



Josephine Butler

Junior Common Room



Policy			
Safeguarding Policy			
Issue Date	September 2026	Reference	P/006
Next Review Due	September 2027	Review Cycle	Annual
Reviewing Panel	Board of Trustees		
Applicability	Employees Executive Committee Trustees Members Customers Contractors		

1. ABSTRACT

- 1.1. Josephine Butler Junior Common Room CIO (“the JCR”) is a registered charity, with a duty to ensure all stakeholders, whilst attending the JCR’s events, or doing any other activities with the JCR shall be safe.
- 1.2. It is expected that almost all participants in JCR activities will be students at Josephine Butler College or Durham University, and will be adults over the age of 18. However, the JCR acknowledges that some individuals under the age of 18 may ultimately partake in its activities, either through beginning their university studies under-18, or through being a guest (i.e. a staff member or student’s child, or siblings).
- 1.3. The JCR President shall be the “Safeguarding Lead” for the JCR.
- 1.4. All members of the JCR, as members of Durham University, are bound by Durham University’s Safeguarding Policy & Procedure. The implementation of this policy is the responsibility of Durham University.
- 1.5. This Safeguarding Policy is complimented by Durham University Policies and Procedures as well as current legislation in England.

2. DEFINITIONS AND KEY TERMS

- 2.1. This policy shall refer to:
 - 2.1.1. “Children” or “under-18s” as individuals who are less than 18 years of age;
 - 2.1.2. “Adults at risk” to individuals who have are at least 18 years of age, and who meet any of the following criteria:
 - 2.1.2.1. Has need for care and support;
 - 2.1.2.2. Is experiencing, or at risk, of abuse or neglect;
 - 2.1.2.3. Are unable to protect themselves from either the risk of, or the experience of, abuse or neglect.
- 2.2. This policy shall outline the following forms of abuse, noting it is not an exhaustive list:
 - 2.2.1. “Physical harm” which shall be defined as actual or attempted physical injury inflicted non-accidentally (including spitting, hitting, slapping, pushing, kicking), misuse of medication or drugs (including depriving someone of prescribed or non-prescribed drugs, or giving the person dangerously large amounts of drugs and/or alcohol), and inappropriate restraint or sanctions.
 - 2.2.2. “Sexual harm” which shall be defined as inappropriate intimate contact, including rape, sexual assault, sexual touching, sexual acts to which that person has not consented, could not consent, or was pressured into consenting, subjection to pornography, indecent exposure and witnessing sexual acts, and sexual harassment, including verbal comments and/or innuendo.
 - 2.2.3. “Psychological harm”, or “emotional harm”, which shall be defined as threats of abandonment or harm, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment,

verbal abuse, isolation or withdrawal from services or supportive networks.

- 2.2.4. “Financial harm”, or “material harm”, which shall be defined as theft, fraud, exploitation, scams, pressure in connection with wills, property, inheritance, financial transactions, or the misuse or misappropriation of property, possessions or benefits, online scamming, and coercion in relation to financial affairs and arrangements.
- 2.2.5. “Neglect”, and “acts of omission”, which shall be defined as the ignorance of medical or physical care needs, failure to provide access to appropriate health, social care or educational services, failure to share appropriate information, the withholding of the necessities of life, such as medication, adequate nutrition and heating, which includes self-neglect.
- 2.2.6. “Discriminatory abuse” which shall be defined as unequal treatment based on a protected characteristic, verbal abuse, derogatory comments, denial of communication aids, harassment, deliberate exclusion, and denying access to services or giving sub-standard services.
- 2.2.7. “Modern slavery”, which shall be defined as human trafficking, forced labour, domestic servitude, being bound by debt, sexual exploitation such as escort work, prostitution, pornography.
- 2.2.8. “Domestic abuse”, which shall be defined as physical, sexual, psychological, financial abuse, control and coercion, and honour based violence.
- 2.2.9. “Insitutional harm”, or “organisational harm”, which shall be defined as instances of poor care or unsatisfactory professional practice, inclusive of intent, through neglect and misuse/ignorance of structure, policy, procedure, process and practice, which may be a singular incident or ongoing.
- 2.2.10. “Abuse through a position of trust”, which shall be defined as instances of preferential treatment or attention, including (but not limited to) spending individual time with a person outside working or volunteering hours, the giving of gifts, being overly affectionate or making suggestive/sexual remarks.
- 2.2.11. “Cyber bullying” which shall be defined as bullying, coercion or intimidation through email and online – including perpetration through the exploitation of a protected characteristic; identity theft and abuse of personal information; exposure to obscene, violent or distressing material; pro-eating disorder, self-harm or suicide sites; sexual exploitation online and grooming, often through social networking site.

