



LMH

Lady Margaret Hall

Safeguarding Policy

Name of Policy:	Safeguarding Policy
Scope of Policy:	This policy sets out the college's approach to safeguarding adults and children, and establishes guidance and procedures, including how to report and deal with a cause for concern. This applies to all staff, students and volunteers (irrespective of whether they act in a paid or unpaid capacity), who may be working with children, young people or adults at risk of harm through the College's teaching, research, accommodation provision or other activities.
Owner, Author and Contact for Further Information:	Heads of Wellbeing
Applicable to:	Students, Staff and Volunteers
Approval Body:	Governing Body
Date of Approval:	
Date of Implementation: (if different from date of approval)	30/08/23
Review Date:	Reviewed annually by the Wellbeing Committee



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Lady Margaret Hall (LMH), Oxford

Safeguarding Policy

1 Introduction

1.1 LMH is committed to providing a safe environment for all adults and children. The College recognises it is likely that children and/or adults at risk will enter college premises or interact with college members in a number of circumstances including teaching, research and outreach activities.

1.2 This Policy recognises the welfare of children and/or adults at risk as a matter of paramount importance, and aims to safeguard their wellbeing, in particular by protecting them from abuse of any kind. This Policy has been produced in response to, and should be read in conjunction with, the University of Oxford's Safeguarding Code of Practice (2015) which is available here: [safeguardingcodeofpracticepdf \(ox.ac.uk\)](https://www.ox.ac.uk/safeguardingcodeofpracticepdf)

2 Scope

2.1 For the purposes of this Policy, 'child' or 'children' refers to a person or persons under the age of 18 (as defined in the Children Act 2004).

2.2 For the purposes of this policy, an 'adult at risk' refers to the Department of Health definition as "those who are or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation."

2.3 This Policy applies to all activities involving children and/or adults at risk and to all college members.

2.4 For the purposes of this policy, a college member is anyone at LMH, working with children and/or adults at risk whether as a Fellow, employee, student, or volunteer.

2.5 The College recognises that it has a legal duty to safeguard the welfare of children who come onto its premises or come into contact with its Members under the Children Acts 1989 and 2004.

2.6 Where a college member occupies a position of trust with regard to children and/or adults at risk, a sexual relationship with a child or adult at risk constitutes an abuse of trust under the Sexual Offences Act 2003.

2.7 The College also has certain powers, under the Rehabilitation of Offenders Act 1974, to enquire as to the criminal records history of Members to assess any risk to children and/or adults at risk.

3 Preventative Measures

3.1 The College's Designated Safeguarding Leads (DSL) are the Heads of Wellbeing, Dr Nicole Jones and Lizzie Shine. The DSLs have the leadership responsibility for the College's safeguarding procedures and have responsibility for the College's safeguarding arrangements. The College's Designated Safeguarding Officers ('DSO') are Dr Anne Mullen (Senior Tutor, Tutor for Admissions), Jaqueline Fiorelli (Housekeeping Manager), Helena Beveridge (Head of Conference Services), and Eleanor



The DSOs for the College have responsibility for the day-to-day administration of the College's safeguarding arrangements. Contact details can be found on page XX of this Policy.

3.2 The Designated Safeguarding Lead is responsible for:

- Implementing and promoting this Policy;
- Ensuring that the Policy is monitored and reviewed in accordance with changes in legislation and guidance on the protection of children and/or adults at risk;
- Acting as the main contact within the College for the protection of children and adults at risk;
- Ensuring that appropriate College Members are provided with information, advice and training on the protection of children and/or adults at risk.
- Establishing and maintaining contacts with the local Children's Social Care Services departments and Police;
- Maintaining confidential records of any allegations of abuse and action taken.

3.3 Designated Safeguarding Officers are responsible, in the context of the specific event or to areas, which they are supervising for;

- Implementing and maintaining this policy;
- Acting as the main contact, for their designated activities, for the protection of children and/or adults at risk;
- Ensuring that college members assisting with their designated activities are provided with information, advice and training on the protection of children and/or adults at risk;
- Ensuring that confidential records of any allegations of abuse and action taken are made and reported to the DSL.

3.4 Where a role may require college members to: have unsupervised contact with, regularly care for, train, supervise or be in sole charge of children and/or adults at risk, the College will require satisfactory completion of a Disclosure & Barring Services (DBS) check at the appropriate level.

