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# Freedom of Speech

# Statement on Freedom of Speech

Adopted by Governing Body: March 2021 Review Date: Lent Term 2024

safety, for the prevention of disorder or crime, or for the protection of the reputation or rights of others). These commitments also exist within other UK legislation. Universities in England and Wales, notably, have a statutory duty under section 43 of the Education (No. 2) Act 1986 to take such steps as are reasonably practicable to ensure that lawful freedom of speech and expression is secured for all Fellows, staff and students and for visiting speakers. As part of this statutory duty the College is also required to issue and keep up to date a code of practice to be followed by all members, students, and employees of the College for the organisation of meetings and other events whether indoors or outdoors on College premises. The Code also sets out the conduct required of all individuals involved in such meetings and events.

In addition, section 26 of the Counter-Terrorism and Security Act 2015 places a duty on certain bodies, including Higher Education Institutions, in the exercise of their functions to

necessitates the establishment of protocols and procedures by which to assess the risks associated with meetings or events that are College hosted, affiliated, funded, or branded. This Act also requires Higher Education Institutions to have particular regard to other statutory duties with regard to academic freedom and freedom of expression. Debate, discussion, and critical enquiry are, in themselves, powerful tools in preventing people from being drawn into terrorism.

An active speaker programme is fundamental to the academic and other activities of the College and Fellows, staff and students are encouraged to invite a wide range of speakers and to engage critically but courteously with them. This Statement and the Code provide the only mechanism by which the College can cancel or impose conditions on meetings or

and/or speaker(s). This is to ensure that the use of College premises is not inappropriately denied to any individual or body of persons on any ground connected with their beliefs or views or the policy or objectives of a body (with the exception of proscribed groups or organisations) of which they are a member.

1986, is that any speaker who has been invited to speak at a meeting or other event, on College premises must not be stopped from doing so unless: they are likely to express unlawful speech, or their attendance would lead the host organisation to breach other legal obligations, and no reasonably practicable steps can be taken to reduce these risks. However, all speakers should anticipate that their views might be subject to robust debate, critique and challenge.

The Code should be read in conjunction with the University Statement on Freedom of Speech.

Fellows, staff and students of the College are reminded that alleged breaches of the general regulations for discipline or of the rules of behaviour applicable to current registered students or of any relevant conditions of employment may be brought before the relevant disciplinary authority.

# Authority and approval processes for meetings and events on College premises

Any meeting or event on College premises should have at least one organiser who is responsible for the meeting or event and is a Fellow, member of staff or student of the College. If a meeting or event is proposed by an external group or individual without such an organiser, it may only proceed on condition that an individual to whom this Code applies is identified or nominated as the organiser responsible for the meeting or event.

Authority is required for meetings and events to be held on College premises, whether indoors or outdoors. It is anticipated that, in the vast majority of cases, the authority in question will straightforwardly consider the request as part of normal business. However, in the exceptional circumstances that the authority in question considers that the holding of the meeting or event might reasonably be refused because of the duty to prevent people from being drawn into terrorism or for some other valid reas Statement on Freedom of Speech, there is a process of escalation to the College Officers. Only the College Officers may refuse permission in this way and on these bases.

The request should be forwarded to the College Officers with a statement of the concerns. This referral should be made at least seven working days in advance of the proposed meeting or event. Members of the College who are concerned that a particular forthcoming meeting or event should be escalated to the College Officers may do so directly. The College Officers will, in consultation as necessary, determine whether the meeting or event can go ahead as originally planned, or in alternative premises, at a later date, or in a different format. Only in exceptional circumstances, when there are risks which cannot be mitigated or the event organiser refuses to meet any conditions imposed, will permission be withheld. An organiser who is unhappy with the College O of appeal to Council.

Any decision by the College Officers (including one upheld on appeal) that a meeting or event should not take place, or may only take place subject to conditions, is binding and

takes precedence over any other decision which may have been taken by any other body or officer in the College.

#### Organisation and management of meetings and events on College premises

Once approved, the organisers of meetings and events must comply with any conditions set by the College authority concerned for the organisation of the meeting or event. Such conditions may include the requirement that tickets should be issued, that an adequate number of stewards or security staff should be available, that the the Police should be consulted and their advice taken about the arrangements, and that the time and/or place of the meeting should be changed. The cost of meeting the conditions, and the responsibility for fulfilling them, rests with the organisers.

#### Other legal considerations

The attention of organisers of meetings and events is drawn to sections 11 and 14 of the Public Order Act 1986, concerning the conduct of processions and assemblies. Other legal requirements may also affect the conduct of meetings and events. These include incitement to violence, to breach of the peace, or to racial hatred. Meetings and events, even if directed to lawful purposes, cease to be lawful if they cause serious public disorder or breach of the peace. Attention is also drawn to the provisions of the Licensing Acts. These Acts require the licensee to maintain good order on licensed premises, and give the licensee the power to expel persons from the premises if they consider it necessary.

#### The application of this Code

Any person who is in any doubt about the application of this Code to any meeting or event in the College must consult the Events Manager, who, in consultation with the Bursar, will determine whether the provisions of the Code apply.

Adopted by Governing Body in March 2021 Review Date: Lent Term 2024

Note

This Code should be read alongside the following College Policies:

Management of External Events and External Speakers

may advance the radicalisation of College members (as it is defined in the

internal or external speakers whose presence or activity, in the view of the College, carries a reasonable likelihood of risk to the health or safety of its members or of the general public;

physical activities where there has not been due regard for the safety of participants and onlookers;

activities where the College has been advised by the police that they represent a high risk at the specified time or location proposed.

13. Risk: We can have written confirmation from the organiser that nothing to contradict the Counter Terrorism and Security Act 2015 will occur, however we would only know that something controversial has occurred if it is reported by someone in attendance at the event.

### Code of Practice regarding Elections and Party Political Activity

Current Version Adopted by Council: May 2017

Review Date: May 2023

Committee Ownership: Council

for students to study for degrees in the University. Party political campaigning does not support the delivery of these objectives and therefore, in accordance with Charity Commission guidance, the College may not engage in it. As a consequence of this, the public display of party political posters within public spaces within the College (including College houses) or via electronic media controlled by the College and similar or related party political activities are not permitted. Students are reminded that MECSU and the MCR are statutory bodies of the College and therefore also represent the College for these purposes.

However,

members may display material in their rooms (subject to the terms of room licences generally).

In relation to handling electoral communications and canvassing:

1. Electoral communications received by post will be dealt with in the same way as other post received by the College for its resident members.

