



NEW COLLEGE  
OXFORD

POLICY DOCUMENT

*Safeguarding Adults at Risk  
Policy and Procedures*

## Safeguarding Adults at Risk Policy & Procedures

### CONTACT DETAILS:

**For contact details for the Designated Safeguarding Lead (DSL) and others, see the last page of this policy.**

### 1. Introduction

**1.1** New College is committed to ensuring a safe and supportive environment for its Members and visitors. The College recognises that there are a number of circumstances in which adults at risk will come onto College premises or interact with College Members.

**1.2** This Policy recognises the welfare of adults at risk as paramount and aims to safeguard their well-being, in particular by protecting them from abuse of any kind. This Policy should be read in conjunction with the University of Oxford's *Safeguarding Code of Practice* which is available here:

<https://hr.admin.ox.ac.uk/files/safeguardingcodeofpracticepdf>

**1.3** New College has a separate safeguarding policy pertaining to children. Copies of both policies are available on the College website.

**1.4** There is a separate Safeguarding Policy for New College School available here:

[Microsoft Word - Safeguarding Policy NCS 2024-25.docx \(newcollegeschool.org\)](#)

### 2. Scope

**2.1** 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 health 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."

**2.2** For the purposes of this policy, a College Member is anyone who is part of New College, working with adults at risk whether as a Fellow, employee, student, or volunteer.

**2.3** This Policy applies to all activities involving children and/or adults at risk and to all College Members.

**2.4** 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 *Safeguarding Vulnerable Groups Act 2006*, the *Health and Safety at Work etc. Act 1974*.

**2.6** The College also has certain powers and duties, under the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975* and *Safeguarding Vulnerable Groups Act 2006*, to enquire as to the criminal records history of Members to assess any risk to children.

### **3. Preventative Measures**

**3.1** New College's Designated Safeguarding Lead ('DSL') is the Home Bursar Mr Gez Wells. The DSL has the leadership responsibility for the College's safeguarding procedures and has responsibility for the College's safeguarding arrangements. The College's Designated Safeguarding Officers ('DSO') are the Health and Safety Administrator and the Head of Outreach. The DSO's for the College have responsibility for the day-to-day administration of the College's safeguarding arrangements. Contact details can be found on the last page 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 adults at risk;
- Acting as the main contact within the College for the protection of adults at risk;
- Ensuring that appropriate College Members are provided with information, advice and training on the protection of adults at risk.
- Establishing and maintaining contacts with the local Children's Social Care Services departments and Police;
- Maintaining confidential records of reported child abuse cases and action taken.

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 reported child abuse cases and action taken are made and reported to the DSL.

**3.3** The DSL and DSO's have both completed training in safeguarding.

**3.4** The attention of new Members of the College will be drawn to this Policy as part of the induction process. 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.

**3.5** Where a role may require College Members to have unsupervised contact with, regularly care for, train, supervise, or be in sole charge of adults at risk, the College will require satisfactory completion of a DBS Disclosure at the appropriate level.

#### **4. Forms of Abuse**

**4.1** The NHS outlines seven categories of abuse of adults at risk. Abuse may comprise a single act or repeated acts.

**4.2** Physical – the physical hurting or injuring of an adult at risk, including denying them food, water, or assistance going to the bathroom if needed, and the misuse of their medicines.

**4.3** Psychological –the persistent emotional maltreatment of an adult at risk which results in severe or persistent adverse effects.

**4.4** Sexual – the forcing or pressuring an adult at risk 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 looking at, or in the production of, pornographic material.

**4.5** Domestic – a pattern of incidents of controlling, coercive or threatening behavior, violence or abuse, typically by someone who is or has been an intimate partner or family member.

**4.6** Discriminatory –harassment, slurs or unfair treatment relating to an adult at risks race, gender identity, age, disability, sexual orientation, or religion.

**4.7** Financial abuse – stealing money or valuables. This can include the inappropriate use of an adult at risks money by a person appointed to look after it, or coercing an adult at risk to spend their money in a way they are not happy with.

**4.8** Neglect – the persistent failure to meet an adult at risks basic needs, likely to result in the serious impairment of the adult’s 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.

## **5. Dealing with suspicion of abuse/allegations of abuse**

**5.1** An allegation may relate to a person who works with an adult at risk who has:

- Behaved in a way that has harmed an adult at risk or may have harmed an adult at risk ;
- Possibly committed a criminal offence against an adult at risk; or
- Behaved towards an adult at risk in a way that indicates they may pose a risk of harm to the adult at risk.

**5.2** College Members should address any concerns to the DSO for the College, who will liaise with the DSL. If those concerns relate to the DSO for the College, College Members are expected to discuss the matter with the DSL or to contact the University Safeguarding Officer. If an individual feels that the DSO or the DSL has not responded appropriately, then they are encouraged to contact the University Safeguarding Officer without delay. 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 section 14.

