

Safeguarding at the University of Oxford Botanic Garden and Harcourt Arboretum (OBGHA)

October 2015

Background

The Botanic Garden and Harcourt Arboretum are open to the public all year round. In addition, the Education Team manage and deliver a range of educational sessions for visitors:

- School group visits (teachers always accompany the pupils)
- Family friendly activities (parents / carers must accompany the children at all times)
- Outreach sessions for pupils at school (teachers are always present during the sessions)
- Sessions for community groups including adults with learning disabilities and vulnerable adults (these groups are accompanied by staff or carers from their settings)

All four members of the Education Team (Kate Castleden, Emma Williams, Sarah Lloyd and Tegan Bennett) have Enhanced DBS (Disclosure and Barring Service) checks.

Safeguarding During Education Activities and Events

To comply with the University of Oxford's Safeguarding Code of Practice, each Education Officer will be the designated safeguarding lead for the activities they organise. All activities will be risk assessed, and the safeguarding risks minimised.

Safeguarding During Standard Opening Hours

As both sites are open to the public, there may be safeguarding concerns expressed by members of the public to OBGHA staff. During standard opening hours, the designated safeguarding leads will be as follows:

During the charging season when the ticket office is staffed

Ticket office staff

During the low season when the ticket office is not staffed

Botanic Garden	Harcourt Arboretum
Valerie Parslow	Frances Young
Olivia Singh	Olivia Singh
Jill Walker	Jill Walker
Kate Castleden / Emma Williams / Sarah Lloyd	Tegan Bennett
Simon Hiscock	Ben Jones

Action Points

1. All staff members listed above to complete the “Generalist” on-line safeguarding training provided by Oxfordshire Safeguarding Children Board (<http://www.oscb.org.uk/booking-training/>).
2. Training to be recorded and monitored via the CoreHR system.
3. All education risk assessments to be amended to record safeguarding training completed by Education Officers.
4. General site risk assessments to be amended to record safeguarding training completed by the staff listed above.
5. New education risk assessment to be completed for adults with learning disabilities courses to include information from example safeguarding risk assessment. Consider whether the volunteers on these courses need safeguarding training.
6. All pre-booked school and community groups to be provided with safeguarding information during the booking process (to be prepared to include details as mentioned in 2.7 of the code of practice). This information will also be included on the schools pages of both websites.
7. Safeguarding information to be made available during family friendly activities.