2. Door-to-door delivery of written material is not permitted with the College or College houses.

Unacceptable behaviour, whether intentional or not, can take a variety of different forms. Behaviour is defined as inappropriate if:

# **Environmental Issues**

Adopted: March 2021 Review Date: Lent Term 2024

# Appendix

#### policy

"6.1 The College exercises its investment powers in accordance with the fiduciary duties pertinent to charity trustees, i.e. it exercises them primarily in the best interests of the College and to support financially its objects of education, learning, and research and maintenance of a College.

6.2 However, in addition to the level of investment return, it addresses the following considerations:

6.2.1 It does not invest in activities that are illegal or contravene international conventions;

6.2.2 It does not invest in businesses that would create a patent or reasonably self-evident

6.2.3 It takes into account environmental, social and governance considerations, where doing so is consistent with the financial interests of the College, for example it may choose to avoid investments that are seen as having the potential to deter supporters, benefactors or beneficiaries if on balance alienating these groups would cause greater financial harm than the decision to avoid the investments in question;

6.3 In addition, the College may incorporate a specific ethical policy into its investment strategy, providing it does not entail material financial detriment and it does so by considering favourably, in its choice of investment managers, those which have strong ethical policies and where the managers have also generated excellent financial returns over the long term.

corporate governance as well as social, environmental and ethical investment."

Extract from the scheme particulars for the COIF Charities Investment Fund as at November 2017

public health in the UK (alcohol and food)

human rights, employment standards and climate change disclosure (relevant companies in developed markets).

This policy also applies to bonds issued by these companies. The Fund also takes a positive approach to stewardship as defined in the UK Stewardship Code for Institutional Investors. The Manager's response to this code and its voting and engagement records are available at <a href="http://www.ccla.co.uk">www.ccla.co.uk</a>. The Manager is also a signatory to the United Nations backed

For more information see the scheme particulars.

## **Investment Policy**

Adopted by Council: February 2020 Review Date: Michaelmas Term 2023

#### Introduction

income and capital growth or a total return sufficient to support spending requirements and maintain a capital value at least in line with inflation over the long term; and (b) shorter term endowments and other funds which should be invested emphasising certainty of

1.2 The spending rule for funds invested for total return is reviewed and agreed by the Investment Committee annually at a meeting in the Lent term.

#### **Investment Objectives**

2.1 The College seeks to produce the best financial return within an acceptable level of risk.

2.2 The investment objective for Long-Term Funds is to generate a return, net of expenses associated with managing the funds, which

2.2.1 is in excess of inflation over the long term and

2.2.2 generates income or sustains withdrawal (as the case may be) sufficient to support the ongoing activities of the College:

2.2.2.1 at a level which is reviewed annually by the Investment Committee and

Finance Committee;

2.2.2.2 does not prejudice long term capital preservation in real terms; and

2.2.2.3 complies with relevant donation agreements or terms of trusts.

2.3 The investment objective for Short Term Funds is to preserve the capital value with a minimum level of risk. Assets should be sufficiently liquid to meet anticipated cash requirements.

2.4 The College is either permitted or required to adopt a total return approach on a substantial proportion of its assets. The total return approach generates the investment return from (a) income (whether accrued or received) and (b) capital gains or losses (whether realised or unrealised); less (c) the costs of management (accrued or paid). For Long-Term Funds within this category, it is expected that, if in any one year the total return on the investments is insufficient to meet the budgeted expenditure or spending rule applicable to the funds, then the real value of the portfolio over the long term will still be maintained, in accordance with the investment objective above. Conversely, returns in excess of the spending rule applicable to the funds will be retained to achieve those investment objectives.

2.5 For a small proportion of its Long-Term Funds, the terms of the trusts require that the College may only spend the income generated. The maintenance of the capital value of such funds is of greater importance than short-term income requirements. It is the medium-term intention of the College to make the constitutional and governance changes required to permit a total return approach to investment of these funds.

#### Risk

capitalised in an uncertain economic environment, while facing the challenges of the higher education sector.

3.2 A key risk to the Long-Term Funds is inflation and these assets should be invested to mitigate this risk over the long-term. The key risk to the Short-Term Funds is financial security because they are expected to be required within a short timeframe and these assets should be invested to achieve this goal.

#### 3.3 The

and security. The Investment Committee is charged with agreeing a suitable asset allocation strategy for the funds with the investment managers.

sterling. Investment within the portfolio may be made in non-sterling assets. Currency

fluctuations against sterling.

separate policy.

#### Liquidity

4.1 The Investment Committee reviews the capital and income withdrawal required from the funds annually based on budgeted expenditure and spending rules for funds invested for total return and it addresses the liquidity considerations which arise from these requirements.

4.2 The College operates a substantial income earning business in the form of academic fees, charges for the provision of accommodation and catering to students and for commercial conferencing. The College manages its operational cash requirement by reference to regularly updated cash flow forecasts. This is considered to fulfil the requirements of the Charities Commission guidance CC19 in relation to the potential maintenance of a specific balance of reserves invested for short-term liquidity.

#### **Time Horizon**

5.1 The College is expected to exist in perpetuity and the Long-Term Funds should be managed in accordance withto the investment objective in paragraph 2.2. in order and to ensure its sustainability.

#### **Responsible Investment**

6.1 The College exercises its investment powers in accordance with the fiduciary duties pertinent to charity trustees, i.e. it exercises them primarily in the best interests of the College and to support financially its objects of education, learning, and research and maintenance of a College.

6.2 In addition to the level of investment return, it addresses the following considerations:

6.2.1 It seeks not to invest in activities that are illegal or contravene international conventions;

6.2.2 It seeks not to invest in businesses that would create a patent or reasonably

6.3 In its choice of investment managers, the College favours those which have strong responsible investment policies and where the managers have also generated excellent financial returns over the long term.

corporate governance as well as social, environmental and ethical investment.

#### Management, Reporting and Monitoring

7.1 The College appoints managers to manage financial assets on a discretionary basis in line with this investment policy. The College has nominated a list of authorised signatories, two of which are required to sign instructions to the investment manager.

7.2 The College appoints advisers to advise on individual property assets.

7.3 eTDE.2(blBeep9e(epptsints3)(confacts)):66a) & (list) 5 cHa(fi):6(fipaoval) encar(st):6(fiy/so(tq):2(eqp):000L09120612Term I\* investments managed on a discretionary basis.

## **Reserves Policy**

Adopted by Council: November 2019 Review Date: Michaelmas Term 2023 Committee Ownership: Finance Committee

The College intends to continue to pursue its objects in perpetuity. Its activities require

endowments, and its restricted and unrestricted reserves. These funds are necessary to continue to underpin the significant public benefit provided by the College in pursuance of its objects in the areas of learning, education and research.

objects and as such exclude unexpendable reserves, reserves applied to tangible fixed assets and reserves designated for or restricted to a certain purpose or purposes.

