# St Chad's College
Durham

# Safeguarding Policy
## Policy Framework

Initially approved by Governors: June 2025
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St Chad's is an independent College and this policy is specific to the College. However, by virtue of being a recognised College of the University all of our members (Governors, Fellows, Tutors, staff and student) are also governed by relevant University policies in accordance with the Memorandum of Understanding between Durham University and St Chad's College (see section 6). This policy should therefore be read in the context of, and with due regard to, the University's guidance which can be found HERE. All staff and students are expected to familiarise themselves with these policies and will receive appropriate training.

This policy is set out in three parts as follows –

- Policy Framework
- Part A - Safeguarding Children
- Part B – Safeguarding Adults at Risk

This is accompanied by the following appendices –

- Appendix 1 – Incident Reporting Template
- Appendix 2 – Legislation and Government Initiatives
- Appendix 3 – Useful Contacts
- Appendix 4 – Staff Recruitment Self-Disclosure Form

The Policy Framework is intended to articulate the scope of this policy, the expectations of College members and the relationship with Durham University. For clarity and consistency, Parts A and B broadly align with the equivalent policies of Durham University. While the majority of issues relating to students of St Chad's College (all full members of Durham University) will be dealt with directly under Durham University's Safeguarding Policies (Children and Adults at Risk), it is necessary for the College to maintain a local Safeguarding Policy (Children and Adults at Risk) for the purposes of matters relating to staff, commercial activities and other activities for which responsibility lies locally with the College Officers and Governors of St Chad's as an independent College.

## What is safeguarding?

Safeguarding is the protection of the health, well-being and human rights of individuals; enabling them to live free from harm, abuse and neglect. This integral element of our institutional culture is a collective responsibility.

Whilst there is a specific legal duty and framework of safeguarding, it is important that safeguarding is seen in broad terms that extend beyond abuse-related concerns. As such, safeguarding can be understood as 'acting in ways that mitigate any risk of harm'. There may be concerns about the safety and wellbeing of an individual which are not

linked to abuse by another but are still on the safeguarding continuum. This might be to do with personal conditions or contextual circumstances; for example, poor mental health, homelessness and rough sleeping, suicidal thoughts, ill health and poverty. It is important to remember that safeguarding is as much about prevention as reaction, and so also covers risk assessment of environments and activities, anything that will help contribute to keeping people safe.

## Promoting a safe culture for all

In the College context, safeguarding is the action the College takes to positively promote a safe culture and encourage safe behaviours. This means the College will:

- Promote a safe environment and culture.
- Safely recruit and support all those with any responsibility related to children, young people or adults at risk within the College.
- Respond promptly to every safeguarding concern or allegation.
- Care pastorally for victims/survivors of abuse and other affected persons.
- Care pastorally for those who are the responding party in cases of concern.
- Respond to those that may pose a present risk to others.

Most members of College will not meet the criteria of the legal definition of an 'adult at risk', and the majority of College members will be over 18. However, any member of College may from time to time be 'vulnerable'. Whilst temporary vulnerability is not, strictly, covered by the legislation, College still expects the provisions of this policy to be considered where appropriate. This is particularly important where one party is in a position of trust or responsibility.

## Roles and responsibilities

In all cases where a member of the University (staff or student) is involved or implicated the College will inform the University LSO/DLSO immediately and the University policy will be invoked. The College and University will then work together to ensure that appropriate action is taken. Even where concerns are raised which involve individuals who are not University members (e.g. commercial guests and members of College staff), the University will be kept informed of the situation and appropriate information will be shared (see Section 12). The University LSO/DLSO may also be contacted for advice. This is to protect the safety of all involved; to ensure compliance with all relevant policies; and to collaborate on protecting the reputations of both the College and the University.

## Key definitions

- **Children** refer to those members of or visitors to the College who are under 18 years of age.

- **Adult at Risk** is any person who is aged 18 years or over and at risk of abuse or neglect because of their needs for care and or support.

- **Disclosure and Barring Service (DBS)** is the government department in England and Wales responsible for ensuring employers make safer recruitment decisions through the checking of persons to prevent unsuitable individuals from working with vulnerable groups, including children.

- **Frequently**, for the purpose of this policy, means at least once a week, or more, for a period of three weeks; or four or more days in a 30 day period.

- **Harm** to a child may be physical or mental and includes actual harm to a child, causing a child to be harmed, putting a child at risk of harm, attempting to harm a child and/or inciting another to harm a child. The Government's *Working Together* document[1] states that "Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the

impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children". Children may therefore be harmed either directly or indirectly through online contact, such as through the use of social media.

[1] Department for Health document, HM Government (2018) *Working Together to Safeguard Children* which can be found at Working together to safeguard children - GOV.UK

- **Lead Safeguarding Officer (LSO)** is the University's main point of contact for individuals wishing to report any incidents of harm or potential harm. From the date of approval of this policy the University's LSO (hitherto the Director of Student Support and Wellbeing) will be the University Secretary who is the Executive lead for safeguarding.

- **St Chad's College Safeguarding Director** is the College Principal, Dr Margaret Masson.

- **Deputy Lead Safeguarding Officer (DLSO)** is the nominated deputy for the LSO and the operational lead for safeguarding in the University. From the date of approval of this policy the Deputy Lead Safeguarding Officer will be the Director of Student Support and Wellbeing. The DLSO will work in close partnership with the Deputy Director of HR in the application of this policy to staff. The DLSO is also the University's lead counter signatory with the DBS.

- **College's Designated Safeguarding Officer** will be the Vice Principal, Dr Victoria Brown. The College's Designated Safeguarding Officer will work in close partnership with the University's DLSO in the implementation of this policy.

- **Safeguarding** is defined by the Government's Working Together policy as ensuring: protection of children from maltreatment; prevention of the impairment of children's health or development; that children are growing up in circumstances consistent with the provision of safe and effective care; and that action is taken to enable all children to have the best chances.

- **Regulated Activity** includes carrying out the following activities frequently (and/or overnight) with children (save where the University member is always being supervised by another adult who has been DBS checked):
    - Caring for, being in charge of, or supervising a child;
    - Teaching, training, or instructing a child;
    - Giving advice or guidance to a child about their physical, emotional, or educational well-being;
    - Conveying children in a vehicle; and/or
    - Carrying out a role which includes frequent contact with children who are not otherwise supervised by an appropriate adult (such as a parent, guardian, or teacher).

- **University Members** includes all staff and students in the University.

