



St John's College Safeguarding Policy 2025

Policy approved by College Council 17 October 2025

Contents

1. Introduction.....	3
2. Safeguarding structure and context	3
3. Policy areas.....	4
4. Promoting a safe environment and culture	5
5. Safely recruiting and supporting all those with any responsibility related to children and vulnerable adults within the College.....	6
6. Responding promptly to every safeguarding concern or allegation	7
7. Caring pastorally for victims/survivors of abuse and other affected persons.....	8
Appendices	11
Appendix A – Detailed glossary of key terms.....	11
Appendix B – Safeguarding procedures and good practice guidance	14
Appendix C – Safeguarding training overview	17
Appendix D – DBS check procedure.....	18

1. Introduction

- 1.1 This document sets out the Safeguarding Policy of St John's College, Durham, covering children, young people, and adults who may be vulnerable or at risk. Founded in 1909 within the Anglican tradition, St John's College is committed to safeguarding as an integral part of its life and service. The College will take all reasonable steps to maintain a safe environment for all members of its community. The Policy is informed by the Church of England's [Promoting a Safer Church](#) (2017) and [Diocese of Durham Safeguarding Policy \(2025\)](#) and is consistent with the [Durham University Safeguarding Policy and Procedures](#).¹
- 1.2 The Policy applies to all staff, students, and visitors across both John's Hall and Cranmer Hall, as well as to activities undertaken through the College's Research Centres and projects. It is implemented in alignment with the wider safeguarding framework of Durham University and in consultation with the Diocese of Durham and other relevant statutory or denominational partners.
- 1.3 Oversight and accountability for safeguarding rest with College Council as the Governing Body, with operational responsibility delegated to the Principal and the Designated Safeguarding Officers (DSOs) for each Hall. The safeguarding structure and lines of responsibility are set out below.

2. Safeguarding structure and context

- 2.2 St John's College comprises two Halls. **John's Hall** includes undergraduate and postgraduate students across a wide range of disciplines. **Cranmer Hall** includes ordinands (students approved for training for ministry in the Church of England), Free Church Pathway students sponsored by local churches, and independent students studying theology and ministry at undergraduate or postgraduate level. All members of staff are employees of St John's College as a whole, although some work primarily within either John's Hall or Cranmer Hall. Although there are some differences in safeguarding processes between John's Hall and Cranmer Hall (including separate Designated Safeguarding Officers), the College maintains a joint approach to policy. Oversight and scrutiny of safeguarding policy and practice rests with the College Council as a whole.
- 2.3 St John's College is a recognised constituent college of Durham University. While safeguarding policy is determined at College level, the College works closely with the University and aligns its approach with University safeguarding policies and procedures wherever appropriate.
- 2.4 St John's College also hosts a number of **Research Centres and Projects**, all of which report to College Council through the Research Centres Committee. These Centres operate within the

¹ *Promoting a Safer Church* is found here <https://www.churchofengland.org/sites/default/files/2017-11/cofe-policy-statement.pdf>; the Durham Diocese Safeguarding Policy is found here <https://www.durhamdiocese.org/safeguarding.php>; and the Durham University policy here <https://www.durham.ac.uk/media/durham-university/support-services-/student-support-and-wellbeing/student-conduct/Safeguarding-Policy-and-Procedures-2025.pdf> found here <https://www.durham.ac.uk/about-us/safeguarding/>.

framework of the College Safeguarding Policy, with either the Dean of Anglican Formation or the Vice Principal acting as Designated Safeguarding Officer. Some Centres may issue their own safeguarding practice guidance for those working within them; such guidance must be consistent with the College Safeguarding Policy and is reviewed annually by the Research Committee.

2.5 Clear lines of accountability and responsibility for safeguarding are established across the College:

- The **Principal** holds overall responsibility for the execution and effectiveness of this Safeguarding Policy.
- Each Hall has a **Designated Safeguarding Officer (DSO)**.
- In **Cranmer Hall**, the DSO is the **Dean of Anglican Formation**. The Church of England also requires a **Deputy Designated Safeguarding Officer (DDSO)**, a designated member of Tutorial Staff. The Cranmer Hall DSO and DDSO deal with any concerns relating to Cranmer Hall students, together with Cranmer Hall tutorial and administrative staff, and any Research Centres falling within their purview.
- In **John's Hall**, the DSO is the **Vice Principal**. The John's Hall DSO deals with any concerns relating to John's Hall undergraduates and postgraduates, together with all College staff other than those working directly within Cranmer Hall. The John's Hall DSO also oversees safeguarding concerns arising from any Research Centre or Project under their purview. The **Deputy DSO** for John's Hall is the **Assistant Principal**.
- Within **College Council**, as the governing body, a **Designated Council Trustee** holds particular responsibility for safeguarding. This Trustee supports Council and the DSOs in monitoring safeguarding activity, policies, and procedures to ensure compliance with statutory guidance and Charity Commission requirements.

