

## Safeguarding of Children and Adults at Risk Policy

### 1. Aims

1.1 Keble College is committed to providing a safe environment for all, and to safeguarding any child and any adult at risk who enters its premises, or who interacts with College Members through its teaching, research, outreach, access & outreach, commercial, or other activities.

1.2 This policy should be read in conjunction with the [University's Safeguarding Code of Practice](#), and with the following College Policies:

- [Policy on Harassment \(including Sexual harassment\), Bullying and Victimisation](#)
- [Equality and Diversity Policy](#) (which also covers discrimination)
- Staff-Student Relationship Policy
- [Whistleblowing Policy](#)
- [Children in College Policy](#)

### 2. Scope and definitions

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, an 'adult' refers to a person aged 18 or above, and an 'adult at risk', as defined by the Department of Health, refers to "those who are or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to protect him or herself against significant harm or exploitation."

2.3 For the purposes of this policy, a College Member is anyone at Keble College working or interacting with children or adults at risk whether as a fellow, employee, student or volunteer.

2.4 This policy applies to all activities involving children or adults at risk and to all College Members. Matters related to the Prevent duty are covered separately by the Prevent Policy.

2.5 The College recognises that it has a legal duty to safeguard the welfare of children and adults at risk who come onto its premises or come into contact with its Members under the Children Acts 1989 and 2004, and the Health and Safety at Work etc Act 1974.

2.6 The College has certain powers, under the Rehabilitation of Offenders Act 1974, to carry out Enhanced Disclosure and Barring Service (DBS) checks on its Members in order to assess any risk to children and adults at risk. The College reserves the right to carry out Enhanced DBS checks on any College Member whose role fulfils the eligibility criteria for such a check.

2.7 This policy is reviewed on an annual basis.

### 3 Safeguarding roles and responsibilities

3.1 The College's Safeguarding Lead is the Welfare Fellow, and the Deputy Safeguarding Lead is the Domestic Bursar.

The College has a number of Safeguarding Officers:

- the Senior Tutor,
- the Access and Outreach Officer,
- the Student Support Officer,
- the Head of Rooms Division,
- the Lodge Manager, and
- the Deputy Lodge Manager.

Contact details for the Safeguarding Lead and Officers can be found in Appendix B of this policy.

3.2 The Safeguarding Lead and Safeguarding Officers are required to undertake Enhanced DBS checks and to complete appropriate training with an accredited trainer. Their safeguarding training is to be updated not less than every three years.

3.3 The Safeguarding Leads and 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 safeguarding of children and adults at risk;
- Acting as the main contacts within the College for the safeguarding of children and adults at risk;
- Ensuring that appropriate College Members are provided with information, advice and training on the safeguarding of children and adults at risk;
- Establishing and maintaining contacts with the relevant Social Care Services departments and Police where appropriate;
- Maintaining confidential records of reported cases of child abuse and abuse of adults at risk, and action taken;

- Ensuring appropriate risk assessments are undertaken for activities involving children and adults at risk.

3.4 A Safeguarding Officer will be designated to every activity which involves a child or adult at risk entering College premises or interacting with College Members. The Welfare Fellow will assume primary responsibility for safeguarding matters relating to current students and staff who are under-18 or adults at risk. The Access & Outreach Officer will assume primary responsibility for safeguarding matters relating to school access visits. The Senior Tutor will assume primary responsibility for safeguarding matters relating to admissions interviews. The Domestic Bursar will assume primary responsibility for safeguarding matters relating to casual visitors, the College's B&B operations, and externally organized events and courses.

3.5 The HR & Equality Committee is responsible for undertaking an annual review of the College's Safeguarding policy and procedures and for assessing the efficiency with which the related duties have been discharged. The Safeguarding Lead will also provide an annual report in support of this review.

3.6 New College Members will have their attention drawn to this policy as part of the induction process. All College Members are expected to comply fully with the guidance and procedures set out in this policy. The Safeguarding Lead will ensure that Members are fully briefed and/or trained (as appropriate) on the implications of this policy.

3.7 There now follow details on safeguarding principles and practice.

## **Safeguarding children**

4. All College Members working with children must follow the guidance attached to this policy as Appendix A, along with any further guidance and briefings given by those supervising their work. If members have any uncertainties or concerns about their work they must seek clarification from their supervisor or a College Safeguarding Officer.

