

Safeguarding Policy: Children & Adults at risk

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2. College Policy Statement on Safeguarding

- 2.1 Trinity College is committed to ensuring a safe and supportive environment for children, young people and adults at risk who study here or visit and participate in College activities. We believe that individuals have a right to learn and develop within a safe environment. This policy aims to safeguard their well-being, in particular by protecting them from abuse of any kind.
- 2.2 This policy seeks to manage effectively the risks associated with activities and events in, or organised by, the College that may involve children and adults at risk, and to provide assurance to parents, carers and other parties that the College takes reasonable steps to manage these risks.
- 2.3 The College's approach to safeguarding is based on the principles recognised within UK and international legislation and government guidance and is reviewed in accordance with changing legislation. The policy and procedures adopted by the College have been informed by the University of Cambridge's Children and Adults at Risk Safeguarding Policy and the Cambridgeshire and Peterborough Safeguarding Adults Board Procedures. The College's policy should be read in conjunction with both these documents which describe in more detail the guidance and legislative framework that underpins these policies.
- 2.4 Trinity College expects that all staff, students and volunteers accept the fundamental principle and legal requirement that, in any given situation, the welfare of the child (any young person under the age of 18) or adult at risk is paramount (Children Act 1989).

- 2.5 We recognise our responsibility to develop awareness of safeguarding issues and are committed to practice which reflects the College's duty of care and protects children and adults at risk from harm.
- 2.6 Trinity College organises and participates in a wide range of activities that involve our staff and students working with children and adults at risk both in and away from College and in the short and longer-term. These include but are not limited to:
- Visits by our staff and students carrying out paid or voluntary work with schools and colleges as part of our commitment to outreach activities;
 - Visits to College by young people for interviews, open days, taster days, work experience etc.;
 - Provision of College accommodation as part of our residential programmes;
 - Staff and students who may interact with the vulnerable groups through their academic research;
 - Teaching enrolled/registered students who are under 18;
 - Working with children and adults at risk as part of any volunteering activities in local community organisations;
 - Parties held in College for members' children.
- 2.7 Medical students and others on work placements in places arranged by the Clinical School or other departments will be monitored by those responsible for the relevant activities and may be subject to DBS checks. If concerns are raised, they will be dealt with under this policy or other relevant College / University policies, as appropriate.
- 2.8 In all of our activities, the College is committed to safeguarding and promoting the welfare of young people and adults at risk as part of its common law duty of care and in response to specific legislation. We will take all reasonable measures to:
- Ensure that all have the opportunity to participate in College activities in a safe and secure environment;
 - Take appropriate measures to identify and prevent anyone who is unsuitable to work with young people and adults at risk from doing so;
 - Ensure that any young person or vulnerable adult suffering from or who has suffered significant harm is identified and responded to appropriately and quickly;
 - Ensure that all concerns are taken seriously and responded to appropriately and quickly;
 - Work co-operatively with other Colleges and across the wider University community to ensure appropriate safeguarding for young people and adults at risk.

3. Scope

- 3.1 This guidance aims to ensure that all young people under 18, adults at risk, and all those who work with them, are safe and appropriately supported within the College and the activities we organise by minimising the risk of harm from discrimination, bullying, accidents, injury and abuse in all its forms.

- 3.2 Our aim is to protect all students and others using our facilities or engaged in College facilitated activities from harm regardless of age, gender, race, colour, nationality, ethnic or national origin, socio-economic background, disability, religious or political beliefs, family circumstances or sexual orientation.
- 3.3 The guidance applies to all College employees, students, Student Ambassadors, volunteers and anyone else representing the College. The guidance applies to any activity organised and/or delivered by Trinity College, regardless of where the activity takes place.
- 3.4 For the purposes of this policy, 'child' or 'children' refers to a person or persons under the age of 18 (as defined in Children Act 2004). 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 and will inform relevant College members of the admission of any students under the age of 18.
- 3.5 Adults over 18 have the potential to be vulnerable (either temporarily or permanently) for a variety of reasons and in different situations. The Care Act 2014 defines safeguarding as protecting an adult's right to live in safety, free from abuse and neglect. A more detailed definition can be found in the University of Cambridge's Children and Adults at Risk Safeguarding Policy. Safeguarding adult duties apply to an adult who has needs for care and support (whether or not the local authority is meeting any of those needs); is experiencing, or at risk of abuse and neglect; as a result of their care and support needs, is unable to protect themselves from the risk or experience of abuse and neglect.