The College considers a suitable minimum level of free reserve to be an amount broadly

provide support should the College face an unforeseen downturn or significant event which has an adverse financial impact.

The College intends to increase its contribution to public life and benefit and intends to grow its reserves as it seeks opportunities to do so. The College has not therefore determined a maximum level of free reserves.

The policy and compliance with this policy is reviewed annually and particularly in the event of material change, upwards or downwards, in the level of free reserves. The College has complied with the policy in all material respects during the financial year 2018-19.

## Ethical Guidelines for the Acceptance of Gifts and Donations

Adopted by Council: May 2023 Review Date: Easter Term 2026

1. Murray Edwards College was founded on benefaction

alumnae, friends, organisations, companies and charitable trusts and foundations. The acceptance of benefactions can give rise to ethical considerations.

2. The College is registered with <u>The Fundraising Regulator</u> (FR) which sets out a Code of Practice for fundraising, including standards on accepting, refusing and returning donations. The FR, the <u>Charity Commission</u> and the Chartered Institute of Fundraising all highlight the importance of registered charities establishing clear policies and the requirement of trustees to act in the best interests of the charity (1). The Council for Advancement and Support of Education (CASE) provides guidelines and principles for UK universities to consider when developing policies and procedures with regard to the criteria that determine whether any particular benefaction should be accepted from any particular benefactor (2). Reflecting on all the guidelines provided this paper outlines the set of ethical principles under which the College will or will not pursue potential benefactions, and establishes procedures in the case of potentially controversial gifts or donors.

3. The following questions will be considered by Development Office staff in the context of all benefactions proposed or received:

plan and values, as determined by the College Council?

S Is the proposed gift or sponsorshdDC qmoC00090s14C84C84C82ta4C6(r)7(ec)f1 0 aom0 g0 Gn2

- Is there evidence that the proposed gift or sponsorship, or any of its terms will:
- o Require action that is illegal or non-

-

# Freedom of Information

# FOI Publication Scheme Introduction

Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure

Information in draft form

Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons

# The method by which information published under this scheme will be made available

The College will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the College, information will be provided on its website. Where it is impracticable to make information available on its website or when an individual does not wish to access the information by the website, the College will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language

postage and packaging the costs directly incurred as a result of viewing information

Against each entry we have indicated the manner in which the information described will be available. In those instances where a charge applies it will be necessary to supply the Freedom of Information Officer with a stamped addressed envelope with a stamp affixed sufficient for the posting an A4 envelope. If the costs of photocopying and postage are significantly higher, or time required for collation are non-trivial we will contact you with a request for additional payment.

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

#### Written requests

Information held by the College that is not published under this scheme can be requested Written requests

- b. advising the College on all aspects of its compliance with data protection law;
- c.

case of personal data breaches; and

- d. acting as an available point of contact for complaints from data subjects.
- 8. The College shall otherwise ensure all members and staff are aware of this policy and any associated procedures and notes of guidance relating to data protection compliance, provide training as appropriate, and review regularly its procedures and processes to ensure they are fit for purpose. It shall also maintain records of its information assets.
- 9. Individual members and staff are responsible for:
  - a. completing relevant data protection training, as advised by the College;
  - b. following relevant College policies, procedures and notes of guidance;
  - c. only accessing and using personal information as necessary for their contractual duties and/or other College roles;
  - d. ensuring personal information they have access to is not disclosed unnecessarily or inappropriately;

e.

the right to have their inaccurate personal data rectified; the right to have their personal data erased (right to be forgotten); the right to restrict the processing of their personal data pending its verification or correction;

the right to receive copies of their personal data in a machine-readable and commonly-used format (right to data portability);

the right to object: to processing (including profiling) of their data that proceeds under particular legal bases; to direct marketing; and to processing of their data for research purposes where that research is not in the public interest;

the right not to be subject to a decision based solely on automated decision-making using their personal data.

# Accountability

comply with data protection law and hold records demonstrating this;

have appropriate contracts in place when outsourcing functions mrs54ia4(ing)4(f)4(unc)-4(tio)4(ns)

D other data relating to your recruitment (including references we take up as part of the recruitment process, any pre-employment assessment of you, and any assessment of you at an informal or formal interview);

E\* any occupational health assessments and/or medical information you have provided, and related work requirements;

F\* information relating to your age, nationality, gender, disability, religion or beliefs, sexual

The legal basis for processing your personal information is that it is necessary in order for you to enter into a contract to provide facilities and resources to you. In many cases, you will be providing the personal information to us alongside consent for us to use that information to provide for your needs or otherwise to provide you with an improved service while you are at the College. We will retain your information for the periods stated below unless or until you request us to do otherwise.

We collect and process your personal information for the following purposes:

- A. maintaining clear contact information for the booking, provision and payment of services. We will hold your name, address, email address, phone number and other relevant contact details you provide to us, and will use this information to maintain contact with you to provide your requested services, manage their delivery and bill you for them. We retain relevant information in our events records for four years after the most recent visit or event you attend. If you are a member of the College (including if you are a former student), we will provide our Development Office with your contact details in order for them to update their records, if you are happy for us to do this.
- B. providing you with necessary and preferred services.

Where relevant, we will also collect data for the provision of services, your reason(s) for attending the event, your nationality and passport details, your car registration, your credit or debit card information and/or any service preferences you request specifically (e.g. room type, dietary requirements, amenities requested). This may include you providing sensitive personal information. We will not retain this information for any longer than necessary for the provision of the specific event or visit, which might require you to provide it on successive occasions.

C. providing you with details about future College events.

While we retain your contact information, we will contact you about future College events we believe may be of interest to you, providing you have given us explicit consent to do so. Consent may be withdrawn at any time.

D. fulfilling our legal obligations.

The College is required to keep for 12 months the names and nationalities of all those staying in accommodation. In the case of nationals outside of the UK, Republic of Ireland and the Commonwealth, we must also keep a record of your

passport details and next destination. The College is also required to keep details relating to any financial transaction for a period of seven years.

We also operate CCTV on our site which will capture footage. Our CCTV policy can be viewed here

We do not share personal information with third parties. If you have concerns or queries about any of these purposes, or how we communicate with you, please contact us at the address given above.

You have the right: to ask us for access to, rectification or erasure of your information; to restrict processing (pending correction or deletion); to object to communications or direct marketing; and to ask for the transfer of your information electronically to a third party (data portability). Some of these rights are not automatic, and we reserve the right to discuss with you why we might not comply with a request from you to exercise them.

You retain the right at all times to lodge a complaint about our management of your

https://ico.org.uk/concerns/

protection at the time of issue, and the person who is responsible for monitoring compliance with relevant legislation in relation to the protection of personal information, is the Bursar (Rob Hopwood) Bursar@murrayedwards.cam.ac.uk

# How your data is used by Murray Edwards College

In broad terms, we use your data to manage your employment with the College, including providing you with your remuneration and statutory benefits, managing your role and the performance of it, and supporting you as an employer, as well as fulfilling our statutory obligations relating to your employment.

