

**ROBINSON COLLEGE POLICY DOCUMENT**

**POLICY:** Safeguarding Policy  
**DEPARTMENTS AFFECTED:** All  
**ISSUED BY/DOCUMENT OWNER:** Domestic Bursar  
**DATE:** August 2023  
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**NEXT REVIEW DUE:** October 2024  
**NEXT COUNCIL REVIEW** October 2026

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### 1. Introduction

- 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 reasonable steps in relation to the safety and welfare of any children and adults at risk who come onto College premises or who College Staff and Members encounter through aspects of in their work, such as during school visits.
- c. Such children or adults at risk may be 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 or they may be children off-site at, for example a school during a College outreach visit.
- d. 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.
- e. This policy seeks to support these events and activities and to offer assurances to staff, students, parents, carers, volunteers and visitors to the College that safeguarding concerns will be dealt with effectively and in a timely manner and, that, through its implementation, Robinson College seeks to protect children and adult at risks and to keep them safe from harm when in contact with College staff.
- f. It should be noted that the College undertakes a discrete PREVENT risk assessment and manages that as a separate policy to this.

## 2. Scope of the Policy

- a. The College's Fellows, employees, workers, volunteers, students or anyone working on behalf of the College (in a paid or unpaid capacity), are subject to this policy.
- b. The policy covers all events and activities organised by those working on behalf of or representing the College, as well as official events and activities organised by its students. Such activities with children include open days, school masterclasses, applicant visits, interviews, programmes for international students, and outreach cultural activities (for example choirs).
- c. It also covers the interactions between students, (who may be under 18 or may be vulnerable adults) and staff/members of the College - the College Nurse, Head of Wellbeing, the Mental Health First Aiders DoSs and Tutors.
- d. It incorporates one-to-one interactions between children or adult at risks and staff/members and therefore also covers interactions between staff apprentices under the age of 18 and their supervisors/line managers.
- e. It is expected that external bodies utilising the College's premises or facilities for external events will have their own safeguarding policies and procedures in place and will take full responsibility for the safeguarding of individuals involved in any related activities.
- f. General guidance on child protection issues is set out in [Appendix A](#)

### 3. Responsibilities and Policy Review Arrangements

- a. College Council is responsible for the Safeguarding Policy and shall review the Policy every three years.
- b. The Safeguarding Lead (SL) is the Domestic Bursar and the Deputy Safeguarding Lead (DSL) is one of the Admissions Tutors. They are supported by the HR Manager and the Senior Tutor's Assistant. Together, the SL and DSL have leadership responsibility for the College's Safeguarding Policy and the responsibility for the day-to-day administration of the College's safeguarding procedures. See [Appendix B](#) for the names of the current post holders.
- c. The SL and DSL are responsible for:
  - c.i Implementing and promoting this Policy;
  - c.ii Ensuring that the policy is monitored and reviewed in accordance with changes in legislation and guidance on the protection of children;
  - c.iii Acting as the main contact within the College for the protection of children and adult at risks;
  - c.iv Maintaining confidential records of reported child abuse cases and action taken;
  - c.v Ensuring that, through the HR Manager and Senior Tutor's Assistant, appropriate College Members are provided with information, advice and training to fulfil their responsibilities in accordance with this Policy;
  - c.vi Ensuring that, through the HR Manager, DBS checks are completed on appropriate (see below).
- d. The SL and DSL should complete training in safeguarding. Training should be renewed, at a minimum, every two years.
- e. The Policy will be issued to all Heads of Department and relevant College Officers – Senior Tutor, Admissions Tutor. Heads of Department/College Officers are responsible for ensuring that the Policy is implemented in their departments and promoted to staff as required. They have a number of other responsibilities as listed in the procedures below.
- f. The attention of new College staff members will be drawn to this Policy as part of the induction process.
- g. All College Members are expected to comply fully with the guidance and procedures set out in this Policy. The College will ensure that Members are fully briefed and/or trained (as appropriate) in the implications of this Policy.
- h. Students of the College who apply to be engaged in outreach work as 'Student Ambassadors' for the College will not be required to undergo a DBS check. If they are deemed suitable for this post which entails working with children, these students should have a compulsory short induction for the role – see Training Section below.

These students should not be left to work alone on a one-to-one basis with a child or adult at risk.

- i. Tutors, Directors of Study and Supervisors will be briefed on this policy and issued a copy as required. This briefing is carried out through the Tutorial Bulletin – reference is given to the Policy which is available for scrutiny on Sharepoint. Attention is drawn to the One-on-One meetings risk assessment and guidance – see [Appendix D](#).
- j. The Policy will be reviewed annually by the SL and DSL to ensure that it continues to meet the needs of the College and to ensure that any reported incidents have been appropriately dealt with under the provisions of the policy. The Domestic Bursar will arrange such review meetings annually during the Summer Term.

