

# Exeter College Safeguarding

## Statement of Relevant Policies and Procedures

### Introduction

This document sets out the organisational structures, policies and procedures that Exeter College has put in place to seek to try and create a safe and respectful environment for everyone who comes into contact with the College. It also seeks to establish a framework to assist the College in avoiding causing unjustified harm to individuals either directly by its activities, or indirectly by failing to recognise or respond appropriately to information about harm or risk of harm.

The guidance and legislative framework that underpins this document includes Working Together to Safeguard Children (HM Government, 2015), UN Convention on the Rights of the Child, Children Acts 1989 and 2004, Sexual Offences Act 2003, Mental Capacity Act 2005, Safeguarding Vulnerable Groups Act 2006, Protection of Freedoms Act 2012, The Children and Families Act 2014, Care Act 2014, the Department of Education's guidance "Information Sharing: advice for practitioners providing safeguarding services" (HM Government, July 2018), the Department of Education's guidance "What to do if you're worried a child is being abused: Advice for practitioners" (HM Government, March 2015) and the Charity Commission guidance "Safeguarding and protecting people for charities and trustees" updated 22 October 2019

### Scope

The aims detailed at clause 3 below apply to all students, staff, Fellows (of all types), trustees and the Rector of the College. Where there are other people using the College who may be considered part of the College community, the risks, needs and obligations of these groups will be considered on a case by case basis.

This Policy and the procedures listed at clause 6 below are designed to address activities which occur primarily within the College. Activities outside the College environment and/or solely within the University environment will normally be dealt with under the appropriate University procedure.<sup>1</sup> If there is doubt as to whether the College or University procedure applies, advice should be sought from the relevant College Officers described in this Procedure, the DSWSS or the University's Harassment Line.

### Statement of Aims

Exeter College believes that all individuals have a right to work, learn and live within a safe environment, and is committed to protecting those who come into contact with the College. However, the College is not 'in loco parentis' (having the legal status of a parent) and cannot accept the responsibilities of guardian to any member of its community, except in relation to a child in a case of medical emergency where written permission has been previously obtained from the parent or guardian of that child.

Exeter College:

- Believes that the welfare of individuals is paramount;

- Recognises that all people, regardless of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, religious belief, sex or sexual orientation, culture or identity, have the right to equal protection from all types of harm or abuse;
- Acknowledges its additional legal responsibility to children (anyone under 18) and adults at risk;
- Acknowledges that some individuals may be considered vulnerable given the context, setting or place in which they find themselves. Where the College is aware of any such vulnerabilities, it will take such steps as are reasonable to assist such individuals; and
- Recognises its responsibilities to ensure the fair treatment of those who allege abuse and those are alleged to have committed abuse.

## Safeguarding Commitment

Exeter College will seek to safeguard anyone with whom the College comes into contact through:

- Promoting a culture of respect and dignity for all;
- Identifying the activities and events that put individuals at risk of harm, considering these risks and taking steps to minimise such risks, for example by providing training or creating operating procedures; and
- Putting in place structures and procedures to deal with incidents of harm when they arise, including liaising with appropriate outside agencies.

## Particular Responsibilities for Safeguarding

### Responsibilities of all

All people with whom the College comes into contact can expect to be treated with respect. Such people have a corresponding responsibility to behave respectfully towards others in the same context. All individuals within the College community have a personal responsibility for complying with this Policy and Procedure and are expected to:

- Treat others with dignity and respect; and
- Discourage any form of abuse or harassment.

### Trustees

The Governing Body is responsible for

- Ensuring that the College has adequate safeguarding, structures, policies and procedures in place, that these conform to regulation and current guidance, and that they are reviewed as required;
- Fostering an organisational culture that prioritises safeguarding;
- Ensuring that all members of the College are aware of the safeguarding policy, and that others who come into contact with the College are made aware of the safeguarding policy as appropriate;
- Ensuring that checks are carried out on the safeguarding implications of activities carried out within the College, even when the College works with external partners, especially internationally; and
- Ensuring that Serious Incidents (as defined in the Serious Incident Reporting Procedure) are reported to the Charity Commission.

## Specific Responsibilities

The College will appoint Officers from among the Governing Body (i.e. Trustees) with particular responsibility for Safeguarding as follows:

- A Safeguarding Lead;
- A Deputy Safeguarding Lead; and
- Two Harassment officers.

They will receive appropriate training and support.

The College will create a Safeguarding Committee, made up of the Rector, the Welfare Dean and the four officers described above. The committee is responsible for monitoring the implementation and effectiveness of this policy.

## Policies and Procedures that Implement the Safeguarding Commitment

### *Admissions and Recruitment policies*

- Safer recruitment
- Presence of U18 on site – to focus on admissions, young undergraduates, residential outreach carried out in College, not school trips

### *Statutes, bylaws and handbooks*

- Disability discrimination
- Relationships
- One to One meetings and lone working
- Prevent
- Health and Safety Policy
- Harassment and Abuse
- Policy on welfare provision
- Statutes, Bylaws, staff and Student Handbooks.
- Social media policy

### *Complaints policies*

- Responding to Suspicions and Disclosures
- Serious Incident Reporting Procedure
- Complaints
- Whistleblowing
- “Who to tell”: a reference flow chart

## Review of Policy effectiveness

The Safeguarding Committee will report to GB annually on the effectiveness of this policy, and make recommendations for any changes to the overarching policy, the implementation policies or for training in the light of experience or changing regulation and advice.

By College Order 20/008, this policy was approved on 12<sup>th</sup> February 2020 with immediate effect.