For most of the personal data we request from you, the legal basis for processing it, unless otherwise stated, is the fulfillment of *the employment contract* we hold with you. We collect this data from you by means of the new joiner form which we ask you to complete at the start of your employment, plus subsequent correspondence with you, such as updates to your personal details.

In connection with your employment, some of the data we collect and process is so that we can fulfill our statutory legal obligations. This data is collected at the start of your employment and updated during your employment, and include:

your personal identity and contact details (full name, date of birth, gender, postal address, NI number) to inform HMRC of your employment with us; evidence of your right to work in the UK (passport, birth certificate, visa) to comply with immigration law.

The kinds of purposes for which we may use your personal data in order to fulfill the employment contract or in some cases to comply with legal obligations as employer, fall into the following categories:

\*Data marked above and below with an \* relate to information most probably provided by you, or created in discussion and agreement with you. Other data and information is generated by the College or, where self-evident, provided by a third party.

#### Ensuring that you have the right to work for the College:

 your recruitment documents\* and information (including your application documents); o your training and development requirements, requests and qualifications\*

party trainers, including on occasions your name and role details, to provide you with training related to your role.

We also share employment related details on a non-identifiable basis with professional advisors, and with inter-collegiate bodies to assess and monitor fair grading, remuneration and employment approach.

Employment related data may be shared, again on an anonymous non-identifiable basis and often in aggregated format, with external bodies for the purposes of monitoring equal opportunities.

Information is not shared with other third parties without your written consent, other than your name, role and employment contact details which are made publically available. Generally, personal data is not shared outside of the European Economic Area.

#### How we store your data

We hold all information for the duration of your employment and thereafter for up to 12 months in electronic and hard copy. Hard copy information is stored in locked cupboards or cabinets and in locked rooms. Data in electronic format is stored under password protection.

After an initial 12 months we hold personal data on electronic and hard copy archive generally for no more than 10 years after your relationship with the College ends. We reserve the right to retain the personal data longer than the periods stated above where it becomes apparent that there is a need to do so (for example, in the event of a major health or personal injury incident, records may need to be kept for up to 40 years).

#### Details we hold would be:

- personal details, including name and your preferred personal contact details\* (if we still have these);
- your previous salaries and other earnings, pensions and the amounts you have paid in statutory taxes;
- records of your performance appraisals with your line manager;
- absence and attendance records
- records, where they exist, of any investigation or review into your conduct or performance;

The controller for your personal information is Murray Edwards College, University of Cambridge, Huntingdon Road, Cambridge, CB3 0DF. The person responsible for data protection at the time of issue, and the person who is responsible for monitoring compliance with relevant legislation in relation to the protection of personal information, is the Bursar (Rob Hopwood) bursar@murrayedwards.cam.ac.uk.

# How your data is used by Murray Edwards College

In broad terms, we use your data to manage your employment with the College, including providing you with your remuneration and statutory benefits, managing your role and the performance of it, and supporting you as an employer, as well as fulfilling our statutory obligations relating to your employment.

For most of the personal data we request from you, the legal basis for processing it, unless otherwise stated, is the fulfillment of the contract we hold with you, either a contract of service or a contract for services. We collect this data from you by means of the new joiner form which we ask you to complete at the start of your employment, plus subsequent correspondence with you, such as updates to your personal details or other form to collect relevant details from you when you are engaged to perform services for the college.

In connection with your employment, some of the data we collect and process is so that we can fulfill our statutory legal obligations. This data is collected at the start of your employment and updated during your employment, and include:

your personal identity and contact details (*full name, date of birth, gender, postal address, NI number*) to inform HMRC of your employment with us; evidence of your right to work in the UK (*passport, birth certificate, visa*) to comply with immigration law.

The kinds of purposes for which we may use your personal data in order to fulfill the employment contract (or contract for services) or in some cases to comply with legal obligations as employer, fall into the following categories:

\*Data marked above and below with an \* relate to information most probably provided by you, or created in discussion and agreement with you. Other data and information is generated by the College or, where self-evident, provided by a third party.

Ensuring that you have the right to work for the College:

processing of such data on condition (a) of Article 9(2) of the GDPR as this may be classed as special category data,);

- o your training and development requirements, requests and qualifications\*
- o any legal undertaking you may be asked to participate in as part of your role.
- o online identifiers such as IP address to facilitate remote working.

Administering HR-related processes, including records of absences and regular appraisals of your performance and, where necessary, investigations or reviews into your conduct or performance:

- a photo of you\* for the provision of your College security card and for the staff photo board and in some cases the College website;
- details of your preferred emergency contact\* (name, relationship to you and contact details) so that we can contact them in the event that something happens to you or we can't reach you;
- o records of your induction programme and its completion;
- o records of your performance appraisals with your line manager;
- records, where applicable, of any investigation or review into your conduct or performance;
- records of Health & Safety matters or incidents so that the College can comply with its obligations under Health & Safety law and can maintain a safe and healthy working environment;
- records of roles you might undertake on behalf of the College e.g. in the capacity of First Aider;
- records of absences from work (including but not limited to annual leave entitlement, sickness leave, parental leave and compassionate leave)
- correspondence between you and the College, and between members and staff of the College, regarding any matters relating to your employment and related issues (including but not limited to changes to duties, responsibilities, benefits, your retirement, resignation or exit from College, personal and professional references provided by College to you or a third party at your request).

#### Ensuring that you are suitable for certain positions of trust.

 For certain posts, we may use the Disclosure and Barring Services (DBS) / Disclosure Scotland to help assess your suitability for a position of trust. If this is the case, we will make this clear to you. Certificate and status check information is only used for this specific purpose, and we comply fully with the DBS code of Practice regarding the correct use, handling, storage, retention and destruction of certificates and certificate information, recognising that it is a criminal offence to pass this information on to anyone who is not entitled to receive it.

Disclosing personal information about you to external organisations, as permitted or required by law

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any references we have written subsequent to your employment with us; roles held within College (in certain instances members may be asked to approve the retention of their data for other reasons, for example archival records of College history).