## **5. Recognising abuse of children**

5.1 The UK Government guidance, [Working Together to Safeguard Children \(2023\)](#) provides the latest guidance in responding to safeguarding issues relating to children. The related [Child Abuse Concerns: Guide for Practitioners](#), defines four types of child abuse:

5.2 **Physical abuse** is deliberately physically hurting a child. It might take a variety of different forms, including hitting, pinching, shaking, throwing, poisoning, burning or scalding, drowning or suffocating a child.

Some of the following signs may be indicators of physical abuse:

- Children with frequent injuries;
- Children with unexplained or unusual fractures or broken bones; and

- Children with unexplained:
  - i. bruises or cuts;
  - ii. burns or scalds; or
  - iii. bite marks.

**5.3 Emotional abuse** is the persistent emotional maltreatment of a child. It is also sometimes called psychological abuse and it can have severe and persistent adverse effects on a child's emotional development.

Some of the following signs may be indicators of emotional abuse:

- Children who are excessively withdrawn, fearful, or anxious about doing something wrong;
- Parents or carers who withdraw their attention from their child, giving the child the 'cold shoulder';
- Parents or carers blaming their problems on their child; and
- Parents or carers who humiliate their child, for example, by name-calling or making negative comparisons.

**5.4 Sexual abuse** is any sexual activity with a child. You should be aware that many children and young people who are victims of sexual abuse do not recognise themselves as such. A child may not understand what is happening and may not even understand that it is wrong. Sexual abuse can have a long-term impact on mental health. Sexual abuse may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside clothing. It may include non-contact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can commit acts of sexual abuse, as can other children.

Some of the following signs may be indicators of sexual abuse:

- Children who display knowledge or interest in sexual acts inappropriate to their age;
- Children who use sexual language or have sexual knowledge that you wouldn't expect them to have;
- Children who ask others to behave sexually or play sexual games; and
- Children with physical sexual health problems, including soreness in the genital and anal areas, sexually transmitted infections or underage pregnancy

**Child sexual exploitation** is a form of sexual abuse where children are sexually exploited for money, power or status. It can involve violent, humiliating and degrading sexual assaults. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status. Consent cannot be given, even where a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them. Child sexual exploitation doesn't always involve physical contact and can happen online. A significant number of children who are victims of sexual exploitation go missing from home, care and education at some point.

Some of the following signs may be indicators of sexual exploitation:

- Children who appear with unexplained gifts or new possessions;
- Children who associate with other young people involved in exploitation;
- Children who have older boyfriends or girlfriends;
- Children who suffer from sexually transmitted infections or become pregnant;
- Children who suffer from changes in emotional well-being;
- Children who misuse drugs and alcohol;
- Children who go missing for periods of time or regularly come home late; and
- Children who regularly miss school or education or don't take part in education.

**5.5 Neglect** is a pattern of failing to provide for a child's basic needs, whether it be adequate food, clothing, hygiene, supervision or shelter. It is likely to result in the serious impairment of a child's health or development.

Some of the following signs may be indicators of neglect:

- Children who are living in a home that is indisputably dirty or unsafe;
- Children who are left hungry or dirty;
- Children who are left without adequate clothing, e.g. not having a winter coat;
- Children who are living in dangerous conditions, i.e. around drugs, alcohol or violence;
- Children who are often angry, aggressive or self-harm;
- Children who fail to receive basic health care; and
- Parents who fail to seek medical treatment when their children are ill or are injured.

**5.6 Child abuse** can and does occur both within a child's family and in institutional or community settings.

Signs of child abuse are not always obvious but you should always ask the child/adult at risk further questions if something seems unusual. Some of the following signs might be indicators of abuse or neglect (not an exhaustive list):

- Children whose behaviour changes – they may become aggressive, challenging, disruptive, withdrawn or clingy, or they might have difficulty sleeping or start wetting the bed;
- Children with clothes which are ill-fitting and/or dirty;
- Children with consistently poor hygiene;
- Children who make strong efforts to avoid specific family members or friends, without an obvious reason;
- Children who don't want to change clothes in front of others or participate in physical activities;
- Children who are having problems at school, for example, a sudden lack of concentration and learning or they appear to be tired and hungry;
- Children who talk about being left home alone, with inappropriate carers or with strangers;
- Children who reach developmental milestones, such as learning to speak or walk, late, with no medical reason;
- Children who are regularly missing from school or education;
- Children who are reluctant to go home after school;
- Children with poor school attendance and punctuality, or who are consistently late being picked up;
- Parents who are dismissive and non-responsive to practitioners' concerns;
- Parents who collect their children from school when drunk, or under the influence of drugs;

- Children who drink alcohol regularly from an early age;
- Children who are concerned for younger siblings without explaining why;
- Children who talk about running away; and
- Children who shy away from being touched or flinch at sudden movements.