2.6 As home to a **Theological Education Institution (TEI)** within the Church of England, the College is required to submit an annual report to the Bishop of Durham on safeguarding policy, procedures, practice, and review within Cranmer Hall.

2.7 Safeguarding practice across all areas of College life is structured around the policy areas outlined below.

3. Policy areas

3.1 The College's Safeguarding Policy sets out its approach across six key areas, reflecting the commitments of *Promoting a Safer Church*. These describe how St John's College promotes a safe environment, manages risk, and fulfils its safeguarding responsibilities:

1 – Promoting a safe environment and culture

- a) Creating safe, caring, and supportive environments for children, young people, and vulnerable adults.
- b) Encouraging adherence to safer working practices and challenge of abuse of power.

2 – Safely recruiting and supporting all those with responsibility for children and vulnerable adults

- a) Staff recruitment, vetting, and DBS checks.
- b) Safeguarding training and role-specific support.

3 – Responding promptly to every safeguarding concern or allegation

- a) Reporting and escalation of concerns.
- b) Referral to statutory and ecclesiastical authorities where required.
- c) Whistleblowing and complaints procedures.

4 – Caring pastorally for victims/survivors of abuse and other affected persons

- a) Providing support, counselling, and pastoral care.
- b) Collaboration with statutory agencies and adherence to legal requirements.

5 – Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons

- a) Ensuring support, fairness, and protection of rights for staff or students under investigation.
- b) Risk management and safeguarding agreements.

6 – Responding to those who may pose a present risk to others

- a) Managing known risks within the wider College community.
- b) Safeguarding agreements and collaboration with statutory authorities.

4. Promoting a safe environment and culture

4.1 The College will strive to create and maintain environments that are safe for all, that promote well-being, that prevent abuse, and that foster nurturing and caring conditions for children, young people, and vulnerable adults (adults at risk). Safeguarding is the responsibility of everyone who works in the College, particularly those who have regular contact with students, children, or vulnerable adults.

4.2 The College recognises that, in line with *Promoting a Safer Church*, a “vulnerable adult” (or “adult at risk” under the Care Act 2014) may be any adult whose ability to protect themselves from abuse, neglect, or exploitation is impaired temporarily or permanently by illness, disability, emotional distress, or other circumstances. The College therefore recognises that any student or member of staff may at times fall within this definition, particularly during periods of transition or heightened stress.

4.3 Implementation:

To promote a culture of safety and care, the College will:

- a) Support staff and volunteers in adopting safer working practices and addressing any misuse of power.
- b) Ensure clear and accessible routes for raising and responding to concerns, and for advocating for the welfare of all members of the community.

- c) Provide guidance on safe working arrangements and appropriate boundaries in all aspects of College life.
- d) Ensure that students on placement or volunteering in external settings understand and comply with local safeguarding policies.

Further operational detail on safe practices – including guidance on one-to-one meetings, prayer ministry, photography and filming, and arrangements for students and guests under 18 – is provided in **Appendix 2: Safeguarding Procedures and Good Practice Guidance**. These procedures form an integral part of the Safeguarding Policy and are reviewed annually to ensure compliance with statutory and Church of England requirements.

5. Safely recruiting and supporting all those with any responsibility related to children and vulnerable adults within the College

5.1 The College selects and vets all staff whose roles involve responsibility for children, young people, or adults at risk, in line with statutory requirements and relevant safeguarding guidance.

5.2 DBS checks, at the appropriate level, are required for staff whose roles involve regular contact with students, children, or adults at risk. This includes, but is not limited to:

- a) Tutorial staff of Cranmer Hall
- b) Staff in the Student Support Office (Student Support & Enrichment Officer and Assistant Principal)
- c) Reception staff, College Officers, and Resident Tutors

This list is regularly reviewed and may be updated as roles evolve. The administration of DBS checks is set out in Appendix D, which ensures the correct level of check is requested and that any disclosures are handled confidentially, fairly, and with a supportive approach. Research Centres will give their own guidance in line with this policy and conduct DBS checks accordingly.