2.2.12. “Radicalisation” which shall be defined as the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups. While not always the case, it is recognised that children and adults at risk may be more likely to be drawn into radicalisation. The aim of radicalisation is to attract individuals to a way of reasoning and legitimacy, embedding and persuading extreme views. This may occur online or through the development of a relationship.

3. GENERAL PRINCIPLES

- 3.1. The JCR shall strive to ensure that its activities are safe for all.
- 3.2. General principles that the JCR volunteers, and employees, are expected to follow when interacting with any individual, including children and adults at risk, are as follows:
 - 3.2.1. Treat all individuals with fairness, dignity, equality and respect.
 - 3.2.2. Be sensitive to appearance, race, culture, religion, belief, sexual orientation, gender, personal circumstances, and disability.
 - 3.2.3. Respect the individual’s right to privacy.
 - 3.2.4. Always work in an open environment. If they are in a situation where they are alone with a child or an adult at risk, they should make sure that others can clearly observe them.
 - 3.2.5. Maintain a safe and professional distance in relationships with children and adults at risk. They should not share personal contact details and should not connect with them over social media.
 - 3.2.6. Do not engage in sexual relationships with children and/or adults at risk
 - 3.2.7. Do not provide children or adults at risk with access to alcohol or banned substances, especially where that would be unlawful or inappropriate.
 - 3.2.8. Avoid use of inappropriate language, including sexually suggestive comments, and challenge any unacceptable behaviour.
 - 3.2.9. Where appropriate, ensure they have written consent from the individual (or parent/guardian if a child) before taking photographs or making video/audio recordings.
 - 3.2.10. Ensure they have parent/guardian emergency contact details and medical consent is in place for instances involving a child.
- 3.3. The JCR President will act as the Designated Safeguarding Officer (“DSO”) for the JCR, and will undertake available Durham University safeguarding training, and shall be responsible for familiarising themselves with this policy and their legal safeguarding obligations.
- 3.4. The Safeguarding Lead for Josephine Butler College shall be defined by Josephine Butler College. Usually, this is the Assistant Principal of the college.

- 3.5. The JCR expects that Josephine Butler College will provide a list of all students who are under the age of 18 prior to the beginning of the academic year. If this is not provided, the JCR Sabbatical Officers shall be responsible in attaining this list. A list is required prior to the *Welcome and Orientation Week*, which is held in the week prior to the beginning of Michaelmas term.

4. JCR EVENTS AND ACTIVITIES

- 4.1. The JCR shall cross check event sign-up lists with the list of under-18 students, and shall verify the ages of external guests.
- 4.2. The Safeguarding Lead, or a designated deputy, shall be present at all major scale event, and shall not be permitted to be under the influence of alcohol, or any other substance as per the Health and Safety policy. This person shall be known to venue staff, and any peer supporters if any.
- 4.2.1. A “major event” shall be defined as an event which is organised by a chair elected at a JCR meeting, whose remit is solely the event. As such, the social chair, and thus formals, are not defined as a major event, but a ball would be.
- 4.3. Under-18s shall be prohibited from a JCR event if venue guidance mandates this, ID be required for entry, or if the event is deemed unsuitable for under-18s by the Event Committee.
- 4.4. Risk assessments must be produced for JCR events and activities.

