checked and applicants will be required to provide photographic documentation to confirm identity.
- Applicants will be asked to provide original documentation to provide proof of qualifications.
- Professional and character references will be sought, preferably including someone who can comment on the applicant’s experience of working with children or vulnerable adults.
- Previous employment history will be verified through references.

- Applicants will be required to undergo an appropriate level of Disclosure and Barring Service (DBS) check.
- All appointed staff will be required to complete an agreed probationary period.
- All staff will be issued with the College's Policy on the Safeguarding of Children and Vulnerable Adults.
- Safeguarding training will be provided to those working with children and/or vulnerable adults every three years and training records will be kept by the HR Manager.
- Those individuals who attend training courses arranged by an organisation other than the College are required to advise the HR Manager of their attendance and provide copies of attendance certificates if requested.

### **3.3 Disclosure and Barring Service Disclosures.**

3.3.1 Those who are involved in work situations where they have sustained or prolonged unsupervised access to children or vulnerable adults are exempt from the Rehabilitation of Offenders Legislation. This means that prospective staff, workers or volunteers must declare all criminal convictions, however long ago, and these will be taken into account when deciding on their suitability for working with children or vulnerable adults. No one will be permitted to undertake a role which involves regular contact with children or vulnerable adults without a satisfactory Disclosure and Barring Service (DBS) check. A list of staff who have received DBS clearance is available from the HR Manager. Copies of DBS clearance documents will be held on individuals' personnel files held by the HR Manager but remain the property of the individual.

3.3.2 However, a criminal record may not prevent a person from working for Jesus College in any other capacity (see Policy on the Recruitment of Ex-Offenders). 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 criminal conviction 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.

3.3.3 In line with the DBS recommendations, the College will seek disclosures every three years.

### **3.4 Employment of Young Workers**

3.4.1 A Young Worker is defined as anyone who is over compulsory school age, but under the age of 18. The College may employ staff between the age of 16 and 18 on a part-time basis in the Catering Department, and through recognised apprenticeship schemes.

- 3.4.2 Staff under the age of 18 have additional legal protection relating to their hours of work. The Working Time Regulations 1998 will be adhered to in ensuring that young workers have the required rest breaks within a 24 hour period. This includes requirements for a rest break of at least 30 minutes if a shift will last longer than four and a half hours, and that the staff member receives at least two consecutive days off per week. Young workers must not work between the hours of midnight and 4am.
- 3.4.3 A Risk Assessment on each job role where a young worker is appointed will be undertaken and the Line Manager will have responsibility to discuss this with the staff member and implement any recommendations. The staff member must also be provided with information on health and safety precautions, any equipment and protective clothing needed, any training needed to do the job safely and information of what to do in the event of a fire, accident or other emergency. The Line Manager will be responsible for ensuring this is carried out.
- 3.4.4 Under Licensing Laws, a young worker is able to serve alcohol to College Guests with meals under the supervision of a Manager. No young worker is permitted to serve in the College Bars or without direct supervision.
- 3.4.5 The College regularly takes on work experience students for periods not exceeding 2 weeks' duration. Risk Assessments are required in advance by the student's school and following consideration and approval, the school provides approval for the work experience placement. A representative of the school will be invited to College to review progress during the placement.
- 3.4.6 DBS checks are not usually required when employing young workers, unless there is a residential or travel element to the role. The HR Manager will individually assess the situation each time a young worker is appointed and decide whether any DBS checks are required.
- 3.4.7 All young workers will be directed to the College Policies on Equality, Diversity and Inclusion, and on Respect and Dignity at Work. It will be the Line Manager's responsibility to ensure that the young worker has understood these policies.

### 3.5 Admission of students under the age of 18

- 3.5.1 From time to time the College may admit a student under the age of 18. The Tutorial Department has a set procedure in place in such cases which involves:
- Designating a legal guardian in the UK if the student is from outside of the UK.
  - Communication with other departments, particularly the Catering Department in respect of serving alcohol.
  - Communication with the Tutorial Advisors, Director of Studies and JCSU.

