



COLLEGE SAFEGUARDING POLICY

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1. Introduction

1.1. Worcester College is committed to safeguarding and promoting the health, safety and welfare of its members and visitors. The College recognises that children and / or adults at risk will enter College premises or interact with College members in a number of circumstances.

1.2. The College regards the welfare of children and vulnerable adults as paramount and aims to safeguard their well-being, in particular by taking steps to protect them from abuse of any kind.

1.3. This policy should be read in conjunction with the University of Oxford's *Safeguarding Code of Practice* (2015), a copy of which is available here:

<http://www.admin.ox.ac.uk/personnel/cops/safeguarding/safeguardingcop/>

1.4. Section 14 pertains to the children who enter the College as a result of their association with the Chapel Choir. The choristers of the Chapel Choir are pupils of Christ Church Cathedral School, and the College's interactions with them remain subject to the school's safeguarding procedures (and reporting mechanisms) at all times. As such, Section 14 of this policy should also be read in conjunction with the *Safeguarding (Child Protection) Policy of Christ Church Cathedral School* (2019), which can be found on the school's website: <http://www.cccs.org.uk/about/school-policies-reports/>

2. Scope

2.1 For the purposes of this policy, 'child' or 'children' refers to a person or persons under the age of 18 (as defined in the *Children Act* 2004). The policy should at all times be applied in an age-appropriate way, with regard to the fact that those under the age of 16 and the primary school aged children referred to under Section 14 will need particular care.

2.2. For the purposes of this policy, an 'adult at risk' refers to the Department of Health definition. This refers to "those who are or may be in need of community care services by reason of mental 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".

2.3. For the purposes of this policy, a 'College Member' is anyone at Worcester College working with children, whether fellow, employee, student or volunteer.

2.4. This policy applies to all activities children or adults at risk and to all College Members.

2.5. 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 *Children Acts* 1989 and 2004, and the *Health and Safety at Work Act* 1974.

2.6. Where a College Member occupies a position of trust with regard to children or adults at risk, an improper relationship with a child or adult at risk constitutes an abuse of trust under the Sexual Offences Act 2003.

2.7. The College has certain powers, under the Rehabilitation of Offenders Act 1972 to enquire as to the criminal record history of College Members in order to assess any risk to children.

2.8. This policy has been drawn up with due regard to the Child Protection procedures of the Oxford County Council's Children's Services Division of the Learning and Culture Department, made available through the Oxfordshire Safeguarding Children Board (OSCB), and to the guidance document *Working Together to Safeguard Children* (2018).

3. Responsibilities

3.1 The College's Designated Safeguarding Lead (DSL) is the Tinsley Outreach Fellow. The College's Designated Safeguarding Deputy (DSD) is the Academic Administrator. The Designated Safeguarding Officer (DSO) will depend on the specific event but will usually be the Admissions and Access Officer (for outreach activity or admissions-related events) or the Chaplain (for activity involving the Chapel choir). Contact details can be found in Appendix A of this policy, or in the Safeguarding file, which is available in the Academic Office.

3.2 The staff named in 3.1 are required to undertake a DBS Disclosure relevant to their role.

3.3 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 children and adults at risk
- Acting as the main contact within the College for the protection of children and adults at risk
- Ensuring that the appropriate College Members are provided with information, advice and training on the protection of children and 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.

3.4 The Designated Safeguarding Officers are responsible for:

- Implementing and Promoting this policy
- Acting as the main contact, for their designated activities, for the protection of children or adults at risk
- Ensuring the appropriate College Members assisting with any designated activity are provided with information, advice and training where required
- Ensuring that confidential records of reported abuse cases are reported to the DSL or (in their absence) the DSD
- Ensuring adequate ratios of child supervision at all times in accordance with the NSPCC guidelines, which can be found on their website: <https://learning.nspcc.org.uk/research-resources/briefings/recommended-adult-child-ratios-working-with-children/>
- For the DSO overseeing the safeguarding of the Chapel choristers: collaborating with the staff of Christ Church Cathedral School and ensuring compliance with the Christ Church Cathedral School's safeguarding policies
- Ensuring a suitable and safe environment is provided for the children within the College

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

3.6 College Members who are responsible for the care of the Chapel choristers may also be required to complete a DBS Disclosure at the appropriate level administered by Christ Church Cathedral School.

