



FoRB Leadership Network Safeguarding Code of Practice

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1. Aim

- 1.1. FoRBLN and the University are committed to providing a safe environment for all adults and children. FoRBLN may encounter those at risk through its teaching, research, outreach, access or other activities. FoRBLN and the University cannot act 'in loco parentis' and ultimate responsibility for children rests with those who have parental responsibility. This Code of Practice seeks to offer assurances to staff, students, volunteers and visitors that safeguarding will be dealt with effectively and in a timely manner.
- 1.2. FoRBLN's Safeguarding Officer will work with the University's two Safeguarding Officers and other agencies where appropriate to achieve its aims. In clinical settings appropriate NHS safeguarding procedures will apply.
- 1.3. This Code of Practice is a project-specific enhanced version of the University policy and conforms to the requirements identified by DFID during the due diligence process. Its requirements must be observed by all consortium partners who may, however, also to apply additional requirements for their own organisations. It should be read in conjunction with the University's policies referred to within this Code of Practice, or listed below.

2. Planning an Activity

- 2.1. Anyone acting on behalf of FoRBLN who has responsibility for organising an activity must nominate an individual to act as the designated safeguarding lead for the activity.
- 2.2. Activities should:
 - 2.2.1. be designed so that appropriate training and supervision is available to all staff;
 - 2.2.2. minimise occasions on which members of the University will need to work alone in an unsupervised way with participants; and
 - 2.2.3. be appropriately risk assessed.
- 2.3. Every activity should be risk assessed and the assessment should consider how the risks identified can be minimised and should also outline the local processes for reporting concerns, as well as taking account of Health and Safety considerations. This may form a part of an application for ethics approval. Training requirements and records of training undertaken should be recorded in the risk assessment.
- 2.4. Completed risk assessments should then be made available to all staff or volunteers involved in the activity.
- 2.5. Guidance on health and safety for young people can be found at: www.admin.ox.ac.uk/safety/policy-statements/upss113/ and an example risk assessment can be found at: www.admin.ox.ac.uk/personnel/cops/safeguarding/safetrain/.
- 2.6. Any pre-employment or pre-activity checks should be carried out in accordance with the University's guidance published at www.admin.ox.ac.uk/personnel/recruit/preempcheck/

2.7. Anyone who participates in a FoRBLN 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 representative of FoRBLN with whom they will be interacting. More than one point of contact should always be given and the details of FoRBLN's Safeguarding Officer 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.

3. Training

3.1. Any representative of FoRBLN who will be planning activities with children should have completed the on-line introduction to Safeguarding training provided by Oxford Safeguarding Children Board¹, together with any additional training that may have been identified by the risk assessment process.

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

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

4. Dealing with suspicions or allegations of abuse

4.1. FoRBLN representatives may:

4.1.1. have alleged abuse disclosed to them;

4.1.2. suspect abuse is being carried out; or

4.1.3. be accused of abusing those in their charge.

4.2. Whilst these issues may require very different courses of action (further guidance is given in annex A), it is essential that the safety and welfare of the person at risk is prioritised. The risk assessment 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.

4.2.1. Allegations or suspicions of abuse involving a representative of FoRBLN should be reported to the FoRBLN Compliance Manager and the University's Director of HR. Where allegations relate to a Safeguarding Officer, the FoRBLN Principal Investigator should be contacted.

4.3. The Safeguarding Officer is responsible for nominating deputies to ensure that a nominated individual is available during normal working hours, to ensure that all allegations can be dealt with without delay.

4.4. Any allegations or suspicions of abuse must be reported without delay to a relevant person, as listed below, who must then take prompt action.

¹ <http://www.oscb.org.uk/training/> - As at October 2015 the appropriate online courses are: "An Introduction to Safeguarding Children" if you will be working with children, a refresher is also available "Safeguarding Everyone: Protecting children, young people and adults at risk" if you will be working with 'at risk' adults

4.5. Where an individual discloses alleged abuse, or a representative of FoRBLN suspects abuse, this should be referred to the Safeguarding Officer who will assess and, where appropriate, contact the relevant statutory agency for advice.

4.5.1. In the event an allegation is made against a representative of FoRBLN this must be referred to the Safeguarding Officer who will assess and, where appropriate in cases involving children, refer the matter to the Multi-Agency Safeguarding Hub. This referral must be made within one working day of the allegations being made.

4.5.2. In the event there is a risk of immediate serious harm to any person the emergency services should be contacted via 999 or the police via the 101 service. Anybody can make a referral in these circumstances. The Safeguarding Officer should then be notified of the case.

4.6. The Safeguarding Officer will share information, as appropriate with relevant colleagues to ensure that the relevant authorities both within and outside of FoRBLN and the University are involved and that any necessary processes can be followed (for example, depending on the nature of the allegations, it may be necessary to make a disclosure to the Disclosure and Barring Service.)

4.7. Appropriate records will be retained in accordance with the University's Data Protection Policy. Where the matter may relate to both staff and students, the Safeguarding Officer will agree on where the file will be kept.

5. Useful links

5.1 External agencies

Oxfordshire Multi-Agency Safeguarding Hub:

www.oxfordshire.gov.uk/cms/content/safeguarding-hub

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

For adults at risk: Oxfordshire Safeguarding Adults Board: www.osab.co.uk/

5.2 List of University of FoRBLN policy statements and codes of practice

A list of the University's key policies can be found at: www.admin.ox.ac.uk/iso/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/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 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/.