5.3 Students at Cranmer Hall, including Ordinands and Free Church Pathway students, are required to complete appropriate safeguarding training as part of their formation or study pathway. Students whose roles involve unsupervised contact with children, young people, or adults at risk may also be required to undergo a DBS check at the appropriate level.

5.4 The College provides safeguarding training and support to all staff and students with responsibility for children, young people, or adults at risk. Training is delivered consistently and accessibly, tailored to the needs of different roles, and designed to ensure participants have the knowledge, skills, and confidence to:

- a) Promote welfare
- b) Recognise signs of abuse
- c) Respond effectively to concerns

All training is subject to regular refreshers to maintain ongoing awareness and adherence to good practice. Detailed training requirements for staff and students are set out in **Appendix C: Safeguarding Training Overview**, which forms part of this policy.

6. Responding promptly to every safeguarding concern or allegation

6.1 St John's College will respond promptly, respectfully, and consistently to any suspicion, concern, knowledge, or allegation of current or historical abuse. All responses follow statutory child and adult safeguarding procedures and, where applicable, Church of England guidance. Safeguarding work will be recorded in line with relevant practice guidance. Reports made in good faith will be taken seriously, while malicious or vexatious complaints may result in disciplinary action.

6.2 Key principles for raising a concern:

- a) **Recognise** – Be aware of signs and symptoms of abuse or harm; listen to concerns and seek advice early.
- b) **Record** – Keep a clear, timely, and factual record of concerns.
- c) **Report** – Know who to contact within the College to raise concerns.
- d) **Refer** – It is the responsibility of the Designated Safeguarding Officer (DSO) to make referrals to external agencies.

6.3 When to report a concern:

- a) Allegations of abuse involving a member of the College community (including third-party reports).
- b) Suspicion or indicators that someone may be at risk, such as behavioural changes suggesting abuse.
- c) Behaviour by another person that causes concern or suggests harm.
- d) Signs or behaviours raising concerns about possible radicalisation.

6.4 Procedure for raising concerns:

All staff and ordinands must follow the training they have received in responding to safeguarding concerns. Concerns must be shared as soon as reasonably possible with the DSO of the relevant Hall:

Cranmer Hall staff and students → Cranmer Hall DSO or DDSO.

John's Hall students and College staff → John's Hall DSO or DDSO.

Written records of meetings must be kept securely by both the person raising the concern and the DSO. For concerns involving staff, the DSO will maintain a comprehensive summary, record actions taken, and retain this securely. A copy will also be provided to the individual, in line with data retention policies.

6.5 Escalation and reporting thresholds:

- a) Suspicions or allegations that meet the threshold for statutory reporting will be referred to the appropriate statutory authority via the Diocesan Safeguarding Officer (DSO) or other designated safeguarding adviser.

- b) Cranmer Hall DSOs will continue to consult the Diocesan Safeguarding Officer as required by Church practice. Where a case requires escalation to the University, the DSO will also notify the University Lead Safeguarding Officer (LSO) or Deputy Lead Safeguarding Officer (DLSO). Where appropriate, concerns may also be reported via the University's [Report+Support platform](#).²
- c) Concerns involving clergy or licensed lay ministers will follow diocesan procedures, including notification of the Local Authority Designated Officer (LADO) and convening a Safeguarding Case Management Group.
- d) Concerns involving ordinands or Free Church students will involve consultation with the sponsoring diocese or relevant denominational bodies as appropriate.
- e) John's Hall and Cranmer Hall DSOs will consult with the Durham University Deputy Lead Safeguarding Officer (DLSO) on relevant cases to ensure the LADO is informed, where applicable.
- f) If a child or adult at risk is considered at immediate risk, either DSO may contact the police or local social services without delay. Consent should be sought from guardians unless it would increase risk.

6.6 Legal and procedural compliance:

- a) The College acts in accordance with criminal, civil, and ecclesiastical law, respecting the rights of both victims/survivors and subjects of allegations.

6.7 Whistleblowing and complaints procedure:

- a) Members of the College who are unhappy with how a safeguarding concern has been addressed, or feel unable to use standard reporting procedures, may raise their concern with the Designated Council Trustee via the Principal's Office at prin.exec@durham.ac.uk.
- b) The Designated Council Trustee should also be contacted if the concern involves either DSO. They will consult with the DSA or DLSO as appropriate and provide an initial written response within ten working days.
- c) No one will suffer detriment or victimisation for raising a safeguarding concern in good faith.

