

Lincoln College Safeguarding Policy

1. Introduction

Lincoln College is committed to safeguarding and promoting the welfare of children, young people, and vulnerable individuals in its community. The purpose of this policy is to:

- Provide clear guidelines for staff, students, volunteers, schools, and prospective applicants regarding safeguarding practices.
- Outline procedures for reporting and responding to safeguarding concerns.

2. Scope

This policy covers all events and activities that may involve children or young people under the age of 18 or adults who may be considered vulnerable, including but not limited to:

- on-course students under the age of 18;
- all Outreach and Access events organised by the College including but not limited to taster days, study days, workshops, conferences, and college tours involving children;
- admissions processes;
- any employees or work experience students under the age of 18.

3. Legal Context and Definitions

- Child/Young Person: Any individual under the age of 18.
- Vulnerable Adult: A person aged 18 or over who is at risk of harm or abuse because of their situation or circumstances (including when specific circumstances may make them vulnerable for a temporary period). Someone who has needs for care and support (whether or not the local authority is providing that care); is at risk of abuse or neglect (whether physical, emotional, financial, sexual, or other forms); is unable to protect themselves from the risk or experience of harm due to their needs.
- Duty of Care: Lincoln College is not required to act in *loco parentis* but holds an enhanced duty of care to safeguard minors.
- Designated Safeguarding Lead: The College's Senior Tutor is the designated Safeguarding Lead.
- Safeguarding Officer: the HR Manager for employees or children undertaking work experience; the Examinations and Adjustments Officer for on course students; the Access Officer for actual or prospective applicants to the College.

4. Training and checks

The HR office will keep records and monitor compliance.

4.1. Safeguarding Training:

Training should be updated annually to take account of the latest guidance. The following training will be undertaken.

4.1.1. Oxford's Student Welfare and Support Service's [Introduction to Safeguarding Children \(Under 18\)](#).

- All Staff and Fellows who have contact with students or young people under the age of 18
- All self-employed tutors
- Admissions Interviewers

4.1.2. Level 1 Safeguarding Training

- Junior Deans
- Lodge staff
- Student Ambassadors

4.1.3. Level 2 Safeguarding Training

- Student Welfare Coordinator
- Staff supervising work experience placements
- Access Officer
- Examinations and Assessments Officer
- HR Manager

4.1.4. Level 3 Safeguarding Training

- Senior Tutor
- Nurse (updated every 3 years)
- Chaplain. Where safeguarding training has instead been provided by the Church of England, this should be of an equivalent level to that required for Incumbents (currently Leadership). Copies of appropriate certification should be provided to the college.

4.2. Disclosure and Barring Service (DBS) Checks

The following checks will be undertaken.

4.2.1. Enhanced

- Senior Tutor
- Access Officer
- Access and Career Development Fellow
- Examinations and Assessments Officer
- HR Manager
- Student Welfare Coordinator
- Nurse
- Chaplain
- Staff supervising work experience placements
- Junior Deans
- Lodge Staff
- Tutors of underage students

5. Outreach and Access Events at Lincoln College Oxford

5.1. Procedures

The Access Officer will conduct a risk assessment for each category of event to identify potential safeguarding issues and implement appropriate measures to mitigate risks.

All staff and volunteers involved in events will receive appropriate guidance on safeguarding consisting substantially of reference to the College Safeguarding Policy. All staff and volunteers will adhere to a basic code of practice shared with them by the Access Officer, which includes maintaining professional conduct, respectful treatment of all individuals, and the use of only work contact details, avoiding sharing any personal information.

5.1.1. Events involving school groups:

- All school groups must always be accompanied by their teachers, as well as College staff and volunteers.
- Groups accompanied by their schoolteachers will not usually have their own safeguarding processes superseded by College.

5.1.2. Events involving individual participants (specifically residential study days):

- Events involving individual participants, particularly residential study days, will have a clear registration process, including obtaining parental consent where necessary.
- Participants not coming as school groups, specifically residential study days, will agree to a code of conduct as a condition of attendance and registration.
- Groups will be accompanied throughout, by staff or ambassadors, and one-to-one situations avoided.
- Pro-active mitigation will be in place, briefing relevant staff including Night Porters and College Bar (which will be off-limits to participants).

5.1.3. Events that are off-site:

- When visiting schools the Access Officer will adhere to the schools' procedures including reporting any concerns immediately to the school's Designated Safeguarding Lead.
- When hosting or co-hosting off-site events (Pathfinders) we will undertake our own risk assessment and obtain a risk assessment from our partner.

