



JESUS COLLEGE  
CAMBRIDGE

1.5 This policy should be read in conjunction with the following documents:

- Staff policy on the recruitment of ex-offenders

- Applicants will be required to undergo an appropriate level of Disclosure and Barring Service (DBS) check.
- All appointed staff will be required to complete an agreed probationary period.
- All staff will be issued with the College's Policy on the Safeguarding of Children and Adults at Risk.
- Safeguarding training will be provided to those working with children and/or adults at risk every three years and training records will be kept by the HR Manager.
- Those individuals who attend training courses arranged by an organisation other than the College are required to advise the HR Manager of their attendance and provide copies of attendance certificates if requested.

### 3.3 Disclosure and Barring Service Disclosures.

- 3.3.1 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 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. A list of staff who have received DBS clearance is available from the HR Manager. Copies of DBS clearance documents will be held on individuals' personnel files held by the HR Manager but releaarc 0.003( a)-1ted to tB. o7 th15(B)1(S)DBSSis-9 Tc 0.003 T

- 3.4.2 Staff under the age of 18 have additional legal protection relating to their hours of work. The Working Time Regulations 1998 will be adhered to in ensuring that young workers have the required rest breaks within a 24 hour period. This includes requirements for a rest break of at least 30 minutes if a shift will last longer than four and a half hours, and that the staff member receives at least two consecutive days off per week. Young workers must not work between the hours of midnight and 4am.
- 3.4.3 A Risk Assessment on each job role where a young worker is appointed will be undertaken and the Line Manager will have responsibility to discuss this with the staff member and implement any recommendations. The staff member must also be provided with information on health and safety precautions, any equipment and protective clothing needed, any training needed to do the job safely and information of what to do in the event of a fire, accident or other emergency. The Line Manager will be responsible for ensuring this is carried out.
- 3.4.4 Under Licensing Laws, a young worker is able to serve alcohol to College Guests with meals under the supervision of a Manager. No young worker is permitted to serve in the College Bars or without direct supervision.
- 3.4.5 The College regularly takes on work experience students for periods not exceeding 2 weeks' duration. Risk Assessments are required in advance by the student's school and following consideration and approval, the school provides approval for the work experience placement. A representative of the school will be invited to College to review progress during the placement.
- 3.4.6 DBS checks are not usually required when employing young workers, unless there is a residential or travel element to the role. The HR Manager will individually assess the situation each time a young worker is appointed and decide whether any DBS checks are required.
- 3.4.7 All young workers will be directed to the College Policies on Equality, Diversity and Inclusion, and on Respect and Dignity at Work. It will be the Line Manager's responsibility to ensure that the young worker has understood these policies.

### 3.5 Admission of students under the age of 18

- 3.5.1 From time to time the College may admit a student under the age of 18. The Tutorial Department has a set procedure in place in such cases which involves:
- Designating a legal guardian in the UK if the student is from outside of the UK.
  - Communication with other departments, particularly the Catering Department in respect of serving alcohol.
  - Communication with the Tutorial Advisors, Director of Studies and JCSU.

- Consultation with the HR Manager on which DBS checks are in place and whether any further checks are necessary.
- The student's personal details are kept up-to-date, including emergency contact details.
- Liaison with relevant Faculties to ensure appropriate arrangements, training and DBS checks are in place to support the safeguarding of the student.

3.5.2 A detailed Risk Assessment must be completed by the Tutorial Department in advance of the student arriving at College. A generic Risk Assessment template is available from the HR Manager and should be adapted to the individual student's circumstances. This Risk Assessment and any recommended actions should be approved by the HR Manager.

- 3.6.4 For summer school bookings where groups of children and/or adults at risk stay in College, Risk Assessments are carried out directly by the organisation making the booking. Risk Assessments of College Access events are carried out by the Tutorial Department. These are available on request.
- 3.6.5 In the case of individual bed and breakfast bookings, parents or guardians are asked to take responsibility for the health and safety of any children and/or adults at risk who are staying with them in College. The accommodation booking platform specifically asks for the age of each guest and will not allow a child to stay in a room without an adult also being present. Self-identifying adults at risk staying in College are asked to complete a Personal Emergency Evacuation Plan on arrival at the PO(ar)4(e)sTw 0.38 41a winssessm84s19( ask)-1-10(o)-8.1

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## 5. General Guidance

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5.3.2 Those working with children or adults at risk should behave appropriately, ensure that language is moderated in their presence and should refrain from adult jokes or comments which are clearly unsuitable.

