



*From the Senior Tutor, Admissions Tutor &  
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### **Magdalene College child protection policy for vulnerable adults and children under 18**

The Academic Office as part of Magdalene College, Cambridge, fully recognises its responsibilities for the protection of vulnerable adults and children.

Our policy applies to all Fellows, staff and volunteers (e.g. undergraduate and graduate helpers) working for the Academic Office of Magdalene College. There are four main elements to our policy:

- ensuring we practise safe recruitment in checking the suitability of staff and volunteers to work with vulnerable adults and children;
- establishing a safe environment in which vulnerable adults and children can learn and develop, respecting the rights, wishes and well-being of children and vulnerable adults with whom it is working;
- taking all reasonable steps to protect children and vulnerable adults from physical, sexual and emotional abuse;
- promoting the welfare of vulnerable adults and children and their protection within a relationship of trust.

The following Policy is established to support these commitments and to ensure that the College fulfils its obligations under the Safeguarding Vulnerable Groups Act 2006 and any successor legislation. We have a designated member of staff for vulnerable adult and child protection who has received appropriate training and support for this role. The designated officer has responsibility for:

- (i) reviewing on a regular basis the activities of the College that involve members of the College or College staff in unsupervised contact with vulnerable adults and children or in circumstances where the need to have regard to protection may arise;
- (ii) identifying the post-holders for whom DBS checks should be sought;
- (iii) identifying those persons who should be registered with the Independent Safeguarding Authority;
- (iv) ensuring that all necessary steps are taken in relation to such checks and such registration;

- (v) reviewing the training and the controls, including risk assessments are in place where the activities of the College involve vulnerable adults and children; where necessary, seeking from the Governing Body the authorisation of such training or controls;
- (vi) keeping a record of any incidents or other matters that raise issues concerning the protection of vulnerable adults and children. All records are kept securely within the Academic Office and in a locked location.

The designated officer will report annually to the Governing Body on matters concerning the protection of children and vulnerable adults, and on the operation of this policy. The designated officer will make recommendations, as he or she sees fit, for the amendment of this policy.

We recognise that, because of the day to day contact with children and vulnerable adults, Fellows, staff and volunteers may well encounter children or vulnerable adults who have suffered abuse. Therefore the Academic Office will:

- Establish and maintain an environment where children and vulnerable adults feel secure, are encouraged to talk, and are listened to.
- Ensure children and vulnerable adults know that there are adults whom they can approach if they are worried.
- Ensure every Fellow, member of staff and volunteer working for the Academic Office knows the name of the designated member of staff responsible for child and vulnerable adults protection and their role.
- Ensure all Fellows, staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated teacher responsible for protection of children and vulnerable adults.
- Develop and then follow procedures where an allegation is made against a Fellow, member of staff or volunteer.
- Notify the school if there is an unexplained absence of more than three hours of any pupil.
- Notify social services if there is an unexplained absence of more than three hours of a vulnerable adult or child, who we are notified of, who is on the child and vulnerable adults protection register.

We recognise that children and vulnerable adults who are abused or witness violence may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and some sense of blame. When in unfamiliar surroundings their behaviour may be challenging and defiant or they may be withdrawn. We will endeavour to support the pupil by ensuring that he or she knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred.

**Designated member of staff for child and vulnerable adult protection:**

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In Dr Martin's absence, the Deputy Senior Tutor will be so designated.

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SM, EKMS  
*Governing Body approved*