5.2. Reporting Concerns

Any safeguarding concerns should be reported immediately to the Access Officer. In the absence of the Access Officer, reports should be made to another Safeguarding officer or the Designated Safeguarding Lead. As Safeguarding Officer, the Access Officer will report these to the Senior Tutor as appropriate.

The Access Officer will ensure that all parts of this process are followed and will escalate any issues to the Senior Tutor.

6. Admissions of Under-18 Students

6.1. Approach

- The College treats all its students as independent, mature individuals. Applicants under the age of 18 must be aware that they are applying to study in an adult environment.

- To preserve the character and status of the College as an adult institution and to ensure that we are able to fulfil safeguarding obligations, the College will not admit students until they are at least 17 years old.
- The College strongly recommends that any student under the age of 18 (and their parent or guardian) consider carefully whether attending the College whilst under the age of 18 is appropriate for the student and whether it will allow the student to fully engage with both the academic and social demands associated with the College.
- Students aged 17 may be admitted if they demonstrate the necessary maturity.
- For Medicine, applications will not be shortlisted unless the student will be at least 18 years old on the 1 November of their first term. The clinical contact in the Oxford programme starts in the first term and means that younger students would not be able to take part in required elements of the course.

6.2. Interviewing younger candidates

- Younger candidates (those who would be younger than 17 were they to enroll in the following year) may be interviewed for admission, provided that, if an offer is made, the start date is subject to the College being able to fulfil all of its obligations towards the candidate, and others enrolled at the College, including its duty of care obligations. Depending on a review of the College's obligations in this regard, this will normally require the candidate to defer enrolment until such time as they have turned 17.

6.3. Responsibilities to and of Parents and Students:

- The College will write to any incoming under-age students, outlining the provisions that will be made for them and their responsibilities. An example letter is attached as Appendix 1.
- The College reserves the right to specify additional responsibilities or obligations required of either the student, and their parent or guardian, in order to fulfil its legal and safeguarding obligations.
- The students' parent or guardian will be sent a note outlining the provisions that will be made for the students and their responsibilities. They will also be asked to complete an authorisation form. The student will not be permitted to take up residence or be enrolled in College until this authorisation form is received. This is attached as Appendix 2.

7. On-course Students

7.1. Responsibilities

- If under 18, the College may specify additional responsibilities or obligations required of either the student, and/or their parent or guardian, in order to fulfil its legal and safeguarding obligations.
- The student's parent or guardian will be sent a note outlining the provisions that will be made for the student and their responsibilities.
- The parents/guardian will also be asked to complete an authorisation form. The student will not be permitted to take up residence or be enrolled in college until this authorisation form is received.
- Students under the age of 18 are not permitted to take up residence in the College before the arrival of other first years in Freshers week, nor are they permitted to take up vacation residence unless for the purpose of examinations or extended terms.

7.2. Procedures

7.2.1. When offer of place is confirmed (late August)

- When confirming the offer of a place at Lincoln College, the Admissions Officer will include a copy of the Parent/Guardian authorisation form (Appendix 2) and request that the student forward it to their parents/guardian, for return by end of 1st week in September.
- The Admissions Officer will confirm to the Examinations & Adjustments Officer which students will be under 18 when they commence their course of study. The Examinations and Adjustments Officer will monitor return of the authorisation forms.
- Individuals under the age of 18 will not be permitted to take up their offer of a place unless their authorisation form has been received before the start of their course.
- The Examinations and Adjustments Officer will write to any incoming students who are under 18, outlining the provisions that will be made for them and their responsibilities (Appendix 1).

7.2.2. Before arrival

- The Examinations and Adjustments Officer will send the name of the underage student, a copy of their headshot (when available), their age, confirmation of when they will turn 18, and any other relevant information to the following key members of staff: Senior Tutor; Academic Registrar; Domestic Operations Manager (who will cascade the information to the Porters, Bar staff, cleaning supervisors); Student Welfare Co-ordinator; Junior Deans; Senior Dean; Chaplain; Harassment Advisors; Tutors as relevant.
- The Examinations and Adjustments Officer will notify HR of any staff who will carry out regulated activity (includes any tutor who will see them on more than 3 days in a 30-day period). HR will ensure that they have been DBS checked.
- The Examination and Adjustments Officer will, in association with relevant officers, complete a risk assessment for each student and keep it under regular review. The Designated Safeguarding Lead will review and sign off each risk assessment, as will the student concerned. A sample risk assessment is included in Appendix 3.

7.2.3. Thereafter

- One of the Junior Deans will be designated to link up with the student on the day that they arrive to make sure that they are welcomed and established on day 1.
- The Student Welfare Coordinator will invite the student to attend an introductory meeting during week 0 or week 1.
- The Student Welfare Coordinator will make contact with students under the age of 18 every term and offer a support meeting; there is no requirement for the student to take up these meetings.

