



# Safeguarding

<b>Issue Date</b>	May 2026	<b>Reference</b>	P/006
<b>Next Review Due</b>	May 2027	<b>Review Cycle</b>	Annual
<b>Reviewing Panel</b>	Board of Trustees		
<b>Applicability</b>	Sabbatical Officers Trustees Executive Committee JCR Role-Holders Members Customers		

## 1. Introduction

- 1.1. This document sets out the policy for safeguarding children, young people, and adults at risk engaging with Josephine Butler Junior Common Room (“Butler JCR”), registered charity 1197721 under the Charity Commission for England & Wales.
- 1.2. Butler JCR’s charitable objectives do not include the provision of care, supervision, treatment, or professional advice to children. However, as a charitable body, we recognise our responsibility to promote the safeguarding of children and adults at risk from harm.
- 1.3. 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).
- 1.4. Butler JCR is committed to safeguarding children and adults at risk both independently, and as part of the Durham University and Josephine Butler College community and will take appropriate steps to maintain a safe environment for all.
- 1.5. The JCR President is the ‘Safeguarding Lead’ for the JCR.
- 1.6. 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.
- 1.7. This Safeguarding Policy exists alongside, and is complimented by other JCR and Durham University Policies and Procedures as well as current UK legislation.
- 1.8. This Safeguarding Policy is based on the St John’s Common Room ‘Safeguarding Policy for Children, Young People and Vulnerable Adults’ and Durham University’s ‘Safeguarding Policy and Procedures’.

## 2. Definitions of Key Terms

- 2.1. This policy will refer to children/under-18s and adults at risk
  - 2.1.1. Children and under-18s refer to any individual less than 18 years old

2.1.2. Adults at risk refer to any adult (18 years and over) who meet any or all of the following criteria:

2.1.2.1. has needs for care and support;

2.1.2.2. is experiencing, or at risk of abuse or neglect;

2.1.2.3. is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

2.2. This Safeguarding Policy outlines the following types of abuse as per the Durham University 'Safeguarding Policy and Procedures' (recognising that this is not an exhaustive list), all of which may be perpetrated as the result of deliberate intent, negligence or ignorance:

2.2.1. Physical harm:

2.2.1.1. 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). Inappropriate restraint or sanctions.

2.2.2. Sexual harm:

2.2.2.1. 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. Sexual harassment, including verbal comments and/or innuendo.

2.2.3. Psychological/Emotional harm:

2.2.3.1. 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 or material harm:

2.2.4.1. 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:

2.2.5.1. Ignoring 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. This includes self-neglect.

2.2.6. Discriminatory abuse:

2.2.6.1. Unequal treatment based on a protected characteristic, verbal abuse, derogatory comments, denial of communication aids, harassment, deliberate exclusion. Denying access to services or giving sub-standard services.

2.2.7. Modern Slavery:

2.2.7.1. Human trafficking, forced labour, domestic servitude, being bound by debt, sexual exploitation such as escort work, prostitution, pornography.

2.2.8. Domestic abuse:

2.2.8.1. Physical, sexual, psychological, financial abuse. Control and coercion. Honour based violence.

2.2.9. Institutional/Organisational harm:

2.2.9.1. Instances of poor care or unsatisfactory professional practice, inclusive of intent, through neglect and misuse/ignorance of structure, policy, procedure, process and practice. May be a singular incident or ongoing.

2.2.10. Abuse through a position of trust:

2.2.10.1. 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. Forced marriage:

2.2.11.1. is a marriage in which one or both parties do not, or cannot consent to the marriage, and duress is involved. Duress includes both physical and emotional pressure. It differs from arranged marriage, where both parties give their full and free consent to the marriage.

2.2.12. Online, e-technology and cyber bullying:

2.2.12.1. 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.

2.2.13. Radicalisation:

2.2.13.1. This is defined in the Prevent Duty Guidance 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. Butler JCR will strive to ensure that its activities are safe for all, promote well-being, prevent abuse, and create nurturing, caring conditions for under-18s and adults at risk.

3.2. General principles that JCR volunteers and sabbatical officers are expected to follow, particularly when interacting with under-18s and adults at risk are as follows:

- 3.2.1. Treat all children and adults at risk with fairness, dignity, equality and respect.
- 3.2.2. Be sensitive to appearance, race, culture, religion and/or belief, sexual orientation, gender 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) 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 Butler JCR, and will undertake available Durham University safeguarding training, and be responsible for familiarising themselves with this policy and their legal safeguarding obligations.