3.5 Where college tutors (including lecturers) will have a student under 18 in any tutorial or class, they are required to undertake an enhanced DBS check. College tutors and lecturers will be informed in August each year if they are going to be teaching any under 18s and will be required to complete a risk assessment template. They will be given instructions on how to apply for an enhanced DBS check. The Heads of Wellbeing and HR Manager are available to provide support through this process and answer any questions.

3.6 All college members are expected to comply fully with the guidance and procedures set out in this Policy. The College will ensure that members are fully briefed and/or trained (as appropriate) on the implications of this Policy.

4 Safeguarding Children

4.1 Forms of Abuse

The UK Government guidance, Working Together to Safeguard Children (2010) (1.33–1.36), defines types of child abuse. The forms of abuse include:

- Physical – the physical hurting or injuring of a child.



- Emotional – the persistent emotional maltreatment of a child, which results in severe or persistent adverse effects. Emotional abuse is often present in other categories of abuse, although it may occur independently.
- Sexual – the forcing or enticing of a child to take part in sexual activities. The activities may involve physical contact, including assault by penetration or non-penetrative acts. They may also include non-contact activities such as involving children in looking at, or in the production of, pornographic material.
- Neglect – the persistent failure to meet a child risk's basic needs, likely to result in the serious impairment of their health or development. Neglect can include failure to provide the following: adequate food, clothing and shelter; protection from physical and emotional harm or danger; adequate supervision; access to appropriate medical care or treatment.

4.2 Recognising Abuse

The abuse of children can and does occur both within family and in institutional or community settings. The following may indicate that a child is being or has been abused:

- Unexplained or suspicious injuries, particularly if such an injury is unlikely to have occurred accidentally;
- An injury for which the child's explanation appears inconsistent;
- The child describes an abusive act or situation;
- Unexplained changes in behaviour;
- Inappropriate sexual awareness or sexually explicit behaviour;
- The child appears distrustful of adults;
- The child is not allowed to be involved in normal social activities;
- The child becomes increasingly dirty or dishevelled.

It is the responsibility of all college members to act on concerns in order to safeguard the welfare of the child.

4.2 Dealing with suspicion or allegations of abuse of a child

Those working with children may:

- have alleged abuse disclosed to them;
- suspect abuse is being carried out; or
- be accused of abusing those in their charge.

Whilst these issues may require very different courses of action, it is essential that the safety and welfare of the child is prioritised.

4.2.1 If a college member has any concerns they should contact the relevant DSO (or in the absence of that individual, the DSL, or another DSO) without delay. If there are no DSOs or DSLs available or the College Member feels that a discussion with the available person would constitute a conflict of interest, then they must speak directly with the Principal. Every effort should be made to maintain confidentiality. Suspicions or allegations of abuse must not be discussed with anyone else other than those named in 3.1.



4.2.2 It is the responsibility of the DSL to act on behalf of the College in dealing with allegations or suspicion of abuse. In the absence of the DSL, the DSO will act on behalf of the College, in consultation with the Principal. It is the task of Children's Social Care, not the College, to investigate the matter, under Section 47 of the Children Act 1989. Under no circumstances should a College Member conduct their own investigation into suspicions or allegations of abuse, neither should they question children closely, as to do so may distort any investigation that may be carried out subsequently by the Police or Children's Social Care.

4.2.3 If a child says something or acts in such a way that abuse is suspected, the person receiving the information should:

- React in a calm but concerned way;
- Tell them that they are right to share what has happened, and that they are not responsible for what has happened;
- Find an early opportunity to explain that it is likely that the information will need to be shared;
- Take what the child says seriously and allow them to continue at their own pace;
- Keep questions to an absolute minimum (only clarify what the child is saying) and not ask a question that suggests a particular answer;
- Not interrupt the child when they are recalling significant events;
- Reassure the child that the problem can be dealt with;
- Tell the child what will happen next and with whom the information will be shared;
- Do not promise to keep secrets;
- Make a full record of what is said and done as soon as practicable, though this should not result in a delay in reporting the problem.

4.2.4 The record should include:

- The child's account of what has occurred;
- Any dates, times or places and any other potentially useful information;
- The nature of the allegation or concern;
- A description of any visible physical injury (clothing should not be removed to inspect the child).

4.2.5 The record may be used later in a criminal trial and it is vital that what the child discloses is recorded as accurately as possible. The record must be drafted in the child's words, and should not include the assumptions or opinions of others.

