

# **St Cuthbert's Society Junior Common Room (1168134)**

## **Safeguarding Children Policy**

**POL003**

<b>Approved/issue</b>	October 2018	<b>Locations</b>	Website Trustee Share Drive
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<b>Review Cycle</b>	Annual		
<b>Next review due</b>	Summer 2019	<b>Circulation details</b>	Executive Committee Trustees
<b>Review by</b>	Trustee Legal Committee		

## Definitions

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

**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 I states that "Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They 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.

**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.

**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.

**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):

- o Caring for, being in charge of, or supervising a child;
- o Teaching, training, or instructing a child;
- o Giving advice or guidance to a child about their physical, emotional, or educational well-being;
- o Conveying children in a vehicle; and/or
- o 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)

## **I. Introduction**

- I.1. St Cuthbert's Society Junior Common Room is an independent registered charity for the public good operating within the context of, but independent from, Durham University.
- I.2. The JCR's charitable objects do not include the provision of care, supervision, treatment or professional advice to children. However, as a charitable body, we recognise our responsibility to promote the safeguarding of children from harm.
- I.3. As a recognised Common Room, the JCR is bound by Durham University's 'Safeguarding Children Policy' – a copy of which can be found on the JCR website and on the University website.<sup>1</sup> The university's policy IS also JCR policy and should be consulted in full.
- I.4. All members of the JCR, as members of Durham University, are bound by the University's 'Safeguarding Children Policy'. The policy is applicable to all members of, or visitors to, the university under the age 18 and its implementation is the responsibility of Durham University. Durham University is responsible for the safeguarding of children on Durham University premises and for ensuring any student working with children on university premises has the necessary checks.
- I.5. It is JCR policy that any possible onsite or offsite JCR activity specifically targeted at or that would involve working with children should normally be done through alternative, dedicated organisations such as Student Community Action or a local school.

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<sup>1</sup> <https://www.dur.ac.uk/safeguarding/policy/>

- 1.6. The JCR currently operates no activities specifically targeted at or that involve working with children. The JCR shall carry out no such activities without the written permission of the Board of Trustees.
- 1.7. Regardless, in the unlikely event the JCR comes into contact with children in the line of its work it must be prepared.

## **2. Statement of Intent**

- 2.1. St Cuthbert's Society Junior Common Room 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.

*The following is based on Durham University's 'Safeguarding Children Policy' (Accessed September 2020)*

## **3. What to do if you are made aware of any allegations or suspicions of harm to a child**

If you are concerned that there is an immediate risk of serious harm to a child contact the emergency services without delay on 999 or 101. If you are concerned for your own safety, remove yourself from the dangerous situation and then proceed to contact emergency services.

- 3.1. Remain calm and reassure the person that they have done the right thing by speaking up
- 3.2. Listen carefully and give the person time to speak
- 3.3. Explain that only the professionals who need to know will be informed, but never promise confidentiality
- 3.4. Act immediately, and do not try to address the issue yourself
- 3.5. Write a statement, giving as much detail as possible; date & time, what was said, how you acted, any names / parties mentioned
- 3.6. Report to a member of university staff who is then responsible for contacting the university LSO or DSLO. It is the duty of anyone working with children to report disclosure or harm. Contact details of relevant members of university staff are listed in Annex 1.
- 3.7. Remember that it is not for you to decide whether or not a suspicion or claim is true; all instances must be taken seriously

## **4. How to Act When Working With Children**

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

- 4.1.1. 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;
  - 4.1.2. Take seriously anyone's complaint or information on which appropriate action should be taken as soon as possible;
  - 4.1.3. Remember that children can be responsible for harming their peers;
  - 4.1.4. 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;
  - 4.1.5. Comply with all health and safety rules and guidance;
  - 4.1.6. Report any incidents or accidents as soon as possible, and keep a written record of these;
  - 4.1.7. 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;
  - 4.1.8. 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;
  - 4.1.9. In instances of medical emergency where it is not possible to contact named individuals, obtain consent for treatment from a member of the University, on behalf of parents/guardians, as in the best interest of the child;
  - 4.1.10. Forbid alcohol or illicit substance consumption by staff or University members whilst responsible for children, and also forbid consumption of alcohol or other illicit substances by children. The police should be contacted if any illegal substances are discovered in the possession of children;
  - 4.1.11. Ensure that those involved with children in the JCR understand that they must report any harm or potential harm to a child to the LSO through their line manager, and that they must not try to deal with such a situation themselves.
  - 4.1.12. JCR members should not:
    - 4.1.12.1. Spend time alone with children, whenever possible, especially if physically located away from other individuals. Meetings should take place as openly as possible;
    - 4.1.12.2. Travel with children in a vehicle; if this cannot be avoided, staff should only travel in appropriately insured vehicles;
    - 4.1.12.3. Contact children outside of official activities.
- 4.2. **Code of Conduct** - All JCR 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. JCR 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.
- 4.2.1. JCR members should:

