

Exeter College

Safeguarding and Protection

Under 18s on-site

The purpose of this policy is to set out how the College prevents harm coming to those under the age of 18 on-site. The College has assessed that there are six significant areas where established procedures are necessary to mitigate risk of harm. These are:

- School events and visits
- Residential Events, organised by the College
- Admissions interviews (a particular kind of Residential Event)
- Undergraduate students under the age of 18
- Employment of those under the age of 18
- Externally-run events

School events and visits

For events with no residential element, and where under-18s are present, the College requires at least one teacher/staff member from their organisation to be present and to take the primary responsibility for safeguarding.

For events with a residential element, and where under-18s are present, where at least one teacher/staff member from their organisation is present, that person will be required to take the primary responsibility for safeguarding.

The main College contact hosting such a visit is responsible for ensuring the school or organisation visiting the College understands that their safeguarding procedures and responsibilities continue to apply.

Residential Events

A Safeguarding Officer will be nominated for every residential event run by the College and where under-18s are present without a teacher from their home school or organisation.

The Safeguarding Officer is responsible for ensuring that:

- Activities run by the College are designed so that appropriate training and supervision is available to those working with adults at risk or children; that activities minimise occasions on which members of the College will need to work alone in an unsupervised way with adults at risk or children; and
- Activities run by the College have been appropriately risk assessed, including a consideration of how the risks identified can be mitigated, and should also comply with the local processes for reporting concerns, as well as taking account of Health and Safety considerations; and
- They have liaised with the Conference Manager to establish whether there are other external conferences taking place on the same site and at the same time, and that the risks of these have been assessed and mitigated; and
- Parent(s) and/or guardian(s) have been notified that their child is not under direct supervision at all times, and that there is a possibility of adults being accommodated in the same building; and

- Undergraduate students still in residence are notified that students under the age of 18 are residing within the College; and
- All staff working on the event have had DBS checks (see policy), training, and are aware of how to respond to any safeguarding suspicion, disclosure or other potential safeguarding incident; and
- There will be male and female DBS-checked members of staff working the event, and staying overnight (Site Managers); and
- Participants attending the event are informed who the Site Managers are and how they can contact them if there is an issue overnight. The Site Managers will undergo additional safeguarding training to ensure they know how to respond correctly to any overnight issues; and
- Where possible, scouts should aim to clean rooms while they are empty. If this is unavoidable, scouts must ensure the door is kept open at all times whilst they are in the room. If maintenance staff are required to attend to the room, maintenance staff must ensure they are in pairs and the door is kept open at all times.

The College is responsible for ensuring that the Safeguarding Officer:

- has received suitable training; and
- keeps a record of how they have discharged their obligations.

Open Days

Although Open Days do not include a residential element, they do potentially bring on site many under 18s unaccompanied by a responsible adult. There will be an identified Safeguarding Officer for open days who is

- responsible for making sure that activities on offer minimise occasions on which members of the College will need to work alone in an unsupervised way with adults at risk or children; and
- Activities run by the College have been appropriately risk assessed, including a consideration of how the risks identified can be mitigated, and should also comply with the local processes for reporting concerns, as well as taking account of Health and Safety considerations; and
- Responsible for liaising with the Conference Manager to establish whether there are other external conferences taking place on the same site and at the same time, and that the risks of these have been assessed and mitigated.

Additional Procedures for Admissions Interviews

When the Admissions interview period (Weeks 9 and 10 of Michaelmas Term) takes place on site, it can be considered as a special form of Residential Event. In addition to the responsibilities listed above, the Safeguarding Officer (Admissions Officer) is responsible for ensuring that:

- There is a suitable programme of events and activities for interview candidates, established by the JCR's Interview Helpers; and
- Interview candidates are notified that that the College's gates close at 22:00 each day, and that they are expected to be within the College's grounds by this time; and
- A daily sign-in sheet is in operation, located within the JCR, which asks that each interview candidate signs-in to confirm their whereabouts twice in a 12-hour period (08:00 and 20:00).
- There is liaison and record-keeping between the Admissions Officer and the Site Managers operating each night (Junior Dean(s), Lodge, and JCR Interview Supervisor).

Where interviews are held online, the University procedures must be followed.

Procedure for Undergraduate Students under the age of 18

The Academic Registrar is responsible for ensuring that:

- Undergraduate students under the age of 18 are identified in advance of the term in which they will matriculate; and
- Tutors, domestic staff, bar staff and the Welfare Team are notified of the details of undergraduate students under the age of 18; and

The Academic Dean is responsible for contacting parent(s) and/or guardian(s) in writing to explain the terms on which students are accepted for study and residence, the limits of the College's responsibility to them (noting that the College is not *in loco parentis*), and for ensuring that these terms have been accepted.

This policy does not cover undergraduate students under the age of 18 who are unable to live independently from their parent(s) and/or guardian(s). In the event that such a student is admitted to the College, specific consideration of their safeguarding needs will be undertaken.

Employment of under 18s

The HR Manager will ensure that Line Managers know if any of their staff are under 18s, and that Line Managers are aware of their particular responsibilities to under 18s.

Line Managers are responsible for informing their staff what they must do if they have safeguarding concerns about an under 18 employee.

Visitors to College

Any under 18s, whether or not a member of the University, who visits the College to see a Fellow, member of staff or a student, are the responsibility of their host.

Externally run events

Activities run by external groups staying at the college (for example summer schools) are expected to have their own safeguarding leads and procedures, but should be explicitly informed prior to arrival that this is the College's expectation.

Administration (DBS Checks) and Awareness

This is set out in the Safer Recruitment Policy.

By College Order 22/068, this policy was approved by Governing Body on 30th November 2022 with immediate effect and is to be reviewed 31st December 2025, and was also approved for display on the website.

