



## Oxford Prospects Programmes

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#### Safeguarding Policy

#### 1. Policy Purpose

- 1.1 Facilities and services. Since our students are foreigners, extra care must be taken in ensuring that they are not in danger/exploited/radicalised.
- 1.2 This policy outlines the overarching set of procedures which apply to all members of staff across the company who might be working with our students. These procedures should ensure that staff know how to respond if a student discloses or shows any signs of abuse. All staff have a responsibility towards safeguarding.
- 1.3 This policy extends to students enrolled on the programme, members of staff accompanying the students on the programme from China, and OPP staff members. OPP recognises that since their students/visiting staff are from another country, they may in some cases be more vulnerable than other students of the same age. They might be more susceptible to scams, radicalisation, getting lost, or the physical dangers of an unfamiliar environment. However, OPP also recognises that students, while young people, are legal adults, and therefore they are also responsible for their own conduct and behaviour. We therefore seek to enforce safeguarding primarily through minimising risk.

#### 2. Roles and responsibilities

- 2.1 Safeguarding Officers must have appropriate training in safeguarding. All staff must be aware of the company's policy and procedures.
- 2.2 Recognition of abuse and risk factors: staff members have a responsibility to notice and report any behaviour that could constitute a safeguarding issue. This includes:
  - a) Sudden and unexplained changes in behaviour.
  - b) Marks, such as bruises, cuts, or wounds that may be the result of physical abuse.
  - c) Inappropriate behaviour from other students, staff (from OPP or from companies whose services OPP is engaging) or members of the public

### 2.3 Dealing with disclosure

2.4 If a student or member of staff discloses any information pertaining to safeguarding, the following procedure should be adhered to:

- a) React calmly.
- b) Reassure the person disclosing that they are safe to talk to you
- c) Do not promise confidentiality, instead explain that it may be necessary to share information with another colleague to protect them from further harm.
- d) Keep questions to a minimum, and do not ask leading questions.
- e) When making an incident report, provide a full record of what has been said within 24 hours of disclosure. Include the date, time and place of where the report was made.
- f) Refer any incident to a Designated Safeguarding Officer (DSO) as soon as possible, and do not tell anyone else about it.
- g) Regardless of the development of any report, the DSO responding will follow up with all relevant parties until the matter is concluded.

### 3. Safeguarding Measures

3.1 Safe recruiting practices are utilised to prevent unsuitable people from working with students and staff, including the use of Disclosure and Barring Service checks (DBS).

3.2 Designated Safeguarding Officers within the company will be in place and trained in safeguarding practises. They will also be aware of the avenues to report or flag any safeguarding issues or concerns within the company.

3.3 All staff, regardless of role, will be made aware and familiar of the safeguarding policy.

3.4 Under no circumstances should OPP staff members carry out their own investigations into suspicions or allegations of abuse, as this could jeopardise any subsequent investigations by Police or Social Services.

3.5 Minimising risk:

- a) All members of staff must treat all students and other staff with respect. Please refer to the Harassment Policy for more information on which behaviours are prohibited.
- b) Always put the welfare of a student first.
- c) Wear non-offensive clothing which does not display violent or inappropriate messages or lettering, is absent of political or contentious slogans, nor clothing that is revealing or sexually provocative.
- d) Keep a written record of any injury that occurs.
- e) Refer all safety concerns to the DSO
- f) Physical contact should be avoided, unless it is strictly necessary, such as in administering first-aid. Staff are permitted to use their discretion in these circumstances.
- g) Never enter a students hotel room unless necessary (i.e, medical emergency)
- h) Never give out personal details, including your home address and number

#### 4. Confidentiality

- 4.1 OPP will ensure any and all information relating to safeguarding will be recorded and stored securely in accordance with GDPR. These matters will be recognised as confidential outside of cases where disclosure of confidential information is deemed necessary in the course of safeguarding in accordance with the law.

#### 5. Dealing with allegations against members of staff

- 5.1 All staff members are required to report any or act on any disclosures or allegations made against a member of staff. Any safeguarding concerns must be reported to a DSO immediately.

#### 6. Definitions of abuse

- 6.1 Abuse and neglect are forms of maltreatment and are outlined as follows:
- a) Physical abuse: hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm
  - b) Emotional abuse: the persistent emotional maltreatment of a student or staff member such as to cause severe and persistent adverse effects.
  - c) Sexual abuse: forcing or enticing a student/staff member to take part in sexual activities, which may involve physical contact or looking at, or production of, pornographic material. This can also include trafficking for sexual exploitation through physical coercion and/or deception.
  - d) Neglect: the persistent failure to meet a student/staff members basic physical and/or psychological needs in the areas where OPP staff members have a duty of care, such as providing those enrolled on the programme with accommodation and food.
  - e) Bullying: the persistent, intentional harm of another person within an unequal power relationship. Please refer to the Harassment Policy for further information.