Robinson College Child and Vulnerable Adult Protection Policy

1. Policy Statement

a. Organisations outside the regulated childcare sector are encouraged to comply with the requirements of the Protection of Children Act 1999. Whilst Robinson College is not subject to the requirements of the act, it owes a general duty to take reasonable care of persons coming on to its premises or under the supervision of its staff. The adoption and implementation of this policy, which is based on that applicable to the University of Cambridge, facilitates the management of the risk associated with this duty.

b. Robinson College aims to adopt the highest standards and to take all reasonable steps in relation to the safety and welfare of any children and vulnerable adults who come onto College premises. This may be as prospective students, students, apprentices, external trainees on work placements, conference guests or other visitors attending events and/or activities arranged and organised by the College. The policy is not expected to cover incidental visitors in College e.g. children of visitors, friends and relations of College members and staff, who may be in College but are NOT present specifically to attend an event/activity organised by the College.

c. Certain members of Robinson College also encounter children through other aspects of their work such as school visits, which can mean working off site. This policy would apply to them in such circumstances.

d. This policy seeks to support these events and activities and to offer assurances to both staff and visitors, that, through its implementation, Robinson College seeks to protect children (that is young people under the age of 18 years) and vulnerable adults and to keep them safe from harm when in contact with College staff (whether acting in a paid or unpaid capacity).

e. It should be noted that the College undertakes a discrete PREVENT risk assessment and manages that as a separate policy to this.

2. Responsibilities and Review Arrangements

College Council is responsible for Child Protection Policy and shall review the Policy every three years. The College Steward will be the Safeguarding Lead with the Admissions Tutor acting as Deputy Safeguarding Lead. As such, they will be the designated person(s) with responsibility for the Child Protection Policy and its implementation on a day-to-day basis (see Appendix D for the names of the current post holders). Heads of Departments are also responsible for ensuring that the policy is implemented in individual cases within their departments.

3. Procedure

a. Visits of young people or vulnerable adults vary according to the nature, length and frequency of the contact and according to their degree of vulnerability. This procedure does not, therefore, set out to provide definitive guidance to apply to all situations at all times when employees are in contact with children and vulnerable adults. The relevant parts of the procedure should be applied to the particular situation and the associated risks. General guidance on child protection issues is set out in Appendix A.

b. The various aspects of the procedure are:

   i. Risk Assessments
   ii. Recruitment and Selection
   iii. Responding to Suspicions and Allegations
   iv. Confidentiality
   v. Training and Support

These are set out in paragraphs 4 to 8 below.

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1 A vulnerable adult is a person aged 18 or over who has one or more of the following conditions: (i) a learning or physical disability; (ii) a physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs; (iii) a reduction in physical or mental capacity.
c. The Porters’ Lodge and the Catering Department, including the Red Brick Café Bar must be notified when there are children resident in College. This should include the number of children and their names – typically Admissions and/or Conference Office should provide such detail.
d. Where an under-18-year-old student has been admitted to College, Tutorial Office will provide details of the student’s name and date of birth and a passport size photograph to the Porters Lodge, Catering (including Red Brick Café Bar), Housekeeping and the College Steward.
e. Any other department that organises a specific event or activity (e.g. employment of an Apprentice or assignment of a Work Experience person) that includes working with children or vulnerable adults, will be expected to follow this policy in all respects.
f. All relevant departments must be aware of this policy and procedure and follow the guidance set out in Appendix A. The Policy will be issued to all Heads of Department.

4. Child Protection Risk Assessment

a. A written child protection risk assessment is required for each type of event or situation (but not for each individual event) that involves children and vulnerable adults, including those that involve only brief contact e.g. a lunchtime event for admissions candidates.
b. It will be the responsibility of the department organising the event/activity to prepare the risk assessment – Admissions will prepare them for Open Days for example and Conference office, in conjunction with the client, would draw up risk assessments for summer schools and other conference guests. 
c. Where a CP risk assessment already exists, this must be consulted, and action taken as necessary for each event. This is particularly important for all residential events.
d. A CP risk assessment should be completed before any new or changed event. This should
   i. include the health and safety risk assessment
   ii. identify the nature, length, and frequency of the contact
   iii. consider children and adults who are particularly at risk
   iv. consider whether any children or vulnerable adults have allergies, are on medication, or have any disabilities (physical or mental) or behavioural difficulties
   v. identify any potential areas for harm and detail action to prevent harm occurring, which could include consideration of alternative working practices
   vi. identify those situations that would require a DBS check to be undertaken (see Section 5 below).

Templates of CP risk assessments are attached as Appendices B.1 and B.2.

