



Safeguarding Policy

October 2024



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1. Overview

- 1.1. Linacre College is committed to maintaining and promoting a safe, caring community which provides an environment where people can report or disclose abuse, harassment, and harm, in addition to where they can find support and best practice that contributes to the prevention of abuse, harassment and harm.
- 1.2. Whilst Linacre does not fulfil a statutory function and does not provide Community Care Services or Regulated Activities to Adults/children, which require stringent safeguarding measures, we do at times provide employment, accommodation and enrichment opportunities to adults, who may include those who could be deemed to be at greater risk due to vulnerabilities relating to age, mental or other disabilities, illness and isolation. At times there may be under 18s present in college spaces under the care of their parents who maintain full parental responsibility whilst on site. We accept that coercive control, domestic abuse, harassment, exploitation and abuse can happen to anyone at any stage of life and regardless of socio-economic background, race, gender, sexuality or education.
- 1.3. This policy should be read in conjunction with the University of Oxford Safeguarding Code of Practice (2015) and in the context of the charity commission guidance Safeguarding for charities and trustees (2023).

2. Governance

- 2.1. The Trustee Board has collective and ultimate responsibility for safeguarding, as for all of the College's activities. Operational implementation, judgments and oversight are delegated to key individuals as detailed in this policy, but the Trustee Board is responsible for setting the policy, for reviewing it regularly to ensure that it is fit for purpose, and for seeking reasonable assurance that adequate controls are in place and that those exercising delegated responsibility are competent to do so.
- 2.2. The Trustee Board will review this policy at least annually, or more frequently as needed.
- 2.3. The Welfare and Equalities Committee exercises more detailed scrutiny of safeguarding and wellbeing activities, and reports to the Trustee Board.
- 2.4. The Designated Safeguarding Lead (DSL, currently the Principal), is responsible for the managerial and operational oversight of safeguarding across the College, and has particular responsibilities in the safeguarding of children and adults at risk, as detailed in Appendix A. In absence, the Bursar will deputise for the Principal as the DSL. The Designated Safeguarding Lead reports to the Trustee Board.
- 2.5. The Designated Safeguarding Officer (DSO, currently the Senior Tutor) assists the Designated Safeguarding Lead and Welfare Lead as part of the direct operational response for safeguarding and wellbeing activities. In absence, the Welfare Lead will deputise for the Senior Tutor as DSO.
- 2.6. The Dean of Discipline is responsible for student discipline. The Dean also has authority to enact certain non-disciplinary safeguarding measures independently of the DSL and in partnership with the DSO, where this is necessary for the proper functioning of College or to protect student welfare.
- 2.7. The Welfare Lead is responsible for interventions, risk assessments and support plans as part of the College's student welfare provision, working closely with the Senior Tutor, wider internal and external welfare, administrative and academic contacts as required.
- 2.8. The HR Officer (or, in their absence, the Bursar) is responsible for employment policies and procedures, and for the College's employee welfare provision.
- 2.9. Safeguarding overlaps with multiple other activities, policies and procedures. Although certain safeguarding actions are directly specified in this policy, in other cases safeguarding is ensured via other policies or procedures which can be found on the college website. [Statutes, Regulations & Policies - Linacre College](#)



The College Designated Safeguarding Lead (DSL) is:

Nick Leimu-Brown

Principal

nick.brown@linacre.ox.ac.uk

in absence:

David Seale

Bursar

David.Seale@linacre.ox.ac.uk

The College Designated Safeguarding Officers (DSO) are:

Jane Hoverd

Senior Tutor

Jane.Hoverd@linacre.ox.ac.uk

Melissa Cross

Welfare Lead

Melissa.Cross@linacre.ox.ac.uk

3. Safeguarding Children and 'Adults at Risk'¹

- 3.1 As a postgraduate college, Linacre does not normally admit any student under the age of 18 years of age. However, the college recognises that children and 'adults at risk' do enter the site in certain circumstances such as: children are welcome on site with their parents and relatives, as part of externally organised summer schools and events, or as students or members whose needs for care or support place them at risk of abuse or neglect as defined in the Care Act 2014.
- 3.2 Where a member of College brings a child onto the site (including for organised College activities, such as to attend a social event for staff and families), they will be the responsible adult. In the case of activities run by other organisations (e.g. summer schools) the responsible adult will be a member of staff from the relevant organisation.

• ¹ Who is an 'adult at risk'? An adult at risk is someone who has care and support needs, is at risk of being abused or neglected and is unable to protect themselves against abuse or neglect because of those needs



- 3.3 The Disability Coordinator (Academic Registrar) and the College Disability Lead (Senior Tutor), in conjunction with the Welfare Lead and Disability Advisory Service, identify tailored support for anyone assessed or disclosing as having a care or support need which may result in them being at greater risk of abuse or harm.
- 3.4 Where a College Member occupies a position of trust with regard to children or adults at risk, an improper relationship with a child or adult at risk constitutes an abuse of trust under the Sexual Offences Act 2003.