- Consultation with the HR Manager on which DBS checks are in place and whether any further checks are necessary.
  - The student's personal details are kept up-to-date, including emergency contact details.
  - Liaison with relevant Faculties to ensure appropriate arrangements, training and DBS checks are in place to support the safeguarding of the student.
- 3.5.2 A detailed Risk Assessment must be completed by the Tutorial Department in advance of the student arriving at College. A generic Risk Assessment template is available from the HR Manager and should be adapted to the individual students circumstances. This Risk Assessment and any recommended actions should be approved by the Bursar in advance of the student arriving at College. A member of Tutorial Department, such as a Tutorial Advisor, must then discuss this Risk Assessment with the student concerned and provide them with a copy.
- 3.5.3 The Tutorial Department Manager will be responsible for communicating this Policy to those who will be in contact with the student under the age of 18, and for ensuring that one-to-one contact with the student does not happen without the necessary DBS check being in place.
- 3.6 The attendance of children and/or vulnerable adults at College events.**
- 3.6.1 The College has a statutory duty to ensure the health and safety of people attending an event held in College. The College Conference Office is responsible for assessing whether the nature of any event held in College may represent a risk to health and safety. In particular, consideration of the safety and security of children or vulnerable adults attending any events will be considered.
- 3.6.2 In the case of events which are primarily attended by adult guests, the health and safety of any children and/or vulnerable adults attending lies directly with the organiser of the event, or the parents/guardians of the children/vulnerable adults. This is stated in the booking terms and conditions. Event organisers can request standard Risk Assessments for each conference room directly from the College Conference Office.
- 3.6.3 In the case of events which are primarily attended by children and/or vulnerable adults, relevant Risk Assessments are carried out prior to approving the event. The one exception to this is events booked by a Fellow or staff members to host a children's party in College, when the health and safety considerations for the children attending lies directly with the person making the booking.

3.6.4 For summer school bookings where groups of children and/or vulnerable adults stay in College, Risk Assessments are carried out directly by the organisation making the booking. Risk Assessments of College Access events are carried out by the Tutorial Department. These are available on request.

3.6.5 In the case of individual bed and breakfast bookings, parents or guardians are asked to take responsibility for the health and safety of any children and/or vulnerable adults who are staying with them in College. The accommodation booking platform specifically asks for the age of each guest and will not allow a child to stay in a room without an adult also being present. Vulnerable adults staying in College are asked to complete a Personal Emergency Evacuation Plan on arrival at the Porters' Lodge to ensure their safety during their stay.

### 3.7 Choristers in the Chapel Choir

3.7.1 The College has a statutory duty to ensure the health and safety of members of its Choir under the age of 18. The Chapel and Choir Office is responsible for ensuring that good practice is followed at all times in the day-to-day running of the Choir. A separate document entitled 'Jesus College Choir Safeguarding Good Practice' gives detailed information regarding steps taken to protect members of the Choir.

3.7.2 A detailed risk assessment is carried out for all trips involving choristers, in both the UK and abroad. Relevant licenses and permissions are sought for any activities which involve taking choir members out of full-time education.

3.7.3 The Dean of Chapel, Chaplain, Assistant Chaplain, Director of Music and Chapel and Choir Administrators, along with the student organ scholars, are subject to DBS checks and are required to attend safeguarding training. Chaperones assisting in the care of choristers during trips and visits are also subject to DBS checks. No adult who has not been subject to a DBS check will be allowed unsupervised access to choristers.

3.7.4 Parents or guardians are responsible for their children at all times when they may be in the College grounds but are not involved in official choir activities. This includes delivering choristers to rehearsals and collecting them after rehearsals, services and concerts.

3.7.5 Student members of the Choir, Chapel Clerks and Secretaries, and other members of the College staff or Fellowship, who may encounter choristers under the age of 18 are asked to read the College's policies on Safeguarding. New student members of the Choir, who regularly rehearse and perform with choristers, are required to sign a document confirming that they have read and understood these documents. The Code of Conduct is included in the Choral Scholars' Handbook, distributed to all adult members of the Choir annually.

