



SELDEN COLLEGE

Pastoral Care Policy AYE28

Version	Date approved	Approved by	Date of Review
1.2	11th August, 2026	Board and Administration	1st September, 2027

How has this policy changed from version 1.0?

Version 1.1 included a separate U18s section, further clarifying that Selden College is an adult learning environment. It also contained a new sub-section on Disclosure and Barring Service checks. Version 1.2 has been approved by the Board of Directors in accordance with Charity Commission responsibilities. Version 1.2 contains minor textual clarifications and improvements e.g. additional wording on identity checks, online safety and reporting of serious incidents to the Charity Commission.

Mission:

Selden College exists to graduate faithful Christian men and women who are prepared to act justly, skilfully and magnanimously in each and every office, private and public, in peace and war.

What is this policy document about?

This Pastoral Care Policy sets out the way Selden College seeks to care for and protect its applicants, students, faculty, staff, volunteers, visitors and Board members and includes sections on under 18s and Disclosure and Barring Service (DBS) checks.

Context:

Selden College is a company and charity offering [undergraduate](#) and potentially postgraduate awards to adults. However, it is likely that some students may study at Selden when they are temporarily under the age of 18. This policy makes it clear that Selden College is an adult environment and that students are expected to behave maturely and as faithful Christians. Whilst the Pastoral Care Lead has overall responsibility for this policy all Selden College students and personnel (faculty, staff, contractors, voluntary workers and Board members) have a duty of care to protect others. Selden College is an educational institution that seeks after truth; as such, it is expected that students will encounter ideas and books, particularly those coming from different times and places than their own, that may offend, disturb, and challenge. This policy should be read in conjunction with the [Disciplinary and Complaints Procedures for Students](#).

Aim:

Selden College aims to create and maintain a caring and healthy environment within which to work, study and visit.

Principles:

This Pastoral Care Policy is based on three guiding principles explained below with practice examples.

1. Vigilance

As a Christian academic community devoted to the worship of God and the advancement of learning, students and personnel at Selden College will be vigilant in the pursuit and formation of virtue. For the avoidance of doubt, examples of uncaring or unhealthy behaviours (vices) include but are not limited to:

Physical violence

Sexual immorality

Coercive and controlling behaviour

Self-harm, including drunkenness and the use of intoxicating drugs (e.g. marijuana)
Cheating/plagiarism/collusion
Overt disrespect toward other students, faculty, staff or visitors
Unruly and disruptive behaviour both inside and outside of college.

2. Requirements

All students and personnel are required to adhere to this Pastoral Care Policy as well as appropriate [student](#) or [personnel](#) codes of conduct as outlined below.

2.1 Pastoral Care Guidance:

In practice, all students and personnel undertake a Selden College orientation or induction that includes reading a copy of this pastoral care guidance.

2.2 Safe recruitment:

Selden College will provide job descriptions/personal specifications for advertised posts, insist on the completion of application forms and follow up references. Under normal circumstances, student, faculty, and staff interviews will be completed by at least two Selden College personnel. Job applicants will be asked to verify their identity and qualifications, complete DBS checks (or overseas equivalent) and have probationary periods where appropriate. Students and personnel will be asked to adhere to or sign appropriate Codes of Conduct. Parents/guardians of prospective students under the age of 18 at the time of enrolment will be asked to sign confirmation of the contents of the application form, and an agreement that Selden College will not act in *loco parentis* should the student be admitted.

2.3 DBS and Identity checks:

Under normal circumstances, students will not be asked to complete DBS checks. A basic level DBS check (or overseas equivalent, as appropriate) is required for personnel as Selden College is not classed as a 'regulated' establishment nor is it deemed to have roles in 'regulated' activity either with [children](#) or [adults](#). Selden College personnel are, however, required to provide evidence of identity e.g. passport or driving licence.

2.4 Online safety:

The Principal is responsible for controlling website content. There are three main ways in which users may contact the college; to apply, give and sign up for updates all of which are covered by our [Privacy Policy](#). For the sake of clarity, the Selden College website does not contain any online forums or messaging, otherwise known as [user-to-user](#) services. The Principal (principal@seldencollege.org) may be contacted in the first instance with any concerns about website content. The student or personnel complaints procedure

may be enacted as appropriate. Please also see 3. below for Charity Commission whistleblowing reporting mechanisms.

3. Responsibility

Selden College students and personnel are responsible to create and maintain a healthy environment within which to work, study and visit.

In practice, if you have an immediate concern that threatens an individual's life then you should contact emergency services on 999 without delay, before informing the Pastoral Lead/Officer (principal@seldencollege.org).

If you have any concerns regarding the safety and well-being of a student or personnel, please contact the Pastoral Lead/Officer within 24 hours of the concern coming to your attention.

It is important that sensible pastoral boundaries are respected by students and personnel. For instance, most pastoral conversations should be held during working hours and in observable, mutually acceptable spaces. Any information shared should remain confidential unless disclosure is required by law or there is serious risk of harm or injury.

In specific instances where professional help may be required (e.g. a student may be a danger to themselves and/or is experiencing or exhibiting significant mental disturbance or emotional distress), the college will refer the student for assessment and initial intervention to Dr David Field, an Oxford-based Christian counsellor/psychotherapist and a registered member of the [BACP](#).

Trustees or those individuals with the authority of the trustees, are able to report [serious](#) incidents to the Charity Commission using this [form](#). Students or personnel may make [serious](#) disclosures by emailing whistleblowing@charitycommission.gov.uk.

N.B. Under 18s

Selden College is an adult, higher education institution, offering undergraduate-level awards. We welcome applications from those able to thrive in this environment, including those who may be temporarily under the age of 18 when they start their studies. Technically, under 18s in England are lawfully considered to be '*children*'. However, the attendance of '*children*' at Selden College is considered '*incidental*' as they transition to lawful adulthood. Any advice or guidance given to under 18s is classed at adult-level advice related to their educational well-being. This policy makes it clear that Selden College is an adult environment and that all students are expected to behave maturely and as faithful Christians.

Nevertheless, understanding that the difference between adult and child safeguarding is an adult's right to self-determination, we have made a few special arrangements for under 18s wishing to study at Selden College.

- Parents/guardians of prospective students under the age of 18 at the time of enrolment, will be asked to sign confirmation of application form contents.
- Parents/guardians countersignature of the student's signed *offer letter*, should the student accept an offer of a place to study.
- Signed agreement from parents/guardians that Selden College will not act in *loco parentis* should the student be offered a place to study.
- Parents/guardians who live overseas should nominate a UK-based guardian for any student temporarily under the age of 18 in case of emergency.