

# **Blackfriars Hall: policy and procedures for permitting access to student accommodation buildings (including residents, guests and visitors, Blackfriars employees, and contractors)**

*Last reviewed: February 2026*

In order to maintain security and safety for students living in Blackfriars Hall accommodation our policy, procedures, and guidelines for permitting access to accommodation buildings is below. These policies have particular reference to the [Blackfriars Hall Safeguarding Policy](#), the [Safeguarding Policy of the Catholic Church in England and Wales](#), the standards and guidelines of the Hall's parent charity, the [English Province of the Order of Preachers](#), and the [UUK Accommodation Code of Practice](#).

## *General principles*

- Blackfriars Hall licences its rooms at 33 St Giles and 16-17 St John specifically for student members of Blackfriars Hall in accordance with its allocation policy and licence terms under the UUK Accommodation Code of Practice. On occasion, rooms may also be offered to other students of the University of Oxford through the Collegiate Accommodation Support Service (CASS), and other selective Admissions programmes of the University of Oxford, such as the Uniq Plus Programme.
- Blackfriars will not offer accommodation to any persons under the age of 18.
- No persons under 18 are permitted as guests in our housing.

## *Access by Blackfriars Hall employed staff*

- Most day to day accommodation services and inspections are delivered by the lay staff of Blackfriars Hall (the Bursar, Accounts & Accommodation Officer, and Junior Deans), who introduce themselves to all residents at induction. The Junior Deans are resident on site at 16 and 17 St John St. The Bursar and Accounts & Accommodation Officer will wear University of Oxford / Blackfriars ID when attending the housing.
- Blackfriars staff undergo full employment checks by Blackfriars Hall and the English Province of the Order of Preachers to ensure suitability for roles in Hall accommodation. The Hall's criminal background checking procedure follows the safeguarding policies of the Hall, the English Province of the Order of Preachers, and the Catholic Church in England in Wales. Guidance on the circumstances under which Disclosure and Barring Service checks will take place is **Annexed** below.
- On some occasions, such as emergency response, inspections, or disciplinary matters, accommodation may be accessed by the Regent or Vice Regent of Blackfriars Hall, both of whom will be known to students.

## *Contractors*

- The majority of contractors seeking to enter Blackfriars housing to undertake any works while students are in residence will be accompanied by a member of Blackfriars staff. Some exceptions to this rule are required where routine independent working is involved (such as for the Hall's maintenance contractor or cleaning company). The Hall will vet all such contractors (template vetting form annexed) with reference to safeguarding policies and risks and share its behaviour expectations and codes of conduct for contractors.

- Vetting and training of University of Oxford Security Services officers falls separately under the University of Oxford, as emergency attendance by OUSS is a University level service provided to all University Card holders regardless of whether they are living in private or college/PPH accommodation.
- Independent contractors and contract companies are expected to confirm the identification of their staff and sub-contractors, right to work status, any unspent convictions, public liability insurance, and appropriate training/accreditations for the work undertaken and any relevant RAMs. All data will be handled in accordance with Blackfriars Hall's [data protection and privacy policies](#).
- Where a student, staff member, or other contractor raises concerns about a staff member or contractor's behaviour in the accommodation, the Bursar will raise this with the relevant responsible party and report to the Blackfriars Hall Safeguarding Lead where required, in accordance with the Hall's safeguarding policy and procedures. Access to Blackfriars premises will be revoked where required while any investigation takes place.
- All contractors given permission to work independently in the accommodation are expected to wear branded workwear so that they are identified clearly to students, and follow agreed notice schedules so that residents are aware of the visit.

#### *Notice given to students of contractors' and Blackfriars staff visits*

- Inspection, cleaning, and maintenance visits and services are notified to student residents on a defined schedule in compliance with UUK Accommodation Code of Practice standards.
- Students will be instructed that since contractors must normally be accompanied, they have a right to refuse visits from any non-regular contractor or staff member who presents without identification or is unidentifiable to them.

#### *Record-keeping*

- The Blackfriars Hall Bursary maintains a sign-in/out book for all contractors, and a separate log of all entries by staff or contractors to student bedrooms while they are in residence.

#### *Guests in Blackfriars accommodation*

- While students are permitted to bring guests into the accommodation, it is recommended for guests to be notified to other household members in advance for everyone's security.
- Blackfriars has a policy that all overnight guests must be registered with the Junior Deans, and must not stay for more than two nights at a time.
- Residents are asked to be mindful of their household's security when inviting guests into your home. Inviting in guests who cause harm and serious disturbance to others could be grounds for a disciplinary complaint by other students.

#### *Revoking access*

- Where a staff member or contractor's relationship with Blackfriars is suspended for further investigation or ends, their personal access to student accommodation will be revoked immediately through the Salto fob system.

#### *Gatherings of guests in the Hall's accommodation*

Gatherings in Hall accommodation are subject to the Hall's separate **policy on social gatherings in the accommodation**.

## Annexe: Disclosure and Barring Service Checks of Blackfriars Hall Employees

DBS checks at Blackfriars Hall follow from the [Blackfriars Hall Safeguarding Policy](#), the [Safeguarding Policy of the Catholic Church in England and Wales](#) (as revised in July 2025) and the standards and guidelines of the Hall's parent charity, the [English Province of the Order of Preachers](#). These policies specify that:

- Friars, employees, and volunteers in England and Wales are subject to the appropriate Disclosure and Barring Service (DBS) checks appropriate to their roles, such as enhanced DBS checks in line with statutory and Catholic Church requirements for roles that involve work with children or vulnerable adults.
- All persons seeking to work with children or vulnerable adults whether in a paid or unpaid capacity must be provided with the opportunity to self-disclose relevant conviction information. This is a DBS Code of Practice requirement and applies to anyone being asked to have an Enhanced Disclosure.

