A. POLICY

1. Although Corpus Christi College is not a children’s charity, the College aims to take all reasonable steps in relation to the safety and welfare of children and vulnerable adults who attend the College. The College encounters children and vulnerable adults through its teaching and research activities as well as through its outreach programmes.

2. This policy aims to ensure that children and vulnerable adults will be safe from harm while in contact with College members and staff, whether acting in a paid or unpaid capacity.

3. Children are those under 18 years of age. Many circumstances can serve to indicate that an adult may be vulnerable. Without derogating from that general proposition, the Charity Commission recommends that regard should be had to the following factors in determining whether an adult might be vulnerable:

   (i) physical or mental illness, or mental disorder
   (ii) the adult’s addiction to alcohol or drugs
   (iii) reduced physical or mental capacity
   (iv) substantial learning or physical disability

4. The College does not normally organise or sponsor high-risk activities. If, however, children or vulnerable adults might be exposed to high-risk activities, the College will undertake a thorough risk assessment and the written consent of parents or guardians will be sought.

5. College members and employees who frequently come into contact (more than once per month) with children or vulnerable adults within the College, will have undergone the enhanced disclosure of the Criminal Records Bureau (CRB) checks.

B. PROCEDURE

College Staff coming into contact with Children through their work should:

1. Report through the appropriate channels any concerns or suspicions about individuals or practices regarding child abuse. The Child Protection Officer is Helen Vincent, the HR Administrator and is the person College members and staff should approach in the first instance. Employees should also report any concerns or suspicions to their line manager. Employee contact details are available from the Bursary, 01223 338044.

2. Keep up to date with child protection issues and adhere to best practice at all times.
C. CODE OF PRACTICE

1. All College members and staff, whether acting in a paid or unpaid capacity, should observe the following principles when dealing with children or vulnerable adults:

   i) It is desirable that, so far as possible, work should be planned so as to avoid or minimise the length of time that a College member, or a member of staff, spends with a child or vulnerable adult, in a one to one situation. Where such a situation is unavoidable, the door to the room should ideally be left open for the duration of the meeting.

   ii) Avoid unnecessary physical contact.

   iii) Do not make suggestive or inappropriate remarks to or about a child or vulnerable adult, even in fun, as this could be misinterpreted.

2. If a child/vulnerable adult discloses abuse to employees or volunteers, they should:

   i) Listen carefully to the child/vulnerable adult.

   ii) Stay calm.

   iii) Be reassuring and not make immediate decisions or condemn anyone.

   iv) Not make promises about the situation that they may not be able to keep.

   v) Inform the child/vulnerable adult that the abuse is not their fault.

   iv) Make sure that the child/vulnerable adult understands that the abuse cannot be kept a secret and the appropriate people must be told.

   v) Not contact the abuser.

The employee concerned must then:-

   i) Inform the College Child Protection Officer. This is Helen Vincent, HR Administrator.

   ii) The Child Protection Officer will take responsibility for notifying the Police or Social Services.

   iii) Employees must be sure to let their line manager know as soon as possible (even using their home number if the disclosure is after hours).

   iv) Employees and volunteers must ensure that they keep notes on all conversations held between them and the child/vulnerable adult and the organisations involved, (i.e. Social Services etc).
D. DEFINITION OF ABUSE

Child abuse can be defined in six different categories. Few abused children fit neatly into one or other category. The broad categories are:

- NEGLECT
- PHYSICAL ABUSE
- SEXUAL ABUSE
- EMOTIONAL ABUSE
- ORGANISED ABUSE
- MULTIPLE ABUSE

It is essential for employees to provide a written report on the alleged child abuse. The report should include:

i) The date and time the disclosure was made.

ii) The name and address of the alleged perpetrator.

iii) Details of what was said, using as much as possible, the words used by the child/vulnerable adult making the disclosure.

iv) Details of what action was taken as a direct result of the disclosure being made.

v) A signature and the date.

Employees should be prepared to give continued support to the child/vulnerable adult and her/his family after the disclosure is made if this is requested. Also they should be prepared to present and/or answer questions on the disclosure report at any investigation and/or hearing conducted as a result of the report.

The designated Child Protection Officer for Corpus Christi College is:-

Helen Vincent, HR Administrator, Corpus Christi College, CB2 1RH – Bursary, Tel: 01223 338044.