

Annex A: Roles of the Safeguarding Officer and Safeguarding Lead

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

The role of the Safeguarding Coordinator (Outreach and Admissions Officer, admissions.office@ccc.ox.ac.uk) is as follows:

1. To raise awareness by:
 - ensuring regular review of the Code of Practice;
 - ensuring that the Code of Practice is easily accessible to College staff and visitors; and
 - appointing a designated safeguarding lead for work involving adults at risk or children where the Safeguarding Officer is not automatically the safeguarding lead.
2. To manage referrals by:
 - being the primary contact for those (particularly students) involved in work with adults at risk and children in the College to refer disclosures and concerns to;
 - keeping records of all disclosures and concerns; and
 - referring all safeguarding concerns to the Safeguarding Lead promptly.
3. To promote appropriate training by:
 - maintaining records of training undertaken by members of the College who will come into contact with adults at risk and children;
 - providing briefings and guidance to other College members, as necessary,
 - engaging in training themselves
 - undertake an enhanced criminal record check from the Disclosure and Barring Service

The role of the Safeguarding Lead (Domestic Bursar, Andrew Rolfe, andrew.rolfe@ccc.ox.ac.uk) is as follows:

1. To raise awareness by:
 - acting as a senior strategic figurehead for Safeguarding issues at the College; and
 - ensuring that the Code of Practice is implemented, and promulgated.
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 College who will come into contact with adults at risk and children; and
 - engaging in training themselves

Safeguarding Children and Adults at Risk

Key Information for Corpus Christi College 2019

College Safeguarding Lead: Domestic Bursar, Andrew Rolfe, 01865 276710

College Safeguarding Co-ordinator: Outreach Officer, Katherine Baysan, 01865 276693

FLOW-CHART FOR REPORTING SAFEGUARDING INCIDENTS, DISCLOSURES AND CONCERNS:

I have seen, heard or been told something that gives me cause for concern for the welfare and/or wellbeing of a child or adult at risk attending an event in College

I *might* have seen, heard or been told something that gives me cause for concern for the welfare and/or wellbeing of a child or adult at risk attending an event in College – but I'm not sure

Report your concern or possible concern to the **Safeguarding Coordinator or Safeguarding Lead** as soon as possible and ideally before the child or adult at risk has left the College/the event has ended

I am aware of an allegation of abuse towards a child or adult at risk, made against a Fellow, student or staff member of the College, or an academic visitor, volunteer or guest to the College; or been accused myself

I have seen, heard or been told something that suggests a risk of immediate serious harm to a child or adult at risk

Report the allegation to the **Safeguarding Lead** as soon as possible and ideally before the child or adult at risk has left the College/the event has ended.

Emergency services should be contacted via 999 or the police via the 101 service. The Safeguarding Coordinator or Lead should then be notified.

What happens after I report a concern, incident or disclosure?

You may need to write a formal account of the concern/incident, in which event you would be supported by the Safeguarding Coordinator / Safeguarding Lead. If external agencies need to be contacted, the Safeguarding Coordinator / Lead will be responsible for this.

How can I access university policy statements and codes of practice in relation to Safeguarding?

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