3.4. The Safeguarding Lead for Josephine Butler College is the Assistant Principal.

- 3.5. Butler JCR expects that Josephine Butler College will provide a list of all students who are under the age of 18 at the beginning of or prior to each academic year. If this is not provided, JCR Sabbatical Officers must request this in advance of Freshers' Week.

## **4. JCR Events & Activities**

- 4.1. To support the wellbeing of all guests, including children and adults at risk, large events such as Butler Day, Summer Ball, and Winter Ball will always have a quieter space for guests to access, as well as trained peer supporters and first aiders present on site.
- 4.2. At these large events, at least one of the sabbatical officers and all 'on duty' peer supporters must remain sober.
- 4.3. Butler JCR requires that no photographs are taken of under-18s at JCR events or during JCR activities.
- 4.3.1. Should photos include any under-18s they should not be published and should be deleted.
- 4.4. Under-18s will not be allowed to attend JCR events if venue guidance mandates this, or should ID be required for entry.
- 4.5. JCR Sabbatical Officers will cross-check event sign-up lists with the list of under-18s provided by Josephine Butler College and will check and verify the ages of external guests (not current students at Josephine Butler College).
- 4.6. Risk assessments must be produced for JCR events and activities as required by the College Operations Manager and the JCR Board of Trustees.

## **5. Freshers' Week**

- 5.1. All JCR Freshers' Representatives (FReps) must undertake all necessary trainings where possible, to ensure they are equipped to understand how to tackle certain situations that may arise during the week. These could include, but are not limited to, the following:
- 5.1.1. Nightline
- 5.1.2. Active Bystander
- 5.1.3. SMV Awareness

- 5.1.4. Have A Word – Drug and Alcohol Awareness
- 5.2. Exceptions to this must be agreed with the JCR President in advance
  - 5.2.1. If a FRep does not complete any or all of the necessary training sessions, they will always be scheduled alongside others who have done so.
- 5.3. FReps must not purchase or consume alcohol or illegal/recreational substances during Freshers' Week, even when not on shift.
  - 5.3.1. If a FRep is caught drinking or engaging in illegal/recreational substances during the week, they will be dismissed immediately from the FRep Team.
    - 5.3.1.1. This rule will also apply if they arrive on shift intoxicated or hungover.
- 5.4. FReps should not form close personal relationships, and must not engage in romantic/sexual relationships with incoming students.
  - 5.4.1. Violation of this will lead to immediate dismissal and further investigation under JCR and Durham University disciplinary policies and procedures.
- 5.5. FReps should not interact with incoming students on a one-to-one basis, save for a Welfare Committee Drop-In, and they should not follow or interact with any incoming students on any type of social media until after Freshers' Week.
  - 5.5.1. Violation of this will lead to consideration of dismissal by JCR Sabbatical Officers and College Officers.
- 5.6. FReps will be reminded of these responsibilities (as listed in clauses 5.1 – 5.5.1) at the beginning of FRep Preparation Week (the week before Freshers' Week) and will be made to sign the 'FRep Code of Conduct'.
  - 5.6.1. It is the responsibility of the JCR Sabbatical Officers to ensure that all FReps complete this, and to keep signed copies of the 'FRep Code of Conduct' until after Freshers' Week.
- 5.7. All FRep applicants will be required to fill out a form and will be interviewed to ensure suitability for the position.

- 5.8. All FRep applications will be cross-checked with JCR disciplinary records and will be shared with Josephine Butler College staff to check against their records.

## **6. Welfare and EDI Committees**

- 6.1. Butler JCR recognises that Welfare and EDI Committees are most likely to interact closely with students who are defined under this policy as adults at risk, and it is possible that they may interact with these students on a one-to-one basis.
- 6.2. Butler JCR will ensure that the JCR Welfare Officer(s), EDI Officer, Assistant Welfare Officer(s), and EDI Representatives are appropriately vetted, and requires them to attend all training as detailed under Durham University's Peer Support Role Descriptor.
- 6.3. One-to-one peer support drop-ins that take place in person must take place either in a public space or in a room where the interior is visible from a frequently used route.
- 6.4. Peer supporters (Welfare Officer(s), EDI Officer, Assistant Welfare Officer(s), and EDI Representatives) must inform the JCR President and the Josephine Butler College Assistant Principal as soon as possible if either an under-18 or adult at risk attends their drop-in, or contacts them via message or email, or a safeguarding concern or allegation is raised to them.
- 6.4.1. Peer supporters must inform the student that they will need to inform the JCR President and Assistant Principal.
- 6.4.1.1. Should the allegation refer to the JCR President and/or Assistant Principal, it should not be reported to them and instead reported to the Chair of the Board of Trustees ([trustees.chair@butlerjcr.com](mailto:trustees.chair@butlerjcr.com)).
- 6.4.2. Peer supporters must keep a written record of their notes from this meeting and keep them in a secure location.