#### 4. Definitions

For clarity, the following definitions are provided:

- a. **Safeguarding:** describes arrangements in place to protect children and adults at risk in vulnerable circumstances from abuse or neglect.
- b. **Child/Children:** refers to anyone under the age of 18 and therefore not legally an independent adult. Particular care should be afforded to a child under the age of 16.
- c. **Adult at Risk:** persons aged 18 years or over, who may be in need of community care services by reason of a mental or other disability, age, or illness; and who is or may be unable to take care of themselves, or unable to protect themselves against significant harm of exploitation. Persons aged 18 years or over are also considered to be at 'risk' if they are engaged in a 'regulated activity' as defined in 4.g. below.

NB The term 'adult at risk' replaces the older term 'vulnerable adults' so as to emphasise that the individual abused is not at fault for the abuse. The definition employed in this policy is in line with the Care Act 2014, and the definition used in the University Safeguarding policy:

<https://www.hr.admin.cam.ac.uk/policies-procedures/children-and-adults-risk-safeguarding-policy>

- d. **Abuse:** can be physical, sexual, psychological/emotional, financial/material or professional. It can also arise from neglect.
- e. **Regulated Activity** in relation to children:
  - 1. Unsupervised activities: teaching, training, instructing, caring for or supervising, or providing advice/guidance on wellbeing, providing personal care, or driving a vehicle only for children.
  - 2. Working for a limited range of establishments, with opportunity for contact with children e.g. schools, children's homes, childcare premises.
- f. **Regulated activity** in relation to adults identifies activities provided to any adult which, if any adult requires them, will mean that the adult will be considered at risk at that particular time. There is no requirement for a person to carry out regulated activities a certain number of times before they are deemed to be engaging in regulated activity in relation to adults. Any time a person engages in one or more of the activities set out below in relation to any adult, they are deemed to be engaging in regulated activity and that adult is deemed to be at risk at that time:

1. Providing health care (whether physical, mental, including palliative) provision by any health care professional who is regulated by General Medical Council, General Dental Council, Nursing and Midwifery Council, Health Professions Council.
2. Providing psychotherapy and counselling which is related to health care the adult is receiving from, or under the direction or supervision of a health care professional.
3. Providing first aid, when any person administering it is doing so on behalf of an organisation established for the purpose of providing first aid (e.g. Red Cross).
4. Providing personal care as a result of physical or mental illness, including physical assistance with eating or drinking, going to the toilet, washing, bathing, dressing etc., or supervising, training or providing advice/guidance to an adult to undertake these activities themselves where they cannot make the decision to do so unprompted.
5. Providing social work.
6. Assisting with general household matters (e.g. managing a person's money, paying their bills, shopping on their behalf).
7. Assisting in the conduct of a person's affairs (e.g. undertaking lasting or enduring power of attorney for an adult under the Mental Capacity Act 2005, being an independent mental health advocate, etc.).
8. Conveying (e.g. driving a person specifically for the purpose of conveying them to and from places to receive care as detailed above).

- f.i The roles of the College Nurse, Chaplain, Head of Wellbeing or Mental Health First Aiders, Graduate and Undergraduate Tutors and Directors of Studies **are** considered to involve engaging in regulated activity with adults as defined by the relevant legislation.
- f.ii The roles of Supervisors **are not** considered to involve engaging in regulated activity with adults as defined by the relevant legislation.
- f.iii. Full definitions of regulated activity in relation to adults can be found [here](#).

## 5. Planning Activities and other Situations

- a. No high-risk activities are anticipated.
- b. Children:
- b.i. It is understood that College Policy is that children under the age of 16 (groups of), are generally not permitted to stay in College though exceptions may be made for individuals/families – see W:\Governance\STATUTES, REGULATIONS, POLICIES & PROCEDURES\Policies and Procedures\Children in College Policy.
- In exceptional cases where an under-16-year-old group was to be resident, a risk assessment must be prepared and requisite action put in place in advance of the group arriving.
- b.ii. Admissions may arrange for visits to College of under-16-year-old school groups but these children would only be day visitors, not residential and would always be accompanied by responsible adults – e.g. teachers/parents. A risk assessment should be prepared for this type of event – see below.
- c. Visits of children or adults at risk 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 staff are in contact with children and adult at risks. The relevant parts of the procedure should be applied to the particular situation and the associated risks.

- d. The Head of Department of the organizing department is responsible for:
  - d.i Planning the activities/event so as to retain oversight for regulated activities within their area(s) of responsibility
  - d.ii Ensuring that appropriate training and supervision is available to those employees, workers, Fellows, volunteers or students engaging in the activity/event
  - d.iii Occasions in which those engaged in regulated activities will need to work alone in an unsupervised way are minimised and that they are appropriately risk assessed
  - d.iv That children and adults engaged in regulated activities are given clear information about how, and to whom, they can report any safeguarding concerns.
  - d.v 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.
- e. The College is not able to take on the authority, rights and responsibilities of parents in relation to their children, and it will not act in loco parentis in relation to students who are under the age of 18 years. Only in very exceptional circumstances will the College admit a student who is under 18, and if this is agreed, they will usually turn 18 during their first term.