3.7 All College Members involved with designated activities are expected to comply fully with the guidance and procedures set out in this policy. The DSOs will ensure that members are fully briefed / trained (as appropriate) on the implications of this policy.

3.8 The Governing Body is responsible for undertaking an annual review both of College Safeguarding Policy and Procedures, and of the efficiency with which the related duties have been discharged.

4. Training

4.1 Any member of College whose duties involve interaction with children must complete the on-line training provided by the Oxford Safeguarding Children Board (<http://www.oscb.org.uk/training>), 'An Introduction to Safeguarding Children', together with any additional training identified by ongoing risk assessment processes.

4.2. Anyone holding the role of Designated Safeguarding Officer, and anyone whose role regularly involves the supervision of children (e.g. Director of Music, Organ Scholars) should normally be expected to undertake the 'Generalist Safeguarding' training, provided by the Oxford Safeguarding Children Board.

4.3 All adult members of the Chapel Choir, and College Members assisting with residential outreach activity will be required to attend a mandatory Safeguarding briefing outlining appropriate behaviour.

4.4 Training will be recorded in the Safeguarding folder. The DSL / DSD will monitor training requirements.

5. Forms of Abuse

5.1 The UK Government guidance document Working Together to Safeguard Children (2015) defines four types of child abuse:

- Physical: Physical injury or hurting.
- Emotional: Persistent emotional maltreatment which results in severe or persistent adverse effects. Emotional abuse is often present in other categories of abuse, though it may occur independently.
- Sexual: Forcing or enticing a child to take part in sexual activities. These activities may involve physical contact, including assault by penetration or non-penetrative acts. They

may also include non-contact activities such as looking at, or the production of, pornographic material.

- Neglect: The persistent failure to meet a child's basic needs, likely to result in the serious impairment of a child's health or development. Neglect can include failure to provide the following: adequate food, clothing and shelter, protection from physical or emotional harm or danger, adequate supervision, access to appropriate care or medical treatment.

5.2 This list is not exhaustive. Abuse can take a variety of forms. The Oxfordshire Safeguarding Adults Board also refers to: domestic abuse, financial abuse, modern slavery, organisational abuse, radicalisation and extremism, or self-neglect.

6. Recognising Abuse and Dealing with Suspicion of Abuse / Allegations of Abuse

6.1 The abuse of children can and does occur both within an individual's family and in institutional or community settings. A list of possible signs of abuse is set out in Appendix B.

6.2 It is the responsibility of **all College Members** to act on concerns in order to safeguard the welfare of a child or adult at risk.

6.3 College Members should address concerns to the DSO responsible, in the first instance. If those concerns relate to the DSO, College Members are expected to discuss the matter with the DSL / DSD or to contact the Oxfordshire Social Services Department directly (contact details are provided at the end of this document). If a College Member feels that the DSO or DSL has not responded appropriately, they should contact Oxfordshire Social Services Department without delay.

6.4 Every attempt should be made to maintain confidentiality. Suspicions or allegations of abuse must not be discussed with anyone else other than those named in 3.1.

6.5 It is the responsibility of the DSO and DSL / DSD to act on behalf of the College in dealing with allegations or suspicions of abuse. It is the task of Social Services and not of the College to investigate the matter under Section 47 of the *Children Act 1989*. Under no circumstances should a College Member conduct their own investigation into suspicions or allegations of abuse, and they should not question persons closely as to do so may distort any investigation that may subsequently be carried out by the police or Social Services.

6.5 If a child or adult at risk discloses abuse, or speaks or acts in such a way that abuse is suspected, the person receiving this information should:

- react in a calm but concerned way
- listen carefully to clarify concerns
- offer age-appropriate reassurance that the child will be kept safe
- explain that confidentiality cannot be promised and that the information will need to be shared
- keep questions to an absolute minimum (using them only to clarify what a child or adult at risk has said) and avoid leading questions
- explain to the child or adult at risk (in an age-appropriate way) what will happen next and who the information will be shared with
- report the conversation **immediately** to the DSO / DSL / DSD
- if the child or adult at risk is in danger, contact the Multi-Agency Safeguarding Hub (MASH) and follow their instructions to ensure the individual's immediate safety (see Appendix A for contact details)
- make a record of the conversation (see template in Safeguarding file)