#### Your rights

You have the right: to ask us for access to, rectification or erasure of your data; to restrict processing (pending correction or deletion); and to ask for the transfer of your data electronically to a third party (data portability). Some of these rights are not automatic, and we reserve the right to discuss with you why we might not comply with a request from you to exercise them. Failure to provide the information reasonably requested of you may result in disciplinary action taken by the College, which could ultimately lead to your dismissal from employment. You retain the right at all times to lodge a complaint about our

#### https://ico.org.uk/concerns/

Last updated: January 2021, Records Manager

# Data Protection for Students

How we use your personal information

handles and uses information we collect about those applicants we make an offer of study

personal information to manage the ongoing relationship between the College and you as part of our lifelong community of scholars. This includes guiding and supporting your academic studies, maintaining and reviewing your academic progress and pastoral welfare, reviewing your financial commitments to the College and (if you live in College accommodation) managing our relationship with you as a resident.

When changes are made to this statement, we will publish the updated version on our website and notify you by other communications channels as we deem appropriate or necessary.

The controller for your personal information is Murray Edwards College, Huntingdon Road, University of Cambridge, Cambridge CB3 0DF. The person responsible for data protection

at the time of issue, and the person who is responsible for monitoring compliance with relevant legislation in relation to the protection of personal information, is the Bursar, Mr Rob Hopwood, (bursar@murrayedwards.cam.ac.uk).

The normal legal basis for processing your personal information is that it is necessary in the performance of one or more contracts with us (including preparing to become a student and member of the College, the expectations on both sides during your course of studies and any related accommodation contract). We have commitments to other external bodies (particularly the University of Cambridge) as part of those contracts, and *How we share your personal information*) how and when we

ordinarily will share your personal information. For some specific purposes, we may rely on another legal basis, including where we are required for compliance with a legal obligation (e.g. financial records, equal opportunities monitoring), or where we believe it is in our legitimate interest to do so (e.g. to enable your access to external services). You may ask us for further information on these matters at any time if you have specific concerns.

# How your information is used by the College

We collect and process your personal information, as specified below, for a number of purposes, including:

- E. maintaining your personal details, including ensuring effective communications with you;
- F. maintaining a formal record of your academic progress and achievements at the College, the University of Cambridge and elsewhere;
- G. maintaining a formal record of your other engagements with and achievements at the College, the University of Cambridge and elsewhere;
- H. maintaining a record, where appropriate, of any particular personal needs you require to participate fully in College and University life (including any support needs that are, or have been, provided by the College or the University during your course of studies), as well as information about your general health and wellbeing;
- I. maintaining financial records relating to your studies, your funding and other financial support arrangements;
- J provision of references to third parties, including retaining information that will allow such references to be meaningful and personalised;
- K. maintaining a record of your behaviour and in particular where there has been concerns or complaints raised about you;
- L. maintaining a record of any complaints you make to the College and their outcomes;

M.

representation and welfare. It may occasionally share other information of relevance, such as your sporting interests or achievements.

The College also takes photographs of its students as a group in a matriculation and graduation photograph. These are used within the College and may be on public display.

Otherwise, the College restricts the sharing of your personal information within the College in line with its confidentiality policy

#### With the University

By being a member of a College and registering for a course of study, you are automatically a member of the University of Cambridge. The academic and student support arrangements between the College and the University of Cambridge are complex and varied depending on your course and level of study. Information relating to you (and particularly your academic studies) is shared routinely and often with the University, and the University and its partners (including the College) have a data sharing agreement to govern such interactions and information transfers in both directions, as well as a shared student record system and database.

The personal information shared with the University will include only that which is necessary for you to undertake and complete your studies and your examinations, and in addition will include any information necessary for the College to fulfill its obligations and agreements with the University about the shared University community (including sufficient information for the University to record and collate instances of student behaviour or complaints across all of the Colleges and the University). Where possible, the College will notify you of its intention to share such data in advance.

The University is a separate legal entity from the College and has its own statement about your personal information and its procedures, which you can view at: https://www.information-compliance.admin.cam.ac.uk/data-protection/student-data. It in turns shares information with the affiliated student unions and a number of other bodies for statutory and other purposes.

#### With other organisations

The College routinely shares information with, and receives information from, where appropriate:

the Cambridge City Council and other local authorities (to provide evidence of any rights to or exemptions from local services and taxes, including electoral

of the University and all Colleges: we share this because we believe it helps significantly in building community relations and networks and helps others get in touch with you easily.

We would encourage you to be careful when sharing personal information about other students in public social media sites and other similar environments.

### Your rights

You have the right: to ask us for access to, rectification or erasure of your personal information; to restrict processing (pending correction or deletion); to object to communications; and to ask for the transfer of your personal information electronically to a third party (data portability).

Some of these rights are not automatic, and we reserve the right to discuss with you why we might not comply with a request from you to exercise them.

If you have questions or concerns about your personal information, or how it used, please speak to the relevant College staff in the first instance. If you need further guidance, please contact the Senior Tutor using the details given above.

- ii. unique personal identifiers (e.g. student number, CRSID, date of birth, photograph);
- iii. your current and previous contact details;
- iv. next-of-kin or emergency contacts.

We will assume that you have obtained permission from your next-of-kin or emergency contact for us to hold their information for that purpose.

B.

needs that are, or have been, provided by the College or the University during your course of studies), as well as information about your general health and wellbeing:

We retain personal information (provided by you or by the University of Cambridge, or created by us), including:

- i. details of any disability, illness, and any consequent learning support, social support or other support needs;
- ii. details of any serious risks affecting you (e.g. severe allergies);
- iii. arrangements agreed with you to manage your use of College and University facilities (e.g. computing services, sports facilities, libraries, accommodation, learning spaces), including any special requirements that may be linked to your health or religious beliefs;
- iv. other information to support your health, safety and wellbeing.

We may also retain copies of statements from professional medical advisers, provided either by you or directly to us.

All personal information will be managed in line with our confidentiality policy. We recognise that much of the personal information outlined above is of a sensitive nature and requires a high level of discretion. Wherever possible, we will discuss and agree with you in advance with whom and when we share this information, but reserve the right to disclose information to others in matters relating to significant risks to your health and safety or the health and safety of others.

This information is normally retained until one year after you complete your studies.

Please note that where you are referred to services not offered directly by the College (e.g.,

will have their own

data protection statement (or privacy notice) and we advise you pay close attention to these.

E. maintaining financial records relating to your studies, your funding and other financial support arrangements:

We retain personal information (provided by you or by the University of Cambridge, or created by us), including:

i. records of your sources of funding support and tuition fee liabilities and, where relevant, records of your accommodation liabilities and other related charges (e.g.

This statement explains how Murray Edwards College ("we" and "our") handles and uses information we collect about event organisers that use College facilities ("you" and "your"). In broad terms, we use your information to manage the event(s) we either host for you or otherwise provide facilities, as well as maintain our records of previous, current and future clients for events business for the College.

The controller for your personal information is the Murray Edwards College, New Hall, Huntingdon Road, Cambridge, CB3 0DF. The person responsible for data protection at the time of issue, and the person who is responsible for monitoring compliance with relevant legislation in relation to the protection of personal information, is the Bursar, Rob Hopwood, bursar@murrayedwards.cam.ac.uk.