5.7 It is the responsibility of all College Members to act on concerns in order to safeguard the welfare of a child or adult at risk.

## 6. Responding to allegations and suspicions of abuse of children

6.1 An allegation may relate to a person who has:

- Behaved in a way that has harmed a child or may have harmed a child;
- Possibly committed a criminal offence against or related to a child; or
- Behaved towards a child or children in a way that indicates s/he may pose a risk of harm to children.

6.2 College Members should address any concerns to a Safeguarding Lead or Safeguarding Officer, who will liaise with the Safeguarding Lead. The Safeguarding Officer and Safeguarding Lead will decide on the appropriate course of action and will, if required, report the concern to the relevant authorities.

6.3 If the concern relates to a child's home life or contact with an adult who is not a College Member, the Safeguarding Lead should report this to the Multi-Agency Safeguarding Hub (MASH). If the concern relates to a College Member, the Safeguarding Lead should report this to the Local Authority Designated Officer (LADO) at the Oxfordshire Safeguarding Children Board. Contact details for the MASH and LADO can be found in Section 17 of this policy.

6.4 If the concern relates to one of the Safeguarding Officers, College Members are expected to discuss the matter with the Safeguarding Lead or to contact the Local Authority Designated Officer (LADO) at the Oxfordshire Safeguarding Children Board directly.

6.5 If the concern relates to the Safeguarding Lead, College Members are expected to discuss the matter with one of the Safeguarding Officers or to contact the Local Authority Designated Officer (LADO) at the Oxfordshire Safeguarding Children Board directly.

6.6 If an individual feels that the Safeguarding Officer or Safeguarding Lead has not responded appropriately, then they are encouraged to contact the LADO without delay. The LADO should provide advice and guidance, liaising with the police and other agencies to ensure that concerns are dealt with as quickly as possible, consistent with a thorough and fair process.

6.7 It is the Safeguarding Lead'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.

6.8 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.

6.9 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).

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.

The same approach outlined in 6.9 and 6.10 should be applied if a third party raises a safeguarding concern about a child.

6.10 The allegation or suspicion of abuse should be reported immediately to the designated Safeguarding Officer who will take the appropriate action. If the concern arises out of office hours and the Safeguarding Lead and Officers cannot be contacted, contact should be made with the Social Services Emergency Duty Team. Advice can also be sought from the NSPCC 24 hour helpline or from the Police Child Protection team. Contact details for all agencies can be found in Section 17 of this policy.

6.11 In the event there is a risk of immediate serious harm to a child, the emergency services should be contacted via 999. The designated Safeguarding Officer/Lead should then be notified of the case.

6.12 The Safeguarding Lead and Officers will share information, as appropriate with relevant colleagues to ensure that the relevant authorities both within and outside of the College are involved and that any necessary processes can be followed (for example, depending on the nature of the allegations, it may be necessary to make a disclosure to the Disclosure and Barring Service). Appropriate records will be retained in accordance with the University's Data Protection Policy. Where the matter may relate to both staff and students, the Safeguarding Lead and Officers will agree on where the file will be kept.

6.13 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 and that have taken place at the College or on College business. College Members do not investigate serious allegations of abuse themselves as serious allegations will be reported to Oxfordshire Social Services (or other local Social Services as appropriate in particular cases) and, if necessary, the police.

6.14 It is recognised that College Members may need support after receiving a disclosure from a child and appropriate support will be offered by the College.

## 7. Confidentiality in the safeguarding of children

7.1 The College has an obligation to respect the privacy of all individuals. However, complete confidentiality to informants in circumstances of alleged abuse cannot and should not be promised. For further guidance on situations in which confidentiality should be broken see Oxford University's [\*Guidance on Confidentiality in Student Welfare \(2024\)\*](#).

7.2 College Members should not discuss suspicions or allegations of abuse with anyone other than the Safeguarding Officers, Safeguarding Lead and / or LADO.

7.2 There will be circumstances in which it is necessary for a Safeguarding Lead, 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.

## 8. Schools liaison visits which involve children

8.1 The College has a comprehensive risk assessment in place for school access visits. This risk assessment is made available to schools on request.