7.3. Reporting Concerns

Any safeguarding concerns should be reported immediately to the Examinations and Adjustments Officer. In the absence of the Examinations and Adjustments Officer, reports should be made to another Safeguarding Officer or the Designated Safeguarding Lead. As Safeguarding Officer, the Examinations and Adjustments Officer will report these to the Senior Tutor as appropriate.

The Examinations and Adjustments Officer will ensure that all parts of this process are followed and will escalate any issues to the Senior Tutor.

8. Employees and Work Experience Students

The College offers work experience to young people to help them gain an insight into the working world and develop essential employability skills.

8.1. Safeguarding Work Experience Students

The College ensures work experience placements prioritise work experience, student safety, respect, and support, taking into account the additional health and safety obligations on Lincoln College for the safety of young people.

8.1.1. Authorisation

The HR manager will obtain consent for the work placement from the young person's Parent/Guardian.

8.1.2. Work Environment

Staff should work with students in open, public work areas. Enclosed spaces should be avoided, and no one-on-one meetings should take place behind closed doors.

8.1.3. Working Hours and Breaks

The College must adhere to appropriate working hours for young people and ensure regular breaks.

8.1.4. Emergency Contacts

The College must have up-to-date emergency contact details and school or college contact information. If a student does not attend as scheduled and cannot be reached, their school or college should be informed immediately.

8.1.5. Support

Recognise that students may be more vulnerable to workplace stress or anxiety. Staff should be trained to identify signs of discomfort and offer appropriate support.

8.1.6. Confidentiality and Consent

The College should ensure that any information about the student is shared only with proper permissions from the student, parent, or school/college. Exceptions will be made in the event of emergency medical need. Unauthorized sharing may lead to legal consequences.

8.2. Safeguarding the College and Staff Running Work Experience

8.2.1. Staff Vetting and Training

Staff supervising work experience placements should undergo safe recruitment processes. Staff should be familiar with College policies, and uphold principles of equality and respect.

8.2.2. Risk Assessments

The College is responsible for conducting workplace risk assessments to ensure the health and safety of all employees, including work experience students. If the organisation has not employed young people within the last 12 months, an updated risk assessment is required before placements begin. The HR Manager will conduct the risk assessment.

8.2.3. Health and Safety

The College must ensure compliance with the Health and Safety Executive (HSE) standards for managing risks related to young people in the workplace.

8.2.4. Confidentiality Agreements

Students should be briefed on confidentiality expectations to prevent accidental sharing of sensitive information (e.g., on social media).

8.3. Reporting Concerns

If a student shares concerning information, the College must promptly contact the student's school or college.

Any safeguarding concerns should be reported immediately to the HR Manager. In the absence of the HR Manager, reports should be made to another Safeguarding Officer or the Designated Safeguarding Lead. As Safeguarding Officer, the HR Manager will report these to the Senior Tutor as appropriate.

The HR Manager will ensure that all parts of this process are followed and will escalate any issues to the Senior Tutor.

9. Reporting and Record Keeping.

9.1. Duty to Report Safeguarding Concerns to the Local Authority

The DSL, or other Safeguarding Officer in the DSL's absence, must ensure that any child protection and/or safeguarding concerns are shared immediately with the relevant local authority via the Local Authority Designated Officer (LADO). Where the concern is about suspected harm or risk of harm to a young person, the referral should be made to the local authority for the area where the student lives. Where the concern is an allegation about a member of staff in a setting, or another type of safeguarding issue affecting young people in a setting, the matter should be referred to the local authority in which the setting is located. In the first instance, the DSL. If there is doubt, advice should be sought from the LADO applicable to Lincoln College. When a student is under-18, parents are usually made aware of concerns and their consent is sought in accordance with local procedures unless doing so may increase the risk of or actual harm to a child or young person. Advice on this point should be taken from the LADO and/or other agencies such as the Police as necessary. The DSL/Safeguarding Officer should follow the advice given by the LADO on dealing with any allegations.

9.2. Record Keeping

The DSL and Safeguarding Officers will ensure that a record of any referral is retained and there is evidence that any agreed action following the referral has been taken promptly to protect the student from further harm.

10. Monitoring and Review

This policy will be reviewed annually by Senior Tutor's Committee to ensure its appropriateness, effectiveness and to incorporate any changes in legislation or best practices, usually at the start of the academic year. The Designated Safeguarding Lead will provide an annual report for the Senior Tutor's Committee and the Governing Body detailing any changes to the policy and procedures and any other relevant issues, along with the number and type of referrals (details

must be anonymised). Contextual information, where available, regarding the number and type of cases, against similar settings will also be presented.