4. Risk Assessment and Reporting Procedures

- 4.1 Although specific individuals have responsibilities as set out in this policy, everyone is responsible for safeguarding, and especially for reporting any concerns. See section 9 for Dealing with Suspicions or allegations of abuse.
- 4.2 For any event or activity where it is reasonably foreseeable that children or adults at risk might come into contact with the College, the Designated Safeguarding Lead will assign a Designated Safeguarding Officer (DSO). This applies regardless of whether primary safeguarding responsibility for the activity lies with the College, or with another organization. (e.g. school visits / summer schools). The DSO will assist with providing information, advice and Safeguarding Risk Assessments which highlight how risks can be minimised and outline local processes for reporting concerns. Risk Assessments should be checked by the Domestic Operations Manager and authorised by the DSL.
- 4.3 Individual Safety and Support Plans alongside Risk Assessments are undertaken by the Welfare Lead and Senior Tutor in consultation with individuals and University Support Services. These are shared with the DSL for complex high risk scenarios which may result in harm.

5. Processes That Support the Wellbeing of Students and Staff

- 5.1 The College actively promotes a safe and supportive environment. This includes taking reasonable steps to ensure that students are able to live, take part in clubs and societies and study safely without undue disruption or risk of harm, and that others who come into contact with the College can do so safely.

A number of College activities, procedures and policies support this, including:

- Promoting a healthy and safe environment via Health & Safety policy including Common Room risk assessed activities which include Welfare Representatives and Peer Supporters. Providing College information via induction workshops and in written and audio formats.
- Supporting students with appropriate, reasonable and proportionate welfare provision to help them complete their studies. Including access to the Welfare Lead, Designated College GP, University and External Support Service.
- Disciplinary procedures to address misconduct as listed above for both students and employees. Specific measures to deter and address harassment and sexual harassment including the Harassment Policy, Sexual Harassment Policy, campaign promotion and dedicated welfare support via the central University's Student Welfare and Support Service provision for survivors of sexual violence.
- Defining clear boundaries in unequal-power situations via the Relationships between Students and Staff Policy, and Social Media Policy.
- Precautionary measures as detailed in Section 8 of this Policy.

- 5.2 There is no such thing as a risk-free environment, and the College acknowledges that some degree of risk is inherent to many activities that are core to College and student life. The College follows the principle that activities should be as safe as reasonably possible given their function and nature, and that the benefit of an activity should be proportionate to the risks. This will be kept under regular review (for example, it is recognised that social events are an integral part of student life, but if a particular type of event is shown to



correlate with an increased instance of harassment or unsafe behaviour, it may be modified, suspended or discontinued as appropriate).

- 5.3 The College acknowledges its responsibility to take reasonable steps to ensure a safe environment, but reinforces that individuals are primarily responsible for their own behaviour, and that the responsibility for misconduct lies with the perpetrator(s).

6. Training

- 6.1 Anyone holding the role of Safeguarding Lead or Officer and their deputies will undergo detailed training in safeguarding issues on a regular basis.

Currently Children's Level 3 [eLearning : Level-3-Designated-Safeguarding-Lead-eLearning-2024---2025](https://www.oscb.org.uk/training).
www.oscb.org.uk/training

[OSAB Adult Safeguarding Courses - Oxfordshire Safeguarding Adults Board](#). [eLearning : Level-3-Team-LeaderManager-2024](#)

- 6.2 Other College roles that hold Specific Qualifications or relevant training relating to Wellbeing include the Welfare Lead, Junior Deans and Lodge Porters. Training may include First Aid, Fire Marshall, Mental Health First Aid, Sexual Violence and Prevent Training.
- 6.3 All staff when recruited will undertake mandatory induction which will include information which will help to identify when people might be struggling, signs of abuse and what procedures are to be followed if there are concerns for welfare.
- 6.4 Training is recorded and monitored via the HR officer.

