



Child Protection Policy

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1 Introduction

The College recognises that members or staff of the College may occasionally work with children in the course of their duties, for example when there are student visitors to the College or students attending residential courses.

In this context, the College is committed to:

- respecting the rights, wishes and well-being of young people with whom it is working;
- taking all reasonable practical steps to protect young people from physical, sexual and emotional abuse;
- safeguarding and promoting the welfare of young people and their protection within a relationship of trust.

2 Responsibility and Designated Safeguarding Lead

The Senior Tutor is the Designated Safeguarding Lead.

The Admissions Tutor, the Admissions Co-ordinator, the Schools Liaison Officer, the Senior Tutor and the two permanent Night Porters have been checked by the Disclosure and Barring Service (DBS).

Accompanying teachers/other adults are expected to take part in all time-tabled activities and are not to leave visiting students in the sole care of Newnham staff or undergraduate helpers.

Teachers/other accompanying adults also take full responsibility for their students during the night, if visiting groups are staying over.

In addition, the College will have two tutors, the Senior Tutor and the Admissions Tutor, available from 08.00 to 22.30 via phone to give advice in an emergency and to whom complaint can be made if there is any inappropriate or harmful behaviour.

In an out-of-hours emergency teachers/other adults should contact the College Porters. The Porters' Lodge telephone number is: 01223 335700. The Porters will be able to give out the telephone numbers of the Admissions Tutor and the Senior Tutor if necessary.

Any event or emergency that requires the schoolteachers' attention during the night must be reported to the Newnham Admissions Office, at the earliest opportunity the following day.

A number of undergraduate helpers may help on student visits.

3 Records

Secure lists of undergraduate helpers and visitors (including parental consent forms and medical information) will be kept on file securely in the Admissions Office for the duration of the residential visit. Secure lists of all under 18 school visitors and/or under 18 residential conference guests organised via the Conference Office will be kept in the Conference Office and with the external Conference Organisers.

This confidential file will normally be accessible only to the Newnham College staff members overseeing the administration of the project (for example the Admissions Tutor, Admissions Co-ordinator, Schools Liaison Officer or Conference and Events Co-ordinator), but in an emergency it can be accessed by the College Porters and College first-aiders.

Any complaints can be entered into a separate file which is accessible by the Senior Tutor only.

4 Training

All student volunteers will be well briefed in relation to the risk issues associated with activities they are involved in.

Where possible student undergraduate helpers will undergo training in the processes of monitoring, reporting and resolving problems with school visits.

All undergraduate helpers will be made aware that they should share any concerns they have with the Senior Tutor, the Admissions Tutor, or the schoolteachers.

5 Complaints and Vigilance

If a complaint is made the Senior Tutor will take notes of the complaint, investigate and report back to the complainant within 24 hours. The complaint will remain confidential unless disciplinary action is to be taken.

Any teacher, undergraduate helper or staff member who suspects a case of abuse, or to whom a suspected case of abuse is reported, whether this is by a stranger, student attendee, undergraduate helper or adult working in or around the access visits, must immediately report the incident to the Senior Tutor.

If the complaint is deemed serious, it will be referred to the Head of Schools and Colleges Liaison / Widening Participation and the person with expertise in child abuse issues at the Cambridge Admissions Office.

Any complaints received with regard to a school visit or residential conference organised via the Conference Office will be dealt with via the Domestic Bursar, the Conference and Event's Co-Ordinator and the external organiser as appropriate.

6 Illness and Injury

Newnham staff or undergraduate helpers cannot administer medication in any form, unless written consent has previously been given by a parent or carer. In the event of illness or injury, a qualified College first-aider will be called, or the child will be taken to the local doctors' surgery or hospital as appropriate.

In such circumstances, the parent/carer and GP will be informed.

7 Communication

Parents/carers will be contacted in the event that their child is ill or has suffered an injury, or has severely breached the code of behaviour, or has been involved in or subject to a suspected case of alleged abuse.

As a last resort, in the unlikely event of a serious incident, arrangements will be made with their parents/carers for the affected student(s) to be sent home.

If there has been a criminal offence, we may contact the police.

Contact information for each attendee at a residential event will be kept in the Admissions Office, accessible only in the event of an emergency. Contact information for any school visitors or residential conferences organised via the Conference Office will be kept in the Conference Office.

8 Conference Guests

All students attending a summer school and their parents or carer will have agreed to the rules listed in the Newnham Code of Behaviour and to any other rules explained by Newnham staff during the event.

The external conference organiser(s) has overall responsibility for the safeguarding and welfare of all under 18 delegates attending their conferences (whether residential or day visits) and to ensure they have the appropriate ratio of trained staff (with DBS certification if appropriate) to under 18 delegates.

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