4.2.6 The problem should be reported immediately to the DSO who will take the appropriate action, including informing the DSL. If the concern arises out of normal office hours (evenings and weekends) contact should be made with the Children's Social Care Emergency Duty Team on 0800 833408. In the case of children, advice can also be sought from the NSPCC 24 hour helpline on 0800 800 5000, or from the Police Child Protection team on 01865 335199. In an emergency, dial 999.

4.2.7 It is recognised that college members may need support after receiving a disclosure from a child and appropriate support will be offered by the College.

4.2.8 All college members (including those with obligations to particular codes of conduct/professional ethics that may be thought to constrain their actions) are required to report or



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act on any disclosures or allegations of abuse that involve a college member and that have taken place at the college or on college business. College members do not investigate serious allegations of child abuse themselves as serious allegations will be reported to Oxfordshire Social Services and, if necessary, the police.

5. Safeguarding Adults

Anyone over the age of eighteen, including students, staff or volunteers, can be an adult at risk of abuse. There are certain personal characteristics, such as disability or communication difficulties, that may make an individual more vulnerable to abuse. However, it is the specific circumstances and situation around the individual which may increase risk or place them at potential risk of harm. Therefore, all college members should be open to the possibility that any adult may be at risk either temporarily or on an ongoing basis, depending on the level of support and protective factors available to them.

5.1 Forms of Abuse

Abuse and neglect can take many different forms and the circumstances of the individual case should always be considered. The following is not an exhaustive list but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern.

Physical abuse, including: assault, hitting, slapping, pushing, misuse of medication, restraint, inappropriate physical sanction

Domestic violence including: psychological, physical, sexual, financial, emotional abuse, honour-based violence

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, sexual assault, sexual acts to which the adult has not consented or was pressured into consenting

Psychological abuse including: emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation, unreasonable and unjustified withdrawal of services or supportive networks

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, the misuse or misappropriation of property, possessions or benefits

Modern slavery encompasses: slavery, human trafficking, forced labour and domestic servitude. traffickers and slave masters using whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment

Discriminatory abuse including forms of: harassment, slurs or similar treatment: because of race, gender and gender identity, age, disability, sexual orientation, religion

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.



Neglect and acts of omission including: ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating

Self-neglect: covers a wide range of behaviours, including neglecting to care for one's personal hygiene, health or surroundings, and hoarding behaviour. A decision on whether a response is required under safeguarding will depend on the adult's ability to protect themselves by controlling their own behaviour. There may come a point when they are no longer able to do this, without external support.

5.2 Dealing with suspicions or reports of abuse of an adult at risk

5.21 If an adult at risk says something or acts in such a way that abuse is suspected, the person receiving the information should:

- Ask the person if they agree to you sharing the information
- Explain what you will need to do and who you may need to inform; don't promise confidentiality
- Assure the person that the matter will be taken seriously
- Think about open, plain language that isn't confusing or alarmist. You might use "I'm concerned about you because..." rather than "I think you're being abused and need safeguarding because..."
- Ask open questions but avoid leading questions
 - The TED model is widely used: Tell me...Explain to me.. Describe to me...
- Ask the person what is happening to them, they're the experts in their own life
- Ask the person what, if anything, they would like to change.

5.22 Assessing capacity is a fundamental part of adult safeguarding. If someone has the mental capacity to understand the implications of remaining in a situation we may find unhealthy, uncomfortable, or actually abusive then generally speaking we do not have a power under The Care Act to force them to go against their wishes.

5.23 If a person is at **immediate and significant risk of harm**, college members must take appropriate steps, i.e. call **Police, Fire or Ambulance services**. Safeguarding is not a substitute for the emergency services.

5.24 If a college member has concerns about an adult, where possible and appropriate, they should discuss this with the adult of concern and gain consent to share this information. However, consent is not essential when deciding whether concerns should be shared. If there are any children and/or other adults with care and support needs involved or there are potential risk to others, consent can be overridden in the interests of protecting others. College members can also seek advice and guidance from DSOs and DSLs using a "no names consultation".

5.25. In order to report a concern about an adult or gain advice on the next steps, college members should contact the relevant DSO (or in the absence of that individual, the DSL, or another DSO) without delay. If there are no DSOs or DSLs available or the College Member feels that a discussion



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with the available person would constitute a conflict of interest, then they must speak directly with the Principal. Every effort should be made to maintain confidentiality. Suspicions or allegations of abuse must not be discussed with anyone else other than those named in 3.1.