7. Caring pastorally for victims/survivors of abuse and other affected persons

7.1 The College is committed to providing compassionate support to anyone in its community who has experienced abuse, regardless of when or where it occurred. This support aims to be sensitive, respectful, and tailored to the needs of the individual, while ensuring compliance with statutory guidance, criminal and civil law, and, where relevant, Church of England practice guidance.

² Found here <https://reportandsupport.durham.ac.uk/>.

7.2 Key principles:

- a) Victims/survivors will be listened to, taken seriously, and treated with respect and care.
- b) Support may include pastoral care, counselling, or other appropriate interventions.
- c) Collaboration with statutory agencies ensures that all safeguarding responses are safe, lawful, and appropriate.
- d) Consideration will be given to the wider College community and families affected, balancing transparency and accountability with the right to privacy and protection of those involved.

7.3 The College will continue to learn from experience and adapt its practice to provide a supportive, healing environment for victims/survivors and those affected by abuse within the College community.

8. Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons

8.1 The College recognises that safeguarding concerns or allegations may involve members of its community, including staff or students, and is committed to balancing the rights and welfare of all involved.

8.2 Key principles:

- a) A presumption of innocence is maintained throughout any investigation or statutory process.
- b) Those subject to concerns or allegations will be treated fairly, respectfully, and with access to appropriate support, including pastoral care and, where relevant, counselling or other interventions.
- c) The College will take proportionate steps to mitigate any risks posed to children, young people, or adults at risk, through safeguarding agreements or other measures.
- d) Families and the wider College community affected by concerns or allegations will be supported, with due regard to privacy and the requirements of legal, civil, and ecclesiastical processes.

The College seeks to ensure that responses to concerns or allegations are measured, lawful, and provide a fair and supportive environment for all parties.

8. Responding to those that may pose a present risk to others

St John's College recognises that safeguarding responsibilities extend to individuals who may pose a current risk to children, young people, or adults at risk, including members of the wider College community such as family visitors or the public.



Key principles:

- a) Any identified risk will be assessed and managed through a safeguarding agreement or equivalent measures, in line with statutory guidance and relevant practice.
- b) The College works in partnership with statutory agencies, ensuring actions comply with criminal, civil, and, where relevant, ecclesiastical law.
- c) Pastoral care and support will be offered where appropriate, balancing the safety of the community with the fair treatment of the individual presenting a risk.

Through proactive risk management and collaboration with statutory bodies, the College seeks to maintain a safe environment while supporting all affected parties appropriately.

Reporting and review

The College ensures clear lines of reporting and oversight for all safeguarding matters.

- a) The Designated Safeguarding Officers (DSOs) of John's Hall and Cranmer Hall inform the Designated Council Trustee of any safeguarding concerns that are referred to statutory authorities or handled internally, normally without disclosing personal details or identifying information.
- b) The Cranmer Hall Warden or Dean of Anglican Formation reports on the operation of the Safeguarding Policy at each Cranmer Committee meeting, including any informal consultations or guidance sought from statutory agencies.
- c) The Designated Safeguarding Officers and the Designated Council Trustee, led by the Principal, are responsible for regular review of this policy and for proposing updates to College Council as required.
- d) The College Council formally reviews and renews the Safeguarding Policy annually, typically at its autumn meeting.

This process ensures ongoing accountability, compliance with statutory guidance, and continuous improvement in safeguarding practice across the College.

Appendices

This appendix sets out key procedures and expectations to support the implementation of the St John's College Safeguarding Policy. It should be read alongside the main policy document.

Appendix A – Detailed glossary of key terms

Adult at Risk

As defined in the Care Act 2014: an adult (18+) who:

- Has needs for care and support;
- Is experiencing, or at risk of, abuse or neglect;
- Is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

This statutory term focuses on the situation causing the risk. In Church of England guidance, this may also be referred to as a **vulnerable adult**.

Vulnerable Adult

Used in Church of England guidance (Promoting a Safer Church, 2017) to describe a person aged 18+ whose ability to protect themselves from harm, abuse, neglect, or exploitation is temporarily or indefinitely impaired due to physical or mental disability, illness, emotional distress, or other factors.