5. WELCOME AND ORIENTATION WEEK

- 5.1. Welcome and Orientation Week (“Freshers’ Week”) is usually the week prior to the beginning of Michaelmas term.
- 5.2. All JCR Freshers’ Representatives (“FReps”) shall undertake all necessary trainings, where possible, to ensure they are equipped to understand and tackle certain situations that may arise during the week. This would usually be provided by Durham University, or Durham Students’ Union, and may include:
- 5.2.1. Nightline;
- 5.2.2. Active Bystander;
- 5.2.3. SMV Awareness’
- 5.2.4. Have a Word – Drug and Alcohol Awareness.
- 5.3. An exemption to the requirements in section 5.2 may be condoned by the JCR President, as long as:
- 5.3.1. The exception is one listed in Appendix A;
- 5.3.2. A record is kept of the exemption granted, and is duly noted by the Head FReps and FACSO;
- 5.3.3. If the exemption is not unrestricted, the individual is must be timetabled, and be ensured to work with, an individual who has completed all training, or is unrestricted.
- 5.4. FReps are prohibited:

- 5.4.1. From the consumption of any substances as defined in the Drugs and Alcohol section of the Health and Safety Policy – with a total ban on alcohol for any dinner settings, and must not be under the influence of it throughout the Freshers' Week.
- 5.4.2. From forming close personal relationships with any incoming students of Durham University during Freshers' Week, including any romantic or sexual relationships of any nature. An exemption applies if and only if any personal relationships were formed prior to the enrolment of the student, for instance a FRep already having a connection with an incoming student.
- 5.4.3. From gaining personal contact details, such as social media, with any incoming students during Freshers' Week, unless it is via University email, or WhatsApp, only through any provisions agreed by the Freshers' Week Committee.
- 5.4.4. Interacting one-on-one with an incoming student during Freshers' Week. An exemption applies if the student comes to the FRep, and it is done from a place where the student and the FRep both are visible, e.g. in a room which has a window with a clear sight in.
- 5.5. FReps shall be reminded of these responsibilities prior to Freshers' Week, and be required to sign to FRep Code of Conduct, which must:
 - 5.5.1. Note the prohibitions listed above;
 - 5.5.2. A way for the prospective FRep to view the Safeguarding Policy, and the Code of Conduct, in full;
 - 5.5.3. If feasible, any exemptions for an individual, and any restrictions if any;
 - 5.5.4. A signature and a date from the individual;
 - 5.5.5. To be retained for the later of: 28 working days after the end of Freshers' Week, or if taken into evidence under the Discipline Policy, until the end of the period as defined by the Discipline Policy.
- 5.6. Violation of this policy shall lead to Disciplinary Action under the Discipline Policy.
- 5.7. All FRep applicants must fill out a form, be interviewed, and pass the satisfactory standard as set by the Sabbatical Officers, and Head FReps if any, to ensure suitability for the position.
- 5.8. All FRep applications must be cross-checked against JCR Disciplinary Records, and must be sent to Josephine Butler College to check against their records.
- 5.9. Members of the JCR Executive Committee may be exempted from 5.7, unless required to do so by the JCR President.

6. PEER SUPPORT

- 6.1. Any peer supporters must inform the JCR President, and the Josephine Butler College Safeguarding Lead, if either an under-18 or an adult at risk attends drop-ins, contacts them in any manner, and if any individual raises a safeguarding concern or allegation.

- 6.1.1. Safeguarding Concerns and Allegations must be brought up by provisions outlined in Section 9 of this policy.
- 6.2. Peer supporters must keep a written record of their notes from any meeting with any individuals, store them in a secure location, and erase them at the end of the academic year, unless required for longer for an investigation, under the Complaints Policy or the Discipline Policy.

7. VOLUNTEERING IN THE COMMUNITY

- 7.1. The JCR recognises that volunteers acting on behalf of the JCR may work with children and adults at risk as part of its work in the community.
- 7.2. Any activities should normally be organised either:
 - 7.2.1. By Durham University Student Volunteer and Outreach (“DUSVO”);
 - 7.2.2. Or by the JCR, with approval from the JCR Board of Trustees, the Josephine Butler College Safeguarding Lead, and the College Operations Manager.