5.26 It is the responsibility of the DSL to act on behalf of the College in dealing with allegations or suspicion of abuse. In the absence of the DSL, the DSO will act on behalf of the College, in consultation with the Principal.

6 Procedure for dealing with allegations or suspicions about a College Member

6.1 It can be difficult to accept that a colleague may deliberately harm a child. When a concern arises, there are three processes that may need to take place:

- A child protection investigation (in the case of children);
- A criminal investigation;
- Action by the College/University under its disciplinary procedures.

6.2 Oxfordshire County Council employs a Local Authority Designated Officer, whose role is to give advice and guidance to employers and others who are concerned about an adult who works with children including volunteers and agency staff. Any concerns regarding a member of the college should be reported to the DSL(s). The DSL(s) will decide whether or not to make a referral to LADO based on the allegation and in-line the following guidance; [Guide-to-reporting-concerns-for-professionals-working-with-children-9.6.22.pdf](#) Any decision regarding reporting to LADO will not delay any immediate safeguarding actions required for the child.

6.3 If concerns relate to the DSO, college members are expected to discuss the matter directly with the DSL, or the Principal. If concerns relate to the DSL, then college members are expected to discuss the matter directly with the Principal. If an individual feels that the DSO or DSL has not responded appropriately, then they are able to contact the Local Authority Designated Officer themselves in line with the guidance in 6.2.

7 Planning an activity for children or adults at risk

Including but not limited to, summer schools and outreach events

7.1 Any college member who has responsibility for organising an activity primarily involving children and/or adults at risk must nominate an appropriate individual to act as the designated safeguarding lead for the activity. The DSL, and the Porters' Lodge, should be informed who the DSO for an event or activity is.

7.2 Activities should:

- be designed so that appropriate training and supervision is available to those working with children or adults at risk;
- minimise occasions on which members of the University will need to work alone in an unsupervised way with children or adults at risk; and
- be appropriately risk assessed.

7.3 Every activity that involves children and/or adults at risk should be risk assessed, and the

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assessment should consider how the risks identified can be minimised. It should also outline the local processes for reporting concerns, as well as taking account of Health and Safety considerations. Once completed, the risk assessment must be approved by the appropriate Designated Safeguarding Officer/Lead, and a copy will be filed with the DSL, before the activity is undertaken. The risk assessment for any activity involving adults at risk or children should identify at least one individual who will act as the key contact point to deal with such matters. The nominated safeguarding contact for the activity is responsible for ensuring that concerns and allegations are escalated to the appropriate Safeguarding Officer without delay.

7.4 Completed risk assessments should be made available to all staff or volunteers involved in the activity.

7.5 It is expected that for visits by schools where members of staff of that school are in attendance, the school will complete its own risk assessment and take its own child protection steps in accordance with local education authority guidelines.

7.6 Any pre-employment or pre-activity checks should be carried out in accordance with the University's guidance published [atwww.admin.ox.ac.uk/personnel/recruit/preempcheck/](http://www.admin.ox.ac.uk/personnel/recruit/preempcheck/).

7.7 Children and adults at risk who are participating in a College activity must, as part of their induction to the activity, be given clear information about how, and to whom, they can report concerns about any member of the College with whom they will be interacting. More than one point of contact should always be given and the details of the College's Safeguarding Officers included (in addition to the contact details of the nominated safeguarding lead for the activity) so that complaints can be made directly to these officers, where appropriate.

8 Students under the age of 18

8.1 The College may admit students who commence their studies before their 18th birthday. The College recognises that:

- Anyone under the age of 18, as a matter of law is a child;
- The College has special duties of care towards a child;
- The College is not in loco parentis, except in the case of a medical emergency where written permission has been previously obtained from the parent or guardian of the child.

8.2 The Academic Office is responsible for ensuring that the College DSL, DSOs and relevant tutors are informed of the admission of any students under the age of 18.

8.3 The Academic Office is responsible for ensuring that the hall, bar and lodge have the names of any students under the age of 18.

8.4 The Academic Office is responsible for gaining written agreement from parents and students under the age of 18 that they accept the provisions put in place. [See separate *Academic Office Procedures Document for U18 Entrants* and *Guidance for U18s/Parent/LMH* and *Risk Assessment*.]