The legal basis for processing your personal information is that it is necessary in order for you to enter into a contract to provide events facilities and resources to you. We will retain your information for the periods stated below unless or until you request us to do otherwise.

We collect and process your personal information for the following purposes:

A. maintaining clear contact information for the booking, provision and payment of events.

We will hold your name, address, email address, phone number and other relevant contact details you provide to us, and will use this information to maintain contact with you to provide your requested services, manage their delivery and bill you for them. We retain this information in our events records for six years after the most recent event we host for you, and for seven years in our financial records (due to statutory requirements). Where we have not hosted an event for you, we will retain We will always hold your information securely. To prevent unauthorised disclosure or access to your information, we have implemented strong physical and electronic security safeguards.

## Personal information of delegates of your event

The provision or management of your event by us might require you to provide us with personal information relating to your event delegates (such as name, dietary requirements, accommodation requirements. This may include the provision of sensitive personal information. We will not retain this information for any longer than necessary for the provision of the specific event, which might require you to provide it on successive occasions. We will assume that you have obtained the consent from your delegates for us to hold their personal information for that purpose.

Children: If You are booking on behalf of a child aged under 16, You must have permission of their legal guardian to process their data.

long members of the College) and supporters, in order to keep you up to date with our activities and developments, to provide services to you, and to identify ways in which you can support us, through donations and/or volunteering your time and expertise.

We will retain your data indefinitely or until you request us to do otherwise. When changes are made to this statement, we will publish the updated version to our website and notify you by other communications channels as we deem appropriate or necessary.

The controller for your personal data is Murray Edwards College, New Hall, Huntingdon Road, Cambridge, CB3 0DF. The Data Protection Officer for the College is Beatrice

Cambridge; 01223 768745; <u>college.dpo@ois.cam.ac.uk</u>. OIS should be contacted if you have any concerns about how the College is managing your personal information, or if you require advice on how to exercise your rights as outlined in this statement. The person responsible for data protection at the time of issue, and the person who is responsible for monitoring compliance with relevant legislation in relation to the protection of personal data, is the Bursar, Rob Hopwood, <u>bursar@murrayedwards.cam.ac.uk</u>.

The legal basis for processing your personal data is that it is necessary for the purposes of our legitimate interests, where we have concluded that our interests do not impact inappropriately on your fundamental rights and freedoms, except where elsewhere in this statement we have indicated otherwise. You may ask us to explain our rationale at any time.

# How your data is used by the College

Your data is used by us for a number of interdependent purposes, including alumnae relations, communications and fundraising. These include:

publications surveys appeals and requests for donations the promotion of alumnae and other College events the promotion of other services open to College members Communications to you may be sent by post, telephone or electronic means, dependingoro@50912 [TJ1a

Blackbaud Inc), telephone fundraising consultants (currently Buffalo Fundraising Consultants) and mailing providers for publications. This list of contractors is updated as required. Use of the data is restricted to purposes defined by the College.

We also facilitate communication between individual alumnae (of the College or the University), but in doing so we do not release personal contact details without prior permission.

## Your rights

You have the right: to ask us for access to, rectification or erasure of your data; to restrict processing (pending correction or deletion); to object to communications or direct marketing; and to ask for the transfer of your data electronically to a third party (data portability). Some of these rights are not automatic, and we reserve the right to discuss with you why we might not comply with a request from you to exercise them.

Where you opt out of all future communications or exercise your right to erasure, we will continue to maintain a core set of personal data (name, subject(s), matriculation and graduation details, unique University identification number and date of birth) to ensure we do not contact you inadvertently in future, while still maintaining our record of your academic achievements. We may also need to retain some financial records about you for statutory purposes (e.g. Gift Aid, anti-fraud and accounting matters).

You retain the right at all times to lodge a complaint about our management of your personal data with the \_\_\_\_\_\_.

# Data Protection for Student Societies

All Murray Edwards College students are part of Cambridge University Student Union or the

https://www.cusu.co.uk/data/ and Graduate Union privacy notices are here

Data protection information for specific student societies at Murray Edwards should be

# Websites

# Murray Edwards College Website

How we use your personal information

## information we collect when you visit the College website

www.murrayedwards.cam.ac.uk. Where you engage with the College for another purpose (e.g. as a prospective or current student, as a previous student, as a member of the College or as a visitor to the College), there are other data protection statements to explain our management of your personal information. Where you enter your personal information into an online form for any specified purpose, you will be told about the use we will make of that information (e.g. to send you newsletters or to enable your attendance at an event).

The controller for your personal information is Murray Edwards College, New Hall, Huntingdon Road, CB3 0DF. The person responsible for data protection at the time of issue, and the person who is responsible for monitoring compliance with relevant legislation in relation to the protection of personal information, is the Bursar, Rob Hopwood, bursar@murrayedwards.cam.ac.uk.

The legal basis for processing your personal data is that it is necessary for the purposes of our legitimate interests, where we have concluded that our interests do not impact inappropriately on your fundamental rights and freedoms. You may ask us to explain our rationale at any time.

We collect and process your personal information for operating and improving our webpages, analysing their use and ensuring the security of our website.

We use a third party service, Google Analytics, to collect standard internet log information and details of your visitor behaviour patterns. We do this to find out, for example, the number of visitors to each page of our website.

We use a plugin called Disqus to facilitate the ability for visitors to comment on our news and blog articles. You can read the Disqus Privacy Policy here: https://help.disqus.com/terms-and-policies/disqus-privacy-policy

We have a shop on our website, which requires personal information for the purpose of billing and delivering purchases only. The shop is powered through a Drupal Commerce plugin for iATS.

There are a number of webforms on our site which require you to provide personal information. This information is used only to fulfil the purpose of the form – for example, to update your details in our alumnae database or to book your place at graduation.

We also collect the request made by your browser to the server hosting the website which includes the IP address, the date and time of connection and the page you ask for. We use this information to ensure the security of our websites and we store it for 7 days. We may use and disclose it as necessary in the event of a security concern or incident.

For information about how we use cookies

# Photography

If you are commissioning photography or video recordings or taking your own photographs of individuals for use by the College, then you need to have the individual's permission. Photographs and film/video images of people are considered to be personal data and are covered by data protection legislation (General Data Protection Regulation (GDPR)). It is therefore important to keep a written record of consents taken when commissioning images or recordings.

When using images or recordings of people, where any individuals feature prominently and are clearly identifiable, a consent form must be signed by those individuals giving their permission for any images in which they appear. The consent form should be stored alongside the images for as long as the image/recording is retained. The consent form must state clearly what the use of the image(s) will be.