**Where an under-18-year-old student has been admitted to College,** Tutorial Office will discuss this with the SL/DSL and 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 Domestic Bursar. Supervisors, Tutors and DoS will also be advised. Reference should be made to the [UNDERAGE \(<18\) STUDENT ADMITTED Risk Assessment](#) template below. Action to be taken is as below:

- e.i Senior Tutor's Assistant to advise SL and DSL of the imminent presence in College of under-18 year old students, before the start of term
- e.ii SL/DSL will issue updated UNDERAGE (<18) STUDENT ADMITTED Risk Assessment to all relevant parties
- e.iii Senior Tutor's Assistant will notify all relevant parties as required by the risk assessment
- e.iv The SL/DSL will ensure that requisite action has been undertaken as listed in the risk assessment.
- f. 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 adults at risk, will be expected to follow this policy in all respects. This is additional to the requirement to undertake a [Young Person Risk Assessment](#) or a [Vulnerable Worker Risk Assessment](#).

- g. All relevant departments must be aware of this policy and procedure and follow the guidance set out in [Appendix A](#).

## 6. Safeguarding Risk Assessment

- a. A written Safeguarding Risk Assessment (SRA) is required for each type of event or situation (but not necessarily for each individual event) that involves children and adults at risk, including those that involve only brief contact e.g. a lunchtime event for admissions candidates.
- b. It is 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 events.
- c. Where an SRA already exists, this must be consulted/reviewed/updated, and action taken as necessary for each event. This is particularly important for all residential events.
- d. An SRA should be completed before any new or changed event. This should:
  - i. include information from any relevant health and safety risk assessment
  - ii. identify the nature, length, and frequency of the contact
  - iii. consider the personal circumstances/details/particular risks associated with children and adults at risk
  - iv. consider whether any children or adults at risk have allergies, are on medication, or have any disabilities (physical or mental), or behavioral difficulties
  - v. identify any potential areas for harm and detail action to prevent harm occurring, which could include consideration of alternative working practices
  - vi. in consultation with the HR Manager, identify those situations that would require a DBS check to be undertaken (see Section 7 below).
- e. If any under-18-years-of-age student(s) are admitted, an SRA will be required in order to ensure that a wide range of issues, including social interaction, provision of tutorial support and supervision have been considered. Usually the SL/DSL will prepare the SRA in conjunction with the Tutorial Office and distribute to relevant departments for action.
- f. A Safeguarding Risk Assessment template is attached at [Appendix C](#). This template is also available in the directory [W:\Committees\Health and Safety\Risk Assessments\Templates](#).
- g. It should be noted that there this a separate [Checklist and Risk Assessment for Vulnerable Workers](#).

## 7. Recruitment and Selection- Disclosure and Barring Service (DBS) Checks

- a. The College will undertake additional pre-employment checks where necessary as part of its safeguarding duty, including checking the accreditation of anyone employed by the College as a healthcare or psychotherapy professional such as a Nurse or counsellor. References



from recent or previous employers will also be sought. These checks will be undertaken by the HR Department.

- b. The extent of DBS checks will be as laid out in the DBS Policy. These checks will be coordinated through the HR Office.
- c. No one will be permitted to undertake a role which involves regular contact with children or adults at risk, as defined in the legislation, without a satisfactory Disclosure and Barring Service (DBS) check.
- d. It is the responsibility of the Head of Department to discuss with the HR Manager whether a DBS check is required for a role which is to be recruited. If so, to work with the HR Manager to ensure that the correct procedure/documentation is used as part of the recruitment process.
- e. In liaison with the relevant authorities, the SL/DSL will refer someone to the DBS if they:
  - a) Have had their employment with the College terminated because they harmed someone;
  - b) Have had their employment with the College terminated or job role limited because they might have harmed someone; or
  - c) Would have had their employment with the College terminated for either of these reasons, but they resigned first.

## 8. Training and Support

- a. Specific safeguarding training is provided as a standard to staff who habitually work with children or adults at risk as follows:
  - a.i. The Safeguarding Lead and Deputy undertake on-line Designated Safeguarding Officer Training (Level 3 Safeguarding) to be arranged by HR
  - a.ii. The Outreach and Widening Participation Officer receives the University Safeguarding training at the start of their appointment.
  - a.iii. Other relevant staff, including student helpers, will undertake the online iHASCO Child Safeguarding and/or the Safeguarding Vulnerable Adults as required. HR will facilitate this training.
- b. More generally, it is the responsibility of Heads of Department to:
  - b.i. Ensure that any employee, worker, Fellow, volunteer, student working on behalf of the College within their area is made aware of the existence of this policy and asked to familiarise themselves with the contents as part of their induction.
  - b.ii. Ensure that any employee, worker, Fellow, volunteer, student working on behalf of the College within their area who engages in a regulated activity completes safeguarding training, together with any additional training that may have been identified by any relevant risk assessment processes.
  - b.iii. Record and monitor the safeguarding training undertaken by those working on behalf of the College in their area.

## 9. Responding to Suspicions and Allegations

- a. Always ensure that the safety and welfare of the child or adult at risk are prioritized. As far as possible their wishes should be respected but it must

be noted (and they should be told), that the details of complaints or concerns cannot be kept secret and will be investigated.

