

Safeguarding at Campion Hall: Policy

Part I

February 2020

Introduction

Campion Hall and the Campion Hall Jesuit Community take very seriously their responsibility to provide a safe environment for all people, especially minors (under the age of 18) and adults who are at risk for whatever reason. In doing this we commit ourselves to follow the guidelines and norms for best practice as set down by the University of Oxford¹ and the British Province of the Society of Jesus.²

At Campion Hall, we do our best to ensure that all our staff work safely and respectfully with all who come here. Our staff do not routinely go through the Disclosure and Barring Service (DBS) check as we do not work with minors (under 18), although some Hall members are DBS-checked, for example, those in active ministry as priests. Our staff are expected to conduct themselves according to the Code of Conduct with the highest standards of professionalism and to respect the rights and dignity of every person. They should never put any undue pressure on residents or visitors or take advantage of them in any way.

We recognise that abuse can include: physical, verbal, sexual, emotional, spiritual, domestic, modern slavery, discriminatory, organisational, neglect, self-neglect, financial or material.

Context

Campion Hall is a Permanent Private Hall of the University of Oxford offering primarily Post Graduate places for adults, and does not accept students under the age of 18. Persons under 18 are not permitted to enter Campion Hall unless escorted at all times by a responsible adult.

The Campion Hall Jesuit Community is resident in Campion Hall and includes members who are not directly involved in the University.

For the purposes of this policy, a Hall Member is anyone at Campion Hall working or interacting with children whether as a fellow, employee, student or volunteer

Principles

- a. We commit ourselves to following the policies of the University of Oxford for best practice in ensuring a safe environment, and such guidelines and advice as the Catholic Safeguarding and Advisory Service and the Jesuits in Britain may provide.
- b. We commit ourselves to providing a safe environment at Campion Hall for all young people and those who are in any way at risk during their time at Campion Hall. This will be our prime and paramount concern.
- c. We commit ourselves to being accountable and as transparent as possible in dealing with instances of safeguarding. In practice, this means that we will advise the University Safeguarding Officer and the Province Safeguarding Officer of matters of concern or requiring investigation and will heed their advice.
- d. We will ensure that there is appropriate safeguarding training for all team, staff and community, and that a record of attendance is kept.

¹ https://www.ox.ac.uk/sites/files/oxford/field/field_document/Safeguarding%20code%20of%20practice.pdf

² <https://www.jesuit.org.uk/our-safeguarding-policy>

- e. Where there is a risk, we will conduct an appropriate risk assessment and manage the risk accordingly.
- f. We will deal with disclosures appropriately and justly. We will be proportionate and fair, seeking external advice as necessary.

Management of Risk

In accord with the British Jesuit Province safeguarding policy, as appropriate, Jesuits in active pastoral ministry will be DBS checked.

Hall Members, Administrative and Support Staff

All staff are to be recruited through safe recruitment processes and job descriptions will state the limit to their roles, i.e., they will not be working in a 'regulated position'³. Normal employment procedures are to be followed and two references obtained for each new employee.

Management of Risk

Supervision, Tutorial and Spiritual Direction meetings will be held only in appropriate office or interview rooms, never in bedrooms.

In identifying risk for a Person at Risk, ordinarily the following steps will be necessary:

- a. To identify the risks that could cause the person harm. This would almost always involve discussion with the Master and/or Senior Tutor. It would be unusual for there to be good reasons not to discuss this with the Master and/or Senior Tutor.
- b. To plan appropriately to manage and reduce the risks.
- c. To review regularly.

Campion Hall's Safeguarding lead is the Assistant Master (Dean of Discipline); The Hall Master and the Hall Chaplain are Safeguarding Officers. Their names will be posted visibly at Campion Hall.

Receiving disclosures

a. From an adult survivor

University of Oxford and Jesuit Province policies will be adhered to when receiving disclosure. It is ordinarily the survivor's choice and decision whether or not to report the abuse to relevant authorities. The person informed should enquire whether the perpetrator is still alive and whether they still have access to potential victims. If the risk is current and ongoing, the person informed should seek advice from the Master, who may seek further advice on whether the matter should be reported.

b. From a perpetrator or someone who may be at risk of abusing

If a somebody receives information that leads them to think that the informant is disclosing abuse, may have abused, is abusing or planning to abuse minors, or persons at risk, the recipient should make accurate notes immediately and discuss it with the Safeguarding Lead (Assistant Master) and where appropriate with the Master and the Superior of the Jesuit community, as a matter of urgency.

³ A 'regulated position' refers to employment involving a 'regulated activity'. These include carrying out the following work on behalf of adults: 1. Providing health care; 2. Providing personal care; 3. Providing social work; 4. Assistance with general household matters; 5. Assistance in the conduct of a person's own affairs; and 6. Conveying or transporting.

It may be necessary to inform the police, but this would not normally happen without the advice of the University Safeguarding Officer, the Province Safeguarding Officer, or similar person.

In the unlikely circumstances that somebody becomes aware that a student, community member, other resident or employee is *currently* abusing a child or adult at risk, then we undertake a duty of disclosure to the police or social services.

c. From a third party in relation to others at risk or others offending

If somebody discloses that they know or reasonably suspect that a third party is being abused or abusing, the Safeguarding Lead should try to establish what grounds or reasons they have for suspecting this. The Safeguarding Lead and Officers will seek advice if there appears to be substance to the concern.

d. From a minor

Since Campion Hall does not take students or permit unsupervised visitors under the age of 18, this case is unlikely. If however a minor does disclose abuse then the Province's procedure for dealing with disclosures will be followed.

Part II: Complaints or allegations of abuse against a Hall or Staff Member or Member of the Jesuit Community

If there is an allegation that any member of the Hall has been abusive (physically, verbally, sexually, emotionally or spiritually), it must be reported as soon as possible to the Safeguarding Lead (Assistant Master) or a Safeguarding Officer (Master or Chaplain). Following an initial investigation any serious allegation will be referred to the Multiple Agency Safeguarding Hub. Written records will be kept throughout and the Province Safeguarding Officer informed.

Part III: Whistle-blowing Policy in relation to Safeguarding

Campion Hall commits itself to this policy and to ensuring that minors and adults at risk are in a safe environment. If a member of the Hall, the staff, a community member or other resident has concerns that this policy is not being duly observed, they should deal with this in a manner that is proportionate and at the lowest level that is likely to lead to a satisfactory resolution. Initially they should raise the matter with the Master detailing the exact nature of their concerns, and giving examples.

If they are unable to do this, they should follow the Province Whistle-blowing Policy

There will be no disciplinary action taken against a student, community member, other resident or employee of Campion Hall where these guidelines have been followed.

Adopted: February 2020