8. RECOGNISING SIGNS AND INDICATORS OF ABUSE

- 8.1. Those who may work with under-18s and adults at risk shall be made aware that, although the clearest expression of abuse is a disclosure by a person themselves, suspicions of abuse may come to light in other ways, including physical or behavioural signs, which includes but is not limited to:
 - 8.1.1. Unusual or suspicious injuries, including a prolonged interval between such illness or injury, and the presentation for medical care, or a complete lack of medical care;
 - 8.1.2. Dubious or inconsistent explanations for injuries or bruises;
 - 8.1.3. Neglected, unkempt or under nourished appearance;
 - 8.1.4. Becoming withdrawn, socially isolated and increasingly fearful (e.g. demonstration of fear of another individual or demonstration of fear of going home);
 - 8.1.5. Difficulty in conversation with the person at risk (e.g. another individual unreasonably insists on being present);
 - 8.1.6. Anxious or disturbed behaviour;
 - 8.1.7. A change in the levels of confidence;
 - 8.1.8. Inappropriate sexual awareness;
 - 8.1.9. Self-harm;
 - 8.1.10. Loss of money and/or belongings.
- 8.2. Many of these behavioural and physical signs may also be present in a person not experiencing abuse.

9. RECEIVING AND RESPONDING TO CONCERNS AND ALLEGATIONS

- 9.1. Anyone who brings any safeguarding suspicion, concern, knowledge of current or non-current abuse to the notice of the JCR shall be responded to with respect, and in a timely manner.
- 9.2. If a JCR Volunteer, or Sabbatical Officer is made aware of any allegations, either of current or non-current abuse to any individual, including under-18s and adults at risk, they shall:
- 9.2.1. Remain calm, and reassure the person that they have done the correct thing by speaking up.
 - 9.2.2. Listen carefully, and give the person time to speak.
 - 9.2.3. Take all instances seriously, and not to decide or share whether or not they believe a suspicion or claim is true or not.
 - 9.2.4. Never promise confidentiality, and explain that the JCR President, the Board of Trustees, University Safeguarding Leads, and any external professionals who will need to know shall be informed.
 - 9.2.5. Act immediately, and never attempt to address the issue by themselves.
 - 9.2.6. Write a statement, giving as much detail as possible, including, as soon as possible after the meeting, in a secure location, noting, to the best of their knowledge:
 - (a) The detail of the reporter, and if not the same person, anyone whose welfare is of concern;
 - (b) Dates and times;
 - (c) What was said;
 - (d) How the peer supporter acted during the meeting;
 - (e) Any other names or parties mentioned;
 - (f) Any additional information that the volunteer believes could be relevant, or is mandated in a clause of this policy.
 - 9.2.7. Report to the JCR's Safeguarding Lead (usually the JCR President) or their delegate, and the College's Safeguarding Lead (usually the Assistant Principal) or their delegate
 - 9.2.7.1. Where one or both of these parties are in the case, the party involved shall be bypassed, and a report must be sent to the Chair of Board of Trustees, or their delegate at trustees.chair@butlerjcr.com.
 - 9.2.7.2. This includes when there may be a known conflict of interest (e.g. the perpetrator isn't the JCR Safeguarding Lead but is a known close friend or partner of them).
 - 9.2.8. If the responding JCR volunteer or sabbatical officer is concerned that there is an immediate risk of serious harm to a child, adult at risk, or another individual, they must contact the emergency services without delay on 999 (if the risk is occurring at the same time of the call or is imminent), or 101 (if the risk isn't occurring at the same

time or imminent, but may happen soon). This must precede the writing of the report, but a note on this call must be addressed in the report.

9.2.9. A volunteer who is concerned for their own safety, should remove themselves from the dangerous situation, and follow clause 9.2.8.

9.2.10. A volunteer who is unable to hear the case for any reason may apologise and leave the situation, noting they left in the report.