- **Adult at Risk** is a person aged 18 or over who is in need of care and support regardless of whether they are receiving them, and because of those needs are unable to protect themselves against abuse or neglect. In recent years there has been a marked shift away from using the term 'vulnerable' to describe adults potentially at risk from harm or abuse.

- **Abuse** is a violation of an individual's human and civil rights by another person or persons. See section 5 for further explanations.

- **Adult** is anyone aged 18 or over.

- **Adult safeguarding** is protecting a person's right to live in safety, free from abuse and neglect.

- **Capacity** refers to the ability to make a decision at a particular time, for example when under considerable stress. The starting assumption must always be that a person has the capacity to make a decision unless it can be established that they lack capacity (MCA 2005).

- **Residential Group** – the College welcomes a variety of groups to stay in its accommodation. For the purposes of this policy, residential groups are defined as non-familial groups of visitors booking multiple rooms which may include under 18s or adults at risk. Such groups will normally book in the name of an organization (e.g. Guides/Brownies, Boys Brigade etc).

## Policy Statement

- St Chad's College believes that all children have the right to grow up in a safe and caring environment, free from the threat of all types of harm or abuse; from neglect to physical, sexual, or emotional harm or abuse. Children also have the right to expect adults in positions of responsibility to do everything in their power to foster and uphold these rights. Whilst the University does not act in loco parentis, it does recognise that it has a duty of care to children and young people, staff, parents and carers of children in our care.

- In addition to our moral and ethical obligations, the College has a legal responsibility to safeguard the welfare of children who are on our premises, or who come into contact with our staff, in accordance with the Children Acts (1989 and 2004), along with the Health and Safety at Work Act (1974) and the DfE (2022) *Keeping children safe in education 2022. Statutory guidance for schools and colleges*. Available at: Keeping children safe in education - GOV.UK In addition, the Safeguarding Vulnerable Groups Act (2006), (as amended by the Protection of Freedoms Act 2012), and the DfE 2022 Regulated activity in relation to children: Regulated activity with children in England and Wales - GOV.UK requires organisations to ensure safe recruitment practices and environments for children as well as an obligation to refer any harm or potential harm of children to the DBS.

- The College will therefore ensure that:
    - This policy is disseminated College-wide and is communicated effectively to ensure that individuals whose activities on behalf of the College involve frequent engagement with children understand their responsibilities and are able to maintain adherence to this policy and code of conduct when engaged with children;
    - All members of the College who frequently come into contact with children as part of their role have an awareness and understanding of issues pertaining to safeguarding children, and know who the relevant College and University contacts and safeguarding officers are;
    - All members of the College who have frequent and/or opportunity for overnight contact (for example, as a nominated Master Key holder) with children are checked by the DBS before they are engaged in regulated activity with children;
    - All relevant staff have access to training at an appropriate level in the safeguarding of children;
    - Risk assessments for activities involving children include relevant mitigations where applicable;
    - Members of the College know to immediately contact the LSO, via a College Officer, with any concerns about harm or potential harm to children. Contact should be made in a swift and appropriate manner in the event of any concerns about the safety and welfare of any child;
    - Effective links are forged between relevant agencies and the College, to facilitate swift cooperation as required;
    - Written records of concerns relating to children are kept and secured in accordance with the Data Protection Act (1998).

- This policy document sets out the principles around which the College will operate in relation to safeguarding. While recognizing that it is preferrable to separate policy from procedure, there are key areas around which procedural requirements are also included for ease of use and to ensure clarity in relation to specific areas of the College's operation. These include – employment of under 18s, arrangements for residential groups and protocols for self-disclosure in staff recruitment.

## Online Safety

This policy seeks to provide guidance in relation to the safeguarding of children and adults at risk in the context of in-person and online behaviours. St Chad's College will promote the best practice guidance of the Online Safety Bill 2023 in the publication of online materials and the fulfilment of its strategic aims as an academic community.

Specifically the College will –

- Promote positive and healthy online behaviours to all members of the College (see also the Social Media Policy available online at https://www.stchads.ac.uk/about/documents/);
- Be aware of the potential influence of increasingly complex online environments including the use of AI;
- Facilitate constructive dialogue in relation to online safety through a lens of intellectual curiosity and scholarship;
- Report matters of concern in relation to online behaviours as per this policy;
- Commit to education and training for all new undergraduate members of the College in matters of online safety.

# Part A - Safeguarding Children Policy

1.1. This policy sets out the College's arrangements for the protection and safeguarding of children within the College. It also sets out the guidelines and procedures employed by the College for the reporting of harm or potential harm of children in the College.

1.2. The policy covers the responsibilities of all members of the College engaged in any College activities in which children are present (and not just those engaged in regulated activities). All members of the College, particularly staff and students engaged in activities involving children, either as a volunteer, researcher, worker, or employee, are expected to familiarise themselves with all aspects of this policy as it identifies vital information about which all staff should be aware.

College members should bring this policy to the attention of visitors to the College and others involved in activities with children led by the College. All visiting groups (especially residential groups) will also be made aware of this policy and College practices will be adapted to the needs of each individual group as appropriate. Where residential groups book in the name of an organization (see residential groups definition), the group will be expected to provide the College with copies of the organization's Safeguarding Policy before the booking is accepted. All activities on College premises will then be subject to both policies. Where the policies significantly deviate in their approach or requirements, the policy of St Chad's College will be invoked in the first instance.

1.3. Additionally, it is recognised that some members of the College will be required to familiarise themselves with and adhere to the safeguarding policies of partners with whom the College works. In addition, research staff and students working with children should also be mindful of the need to comply with both internal policy and external ethical regulations and requirements set by research partners. Research that emerges with safeguarding issues should be dealt with via discussion with the relevant governors to ensure that appropriate controls are in place to determine how unanticipated safeguarding concerns will be managed.

1.4. The policy and accompanying documents will be kept under review to ensure that children are safeguarded in the College environment. The University also maintains supplementary guidance pertaining to specific areas of the University's functions. Reference to such guidance may be appropriate for the College where similar specific activities are taking place and should be viewed in conjunction with this College policy.

## 2. Responsibilities and Accountabilities

2.1. The College has a responsibility to safeguard any children on its premises or in contact with its staff from any form of harm. The Children's Act 1989 places duty on local authorities to take steps to protect children when appropriate, and gives powers to the police to take any necessary actions. The *Safeguarding Children: Guidance for English HEIs* document (2007) from the Department for Innovation, University & Skills states that all staff in the education service should be aware of the need to alert appropriate authorities should instances of harm, or suspected harm to children arise. The College must be diligent in monitoring the legislative framework within which it operates, and will update practices and policy accordingly.