7. Safer Recruitment

- 7.1 Safe recruitment procedures ensure that all appropriate checks, including criminal record checks and risk assessments are carried out on relevant staff, students and volunteers who work for Linacre College by the HR Officer. Records of DBS Disclosures are maintained by the HR Officer.
- Basic DBS checks – for all employees over 18 years of age. These checks will show unspent convictions and cautions.
 - Standard DBS check – for Welfare Lead, Senior Tutor, Junior Dean and Designated Safeguarding.
 - As Linacre College does not provide regulated activities for working with Vulnerable Adults or children, nor is it a Personal Care provider, Enhanced with Barred List DBS checks are not required.
- 7.2 Any member of staff who is arrested for and / or charged with any criminal offence is required to inform their Line Manager and/or Bursar within 2 working days. The Bursar will discuss with a Designated Safeguarding Officer and HR officer to identify any risk assessment, management and / or follow up actions needed prior to escalation to DSL/Principal for authorisation. Referral to Welfare Lead for support if appropriate. Privacy should be protected as far as possible.
- 7.3 An offence, disclosed or revealed by DBS, will not automatically preclude or terminate employment. Any adverse information on a DBS check is first discussed by the HR Officer with the Bursar and then a risk assessment of the individual and role is carried out by the HR Officer supported by the Welfare Lead and Bursar. This risk assessment is communicated to the individual concerned and to their line manager, who is responsible for ensuring any mitigations (e.g. restrictions on access) are maintained. Other staff should be told of these measures only where absolutely essential (e.g. to programme a different SALTO profile to normal).



8. Precautionary Measures

- 8.1 The College acknowledges its responsibility to take reasonable steps to ensure a safe environment, but reinforces that individuals are primarily responsible for their own behaviour, and that the responsibility for misconduct lies with the perpetrator(s).
- 8.2 The Dean of Discipline, Principal or Bursar can restrict a current student's access to particular facilities or the College site, including requiring a student to live outside College accommodation if they judge this to be necessary as a safeguarding measure. This can be temporary (for example, requiring a student to live outside College accommodation while a serious allegation is investigated) or ongoing (for example, restricting a student's access to the College bar where their behaviour indicates an ongoing risk to themselves or others). Restrictions of this kind are not a disciplinary sanction, and will only be applied (i) where the balance of risks indicates that it is reasonably necessary and (ii) for the period that is reasonably necessary.
- 8.3 A student who believes that they have been unfairly or unreasonably disadvantaged by a precautionary safeguarding measure can make a complaint under the Student Complaints Procedure.
- 8.4 Any College Officer, Manager, Porter or Junior Dean can impose reasonable restrictions in the short term where (i) this is reasonably necessary for the safety or good order of the site or to avoid disruption and (ii) the officers specified above are unavailable. This can include, for example, requiring a student who is being disruptive after hours to return to their room, or requiring a member of the public to leave the premises. University Security Services can be called upon to assist as necessary.

9. Dealing with Suspicions or Allegations of Abuse

- 9.1 As a postgraduate college, Confidentiality is respected, and consent to share will be sought, wherever possible, to any onwards disclosure of information. In the event of disclosures of harm, assistance is given to the person disclosing in order to enable them to make an informed decision about accessing support from relevant organisations / services such as statutory or counselling services. No names consultations with University Support Services will be undertaken when necessary to consider risk and support interventions.
- 9.2 There are circumstances in which information will be shared with a third party, e.g. taking account of the safety to themselves or others in the community, or where an individual lacks capacity to consent due to severe mental health impairment. This action will be undertaken in consultation with The Designated Safeguarding Lead, and where possible, following consultation with the University Director of Student Welfare and Support Services.
- 9.3 Anyone who has any reason to suspect that a child or adult at risk may have come to harm or be at risk of harm must contact the DSL or Designated Safeguarding Deputy immediately. **Disclosures of harm must be reported to authorities as soon as practically possible.** This action should be taken in consultation with Designated Safeguarding Officers or DSL. Reporting should be undertaken within one day of a disclosure via the Multi-Agency Safeguarding Hub (MASH) on 0345 050 7666.
- 9.4 Allegations against a member of staff, non-student volunteers or academic visitors, or suspicions of abuse involving a staff member who is considered to be an adult at risk or is under 18 years of age should be reported to the HR Manager and Designated Safeguarding Lead within one day of allegations being made.
- 9.5 Allegations against a student, or suspicions of abuse involving students who are considered to be an adult at risk or are under 18 years of age should be reported to Designated Safeguarding Officers, DSL and the University Director of Student Welfare and Support Services.
- 9.6 Anyone with an immediate life-threatening safeguarding concern about a child, or adult at risk should contact 999. This and subsequent action must be informed to the DSO and DSL as soon as possible.
- 9.7 Anyone who is concerned that the DSL or DSO has not acted appropriately in response to a safeguarding concern about a child or adult at risk, or that the DSL, DSO, or anyone in a position of responsibility for a child or adult at risk has acted in a way that might cause harm to a child or adult at risk, should initially inform an alternate DSL/DSL, undertake a no names consultation with the University's Director of Student Welfare and Support



Services and if agreed via this process, contact the Local Authority Designated Officer (LADO): 01865 810603 / mail to: lado.safeguardingchildren@oxfordshire.gov.uk

- 9.8 Radicalisation can be understood as a form of abuse. In any case of suspicion of Radicalisation, notification must be made to Welfare Lead, Designated Safeguarding Officer and/or Lead. Consultation must be undertaken with the University's Director of Student Support Services to ensure compliance with Prevent Duty.
- 9.9 In any case where the DSL or DSO makes a referral to the Multi-Agency Safeguarding Hub, the police, or any other external agency, they will also assess whether or not the situation meets the threshold for a Serious Incident Report to the Charity Commission, and will make a recommendation to the Trustee Board accordingly.