### *The Disclosure and Barring Service*

The [Disclosure and Barring Service](#) (DBS) is an executive non-departmental public body of the Home Office.

It is responsible for:

- processing requests for criminal records checks
- deciding whether it is appropriate for a person to be placed on, or removed, from a barred list (see below) which prevents them from working with vulnerable groups

### *Categories of DBS checks*

There are different levels of DBS check:

- Basic (available for any post and showing unspent convictions)
- Standard (available for certain, eligible posts only, and showing spent and unspent convictions)
- Enhanced: includes a barred list check (available only for very particular posts and showing spent and unspent convictions and a check against the relevant barred list)

Details of what each of these cover is available from the [DBS website](#).

An employer may ask for a basic check for any post, as long as that request is proportionate. However, an employer may only apply for an Enhanced DBS check if the job meets the DBS' eligibility criteria. Most commonly this means that the duties will include 'regulated activities', either relating to children or adults (see below), or other eligible jobs that may be considered high-risk. The DBS publish detailed [guidance](#) on the type of jobs that are eligible.

An enhanced check can include a check against the relevant barring list: for example, if the work includes regulated activity with children, the children's barring list will be checked, and a check against the adult barring list cannot be requested.

If the post does not meet the eligibility criteria for the Enhanced DBS check, but it is considered appropriate and proportionate for a criminal record check to be requested, a [basic DBS disclosure](#) can be requested, or the other security screening checks considered instead.

Information about these checks is available on the [DBS website](#)

### *Checking against DBS barred lists*

Depending on the nature of the work to be undertaken, Blackfriars Hall may undertake an enhanced DBS check against the relevant DBS 'barred list'.

There are two barred lists: **children** (people under the age of 18) and **vulnerable adults**. Individuals who have been judged by the DBS to be unsuitable to work with children or adults in a 'regulated activity', due to previous behaviours, offences, etc will be placed on the relevant barred list.

It is a criminal offence for a barred individual to work with a group from which they are barred, and an offence for an employer to hire a barred individual to work with such a group in a regulated activity.

Regulated activity is work that a barred person must not do. It is defined in the Safeguarding Vulnerable Groups Act 2006 (SVGA) which has been amended by the Protection of Freedoms Act 2012.

### **Regulated activity – Adults (a person aged 18 or over)**

An adult is not considered to be vulnerable due to any personal characteristic.

Any adult may be regarded as vulnerable due to particular circumstances at a particular time. For example, any adult receiving treatment in a hospital may be 'vulnerable' in that circumstance. Similarly, a disabled adult is not 'vulnerable' due to their disability, but will be considered 'vulnerable' when being assisted by another with tasks such as dressing or washing.

Such activity is defined as 'regulated activity'.

There are currently six types of activity which can be categorised as regulated activity relating to adults:

1. healthcare of an adult – provided by, or under the supervision (or direction) of a regulated health care professional
2. personal care of an adult – physical assistance (or supervision or teaching about) with such tasks as dressing, eating, or washing, because of an individual's illness, disability or age
3. providing social work – activities include assessing or reviewing the need for health or social care services and providing ongoing support to clients
4. assistance with general household matters – day-to-day assistance to an adult in running the household because of the adult's illness, disability or age (for example, managing cash, paying bills or shopping on their behalf)
5. assistance in the conduct of an adult's own affairs – providing assistance in the conduct of an adult's own affairs, for example by virtue of lasting power of attorney under the Mental Capacity Act 2005

6. conveying – any individual who transports an adult because of their illness, disability or age, to or from places where they receive health care, relevant social or personal care, for the purpose of enabling them to receive such care

Day-to-day management (including supervision) of an individual who carries out regulated activities is also regarded as regulated activity.

Further information about regulated activity with adults is available from a DBS guidance leaflet which is available to [download](#).

### **Regulated activity – Children (a person under the age of 18)**

The scope of Regulated Activity for work with children and young people is defined under eight main provisions:

1. activity of a specified nature – such as teaching, training, instruction, care for or supervision of children if carried out by the same person frequently or overnight. Duties that include providing advice or guidance (except legal advice) wholly or mainly for children which relates to their physical, emotional or educational well-being if carried out by the same person frequently or overnight
2. activity within specified establishment - any activity that is for or on behalf of the establishment with the opportunity for contact with children if carried out frequently. Specified establishments include schools, academies, Further Education (FE) establishments mostly for children and childcare premises including nurseries
3. healthcare of a child (any frequency) - healthcare provided to a child by a healthcare professional or by a person under the direction/supervision of a healthcare professional
4. personal care of a child (any frequency) - physical assistance (or supervision/teaching about) with dressing, eating/drinking, or washing, because of an illness, disability or age
5. moderating an online forum for children - moderating a public electronic interactive communication service likely to be used mainly by children and carried out by the same person frequently
6. driving a vehicle used for conveying children - driving a vehicle being used only for conveying children and their carers or supervisors under a contract or similar arrangement when carried out by the same person frequently
7. early years or later years childminding (any frequency) - early or later years childminding where there is a requirement to register or for voluntary registration under the Childcare Act 2006 and where the activity takes place on domestic premises for reward
8. fostering a child (any frequency)

Day-to-day management (including supervision) of an individual who carries out regulated activities is also regarded as regulated activity.

Further information about regulated activity with adults is available from a DBS guidance leaflet which is available to [download](#).