6.6 The record made of the conversation must include where possible:

- the nature of the allegation or concern
- the child or adult at risk's account of what has occurred, including any times, dates or places mentioned, and any other information that may subsequently be of use
- a description of any visible physical injury (clothing should **not** be removed to inspect a child at risk)
- if an opinion is expressed, this must be clearly indicated

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

6.8 Any concern should be reported **immediately** to the DSO / DSL / DSD who will take the appropriate action. If the concern arises outside of normal office hours (evenings and weekends) contact should be made with the Social Services Emergency Duty Team (0800 833408). Advice can also be sought from the NSPCC 24 hour helpline on 0800 800 5000 or from the Police Child Protection Team on 01865 335199. **In an emergency, dial 999.**

6.9 The College recognises that a College Member may need support after receiving a disclosure from a child, and appropriate support will be offered by the College.

6.10 All College Members (including those with obligations to particular codes of conduct / professional ethics that may be thought to constrain their actions) are required to report or act on any disclosures or allegations of abuse that involve a College Member and that have taken place at the College or on College business. These will be reported to Oxfordshire Social Services, and if necessary to the police.

7. Procedure for dealing with allegations or suspicions about a College Member

7.1. It can be difficult to accept that a colleague may deliberately harm a child or adult at risk. When a concern arises, there are three processes that may need to take place:

- a child protection investigation (in the case of children)
- 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 Safeguarding team (DSO / DSD / DSL). Contact details are provided in Appendix A.

8. Confidentiality

8.1. The College has an obligation to respect the privacy and confidentiality of all individuals.

It is not, however, possible to ensure confidentiality in circumstances of alleged abuse.

The College owes a duty of care to its students or visitors that overrides the requirement to keep information confidential. Anyone making a disclosure of abuse or an allegation should be assured that:

- Information will only be shared on a 'need to know' basis to ensure that the proper action is taken
- the College will take steps to protect the informant from any retaliation or unnecessary stress after a disclosure of alleged abuse has been made.

8.2 In some circumstances, it will be necessary for a Designated Safeguarding Officer or other College Member to share information with third parties such as the local authority, the police, Christ Church Cathedral School, or the child's parents or guardians.

9. Conduct around Children

9.1. Inappropriate behaviour can occur via the telephone, internet and email as well as during direct interaction with children or adults at risk.

9.2. College Members should adhere at all times to the advice listed in *Appendix C*.

9.3. The *Sexual Offences Act 2003* provides that intimate contact between an adult and a child, where the adult is in a 'position of trust' with respect to the child is a criminal offence. Those in a 'position of trust' include those who have regular unsupervised contact with a child.

9.4. It may be necessary for College Members to take photographs or make videos of children for educational research, teaching purposes, or publication. Where images are stored in a way that makes the data subject identifiable, or where the images are published either online or in print, written consent should be obtained before the images are created. If the subject of the photograph is under 16 years old, written consent will be sought from a parent / guardian before an image is made. Since the children of the Chapel Choir are usually under the age of 16, the normal procedure for these children will be to seek parental consent for all images made and / or published. Whenever an image of a child is published, the subject should, as far as is practicable, be unidentifiable.

10. Planning Activities for Children / Adults at Risk

10.1 Any College Member who has responsibility for organising an activity involving children and / or adults at risk must nominate an appropriate individual to act as the DSO for the activity. The DSL / DSD and other relevant parties (e.g. other staff members, porters) should be informed who the DSO for a particular event or activity is.

10.2 Activities should

- be designed so that appropriate training and supervision is available to those working with children or adults at risk
- minimise occasions on which members of the University work alone or otherwise in an unsupervised way with children or adults at risk
- be appropriately risk-assessed.

10.3 Every activity that involves children should be risk assessed, and the assessment should consider how the risks identified can be minimized. It should outline the local processes for reporting concerns, as well as paying due attention to relevant Health and Safety considerations. Risk assessments should be checked by the DSL / DSD and a copy filed with the DSL before the activity is undertaken. The risk assessment for any activity involving children or adults at risk must nominate one individual to act as the key contact point to deal with any actions taken to minimize risk. This person – the nominated safeguarding contact – is responsible for ensuring that concerns and allegations are escalated to the DSO.