Child

Any person under the age of 18. Safeguarding obligations apply regardless of maturity or level of independence.

Ordinand / Free Church Student

Students enrolled at Cranmer Hall for ministerial formation:

- **Ordinands** follow Church of England training pathways and complete Foundation and Leadership-level safeguarding training modules, as well as specific courses such as 'Raising Awareness of Domestic Abuse' and 'Safer Recruitment and People Management'.
- **Free Church Pathway students** complete equivalent training in their sponsoring church and Leadership-level training at Cranmer Hall or locally.
Students whose roles involve unsupervised contact with children or adults at risk may require a DBS check.

Designated Safeguarding Officer (DSO)

A staff member responsible for receiving and handling safeguarding concerns:

- **John's Hall DSO:** Vice Principal
- **Cranmer Hall DSO:** Dean of Anglican Formation
DSOs liaise with statutory authorities, University Lead Safeguarding Officers, and (for Cranmer Hall) diocesan safeguarding bodies.

Deputy Designated Safeguarding Officer (DDSO)

A nominated deputy who supports the DSO, particularly within Cranmer Hall as required by Church of England guidance.

Designated Council Trustee (Safeguarding)

A member of College Council who oversees safeguarding governance, supports DSOs, monitors policy compliance, and ensures statutory and Charity Commission obligations are met.

Safeguarding

All measures and procedures to protect children, young people, and adults at risk from harm, including prevention, early recognition, reporting, and provision of support and care.

Abuse

Includes but is not limited to:

- **Physical abuse** – deliberate infliction of physical harm
- **Emotional abuse** – persistent emotional maltreatment or undermining
- **Sexual abuse** – any sexual act or activity imposed without consent
- **Neglect** – persistent failure to meet basic needs or protect from harm
- **Financial or material abuse** – exploitation of resources

DBS Check (Disclosure and Barring Service)

A statutory check to verify whether an individual is suitable to work with children or adults at risk. Staff or students may require DBS checks depending on their role and level of contact with vulnerable individuals. The College's DBS Check Process is set out in Appendix D.

Report+Support

Durham University platform which allows anyone to report matters which are deemed to be unacceptable or of concern. Reports can be submitted with contact details (identifiable) or anonymously (unidentifiable). DSOs coordinate with University Lead Safeguarding Officers where escalation or multi-agency working is required.

Safeguarding Agreement / Risk Assessment

A documented plan to manage and mitigate identified risks posed by an individual to children, young people, or adults at risk, ensuring safety while respecting legal and pastoral considerations.

Parent / Carer

A person with legal responsibility for a child or adult at risk. Parents or carers are responsible for safeguarding their child during College events or in non-College accommodation arrangements.

Designated Safeguarding Adviser (DSA)

A statutory or diocesan officer providing external guidance and support to the College's DSOs on safeguarding cases, particularly where multi-agency involvement is required.



LADO (Local Authority Designated Officer)

The officer responsible for coordinating investigations into allegations of abuse against adults who work with children within the local authority area.

University Lead Safeguarding Officer (LSO) / Deputy Lead Safeguarding Officer (DLSO)

University officers who provide guidance, oversight, and coordination for safeguarding concerns involving University students or events, ensuring consistency with statutory and institutional policies.

Church of England Promoting a Safer Church (2017)

The Church's official safeguarding policy statement, setting standards for safe recruitment, training, and response to safeguarding concerns within theological institutions and affiliated bodies.

Placement / Volunteering / Ministry Setting

Any setting where students, particularly ordinands, engage in work with children, young people, or adults at risk, including local churches, schools, chaplaincies, or community projects. Students must adhere to local safeguarding policies and College guidance in these settings.

Appendix B – Safeguarding procedures and good practice guidance

1. Purpose and scope

This Appendix provides procedures and good practice guidance to support the Safeguarding Policy of St John's College. It applies to all situations where staff, students, or volunteers are working with or come into contact with children, young people, or adults who may be vulnerable or at risk, as defined by the *Care Act 2014* and the Church of England's *Promoting a Safer Church* (2017).

More detailed University-level procedures are set out in the Durham University Safeguarding [Policy and Procedures](#).³ The guidance below provides local arrangements specific to **St John's College** and **Cranmer Hall**, ensuring consistency with University policy while reflecting the College's own context and community.

The guidance focuses on **preventing and responding to abuse, neglect, or exploitation**, and on ensuring that interactions with vulnerable groups are conducted safely and appropriately.