2.2. Ultimate accountability for matters pertaining to the safeguarding of children lies with the College's Safeguarding Director. The College's Safeguarding Director is responsible for: implementing and promoting this policy, and for ensuring it is monitored and reviewed according to legal developments; acting as the

main point of contact in the College for the protection of children; ensuring that appropriate College members are provided with information, advice, and training on the protection of children; establishing and maintaining contacts with the Local Safeguarding Children Board and the police; maintaining confidential records of reported child abuse/harm cases in accordance with the Data Protection Act (1998); referring and providing any relevant issues or information to the DBS; and maintaining the College's relationship with the DBS. The Designated Safeguarding Officer deputises for the College's Safeguarding Director.

2.3. As with all policies and procedures, the Designated Safeguarding Officer along with line managers, as part of their role, will be responsible for the implementation and dissemination of this policy in their area, ensuring compliance.

2.4. Whilst the College's Safeguarding Director is to act as the main point of contact in the College and as the College-wide responsible party, **all** College members have a responsibility to report any incidents of harm or potential harm to children, (even if potentially minor). Such concerns should be raised without delay.

2.5. The College is accountable to its students, not their parents, in issues relating to child protection. It is the College's policy to deal directly with students, with whom it has a contractual arrangement, and not their parents. This policy extends to U18 students. It is, however, a condition of admission to the University for U18s that a parent or guardian confirms, by signing a pro forma, acceptance of the arrangements detailed in this policy. In the case of international students whose family remains overseas, the University requires details of a guardian for the child, resident in the UK, who may be contactable and accessible should a need arise. This information is collected by Durham University on behalf of the College and shared with the College as per the Memorandum of Understanding between St Chad's College and Durham University.

2.6. Where a member of the College brings a guest/s to the College, the College member is responsible, in so far as is reasonably possible, for the behaviour of their guest and for referring any matters of concern to College staff in accordance with this policy.

## 3. Safeguarding Procedures

3.1. The College will ensure that all staff recognise their responsibility to report any concerns about safeguarding through the channels set out below. Staff are to respond immediately to any allegations or suspicions of harm, informing a College Officer who will support them in contacting the relevant contacts in the University. Confidentiality should never be promised, and all harm or potential harm to welfare should be reported in the best interests of the child. Staff should remember that it is not the responsibility of the College to investigate harm, (although the College may choose to investigate if it considers it appropriate to do so), but that it does have a duty to a) act if there is a cause for concern, and b) notify the appropriate agencies which can take forward investigations. Any concerns involving staff will be investigated as potential disciplinary matters under the College's HR procedures but only after informing the relevant authorities, and taking advice as appropriate (from e.g. Police).

3.2. The College recognises that responding to allegations or suspicions of harm to children can be distressing, and that initial concerns may be tentatively raised. Staff are to be assured that if they report any concerns according to the procedures outlined below that they will be wholly supported by their line manager and the College's Safeguarding Director along with the Designated Safeguarding Officer. Basic procedures to follow are:

- Remain calm and do not over-react or panic;
- Listen, giving time to the person to speak, without paraphrasing or providing different explanations for actions;
- Reassure the person that they have done the right thing in speaking up;
- Explain that only the professionals who need to know will be informed, but never promise confidentiality;
- Act immediately in accordance with the policy and do not try to address the issue yourself;

- Record in writing as near verbatim as possible what was said;
- Report to your line manager in the first instance, who is then responsible, as appropriate, for contacting the Designated Safeguarding Officer. It is the duty of anyone working with children to report disclosure or harm. It is not for staff to decide whether or not a suspicion or allegation is true; all instances must be taken seriously.
- If you are unable to contact the Designated Safeguarding Officer, the College's Safeguarding Director or another College Officer you should report your concerns directly to the police or social services. (Police on 101; Social Care Direct on 03000 267979)

3.3. If a person to whom the matter is reported is concerned that a child may be at risk of harm as determined in Durham Local Safeguarding Children Board's Child Protection Procedures[2], then the matter should be reported according to this procedure for reporting allegations or suspicions of abuse[3]:

- Report incidents or suspicions as soon as they occur (or as soon as you become aware of them). Where appropriate and where a staff member feels comfortable, concerns can be reported to your line manager who will then support you through sharing your concerns with the Designated Safeguarding Officer. Staff are also encouraged to liaise directly with the Designated Safeguarding Officer or College Officer where they feel able or if their line manager is directly involved in the incident. Regardless of the reporting routes, all staff are encouraged to report any concerns they have that a child may be suffering harm or potential harm, even if they are unsure about their suspicions.
- In some situations, it may be appropriate to immediately inform relevant external agencies before notifying your line manager. For example, should a safeguarding concern arise in the course of work in a school, the school's relevant contact should be notified immediately. Should a concern arise in the course of volunteering work the initial response team at the child's relevant local authority should be contacted[4]. If you are unsure whether to contact any external agencies, you should contact the Designated Safeguarding Officer who will be able to advise. In all cases where an external report has been made, the Designated Safeguarding Officer should also be notified internally as soon as possible, to ensure that the College is aware of the incident.
- In reporting any incidents, always provide the date and time of the disclosure, and of any incident or suspicion, what exactly was said or observed, an indication of the parties involved, as well as a summary of what you said and how you acted. It is important that complainants are as accurate as possible. The Designated Safeguarding Officer may make a telephone referral, either to the police or social services, within 24 hours of the initial allegation/suspicion.
- The relevant statutory agency may issue instructions for next steps. It may be that the initial recorder of the alleged harm is not contacted again as it is not usual practice for agencies to update the College with developments. If the initial reporter is dissatisfied with the action taken by the statutory agency, and feels that the child is still at risk, they should discuss this with the Designated Safeguarding Officer or the College's Safeguarding Director.
- The Designated Safeguarding Officer will also retain a copy of any report detailing concerns raised under this policy and any subsequent actions (including relevant documents), as well as any reports sent to social services or the police. These records will be held securely and, in compliance with the Data Protection Act, stored for 25 years.
- The Designated Safeguarding Officer will also notify the Safeguarding Director of safeguarding cases to ensure that they retain full oversight.
- **If you are concerned that there is an immediate risk of serious harm to a child, please contact the emergency services without delay on 999 or 101.**

3.4. All staff should be made aware that any allegations made against them under this policy may be considered as allegations of gross misconduct and that the individual may be suspended while an investigation is carried out. The College has a duty to refer any harm or potential harm of a child to the DBS, including where an individual is removed from undertaking regulated activity and/or where an individual leaves the College before any concerns which have been raised are considered or investigated.