10. Complaints, Grievances and Whistleblowing:

- 10.1 Policies for staff and students are available via the College website in regards to Whistle blowing, Student complaints and Staff grievance processes. Promotion of these policies are undertaken within Induction periods.
- 10.2 Staff and Students can approach the Welfare Lead, HR Officer, Senior Tutor, Academic Registrar, Dean for Equality and Diversity or Bursar for initial support and direction to the relevant policies and processes.

11. Contact details for the local Social Services, University support services and emergency services:

For immediate life-threatening concerns for safety:

Police:

- Emergencies 999
- Non emergencies 101

For advice (including no name consultations) and notifications regarding non-emergency, immediate (but not life threatening) concerns of neglect, abuse or exploitation of children and adults the following apply:

Name of Authority: Oxfordshire County Council

Children's Services

- MASH: 0345 050 7666

Adult Services

- The Social and Healthcare Team 0845 050 7666
- Out of Hours: Emergency Duty Team 0800 833408

Online: [Reporting a safeguarding concern about someone | Oxfordshire County Council](#)

Anyone can report a safeguarding concern. This could include friends, family, carers. Or professionals working with adults needing support, or anyone who suspects abuse.

"When you report abuse, we will:

- listen to you
- take your concerns seriously
- respond sensitively
- consider any immediate danger that the vulnerable adult may be in
- talk to the police if it is a criminal matter
- make enquiries about the concerns



- consider the wishes of the adult at risk
- develop a plan with the adult that will keep them safe”.

For advice (including no names consultations) regarding non-emergency welfare and wellbeing the following apply:

- University support services –
Director SWSS: director.swss@admin.ox.ac.uk
Counselling: counselling@admin.ox.ac.uk;
Sexual Harm and Violence Service: ox.ac.uk/supportservice;
Disability Advisory Service: disability@admin.ox.ac.uk
- GP services – Beaumont Street Practice, 01865 240 501

12. Guidance

This policy statement follows requirements from the following Guidance:

Government

- *Working Together to Safeguard Children*² A guide to inter-agency working to safeguard and promote the welfare of children HM Government 2013
- *Statement of Government Policy On Adult Safeguarding*³ Department of Health 2011
- *Safeguarding Guidelines relating to Safer Recruitment*
- *DBS checks: guidance for employers. July 2022*
- *Department of Health: Regulated Activity (Adults) 2012.* [DH Title \(publishing.service.gov.uk\)](http://publishing.service.gov.uk)

Oxford University:

- *Confidentiality in Student Welfare Guidance May 2022*
- *University of Oxford Safeguarding Code of Practice*
- *Common Approach to Student Mental Health*
- *Implementing Reasonable Adjustments Anticipatory Duty*
- *Linacre Regulations & Policies relating to Students*
- *Linacre Regulations & Policies relating to Staff*



Appendix A - Role of Designated Safeguarding Lead (DSL) and Designated Safeguarding Officer (DSO)

The DSL will be responsible for:

- Implementing and promoting this policy, and providing assurance to the Trustee Board on controls and compliance.
- Reviewing and approving Safeguarding Risk Assessments and Procedure's. Although the prevention of abuse is paramount, Safeguarding Risk Assessments also need to take account of other avoidable risk of harm, including the physical environment and the detail of any planned activities.
- Communications between the College, Trustee Board, families and general student body in the event of a serious incident or tragedy..
- Notifications to Line Managers, Departments, LADO and/or the Disclosure and Barring Service in the event of formal warnings, cautions and convictions, where necessary and on behalf of the college.
- Attending Safeguarding Training and Refreshers. www.oscb.org.uk
- Maintaining confidential records of reported abuse and actions taken.
- Ensuring that any necessary regulatory disclosures are made promptly.

The DSO will have responsibility for:

- Implementing and promoting this policy.
- Attending Safeguarding Training and Refreshers. www.oscb.org.uk
- Raising awareness of allegations and concerns to the Designated Safeguarding Lead.
- Maintaining confidential records of reported abuse and actions taken.
- Undertaking no names consultations with University Student Support Services and/or HR.
- Making referrals to the statutory authorities if/when needed and supporting people involved in the process e.g. police and health services with consent and where capacity may be lacking.
- Carrying out and documenting Safeguarding Risk Assessments.
- Providing induction training regarding safeguarding processes and signs of harm on recruitment of new workers.
- Liaising with external organisations where college does not have primary safeguarding responsibility e.g. summer schools.