General expectations for professional behaviour, wellbeing, and respectful conduct within the wider student community are set out separately in the new **College Handbook**, [Code of Conduct for Senior Members](#), and related College staff policies.⁴

2. Safe working arrangements

2.1 General principles

All who work or volunteer on behalf of the College must:

- a) Treat every person with respect and dignity.
- b) Recognise the power imbalance that may exist between staff or volunteers and those they support.
- c) Avoid behaviour or situations that could be misinterpreted as grooming, harassment, or abuse.
- d) Report safeguarding concerns immediately using the College's reporting procedures.

2.2 One-to-one meetings

- a) Hold tutorials, supervisions, or support meetings in public or semi-public settings (e.g., rooms with windows, partially glazed doors, or doors left ajar).
- b) If remote meetings occur (e.g., via Teams or Zoom), ensure the setting is professional and privacy is respected.

³ The Durham University policy is found here <https://www.durham.ac.uk/about-us/safeguarding/>.

⁴ The Code of Conduct is found here <https://www.durham.ac.uk/media/durham-university/colleges/st-johnx27s-college---only-use-within-college-site/pdfsx2fdocuments/Code-of-Conduct-for-Senior-Members.pdf>.



- c) Avoid socialising with students in private settings or through private messaging, except where required for professional purposes and recorded appropriately.

2.3 Prayer ministry and pastoral care

- a) Prayer or pastoral support offered in public worship or College contexts must take place in visible locations, ideally in pairs or in public areas.
- b) If a pastoral conversation raises safeguarding concerns, record and report the matter following College procedures.

2.4 Residential, social, and online conduct

- a) College staff and Resident Tutors should maintain professional boundaries in social contexts and online communication.
- b) College-related social media groups or chats should have at least one staff or senior student moderator.
- c) Alcohol consumption must never compromise safeguarding responsibilities or decision-making.

2.5 Visitors, external users, and commercial groups

- a) The College will ensure that visitors, contractors, and external partners are made aware of key safeguarding information while on College premises.
- b) Safeguarding posters will be displayed in Reception and at visitor sign-in points. These will include:
 - the names and contact details of the Designated Safeguarding Officers (DSOs)
 - how to raise a safeguarding concern
 - emergency contact instructions
 - a QR code linking to the full Safeguarding Policy
- c) Reception staff will signpost visitors to safeguarding contacts and procedures if concerns are raised or observed.
- d) Contractors working on site for extended periods will be provided with a safeguarding notice outlining expected conduct and how to report any concerns.
- e) External organisers whose activities involve children, young people, or adults at risk must provide safeguarding policies and/or risk assessments in advance.
- f) The College may adapt its arrangements, including supervision or access controls, to ensure appropriate safeguarding for each external group or event.
- g) At public events, conferences, reunions, or open days, safeguarding information may be included in joining instructions or displayed at event sign-in points, particularly where children or adults at risk may be present.

3. Photography, filming, and use of images

3.1 General principles

The College seeks to respect privacy and dignity and ensure all photography and filming are conducted safely, lawfully, and with consent.



3.2 Corporate worship and safeguarding-sensitive events

- a) No photography or filming is permitted during acts of worship or events involving children or vulnerable adults, unless authorised by a relevant College or Cranmer Hall Officer.
- b) When live streaming or recording occurs, attendees must be informed in advance, and provision made for those who do not wish to appear on camera.

3.3 Family and community events

- a) Event publicity should state that photography may occur.
- b) Images should be general ("long view") and avoid focusing on identifiable minors.
- c) Parents and carers must be advised how to opt out if they do not wish for themselves or their children to appear.

3.4 Marketing and publicity

- a) Images or video featuring minors require prior approval from a relevant College Officer or Cranmer Hall Officer.
- b) Written parental or guardian consent is required and must specify intended use, storage period, and retention arrangements.
- c) All imagery must be stored securely in accordance with College data protection procedures.

4. Students and guests under 18

4.1 Under-18 students

- a) Under-18 students are accommodated in single (non-shared) rooms.
- b) The College will complete a safeguarding risk assessment for each case.
- c) Names and photos may be shared internally where necessary (e.g., for licensing or safety compliance).

4.2 Guests under 18

- a) Students are responsible for the welfare of any under-18 guests they invite to College.
- b) Under-18 guests must not be served or supplied alcohol.
- c) Guests under 16 may not stay overnight except in designated family accommodation.

