



## Lincoln College: Safeguarding Code of Practice

### 1. Aim

1.1 The College is committed to providing a safe environment for all adults at risk<sup>1</sup> and children<sup>2</sup>. The College may encounter adults at risk and children through its teaching, research, outreach, access or other activities. The College cannot act 'in loco parentis' and ultimate responsibility for children rests with those who have parental responsibility. This Code of Practice seeks to support activities involving adults at risk and children, and to offer assurances to staff, students, volunteers and visitors that safeguarding will be dealt with effectively and in a timely manner.

1.2 The College has a designated Safeguarding Lead (the Senior Tutor) and a designated Safeguarding Officer (The Access Officer) who will work with other agencies where appropriate to achieve its aims. A full breakdown of the responsibilities and contact details of the Safeguarding Officer and Safeguarding Lead can be found in annex A.

1.3 This Code of Practice should be read in conjunction with other College and University of Oxford policies referred to within this Code of Practice, or listed below.

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<sup>1</sup> Defined by the Department of Health as "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 take care of him or herself, or unable to protect him or herself against significant harm or exploitation". The term 'adult at risk' has been used in place of the term 'vulnerable adult'. This is because the term 'vulnerable adult' may wrongly imply that some of the fault for the abuse lies with the adult abused. The term 'adult at risk' is used as an exact replacement for 'vulnerable adult', as used throughout existing government guidance to local authorities.

<sup>2</sup> A 'child' is any person under the age of 18; 'children' are to be construed accordingly. Particular care shall be afforded to a child under the age of 16.

## 2. Planning an activity

2.1 Any member of the College who has responsibility for organising an activity involving adults at risk or children must nominate an individual to act as the designated safeguarding lead for the activity. In the case of Lincoln College outreach activity, this will usually be the Safeguarding Officer (The Access Officer), with support from the Safeguarding Lead (the Senior Tutor).

2.2 Activities should:

- be designed so that appropriate training and supervision is available to those working with adults at risk or children;
- minimise occasions on which members of the College will need to work alone in an unsupervised way with adults at risk or children; and
- be appropriately risk assessed.

2.3 Every activity which involves adults at risk or children should be risk assessed and the assessment should consider how the risks identified can be minimised and should also outline the local processes for reporting concerns, as well as taking account of Health and Safety considerations. Training requirements and records of training undertaken should be recorded in the risk assessment.

2.4 Completed risk assessments should then be made available to all visitors, staff or volunteers involved in the activity.

2.5 Guidance on health and safety for young people can be found on the University Safety Office website: [www.admin.ox.ac.uk/safety/policy-statements/upss113/](http://www.admin.ox.ac.uk/safety/policy-statements/upss113/)

2.6 Any pre-employment or pre-activity checks should be carried out in accordance with the University's guidance ([www.admin.ox.ac.uk/personnel/recruit/preempcheck/](http://www.admin.ox.ac.uk/personnel/recruit/preempcheck/))

2.7 Adults at risk and children who are participating in a College activity must, as part of their induction to the activity, be given clear information about how, and to whom, they can report concerns about any member of the College or University with whom they will be interacting. The contact details of the Safeguarding Lead and the designated Safeguarding Officer for the activity should be given.

### 3. Training

3.1 Any member of the College who will be planning activities with children should have completed the online introduction to Safeguarding training provided by Oxford Safeguarding Children Board, together with any additional training that may have been identified by the risk assessment process, as per the guidance below.

As of January 2021, the appropriate courses are as follows:

- For all members of College who come into contact with children in any capacity as part of their work or activities: 'An Introduction to safeguarding children' training (Level 1), completed online and refreshed every 3 years.
  - This may apply to, for example, the Admissions Officer, Ambassadors and Open Day Helpers, Lodge Staff. It could also be considered to apply to Peer Supporters and Junior Deans/Wardens (in relation to under-age undergraduates) or to department heads (in relation to apprentices or interns)
- For those involved in regulated activity with children or young people (regulated activity is defined as regular unsupervised contact with children i.e. 3 or more times in a 30 day period): 'An Introduction to safeguarding children' training (Level 1), completed online and refreshed every 3 years.
  - This may apply to, for example, Admissions Helpers It could also be considered to apply to Peer Supporters and Junior Deans/Wardens (in relation to under-age undergraduates) or to department heads (in relation to apprentices or interns)
- For those involved in Admissions as Interviewers: The 'Introduction to Safeguarding under 18s' training video, provided by Student Welfare and Support Services (SWSS), is now available via this [link](#).
  - All tutors and graduate students involved in interviewing are required to watch this video.
- For the College's Safeguarding Lead and Officer(s): the above training **and** 'Designated Lead Safeguarding Training' (Level 3), to be refreshed every 2 years.

- For any member of college working with adults at risk: 'Safeguarding adults' (Level 1), completed online. [this is unlikely to occur in a College context]

3.2 Activity organisers may wish to arrange additional training as and when they or their supervisors feel it is appropriate.

3.3 Training should be recorded and monitored by the Safeguarding Officer.

3.4 The Safeguarding Lead should undertake 'Safer Recruitment' training and be involved in any selection process and interview panel for selection of Access Officers and Admissions Officers.

## **4. Dealing with suspicions or allegations of abuse**

4.1 Those working with children and adults at risk may:

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

4.2 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. The risk assessment for any activity involving adults at risk or children should identify at least one individual who will act as the key contact point to deal with such matters, usually the Safeguarding Officer. The Safeguarding Officer is responsible for nominating deputies to ensure that a nominated individual is available during normal working hours, to ensure that all allegations can be dealt with without delay.

