

# Exeter College

## Safeguarding and Protection

### Responsibilities for under 18s

The purpose of this policy is to set out how the College prevents harm coming to those under the age of 18. 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
- Undergraduate students under the age of 18, including DBS check requirements
- Employment of those under the age of 18
- Externally-run events
- Online events including under-18s

#### School events and visits where external teachers/staff members are present

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.

#### College-run events

A Safeguarding Officer will be nominated for every 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 where appropriate (as set out in the Recruitment and Selection 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
- 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

There is an inter collegiate protocol which the College follows.

## 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, porter's lodge staff, bar staff and the Welfare Team are notified of the details of undergraduate students under the age of 18; and
- During August, students who will not have turned 18 by the end of 4th week will be identified by the academic office. Tutors and the Academic Office must then identify all tutors, whether or not employed by Exeter, who are expected to have more than three encounters with any individual single under-18 student in a 30 day period. These tutors will be required to pass an "enhanced DBS check with children barred list disclosure".
- Tutors that will be undertaking teaching (or advice or guidance), where this meets the "Regulated Activities" threshold, of students that are under the age of 18 will be identified prior to teaching commencing, and will be required to pass an "enhanced DBS check with children barred list disclosure"; and

- In the case where one to one teaching is proposed for a student under 18, the academic office will consider, and record, whether supervision arrangements are necessary. The HR Manager will be contacted to organise these checks, which must be returned prior to first teaching contact with the student concerned. ]
- Necessary referrals are made to DBS in the case that the relevant conditions are met.

The Senior Tutor is responsible for informing students under 18 and their 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, with the academic office, 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 18, and that Line Managers are aware of their particular responsibilities to under 18s.

Recruitment considerations, as this may relate to persons under 18 is outlined in section 4.4 of the "Recruitment & Selection policy".

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.

By College Order 24/060, this policy was approved by Governing Body on 12<sup>th</sup> June 2024 with effect from 1<sup>st</sup> July 2024 and is to be reviewed by 31<sup>st</sup> December 2027, and was also approved for display on the website.