10.4 Copies of the completed risk assessments should be made available to all staff or College Members involved in the activity.

10.5 It is expected that for any activity during which the choristers of the Chapel choir are accompanied by a member of Christ Church Cathedral School, the school will complete its own risk assessment and take its own steps to safeguard the children in accordance with local education authority guidelines. Such a risk assessment will be in addition to the College's own process of assessing risk.

10.6 It is expected that for visits by schools where members of staff of that school are in attendance, the school will complete its own risk assessment and take its own steps to safeguard the children in accordance with local authority guidelines. Such measures will be in addition to the College's own process of assessing risk.

10.7 Any pre-employment or pre-activity checks should be carried out in accordance with the University's guidance published at:

<http://www.admin.ox.ac.uk/personnel/recruit/preempcheck/>

10.8 Children participating in a College 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 member of the College with whom they will be interacting. Information regarding the DSL / DSD / DSOs must be clearly available on the College website.

11. Candidates for Admissions Interviews

11.1 Candidates for admission to Worcester are invited to stay at the College for a period of days during the interview selection process. The College recognises that it is likely that most candidates will be under the age of 18.

11.2 The College has established risk assessments and procedures for the interview process, designed to ensure safeguarding of candidates whilst also fulfilling selection requirements, including the requirements that:

- All student helpers are appropriately trained and given specific information about how to respond to concerns of neglect or abuse
- Junior Deans are trained and DBS checked to respond to welfare issues
- Heads of departments are briefed regarding processes during this period
- Any other members of College who may be alone with candidates for significant time are DBS checked (e.g. Nurse, Student Welfare Officer, Dean)
- The College bar is closed during the interview period
- Interviews always have two members of staff in attendance who have been trained by the University
- Candidates are briefed regarding expectations during their stay in College

12. Access and Outreach Activity Participants

12.1 Throughout the year, children enter the College as part of the College's outreach activity, both for day and residential visits. The groups of children may or may not be accompanied by teachers from their schools.

12.2 When a group is accompanied by a teacher, in addition to the expectations set out in 10.6, it is expected that the teacher will retain responsibility for the safeguarding of the children, and for appropriate supervision, and will seek consent from parents and / or guardians for the visit according to local authority guidelines and / or individual school policies.

12.3 Where a group is not accompanied by a teacher, the DSO will ensure appropriate supervision, adequate briefing of College Members on safeguarding matters and a safe environment. The DSO will also keep an updated register of those taking part in the activity, as well as parental consent forms and contact details.

13. Students under the Age of 18

13.1 The College may admit students who commence their studies before their 18th birthday. The College recognises that:

- anyone under 18, as a matter of law, is a child

- the college has special duties of care towards a child
- the College is not *in loco parentis*

13.2 The Admissions and Access Officer is responsible for ensuring that the DSI / DSD, Dean and relevant College tutors are informed of the admission of any students under the age of 18.

13.3 The Admissions and Access Officer is responsible for ensuring that the hall, bar and lodge have the names of any students under the age of 18.

13.4 The Admissions and Access Officer is responsible for gaining written agreement from parents and students under the age of 18 that they accept the provisions put in place.

14. Children of the Chapel Choir

14.1. The Children of the Chapel Choir interact with College Members regularly, both on and off the College site. The College recognises that as these are particularly young children (of primary school age), they require particular care and attention.

14.2. The DSO liaises closely with Christ Church Cathedral School to ensure compliance with the school's safeguarding guidelines.

14.3. Organ Scholars regularly rehearse with the choristers on the site of Christ Church Cathedral School. At all times, when doing so, the Organ Scholars are subject to Christ Church Cathedral School's safeguarding policy.

14.4. Organ Scholars will be subject to DBS Disclosure checks prior to beginning their duties, and will undertake the OSCB's 'Generalist Safeguarding' course.

14.5. The choristers regularly walk from Christ Church Cathedral School to the College. This activity is carried out under the supervision of a member of staff from Christ Church Cathedral School, who is responsible for ensuring adequate safeguarding ratios for supervision of the children, as well as for all aspects of their safety while in transit to the College.