- 4.2.1.1. Treat everyone with respect;
  - 4.2.1.2. Be sensitive to children's appearance, race, culture, religious beliefs, sexuality, gender, or disability;
  - 4.2.1.3. Provide an example others should follow, acting as an appropriate role model;
  - 4.2.1.4. Remember that actions may be misinterpreted, no matter how well intentioned;
  - 4.2.1.5. Plan activities to involve more than one person, or locate activities within physical sight of others;
  - 4.2.1.6. 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;
  - 4.2.1.7. Be cautious about physical contact and avoid gratuitous physical contact with a child;
  - 4.2.1.8. Ensure mixed gender groups are supervised by both male and female staff;
  - 4.2.1.9. Question any unknown adult who enters University premises and/or who attempts to engage with children;
  - 4.2.1.10. Obtain parental consent for those who cannot consent for themselves to take/use images prior to the taking of images.
- 4.2.2. JCR members should not:
- 4.2.2.1. Engage in sexually provocative or rough physical games with children;
  - 4.2.2.2. Allow children to use inappropriate language unchallenged e.g. racist, sexist, homophobic language;
  - 4.2.2.3. Make any sexually suggestive comments in front of, or to, or about a child, even in jest;
  - 4.2.2.4. Let allegations made by a child go unaddressed or unrecorded;
  - 4.2.2.5. Deter children from making allegations through fear of not being believed;
  - 4.2.2.6. Jump to conclusions without checking facts first;
  - 4.2.2.7. Rely on your own good name for protection;
  - 4.2.2.8. Fail to report any incidents of harm or potential harm;
  - 4.2.2.9. Promise confidentiality;
  - 4.2.2.10. 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;
  - 4.2.2.11. Undertake things of a personal nature which children can do for themselves;
  - 4.2.2.12. Humiliate or shame a child, including reducing a child to tears as a form of control;
  - 4.2.2.13. Be inappropriately familiar with a child.

4.2.2.14. 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.

## **5. Risk Assessment**

5.1. For activities involving children there may be added health and safety risks. A Health and Safety risk template, available from the university Health and Safety Services, 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.

## **6. Training and compliance**

6.1. St Cuthbert's Society Junior Common Room requires the JCR President to complete the current University E-Learning Module on Safeguarding to be familiar with reporting structures in the University.

6.2. The Board of Trustees reserves the right to require those members, volunteers or staff to attend training in Safeguarding and have an appropriate DBS check before they engage in a regulated activity as part of it's due diligence.

**This Safeguarding Children Policy has been approved by the JCR President and Trustee Board.**

Signed Sean Barnett

Signed Saskia Wotton-Cane

Dated Sept 19<sup>th</sup> 2020

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**Chair, JCR Trustee**

**JCR President 2020-21**

## Annex I – Safeguarding Contact Details

<b>Police</b>	101 or 999 for emergencies
<b>Head of Student Support, St Cuthbert's Society</b>	0191 334 3403 cuthberts.studentsupport@durham.ac.uk
<b>Student Support Enquiries, St Cuthbert's Society</b>	0191 334 3386
<b>St Cuthbert's duty member of staff (available out of hours via Porter on Duty - ask to be put through)</b>	0191 334 3400
<b>Lead Safeguarding Officer, Durham University</b> Jennifer Sewel (University Secretary)	<a href="mailto:university.secretary@durham.ac.uk">university.secretary@durham.ac.uk</a> Tel: +44 (0) 191 3346144 / 0191 3346115
<b>Deputy Lead Safeguarding Officer, Durham University</b> Sam Dale (Director of Student Support and Wellbeing)	<a href="mailto:director.wellbeing@durham.ac.uk">director.wellbeing@durham.ac.uk</a> <a href="mailto:sam.dale@durham.ac.uk">sam.dale@durham.ac.uk</a> 0191 33 46120