



HUGHES
HALL

UNIVERSITY OF CAMBRIDGE

COLLEGE COUNCIL

Confirmed minutes

One hundred-and-thirteenth meeting of College Council 21 June 2022

In person at 4.30pm

{} indicates that this item will be removed prior to publication on the College website.

Present: Dr Anthony Freeling (Chair, President), Prof Nidhi Singal (Vice-President, from item 13.5), Miss Kudzai Chivenga (MCR President, from item 13.3 to item 13.11), Miss Maxine Hanson (MCR Secretary, from item 13.3 to item 13.11), Dr Sonia Ilie, Prof Bill Irish, Dr Tori McKee (Senior Tutor), Mr Jonathan Newby (Bursar), Prof Ricardo Sabates (from item 13.5), Dr Carole Sargent, Dr Lars Vinx.

In Attendance: Dr Stephen Axford (Director of Strategy and the Bridge), Mr William Conner (Director of Institutional Advancement), Mrs Wendy Solomou (Secretary).

Apologies: Dr Yury Korolev, Mr Stevie Vass (MCR Vice-President (Internal)).

OPEN BUSINESS

13.1. Introduction

The President informed Council that the MCR Secretary would be attending in place of the MCR Vice-President (Internal).

13.1.1. Declarations of interests

There were no declarations of interests.

13.2. Minutes and Matters arising from the Open Business of College Council, of 24 May 2022

13.2.1. Approval of minutes (CC13 01)

The minutes were approved as an accurate record.

13.2.2. College Council action list: Open Business (CC13 02)

[12.6] Annual reports from Honorary Post-holders.

The President to thank all Honorary Post-holders on behalf of Council and Governing Body.

- Completed.

13.2.3. Matters arising not otherwise on the agenda

There were no other matters arising.

13.3. President's report

The President reported on the following:

- Council's attention was drawn to the Higher Education (Freedom of Speech) Bill, which if passed into law would require that the OfS monitor the overseas funding of registered higher education providers (HEPs) and their constituent institutions (to include students' unions) with a view to assessing the extent to which the funding presented a risk to freedom of speech and the academic freedom of academic staff. This would require HEPs to report details of overseas funding over a given threshold (currently proposed at £75k) from countries not on an exclusion list.
- Within the University the debate on the possible introduction of a reading week was ongoing. Proposals from the Working Group would eventually be put to a vote by Regent House.

13.4. MCR business

The MCR President reported that:

- Miss Maxine Hanson had been elected as MCR Secretary. The MCR Vice-President (Internal) would continue to represent the MCR on Council, but if either the MCR President or MCR Vice-President (Internal) were unable to attend the MCR Secretary would attend in their place.
- The May Ball had been held and had gone well.
- She planned to meet with the new head of Domestic Operations to discuss student complaints about increased prices and reduced portions. The Bursar reported that the issue had also been raised and discussed at the last meeting of House Committee.

13.5. Centre for Climate Engagement (CCE) budget for 2022-23 (CC13 03)

The Bursar spoke to the paper, which laid out the proposed budget for the CCE for 2022-23.

He highlighted the following points:

1. Forecast Income had had increased to £1.46m from £1.08m in 2021-22. The budget included the new funding from the Children's Investment Fund Foundation (CIFF) but excluded any funding from the Ikea Foundation, which was yet to be confirmed. Should the bid be successful CCE's position would be further strengthened, and the budget would be restated in October.
2. CCE proposed that Miss Emily Farnworth (Governing Body Fellow) take over full responsibility as Director from 1 August 2022 and the current Director, Mrs Julie Baddeley (By-Fellow), adopt the title, 'Strategic Advisor', her contracted hours as consultant to be reduced from 100 days per annum to between 30 and 60 days (allowance for 60 days in the budget). The rate of remuneration for both to remain the same.

3. Five new full-time appointments, each on three-year fixed-term contracts, were proposed:

- Law Post-Doc (existing funding) at **salary scale 46 (£38,587)**
- CGI Administrator (CIFF funding) at **salary scale 38 (£30,497)** starting in June-August
- Communications Manager (CIFF funding) at **salary scale 52 (£46,042)** starting in June-August
- CGI Engagement Manager (CIFF funding) at **salary scale 43 (£35,326)** starting in August-October
- CGI Partnership Manager (CIFF funding) at **salary scale 61 (£60,022)** starting in November-January

In response to a question the Bursar clarified that the budget included the full costs of the new posts.