4. Preventative Measures

- 4.1 The *Senior Tutor* and *Junior Bursar* are the College Officers responsible for providing strategic oversight for safeguarding work. These responsibilities include :
 - Implementing and promoting this Policy and ensuring that the Policy is monitored and reviewed in accordance with changes in legislation;
 - Ensuring that there is a consistent approach to safeguarding across the College;
 - Ensuring that safeguarding is embedded in our work and practices and that staff are adhering to it. This includes ensuring that appropriate mechanisms and expertise underpin the College's recruitment procedures;
 - Ensuring appropriate operation of the Disciplinary Policy with respect to managing allegations or suspicion of abuse by College staff during the course of their employment.
- 4.2 The College has two *Designated Safeguarding Officers* (DSOs): the Senior Tutor and the Junior Bursar. The DSOs are responsible for:
 - Acting as the main contacts in College for the protection of children / adults at risk;
 - Ensuring that appropriate College members are provided with information, advice and training on the protection of children and adults at risk, including recognising abuse and appropriate measures for escalating concerns (See Appendix A);
 - Maintaining confidential records of reported abuse cases and action taken.
- 4.3 The Designated Safeguarding Officers are together responsible for ensuring that secure records of child protection concerns are stored and shared appropriately in compliance with data protection legislation.

- 4.4 Where a role may require College members to have unsupervised contact with children or adults at risk, the College will require satisfactory completion of an appropriate DBS check.
- 4.5 New College members will receive a copy of this policy as part of the induction process. All College members are expected to fully comply with the guidance and procedures set out in this Policy. The College will ensure that members are fully briefed and/or trained (as appropriate) on the implications of this policy.
- 4.6 When working with children and/or adults at risk, College members are expected to conduct themselves according to the guidance given in the Code of Practice (Appendix B).

5. Forms of Abuse

The UK Government guidance, *Working Together to Safeguard Children 2010*, defines four types of child abuse:

- 5.1 Physical – the physical hurting or injuring of a child.
- 5.2 Emotional – the persistent emotional maltreatment of a child which results in severe or persistent adverse effects. Emotional abuse is often present in other categories of abuse, although it may occur independently.
- 5.3 Sexual – the forcing or enticing of a child to take part in sexual activities. The activities may involve physical contact, including assault by penetration or non-penetrative acts. They may also include non- contact activities such as involving children looking at, or in the production of, pornographic material.
- 5.4 Neglect – the persistent failure to meet a child’s basic needs, likely to result in the serious impairment of the child’s health or development. Neglect can include failure to provide the following: adequate food, clothing and shelter; protection from physical and emotional harm or danger; adequate supervision; access to appropriate medical care or treatment.

6. Dealing with suspicion of abuse / allegations of abuse

- 6.1 It is the responsibility of all College members to act on concerns in order to safeguard the welfare of the child or the vulnerable adult.
- 6.2 College members should address any concerns or allegations to the relevant DSO directly or through their Line Manager / Head of Department or RCO as appropriate. If the concern or allegation relates to either DSO, then these should be referred to the other DSO (see Appendix C).
- 6.3 Suspicions or allegations of abuse must not be discussed with anyone else and every effort should be made to maintain confidentiality, unless there is a need not to do so (see 7).
- 6.4 Under no circumstances should a College member conduct their own investigation into suspicions or allegations of abuse, neither should they question children closely; to do so may distort any investigation that may be carried out subsequently by the Police or Social Services.
- 6.5 If a child or vulnerable adult 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 and give appropriate reassurance;

- Reassure the child/vulnerable adult that it 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/vulnerable adult says seriously and allow him/her to continue at his/her 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;
- Do not interrupt the child/vulnerable adult when they are recalling significant events;
- Explain to the child/vulnerable adult 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.

6.6 The record should include:

- The child's/vulnerable adult's account of what has occurred (it should not include the assumptions or opinions of others);
- 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.

6.7 It is recognised that College members may need support after receiving a disclosure from a child or vulnerable adult and appropriate counselling will be offered by the College.

6.8 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.

6.9 Refer to the Appendices for more detailed information including key contacts, the code of behaviour, and procedures for escalating concerns.

7. Confidentiality

7.1 The College has an obligation to respect the privacy and confidentiality of all individuals. Nevertheless, complete confidentiality to informants in circumstances of alleged abuse cannot and should not be promised (see the College's [Data Protection Statements](#))

7.2 There may be circumstances in which it is necessary for the DSO to share information with third parties such as the police or the parents/guardians of a child or vulnerable adult.

7.3 Data retention: appropriate records will be retained by the Safeguarding Officer in accordance with the College's Data Protection Policy.