5. Recruitment and Selection - Disclosure and Barring Service Checks

Those who are involved in work situations where they have sustained or regular unsupervised access to children or adults at risk are exempt from the Rehabilitation of Offenders Legislation. This means, for applicable roles, that prospective staff, workers or volunteers must declare all criminal convictions, however long ago, and these will be taken into account when deciding on their suitability for working with children or adults at risk. No one will be permitted to undertake a role which involves regular contact with children or adults at risk without a satisfactory Disclosure and Barring Service (DBS) check.

Robinson College has identified those posts which involve contact with children or vulnerable people and an appropriate DBS check will be undertaken for any new appointments to these roles. This includes the Senior Tutor, the Admissions Tutor(s), the Admissions Coordinator and the Schools Liaison Officer. Other staff may from time to time be required to undertake DBS checks. Appendix C sets out the list of roles and level of check which is appropriate.

In line with the DBS recommendations, the College will seek disclosures every three years.

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2 At present, no residential visits can include children under the age of 16.
6. **Responding to Suspicions and Allegations**

   a. Concerns for the safety and well-being of children could arise in a variety of ways and in a range of different settings. For example, a child may report or display signs of abuse; someone may hint that a child is at risk or that a colleague is an abuser; an individual may witness or hear about abuse in another organisation.

   b. Any suspicions or concerns regarding possible abuse should be reported to the Safeguarding Lead or Deputy (see Appendix D).

   c. If a child or vulnerable adult accuses a member of staff or other member of College of physically or sexually abusing them, it is essential to act quickly and professionally. Any such accusation should be reported immediately to the Safeguarding Lead or Deputy (see Appendix D).

   d. Only trained members of College should deal with suspicions or concerns regarding possible abuse, or with accusations of abuse.

7. **Confidentiality**

   Confidentiality will be respected in all circumstances except where necessary to protect the best interests of the child or vulnerable adult.

8. **Training and support**

   Training is provided as a standard to staff who habitually work with children or vulnerable adults as follows:

   - The Safeguarding Lead and Deputy undertake on-line Designated Safeguarding Officer Training (Level 3 Safeguarding) to be arranged by HR.
   - The SLO receives the University SLO Safeguarding training at the start of their appointment.
   - Other staff, including student helpers, will undertake the online iHASCO Child Safeguarding and/or the Safeguarding Vulnerable Adults as required. HR will facilitate this training.

9. **Promoting the Policy**

   Reference will be made in the Robinson College Staff Handbook to this policy so that all new employees are aware of its existence at the time they commence their appointment. Copies of the policy will be provided to anyone who is specifically identified as having access to children and vulnerable adults during the course of their employment. It is the responsibility of organisers of College social events, at which children may be present, to familiarise themselves with this policy. A copy will also be held in the Porters’ Lodge. All Heads of Department will be issued with a copy of the policy.

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Document Owner: College Steward
Updated: August 2019
Approved by College Council: September 2019
Next Review: August 2022
Appendix A

General guidelines when working with children or vulnerable adults

The following guidelines apply to all College employees whether acting in a paid or unpaid capacity:

- Avoid unnecessary physical contact
- Avoid taking a child or vulnerable adult alone in a car, however short the journey
- Do not take a child or vulnerable adult to the toilet unless another adult is aware or present
- If you find you are in a situation where you are alone with a child or vulnerable adult, make sure that others can clearly observe you
- Do not divulge personal contact details such as a home address or home email address
- Do not make suggestive or inappropriate remarks to or about a child or vulnerable adult, even in fun, because this could be misinterpreted
- If a child or vulnerable adult makes any kind of accusation regarding a member of staff or other member of College, you should not attempt to investigate this yourself, but should report it to the appropriate College Officer, Head of Department or to the College Steward
- Participate in any training which Robinson College makes available to you to support you in your work with children and vulnerable adults
- Remember that those who abuse children and vulnerable adults can be of any age (including other children and vulnerable adults), gender, ethnic background or social class, and it is important not to allow personal preconceptions about people to prevent appropriate action being taken
- Good practice includes valuing and respecting children and vulnerable adults as individuals. It also implies excluding behaviour that adults would deem inappropriate such as bullying, aggressive behaviour, racism, sectarianism or sexism

No employee should be alone with an individual child or vulnerable adult. The following are the main exceptions to this general principle:

- In the case of an emergency
- Where the visitor is part of a school visit and the attending school pupil requests a confidential interview. In that case the interviewer will inform a colleague that such an interview will take place at the request of the pupil and will notify the colleague of the time and place. The interviewer is advised to make a careful confidential file note of the interview and, without divulging confidences, may choose to report on the interview to a senior colleague
## Appendix B.1
Robinson College, Cambridge – Risk Assessment for School Visits