8.2 Students of the College who apply to be engaged as “student ambassadors” for the College will not be required to undergo an Enhanced DBS check. Student ambassadors receive training and are briefed in child protection matters, verbally and with an information pack including a summary of appropriate conduct. Student ambassadors are given advice on managing risk and appropriate behaviour.

8.3 School access groups are required to have a teacher or student ambassador with them at all times. Group leaders are required to have the telephone number of the College's Access & Outreach Officer and the telephone number for the College Lodge. Group leaders should report any incident or concern to the Access & Outreach Officer and/or Lodge as appropriate.

8.4 College members must follow the guidance provided in Annex A to this document, along with any other particular guidance and briefings given in relation to these events.

8.5 The College's Access & Outreach Officer is the designated Safeguarding Officer for school access visits and will brief College Members, students and participants as appropriate.

## 9. Admissions interviews which involve children

9.1 Candidates for admission to Keble College are invited to an online interview as part of the selection process. The College recognises that it is likely that most candidates will be under the age of 18.

9.2 All those involved in online interviews must adhere to the guidance attached to this policy as Appendix A, and any further guidance or training provided in relation to safeguarding matters.

9.3 The College's Senior Tutor is the designated Safeguarding Officer for admissions interviews, and should be the first point of contact if any concerns arise.

## 10. Students under the age of 18

10.1 The College may admit students who commence their studies before their 18th 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.

10.2 The Safeguarding Lead is responsible for ensuring that the Safeguarding Officers, Domestic Bursar, Dean, Junior Deans and relevant tutors are informed of the admission of any students under the age of 18.

10.3 The Safeguarding Lead is responsible for ensuring that the hall, bar and lodge have the names of any students under the age of 18.

10.4 The Safeguarding Lead is responsible for gaining written agreement from the parent(s) or guardian(s) of students under the age of 18 that they accept the provisions put in place.

10.5 The College strongly recommends that any student who commences their studies before their 18<sup>th</sup> birthday and whose parent or guardian is not resident in the UK should nominate a guardian who is resident in the UK and provide the contact details of their UK guardian to the College.

10.6 For any event organised by the JCR or college societies, and for which Academic Office or decanal approval is required (including all activities in Induction Week), safeguarding issues for students under the age of 18 should be considered at the sign-off stage with the JCR/student organisers.

10.7 The College's Welfare Fellow is the designated Safeguarding Officer for students under the age of 18.

## 11. Staff under the age of 18

11.1 The College may employ members of staff who commence their employment before their 18<sup>th</sup> birthday. This includes employment as a permanent or temporary member of staff, as an apprentice, or through a work experience placement.

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.

11.2 The Human Resources Manager is responsible for ensuring that the Safeguarding Lead, Safeguarding Officers, Domestic Bursar and relevant line manager are informed of the employment of any member of staff under the age of 18.

11.3 The College's Welfare Fellow is the designated Safeguarding Officer for staff under the age of 18.

## 12. Casual Visitors and Bed & Breakfast guests who are children or adults at risk

12.1 The College may welcome casual visitors and accommodate overnight guests on its premises through its Bed & Breakfast operations. Some of these visitors and guests may be under the age of 18 or vulnerable adults.

12.2 All bookings of College accommodation that fall within the Bed & Breakfast operations of the College must be made by a responsible adult over the age of 18.

12.3 The College requires all guests and visitors under the age of 18 to be accompanied and supervised by a responsible adult. Adults at risk should also be accompanied by another adult where their needs require it.

12.4 The College's Domestic Bursar is the designated Safeguarding Officer for visitors and guests under the age of 18.

## 13. Externally-organised events and courses hosted at Keble College involving children or adults at risk (such as Summer Schools for students under the age of 18)

13.1 Where an event or course hosted at Keble, which involves children or adults at risk is organized by an external organisation (including where that organisation is the University of Oxford), the external organisation is responsible for ensuring that all appropriate safeguarding and supervision arrangements are in place to ensure the wellbeing of those attending at all times. Satisfactory documentation detailing these arrangements (including all relevant risk assessments) should be provided to the College in advance of the event or course taking place. The College reserves the right to cancel any booking which fails to provide this information, or where the information is not satisfactory.

13.2 The College will support external organisers by providing any relevant information that an organization requests to assist with its Risk Assessments or safeguarding arrangements for events.