4. The number of staff would increase to 16 members. Space to accommodate everyone was acknowledged to be a problem and was being addressed in the short-term (2022-23) by increasing the number of desks in the existing office space, converting the meeting room to more office space, and remote working.

Council approved:

- The proposed budget
- The request from CCE to change the senior management titles of Emily Farnworth and Julie Baddeley (currently both co-Directors) and a reduction in the working days for Julie Baddeley.
- The recruitment of five new members of staff.

Council flagged the lack of available office and meeting room spaces as a concern since it would put further pressure on demand for college meeting rooms and CCE staff working remotely for much of the time could not be properly integrated into the College.

13.6. Hughes Hall Safeguarding Policy (CC13 04)

The Bursar and the Senior Tutor spoke to the proposed safeguarding policy, which updated the current safeguarding policy to include the safeguarding of children and young workers (under the age of 18) and update terminology to 'adults at risk' (formerly 'vulnerable adults').

Council noted that the Safeguarding Lead would be the Head of Well-being and Welfare, but that until someone had been recruited to that role, the Senior Tutor would be the named Safeguarding Lead. It was agreed that the policy should be reviewed by Council annually.

Council approved the policy, given in the appendix to the minutes of Open Business.

13.7. *Summary of FOI and SAR requests received in the academic year (CC13 05)**

Council received without discussion the summary of FOI and SAR requests received during the period 1 October 2021 to 12 June 2022.

13.8. Management accounts update (CC13 06)

The Bursar presented the management accounts to 31 May 2022 (Month 10) noting that the College remained on course to achieve a surplus at the year end, as forecast.

13.9. Plans for student induction in Michaelmas term

The Senior Tutor gave an outline of the planned activities for student induction at the start of Michaelmas term. The programme of events would be coordinated with MCR activities during the first two weeks of term and followed up with further workshops/training throughout the year according to needs and interests. The Senior Tutor said that she planned to have a single event at an external venue to include all the new intake to foster a sense of community across the new intake of undergraduate and postgraduate students.

Members of Council offered feedback. The President and the Vice-President advised that there would need to be induction events for the postgraduates arriving to start courses in mid-September. It was also suggested that Senior Members might play a greater role now that events could take place in person.

13.10. *Minutes of committees**

Council received the minutes of the following committees without discussion:

13.10.1. Unconfirmed minutes Prevent Committee, of 14 June 2022 (CC13 07a)

13.10.2. Unconfirmed minutes Development Strategy Group, of 8 June 2022 (CC13 07b)

13.10.3. Unconfirmed minutes Finance Committee, of 1 June 2022 (CC13 07c)

13.11 Any other Open Business

On behalf of Council Dr Bill Irish thanked the President for chairing Council over the past eight years and expressed Council's appreciation of the smooth conduct of business.

End of Open Business WS

Hughes Hall Policy on the Safeguarding of Children and Adults at Risk

1. Introduction and scope of this policy
2. Definitions
3. Roles
4. Special provisions
 - a. Application of the provisions
 - b. Recruitment of staff – Disclosure and Barring Service (DBS Checks)
 - c. Employment of young workers
 - d. Arrangements for admission, Summer Schools and guests
 - e. The attendance of children and/or adults at risk at College events
5. General guidance
 - a. Induction and training
 - b. Planning activities
 - c. Risk Assessment
 - d. Physical contact
 - e. Raising a concern or allegation of abuse
 - f. Safety
 - g. Confidentiality
 - h. Communications
 - i. Gifts and inducements
6. Implementation, monitoring, and review
7. Relevant legislation
8. Contact details

Annex A: Guidance for those acting on behalf of the College carrying out activities involving children or adults at risk

Annex B: Role of Safeguarding Lead

Annex C: Risk Assessment

Annex D: Flow Chart for Reporting Concerns

1. Introduction and Scope of this Policy

Hughes Hall carries out a range of activities that bring its staff, Fellows and others working on behalf of the College into contact with children and adults at risk. These activities include its teaching and research activities, as well as activities like recruitment, outreach programmes, internal events, conferences, summer schools, work experience students and bed and breakfast services.

The College is committed to creating and maintaining the safest possible environment for all and aims to adopt the highest standards and take all reasonable steps in relation to the safety and welfare of children and adults at risk. To achieve this, this policy does not discourage such activities in any way, but instead aims to support them and to offer assurances to those engaged in the work of the College that, through its implementation, the College seeks to protect children and adults at risk and keep them safe from harm when in contact with the College's employees, Fellows, volunteers, students or representatives (whether acting in a paid or unpaid capacity). It is also intended to safeguard the interests of employees, Fellows, volunteers, students and anyone who works on behalf of the College and who comes into contact with children or adults at risk.