3.5. This policy will be distributed to all incoming staff as part of their induction, and will be communicated to all

existing members via standard communication channels, including publication on the College website. This is vital to raise awareness of the policy and procedures involved, and to highlight individual responsibilities and accountabilities.

3.6. If you have concerns relating to the conduct of a College Officer; or if you are concerned about the way in which the Designated Safeguarding Officer or Safeguarding Director have responded to a report; or if you have comments or queries about the safeguarding policies themselves (or their implementation) then you should contact the Chair of Governors.

[2] According to the LSCB Child Protection Procedures, there are no absolute criteria on which to rely when judging what constitutes significant harm. For a full definition of significant harm, please see http://www.durham-lscb.org.uk/file-download/100 section 1.20-1.25.

[3] For a flowchart of how to respond to allegations/suspicions of abuse, see Appendix 1.

[4] Within County Durham, this is First Contact.

## 4. Recruitment and Admissions

4.1. Safeguarding can also be achieved through recruitment activities and employment checking, as well as training programmes. Safe recruitment can be achieved through checking eligibility and suitability to work with children. Specifically, employees will be required to complete a Staff Recruitment Self-Disclosure Form which is found in Appendix 4. Offers of employment will be made subject to the satisfactory completion of this form.

4.2. All individuals who, as part of their role in the College, have frequent contact with children will be required to undertake a DBS check prior to the College offering the employment (or a new role). Some roles are covered by specific legislation, such as the Criminal Justice and Court Services Act (2000) and the Protection of Children Act (1999) which makes it compulsory/strongly recommends that DBS checks be carried out. A list of roles which require DBS checking will be made available following an audit of activities involving contact with children. For non-UK nationals, or for those who have worked and lived abroad, a check may also be required from that country. The Designated Safeguarding Officer should be consulted if any doubts concerning the requirement for DBS checks arise.

4.3. A DBS check will provide the College with certainty that the individual is not barred from working with children. It is a criminal offence for the College to knowingly allow anyone to undertake regulated activity with children if they are on the barred list.

4.4. If an applicant or existing member of the College has to work with children, (and has no prior experience of working with children), they will be required to undertake specific training as a requirement of their appointment.

4.5. If, during a recruitment process, concerns about a potential colleague's suitability to undertake a role arise, (because they may be barred from engaging with children or they may be subject to an investigation), these must be immediately raised with the Designated Safeguarding Officer.

4.6. The University ensures that appropriate checks are undertaken for students on programmes that will require them to engage in regulated activity. The requirement to be checked is included in any offer letters (as a non-academic requirement), but does not itself form part of a conditional offer; although it is a prerequisite to registration and progression onto the programme. Individual departments are responsible for coordinating appropriate checks. The departments which offer programmes requiring DBS checks are: Education and Sociology. In addition to these, there are some departments which may offer placements or undertake research work involving regulated activity. Ad hoc checks are therefore issued by these departments as and when necessary. St Chad's College does not offer such programmes directly but as students of Durham University, students of St Chad's College may be subject to checks required by their programmes of study. The College may refer cases to such programmes or regulatory bodies if required.

4.7. Students or staff undertaking volunteering arranged by the College may be required to undergo DBS checks if the activity involves frequent and/or overnight contact with children. For instance, volunteers working on a residential camp would be checked. In addition, this applies to students or staff volunteering to work with children overseas in an official College capacity. For those volunteers not frequently working with children, a declaration of suitability to work with children is required along with appropriate training.

4.8. St Chad's College has a written policy on the recruitment of ex-offenders, which is made available to all applicants at the start of the recruitment process.

4.9. St Chad's may, from time to time, employ staff who are under the age of 18. Staff under the age of 14 must not be employed by the College. The College commits to -

- Carrying out a risk assessment before the child starts work.
- Sharing the College's Safeguarding Policy with them at the time of employment.
- Providing them with a letter detailing the conditions of their employment and the tasks required of them. The letter will also be shared with their parent or guardian.
- Holding details of their parent or guardian on file as an Emergency Contact.
- Ensuring their line manager has a current DBS in place.
- Not asking them to complete tasks which are beyond their physical or mental capacity.
- Ensuring they are not exposed to risk because of a lack of experience, being unaware of existing or potential risks, or lack of maturity.
- Adequate supervision to ensure their employment offers an opportunity for learning and skills development.
- Not requiring them to engage in lone working.
- Ensuring other staff are aware of those who are under 18 in order that risk can be mitigated.

4.10. In certain circumstances, the University does allow students to begin a course of study aged under 18. The College follows the University's policy in relation to students aged under 18. Additionally, St Chad's College will ensure that students under the age of 18 are accommodated in single occupancy bedroom (not shared) and their photo and name will be shared when necessary (e.g. to the College Licencee) to ensure they are not served alcohol on our premises while a minor. The College will also regularly review its risk assessment in relation to housing for students under the age of 18.

## 5. General Guidance for Safeguarding of Children

5.1. There are a number of general principles which exemplify best practice in working with children and which should be observed by all College members. Some of the guidance is general in nature, although there are a number of elements which relate to specific scenarios.

5.2. **College members should:**

- Be aware of the needs of children, and should be vigilant for signs of harm or potential harm inflicted either from a personal or institutional setting, or from online sources, especially social media accounts;
- Take seriously anyone's complaint or information on which appropriate action should be taken as soon as possible;
- Remember that children can be responsible for harming their peers;
- Avoid unnecessary physical contact with children. There are some cases where physical contact may be necessary such as the provision of physical support; this should only take place with the consent of the child;
- Comply with all health and safety rules and guidance;
- Report any incidents or accidents as soon as possible, and keep a written record of these;
- Be aware that it is a criminal offence (Sexual Offences Act (2003)) for anyone in a position of trust to

have a sexual relationship with a child (U18), regardless of consent;
- Be aware that breaches of this policy and/or allegations of misconduct concerning children and/or harm/potential harm of children may result in Disciplinary Procedures being instigated;
- In instances of medical emergency where it is not possible to contact named individuals, obtain consent for treatment from a College Officer, on behalf of parents/guardians, as in the best interest of the child;
- Forbid alcohol or illicit substance consumption by staff or College members whilst responsible for children, and also forbid consumption of alcohol or other illicit substances by children. The College will give consideration as to appropriate action if any illegal substances are discovered in the possession of children e.g. contacting a parent/guardian, sharing details with a group leader;
- Ensure that those involved with children in the College understand that they must report any harm or potential harm to a child to the Designated Safeguarding Officer through their line manager, and that they must not try to deal with such a situation themselves.