13.3 Throughout the duration of the event/course, event/course organisers must provide an appropriate number of designated adults on site at all times who can be easily contacted by participants who are children or adults at risk if they require support, and who will take full responsibility for ensuring appropriate support is provided. The contact details of these adults must also be provided to the College.

13.4 Event/course organisers must provide the College with a named lead safeguarding contact, with whom the College can raise any safeguarding concerns if they arise.

13.5 If event/course organisers or participants have any safeguarding concerns relating to College members or other safeguarding matters, they should raise them with the Deputy Safeguarding Lead (Domestic Bursar).

#### 14 Safeguarding adults at risk

All College Members working with adults at risk must follow the guidance attached to this policy as Appendix A, along with any further guidance and briefings given by those supervising their work. If members have any uncertainties or concerns about their work they must seek clarification from their supervisor or a College Safeguarding Officer.

#### 15. Forms of abuse of adults at risk

15.1. The NHS outlines seven categories of abuse of adults at risk. Abuse may comprise a single act or repeated acts:

15.2. Physical: the physical hurting or injuring of an adult at risk, including denying them food, water, or assistance going to the bathroom if needed, and the misuse of their medicines.

15.3. Psychological: the persistent emotional maltreatment of an adult at risk which results in severe or persistent adverse effects. This includes unreasonable and unjustifiable withdrawal of services or support networks.

15.4. Sexual: the forcing or pressuring of an adult at risk to take part in sexual activities. The activities may involve physical contact, including assault by penetration or nonpenetrative acts. They may also include non-contact activities such as involving looking at, or in the production of, pornographic material.

15.5. Domestic: a pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse, typically by someone who is or has been an intimate partner or family member.

15.6. Discriminatory: harassment, slurs or unfair treatment relating to an adult at risk's race, gender and gender identity, age, disability, sexual orientation, or religion.

15.7. Financial abuse: stealing money or valuables. This can include the inappropriate use of an adult at risk's money by a person appointed to look after it, or coercing an adult at risk to spend their money in a way they are not happy with.

15.8. Neglect: the persistent failure to meet an adult at risk's basic needs, likely to result in the serious impairment of the adult'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.

## 16. Dealing with suspicion of abuse/allegations of abuse of adults at risk

16.1. It is the responsibility of all College Members to act on concerns in order to safeguard the welfare of the adult at risk.

16.2 College Members should address any concerns to a Safeguarding Officer, who will liaise with the Safeguarding Lead. The Safeguarding Officer and Safeguarding Lead will decide on the appropriate course of action and will, if required, report the concern to the relevant authorities.

16.3. If the concern relates to one of the Safeguarding Officers, College Members are expected to discuss the matter with the Safeguarding Lead or to contact the Oxfordshire Safeguarding Adults Board directly.

16.4. If the concern relates to the Safeguarding Lead, College Members are expected to discuss the matter with one of the Safeguarding Officers or to contact the Oxfordshire Safeguarding Adults Board directly.

16.5. Every effort should be made to maintain confidentiality. College Members should not discuss suspicions or allegations of abuse with anyone other than the Safeguarding Officers, Safeguarding Lead and / or Oxfordshire Safeguarding Adults Board.

16.6. If an individual feels that the Safeguarding Lead or Safeguarding Officer has not responded appropriately, they are expected to contact the Oxfordshire Safeguarding Adults Board without delay.

16.7. It is the Safeguarding Lead's responsibility to act on behalf of the College in dealing with allegations or suspicion of abuse of adults at risk. It is the task of Social Services, not the College, to investigate the matter, under Section 42 of the Care Act 2014. Under no circumstances should a College Member conduct their own investigation into suspicions or allegations of abuse, neither should they question adults at risk closely, as to do so may distort any investigation that may be carried out subsequently by the Police or Social Services.

16.8. If an adult at risk 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 individual that they are 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 individual says seriously and allow them to continue at their own pace;
- Keep questions to an absolute minimum (only clarify what the individual is saying) and not ask a question that suggests a particular answer;

- Not interrupt the individual when they are recalling significant events; - Reassure the individual that the problem can be dealt with;
- Tell the individual what will happen next and with whom the information will be shared; - Not promise to keep anything secret and explain that you may need to pass key information to other professionals to ensure the individual can be appropriately protected;
- Make a full record of what is said and done, though this should not result in a delay in reporting the problem.

16.9. The record should include:

- The individual'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 individual).

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

The same approach outlined in 15.8-10 should be applied if a third party raises a safeguarding concern about an adult at risk.