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

- Appropriate academic relationships
- Student grievance procedure
- Harassment policy and procedure
- Student disciplinary policy
- Events management
- Prevent
- Safeguarding policy for children and adults at risk
- Support for study framework
- Staff Handbook, which applies to all staff, workers and office holders, includes policies on Behaviour at Work, Professional Boundaries, Recruitment, Equality, Inclusion and Diversity, Anti-Harassment and Anti-Bullying, Health and Safety, Whistleblowing.
- Lone Working and Confidentiality

The College endorses in principle the University's policies and procedures. The Office of Student Conduct, Complaints and Appeals (OSCCA) gives a summary complaints guidance.

This Policy seeks to:

- a) promote and prioritise the safety and wellbeing of everyone, particularly children and adults who may be at risk.
- b) ensure that roles and responsibilities are made clear in respect of safeguarding matters and that an appropriate level of information, training and support is provided to those within the College for whom it is necessary.
- c) offer assurances to staff, students, parents, carers, volunteers and visitors that safeguarding concerns will be dealt with effectively and in a timely manner.
- d) prevent the employment of individuals to work with children or adults at risk where they have been barred by the Disclosure and Barring Service (DBS) or are deemed by the College to pose a risk.
- e) manage effectively the risks associated with activities and events involving children and adults at risk.

To achieve these aims, the College's Fellows, employees, workers, volunteers, students, or anyone working on behalf of the College (in a paid or unpaid capacity), are subject to this policy.

The Policy covers all events and activities organized by those working on behalf of or representing the College, as well as official events and activities organized by its students. Such activities include open days, applicant visits and interviews, the interactions between students and the College Nurses and visits from members of the public.

It is expected that external bodies utilising the College's premises or facilities for external events will have their own safeguarding policies and procedures in place and will take full responsibility for the safeguarding of individuals involved in any related activities. The Conference Team will request a copy of these at time of booking, and confirmation of the booking will not take place until these are received.

The College's key policies can be found at: [Policies - Hughes Hall \(cam.ac.uk\)](#). Further guidance on the College's policies can be obtained from the Bursar, Senior Tutor, and Safeguarding Lead.

2. Definitions

Safeguarding: describes arrangements in place to protect children and adults at risk in vulnerable circumstances from abuse or neglect.

Child / Children: For this policy's purposes, a 'child' refers to anyone under the age of 18 and therefore not legally an independent adult. Particular care should be afforded to a child under the age of 16.

Adult at Risk: The term 'adult at risk' is used in this policy to replace the term 'vulnerable adult'. The definition of regulated activity for adults changed in 2012 and now identifies activities, which, if provided to any person aged 18 or over (an adult) who needs to engage in that activity, will mean that the adult will be considered at risk at that particular time. It is therefore the activity and the need for it, rather than the setting or the adult's particular personal characteristics, which determines whether an adult is at risk at any given time. These activities are summarized in 3.6.1.

Abuse: can be physical, sexual, psychological/emotional, financial/material or professional. It can also arise from neglect.

Regulated activities in relation to children:

Regulated activities are those activities which people who have been barred by the DBS are prohibited from undertaking.

A regulated activity in relation to children comprises:

- (a) unsupervised activities: teaching, training, instructing, caring for or supervising, or providing advice/guidance on wellbeing, provide personal care, or driving a vehicle only for children;
- (b) working for a limited range of establishments, with opportunity for contact e.g. summer schools, children's homes, childcare premises;
- (c) relevant personal care; or
- (d) registered childminding; and foster-carers.

The roles of the Tutors, Directors of Studies and Supervisors are not considered to be engaged in regulated activity with children under 18 regularly, as defined by the relevant legislation.

Full definitions of regulated activity in relation to children, including definitions of regularity, can be found here: [Department for Education \(publishing.service.gov.uk\)](#)

Regulated activity in relation to adults at risk:

Regulated activity in relation to adults identifies activities provided to any adult which, if any adult requires them, will mean that the adult will be considered at risk at that particular time. There is no longer a requirement for a person to carry out regulated activities a certain number of times before they are deemed to be engaging in regulated activity in relation to adults. Any time a person engages in one or more of the activities set out below in relation to any adult, they are deemed to be engaging in regulated activity and that adult is deemed to be at risk at that time:

(a) Providing health care (whether physical or mental, including palliative) provision by any health care professional who is regulated by General Medical Council, General Dental Council, Nursing and Midwifery Council, Health Professions Council.