8. Risk Assessment

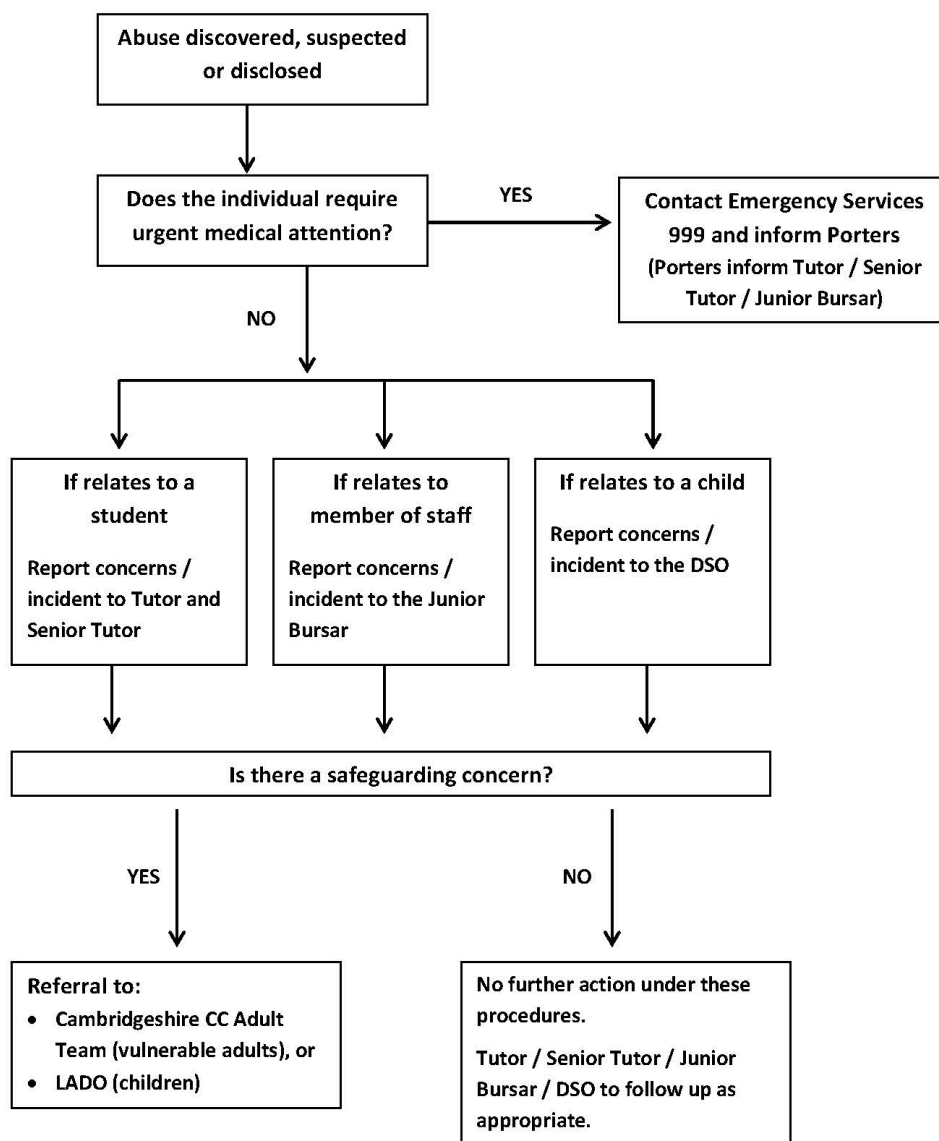
- 8.1 A risk assessment must be completed by the organisers of any activity specifically intended for children and which brings children onto College premises or into contact with College members. Once completed, the risk assessment pro forma must be approved by the relevant Responsible College Officer (RCO) or Head of Department (as agreed by departments).
- 8.2 It is expected that for visits by schools where members of staff of that school are in attendance, the school will complete its own risk assessment and take its own child protection steps in accordance with local education authority guidelines.
- 8.3 The Code of Practice on Freedom of Speech and associated documents provide guidance on events organised in College and on behalf of the College.

9. Use of Photography

Where it is necessary for staff, students or volunteers to take photographs or video images of children or adults at risk, written consent must be obtained (from parents/guardians in the case of children) before these images are taken in order to comply with the Data Protection Act 1998. Personal details and photos which clearly identify an individual must only be published where he/she (or his/her parent/guardian) has given specific agreement. Subjects should be suitably dressed in photographs (e.g. when taking place in a sporting activity).

10. Appendix A: Procedure for Escalating Concerns

FLOWCHART FOR REPORTING CONCERNS ABOUT SAFEGUARDING CHILDREN / VULNERABLE ADULTS



At each stage, make a record of anything the child / vulnerable adult has said and/or what has been observed, if possible with dates and times to be held confidentially by the DSO.

11. Appendix B: Code of Behaviour – Children and Adults at risk

Safeguarding involves people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the child or vulnerable adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action.