**5.3. College members should not:**

- Spend time alone with children, whenever possible, especially if physically located away from other individuals. Meetings should take place as openly as possible;
- Travel with children in a vehicle; if this cannot be avoided, staff should only travel in appropriately insured vehicles;
- Contact children outside of official activities.

## 6. Code of Conduct

6.1. All College members should adhere to the principles contained below in the code of conduct and should familiarise themselves with the appropriate behaviours and approach for working with children. College members should remember that they have a duty of care to all children, and should ensure that they work toward the creation of a safe environment.

6.2. **College members should:**

- Treat everyone with respect;
- Be sensitive to children's appearance, race, culture, religious beliefs, sexuality, gender, or disability;
- Provide an example others should follow, acting as an appropriate role model;
- Remember that actions may be misinterpreted, no matter how well intentioned;
- Plan activities to involve more than one person, or locate activities within physical sight of others;
- Provide an environment where children and adults feel comfortable enough to point out attitudes and behaviours they do not like, and to provide a caring, safe atmosphere;
- Be cautious about physical contact and avoid gratuitous physical contact with a child;
- Ensure mixed gender groups are supervised by both male and female staff;
- Question any unknown adult who enters College premises and/or who attempts to engage with children;
- Obtain parental consent for those who cannot consent for themselves to take/use images prior to the taking of images.

6.3. **College members should not:**

- Engage in sexually provocative or rough physical games with children;
- Allow children to use inappropriate language unchallenged e.g. racist, sexist, homophobic language;
- Make any sexually suggestive comments in front of, or to, or about a child, even in jest;
- Let allegations made by a child go unaddressed or unrecorded;
- Deter children from making allegations through fear of not being believed;
- Jump to conclusions without checking facts first;
- Rely on your own good name for protection;

- Fail to report any incidents of harm or potential harm;
- Promise confidentiality;
- Use physical force against a child, unless it constitutes reasonable restraint to protect him/her or another person. Incidents should be reported and recorded in writing with a witness statement (where possible) immediately afterwards;
- Undertake things of a personal nature which children can do for themselves;
- Humiliate or shame a child, including reducing a child to tears as a form of control;
- Be inappropriately familiar with a child.

6.4. This guidance is not only applicable to staff relating to U18s, or students relating to U18s in a voluntary, or educational role, but also to students interacting with fellow U18 students. Mindful of the developmental stage of those involved, this is general advice regarding the recommended behaviours to avoid.

## 7. Risk Assessment

7.1. For activities involving children there may be added health and safety risks. A Health and Safety risk template may be used to capture these risks. Such risk assessments should not be used to assess individual cases of alleged or suspected harm. Such disclosures should be referred through the appropriate channels, as outlined in this policy.

## 8. Application of the policy to students

8.1. As stipulated, this policy is applicable to all members of the College; including students. The College recognises that although the majority of students will not encounter children whilst in a position of responsibility, there are those who act as volunteers or staff, and who come into contact with children as a result of such roles. When representing the College and/or working with any other organisation, this policy and the policy of any partner organisation must be observed.

8.2. Students in such positions should receive a copy of this policy, and, regardless of their role, familiarise themselves with its contents; particularly the general guidance and code of conduct. Staff with responsibility for activities on site are ultimately responsible for the dissemination of this policy to students, and are also responsible for ensuring both appropriate behaviour and an understanding of child protection issues. Managers are also responsible for ensuring appropriate risk assessments are undertaken.

8.3. It is the College's responsibility to provide relevant checks for students on site, but once on a placement, students must make themselves aware of the relevant institutional policies and guidance to ensure compliance.

## 9. Application to Commercial Business (including weddings)

9.1. The College provides facilities and accommodation for a range of commercial business including weddings, overnight conferences and day visits. The College commits to the following -

- Providing a copy of the College's Safeguarding Policy at the time of booking confirmation to all groups and individuals.
- Requiring that all under 18s are accompanied by a responsible adult throughout their visit or stay.
- Informing guests of the layout and arrangements in the College in relation to communal or accessible facilities which may remain in use by student residents during their visit.
- Ensuring that the available facilities are clearly sign-posted before and during a visit.
- Not accommodating groups where under 18s are allocated to single bedrooms unless an 'exclusive use' arrangement for a specific area of 'locked off' accommodation is in place.
- Where residential group bookings include children outside of a familial group, we follow the best practice guidance provided by the NSPCC in requiring groups with the following adult to child ratios as the minimum number to help keep children safe –
    - 4-8 years – one adult to six children

    - 9-12 years – one adult to eight children
    - 13-18 years – one adult to ten children
  - Where residential groups involve children in a non-familial group, the provision of allocated bathroom facilities for staff and children of all genders will be considered in consultation with the residential group leader.
  - An overnight contact for at least one residential group leader will be required by the College. They should be available to be contacted by phone overnight and throughout the visit.
  - In cases where commercial business operates at a time when students are in residence, the College will inform residents in advance of any areas of the College which will be unavailable to them.

## 10. Assurance

10.1. This policy will be reviewed on a regular basis by College Officers. College Officers have responsibility for providing assurance to governors that the College is compliant with regulatory and legislative requirements regarding safeguarding, and will review the policy to ensure it remains fit for purpose.

## 11. Safeguarding Children in the event of an allegation/suspicion/disclosure

College member is concerned a child is being harmed or at risk from potential harm OR a member of staff is told about an incident of harm or potential harm to a child.

Is there an immediate risk to the child?
If yes, please contact the emergency services without delay on 999 or 101.
If no, continue as below.

Contact the College's Designated Safeguarding Officer (the Vice Principal) or the Safeguarding Director (the Principal) via your line manager. If neither the DSO or SD are available or are involved in the incident, another College Officer should be informed.
Outside of office hours, the Duty Officer should be contacted.

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Write a written statement about the incident as soon as possible recording relevant information. Refer to the section above which provides information about how to write your account. Where appropriate a College Officer or your line manager will support you in doing this.

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**For action by Designated Safeguarding Officer or Safeguarding Director or their nominated deputy**

1. Does the concern require referral to an external agency in the first instance? Examples may include First Contact or the lead for a visiting school group. → Yes → Make referral to external agency and inform University's DLSO.