3.7.6 The College's Designated Officer for Safeguarding Children (DOSC) with regard to the College Choir is Dr Christopher Burlinson, email: [cmb29@cam.ac.uk](mailto:cmb29@cam.ac.uk), tel: 01223 330788

#### 4. Code of Conduct

Those working with children or vulnerable adults must follow the Code of Conduct below, which is based upon the Safeguarding Policy of the Diocese of Ely.

*If you work with children or vulnerable adults you must:*

- Treat all children and vulnerable adults with respect.
- Provide an example of good conduct you wish others to follow.
- Ensure that, whenever possible, there is more than one adult present during activities with children or vulnerable adults, or at least that they are within sight or hearing of others.
- Respect a child or vulnerable adult's right to personal privacy.
- Encourage children or vulnerable 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 or vulnerable adults.

*You must not:*

- Have inappropriate physical or verbal contact with children or vulnerable adults.
- Allow yourself to be drawn into inappropriate behaviour.
- Make suggestive/derogatory remarks or gestures.
- Jump to conclusions about others without checking facts.
- Exaggerate or trivialise child and adult 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**

5.1.1 All activities or assignments involving children or vulnerable adults should be 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.

5.1.2 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. If it is not avoidable, they should plan their work so that at least two adults are present at any time, including where possible a College staff member.

### **5.2 Physical Contact**

5.2.1 Applying cautious common sense, a member of staff, worker or volunteer should not have any physical contact with a child or vulnerable adult unless it is to prevent an accident or injury to themselves or anyone else (e.g. to prevent a fall) or in the case of medical assistance being needed (e.g. to administer first aid), in which case the prior consent of the affected person should be requested where possible. Where appropriate, consent from parents or those with parental or caring responsibility should be obtained. Any necessary physical contact with a child or vulnerable adult should always be within the guidelines of being open to scrutiny, minimal, with the person's permission (where practicable) and to their benefit alone.

5.2.2 If a child or vulnerable adult is hurt or distressed, the staff member, worker or volunteer should do his/her best to comfort or reassure the affected person without compromising his/her dignity or doing anything to discredit the person's own behaviour.

### **5.3 Communication**

5.3.1 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.



5.3.2 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.

#### **5.4 Suspicions of Abuse**

5.4.1 Any student, staff member or Fellow who witnesses or suspects abusive behaviour towards a child or vulnerable adult should record the details and report it to the Bursar, the Dean of Chapel or the HR Manager. 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. Investigations will be carried out by the appropriate authorities with the full cooperation of the College.

5.4.2 The College's Designated Safeguarding Lead (DSL) 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. (See section 6 for details about what happens in the event of an allegation or complaint.) 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.

5.4.3 Any allegations of abuse made against any worker will be thoroughly investigated and dealt with through the disciplinary procedure. Serious breaches may lead to dismissal.

#### **5.5 Safety**

5.5.1 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.

5.5.2 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.

#### **5.6 Confidentiality**

5.6.1 All information regarding children/vulnerable adults is highly confidential and should only be shared with appropriate parties on a need-to-know basis. The sharing of information internally amongst those with safeguarding and

pastoral roles may be necessary and will only take place when the sharing of information is in the interests of the child or vulnerable adult.

- 5.6.2 All staff are expected to exercise reasonable care and refer to the College policy on Identification and Handling of Confidential Records and the Staff Handbook when dealing with confidential information.

## **5.7 Contact**

- 5.7.1 Contact should not be made with any of the children or vulnerable adults for any other reason unrelated to the particular work. 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, including contact via social media