(b) Providing psychotherapy and counselling which is related to health care the adult is receiving from, or under the direction or supervision of a health care professional.

(c) Providing first aid, when any person administering it is doing so on behalf of an organization established for the purpose of providing first aid (e.g. Red Cross).

(d) Providing personal care as a result of physical or mental illness, including physical assistance with eating or drinking, going to the toilet, washing, bathing, dressing etc., or supervising, training or providing advice/guidance to an adult to undertake these activities themselves where they cannot make the decision to do so unprompted.

(e) Providing social work.

(f) Assisting with general household matters (e.g. managing a person's money, paying their bills, shopping on their behalf).

(g) Assisting in the conduct of a person's affairs (e.g. undertaking lasting or enduring power of attorney for an adult under the Mental Capacity Act 2005, being an independent mental health advocate etc.).

(h) Conveying (e.g. driving a person specifically for the purpose of conveying them to and from places to receive care as detailed above).

The roles of the College's Nurse, any healthcare professionals employed by the College, the Head of Welfare and Wellbeing, and the Senior Tutor, are considered to be engaged in regulated activity with adults at risk, as defined by the relevant legislation.

Full definitions of regulated activity in relation to adults can be found here: [DH Title \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk)

3. Roles

The Head of Welfare and Wellbeing 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. The responsibilities of the Safeguarding Lead are outlined in Annex B.

Given the complexity of safeguarding matters, it is essential that any concerns are reported to the Safeguarding Lead to ensure that one person has access to all the relevant information. This is particularly important where several seemingly minor issues may collectively give rise to a more substantial concern.

In the unlikely event that a complaint or accusation is made about the Safeguarding Lead, this will be considered independently by the College's Bursar.

Each Head of Department is accountable for the adoption and implementation of this policy and for promoting safeguarding within their Department.

4. Special Provisions

a. 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 adults at risk:

- College Nurse
- Senior Tutor
- Head of Welfare and Wellbeing

Council reviews the application of these provisions annually , to take account of any changed arrangements in College, new risks and new legislation.

b. Recruitment and Disclosure and Debarring Service (DBS) Checks

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 adults at risk:

- 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 adults at risk.
- 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 Adults at Risk.
- Safeguarding training will be provided to those working with children and/or adults at risk 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.

Those who are involved in work situations where they have sustained or regular unsupervised access to children or adults at risk 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 considered when deciding on their suitability for working with children or adults at risk. No one will be permitted to undertake a role which involves regular contact with children or adults at risk 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.

However, a criminal record might not prevent a person from working for the College in any other capacity, as per the policy set out in the Staff Handbook. If that person is then asked to undertake tasks which will bring them into unsupervised contact with children or adults at risk, 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.

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

It is the responsibility of the Head of Department to:

- a) Inform the HR Manager when a DBS check is required for a role which is to be recruited to, so that the correct documentation can be used as part of the recruitment process.
- b) Discuss with the HR Manager if uncertain whether a check is required to ensure appropriate checks are carried out.

In liaison with the relevant authorities, the Safeguarding Lead will refer someone to the DBS if they:

- a) Have had their employment with the College terminated because they harmed someone.
- b) Have had their employment with the College terminated or job role limited because they might have harmed someone; or

c) Would have had their employment with the College terminated for either of these reasons, but they resigned first.

c. Employment of Young Workers

A Young Worker is defined as anyone who is over compulsory school age, but under the age of 18. For example, 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.

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.

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.

Under Licensing Laws, a young worker can serve alcohol to College Guests with meals under the supervision of a Manager.

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.

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.

All young workers will be directed to the College Policies on Equality, Diversity, and Inclusion, and on Respect and Dignity at Work, and please also refer to Staff Handbook. It will be the Line Manager's responsibility to ensure that the young worker has understood these policies

d. Arrangements for Admission, Summer Schools, and Guests

From time to time, the College may host someone under the age of 18, including as part of residential and non-residential summer schools, during an admission process, or as guests in the College's facilities. Residential accommodation offered by the College is generally intended for the use of adults, except with regards to Summer Schools, or where the person under 18 is accompanied by a parent or guardian, or in exceptional circumstances.

For summer school bookings where groups of children and/or adults at risk stay in College, Risk Assessments are to be carried out directly by the organisation making the booking and provided to the College as part of the booking process.