- b. Concerns for the safety and well-being of children or adults at risk 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.
- c. Any suspicions or concerns (even minor ones) regarding possible abuse should be reported to the SL or DSL (see [Appendix B](#)). Generally, concerns about staff should be reported to the SL and those about children or students should be reported to the DSL.
- d. If a child or adult at risk 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 SL or DSL (see [Appendix B](#)).
- e. The SL/DSL have responsibility for ensuring that they are available during normal working hours to respond to allegations without delay, and for procedures to be in place should issues arise outside of normal working hours.  
Unless there is risk of immediate harm, the Safeguarding Report Form Appendix B.1. should be completed and passed to the SL or DSL as soon as possible.
- f. In the event there is a risk of immediate serious harm to a child or adult at risk, the emergency services should be contacted via 999 without delay. Anybody can make a referral in these circumstances. The SL & DSL should then be notified of the case.
- g. In responding to any report, the Safeguarding Lead or Deputy will gather as much information as possible in order to investigate the matter fully.
- h. Appropriate records will be retained by the SL/DSL in accordance with the College's Data Protection Policy. Where the matter relates to both staff and students, the SL will determine where the file should be kept.
- i. In consultation with the Warden, Senior Tutor, Finance Bursar and DSL, the SL will be responsible for contacting any statutory agencies such as the Local Safeguarding Children Board (LSCB) or the Police, if necessary.
- j. The College is not expected and should not attempt to investigate suspicions of abuse independently.
- k. Where a suspicion needs to be investigated by the relevant authority, it may be necessary for the College to do one or more of the following:
  - a) move the victim of an alleged safeguarding breach to a safe place;
  - b) suspend the individual(s) about whom an allegation or suspicion has arisen;
  - c) prevent the individual(s) about whom an allegation or suspicion has arisen from engaging in any regulated activities.
- l. Serious safeguarding breaches will constitute gross misconduct under the College's disciplinary policy and may lead to summary dismissal.

In the case of any disciplinary action including suspension as at k.b) above, the HR Manager should be consulted and involved in the process.

#### 10. Confidentiality

- a. Confidentiality will be respected in all circumstances except where necessary to protect the best interests of the child or adult at risk.
- b. All details of the matter and all records will be deemed to be personal data and therefore subject to terms of the Data Protection Policy.

#### 11. Promoting the Policy

- a. Reference to this policy is made in the Robinson College Staff Handbook and in the Information for Junior Members so that all new employees and students are aware of its existence at the time they join the College.  
The Policy will also be made available to the Governing Body through the Sharepoint directory.  
Non members will be issued with a copy of the Policy – see 3.i. above.
- b. New staff will be briefed on the policy as part of their Departmental Induction.
- c. Heads of Department are briefed on the policy and their responsibilities as a part of HODs Induction.
- d. Copies of the policy will be provided to anyone who is specifically identified as having access to children and/or adults at risk during the course of their employment.
- e. It is the responsibility of organisers of College social events, at which children may be present, to familiarise themselves with and adhere to the provisions of this policy.

## **Appendix A General Guidelines when working with children or adults at risk**

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

- The One-to-one Meeting risk assessment and guidance should be considered as implicitly a part of this Policy
- Avoid unnecessary physical contact
- Avoid taking a child or adult at risk alone in a car, however short the journey
- Do not take a child or adult at risk 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 adult at risk, make sure that others can clearly observe you
- Do not divulge personal contact details such as your personal mobile number, home address or home email address
- Do not make suggestive or inappropriate remarks to or about a child or vulnerable adult
- If a child or adult at risk 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 Safeguarding Lead (SL) - Domestic Bursar or the Deputy Safeguarding Lead (DSL) - Admissions Tutor Dr Wilkinson
- Participate in any training which Robinson College makes available to you to support you in your work with children and adults at risk
- Remember that those who abuse children and adults at risk can be of any age (including other children and adults at risk), 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 adults at risk as individuals. It also implies excluding behaviour that adults would deem inappropriate such as bullying, aggressive behaviour, racism, sectarianism or sexism.
- Where the visitor is part of a school visit and an attending school pupil requests a confidential interview, the interviewer should request a colleague to join the meeting. The interviewer/colleague witness is advised to make a careful confidential file note of the interview and to report on the interview to the SL or DSL.

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

- In the case of an emergency
- Where one-to-one meetings are scheduled for supervisions, tutorials, academic or college business meetings, etc. In that circumstance follow the One-to-one Meeting guidance.

## **Appendix B Responsible Persons**

Safeguarding Lead- Designated Person with overall responsibility for the Safeguarding Policy

Domestic Bursar - Nick Milne – 01223 339538 –  
[domesticbursar@robinson.cam.ac.uk](mailto:domesticbursar@robinson.cam.ac.uk)

Deputy Safeguarding Lead with responsibility for dealing with safeguarding issues in  
Admissions and the student community

Admissions Tutor – Dr Claire Wilkinson – 01223 339190 – [crw64@cam.ac.uk](mailto:crw64@cam.ac.uk)

Responsible Person for Health and Safety

Compliance & Communications Manager – Nick Lomax – [nl304@robinson.cam.ac.uk](mailto:nl304@robinson.cam.ac.uk)

## Appendix B.1. Safeguarding Report Form

- Use this form to provide as much detail as is immediately available to you, but do not attempt to obtain additional details from or about anyone else involved in the disclosure.
- Pass this information IMMEDIATELY to a Safeguarding Contact (see list) who will follow up and take the appropriate action. This should be handed over and acknowledged by the next working day
- Do not discuss your concerns with anyone other than a Safeguarding Contact.
- Do not attempt to investigate the concerns yourself.
- You may need support to cope with the disclosure/concerns you have dealt with – ask the Safeguarding Contact for advice

### Safeguarding Contacts

These contacts are interchangeable – you can report to either on any issue but generally, report staff issues to the SL and student issues to the DSL.