8.5 Safeguarding responsibility for LMH students under the age of 18 sits with the DSLs and DSOs as outlined in section 3 above. Special arrangements as outlined in section 7 of this document do not apply to typical College activities which all students have the option to participate in, but college



members are encouraged to have discussions with DSO/DSLs as needed.

9 Confidentiality

9.1 The College has an obligation to respect the privacy and confidentiality of all individuals. Nevertheless, it is not always appropriate or sensible to promise complete confidentiality to informants in circumstances of alleged abuse. In some circumstances the College assumes a duty of care to its students or visitors that cannot be fulfilled unless the College takes action on the basis of information that might have been provided in confidence. Anyone making an allegation of abuse should be assured that:

- Staff will only pass on information to the minimum number of people who must be told in order to ensure that the proper action is taken.
- Staff will never tell anyone who does not have a clear 'need to know'.
- Staff, with support, will take whatever steps they can to protect the informing child or adult from retaliation or unnecessary stress that might be feared after a disclosure of alleged abuse has been made.

9.2 There will be circumstances in which it is necessary for the DSL, DSOs or other college members to share information with third parties such as the Local Authority, the police or the child's parents or guardians.

10 Conduct around children and adults at risk

10.1 College members should remember that inappropriate behaviour can occur via the telephone, internet and e-mail, as well as during direct interaction with children or adults at risk.

10.2 Conduct to be avoided:

- Spending excessive amounts of time alone with children or adults at risk, away from others;
- Taking children or adults at risk to your home;
- Being alone in a vehicle with a child or an adult at risk;
- Significant communication through staff personal devices or social media.

10.3 Conduct never to be sanctioned:

- Engaging in rough, physical or sexually provocative games;
- Giving children or adults at risk inappropriate drugs or other inappropriate substances, including alcohol (please note that that one of the four key objectives of the Licensing Act 2003 is the 'protection of children from harm', and that it is also an offence for a child to be supplied with or knowingly to consume alcohol on a licensed premises). Members should be aware that the college holds a Premises & Club License;
- Allowing or engaging in any form of inappropriate touching;
- Making sexually suggestive comments to children or adults at risk, even in jest (including comments transmitted over social media);
- Allowing allegations made by a child or an adult at risk to go unreported;
- Doing things of an intimate nature for children or adults at risk that they can do for themselves.



10.4 College members should:

- Treat everyone with fairness, equality and respect;
- Be sensitive to the appearance, race, culture, religious belief, sexuality, gender, or disability, or a child or adult at risk;
- Act as a good role model and challenge any unacceptable behaviour from children / adults at risk, or from other college members;
- Report all allegations or suspicions of child abuse using the procedures outlined in this Policy;
- Consider whether contact with an individual child or adult at risk should involve a colleague's being present;
- Be aware that physical contact with a child or adult at risk may be misinterpreted;
- Retain a professional approach to children or adults at risk, including avoiding physical contact with such persons;
- Respect a child's right to privacy and, in residential accommodation, not enter a child's bedroom, or the bedroom of an adult at risk, without prior authorisation except in the case of an emergency.

10.5 The Sexual Offences Act 2003 provides that sexual contact between an adult and a child, where that adult was in a 'position of trust' to the child is a criminal offence. Those in a 'position of trust' include those who have regular unsupervised contact with a child, or where an adult looks after a child at an educational institution at which the adult is not also receiving education.

10.6 It may be necessary for college members to take photographs or make videos of children for educational research, teaching purposes, or publication. An image of a child is personal data for the purposes of the Data Protection Act 2008. Where images are stored in a way that makes the data subject identifiable, or where the images are used for publication (online and print), written consent should be obtained before the images are created. If the data subject is capable of comprehending the implications of consenting to the data use, then their consent should be sought; otherwise, the consent of the parent or legal guardian should be obtained. Whenever an image of a child or adult at risk is published, the data subject should, as far as is practicable, be unidentifiable.

11 People with Specific Responsibility for Child Protection and their Roles

11.1 The designated staff are responsible for:

Procedure

- Holding and being conversant with current local and national Child Protection procedures.
- Keeping up to date through training. It is a requirement that this takes place at least every two years.
- Reviewing and updating the College's Safeguarding and Child Protection Policies and inter agency working. Any deficiencies or weaknesses in the policies and procedures must be remedied without delay.
- Liaison over safeguarding matters with the local Social Services Department.