4.3 Any allegations or suspicions of abuse must be reported without delay to the nominated safeguarding contact for the activity is responsible for ensuring that concerns and allegations are escalated to the appropriate senior members of the College and to the University Safeguarding Officers, if appropriate, without delay. Allegations against or abuse involving a Fellow or member of staff or student should be reported directly to the Safeguarding Lead may also need to be reported to the HR Manager or Harassment Advisors, who may provide support during any investigation.

Where both groups may be involved the Safeguarding Officer will decide the most appropriate response.

4.4 Any allegations or suspicions of abuse must be reported without delay to a relevant person, as listed below, who must then take prompt action.

- Where an adult at risk or child discloses alleged abuse, or a member of the College suspects abuse, this should be relayed to the Safeguarding Officer who will refer to the Safeguarding Lead. The Lead will assess and, where appropriate, contact the relevant statutory agency for advice.
- In the event that an allegation is made against College Fellows, staff, students, volunteers, or academic visitors this must be referred to the Safeguarding Lead who will assess and, where appropriate in cases involving children, refer the matter

to the Multi-Agency Safeguarding Hub. This referral must be made within one working day of the allegations being made. The Local Area Designated Officer will advise on the appropriate action to be taken. In cases involving adults at risk of harm, referral will be made to the relevant statutory agency.

- **In the event there is a risk of immediate serious harm to a child or an adult at risk the emergency services should be contacted via 999 or the police via the 101 service.** Anybody can make a referral in these circumstances. The Safeguarding Officer and designated safeguarding lead for the particular activity should then be notified of the case.

4.5 The Safeguarding Lead 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.)

4.7 Appropriate records will be retained in accordance with the College's and the University's Data Protection Policies. Where the matter may relate to both Fellows/staff and students, the Safeguarding Officer will agree on where the file will be kept.

## **5. Useful links**

### **External agencies**

[Oxfordshire Multi-Agency Safeguarding Hub](#)

For children: [Oxfordshire Safeguarding Children Board](#)

For at risk adults: [Oxfordshire Safe from Harm](#)

### **Lincoln College Policy Statements**

[Lincoln College Policy on Harassment](#)

### **University of Oxford policy statements and codes of practice**

A list of the University's key policies can be found at:

<http://www.admin.ox.ac.uk/iso/statutes/>.

The following are of particular relevance:

[University Harassment Policy and Procedure](#)

[University Equality policy](#)

[University Data Protection Policy](#)

[University Public Interest Disclosure \('whistleblowing'\) policy](#)

Safety Office: [Health and Safety of young people and children](#)

[Policy on the ethical conduct of research involving human participants and personal data](#)

[Staff-student relationships](#)

[IT guidelines on handling illegal material](#)

[Personnel guidance relating to recruitment and pre-employment screening can be found on the Personnel Services website](#)

## **Annex A: Roles of the Safeguarding Officer and Safeguarding Lead**

This guidance should be read in conjunction with Lincoln College's Safeguarding Code of Practice.

**The role of the Safeguarding Officer (Access Officer, [schools.liaison@lincoln.ox.ac.uk](mailto:schools.liaison@lincoln.ox.ac.uk)) is as follows:**

1. To raise awareness by:

- ensuring regular review of the Code of Practice;
- ensuring that the Code of Practice is easily accessible to College staff and visitors; and
- appointing a designated safeguarding lead for work involving adults at risk or children where the Safeguarding Officer is not automatically the safeguarding lead.

2. To manage referrals by:

- being the primary contact for those (particularly students) involved in work with adults at risk and children in the College to refer disclosures and concerns to;
- keeping records of all disclosures and concerns; and
- referring all safeguarding concerns to the Safeguarding Lead promptly.

3. To promote appropriate training by:

- maintaining records of training undertaken by members of the College who will come into contact with adults at risk and children;
- providing briefings and guidance to other College members, as necessary,
- engaging in training themselves

**The role of the Safeguarding Lead (Senior Tutor, [lydia.matthews@lincoln.ox.ac.uk](mailto:lydia.matthews@lincoln.ox.ac.uk)) is as follows:**

1. To raise awareness by:

- acting as a senior strategic figurehead for Safeguarding issues at the College; and
- ensuring that the Code of Practice is implemented, and promulgated.

2. To manage referrals by:

- advising and taking appropriate action in the event that allegations of abuse are made in the contexts set out in the Code of Practice;
- liaising with external agencies where appropriate (such as the Oxfordshire Safeguarding Children Board, Oxfordshire Social & Community Services, the Disclosure and Barring Service, the Police); and
- ensuring that those involved in any case are appropriately supported.

3. To promote appropriate training by:



- ensuring that appropriate information and training are available to members of the College who will come into contact with adults at risk and children; and
- engaging in training themselves

## **Annex B: Safeguarding of admissions candidates and undergraduate students under the age of 18**

### **1. Candidates for admissions interviews**

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

1.2 The College has established procedures for the interview process, designed to ensure safeguarding of candidates whilst also fulfilling selection requirements. Trained staff and student volunteers are present throughout the interview period.

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

2.1 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*

2.2 The Senior Tutor is responsible for ensuring that following persons are informed before the start of term of the admission of any students under the age of 18

- relevant tutors,
- the Domestic Operations Manager,
- the IT Manager
- organisers of JCR and MCR sporting and social events, events and events involving alcohol

2.3 The Domestic Operations Manager is responsible for ensuring that the hall, bar and lodge and Junior Deans have the names of any students under the age of 18.

2.4 The Senior Tutor is responsible for gaining written agreement from students under the age of 18 that they accept the provisions put in place for their safeguarding.

2.5 Tutors should consider the format of teaching when under-18s are involved (perhaps, for example, avoiding singleton tutorials, but also bearing in mind that one-to-one contact with tutors takes place at meetings outside tutorials).

2.6 Under-age students will not normally be granted vacation residence.