#### **5.4 Suspicions of Abuse**

5.4.1 Any student, staff member or Fellow who witnesses or suspects abusive behaviour towards a child or an adult at risk should record the details and report it to the Bursar, the Dean of Chapel or the HR Manager. It is not the College's responsibility to investigate any suspicions. This requires expertise which the College does not have, and the responsibility is to report it only. Investigations will be carried out by the appropriate authorities with the full cooperation of the College.

5.4.2 The College's Designated Safeguarding Lead (DSL) will appropriately record an allegation or report

pastoral roles may be necessary and will only take place when the sharing of information is in the interests of the child or adult at risk.

- 5.6.2 All staff are expected to exercise reasonable care and refer to the College policy on Identification and Handling of Confidential Records and the Staff Handbook when dealing with confidential information.

## **5.7 Contact**

- 5.7.1 Contact should not be made with any of the children or adults at risk for any other reason unrelated to the particular work. In particular, staff are required to do everything to maintain the College's reputation for integrity and responsibility in dealing with such people, and should not enter into any social or other non-work related arrangements with them, including contact via social media

## **5.8 Gifts and inducements**

- 5.8.1 On no account should anyone from the College give a child or an adult at risk a gift, receive a gift, or do anything which could be in any way considered a bribe or inducement to enter into a relationship or give rise to any false allegations of improper conduct against the individual.

## **6. In the event of a complaint or allegation**

- 6.1 Within the College, the handling of complaints and allegations relating to children and adults at risk is the responsibility of the Bursar as the College's DSL.
- 6.2 Parents, choristers or others who have any concerns at any time relating to the safety of members of the Choir should contact the College's DOSC for the College and Chapel Choirs (see 3.7.6) without delay, who will liaise with the College's DSL. Parents, choristers or others may also contact the College's DSL directly.
- 6.3 If anyone feels unable to convey a concern to a senior member of College, then the NSPCC Whistleblowing Helpline should be used: the number is 0800 0280285. Children may wish to speak to their parents first about anything or anyone that is worrying them or making them feel unsafe.
- 6.4 Concerns will always be taken seriously and those expressing concerns will not be subjected to any detriment. However, where the safety of children or adults at risk is in question, only limited assurances of confidentiality can be given as the matter must be addressed at once through the proper channels. Any member of staff receiving concerns about the safety of children or adults at risk will listen and take notes, making no promises of absolute confidentiality, and refer the matter at once to the College's DSL. The notes

that are taken should be comprehensive and factual and should use full names rather than being anonymised.

6.5 If a child or an adult at risk is in immediate danger, the Police or Social Services should be called immediately. Dial the Police on 999 or Cambridgeshire Social Care on 0345 0455203 (children) or 0345 0450455202 (adults). 01733 234724 can be called out of hours.

6.6 On receiving information, a complaint or an allegation, the DSL or other College member must take detailed notes of any complaint or allegation brought to him/her, listening carefully to all that is said, making no promises of absolute confidentiality. (Where handwritten notes are typed up later, the original contemporaneous notes will be retained.) The matter will thereafter be dealt with by the DSL in accordance with the College procedures and the senior management of the College will be kept informed, in confidence, unless for some reason this would place the child or adult at risk at increased risk of harm.

6.7 The Local Authority Designated Officer (LADO) will be informed within one working day of all allegations that an adult within College has:

- behaved in a way that has harmed a child or adult at risk, or may have harmed a child or adult at risk;
- possibly committed a criminal offence against or related to a child or adult at risk; or
- behaved towards a child or adult at risk in a way that indicates he/she may pose a risk of harm.

The advice of the LADO will be followed appropriately. Careful notes will be kept of information and advice received, decisions made and the reasoning behind them. In normal circumstances this will be done in full partnership with the parents or guardians of the child or adult at risk concerned, unless for some reason this would place the child or adult at risk at increased risk of harm.

6.8 In the event that the LADO advises the DSL that the matter should be referred to Children's Social Care or the Police, the DSL for the College will refer this as advised, and will convene a group including senior members of the College with full reference to the Safeguarding Authorities. The purpose of convening this group is to consider the implications for the College of the referral.

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