## **7. Volunteering Committee**

- 7.1. Butler JCR recognises that Volunteering Committee is likely to work with children and adults at risk as part of its work within the community.
- 7.2. Any activities, both onsite and offsite, that are specifically targeted at, or would involve working with children and adults at risk should normally be organised through alternative, dedicated organizations such as Durham University Student Volunteer & Outreach (DUSVO).
- 7.3. Any activities organised by the JCR that are specifically targeted at, or involve working with children and adults at risk must be thoroughly risk assessed (detailing and assessing consequential safeguarding risks) and be approved by the JCR Board of Trustees, the Assistant Principal, and the College Operations Manager.

## **8. Recognising Signs & Indicators of Abuse**

- 8.1. The clearest expression of abuse is a disclosure by the person themselves; however, it is also recognised that suspicions of potential abuse may come to light in other ways, which may include the following physical or behavioural signs (this list is not exhaustive):
  - 8.1.1. Unusual or suspicious injuries – including a prolonged interval between illness/injury and 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. Equally, many of these behavioural signs may be present even if an individual is not experiencing abuse.

## **9. Receiving and Responding to Safeguarding Concerns and Allegations**

9.1. Anyone who brings any safeguarding suspicion, concern, knowledge or allegation of current or non-current abuse to the notice of the JCR will be responded to respectfully and in a timely manner, in line with this Safeguarding Policy, the Durham University 'Safeguarding Policy and Procedures', and legal safeguarding obligations.

9.2. If a JCR volunteer or sabbatical officer is made aware of any allegations of current or non-current abuse to a child or adult at risk, they should:

9.2.1. Remain calm and reassure the person that they have done the right thing by speaking up.

9.2.2. Listen carefully and give the person time to speak.

9.2.3. Take all instances seriously, and do not decide or share whether or not they believe a suspicion or claim to be true.

9.2.4. Not promise confidentiality and explain that only the JCR President, University Safeguarding Leads, and external professionals who need to know will be informed.

9.2.5. Act immediately, and do not try to address the issue by themselves.

9.2.6. Write a statement, giving as much detail as possible (date & time, what was said, how you acted, any names/ parties mentioned). This should be stored in a secure location after the meeting.

9.2.7. Report to the JCR President and Assistant Principal.

9.2.7.1. Should the allegation refer to the JCR President and/or Assistant Principal, it should not be reported to them and instead reported to the Chair of the Board of Trustees ([trustees.chair@butlerjcr.com](mailto:trustees.chair@butlerjcr.com)).

9.3. If the responding JCR volunteer or sabbatical officer is concerned that there is an immediate risk of serious harm to a child

or adult at risk, they should contact the emergency services without delay on 999 or 101.

9.3.1. If the responding volunteer is concerned for their own safety, they should remove themselves from the dangerous situation and then proceed to contact emergency services.

9.4. If a student or guest wants to report a safeguarding allegation or issue to the JCR, they should email [butler.jcr@durham.ac.uk](mailto:butler.jcr@durham.ac.uk).

## **10. Complaints & Discipline**

10.1. If an under-18 or adult at risk is under investigation under the JCR Complaints Policy (P/009) or JCR Discipline Policy (P/026), the process will be managed and overseen by the Board of Trustees in conjunction with the JCR President, and the under-18 or adult at risk in question.

10.2. In all disciplinary and complaints hearings, individuals are reminded that they are authorised to bring an additional person to the meeting for support.

10.3. If the JCR President and/or JCR Disciplinary Panel believes there to be an underlying safeguarding issue related to any disciplinary matter, they are obliged to inform the Chair of the Board of Trustees (or their deputy) immediately and take no further action until the Chair (or deputy) has responded.

## **11. Implementation**

11.1. The Chair of the Board of Trustees, and the JCR President, will ensure that this policy is brought to the attention of JCR members, particularly peer supporters, student leaders and volunteers, and will ensure that they understand their responsibilities and reporting obligations.

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

## **12. Approval & Review**

12.1. This Safeguarding Policy was prepared in May 2026 by the JCR President, 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



Signed Name Joshua Barrett



Dated 26/05/26

Position **Chair, Board of Trustees**

Dated Date 27/05/26

Position **JCR President (2025-26)**