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 adults at risk 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. Self-identifying adults at risk 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.

The College has a procedure in place for instances where the College itself will host a student under the age of 18, 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, Bar Staff in respect of serving alcohol.
- Communication with the other Teams involved, including Housekeeping, Tutorial (Accommodation Manager), Porters.
- Consultation with the HR Manager on which DBS checks are in place and whether any further checks are necessary.
- Ensuring the student's personal details are kept up to date, with emergency contact details.
- Liaison with relevant other bodies including the University to ensure appropriate arrangements, training and DBS checks are in place to support the safeguarding of the student.

The Head of Welfare and Wellbeing 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.

Use of IT and the internet by under-18s for study will be as for all students.

The College has effective systems and practices to counter underage drinking. No student under 18 is permitted to work in the College bar. Access to alcohol by students under the age of 18 at any activity which is signed off by or known to the College will not be permitted. It is acknowledged that the individual student must also bear responsibility for their actions at any event.

For any new incoming student that is to be matriculated and is an adult at risk, a detailed Risk Assessment, and, where relevant, a Personal Evacuation Plan, must be completed by the Head of Welfare and Wellbeing in advance of the student arriving at College. A generic Risk Assessment template is available in Annex C and should be adapted to the individual student's circumstances. This Risk Assessment and any recommended actions should be approved by the Bursar in advance of the student arriving at College. The Head of Welfare and Wellbeing must then discuss this Risk Assessment and, where relevant, a Personal Evacuation Plan, with the student concerned and provide them with a copy.

e. The Attendance of Children and/or Adults at Risk at College Events.

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. Consideration will be given to the safety and security of children or adults at risk attending any events.

In the case of events which are primarily attended by adult guests, the health and safety of any children and/or adults at risk attending lies directly with the organiser of the event, or the parents/guardians of the children/adults at risk. 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.

In the case of events which are primarily attended by children and/or adults at risk, relevant Risk Assessments are carried out prior to approving the event by the event organiser in consultation with the Head Porter. The one exception to this is events booked by a Fellow or staff member to host a children's party in College, when the health and safety responsibilities for the children attending lies directly with the person making the booking.

Risk Assessments of College outreach events are carried out by the Tutorial Department. These are available on request.

5. General Guidance

a. Induction and Training

It is the responsibility of the Head of Department to:

- a) Ensure that any employee, worker, Fellow, volunteer, student working on behalf of the College within their area is made aware of the existence of this policy and is asked to familiarize themselves with the contents as part of their induction.
- b) Ensure that any employee, worker, Fellow, volunteer, student working on behalf of the College within their area who engages in a regulated activity completes safeguarding training, together with any additional training that may have been identified by any relevant risk assessment processes.
- c) Record and monitor the safeguarding training undertaken by those working on behalf of the College in their area.

b. Planning Activities

All activities or assignments involving children or adults at risk 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 adults at risk should be competent and trained to do so. Where appropriate, a risk assessment provided in Annex C will be undertaken and documented.

It is the responsibility of the Head of Department to retain oversight for regulated activities within their area and to ensure:

- a) appropriate training and supervision will be given to those employees, workers, Fellows, volunteers or students engaging in them;
- b) occasions in which those engaged in them will need to work alone in an unsupervised way are minimised;
- c) that they are appropriately risk assessed; and
- d) that children and adults engaged in regulated activities are given clear information about how, and to whom, they can report any safeguarding concerns.

c. Risk Assessment

It is the responsibility of the Head of Department to ensure:

- a) that a Risk Assessment is undertaken for regulated activities within their area (the assessment should consider how the risks identified can be minimised or eliminated, outline the local processes for reporting concerns, take account of health and safety considerations and record training requirements);
- b) that completed Risk Assessments are made available to employees, Fellows, workers, volunteers or students who are involved in the activity; and
- c) that the implementation and review of actions identified within a Risk Assessment is undertaken in a timely manner.

A template Risk Assessment can be found in Annex C.

d. Physical Contact

Applying cautious common sense, a member of staff, worker or volunteer should not have any physical contact with a child or an adult at risk unless it is to prevent an accident or injury to themselves or anyone else (e.g. to prevent a fall or similar) or in the case of medical assistance being needed (e.g. to administer first aid or similar), 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 an adult at risk should always be within the guidelines of being open to scrutiny, minimal, with the person's permission (where practicable) and to their benefit alone.