### Event Name:

<table>
<thead>
<tr>
<th>DATE:</th>
<th>ASSESSED BY:</th>
<th>DEPARTMENT:</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Hazard</th>
<th>Location</th>
<th>Level of Risk</th>
<th>Control Measures</th>
<th>Emergency Procedure</th>
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Scott Annett/Nick Miline/Jenny Woodfield

Original 07-Oct-09 Revised 4-Jul-17
Version 1.4 Revised August 2019
### Appendix B.1
Robinson College, Cambridge – Risk Assessment for Residential Events

**Event Name:**

<table>
<thead>
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<th>DATE:</th>
<th>ASSESSED BY:</th>
<th>DEPARTMENT:</th>
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<thead>
<tr>
<th>ACTIVITY AND ASSOCIATED POTENTIAL HAZARDS</th>
<th>Potential hazard level</th>
<th>Likelihood of Risk</th>
<th>Overall risk assessment</th>
<th>Actions required</th>
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Other relevant information

Provision for visitors with disabilities

- Most areas of the College are accessible to visitors with disabilities and subject review sessions that include visitors with a disability will take place in rooms accessible without steps
- There are two possible tour routes, one suitable for visitors with a disability because there are no steps

Young visitors

- Our young visitors may not bring on to the premises or consume illegal drugs or alcoholic drinks on the premises
- Our young visitors will not be permitted to use the College bar even if it is open for conference delegates

First Aid

- There are a number of trained First Aiders on site. If First Aid is required, contact the Porters’ lodge on 39100 (internal) or 01223 339100 (from a mobile phone).
### Appendix C

<table>
<thead>
<tr>
<th>Position</th>
<th>Level of Check</th>
<th>Notes/Justification</th>
</tr>
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<tbody>
<tr>
<td><strong>Schools Liaison Officer</strong></td>
<td>Enhanced Check with barred list</td>
<td><em>College Child Protection Policy says an appropriate DBS check will be undertaken</em></td>
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<tr>
<td></td>
<td></td>
<td>'Individuals who provide care for or supervision of children on more than 3 days in a 30 day period or overnight between 2am and 6am with the opportunity for face-to-face contact with the children.’</td>
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<tr>
<td></td>
<td></td>
<td>Explanation: This applies to the July Residencies and Women in Science Festival, where the SLO will stay in college overnight in case students (aged 16 - 17) have any issues and teachers/school staff are not present. For events such as the masterclasses, residencies and Women in STEM, students can apply individually and teachers are not present (these events are all for Year 12/13 students, aged 16 – 18).</td>
</tr>
<tr>
<td><strong>Admissions staff (other than the SLO)</strong></td>
<td>None anticipated unless specific circumstances arise</td>
<td><em>College Child Protection Policy says an appropriate DBS check will be undertaken</em></td>
</tr>
<tr>
<td><strong>Admissions Tutors</strong></td>
<td>None anticipated unless specific circumstances arise</td>
<td><em>College Child Protection Policy says an appropriate DBS check will be undertaken</em></td>
</tr>
<tr>
<td><strong>Senior Tutor</strong></td>
<td>None anticipated unless specific circumstances arise</td>
<td><em>College Child Protection Policy says an appropriate DBS check will be undertaken</em></td>
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<tr>
<td><strong>Porters</strong></td>
<td>Basic check</td>
<td>Working in a security role and therefore relevant to know about unspent convictions</td>
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<tr>
<td><strong>Finance staff</strong></td>
<td>Basic check</td>
<td>All finance staff, to ensure no convictions for fraud</td>
</tr>
<tr>
<td><strong>Finance Bursar (Accountant)</strong></td>
<td>Standard check</td>
<td>Accountant or anyone regulated by the FCA</td>
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<tr>
<td><strong>Other Staff</strong></td>
<td>None anticipated unless specific circumstances arise</td>
<td><em>College Child Protection Policy says an appropriate DBS check will be undertaken</em></td>
</tr>
</tbody>
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Appendix D

Those Responsible for Child Protection Issues within Robinson College

Designated Person with overall responsibility for the Child and Vulnerable Adult Protection Policy – Safeguarding Lead

The Responsible Person for Health and Safety
College Steward - Nick Milne

Deputy Safeguarding Lead with responsibility for dealing with child protection issues in Admissions

The Admissions Tutor - Dr S Annett

Persons responsible for the implementation of the Child and Vulnerable Adults Protection Policy

In addition to the above, the Heads of Departments also have responsibility for the Child Protection Policy.