

## **NEWNHAM COLLEGE CHILD PROTECTION POLICY**

It is the policy of Newnham College, Cambridge to safeguard the welfare of all students and student visitors by protecting them from physical, social and sexual harm. Accordingly the College (and its staff) is committed to:

- ensuring a consistent presence of trained helpers at events organised for young people on College premises to ensure that they are supervised;
- respecting the rights, wishes and well-being of young people with whom it is working;
- taking all reasonable practical steps to protect young people from physical, sexual and emotional abuse;
- promoting the welfare of young people and their protection within a relationship of trust.

### **RESPONSIBILITY AND THE CHAIN OF COMMAND**

Accompanying teachers/LEA co-ordinators are expected to take part in all time-tabled activities and are not to leave visiting students in the sole care of Newnham staff or undergraduate helpers. Teachers/LEA co-ordinators are also in charge during the night, if visiting groups are staying over. In addition, the College will have two tutors, the Senior Tutor and the Admissions Tutor, available from 08.00 to 22.30 via telephone to give advice in an emergency and to whom complaint can be made if there is any inappropriate or harmful behaviour.

In an emergency teachers/LEA co-ordinators are to contact the College Porters. The Porters' Lodge telephone number is: 01223 335700. The Porters will be able to give out the telephone numbers of the Senior Tutor and the Admissions Tutor if necessary.

The Senior Tutor will be the person with overall responsibility. Any event or emergency that requires the schoolteachers' attention during the night must be reported to the Newnham Admissions Office, at the earliest opportunity the following day.

### **RECORDS**

Confidential lists of helpers and visitors (including parental consent forms and medical information) will be kept on file securely in the Admissions Office for the duration of the residential visit. Any complaints will be entered into this file. This confidential file will normally be accessible only to the Admissions Tutor and the Admissions Co-ordinator (who oversees the administration of the project), but in an emergency it can be accessed by the College Porters and College first-aiders.

## **VETTING**

The Admissions Tutor, the Admissions Co-ordinator, and the Senior Tutor have been checked by the Criminal Records Bureau (CRB). A number of student helpers who have received CRB clearance may help on visits, although the presence of CRB-checked student helpers cannot be ensured for all visits.

## **TRAINING**

Student volunteers will undergo training in the processes of monitoring, reporting and resolving problems. All student volunteers will be well briefed in relation to the risk issues associated with activities they are involved in.

Training will be given in how to deal with conflict, illness and injury. All student helpers will be made aware that they should share any concerns they have with the Senior Tutor, the Admissions Tutor, or teachers/LEA co-ordinators.

## **COMPLAINTS**

If a complaint is made the Senior Tutor will take notes of the complaint, investigate and report back to the complainant within 24 hours wherever possible. The complaint will remain confidential unless disciplinary action is to be taken.

Any teacher, undergraduate helper or staff member involved in the project who suspects a case of abuse, or to whom a suspected case of abuse is reported, whether this is by a stranger, student attendee, undergraduate helper or adult working in or around the access visits, must immediately report the incident to the Senior Tutor.

If the complaint is deemed serious, it will be referred to the Head of Schools and Colleges Liaison / Widening Participation, who is the person with expertise in child abuse issues at the Cambridge Admissions Office.

## **ILLNESS AND INJURY**

Newnham staff or student helpers cannot administer medication in any form, unless written consent has previously been given by a parent/carer. In the event of illness or injury, a qualified College first-aider will be called, or the child will be taken to the local doctors' surgery or hospital as appropriate. In such circumstances, the parent/carer and GP will be informed.

## **COMMUNICATION**

All student helpers will be told the details of appropriate behaviour.

Parents/carers will be contacted in the event that their child is ill or suffers an injury, has severely breached the code of practice, or has been involved in or subject to a suspected case of

alleged abuse. As a last resort, in the unlikely event of a serious incident, the students involved will have arrangements made with their parents/carers for them to be sent home. If the criminal law has been broken, we may contact the police. Contact information for each attendee of an residential event will be kept in the Admissions Office, accessible only in the event of an emergency.

## **CODE OF PRACTICE**

In general and except in the case of emergency no helper should be alone with an individual attendee at the residential visit except when the attending school student requests an interview. In that case the interviewer will inform a colleague that such an interview will take place at the request of the student and notify that colleague of the time and place. The interviewer is advised to make a careful confidential file note of the interview and may choose to report on the interview to a senior colleague. Visitors are therefore asked to note that information divulged will be handled with discretion, but will not be confidential.

All students attending the residential visit and their parents or carers will have agreed to the rules listed in the Newnham Code of Behaviour and to any other rules explained by Newnham staff during the event.