If a child or an adult at risk is hurt or distressed, the staff member, worker or volunteer should do their best to comfort or reassure the affected person without compromising their dignity or doing anything to discredit the person's own behaviour.

e. Raising a Concern or Allegation of Abuse

Any person involved in the work of the College (Fellows, employees, workers, volunteers, students, or anyone working on behalf of the College in a paid or unpaid capacity) can raise a concern or allegation of abuse by speaking to their line manager/Tutor or any senior member of the College who will escalate matters to the Safeguarding Lead as a matter of course. Concerns or allegations can also be made directly to the Safeguarding Lead.

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.

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.

Those working with children and engaged in regulated activities may:

- a) have alleged abuse disclosed to them;
- b) suspect abuse is being carried out; or
- c) be accused of abusing those in their charge.

Whilst these issues may require very different courses of action, it is essential that the safety and welfare of the child or adult at risk is prioritised. 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 adults at risk until an investigation has been carried out.

The College's Designated Safeguarding Lead will appropriately record an allegation or reported incident. On receiving information, a complaint or an allegation, the Designated Safeguarding Lead 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, original contemporaneous notes will be retained.

Where a suspicion needs to be investigated by the relevant authority, it may be necessary for the College to do one or more of the following:

- a) move the victim of an alleged safeguarding breach to a safe place.
- b) suspend the individual(s) about whom an allegation or suspicion has arisen.
- c) prevent the individual(s) about whom an allegation or suspicion has arisen from engaging in any regulated activities.

The Safeguarding Lead will be responsible for contacting any statutory agencies such as the Local Safeguarding Children Board (LSCB) or the Police, if necessary. The Safeguarding Lead is to advise the Bursar, Senior Tutor. The Safeguarding Lead will also have responsibility for fulfilling any legal obligations to report an individual to the DBS.

Appropriate records will be retained by the Safeguarding Lead in accordance with the College's Data Protection Policy. Where the matter relates to both staff and students, the Safeguarding Lead will determine where the file should be kept.

Serious safeguarding breaches may constitute gross misconduct under the College's disciplinary policy and may lead to summary dismissal.

f. 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 adults at risk 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 adults at risk, 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/adults at risk.

The Safeguarding Lead has responsibility for ensuring that they (or a nominated deputy) are available during normal working hours to respond to allegations without delay, and for procedures to be in place should issue arise outside of normal working hours.

In the event there is a risk of immediate serious harm to a child or adult at risk, the emergency services should be contacted via 999 without delay. Anybody can make a referral in these circumstances. The Safeguarding Lead should then be notified of the case.

Where a child or adult at risk discloses alleged abuse, or a member of the College suspects abuse, which is not deemed to be an emergency, this should be referred immediately to the Safeguarding Lead who will consider what action is required. A referral should be made even where concerns are seemingly minor; in some instances, it is a pattern or range of minor incidents which, when taken together, amount to a more significant concern requiring investigation. It is therefore vital that the Safeguarding Lead is privy to all concerns as they arise.

g. Confidentiality

Concerns will always be taken seriously and those expressing concerns will not be subjected to any detriment. However, where the safety of children or adults at risk 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 adults at risk will listen and take notes, making no promises of absolute confidentiality, and refer the matter at once to the College's Designated Safeguarding Lead. The notes that are taken should be comprehensive and factual and should use full names rather than being anonymised.

All information regarding children/adults at risk 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 adult at risk.

All staff are expected to exercise reasonable care and refer to the College policy on Data Protection and the Staff Handbook when dealing with confidential information.

h. Communications and Contact

Contact should not be made with any child or adult at risk 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 non-work-related arrangements with them, including contact via social media.

i. Gifts and Inducements

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

6. Implementation, Monitoring and Review

All staff, workers and volunteers at the College will be made aware of this policy and a copy will be available on the College's website 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 adults at risk with whom the College plans to work.

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.

This policy will take effect from [DATE]. The HR Manager has responsibility for implementing and monitoring this policy, which will be reviewed by the Safeguarding Lead annually following its implementation and additionally whenever there are relevant changes to legislation or current working practices.

7. Relevant Legislation

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

- a) Health and Safety at Work Act 1974
- b) Rehabilitation of Offenders Act 1974
- c) Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975
- d) The Police Act 1997
- e) Protection of Children Act 1999
- f) Management of Health and Safety at Work Regulations 1999
- g) The Human Rights Act 1998
- h) Sexual Offences Act 2003
- i) The Children Act 2004
- j) Safeguarding Vulnerable Groups Act 2006
- k) Equality Act 2010
- l) Protection of Freedoms Act 2012
- m) 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 adults at risk are now made by the Disclosure and Barring Service (DBS) under this legislation.