9.3. If a student or a guest wants to report a safeguarding allegation or issue to the JCR, they shall email butler.jcr@durham.ac.uk, unless the case involves the JCR's Safeguarding Lead, or their known conflict of interest (e.g. their close friend or partner), in which case they shall be bypassed for the Chair of Board of Trustees, or their delegate at trustees.chair@butlerjcr.com. A student or guest however may be inclined to report the incident to Josephine Butler College.

10. COMPLAINTS AND DISCIPLINE

10.1. Violation of the Safeguarding Policy may lead to investigation and discipline under the JCR Discipline Policy (P/026).

10.2. Referrals of Safeguarding Issues shall usually be handled by the College, but any disciplinary action arising from it shall concurrently be handled under the JCR Discipline Policy.

11. IMPLEMENTATION

11.1. The Chair of the Board of Trustees, or their deputy, and the JCR President, will ensure that this policy is brought to the attention of all volunteers, employees, and contractors.

11.2. The Board of Trustees shall monitor the implementation of this policy.

12. APPROVAL AND REVIEW

12.1. This Health and Safety Policy was prepared in May 2026 by the JCR President, and amended by the Compliance and Governance Officer in July 2026, on behalf of the Board of Trustees.

12.2. This policy shall be reviewed every year by the Board of Trustees, in consultation with the JCR President, and the JCR Executive Committee.

This Safeguarding Policy has been approved by the JCR President, and the Board of Trustees.

Signed **David Evans**
[Insert Signature Here]

Signed **Michael Cheung**
[Insert Signature Here]

Dated DD/MM/2026
Position **Chair, Board of Trustees**

Dated DD/MM/2026
Position **JCR President**

For implementation from the 1st of September 2026.

Appendix A: Exemption from FRep Requirements

This outlines reasons in which a JCR President is permitted to exempt an individual from FRep Training Requirements. A circumstance not listed in this Appendix may be granted a provisional exemption by the JCR President, subject to approval by the Chair of the Board of Trustees, or their delegate.

If a circumstance is listed here, the granting of exemption from FRep requirements may not necessarily be approved.

Required training shall be decided by Josephine Butler College, or Durham University, each year.

Circumstance	Granting Conditions	Restrictions
A specified training being undertaken prior, not more than one year prior to Freshers' Week.	Demonstrate, to the satisfaction of the assessor (sabbatical or Head Frep), an understanding of the key learning outcomes of the training.	Unrestricted.
Missing a training session, which can be compensated by same or similar contents.	To go to the alternative training session available.	Unrestricted.
Missing no more than half of the training session, which can not be compensated by another session of the same or similar contents, due to either: (a) Exceptional personal circumstances, such as illness, health, bereavement, family emergency, or similar reason on compassionate grounds. (b) Commitments such as employment, with prior approval; (c) A clash in other mandatory commitments, either from their FRep duties, or through other obligation, such as Jury Duty.	For the individual to talk to peers, to gain an understanding on the key takeaways from the training they missed.	Standard Restrictions, as per Safeguarding Policy.

Missing more than half of the training session, which can not be compensated by another session of the same or similar contents, due to either: (a) Exceptional personal circumstances, such as illness, health, bereavement, family emergency, or similar reason on compassionate grounds. (b) Commitments such as employment, with prior approval; (c) A clash in other mandatory commitments, either from their FRep duties, or through other obligation, such as Jury Duty.	The JCR President must chose one of two pathways for the restriction, and take the granting condition accordingly: For the individual to talk to peers, to gain an understanding on the key takeaways from the training they missed, and to demonstrate, to the satisfaction of the assessor (sabbatical or Head Frep), an understanding of the key learning outcomes of the training.	Standard Restrictions, as per Safeguarding Policy.
A required training was unavailable for a small subset of FReps, of no more than half of the FRep Cohort, despite reasonable attempts to attend.	Evidence of attempted attendance, and approval by the JCR President.	Standard Restrictions, unless the training (or equivalent) is completed, in which case Unrestricted.