Name	Title	Safeguarding Role	Tele	Email
Nick Milne	Domestic Bursar	Safeguarding Lead Report on staff issues	01223 339538	<a href="mailto:domesticbursar@robinson.cam.ac.uk">domesticbursar@robinson.cam.ac.uk</a>
Claire Wilkinson	Admissions Tutor	Deputy Safeguarding Lead Report on student or visiting/children issues	01223 339190	<a href="mailto:crw64@cam.ac.uk">crw64@cam.ac.uk</a>

### Your details

Name:
Department:
Position:
Contact telephone numbers: Work: _____ Mobile: _____
Contact email address:
Address at work:

### Person at risk's details

Name:
Date of birth:
Tutor/Manager:
Contact details:

**Details of concern – please continue on additional sheets if required**

Are you reporting your own concerns or passing on those of someone else? (Give details)

Brief description of what has prompted these concerns. Include dates, times, venue etc. of any specific incidents and descriptions of any alleged or suspected abuse (emotional, sexual, physical abuse, discrimination or harassment), include descriptions of any injuries or marks which are observed. Include any relevant background that might explain the person at risk's behaviour.

What are the wishes of the person at risk?

Has consent to share been obtained? (NB that such reports cannot usually be kept secret and will usually need to be investigated)

Yes/No

Your Signature:

Print your name:

Date:

**For completion by the reporting person, with the Safeguarding Officer**

Does the concern fall into one of the following categories:

Neglect

Sexual abuse

Physical abuse

Emotional abuse

Signed: \_\_\_\_\_  
(Reporting person)

Signed: \_\_\_\_\_  
(Safeguarding Officer)

Has this information been passed to any other agencies? (please give details) If not, please record reasons why



## Appendix C Safeguarding Risk Assessment

College Department:	
Head of Department name & contact details	
Safeguarding Officer name & contact details:	
Dates risk assessment written and revised:	
Event/Activity Name:	
Describe/outline the activity that is under assessment:	

ASSESSED BY:		DATE:		REVIEWED BY:		DATE:	
APPROVED BY:		DATE:		NEXT REVIEW DUE:			

No	Hazard including Location	Persons in danger	Control measures in place	Severity 1-5 (value a)	Likelihood 1-5 (value b)	Risk Value (a x b)	Additional Measures/ Comments	Risk level after measures in place
1								
2								
3								
4								

5								
6								
7								
8								

If additional notes are required add them or refer to a procedure etc

## 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.1 Underage Risk Assessment

College Department:	TUTORIAL & BURSARY						
Head of Department name & contact details	Keisha Sharp <a href="mailto:ks610@robinson.cam.ac.uk">ks610@robinson.cam.ac.uk</a> Nick Milne <a href="mailto:domesticbursar@robinson.cam.ac.uk">domesticbursar@robinson.cam.ac.uk</a>						
Safeguarding Officer name & contact details:	Claire Wilkinson DSL <a href="mailto:crw64@cam.ac.uk">crw64@cam.ac.uk</a>						
Dates risk assessment written and revised:							
Event/Activity Name:	<b>UNDERAGE (&lt;18) STUDENT ADMITTED (UAS)</b>						
Describe/outline the activity that is under assessment: One or more students have been admitted to College who are not due to turn 18 until some time into the academic year. There are therefore various safeguarding actions required to be undertaken as detailed below.							
ASSESSED BY:		DATE:		REVIEWED BY:		DATE:	
APPROVED BY:		DATE:		NEXT REVIEW DUE:			

ACTIVITY AND ASSOCIATED POTENTIAL HAZARDS	Potential hazard level	Likelihood of Risk	Overall risk assessment	Actions required
<b>General:</b> Unawareness of the presence in College of a UAS may lead to errors and omissions of duty of care.	4	1	12	<ol style="list-style-type: none"> <li>1. Tutorial Office to advise all relevant parties (Senior Tutor, Tutor, DoS, SL and DSL, College Nurse, Domestic Bursar, Catering, Housekeeping, Porters), as to the presence in College of the individual UAS(s) to include their name, date of birth and a passport-size photograph for ID purposes and advise the duration of the UAS period of residence in College.</li> <li>2. The Domestic Bursar will re-circulate a copy of the Child and Vulnerable Adult Protection Policy to all relevant parties to reiterate the safeguarding principles that apply in College.</li> </ol>

