

## 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](mailto: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](mailto: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/>