Raising Awareness

- Briefing and guiding those in regular contact with children in College on Safeguarding matters. This includes the briefing of new staff as part of their induction.
- Keeping close contact with all staff and maintaining awareness of Safeguarding and the need to raise any concerns immediately with the DSL/DSO.



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- Ensuring that the Safeguarding procedures are followed within the College, that each Member has access to the procedures and has an understanding of them.
- The Safeguarding procedures must be available to parents and teachers of children working with the College on request.

Referrals

Receiving reports of alleged or suspected child abuse within the College, or reported by a child relating to incidents at home or outside the College, contacting Children's social care and/or LADO, and/or taking any other action in response, as set out below.

- Keeping records;
- Liaising with the staff;
- Liaising with the DSL.

12 Training

12.1 Any member of the College who will be planning activities with children, including the teaching of U18 students, should have completed the on-line training provided by Oxford Safeguarding Children Board (<http://www.oscb.org.uk/booking-training/>) *An Introduction to Safeguarding*, together with any additional training that may have been identified by the risk assessment process.

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

12.3 Activity organisers (for example, involving residential courses for young people) may wish to arrange additional training.

12.4 In addition to annual update Child Protection briefings to all Members, student helpers are to be trained annually.

13 Contact Information

13.1 Designated Safeguarding Lead

Joint Heads of Wellbeing, Dr Nicole Jones & Lizzie Shine – wellbeing@lmh.ox.ac.uk

13.2 Designated Safeguarding Officer

Senior Tutor / Tutor for Admissions, Dr Anne Mullen – senior.tutor@lmh.ox.ac.uk

Jaqueline Fiorelli - housekeeping.manager@lmh.ox.ac.uk

Eleanor Chamings-Manley – access@lmh.ox.ac.uk

Helena Beveridge – headofcs@lmh.ox.ac.uk

13.3 Children's Social Care

13.31 MASH

<https://www.oxfordshire.gov.uk/business/information-providers/multi-agency-safeguarding-hub>

Tel: 0345 050 7666

If you have a concern about a child, please call MASH on **0345 050 7666** during office hours (8.30am – 5pm, Monday to Thursday, 8.30am – 4pm, Friday)



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Outside office hours, call the Emergency Duty Team on **0800 833 408**

13.32 LADO

If you have concerns about a member of staff who works with children, or you need to report them, you will need to contact the [Local Authority Designated Officer](#) (LADO) on **01865 815956**.

13.33 Local Community Support Service

LCSS.Central@oxfordshire.gov.uk

Tel: 0345 050 7666

For advice, guidance and no-name consultations.

13.4 Adult Social Care

13.41 Social and Health Care Team

0345 050 7666, option 2

8.30am - 5pm Monday - Thursday

8.30am - 4pm Friday

To report a concern:

[Request a needs assessment - professional - Oxfordshire County Council](#)

13.42 Adult Safeguarding Team

01865 328232

For advice, support and no-name consultations

13.43 Emergency Duty Team (children and adults)

Contact the Emergency Duty Team (EDT) for out of hours urgent emergencies: **0800 833 408**.

14 External Links

For children: Oxfordshire Safeguarding Children Board: www.oscb.org.uk/

For at risk adults: Oxfordshire Safe from Harm: www.osab.co.uk

NSPCC Helpline Tel. 0800 800 5000 (24 hours)

15 University Links

A list of the University's key policies can be found at: www.admin.ox.ac.uk/lso/statutes/ The following are of particular relevance:

University Harassment Policy and Procedure:
www.admin.ox.ac.uk/eop/harassmentadvice/

University Equality Policy:
www.admin.ox.ac.uk/eop/policy/universityofoxfordequalitypolicy/

University Data Protection Policy:
www.admin.ox.ac.uk/councilsec/compliance/dataprotection/

University Public Interest Disclosure ('whistleblowing') policy:
www.admin.ox.ac.uk/personnel/cops/pid/

Safety Office: Health and Safety of young people and children: www.admin.ox.ac.uk/safety/policy-statements/upss113/ Policy on the ethical conduct of research involving human participants and



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personal data: www.admin.ox.ac.uk/curec/about/policy/

Staff-student relationships:

www.admin.ox.ac.uk/personnel/during/relationship/

IT guidelines on handling illegal material:

www.it.ox.ac.uk/policies-and-guidelines/handling-illegal-material

Personnel guidance relating to recruitment and pre-employment screening can be found on the Personnel Services website

www.admin.ox.ac.uk/personnel/