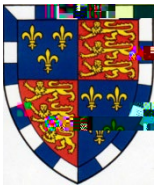
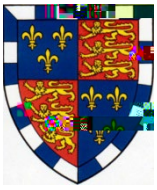


Safeguarding Policy

1. Aims

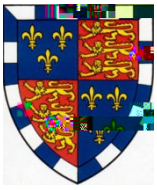
1.1 The College aims to adopt the highest standards and take all reasonable steps in relation to the safety and welfare of children and adults at risk. The College encounters children and some adults at risk through its teaching and research activities, as well as through its recruitment and outreach programmes.

1.2



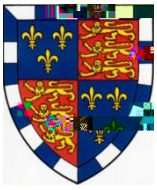
involved will seek, insofar as their educational experience would not be compromised, to avoid singleton tutorials or supervisions. It is recognized, however, that one-to-one contact with Tutors, Directors of Studies and Supervisors at meetings may be necessary.

b) IT – Use of the internet by under-18s for study will be as for all students.
c) Alcohol and student arranged activities –

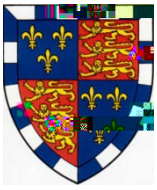


Officer who will consider what action is required. A referral should be made even where concerns are seemingly minor; in some instances it is a pattern or range of minor incidents which, when taken together, amount to a more significant concern requiring investigation. It is therefore vital that the Safeguarding Officer is privy to all concerns as they arise.

11.6 Appropriate records will be retained by the Safeguarding Officer in accordance with the College's



as far as possible, include the time, place, and as much detail as you can remember, but ensure that the note is as factual as possible and avoid assumption, speculation or opinion. Sign and date the note. Bear in mind that the note will be disclosable to both internal and external agencies.

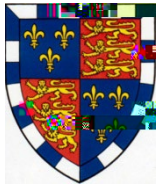


ANNEX C

Risk assessment form	
College Department:	
Head of Department and contact details:	
Safeguarding Officer and contact details:	
Dates risk assessment written and revised:	
Describe/outline the activity that is under assessment:	
Distribute to all staff, students, volunteers involved in running the activity (list names):	

Hazard (Cause and consequences)	Affected Group	Existing Controls (if any in place)	Risk level (see matrix example)	Further Action (if necessary, include names and dates)

Risk Matrix		**Likelihood**			
		High	**Medium**	**Low**	**Negligible**
	Severe	High	High	Medium	Effectively Zero
	Moderate	High	Medium	Medium/Low	Effectively Zero



Potential or probable consequences