



LIVERPOOL  
HOPE  
UNIVERSITY

Est. 1844

# Safeguarding Policy

## Document Control

Responsibility for Policy:	Senior Officer for Legal Services, Governance and Risk
Approved by and date:	USET 6 <sup>th</sup> February 2023
Frequency of Review:	3 years (with an annual internal check)
Next Review date:	February 2026
Related Policies:	<u>Student and Apprentice Complaints Policy</u> <u>Equity, Diversity and Inclusion Policy</u> <u>Health and Safety Policy</u> <u>Fitness to Practice Policy</u> <u>Criminal Convictions Policy</u> <u>Code of Practice on Freedom of Speech and Management of Events on Campus</u> <u>U18s Policy</u> <u>Sexual or Romantic relationships between Staff and Students Policy</u> <u>Policy and Process for Handling Sexual Misconduct</u> <u>Harassment and Sexual Misconduct – Dignity at Work and Study Policy</u>
Minor Revisions:	August 2022, 21 <sup>st</sup> October 2024 (Apprenticeships) and November 2025 (reflecting organisation and structural changes)
EIA:	

## 1. Introduction

- 1.1. Safeguarding means protecting an individual's health, wellbeing and human rights; enabling them to live free from harm, abuse and neglect. Safeguarding is the action taken to promote welfare and to protect from harm. **Safeguarding is the responsibility of everyone associated with Liverpool Hope University.**
- 1.2. Harm is varied and includes sexual assault/abuse, grooming, physical abuse such as hitting, psychological and emotional abuse, domestic abuse including coercive control, discriminatory abuse, financial abuse, neglect and in some instances radicalisation. This is not an exhaustive list.
- 1.3. If your concern is primarily about radicalisation / extremism please see the separate Radicalisation and Extremism (Prevent) Policy that addresses this issue and contact the Prevent Duty Lead with queries or concerns.
- 1.4. Those most in need of protection include children, young people and adults at risk, such as a vulnerable adult. There are several statutory definitions of a vulnerable adult, including the definition within the Safeguarding Vulnerable Groups Act 2006. In general it is an individual aged 18 or over who may be unable to protect themselves from harm or exploitation due to factors like age, illness, and disability. The University recognises that members of the University community may be vulnerable because of other, non-statutory factors, such as feelings of loneliness or isolation.
- 1.5. Liverpool Hope University is committed to taking all reasonable steps in relation to the health, safety and wellbeing of staff, students, partners, apprentices and others. This policy concerns safeguarding activity in relation to children, young persons and vulnerable adults. The University believes it is unacceptable for anyone to experience any form of harm or abuse and appropriate steps must be taken whenever a safeguarding issue arises.
- 1.6. The University has moral, ethical and legal obligations to safeguard; legal responsibilities arise from a wide range of legislation and guidance including the Children Act 1989 and 2004, statutory guidance "Working Together to Safeguard Children", the Health and Safety at Work Act 1974, the Safeguarding Vulnerable Groups Act 2006, (as amended by the Protection of Freedoms Act 2012), The Counter Terrorism Act 2015 and the Care Act 2014 and new legislation as it arises. The University must aim for safe practices and safe environments for all, with particular concern for children, young persons and vulnerable adults.
- 1.7. Liverpool Hope University campus is predominantly an adult environment. However, on occasions children and young persons will access University premises and/or come into contact with University staff. The University does not act in "loco parentis" and ultimate responsibility continues to rest with parents and guardians, however, the University will work in partnership with the individuals themselves, their parents, carers and applicable agencies to promote and safeguard as appropriate.
- 1.8. Some courses delivered by the University involve student placements, work experience and work-based education. The Faculties that provide these opportunities have tailored safeguarding policies and procedures, often developed to align with professional body requirements, for example Ofsted and Social Work England. The University works with placement / work-based providers to ensure a coordinated approach towards safeguarding.
- 1.9. A member of the Liverpool Hope University community may become aware of a safeguarding issue in a number of ways, for example:
  - an individual may report or display signs of abuse;
  - Someone may know or be suspicious (in good faith) that an individual is at risk;
  - Someone may know or be suspicious (in good faith) that an individual is behaving in

- an abusive manner;
- An individual may witness or hear about abuse in another organisation or setting;
- Through supporting an individual, staff, student or other, it becomes apparent that other children, young persons or vulnerable adults may be at risk of harm or abuse.