Adult Consent Form Parent/Guardian Consent Form

Individuals should be made aware that any images used on websites can be viewed throughout the world and not just in the United Kingdom and that some overseas countries may not provide the same level of protection to the rights of individuals as UK legislation provides.

### Children and young people

Images of children and young people under the age of 18 require the consent of a parent or guardian and special care should be taken to ensure that the consent form is fully understood. Children and young people between 12 and 18 years of age, who have a

- 2. The Senior Tutor has been identified as the member of senior management responsible for ensuring that the College complies appropriately with the Prevent Duty, in liaison with key stakeholders within and beyond the College, including the Prevent Committee. An annual accountability and monitoring return to the Office for Students will be produced, in compliance with the ongoing conditions of the
- 3. As required by the Prevent Duty, the College carries out assessments of the risk of College members being drawn into terrorism. This risk assessment is reviewed at least annually by the Prevent Committee. Where any significant risk is identified, the College will consider what action might mitigate the impact/likelihood of that risk crystallising.
- 4. The College will ensure that it meets the different legal requirements, not least the duty under the Education (No. 2) Act 1986 to secure freedom of speech within the law. In complying with the Prevent Duty, the College will not provide a platform for any proscribed terrorist organisation or encourage terrorism in any way.
- 5. The College will carry out training on a regular basis for all relevant staff so that they can recognise those who are vulnerable of being drawn into terrorism and potential signs of radicalisation. This training will include an explanation of how to handle appropriately and sensitively any concern that may emerge.
- 6. The College will support vulnerable students in whatever circumstance they find themselves, recognising that radicalisation could occasionally be occurring when certain behaviour is manifest but that other explanations will usually apply. The College seeks to ensure that appropriate provision is made for those of any faith (or those without faith) to access appropriate facilities for pastoral care and for religious purposes.
- 7. The College considers it unacceptable for its IT networks to be used in any way that supports, promotes or facilitates terrorism. Social media services provide new avenues for the distribution and accessing of extremist material, and the College takes the challenges presented by social media very seriously.
- 8. The College will not permit material supporting terrorism to be displayed within College premises and will remove any such material if it is found. Likewise, it will

#### Safeguarding Concern Form

# 1. Aims

a. The College aims to adopt the highest standards and take all reasonable steps in relation to the safety and welfare of children, young people and adults at risk. From time to time, the College encounters children, young people and adults at risk through its teaching and research activities. However, the majority of engagement will be through recruitment and outreach programmes.

b. We recognise that anyone can be subject to discrimination, harassment and victimisation because of age, culture, disability, sexual orientation, gender reassignment, married or civil partnerships, and religion or belief. Comments and actions that contribute to discrimination, harassment or victimisation are not acceptable and will be challenged.

c. This policy aims to support these activities and to offer assurances to those engaged in the work of the College that, through its implementation, the College seeks to protect children, young people and adults at risk and keep them safe from harm when in contact

(whether acting in a paid or unpaid capacity) as listed below under Scope. It is also intended to safeguard the interests of employees, Fellows, volunteers, students and anyone who works on behalf of the College and who comes into contact with children, young people or adults at risk.

d. This policy seeks to:

i. promote and prioritise the safety and wellbeing of everyone, particularly children, young people and adults who may be at risk;

ii. ensure that roles and responsibilities are made clear in respect of safeguarding matters and that an appropriate level of information, training and support is provided to those within the College for whom it is necessary;

iii. offer assurances to staff, students, parents, carers, volunteers and visitors that safeguarding concerns will be dealt with effectively and in a timely manner;

iv. follow safer recruitment processes to prevent the employment or ongoing employment of individuals to work with children, young people or adults at risk where they have been barred by the Disclosure and Barring Service (DBS) or are deemed by the College to pose an unacceptable risk;

v. manage effectively the risks associated with activities and events involving children, young people and adults at risk.

ii. Providing psychotherapy and counselling which is related to health care the adult is receiving from, or under the direction or supervision of a health care professional.iii.

# 5. Planning Activities

a. The College Council delegates responsibility to the Head of Department to retain oversight and documentation of regulated activities within their area and to ensure:

i. appropriate training and supervision is available to those employees, workers, Fellows, volunteers or students engaging in them;

ii. occasions in which those engaged in them will need to work alone in an unsupervised way are documented and minimised; and

iii. that they are appropriately risk assessed; and

iv. that children and adults engaged in regulated activities are given clear information about how, and to whom, they can report any safeguarding concerns.

# 6. Safeguarding Risk Assessment

a. The College Council delegates responsibility to the Head of Department to ensure:

i. that a safeguarding risk assessment is undertaken for all activities within their area (the assessment should consider how the risks identified can be minimised or eliminated, outline the local processes for reporting concerns, take account of health and safety considerations and record training requirements);

ii. that completed safeguarding risk assessments are made available to employees, Fellows, workers, volunteers or students who are involved in the activity; and

iii. that the implementation and review of actions identified within a safeguarding risk assessment is undertaken in a timely manner.

iv. A template safeguarding risk assessment can be found in Annex D.

# 7. Induction and Training

a. The College Council delegates responsibility to the Head of Department to:

i. Ensure that any employee, worker, Fellow, volunteer, student or any other representative as outlined in the Scope, who is working on behalf of the College within their area:

a. is made aware of the existence of this policy and asked to familiarize themselves with the contents as part of their induction.

b. completes safeguarding training, together with any additional training that may have been identified by any relevant risk assessment processes Prior to engaging in a regulated activity. ii. Monitor the safeguarding training undertaken by those working on behalf of the College in their area and provide details to Human Resources for recording. A list of those roles which require training is available from Human Resources.

# 8. Recruitment and Disclosure and Debarring Service (DBS) checks

a. It is the responsibility of the Head of Human Resources to determine with the Safeguarding Officer what level of DBS check may be required for a role which is to be recruited to.

b. Appropriate DBS checks will be undertaken as appropriate via the HR department when recruiting to the roles in the following departments: Porters' Lodge, Tutorial Office, Wellbeing, Admissions, Access & Student Recruitment and any other relevant role that the College Council sees appropriate and as deemed appropriate under legislation. The College will undertake additional pre-employment checks where necessary as part of its safeguarding duty, including checking the accreditation of anyone employed by the College as a healthcare or psychotherapy professional such as a Counsellor or Nurse. References from recent previous employers will also be sought.

c. The Safeguarding Officer may refer someone to the DBS as per the guidance.