ACTIVITY AND ASSOCIATED POTENTIAL HAZARDS	Potential hazard level	Likelihood of Risk	Overall risk assessment	Actions required
<p><b>Teaching/academic supervisions:</b></p> <p>In-college supervisions on 121 basis.</p> <p>Meetings with DoS on 121 basis.</p> <p>Departmental teaching on 121 basis.</p>	4	3	12	<p>3. Refer to information provided by Tutorial and the Safeguarding Policy.</p> <p>4. Relevant DoS, Tutor, Supervisors and Fellows to be advised on the risk and asked to arrange for all meetings with the UAS to be held with at least one other person present to avoid 121 meetings. This could be achieved by the meeting being held in “public” venues – e.g. RBCB.</p> <p>5. When 121 meetings are unavoidable, the Supervisor/Fellow to be consulted with a view to them applying for a DBS check.</p>
<p><b>Bar access:</b></p> <p>Under 18 not permitted alcohol in bar setting.</p>	3	1	3	<p>6. Refer to information provided by Tutorial and the policy.</p> <p>7. Bar staff and supervisors to be aware – photograph of UAS to be available – so that alcohol service can be precluded.</p> <p>8. Bar staff should be vigilant in ensuring that adults do not purchase alcohol for or on behalf of the UAS, with or without their knowledge/complicity. Any evidence of such actions should be reported to the Domestic Bursar under Section 9 of the Safeguarding Policy - Responding to Suspicions and Allegations.</p>

ACTIVITY AND ASSOCIATED POTENTIAL HAZARDS	Potential hazard level	Likelihood of Risk	Overall risk assessment	Actions required
<p><b>Catering:</b></p> <p>Dietary issues may not be understood and adhered to. Anaphylactic shock risk where allergies apply.</p> <p>Alcohol is permitted at Formal Halls – licensing law allows wine, beer, perry to be served with a meal.</p>	4	1	4	<p>9. Refer to information provided by Tutorial and the policy.</p> <p>10. Catering to meet with any such UAS to gather data and understand any dietary requirements.</p> <p>11. Catering to ensure that the UAS is thoroughly briefed on the allergen symbols used on menus and where to ask for dietary information in any catering setting in College.</p> <p>12. Where any severe allergies exist, Catering to ensure that College Nurse is aware so that she can ensure that appropriate precautionary measures are in place – e.g., epi-pen to hand at all times. Nurse to ensure that Tutor and other members of Welfare Team are briefed.</p> <p>13. Catering supervisors to be aware – photograph of UAS to be available – so that alcohol service can be precluded or monitored at all Formal Halls/dinners. Any evidence of potential abuse in respect of alcohol (e.g. encouraging the UAS to consume or over-consume alcohol), should be reported to the Domestic Bursar under Section 9 of the Safeguarding Policy - Responding to Suspicions and Allegations.</p>
<p><b>Residential community:</b></p> <p>Shared bathroom facilities with other students who are adult.</p>	4	1	4	<p>14. Refer to information provided by Tutorial and the policy.</p> <p>15. The UAS should be accommodated in a single room which enjoys its own en-suite bathroom facilities to avoid the need to share.</p>
<p><b>Safety in College:</b></p> <p>Understanding the health &amp; safety risks in College, especially the risk of Fire in the case of an evacuation.</p>	5	2	10	<p>16. Refer to information provided by Tutorial and the policy.</p> <p>17. Head Porter to meet with the UAS and appraise the student of relevant risks and to brief the UAS on the evacuation routines.</p> <p>18. If the Head Porter feels that there is a specific issue, a PEEP should be prepared.</p> <p>19. Head Porter to brief staff and record the UAS as a vulnerable individual who may need assistance.</p>

ACTIVITY AND ASSOCIATED POTENTIAL HAZARDS	Potential hazard level	Likelihood of Risk	Overall risk assessment	Actions required
<b>Housekeeping:</b> Cleaning of student room	4	1	4	20. Refer to information provided by Tutorial and the policy. 21. Housekeeping management team to be made aware of where the student is resident. 22. When carrying out room checks the student must not be in the room. 23. Any cleaning/bedmaking staff entering the room to clean it must ask that the student vacates the room whilst the staff member is present.
<b>Pastoral/Welfare contact:</b> Meetings with Nurse on 121 basis. Meetings with Head of Welfare on 121 basis.	4	3	12	24. Refer to information provided by Tutorial and the policy. 25. 121 meetings to be avoided. When 121 meetings are unavoidable, the meeting should be held in a “public” venue if possible. 26. Alternatively, the relevant member of the Welfare team to be consulted with a view to them applying for a DBS check.
<b>Social activity:</b> Mixing with other students from same and other cohorts who are all adult.	4	4	16	27. RCSA/MCR President (as relevant) to be advised by Tutorial of the UAS identify including a photograph for ID purposes. 28. It is inevitable that the UAS will be mixing with other students all the time. The Presidents are asked to report any concerns to the Domestic Bursar under Section 9 of the Safeguarding Policy - Responding to Suspicions and Allegations.
<b>IT:</b> Access to internet without parental guidance/controls	4	5	20	29. If broadband usage limits are exceeded, IT to advise Senior Tutor in case further analysis is appropriate.
<b>Data Protection breach:</b> Personal data is being shared and could be passed on to unauthorized others.	2	1	2	30. Data only to be shared with those who need to know. 31. All recipients to be reminded by HODs that the personal data is confidential and is not to be shared beyond what the scope of this risk assessment requires. 32. Any breach to be reported to CDPL.