4.3 Children of staff and students

- a) Children remain under the care and supervision of parents or carers at all times when on College premises.
- b) Students with primary care responsibilities will be supported to live in suitable family accommodation.
- c) Where a resident student becomes pregnant, the College will assist in identifying appropriate housing and support.



Appendix C – Safeguarding training overview

1. Purpose and scope

This appendix summarises the safeguarding training requirements for students, staff, and designated safeguarding officers at St John's College.

2. Ordinand and Free Church students

Cranmer Hall Ordinands:

- Must complete the Church of England Foundation Level training as part of their discernment process.
- Prior to ordination, ordinands must also complete:
 - Leadership Module
 - *Raising Awareness of Domestic Abuse*
 - *Safer Recruitment and People Management*

Free Church students:

- Must complete Foundation Level training (or equivalent) in their sponsoring church before starting at Cranmer Hall.
- Must undertake Leadership-level safeguarding training either at Cranmer Hall or within their local church before completing their training pathway.

3. Staff training

Cranmer Hall tutorial staff:

- Required to undertake regular Church of England Safeguarding Leadership training.
- Must also complete:
 - *Raising Awareness of Domestic Abuse*
 - *Safer Recruitment and People Management*

John's Hall staff (Resident Tutors and Level 3+ staff):

- Required to complete University online safeguarding training.

Research Centres staff:

- Undertake training commensurate with their roles and level of interaction with students or vulnerable adults.

Level 1–2 staff with regular student or vulnerable adult contact:

- Receive in-house safeguarding training through annual workshops.

4. Designated Safeguarding Officers (DSOs)

Cranmer Hall DSO and DDSO:

- Required to complete Church of England Senior Leadership Safeguarding Training.
- Complete any additional training requested by the Church of England.

John's Hall DSO:

- Complies with Durham University safeguarding training requirements.



Appendix D – DBS check procedure

1. Purpose

This policy sets out the College's approach to requesting Disclosure and Barring Service (DBS) checks for staff, in compliance with the Rehabilitation of Offenders Act 1974 and the Data Protection Act 2018.

2. Principles

- a) The College undertakes DBS checks as part of its commitment to the highest standards in Safeguarding.
- b) The College will only request the level of DBS check that is permitted by law for the specific role.
- c) Knowingly requesting a higher-level check than the legislation allows is unlawful.
- d) Decisions about the level of check are based solely on the legal criteria, not on the College's preference or on the perceived responsibility of a role.
- e) All requests will be verified by the College's DBS provider before processing.

3. Levels of check

- a) **Standard DBS check:** This is the level required for most roles at the College where a DBS check is necessary.
- b) **Enhanced DBS check:** This will only be requested where the role meets the statutory threshold for engaging in regulated activity with children or vulnerable adults.

4. Roles requiring Enhanced DBS checks

- a) Tutorial staff of Cranmer Hall, in line with Church of England safeguarding requirements.
- b) Teaching staff who will be regularly teaching under-18 students.
- c) Staff in the Student Support Office (Student Support & Enrichment Officer and Assistant Principal), due to unsupervised engagement with under-18 students more than three times in a 30-day period.

5. Roles requiring Standard DBS checks

- a) Reception staff.
- b) College Officers.
- c) Resident Tutors.
- d) Other roles may require a **Standard DBS check** only where their duties involve regular contact with students, children, or adults at risk, but do not meet the threshold for an **Enhanced check**. These roles are identified on a case-by-case basis in consultation with the DSO and HR.

6. Administration

- a) The administration of DBS checks is overseen by the designated staff member responsible for DBS compliance.
- b) When submitting a request, the College will provide accurate details of the role so the DBS provider can confirm that the correct level of check has been requested.



- c) No checks will be carried out that do not meet the statutory criteria.
- d) Cranmer Hall staff who are licensed Church of England clergy complete their DBS check through the Church of England. In those cases, the College will retain a copy of the DBS certificate on file.

7. Disclosure of blemished DBS checks

Roles requiring a DBS check may result in a blemished disclosure. Applicants or staff who are aware of information that may lead to a blemished check are encouraged to disclose this to St John's College prior to completing the DBS process. Confidential meetings may be arranged with a line manager, the HR Manager, or a College Safeguarding Lead. All disclosures will be considered in confidence on a case-by-case basis, with a fair and supportive approach. Queries or meeting requests should be directed to the line manager or johns.hr@durham.ac.uk.