

# **Exeter College**

## **Safeguarding and Protection**

### **Non-Students Under 18 Years of Age**

The purpose of this policy is to set out how the College prevents harm coming to those under the age of 18 who are not students of the College. Provisions for the safeguarding of Exeter students under the age of 18 are laid out in a separate policy 'Students Under 18 Years of Age'.

The College has assessed that there are six significant areas where established procedures are necessary to mitigate risk of harm to non-students under the age of 18. These are:

- School events and visits
- Residential Events, organised by the College
- Admissions interviews
- Employment and work experience of those under the age of 18
- Externally-run events
- Online events including under-18s

#### School events and visits where external teachers/staff members are present

For events with no residential element, and where under-18s are present, the College requires at least one teacher/staff member from their organisation to be present and to take the primary responsibility for safeguarding.

For events with a residential element, and where under-18s are present, where at least one teacher/staff member from their organisation is present, that person will be required to take the primary responsibility for safeguarding.

The main College contact hosting such a visit is responsible for ensuring the school or organisation visiting the College understands that their safeguarding procedures and responsibilities continue to apply.

#### College-run events

A Safeguarding Officer will be nominated for every event run by the College and where under-18s are present without a teacher from their home school or organisation.

The Safeguarding Officer is responsible for ensuring that:

- Activities run by the College are designed so that appropriate training and supervision is available to those working with adults at risk or children; that activities minimise occasions on which members of the College will need to work alone in an unsupervised way with adults at risk or children; and
- Activities run by the College have been appropriately risk assessed, including a consideration of how the risks identified can be mitigated, and should also comply with the local processes for reporting concerns, as well as taking account of Health and Safety considerations; and
- They have liaised with the Conference Manager to establish whether there are other external conferences taking place on the same site and at the same time, and that the risks of these have been assessed and mitigated; and

- Parent(s) and/or guardian(s) have been notified that their child is not under direct supervision at all times, and that there is a possibility of adults being accommodated in the same building; and
- Undergraduate students still in residence are notified that students under the age of 18 are residing within the College; and
- All staff working on the event have had DBS checks where appropriate (as set out in the Recruitment and Selection policy), training, and are aware of how to respond to any safeguarding suspicion, disclosure or other potential safeguarding incident; and
- There will be male and female DBS-checked members of staff working the event, and staying overnight (Site Managers); and
- Participants attending the event are informed who the Site Managers are and how they can contact them if there is an issue overnight. The Site Managers will undergo additional safeguarding training to ensure they know how to respond correctly to any overnight issues; and
- Where possible, scouts should aim to clean rooms while they are empty. If this is unavoidable, scouts must ensure the door is kept open at all times whilst they are in the room. If maintenance staff are required to attend to the room, maintenance staff must ensure they are in pairs and the door is kept open at all times.

The College is responsible for ensuring that the Safeguarding Officer:

- has received suitable training; and
- keeps a record of how they have discharged their obligations.

## Open Days

Although Open Days do not include a residential element, they do potentially bring on site many under 18s unaccompanied by a responsible adult. There will be an identified Safeguarding Officer for open days who is responsible for:

- making sure that activities on offer minimise occasions on which members of the College will need to work alone in an unsupervised way with adults at risk or children; and
- Activities run by the College have been appropriately risk assessed, including a consideration of how the risks identified can be mitigated, and should also comply with the local processes for reporting concerns, as well as taking account of Health and Safety considerations; and
- liaising with the Conference Manager to establish whether there are other external conferences taking place on the same site and at the same time, and that the risks of these have been assessed and mitigated.

## Additional Procedures for Admissions Interviews

There is an inter collegiate protocol which the College follows.

## Employment and work experience of under 18s

Responsibilities relating to reporting suspicions and disclosures concerning Under-18s who are employed by or on work experience at the College are set down in the College's Safeguarding and Protection 'Responding to Suspicions and Disclosures' Procedure.

Line Managers who employ, or give work experience to, Under-18s must inform the HR Manager, who will keep a record, ensure they are aware of their particular responsibilities to Under-18s, and discuss with them whether additional safeguards may be necessary.

Recruitment considerations, as this may relate to persons under 18 is outlined in section 4.4 of the "Recruitment & Selection policy".

Line Managers are responsible for informing their staff what they must do if they have safeguarding concerns about an under 18 employee.

### Visitors to College

Any under 18s, whether or not a member of the University, who visits the College to see a Fellow, member of staff or a student, are the responsibility of their host.

### Externally run events

Activities run by external groups staying at the college (for example summer schools) are expected to have their own safeguarding leads and procedures, but should be explicitly informed prior to arrival that this is the College's expectation.

By College Order 25/036, this policy was approved by Governing Body on 12<sup>th</sup> March 2025 with immediate effect, and is due to be reviewed by 12<sup>th</sup> March 2026, and was also approved for display on the website.