8. Contact Details

Designated Safeguarding Lead (The Head of Welfare and Wellbeing) **TBC**
PHONE **TBC**
EMAIL **TBC**

Cambridgeshire Children's Social Care (Children)

Ph: 0345 0455203

Out-of-hours emergency duty team: 01733 234724 referralcentre.children@cambridgeshire.gov.uk

Cambridgeshire Local Authority Designated Officers (LADO) for Safeguarding (Children) Ph: 01223 727967,
01223 727968, 01223 727969
Out-of-hours emergency duty team: 01733 234724
lado@cambridge.gov.uk

Cambridgeshire Adult Safeguarding Board (Adults)
Ph:0345 0455202
Out-of-hours emergency duty team: 01733 234724 referral.centre-adults@cambridgeshire.gov.uk

Annex A

Guidance for those acting on behalf of the College carrying out activities involving children or adults at risk. This guidance should be read in conjunction with the College's Safeguarding Policy.

1. General considerations

If you are acting in a position of trust with children or adults at risk, you are expected to be mindful that you are acting as a role model and therefore should behave accordingly.

Care should be taken to ensure that your conduct is appropriate to each circumstance and environment as well-intentioned actions can be misinterpreted.

All regulated activities should have undergone a risk assessment process, and you should have a copy of the relevant risk assessment which will identify the person to whom any concerns should be addressed promptly.

In your role you may become aware of, or suspect another person of, abusing a child or adult at risk, or they may disclose an allegation of abuse to you. You should raise any concerns with your Head of Department without delay or, where this is not possible, the Safeguarding Lead should be notified directly.

Allegations of inappropriate behaviour may also be made against you, and such allegations will need to be investigated, and may result in referral to external agencies.

2. Safeguarding of children and adults at risk

You should:

- a) Treat everyone within the College community with respect.
- b) Provide an example of good conduct for others to follow.
- c) Ensure you have completed any required training and that you know what you should do if a child or adult at risk makes a disclosure to you.
- d) Ensure you are familiar with any relevant risk assessment(s) and understand who the key contact is for the activity you are engaged in.
- e) Give due regard to cultural difference.
- f) Be alert to and tackle inappropriate behaviour in others, including peer-to-peer behaviours. Abusive behaviour such as bullying (including cyber-bullying), ridiculing or aggression should not go unchallenged.
- g) If you must give feedback, take care that it is not unnecessarily negative.
- h) Avoid being in a situation where you are alone with a child or adult at risk and make sure that others can clearly observe you.
- i) Take care that your language is not open to sexual connotation.
- j) Report any suspicions promptly and confidentially to your Head of Department, or if the suspicions/allegations involve that person or they are unavailable, to the Safeguarding Lead.
- k) Deal with information sensitively and be aware that special caution may be required in moments when discussing sensitive issues with children and adults at risk.

You should not:

- a) Engage in, or allow any form of, unnecessary physical contact. This would include doing personal things for a child or an adult at risk that they can do for themselves. Where the person is disabled, tasks should only be carried out with the full consent of the individual, (or their parent/carer).
- b) Use inappropriate language, or allow others to use it, without challenging it.

- c) Allow yourself to be drawn into inappropriate attention-seeking behaviour.
- d) Show favouritism to any individual.
- e) Rely on the College's good name to protect you.
- f) Engage in any physical sexual relationship with a person to whom you are in a position of trust, even if they give their consent.
- g) Give your personal contact details (such as personal phone number, home address, email, Skype address or other communication routes) to a child or adult at risk, or use any unofficial route to communicate with a child or adult at risk.
- h) Interact in a personal capacity with children or adults at risk outside of the regulated activity, including through any form of social media, for example, by becoming 'friends' on Facebook.
- i) Allow allegations of inappropriate behaviour to go unchallenged, recorded or acted on.
- j) Allow personal preconceptions about people to prevent appropriate action being taken.
- k) Accept gifts which could in any way be considered a bribe or inducement to enter a relationship or give rise to an allegation of improper conduct against you.
- l) Take photographs or make other recordings of at children or adults at risk without specific written consent of the individual, or someone with parental responsibility for that individual.