## **5.8 Gifts and inducements**

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

## **6. In the event of a complaint or allegation**

- 6.1 Within the College, the handling of complaints and allegations relating to children and vulnerable adults is the responsibility of the Bursar as the College's DSL.
- 6.2 Parents, choristers or others who have any concerns at any time relating to the safety of members of the Choir should contact the College's DOSC for the Choir (see 3.7.6) without delay, who will liaise with the College's DSL. Parents, choristers or others may also contact the College's DSL directly.
- 6.3 If anyone feels unable to convey a concern to a senior member of College, then the NSPCC Whistleblowing Helpline should be used: the number is 0800 0280285. Children may wish to speak to their parents first about anything or anyone that is worrying them or making them feel unsafe.
- 6.4 Concerns will always be taken seriously and those expressing concerns will not be subjected to any detriment. However, where the safety of children or vulnerable adults is in question, only limited assurances of confidentiality can be given as the matter must be addressed at once through the proper channels. Any member of staff receiving concerns about the safety of children or vulnerable adults will listen and take notes, making no promises of absolute confidentiality, and refer the matter at once to the College's DSL. The notes

that are taken should be comprehensive and factual and should use full names rather than being anonymised.

- 6.5 If a child or vulnerable adult is in immediate danger, the Police or Social Services should be called immediately. Dial the Police on 999 or Cambridgeshire Social Care on 0345 0455203 (children) or 0345 0450455202 (adults). 01733 234724 can be called out of hours.
- 6.6 On receiving information, complaint or allegation the DSL or other College member must take detailed notes of any complaint or allegation brought to him/her, listening carefully to all that is said, making no promises of absolute confidentiality. (Where handwritten notes are typed up later, the original contemporaneous notes will be retained.) The matter will thereafter be dealt with by the DSL in accordance with the College procedures and the senior management of the College will be kept informed, in confidence, unless for some reason this would place the child or vulnerable adult at increased risk of harm.
- 6.7 The Local Authority Designated Officer (LADO) will be informed within one working day of all allegations that an adult within College has:
- behaved in a way that has harmed a child or vulnerable adult, or may have harmed a child or vulnerable adult;
  - possibly committed a criminal offence against or related to a child or vulnerable adult; or
  - behaved towards a child or vulnerable adult in a way that indicates he/she may pose a risk of harm.
- The advice of the LADO will be followed appropriately. Careful notes will be kept of information and advice received, decisions made and the reasoning behind them. In normal circumstances this will be done in full partnership with the parents or guardians of the child or vulnerable adult concerned, unless for some reason this would place the child or vulnerable adult at increased risk of harm.
- 6.8 In the event that the LADO advises the DSL that the matter should be referred to Children's Social Care or the Police, the DSL for the College will convene a group including senior members of the College with full reference to the Diocesan.
- 6.9 The College will collaborate fully with the statutory agencies concerned with child and vulnerable adult protection.

## 7. Implementation, monitoring and review

- 7.1. All staff, workers and volunteers at the College will be made aware of this policy and a copy will be available on JNet and from the HR Manager. Furthermore, a copy of this policy will be given to all relevant bodies with whom the College works and will be made available to parents and carers of children or vulnerable adults with whom the College plans to work.
- 7.2 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.
- 7.3 This policy will take effect from 13 March 2017 (revised 22 May 2017). The HR Manager has responsibility for implementing and monitoring this policy, which will be reviewed by the Safeguarding Committee on a regular basis (at least annually) following its implementation and additionally whenever there are relevant changes to legislation or current working practices.

## 8. Contact Details

Designated Safeguarding Lead, Jesus College, Cambridge

The Bursar

[Bursar@jesus.cam.ac.uk](mailto:Bursar@jesus.cam.ac.uk)

01223 339497

Designated Officer for Safeguarding Children with regard to the College Choir

Dr Christopher Burlinson

[cmb29@cam.ac.uk](mailto:cmb29@cam.ac.uk)

01223 330788

Cambridgeshire Local Authority Designated Officers for Safeguarding (Children)

Janet Farr and Lynn Chesterton

[janet.farr@cambridgeshire.gov.uk](mailto:janet.farr@cambridgeshire.gov.uk)

[lynn.chesterton@cambridgeshire.gov.uk](mailto:lynn.chesterton@cambridgeshire.gov.uk)

01223 727968, 01223 727969, 01223 727967

Out-of-hours emergency duty team: 01733 234724

Cambridgeshire Adult Services (Adults)

0345 0455202

Out-of-hours emergency duty team: 0345 0455202