Every member of staff is required to demonstrate exemplary behaviour in order to protect children and adults at risk from abuse and to protect themselves from false allegations. The following are examples of behaviour that create a positive and safe environment for vulnerable groups as they participate with us in College activities.

Staff **should**:

- Treat everyone with fairness and respect and provide an example that you would wish others to follow;
- Work openly avoiding private or unobserved situations and working in isolation. Try to ensure that you are not the only adult present and are at least within sight or hearing of others. Leave the door open if you find yourself in a room alone with a young person or child;
- Maintain a safe and appropriate distance and be aware that physical contact may be misinterpreted;
- Respect each individual's right to privacy;
- Exercise caution when discussing sensitive issues with children / adults at risk;
- Behave according to the guidance offered in this Code;
- Ensure that if any form of manual/physical touching is required, it should be provided openly. Ideally the reason why this is necessary should be explained to the child/vulnerable adult and their informed agreement gained. In sporting situations this should be according to guidelines provided by the appropriate National Governing Body, and in other instances according to College policy;
- Challenge all unacceptable behaviour (staff or student) and report all allegations or suspicions of abuse to the Designated Safeguarding Officer, Senior Tutor or Junior Bursar, as detailed under section 6;
- Always put the welfare of the child / vulnerable adult first;
- In all activities feedback should be constructive rather than negative;
- Report all concerns, allegations or suspicions of abuse immediately to the Designated Safeguarding Officer, as detailed under section 6.

Staff should **never**:

- Spend excessive time alone with children/ adults at risk away from others;
- Discuss their personal life;
- Give out their personal contact details (personal phone or mobile number, email or home address) or 'friend' children/ adults at risk on social media;
- Leave a group of young people unsupervised;

- Allow a child or young person to use inappropriate language without challenging it;
- Do things of a personal nature that young people or adults at risk can do for themselves (if a child has a disability any tasks should be performed only with the full understanding and consent of the parent or guardian and, where possible, the child themselves);
- Allow allegations made by a child or vulnerable adult to be ignored, not recorded or not acted upon;
- Engage in rough physical or sexually provocative games;
- Make sexually suggestive comments, even in fun;
- Allow or engage in any form of inappropriate touching;
- Reduce a child/vulnerable adult to tears as a form of control.

In residential settings, staff **should never**:

- Share a room overnight with a young person or vulnerable adult or invite them into their room;
- Go into a child or vulnerable adult's room unless it is absolutely necessary (if it is necessary, two members of staff should enter);
- Take photographs, videos or other images of a child without the express permission and informed written consent of their parents.

12. Appendix C: Sources of information, advice and support

Internal Contacts

Trinity College Porters' Lodge (24/7)	01223 338400
Designated Safeguarding Officer (DSOs)	
Senior Tutor	01223 330770
Junior Bursar	01223 765134

External Contacts

Local Authority Designated Officer (LADO)	01223 727967 (Mon–Fri office hours) 01733 234724 (out of hours)
NSPCC helpline (24 hours)	0808 800 5000
Cambridge Constabulary non emergency	101
Children and young people's social care (CCC)	0345 045 5203 (office hours) 01733 234724 (out of hours)
First Response and Emergency Duty Team: outside office hours and at weekend	01733 234 724

Further information

[Cambridgeshire County Council \(CCC\) website.](#)

- Worried about an adult or older person
<https://www.cambridgeshire.gov.uk/residents/adults/report-abuse-of-a-vulnerable-adult>

- Advice regarding children at risk of harm
<https://www.cambridgeshire.gov.uk/residents/children-and-families/children-s-social-care/safeguarding-children-and-child-protection/>

[Cambridgeshire Local Safeguarding Children Board](#)

- Report a Safeguarding Concern
<https://safeguardingcambspeterborough.org.uk/concerned/>

[NHS Safeguarding Children – key contacts:](#)

<https://www.cambridgeshireandpeterboroughccg.nhs.uk/your-health-and-services/safeguarding/children-and-young-people-safeguarding/>

Training (E-learning)

For further advice on appropriate training, contact the DSO.

This Policy should be read in conjunction with other relevant policies, including:

- College Health and Safety Policy
- College Data Protection Policy
- College Fitness to Study Policy
- College Statement on Respect, Dignity & Inclusion
- College Policies on Harassment and Sexual Misconduct
- University of Cambridge's Policy on Children and Adults at Risk
<https://www.hr.admin.cam.ac.uk/policies-procedures/children-and-vulnerable-adults-safeguarding-policy>
- Cambridgeshire and Peterborough Safeguarding Adults Board Procedures
<https://www.cambridgeshire.gov.uk/residents/working-together-children-families-and-adults/how-we-work/adult-safeguarding-and-mental-capacity/adult-safeguarding/>