2. Does the incident relate to or involve a member of St Chad's College staff? → Yes → Consult with the Finance and Operations Director as HR lead for the College.

3. Consult with University's DLSO to consider whether necessary to report to the LADO or Police.

4. Any further actions, as identified by the social services, are to be carried out by the Designated Safeguarding Officer in consultation with the University's DLSO to ensure the protection of the child?

5. The DSO compiles a report which is sent to the relevant social services department within 24 hours and held on file in College.

Where an issue relates to the poor practice of a staff member or volunteer, the College will seek to improve training, provide feedback to the individual or take other action to prevent similar incidents.

# Part B - Safeguarding Adults at Risk

## 1. Introduction

St Chad's College is committed to creating and maintaining a safe and positive environment and accepts our responsibility to safeguard the welfare of all adults in accordance with the Care Act 2014. Our Safeguarding Adults policy and procedures apply to all individuals who are part of the College's community.

St Chad's College will encourage and support all departments, colleges, clubs, societies and suppliers to adopt and demonstrate their commitment to the principles and practice of equality as set out in this Safeguarding Adults policy and the associated procedures. At St Chad's College we -

- Are committed to respectful engagement with all adults within our College community.
- Recognize that everyone has different levels of vulnerability and that each of us may be regarded as vulnerable at some time in our lives.
- Will carefully select and train all those with pastoral responsibility within the College, including the use of Disclosure & Barring Service where appropriate.
- Will respond without delay to any complaint made, cooperating with police and local authorities in any investigation.
- Commit ourselves to promoting safe practice by those in positions of trust and will challenge any abuse of power by anyone in a position of trust.
- Consider safeguarding to the responsibility of all members of our College community.

## 2. Principles

2.1. The guidance given in the policy and procedures is based on the following principles as set out in the Care Act 2014.

**The six principles of adult safeguarding**

The Care Act sets out the following principles that should underpin safeguarding of adults

**Empowerment** - People being supported and encouraged to make their own decisions and informed consent.
"I am asked what I want as the outcomes from the safeguarding process and these directly inform what happens."

**Prevention** - It is better to take action before harm occurs.
"I receive clear and simple information about what abuse is, how to recognise the signs and what I can do to seek help."

**Proportionality** - The least intrusive response appropriate to the risk presented.
"I am sure that the professionals will work in my interest, as I see them and they will only get involved as much as needed."

**Protection** - Support and representation for those in greatest need.
"I get help and support to report abuse and neglect. I get help so that I am able to take part in the safeguarding process to the extent to which I want."

**Partnership** - Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse
"I know that staff treat any personal and sensitive information in confidence, only sharing what is helpful and

necessary. I am confident that professionals will work together and with me to get the best result for me."

**Accountability** - Accountability and transparency in delivering safeguarding.
"I understand the role of everyone involved in my life and so do they."

2.2. All adults, regardless of age, ability or disability, gender, race, religion, ethnic origin, sexual orientation, marital or gender status have the right to be protected from abuse and poor practice and to participate in an enjoyable and safe environment.

2.3. St Chad's College will seek to ensure that the College is inclusive and make reasonable adjustments for any ability, disability or impairment. We will also commit to continuous development, monitoring and review.

2.4. The rights, dignity and worth of all adults will always be respected.

2.5. We recognise that ability and disability can change over time, such that some adults may be additionally vulnerable to abuse, for example those who have a dependency on others or have different communication needs.

2.6. We recognise that a disabled adult may or may not identify themselves or be identified as an adult 'at risk'.

2.7. We all have a shared responsibility to ensure the safety and well-being of all adults and will act appropriately and report concerns whether these concerns arise within the College, for example inappropriate behaviour of a student or member of staff, or in the wider community.

2.8. All allegations will be taken seriously and responded to quickly in line with these Safeguarding Adults Policy and Procedures.

2.9. St Chad's College recognises the role and responsibilities of the statutory agencies in safeguarding adults and is committed to complying with the procedures of the Local Safeguarding Adults Boards.

## 3. Guidance and Legislation

3.1. The practices and procedures within this policy are based on the principles contained within the UK and legislation and Government Guidance and have been developed to complement the Safeguarding Adults Boards policy and procedures, and take the following into consideration:

- The Care Act 2014
- The Protection of Freedoms Act 2012
- Domestic Violence, Crime and Victims (Amendment) Act 2012
- The Equality Act 2010
- The Safeguarding Vulnerable Groups Act 2006
- Mental Capacity Act 2005
- Sexual Offences Act 2003
- The Human Rights Act 1998
- The Data Protection Act 1994 and 1998
- General Data Protection Regulations 2018
- Multiagency practice guidelines: Handling cases of Forced Marriage 2014
- Mandatory reporting of Female Genital Mutilation 2016

## 4. Definitions

4.1. To assist working through and understanding this policy a number of key definitions need to be explained and are set out in the Police Framework.

## 5. Types of Abuse and Neglect – Definitions from the Care Act 2014

5.1. This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour or issue which could give rise to a safeguarding concern.

- **Self-neglect** - this covers a wide range of behaviour: neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.
- **Modern Slavery** - encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
- **Domestic Abuse** - including psychological, physical, sexual, financial and emotional abuse. It also includes so called 'honour' based violence.
- **Discriminatory-** discrimination is abuse which centres on a difference or perceived difference particularly with respect to race, gender or disability or any of the protected characteristics of the Equality Act.
- **Organisational Abuse** - including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.
- **Physical Abuse** - includes hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions.
- **Sexual Abuse** - including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
- **Financial or Material Abuse** - including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- **Neglect** - including ignoring medical or physical care needs, failure to provide access to appropriate health social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
- **Emotional or Psychological Abuse** - this includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks. This could be an athlete threatening another athlete with physical harm and persistently blaming them for poor performance.

5.2. Not included in the Care Act 2014 but also relevant:

- **Cyber Bullying** - cyber bullying occurs when someone repeatedly makes fun of another person online or repeatedly picks on another person through emails or text messages, or uses online forums with the intention of harming, damaging, humiliating or isolating another person. It can be used to carry out many different types of bullying (such as racist bullying, homophobic bullying, or bullying related to special educational needs and disabilities) but instead of the perpetrator carrying out the bullying face-to-face, they use technology as a means to do it.
- **Forced Marriage** - forced marriage is a term used to describe a marriage in which one or both of the parties are married without their consent or against their will. A forced marriage differs from an arranged marriage, in which both parties consent to the assistance of a third party in identifying a spouse. The Anti-social Behaviour, Crime and Policing Act 2014 make it a criminal offence to force someone to marry.
- **Mate Crime** - a 'mate crime' as defined by the Safety Net Project is 'when vulnerable people are befriended by members of the community who go on to exploit and take advantage of them. It may not be an illegal act but still has a negative effect on the individual.' Mate Crime is carried out by someone the adult knows and often happens in private. In recent years there have been a number of Serious Case Reviews relating to people with a learning disability who were murdered or seriously

harmed by people who purported to be their friend.
- **Radicalisation** - the aim of radicalisation is to attract people to their reasoning, inspire new recruits and embed their extreme views and persuade vulnerable individuals of the legitimacy of their cause. This may be direct through a relationship, or through social media.