**1.10.** This Policy provides generic guidance for all members of the University community. This may be supplemented by additional local policies, procedures and practices in areas which have high levels of contact with children, young people or vulnerable adults. There are also other University policies that address the welfare of persons within the Liverpool Hope University community, as referred to in the “Related Policies” section above. If you become aware of an actual or potential safeguarding issue, do not assume that someone else has reported it; ensure you report it. If you are told that relevant authorities are already aware of a concern it must still be reported to a Designated Safeguarding Contact (see section 8 below).

## **2. Background**

**2.1.** As a provider of education and training, the University staff, students and volunteers engage with children, young people and those considered vulnerable in a range of ‘regulated’ activities across different settings and for different purposes. Also, staff and students come into contact with children, young people and vulnerable adults in situations which would not be considered to be ‘regulated’ activities but where the principles of safeguarding need to be observed. Regulated activity is work that barred persons must not do and it typically requires enhanced Disclosure and Barring Service (DBS) checks.

**2.2.** The main areas of activity at the University where staff and/or students may come into contact with vulnerable groups includes (but is not limited to):

- (i) Accommodating, teaching, supervision and support of registered students who are over the age of 18 years but considered vulnerable (see clause 1.4);
- (ii) Accommodating, teaching, supervision and support of registered students who are under the age of 18 years (refer to the students under 18 Policy);
- (iii) Employment of under 18s or vulnerable adults or the provision of work experience opportunities;
- (iv) School and college pupils visiting the University on organised day or residential trips;
- (v) Public access to University facilities;
- (vi) Staff undertaking outreach activities in schools and colleges and at fairs;
- (vii) School of Education courses, including Degree Apprenticeships, in which staff and students may engage in teaching, supervising and supporting children and young persons;
- (viii) Social work courses, including Degree Apprenticeships, in which staff and students may engage in teaching, supervising and supporting children, young persons and vulnerable adults;
- (ix) Health science courses, including Degree Apprenticeships, in which staff and students may engage in teaching, supervising and supporting young persons and vulnerable adults;
- (x) Students or trainees undertaking work placements, field trips or study abroad/exchange as part of their programme of study;
- (xi) Research activities which may involve individuals from vulnerable groups;
- (xii) Staff and students who participate in volunteering and charity work such as Global Hope, SALA and Students for Students;
- (xiii) Staff and Students use of on-line and other media sources.

**2.3.** In addition to complying with the University’s own safeguarding requirements, students on placement (in schools or other settings) and learners of Degree Apprenticeships must comply with the safeguarding policies and procedures of the placement provider, or employer, including the requirements set out in the [Criminal Convictions Policy](#).

### **3. Purpose**

#### **3.1. This Policy:**

- (i) Describes how the University will endeavor to safeguard those in need.
- (ii) Applies to all academic Faculties, all other professional service areas of the University, all formal partners of the university.
- (iii) Applies to all staff, students, learners of Degree Apprenticeships, members of University Council and its committees and volunteers of the University.
- (iv) Applies to all visitors to the University including conference delegates, external hiring of facilities, visits by school groups, residential activities.
- (v) Applies to all legally contracted services such as building contractors, maintenance companies, service suppliers etc.
- (vi) Will be reviewed and revised as necessary and, as a minimum, every three years.
- (vii) Identifies the organisational and management structures for implementing this policy.

### **4. Roles and Responsibilities**

- 4.1.** Safeguarding is everyone's responsibility. Whilst there are specific lead responsibilities identified within the University, it is everyone's responsibility to safeguard and protect children, young people and vulnerable adults, this involves bringing safeguarding concerns to the attention of the nominated safeguarding persons within the University.
- 4.2.** Effective safeguarding requires key role holders to understand their responsibilities and ensure they are carried out. Individual role holders with particular responsibilities may delegate the tasks associated with these responsibilities to others, however overall responsibility remains with the role holders.
- 4.3.** Details of key role holders can be found in Appendix 1.

#### **4.4. University Council and Vice Chancellor**

The Vice Chancellor has overall responsibility for ensuring the safeguarding and protection of children, young persons and vulnerable adults in all interactions with the University (including partner institutions). University Council is responsible for ensuring that, as far as reasonably practicable, the University observes and implements effective safeguarding behaviours and standards. University Council is responsible for ensuring the responsibility of the Vice Chancellor is appropriately and adequately discharged.