You should seek advice from your Head of Department if:

- a) You suspect a relationship is developing which may be an abuse of trust.
- b) You are worried that a child or adult at risk is becoming attracted to you or a colleague.
- c) You think a child or adult at risk has misinterpreted something you have done or said.
- d) You have had to physically restrain a child or adult at risk to prevent them from harming themselves, another person or causing significant damage to property.
- e) A child or adult at risk tells you that they are being abused or describes experiences that you consider may be abuse.
- f) You see suspicious or unexplained marks on a child or adult at risk or witness behaviours which are unusual or inappropriate.

3. Dealing with disclosures of allegations, or suspicions, of inappropriate behaviour

- a) Consider the urgency of the situation: in the event there is a risk of immediate serious harm to a child or adult at risk, the emergency services should be contacted via 999. Anybody can make a referral in these circumstances. The relevant Safeguarding Lead should then be notified of the case and will need to determine whether to refer serious cases to the relevant authorities within one working day.
- b) Remain calm, avoid expressions of anger or upset and ensure that the person knows you are taking them seriously. Reassure them that they are right to have told someone, but do not touch them (for example by putting an arm round them).
- c) DO NOT try to investigate or act on the matter yourself: doing so may seriously compromise an investigation by the relevant authorities. You need only clarify what is being said to you (in order to establish that there is a suspicion of harm), and then refer the matter to the appropriate individual as set out in the policy.
- d) Be supportive but DO NOT promise confidentiality. A duty of care obligates the College to act on information where a safeguarding issue has been identified and this takes precedence over the need for

confidentiality. Explain that, in order that the allegation can be addressed you will have to talk to other people about it. Explain who you will talk to.

e) Avoid 'leading' questions, or expressing a view about what you have been told.

f) Use clear language, appropriate to the person you are dealing with.

g) Do not talk to anyone else about the matter within your Department. If you need to seek support for yourself, you should speak to your Head of Department or the Safeguarding Lead.

h) Write down what you have been told as soon as possible. In all events this must be done on the same day, but this should not delay prompt action. Write down exactly what was said in the person's own words as far as possible, include the time, place, and as much detail as you can remember, but ensure that the note is as factual as possible and avoid assumption, speculation, or opinion. Sign and date the note. Bear in mind that the note will be disclosable to both internal and external agencies.

Annex B - Role of Safeguarding Lead

This guidance should be read in conjunction with the College's Safeguarding Policy.

The role of the Safeguarding Lead is as follows:

1. To raise awareness by:

- a) Reviewing on a regular basis the activities of the College involving children or adults at risk.
- b) acting as a senior strategic figurehead for Safeguarding issues at the College.
- c) ensuring that the Safeguarding Policy is implemented and promulgated.
- d) ensuring regular review of the Safeguarding Policy, at least annually, including making recommendations for the amendment of the Policy in line with changes to legislation, when required.

2. To manage referrals by:

- a) keeping an accurate record of any incidents or matters that raise issues concerning the protection of children or adults at risk, in line with the College's policy on data protection and retention.
- b) advising and taking appropriate action in the event that allegations of abuse are made in the contexts set out in the policy.
- c) liaising with external agencies where appropriate (such as the Police or LCSB); and
- d) ensuring that those involved in any case are appropriately supported.

3. To undertake and promote appropriate training by:

- a) engaging in training to ensure that knowledge is kept up to date.
- b) ensuring that appropriate information and training are available to members of the College who, in the nature of their role will come into contact with adults at risk and children.

4. The Safeguarding Lead will be responsible for identifying roles within the College for which a DBS check is required.

5. The Safeguarding Lead will report annually to the College Council / Governing Body on matters concerning the protection of children and adults at risk and on the operation of the College's Safeguarding Policy.

ANNEX C - Risk assessment form

College Dept:	
Head of Dept and contact details:	
Safeguarding Lead and contact details:	
Date of risk assessment written and revised:	
Describe/outline the activity under assessment:	
Distribute to all staff, students, volunteers involved in running the activity (list names):	

Hazard (Cause and consequences)	Affected Group	Existing Controls (if any in place)	Risk level (see matrix example)	Further Action (if necessary, include names and dates)

Risk Matrix		Likelihood			
		High	Medium	Low	Negligible
Potential or probable consequences	Severe	High	High	Medium	Effectively zero
	Moderate	High	Medium	Medium/low	Effectively zero
	Insignificant	Medium/low	Low	Low	Effectively zero
	Negligible	Effectively zero	Effectively zero	Effectively zero	Effectively zero

Appendix D Flowchart for reporting concerns