## 6. Signs and indicators of abuse and neglect

6.1. Abuse can take place in any context and by all manner of perpetrator. There are many signs and indicators that may suggest someone is being abused or neglected, these include but are not limited to:

- Unexplained bruises or injuries - or lack of medical attention when an injury is present.
- Person has belongings or money going missing.
- Person is not attending/ no longer enjoying their academic course/ social activities.
- Someone losing or gaining weight/ an unkempt appearance.
- A change in the behaviour or confidence of a person.
- They may self-harm.
- They may have a fear of a particular group or individual.
- They may tell you/ another person they are being abused - i.e. a disclosure.

## 7. What to do if you have a concern or someone raises concerns with you

7.1. You may become aware that abuse or poor practice is taking place, suspect abuse or poor practice may be occurring or be told about something that may be abuse or poor practice and you must report this to the Designated Safeguarding Officer or, if the Designated Safeguarding Officer is implicated, then report it to the Safeguarding Director.

7.2. If you are at an external event and have a concern then speak to the relevant staff member.

7.3. If you are concerned someone is in immediate danger, contact the police straight away.

7.4. It is important when considering your concern that you also consider the needs and wishes of the person at risk, taking into account the nature of the alert, more information on this is given in Appendix 2 – Legislation and Government Initiatives.

## 8. How to record a disclosure

8.1. Make a note of what the person has said using his or her own words as soon as practicable. Complete an Incident Form (see Appendix 1) and submit to the Designated Safeguarding Officer.

8.2. As long as it does not increase the risk to the individual, you should explain to them that it is your duty to share your concern with the Designated Safeguarding Officer. Your role throughout is to minimise the risk to those involved.

8.3. Describe the circumstances in which the disclosure came about.

8.4. Take care to distinguish between fact, observation, allegation and opinion. It is important that the information you have is accurate and is factual. Present your report as a timeline of events and update it as the incident progresses. Where possible, include verbatim accounts from those you speak with. Be aware that it is not your role to investigate to simply to take an account of facts.

8.5. Be mindful of the need to be confidential at all times, this information must only be shared with the Designated Safeguarding Officer and others on a need to know basis.

8.6. If the matter is urgent and relates to the immediate safety of an adult at risk then contact the emergency services without delay on 999 or 101. If you need advice or support, you should contact the Designated

Safeguarding Officer, a College Officer or your line manager. Outside of office hours, the Duty Officer is available.

## 9. Safeguarding Adults at Risk in the event of an allegation/suspicion/disclosure

College member has concerns/suspicions about a person's behaviour OR there has been a disclosure or an allegation about a person's behaviour

Is there an immediate risk to the person?
If yes, please contact the emergency services without delay on 999 or 101.
If no, continue as below.

Do the concerns relate to Adult Safeguarding or poor practice?
See definitions in the policy.

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Contact the College's Designated Safeguarding Officer (the Vice Principal) or the Safeguarding Director (the Principal) via your line manager. If neither the DSO or SD are available or are involved in the incident, another College Officer should be informed.
Outside of office hours, the Duty Officer should be contacted.

↓

Write a written statement about the incident as soon as possible recording relevant information. Refer to the section above which provides information about how to write your account. Where appropriate a College Officer or your line manager will support you in doing this.

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**For action by Designated Safeguarding Officer or Safeguarding Director or their nominated deputy**

1. Does the concern require referral to an external agency in the first instance? Examples may include professional governing bodies.

Yes → Make referral to external agency and inform University's DLSO.

2. Does the incident relate to or involve a member of St Chad's College staff?

Yes → Consult with the Finance and Operations Director as HR lead for the College to consider -
1. Are any precautionary measures required?
2. The procedure for investigation.

3. Consult with University's DLSO to consider whether necessary to report to the Police, Adult Social Care, Multi Agency Safeguarding Hub, Local Safeguarding Adults Board etc.

**Throughout the process, the College will involve the Adult at Risk wherever possible and gain consent for any referrals to social care and information sharing if the person has capacity and risk can be managed appropriately.**

4. Any further actions, as identified by the social services, are to be carried out by the Designated Safeguarding Officer in consultation with the University's DLSO to ensure the protection of the Adult at Risk?

5. The DSO compiles a report which is sent to the relevant social services department within 24 hours and held on file in College.

Where an issue relates to the poor practice of a staff member or volunteer, the College will seek to improve training, provide feedback to the individual or take other action to prevent similar incidents.

## 10. Roles and Responsibilities

10.1. St Chad's College is committed to having the following in place:

- A Safeguarding Director and Designated Safeguarding Officer who are accountable for the production and dissemination of guidance and resources to support the policy and procedures.
- A clear line of accountability within the organisation for work on promoting the welfare of all adults.
- Procedures for dealing with allegations of abuse or poor practice against members of staff and students.
- Arrangements are in place to work effectively with other organisations including Durham University to safeguard and promote the welfare of adults, including arrangements for sharing information.
- Appropriate whistle blowing procedures and an open and inclusive culture that enables safeguarding and equality & diversity issues to be addressed.

10.2. At St Chad's College excellence in pastoral support is fundamental to our ethos as a College community. In the provision of such support, the following principles apply –

- Staff and volunteers should declare conflicts of interest in circumstances where they are asked to support others.
- Staff and volunteers should be aware of the dangers of dependency in pastoral and professional relationships and seek advice or supervision when these concerns arise.
- Staff and volunteers should recognize their limits and not undertake any support that is beyond their competence or boundaries of their role.
- Staff and volunteers should not engage in intimate relationships with students or visitors for whom they have supervisory or pastoral responsibilities. This aligns with Durham University's policy in relation to Sexual Misconduct and Violence which is adopted by St Chad's College.
- Staff should remain aware of the distinction between the provision of support and advocacy.
- Staff and volunteers should avoid behaviour that could give the impression of inappropriate favouritism or the encouragement of inappropriate special relationships.
- Staff and volunteers should treat those with whom they work with respect, encouraging self-determination, independence and choice.
- Staff and volunteers should not undertake any pastoral care while they are under the influence of drink or non-prescribed drugs.