# 9. Arrangements for supporting students under the age of 18

a. The College is not able to take on the authority, rights and responsibilities of parents in relation to their children, and it will not act in loco parentis in relation to students who are under the age of 18 years. However, when admitting a student who will be significantly under the age of 18 when coming in to residence, the College will consider a wide range of issues, including social interaction, provision of tutorial support and supervision as follows.

i. Tutorial support and teaching the format of tutorial and teaching support when under-18s are involved will seek, insofar as their educational experience would not be compromised, to avoid singleton tutorials or supervisions. It is recognized, however, that one-to-one contact with Tutors, Directors of Studies and Supervisors at meetings may be necessary.

ii. IT Use of the internet by under-18s for study will be as for all students.

iii. Alcohol and student arranged activities Access to alcohol by undergraduates under the age of 18 at any activity which is signed off by or known to the College will not be permitted. It is acknowledged that the individual student must also bear responsibility for his or her actions at any event. Safeguarding issues will be covered at the sign-off stage with student organisers. Consideration should be given to any risk posed by students over 18 at these events.

iv. The College Bar the College has effective systems and practices to counter underage drinking and no student under 18 is permitted to work in the College bar.

v. Liaison with Faculties and Departments the College will inform/consult with the

Whilst these issues may require very different courses of action, it is essential that the safety and welfare of the child or adult at risk is prioritised.

b. The Safeguarding Officer has responsibility for ensuring that they (or a nominated deputy) are available during normal working hours to respond to allegations without delay, and for procedures to be in place should issue arise outside of normal working hours.

ca nominated

i.

disciplinary policy and may lead to summary dismissal.

j.

risk may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children or adults at risk may be abused by an adult or adults, or another child or children.

#### Physical Abuse

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or

#### **Discriminatory Abuse**

Discriminatory and oppressive attitudes towards people on the grounds of disability, gender and gender identity and reassignment, age, race, religion or belief, sexual orientation, and political beliefs.

It may be a feature of any form of abuse and manifests itself as physical abuse/assault, sexual abuse/assault, financial abuse/theft, neglect and psychological

Avoid being in a situation where you are alone with a child and make sure that others can clearly observe you;

Take care that your language is not open to sexual connotation;

Report any suspicions promptly and confidentially to the Safeguarding Officer;

Deal with information sensitively and be aware that special caution may be required in moments when discussing sensitive issues with children, young people and adults at risk.

You should not:

Engage in, or allow, any form of unnecessary physical contact. This would include doing personal things for a child or an adult at risk that they can do for themselves. Where the person is disabled, tasks should only be carried out with the full consent of the individual, (or their parent);

Use inappropriate language, or allow others to use it without challenging it;

Allow yourself to be drawn into inap641.620.00000912 0 612 792 o\* n00912C6 0>rf

Be supportive but DO NOT promise confidentiality. A duty of care obligates the College to act on information where a safeguarding issue has been identified and this takes precedence over the need for confidentiality. Explain that, in order that the allegation can be addressed you will have to talk to other people about it. Explain who you will talk to;

Use clear language, appropriate to the person you are dealing with;

Do not talk to anyone else about the matter within your Department, or your family and friends; if you need to seek support for yourself you should speak to the Safeguarding Officer;

events this must be done on the same day but this should not delay prompt action.

possible, include the time, place, and as much detail as you can remember, but ensure that the note is as factual as possible and avoid assumption, speculation or opinion. Bear in mind that the note will be disclosable to both internal and external agencies.

Observe confidentiality with colleagues, students, friends and family.

6. The Safeguarding Officer will report annually to the College Council / Governing Body on matters concerning the protection of children, young people and adults at

### Supervision

The College requires adult to children supervision levels as follows (adult-to-child ratio as recommended by NSPCC):

9-12	1:8
13-18	1:10

There will be a minimum of two adults at all times.

#### Term time events

Under 18s invited to residential term-

Stay) will be given shared rooms for overnight accommodation. There will generally be two under 18s and one current student over the age of 18.

When under-18s are present during evening events, current students are not permitted to consume alcohol at formal hall which under 18s are also attending. Only non-alcoholic drinks should be consumed in the bar when it is planned that under 18s are present.

The following wording is used to obtain parental consent for all attendees of residential term-time college events:

I am aware that my daughter/charge will be sharing a room overnight with a girl of a similar age and a current Murray Edwards College student and that she will be taking part in activities organised by the college as well as more informal activities, within and outside College premises, with other students, where she chooses to do so.

Should an offer holder below the age of 17 wish to attend any such overnight event, there will be liaison with the school/family of the individual and any special arrangements made accordingly.

Murray Edwards students hosting offer holders will be briefed appropriately by the Schools Liaison Officer, Senior Recruitment and Outreach Officer or Admissions Tutor (as appropriate).

#### Events held in college during vacations

Under 18s are accommodated in single, en suite rooms with corridors separated by gender as far as possible. Lights out checks are conducted at 11pm. Attendees are only allowed to leave College at specified times, if at all.

## Procedures for protection of and by College Staff

College staff will be provided with training on appropriate behaviour for protection of themselves and protection of children and vulnerable adults, in particular, Porters, Maintenance and Housekeeping. All Porters and Admissions staff are DBS checked.

Recognising that details of children and young people attending events are subject to change, as far as practicable Access and Student Recruitment will provide the Porters with information of activities taking place in College at least one week in advance.

Annex F: Arrangements for events hosted by the college but sponsored by external parties involving persons less than 18 years of age or adults at risk

parties, principal responsibility for the safety and welfare of young and adults at risk remains with external party but the college aims to support and promote that safety and welfare.

### Due Diligence

Before acceptance of summer schools or events with prisons, hospitals or other regulated institutions, the college will seek evidence that external organisers have addressed their safeguarding responsibilities adequately. This may extend to obtaining copies of their own policies and procedures.

### Supervision

The college requires adult to children supervision levels as follows (<u>adult to child ration</u> <u>recommended by NSPCC</u>):

11-12	1:8
13-18	1:10

In no circumstances does the college accept groups of children aged less than 11 years. Where a client has mixed age group students the supervision level should be appropriate to the number of students in each age range and rounded up. There will be a minimum of two adults at all times.

#### Segregation

The College separates accommodation by gender with an appropriate level of same sex supervision available as far as possible unless otherwise reasonably directed by the client. The College endeavours to house students on floors or staircases which are private to individual client groups where numbers and the building configuration permit. Where this

provide notional and physical separation.

In relevant areas the College will keep otherwise available rooms unoccupied to achieve segregation where necessary at no additional charge to the client.

### Procedures for protection of and by College staff

Maintenance requests and the servicing of rooms will be carried out between 8.30am-11.30am Monday to Friday and the client is required to ensure that young persons or adults at risk are either temporarily vacated from the relevant room or that college staff are appropriately supervised. College staff will be provided with training on appropriate behaviour for protection of themselves and protection of children, young people and adults at risk, in particular, Porters, Maintenance and Housekeeping. All Porters and Admissions staff are DBS checked.