**5.3** It is the responsibility of the DSL to act on behalf of the College in dealing with allegations or suspicion of abuse. It is the task of Social Services, not the College, to investigate the matter, under *Section 42 of the Care Act 2014*. Under no circumstances should a College Member conduct their own investigation into suspicions or allegations of abuse, neither should they question an adult at risk closely, as to do so may distort any investigation that may be carried out subsequently by the Police or Social Services.

**5.4** If a an adult at risk 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 the adult at risk that thye 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 adult at risk says seriously and allow the adult at risk to continue at their own pace;
- Keep questions to an absolute minimum (only clarify what the adult at risk is saying) and not ask a question that suggests a particular answer;
- Not interrupt the adult at risk when they are recalling significant events;

- Reassure the adult at risk that the problem can be dealt with;
- Tell the adult at risk what will happen next and with whom the information will be shared;
- Do not promise to keep secrets;
- Make a full written record of what is said and done, though this should not result in a delay in reporting the problem.

**5.5** The record should include:

- The adult at risk 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 adult at risk).

If handwritten, contemporaneous notes are typed up, the original notes must be retained.

**5.6** The record may be used later in a criminal trial and it is vital that what the adult at risk discloses is recorded as accurately as possible. The record must be drafted in the adult at risk words and should not include the assumptions or opinions of others.

**5.7** 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 Social Services Emergency Duty Team on 0800 833408. In an emergency, dial 999.

**5.8** All College Members are required to report or act on any disclosures or allegations of abuse that involve a College Member or that have taken place at the College or on College business.

**5.9** It is recognised that College members may need support after receiving a disclosure from an adult at risk, and support will be offered by the College

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

**6.1** When a concern arises, there are three processes that may need to take place:

- An adult at risk protection investigation;
- A criminal investigation;
- Action by the College/University to discipline or remove the Member.

**7.2** Any suspicions or allegations should be addressed to the DSO or DSL's.

## **8. Students**

**8.1** The College may admit students who are classed as adults at risk. The College recognises that it has special duties of care towards an adult at risk:

**8.2** The Senior Tutor is responsible for ensuring that the DSO, DSL, relevant tutors and other key members of staff are informed of the admission of any students who are classed as adults at risk.

## **9. Employees**

**9.1** The College may employ individuals, either in academic posts or as staff, who are classed as adults at risk.

**9.2** The Home Bursar is responsible for ensuring that the DSO and DSL are informed of the employment of any individual who is classed as an adult at risk.

## **10. Confidentiality**

**10.1** The College has an obligation to respect the privacy and confidentiality of all individuals. Nevertheless, complete confidentiality to informants in circumstances of alleged abuse cannot and should not be promised. Anyone making an allegation should be assured that:

- The individual 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.
- The individual will never tell anyone who does not have a clear 'need to know'
- The individual will take whatever steps they can to protect the informing person from any retaliation or unnecessary stress that might be feared after a disclosure of alleged abuse has been made

**11.2** There will be circumstances in which it is necessary for a Safeguarding Officer or other College Member to share information with third parties such as the Social Services or the Police.

## **12. People with Specific Responsibility for safeguarding adults at risk and their roles**

**12.1** The designated staff are responsible for:

- Procedure
- Holding and being conversant with current local and national safeguarding procedures.
- Keeping up to date through training. It is a requirement that this takes place at least every two years.
- Reviewing and updating the Colleges Adult at Risk Safeguarding Policy and inter agency working. Any deficiencies or weaknesses in the policies and procedures must be remedied without delay.
- Liaison over safeguarding matters with the University safeguarding Officer
- Raising awareness
- Briefing and guiding those in regular contact with adults at risk of the College 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 concerns with the DSO/DSL
- Ensuring that the Safeguarding procedures are followed within the College, that each Member has access to the procedures and has an understanding of them
- Referrals, receiving reports of alleged abuse or suspected abuse within the College, or reported by an adult at risk, contacting the Social Services Department, and/or taking any other action in response;
  - Keeping records
  - Liaising with the staff
  - Liaising with the DSL

**12.2** The Governing Body is responsible for undertaking an annual review of:

- The College Safeguarding Adults at Risk Policy and Procedures
- The efficiency with which the related duties have been discharged

## **13 Training**

13.1 Any member of the College who will be planning activities with adults at risk should have completed the on-line training provided by Oxford Safeguarding Children Board (<https://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.

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

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

## **14. Contact Information**



**14.1** Designated Safeguarding Lead

Gez Wells - Home Bursar

[gez.wells@new.ox.ac.uk](mailto:gez.wells@new.ox.ac.uk)

Tel. 01865 279560

01865 279500 (outside office hours)

**14.2** Designated Safeguarding Officers

**Primary Contact**

Karl Chapman Health and Safety  
Administrator

[karl.chapman@new.ox.ac.uk](mailto:karl.chapman@new.ox.ac.uk)

Tel: 01865 279508

01865 279500 (outside office hours)

**Secondary Contact**

Dan Powell - Head of Outreach

[outreach@new.ox.ac.uk](mailto:outreach@new.ox.ac.uk)

Tel. 01865 279512

**14.3** University Safeguarding Officers

Tel. 01865 270512

Tel. 01865 280444