- 14.6. If College Members are requested to accompany the member of staff from Christ Church Cathedral School, they do so under the direction of the school's member of staff at all times both ordinarily and if a problem should arise.
- 14.7. All College Members accompanying the choristers will carry with them working mobile phones and be in possession of the contact details of the Christ Church Cathedral School office, the Director of Chapel Music, the DSO and Worcester College Lodge.
- 14.8. The choristers sing in the College Chapel and attend rehearsals in College. The children's parents and / or guardians are normally expected to bring and collect them from rehearsals and services (unless they are being escorted to the College by Christ Church Cathedral School as outlined in 14.3). Attendance is taken at regular intervals, and as they arrive and leave the College site.
- 14.9. The children are appropriately supervised at all times while they are on the College site, and appropriate checks and training are provided to those providing this supervision.
- 14.10. All concerns relating to the children should be addressed immediately to the DSO, who will escalate them appropriately either by contacting emergency services, the Multi-Agency Safeguarding Hub, Social Services, the child's parents or legal guardians or the DSL / DSD. Where appropriate, the DSO may contact Christ Church Cathedral School. All concerns should be reported to the DSL who will maintain appropriate records. In an emergency, dial 999.
- 14.11. In the event that a child is not collected as expected by a nominated parent or guardian, the DSO should be notified immediately. The parents / guardians and Christ Church Cathedral School should be contacted, and the child should remain with the DSO in a public area of the College (e.g. the Porters' Lodge) until they are collected. Under no circumstances should a child be left unattended, or in the care of a member of staff who has not undergone adequate checks and training in the safeguarding of children.

APPENDIX A: Contact Details

Designated Safeguarding Lead

Tinsley Outreach Fellow - 01865 278381

Designated Safeguarding Deputy

Academic Administrator - 01865 278342

Designated Safeguarding Officer

The Chaplain - 01865278371

Worcester College Porters Lodge

01865 278300

Christ Church Cathedral School Office

01865 242561

Oxfordshire Multi-Agency Safeguarding Hub

By email: mash-children@oxfordshire.gov.uk.

By telephone: 0345 0507666

Oxfordshire Social Services Emergency Duty Team

0800 833408

Police Child Protection Team

01865 335199

In an emergency

999

APPENDIX B: Signs of Abuse

This document is summarised from the NSPCC's 2018 'Signs of Abuse' Factsheet. The Factsheet in full can be read here: <https://learning.nspcc.org.uk/media/1188/definitions-signs-child-abuse.pdf>

What is child abuse?

Child abuse happens when a person – adult or child – harms a child. It can be physical, sexual or emotional but can also involve a lack of love, care and attention. Neglect can be just as damaging to a child as physical or emotional abuse.

Children may be abused by:

- family members
- friends
- people working or volunteering in organisational or community settings
- people they know
- or, much less commonly, by strangers.

Children suffering abuse often experience more than one type of abuse. The abuse usually happens over a period of time, rather than being a single, isolated incident. Increasingly, abuse can happen online.

General signs of abuse

Children who suffer abuse may be afraid to tell anybody about the abuse. They may struggle with feelings of guilt, shame or confusion – particularly if the abuser is a parent, caregiver or other close family member or friend. Many of the signs that a child is being abused are the same regardless of the type of abuse. Anyone working with children or young people needs to be vigilant to the signs listed below.

- regular flinching in response to sudden but harmless actions, for example someone raising a hand quickly
- showing an inexplicable fear of particular places or making excuses to avoid particular people
- knowledge of 'adult issues' for example alcohol, drugs and / or sexual behaviour which is inappropriate for their age or stage of development
- angry outbursts or behaving aggressively towards other children, adults, animals or toys
- becoming withdrawn or appearing anxious, clingy or depressed
- self-harming and thoughts about suicide

- changes in eating habits or developing eating disorders
- regularly experiencing nightmares or sleep problems
- regularly wetting the bed or soiling their clothes
- in older children, risky behaviour such as substance abuse or criminal activity
- running away or regularly going missing from home or care
- not receiving adequate medical attention after injuries.

These signs do not necessarily mean that a child is being abused. There may well be other reasons for changes in a child's behaviour such as a bereavement or relationship problems between parents / carers. In assessing whether signs are related to abuse or not, they need to be considered in the context of the child's development and situation.