## 11. Relevant Policies

11.1. This policy should be read in conjunction with other St Chad's College policies available at https://www.stchads.ac.uk/about/documents/.

## 12. Review Date

This policy will be reviewed every two years or sooner in the event of legislative changes or revised policies and best practice.

## Appendix 1 – Incident Report Form

| | |
|---|---|
| **Nature and date of incident(s)**<br><br>*An account of factual information, verbatim from the original report if possible.* | |
| **Action taken**<br><br>*A timeline of actions taken.* | |
| **Action that is planned for the future in response to the incident** | |
| **Date incident deemed closed in agreement with the Safeguarding Director** | |
| **Record keeping** | A copy of this incident report will be held in the office of the Designated Safeguarding Officer. There is no direct provision for the retention of this type of document within the College's data retention schedule. It would be reasonable to retain this file note for seven years in the first instance and to review thereafter. |
| **Signed and dated** | |

## Appendix 2 – Legislation and Government Initiatives

The below provides a non-exhaustive list of relevant external regulatory or legislative documents.

**Sexual Offences Act 2003**
http://www.legislation.gov.uk/ukpga/2003/42/contents
The Sexual Offences Act introduced a number of new offences concerning vulnerable adults and children. www.opsi.gov.uk

**Mental Capacity Act 2005**
http://www.legislation.gov.uk/ukpga/2005/9/introduction
Its general principle is that everybody has capacity unless it is proved otherwise, that they should be supported to make their own decisions, that anything done for or on behalf of people without capacity must be in their best interests and there should be least restrictive intervention. www.dca.gov.uk

**Safeguarding Vulnerable Groups Act 2006**
http://www.legislation.gov.uk/ukpga/2006/47/contents
Introduced the new Vetting and Barring Scheme and the role of the Independent Safeguarding Authority. The Act places a statutory duty on all those working with vulnerable groups to register and undergo an advanced vetting process with criminal sanctions for non- compliance. www.opsi.gov.uk

**Disclosure & Barring Service 2013**
https://www.gov.uk/government/organisations/disclosure-and-barring-service/about
Criminal record checks: guidance for employers - How employers or organisations can request criminal records checks on potential employees from the Disclosure and Barring Service (DBS). www.gov.uk/dbs-update-service

**The Care Act 2014**
http://www.legislation.gov.uk/ukpga/2014/23/introduction/enacted
The Care Act introduces new responsibilities for local authorities. It also has major implications for adult care and support providers, people who use services, carers and advocates. It replaces No Secrets and puts adult safeguarding on a statutory footing.

**Working Together to Safeguard Children 2023**
https://www.gov.uk/government/publications/working-together-to-safeguard-children--2
Statutory guidance on multi-agency working to help, protect and promote the welfare of children.

**Keeping Children Safe in Education 2024**
https://assets.publishing.service.gov.uk/media/66d7301b9084b18b95709f75/Keeping_children_safe_in_education_2024.pdf
Statutory guidance from the Department of Education for schools and colleges.

**Equality Act 2010**
https://www.gov.uk/guidance/equality-act-2010-guidance
The act of Parliament that consolidates, updates and supplements anti-discrimination laws. The act sets out the personal characteristics protected by the law and defines unlawful behaviour.

## Appendix 3 – Useful Contacts

- Durham University Lead Safeguarding Officer (LSO) Mrs Amanda Wilcox, University Secretary, university.secretary@durham.ac.uk
- Durham University Deputy Lead Safeguarding Officer (DLSO) Mr Sam Dale, Director of Student Support & Wellbeing, director.wellbeing@durham.ac.uk
- Local Authority Safeguarding Lead, County Durham Safeguarding Adults Inter-Agency Partnership Children and Adult Services, Priory House Durham, DH1 SRR. Call Social Care Direct 24 hours a day on 03000 267 979.
- Police contact - Durham Constabulary 101 or 999.

## Appendix 4 – Staff Recruitment Self-disclosure Form

You are being asked to complete this form because the role you are applying for is covered by the Rehabilitation of Offenders Act 1974 in England, Scotland and Wales or the Rehabilitation of Offenders (Northern Ireland) Order 1978 and involves contact with children or young people.

At St Chad's College, while most of our students are over the age of 18, some join us at a younger age. The role you have applied for may therefore involve contact with children. Depending on your role, if successful, you may also be required to complete a Disclosure and Barring Service check in addition to this self-declaration.

All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a legal right to access any information held about you. In completing this form you may also wish to refer to St Chad's College policy on the Recruitment of Ex-Offenders which is available at https://www.stchads.ac.uk/about/documents/.

| | |
|---|---|
| Name | |
| Previous name(s) | |
| Address with postcode | |
| Telephone/mobile number | |
| Date of birth | |

**Criminal record declaration**
This role is covered by the Rehabilitation of Offenders Act 1974 in England, Scotland and Wales, or the Rehabilitation of Offenders (Northern Ireland) Order 1978. You are therefore only required to declare unspent conditional cautions or convictions.

| | |
|---|---|
| Do you have any unspent conditional cautions or convictions in the UK or overseas? | YES / NO |
| If yes, please provide further information: | |

**Conduct Declaration**

| | |
|---|---|
| Have you ever been known to any children's services department or police as being a risk or potential risk to children? | YES / NO |

| | |
|---|---|
| If yes, please provide further information: | |
| Have you ever been dismissed for misconduct from any paid or voluntary position previously held by you? | YES / NO |
| If yes, please provide further information: | |
| Have you ever been under investigation for or subject to any disciplinary sanctions in relation to your conduct at the time or your employment? | YES / NO |
| If yes, please provide further information: | |
| **Confirmation of declaration (tick to confirm)** | |
| I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation's attention. | |
| In accordance with the organisation's procedures if required I agree to provide a valid criminal record certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it. | |
| I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people. | |

| | |
|---|---|
| I understand that the information contained on this form, the results of the criminal record check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children. | |

By signing below, I confirm that the information I have provided on this form (or attached) is accurate. I understand that this information will not necessarily prevent me from being employed or appointed in the role above, and that I will be given an opportunity to discuss any concerns you might have before you make a final decision on my suitability for the role.

| | |
|---|---|
| Signature | |
| Print name | |
| Date | |