16.11. The problem should be reported immediately to the Safeguarding Lead 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. In an emergency, i.e. an immediate threat to life or limb, dial 999.

16.12. It is recognised that College Members may need support after a disclosure and appropriate support will be offered by the College. It is also recognised that it is important not to presume accused persons are guilty and to offer them appropriate support.

16.13. 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 and that have taken place at the College or on College business. College Members do not investigate serious allegations of abuse themselves as serious allegations will be reported to Oxfordshire Social Services and, if necessary, the police.

## 17. Training

17.1 The Safeguarding Lead and Safeguarding Officers will complete relevant training with an accredited training provider. This training is to be updated not less than every three years.

17.2 The Safeguarding Lead is responsible for providing an annual reminder of the Safeguarding Policy for College staff. This reminder will be cascaded via managers.

17.3 Student ambassadors and interview shepherds will receive appropriate training and updates from the Access & Outreach Officer.

17.4 Domestic staff who may interact with children or adults at risk as part of their normal duties will receive appropriate training and updates from the Domestic Bursar.

17.5 Academic staff who may interact with children or adults at risk as part of their normal duties will receive appropriate training and updates from the Senior Tutor.

## 18. Useful links and contacts

Full contact details of College Safeguarding Contacts are provided in Appendix B to this policy.

If there is a risk of immediate serious harm to a child or adult at risk, call the emergency services on 999.

Oxfordshire Multi-Agency Safeguarding Hub (MASH)  
[mash-childrens@oxfordshire.gcsx.gov.uk](mailto:mash-childrens@oxfordshire.gcsx.gov.uk)  
Tel. 0345 0507666

Oxfordshire Safeguarding Children Board:  
Local Authority Designated Officer (LADO)  
[lado.safeguardingchildren@oxfordshire.gov.uk](mailto:lado.safeguardingchildren@oxfordshire.gov.uk)  
Tel. 01865 810603

Oxfordshire Safeguarding Adults Board  
OSAB@oxfordshire.gov.uk  
Tel. 0345 0507666 (office hours)  
Tel. 0800 833408 (outside of hours)

Oxfordshire Children's Social Care:  
Tel. 01865 323048 (office hours)  
Tel. 0800 833408 (out of hours)

Oxfordshire Adult Social and Health Care  
Tel. 0345 050766 (office hours)  
Tel. 0800 833408 (out of hours)

NSPCC Helpline (24 hours): 0808 800 5000

Police Child Protection Unit: 01865 335199

University Safeguarding homepage, including Safeguarding Policy  
[Safeguarding 'at risk' adults and children | HR Support](#)

19. This Policy shall be adopted from **Monday 23 June 2025**. It will be reviewed annually at the HR & Equality Committee meeting in Hilary Term.

21.1.26

## Appendix A

### **General guidance for anyone engaged in activities with children or adults at risk (This guidance is drawn from that provided by the University of Oxford)**

#### **General considerations**

If you are acting in a position of trust and/or responsibility for children or adults at risk, you are expected to be mindful that you are acting as a role model and therefore should demonstrate exemplary behavior, and be mindful of your position of power/authority.

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

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

#### **In your role:**

- you may become aware of, or suspect another person of abusing an at risk person, or an at risk person may disclose an allegation of abuse to you, and you will need to take action in such circumstances.
- allegations of inappropriate behaviour may be made against you, and such allegations will need to be investigated, and may result in referral to external agencies.

#### **Types of abuse**

Abuse may be physical, emotional, sexual or neglect. Failing to act to prevent harm may also constitute abuse.

#### **Expectations of those working with adults at risk or children**

If you are working with adults at risk or children you *should*:

- ensure you have completed an introduction to safeguarding course/briefing and that you know what you should do if an at risk person makes a disclosure to you
- ensure you are familiar with the risk assessment and understand who the key contact is for the activity you are engaged in
- give due regard to cultural difference, equality and diversity and be mindful of unconscious bias
- 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 must not be allowed to go unchallenged
- ensure that if you have to give feedback it is not unnecessarily negative
- take care that language is not open to sexual connotation
- report any suspicions promptly and confidentially to the designated safeguarding lead for the activity, or in the event that the suspicions/allegations involve that person, to the appropriate Safeguarding Officer for the College
- deal with information sensitively