## Appendix D One-to-One Risk Assessment and Guidance

<b>RISK ASSESSMENT NAME</b>	<b>One-to-One Contact</b>	<b>NO#</b>
<b>AREA/LOCATION/EQUIPMENT/ PROCESS/DESCRIPTION:</b> Give as much detail as necessary	Un-supervised/witnessed contact between two people. This could be typically a tutorial meeting or a staff management meeting for example. Less frequent but possible is Porter contact with students in the Lodge, in the student's room or in assisting a student after an incident. Possibility of verbal or aggressive behaviour. Possibility of accusations of inappropriate behaviour being made against staff members.	

ASSESSED BY:	<b>Nick Milne</b>	DATE:	<b>31/08/23</b>	REVIEWED BY:	<b>Dr Wilkinson Dr Annett</b>	DATE:	<b>Oct 2023 Sep 2023</b>
APPROVED BY:		DATE:		NEXT REVIEW DUE:			

No	Hazard	Persons in danger	Control measures Already in place	Severity	Likelihood	Risk Value	Additional Measures/ Comments
1	Safeguarding of individuals especially adults at risk or young persons	Students and/or staff	One-to-one meetings with children are to be avoided - See the College Safeguarding Policy and the General Guidelines when working with children or adults at risk.  Observe One-to-One Guidance below.  Identify any situations where a Disclosure and Barring Scheme (DBS) check might be required.	<b>1</b>	x <b>2</b>	<b>= 2</b>	

2	Aggression or assault on a member of the College.	Staff suffering serious injury as a result of physical assault.	<p>Professional training for staff who may have such contact (Nurse) – dealing with confrontation, distressed &amp; vulnerable individuals</p> <p>Provision of equipment (panic button), as means to notify the Duty Porters of an issue.</p> <p>Provision of equipment (mobile phone, telephone) as a means of communication with Porters Lodge/emergency services.</p>	1	x 2	= 2	
3	Potential allegations - dealing with (distressed) student incidents	Staff and/or students	<p>Seek assistance from a friend of the student concerned.</p> <p>Seek assistance from a Colleague, HOD, Duty Tutor, Other College Officer</p> <p>Record as much of what is said as possible as close to the occurrence as possible.</p>	1	x 2	= 2	Report the meeting and what occurred to a senior colleague as soon as possible
4	Giving the wrong impression	Staff and/or students	<p>Observe One-to-One Guidance below.</p> <p>Do not engage in close physical contact under any circumstances and do not make suggestive moves or statements.</p> <p>Be clear in the language you use.</p>	1	x 2	= 2	



5	Touching an incapacitated or individual	Staff and/or students	<p>Avoid touching an individual unless unavoidable – i.e. to move them away from danger</p> <p>If the individual can walk unaided, they should, unless there is a risk of falling and injury.</p> <p>If a Porter must physically support the individual, they must:</p> <ul style="list-style-type: none"> <li>- have two people to lift if possible or at least have a witness present to observe.</li> <li>- inform the student what you are about to do, for example “I am going to help you to move to the sofa.”</li> <li>- take great care to avoid sensitive areas of the body with the upper arms the preferred area for support &amp; from the side.</li> </ul> <p>Seek assistance from a friend of the student concerned. Seek assistance from a Colleague, HOD, Duty Tutor, Other College Officer</p> <p>Summon medical assistance – ambulance.</p>	<b>1</b>	x <b>2</b>	<b>= 2</b>	
6	Looking after the student in the Porters Lodge	Staff and/or students	<p>As far as possible seat the individual in a “visible” area rather than a back office. Avoid being alone and out of sight with the individual</p>	<b>1</b>	x <b>2</b>	<b>= 2</b>	

			<p>Avoid touching an individual unless unavoidable – i.e. to move them away from danger – even to provide comfort</p> <p>In the case of extreme drunkenness where vomiting is likely, place the individual in the recovery position and have a receptacle of some sort available.</p> <p>Seek assistance from a friend of the student concerned. Seek assistance from a Colleague, HOD, Duty Tutor, Other College Officer</p> <p>A record of the individual in the lodge should be added to the Duty Report.</p>				
7	Attending the student's room to assist a student back	Staff and/or students	<p>Avoid touching an individual – where physical support is necessary to relocate them, wait until you have help at hand before doing so – until such time, keep the individual in the Lodge.</p> <p>Seek assistance from a friend of the student concerned and ask them to provide the support rather than you doing so.</p> <p>If a non-Robinson friend is present and offering to accompany the Robinson Student to their room, check that they are happy with this privately. Always record the names of all parties involved.</p>	1	x 2	= 2	<p>When assisting an incapacitated individual back to their room:</p> <ul style="list-style-type: none"> <li>- a second person must be present</li> <li>- talk to the individual while helping them, advising who you are and what you doing.</li> <li>- wedge open the door</li> <li>- turn on lights before entering the room</li> <li>- take care not to trip on items left on the floor.</li> <li>- if helping 'hands on' you should place the individual's body onto the bed first making sure they do not bang their head. This should then only require that you touch their lower legs to position them.</li> </ul>