Spotting the signs of physical abuse

Bruising:

- bruises on babies who are not yet crawling or walking
- bruises on the cheeks, ears, palms, arms and feet
- bruises on the back, buttocks, tummy, hips and backs of legs
- multiple bruises in clusters, usually on the upper arms or outer thighs
- bruising which looks like it has been caused by fingers, a hand or an object, like a belt or shoe
- large oval-shaped bite marks

Burns or scalds:

- any burns which have a clear shape of an object, for example cigarette burns
- burns to the backs of hands, feet, legs, genitals or buttocks

Other signs of physical abuse include multiple injuries (such as bruising, fractures) inflicted at different times.

If a child is frequently injured, and if the bruises or injuries are unexplained or the explanation doesn't match the injury, this should be investigated. It's also concerning if there is a delay in seeking medical help for a child who has been injured.

Spotting the signs of neglect

Neglect can be difficult to identify. Isolated signs may not mean that a child is suffering neglect, but multiple and persistent signs over time could indicate a serious problem. Some of these signs include:

- children who appear hungry – they may come to school without lunch money or even try to steal food
- children who appear dirty or smelly and whose clothes are unwashed or inadequate for the weather conditions
- children who are left alone or unsupervised
- children who fail to thrive or who have untreated injuries, health or dental problems
- children with poor language, communication or social skills for their stage of development
- children who live in an unsuitable home environment, for example the house is very dirty and unsafe, perhaps with evidence of substance misuse or violence
- children who have taken on the role of carer for other family members

Spotting the signs of sexual abuse

There may be physical signs that a child has suffered sexual abuse. These include:

- anal or vaginal soreness or itching
- bruising or bleeding near the genital area
- discomfort when walking or sitting down
- an unusual discharge
- sexually transmitted infections
- pregnancy

Changes in the child's mood or behaviour may also cause concern. They may want to avoid spending time with specific people. In particular, the child may show sexual behaviour that is inappropriate for their age. For example:

- they could use sexual language or know things about sex that you wouldn't expect them to
- a child might become sexually active at a young age
- they might be promiscuous

Spotting the signs of emotional abuse

There aren't usually any obvious physical signs of emotional abuse but you may spot signs in a child's action or emotions. It's important to remember that some children are naturally quiet and self-contained whilst others are more open and affectionate. Mood swings and challenging behaviour are also a normal part of growing up for teenagers and children going through puberty. Be alert to behaviours which appear to be out of character for the individual child or are particularly unusual for their stage of development. Older children may:

- use language, act in a way or know about things that you wouldn't expect for their age
- struggle to control strong emotions or have extreme outbursts
- seem isolated from their parents
- lack social skills or have few, if any, friends
- fear making mistakes
- fear their parent being approached regarding their behaviour
- self-harm

This list is not exhaustive. It is important to report all concerns, even if they seem insignificant.

APPENDIX C: Advice for Behaviour around Children

Conduct to be avoided:

- spending excessive amounts of time alone with children, away from others;
- taking children to your home;
- being alone in a vehicle with children;
- any physical contact with children that is not absolutely necessary.

Conduct never to be sanctioned:

- engaging in rough, physical or sexually provocative games;
- giving drugs or other inappropriate substances including alcohol (please note that one of the four key objectives of the Licensing Act 2003 is the 'protection of children from harm' and that it is also an offence for a child to be supplied with or knowingly be allowed to consume alcohol on a licensed premises). Members should be aware that the College holds a Premises Licence;
- allowing or engaging in any form of inappropriate touching;
- making sexually suggestive comments to children, even in jest;
- allowing allegations made by a child to go unreported;
- doing things of an intimate nature for children that they can do for themselves.

College Members should:

- treat everyone with fairness, equality and respect;
- be sensitive to appearance, race, culture, religious belief, sexuality, gender or disability;
- act as a good role model and challenge any unacceptable behaviour;
- report all allegations or suspicions of abuse using the procedures outlined in this policy;
- consider whether contact with an individual should involve a colleague's presence;
- be aware that physical contact may be misinterpreted;
- retain a professional approach at all times;
- respect a child's right to privacy and, in residential accommodation, not enter a bedroom without prior authorisation except in the case of emergency.