*You should not:*

- engage in, or allow, any form of inappropriate touching. 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
- use inappropriate language, or allow others to use it without challenging it
- engage in any physical 'adult' relationship with a person to whom you are in a position of trust, even if they give their consent (see the Staff-Student Relationship Policy for more details)
- give your personal contact details (including but not limited to personal phone number, home address, email or other communication routes) to a child or an adult at risk, or use any such means to communicate with a child or adult at risk. Communications should be only regarding the activity and only through official University/College routes, ideally a generic email address which is set up for the activity and which may be used by other members of the team
- interact in a personal capacity with children or adults at risk outside of the activity, including through any form of social media
- allow allegations of inappropriate behaviour to go unchallenged, recorded or acted on
- take photographs, or make other recordings of at risk people without specific written consent of the individual, or someone with parental/other appropriate responsibility for the individual
- undertake one-to-one meetings with under-18 students when it is possible to avoid this

Seek advice from the designated safeguarding lead for the activity if:

- you suspect a relationship is developing which may be an abuse of trust or power, or that is otherwise inappropriate
- you are worried that a child or adult at risk is becoming attracted to you or a colleague who works with them
- you think a child or adult at risk has misinterpreted something you have done or said
- 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
- a child or adult at risk tells you that they are being abused, or describes experiences that you consider may be abuse
- you see suspicious or unexplained marks on a child or adult at risk or witness behaviours which are unusual or inappropriate
- The designated safeguarding lead should advise on appropriate measure to mitigate any risks, take any appropriate action and record both the concerns raised and measures taken.

## Appendix B

### How to raise a concern

**In an emergency, where there is an imminent risk of serious harm to a child or adult at risk you should call the emergency services immediately (999).  
Once this is done you should then report the event as below.**

#### For non-emergency situations

Please report any safeguarding concerns about children or vulnerable adults as follows:

#### **Concerns relating to staff or students who are under-18 or vulnerable adults**

Max Kramer Welfare Fellow (Safeguarding Lead)	01865 272725 <a href="mailto:max.kramer@keble.ox.ac.uk">max.kramer@keble.ox.ac.uk</a>
--	--

Layla Al-Katib Student Support Officer (Safeguarding Officer)	01865 272704 <a href="mailto:layla.al-katib@keble.ox.ac.uk">layla.al-katib@keble.ox.ac.uk</a>
--	--

#### **Concerns relating to casual visitors to Keble, B&B guests, or students or staff on externally-organised events or courses**

James McLaren Domestic Bursar (Deputy Safeguarding Lead)	01865 282350 <a href="mailto:james.mclaren@keble.ox.ac.uk">james.mclaren@keble.ox.ac.uk</a>
---	--

Oana Darac-Pelea Head of Rooms Division (Safeguarding Officer)	01865 282333 <a href="mailto:oana.darac-pelea@keble.ox.ac.uk">oana.darac-pelea@keble.ox.ac.uk</a>
---	--

Khadar Hassan Lodge Manager (Safeguarding Officer)	01865 272768 <a href="mailto:khader.hassan@keble.ox.ac.uk">khader.hassan@keble.ox.ac.uk</a>
---	--

Deputy Lodge Manager (Safeguarding Officer)	01865 282750
---	--------------

#### **Concerns relating to participants in Keble's Access & Outreach Programme/school visits**

India Collins-Davies Access & Outreach Officer (Safeguarding Officer)	01865 272731 <a href="mailto:india.collins-davies@keble.ox.ac.uk">india.collins-davies@keble.ox.ac.uk</a>
--	--

#### **Concerns relating to participants in Admissions Interviews**

Ali Rogers Senior Tutor (Safeguarding Officer)	01865 272733 <a href="mailto:ali.rogers@keble.ox.ac.uk">ali.rogers@keble.ox.ac.uk</a>
---	--

If the concern relates to a member of the Safeguarding Team, you should raise it with the Safeguarding Lead. If the concern relates to the Safeguarding Lead, you should raise it with another member of the Safeguarding Team. If you feel your concern is not being adequately addressed, or for any reason you are not comfortable reporting it internally, you should raise it with **the Local Authority Designated Officer (LADO) for children, or Adult Social Care for adults at risk.**

If you are unsure who to speak to about any matter, any member of the Safeguarding Team will be able to assist you. In cases where members of the Team are absent, you should contact another member of the Team with your concerns. **The priority is that all concerns are reported without delay.**

Please also complete a concern/incident report form and submit it to a member of the team to ensure all the details of your concern have been effectively recorded.