			<p>Seek assistance from a Colleague, HOD, Duty Tutor, Other College Officer</p> <p>A record of the individual and all details of the occurrence must be added to the Duty Report, especially if the individual was physically touched/assisted.</p>				<ul style="list-style-type: none"> <li>- If required, carefully move the individual into the recovery position.</li> <li>- unless in an emergency or for medical reasons, no clothing item of any kind is to be removed by a Porter (for example to fit the AED device to the chest)</li> <li>- if clothing must or is to be removed, it should be done by the individual themselves, or a known friend - Porter should retire to a respectful distance while this is being done.</li> </ul>
8	Welfare checks (night)	Staff and/or students	<p>Welfare checks should only be conducted if a direct instruction is given by the Duty Tutor or other College authority.</p> <p>Knock loudly and announce yourself clearly</p> <p>Avoid entering the room if possible – speak to the student at/from the door.</p> <p>Wherever possible, arrange for a friend of the student to be with them when you undertake the welfare check</p> <p>If you have to enter the room, ensure lights are on and the individual is awake.</p> <p>A record of welfare checks by Porters are to be recorded on the Duty Report.</p>	1	x 2	= 2	

# General Risk Assessment Form

## Risk Assessment Review

A review is required each year or if the process has changed or a significant incident has taken place. Where changes to the risk assessment need to take place, a new assessment must be started. Otherwise confirm acceptance as above.

Assessment Completed by (name)		Sign		Date	
Manager Acceptance (name)		Sign		Date	
Review Acceptance no change (year one)		Sign		Date	
Review Acceptance no change (year two)		Sign		Date	
Review Acceptance no change (year three)		Sign		Date	
Review Acceptance no change (year four)		Sign		Date	
Review Acceptance no change (year five)		Sign		Date	

## ONE-TO-ONE GUIDANCE

### One-to-One Situations

Generally one-to-one meetings or sessions are understood to be necessary in the College setting, as an academic institution and a student “hall of residence” and as a place of employment and the various parties are aware of the need and the value of such meetings. As such, the likelihood of such meetings resulting in safeguarding or other hazards is relatively low.

One-to-One situations are bound to arise in a variety of instances – tutorial meetings, staff/manager meetings or where wellbeing/health issues arise. For the purposes of this guidance, the following definitions apply:

- College “Host” – The person who is holding the meeting or contact “session” as a part of their duties or responsibilities – e.g. Tutor, line/responsible manager, Supervisor, Staff supervisor, Duty Porter, Nurse, Head of Wellbeing
- Recipient – The person “attending” the meeting or in need of the support/assistance – e.g. a student attending a tutorial or other appointment with the host, a member of staff attending a regular work related meeting with their manager/supervisor

However, some situations may arise which are out of the ordinary and this guidance seeks to provide College hosts with the confidence to work in one-to-one situations through an awareness of risk and measures which can be undertaken to keeping themselves and all one-to-one recipients, safe.

This means that College hosts should prepare and act in a way that maximises their own protection and that of the recipients of their one-to-one sessions as follows:

### Guidance Tips and advice

**If the one-to-one situation can be avoided, you should do so – e.g. where support for a distressed individual is required - summon help (a friend or colleague of the recipient) and as far as possible until the help arrives, remain in a “relatively” public space - Porters Lodge.**

- Ensure that when one-to-one working is an integral part of their role, the general risk assessment for One-to-One meetings and has been read and understood and that control measures are in place and are observed
- Where the individual situation requires (e.g. the recipient may have triggers), the host should undertake a specific risk assessment and have this reviewed and agreed by a senior colleague
- Avoid meetings with an adult at risk in remote, secluded areas, including in an online setting.
- Avoid one-to-one sessions in a student’s bedroom
- As far as possible, arrange meetings in advance, record the appointment in an auditable diary and where possible, inform other colleagues of the meeting beforehand
- Avoid use of 'engaged/do not disturb' or equivalent signs on the venue door - such signs may create an opportunity for secrecy or the interpretation of secrecy.
- Avoid drawing curtains or blinds of the meeting venue
- Consider the seating to be used carefully – sit where proximity to the recipient cannot be overly close - avoid sharing a sofa for example

- Carefully consider the needs and circumstances of the recipient. If the topic of the meeting is likely to be emotional, have tissues to hand
- Always report any situation where a recipient becomes distressed or angry to a senior colleague. You can log such an occurrence without breaking an individual's confidence or divulging personal data
- Raise any concerns about your own safeguarding, including possible attachment or conflict of interest concerns.
- Be aware of your exit strategy from the meeting – pause/suspend the meeting if your situation is becoming compromised and reconvene (if appropriate) with a colleague present
- Be aware of your exit route from the venue if necessary
- Ensure you consider where assistance could be found if you have a concern.
- If your meeting will overrun unusually into “non-office hours”, consider informing a senior colleague in writing
- Ensure you are aware of how to position yourself to reduce the risk of situation confusion? Do not have physical contact with the recipient even if you are wanting to comfort them, even if they initiate the contact.
- Be aware of the language used and tone of voice so as to avoid giving a false impression or understanding
- Avoid innuendo of any sort.