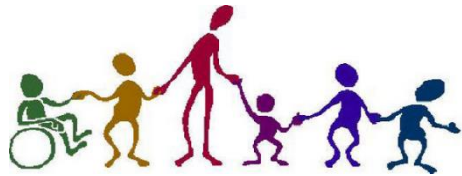


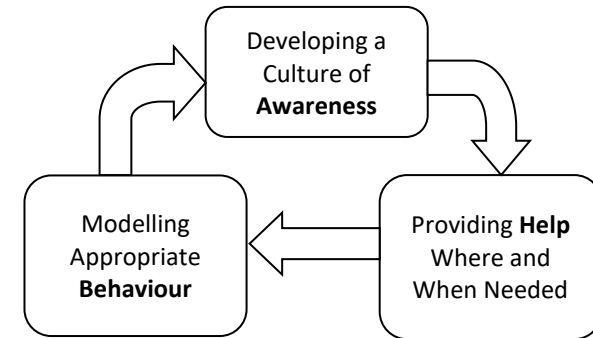
QUICK REFERENCE GUIDE 2019 -2020



Safeguarding Children, Young People & Adults Experiencing or at Risk of Abuse or Neglect

A copy of the Safeguarding Policy in full is available on the College's VLE under College Life/Safeguarding/Policy. This includes information about what might constitute abuse and what procedures exist within the College to deal with safeguarding concerns.

College Ethos:



Things to Remember:

- Every individual, whether child or adult, has value as one made in the image and likeness of God.
- Treat all children, young people and adults with respect and dignity (e.g. in words, attitude and body language).
- Respect personal space and privacy.
- Avoid being alone with a minor/adult at risk; keep others within sight and always be aware of your actions.
- Ensure that your actions cannot be misinterpreted by anyone else, and avoid putting anyone (including yourself) in a vulnerable/compromising position.
- Take care to avoid inappropriate physical or verbal contact with others (including minors).
- Challenge unacceptable behaviour.
- Speak up about inappropriate attitudes and behaviour that might put others at risk; do not keep allegations or suspicions of abuse secret.

And please remember: if this is an area in which you yourself are struggling, then support and help is available for you. PLEASE speak up: you do not need to struggle alone.

What to do if....?

If you have concerns about a child, young person or adult at risk, or are in receipt of an allegation of abuse (whether past or present, and whether from the child/adult at risk themselves or from a third party) then the following guidelines may help:

- If immediate action is necessary to protect life and limb, dial 999 to contact the police and/or ambulance service as necessary, and follow the instructions given.
- Make a note of what you have seen, heard or become concerned about (within an hour if possible): record dates, times and events in as much detail as you can.
- Report this as immediately (and certainly within 24 hours) to the appropriate College Safeguarding Officer.
- If the College Safeguarding Officer is unavailable, or if the concern in any way involves the appropriate College Safeguarding Officer, then contact the College Director. If the College Safeguarding Officer or College Director are unavailable or the allegation involves the individual(s), then speak to the Director of Operations and Finance and in his absence the Director of Pastoral Care.
- If you are unable to reach any College Representative within 24 hours then contact the Local Social Services (see Safeguarding Policy for details).

Important:

- **NEVER** carry out your own investigation into an allegation or suspicion of abuse; this may interfere with a formal investigation at a later date.
- **DO NOT** promise confidentiality to the person concerned.
- **DO NOT** discuss these matters with anyone other than the above-named College Officers.

SAFEGUARDING AT OAK HILL COLLEGE

Important Contact Details:

College Safeguarding Officer

Nigel Bolitho
Tel: 020 8449 0467 ext 226
Email: safeguarding@oakhill.ac.uk
Office off Reception

Deputy Safeguarding Officer

Kristi Mair
kristim@oakhill.ac.uk
Study: NW114

College Director

Dr Dan Strange
Tel: 020 8449 0467 ext 202
Email: daniels@oakhill.ac.uk
Office off Main Square

Director of Operations & Finance

Grant Farrant
Tel: 020 8449 0467 ext 231
Email: grantf@oakhill.ac.uk
Office off Main Square

Director of Pastoral Care

Dr Andrew Nicholls
Tel: 020 8449 0467 ext 224
Email: andrewn@oakhill.ac.uk
Study: NW131

Police Contact Details

Emergencies: 999
Non emergencies: 101