Annex A: Guidance for University members carrying out activities

This guidance should be read in conjunction with the University of Oxford Safeguarding Code of Practice.

1. General considerations

1.1 If you are acting in a position of trust, you are expected to be mindful that you are acting as a role model and therefore should demonstrate exemplary behaviour.

1.2 Care should be taken to ensure conduct is appropriate to each circumstance and environment since well-intentioned actions can be misinterpreted.

1.3 All activities should have undergone a risk assessment, and you should have a copy of the risk assessment which will identify a key contact to whom any concerns should be addressed promptly.

1.4 *In your role:*

- you may become aware of, or suspect another person of abusing another person, or a person may disclose an allegation of abuse to you, and you will need to take action in such circumstances;
- allegations of inappropriate behaviour may be made against you, and such allegations will need to be investigated, and may result in referral to external agencies.

2. Types of abuse

2.1 The Government publication [Keeping children safe in education](#) defines abuse as: “a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or children”

2.2 The same principles apply for all individuals: abuse may be physical, emotional, sexual or neglect.

3. Expectations of those working with participants

3.1 *You should:*

- Ensure you have completed the online course *An Introduction to Safeguarding* and that you know what you should do if anyone makes a disclosure to you;

- Ensure you are familiar with the risk assessment and understand who the key contact is for the activity you are engaged in;
- Give due regard to cultural difference;
- Be alert to and tackle inappropriate behaviour in others, including peer-to-peer behaviours. Abusive behaviour such as bullying (including cyber-bullying), ridiculing or aggression must not be allowed to go unchallenged;
- If you have to give feedback, take care that it is not unnecessarily negative;
- Take care that language is not open to sexual connotation;
- Report any suspicions promptly and confidentially to the designated safeguarding lead for the activity, or in the event that the suspicions/allegations involve that person, to the appropriate Safeguarding Officer
- Deal with information sensitively.

3.2 *You should not:*

- Engage in, or allow, any form of inappropriate touching. This would include doing personal things for anyone that they can do for themselves. Where the person is disabled tasks should only be carried out with the full consent of the individual, or their parent;
- Use inappropriate language, or allow others to use it without challenging it;
- Engage in any physical 'adult' relationship with a person to whom you are in a position of trust, even if they give their consent;
- Give your personal contact details (such as personal phone number, home address, email, Skype address or other communication routes) to a FoRBLN participant, or use any such route to communicate with a participant other than regarding the activity (for example through the official website for the activity);
- Interact in a personal capacity with FoRBLN participants outside of the activity, including through any form of social media, for example, by becoming 'friends' on Facebook;
- Allow allegations of inappropriate behaviour to go unchallenged, recorded or acted on;
- Take photographs or make other recordings without specific written consent of the individual, or someone with parental responsibility for the individual.

3.3 *You should seek advice from the designated safeguarding lead for the activity if:*

- You suspect a relationship is developing which may be an abuse of trust;
- You are worried that a participant is becoming attracted to you or a colleague who works with them;
- You think a participant has misinterpreted something you have done or said;

- You have had to physically restrain a participant to prevent them from harming themselves, another person or causing significant damage to property;
- A participant tells you that they are being abused, or describes experiences that you consider may be abuse;
- You see suspicious or unexplained marks on a participant or witness behaviours which are unusual or inappropriate.

4. Dealing with allegations, or suspicions, of inappropriate behaviour

- Consider the urgency of the situation: in the event there is a risk of immediate serious harm to a child or an adult at risk the emergency services should be contacted immediately. Anybody can make a referral in these circumstances. The relevant Safeguarding Officer should then be notified of the case and will need to determine whether to refer serious cases to the relevant authorities within one working day;
- Remain calm and ensure that the person knows you are taking them seriously. Reassure them that they are right to have told someone, but do not touch them (for example by putting an arm round them);
- DO NOT try to investigate or act on the matter yourself: doing so may seriously compromise investigation by the relevant authorities. You need only clarify what is being said to you (in order to establish that there is a suspicion of harm), and then refer the matter to the appropriate individual as set out in the Code of Practice;
- Be supportive but DO NOT promise confidentiality. Explain that, in order that the allegation can be addressed you will have to talk to other people about it. Explain who you will talk to;
- Avoid 'leading' questions, or expressing a view about what you have been told;
- Use clear language, appropriate to the person you are dealing with;
- Do not talk to anyone else about the matter. If you need to seek support for yourself you should speak to the designated safeguarding lead for the activity or one of the Safeguarding Officers;
- Write down what you have been told as soon as possible. In all events this must be done on the same day but this should not delay prompt action. Write down exactly what was said *in the person's own words* 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 B: Role of Safeguarding Officer

This guidance should be read in conjunction with the Safeguarding Code of Practice.

The role of the Safeguarding Officers is as follows.

1. *To raise awareness by:*

- acting as a senior strategic figurehead for Safeguarding issues at FoRBLN and the University;
- ensuring that the Code of Practice is implemented, and promulgated; and
- ensuring regular review of the Code of Practice.

2. *To manage referrals by:*

- advising and taking appropriate action in the event that allegations of abuse are made in the contexts set out in the Code of Practice;
- liaising with external agencies where appropriate (such as the Oxfordshire Safeguarding Children Board, Oxfordshire Social & Community Services, the Disclosure and Barring Service, the Police); and
- ensuring that those involved in any case are appropriately supported.

3. *To promote appropriate training by:*

- ensuring that appropriate information and training are available to members of the University who will come into contact with adults at risk and children; and
- engaging in training themselves.