#### **4.5. Designated Safeguarding Lead**

The Designated Safeguarding Lead (DSL) will be a senior officer of the University, accountable for the institution's Safeguarding Policy and procedures.

The Designated Safeguarding Lead will:

- Be accountable for developing, promoting, implementing and monitoring this Policy and related procedures and practice;
- Ensure procedures are in place for managing allegations relating to students and staff;
- Ensure procedures are in place for responding to allegations / disclosures that suggest a child, young people or vulnerable adult may be at risk of harm;

- Liaise with external agencies where required, including the Police and Social Care.
- Promote the security of records concerning safeguarding and confidentiality;
- Attend the Safeguarding and Prevent Group;
- Work with the People Services Team to arrange the organisational training requirements;
- Oversee the monitoring and review systems, including assisting with the preparation of the first draft of the annual report;
- As appropriate, create links with local Social Services Departments and Children's Services Teams.

#### **4.6. Designated Safeguarding Contact**

Faculties and Departments will name a Dedicated Safeguarding contact. The role holder is responsible for ensuring that policies and procedures for staff and students within the Faculty /Department are adequate to safeguard. The requirements will vary depending on the department / faculty and should be proportionate to the risk.

The Designated Safeguarding Contact will:

- Act as a point of contact for any individual who may wish to seek advice on policy and procedure, discuss a safeguarding concern or report an allegation.
- Be aware of triggers that must lead to appropriate referrals.
- Provide support, advice and guidance to staff and students about the Safeguarding Policy and related policies.
- Refer all Safeguarding matters in accordance with the Policy.
- Ensure detailed, contemporaneous and accurate written records are kept of concerns/referrals and that they are secure, confidential, yet accessible to those with designated authority.
- Review existing policies and procedures within their own area, in consultation with the Manager or Head of Faculty and update to reflect the requirements of Safeguarding.
- Undertake on-going training as appropriate to the role.
- Attend the University Prevent and Safeguarding meetings.
- Provide expertise on relevant professional body requirements in respect of Safeguarding and ensure they are integrated in to the local (and institutional) policies, procedures and practice as appropriate.
- Identify staff, students, or others who require safeguarding training.

#### **4.7. Deputy Vice Chancellor and Provost**

The Deputy Vice Chancellor and Provost is responsible for:

- The admission and support of students under the age of 18 (in conjunction with Senior Admissions staff);
- Monitoring the welfare of admitted students under the age of 18 (in conjunction with the relevant Head of Faculty and t/Director of Student Life).

#### **4.8. The Director of People Services**

The Director of People Services is responsible for the Personnel team who carry out the following:

- Advising on the employment and welfare of staff who are aged under 18, including those on work experience schemes;
- Providing guidance as to whether or not individuals who are employed/volunteer in any capacity should be subject to a DBS check and ensuring appropriate advice is given in partnership with the Heads of Departments and Managers regarding DBS requirements.
- Facilitate Safeguarding training, as appropriate.

- Initiate procedures as appropriate, where allegations involve staff members.

#### **4.9. All Managers and Heads of Faculties / Departments /School**

All Managers and Heads of Department have a duty to:

- Manage the activities for which they have responsibility in accordance with the Safeguarding Policy and other relevant policies.
- Develop and maintain written policies or guidance for those areas or activities where the University Safeguarding Policy does not address the risks and requirements within their area of responsibility, for example education and social work courses must meet certain regulatory requirements. These policies will sit below the institutional Safeguarding Policy.
- Ensure appropriate risk assessments are undertaken for relevant activities within the department.
- Ensure appropriate DBS checks are requested and discussed with the relevant member of the People Services team for staff and volunteers within their department.
- Ensure appropriate DBS checks are requested and discussed with the Student Enrolment and Administration team.
- Ensure compliance with the Safeguarding Policy and other related policies within the department / Faculty.
- Ensure all safeguarding concerns are reported promptly to a Designated Safeguarding Contact or Lead.

#### **4.10 All Staff**

All staff and students are responsible for reporting any safeguarding concerns to their Manager/Head of Department and/or a Designated Safeguarding Contact.

### **5. Reporting a Safeguarding Concern**

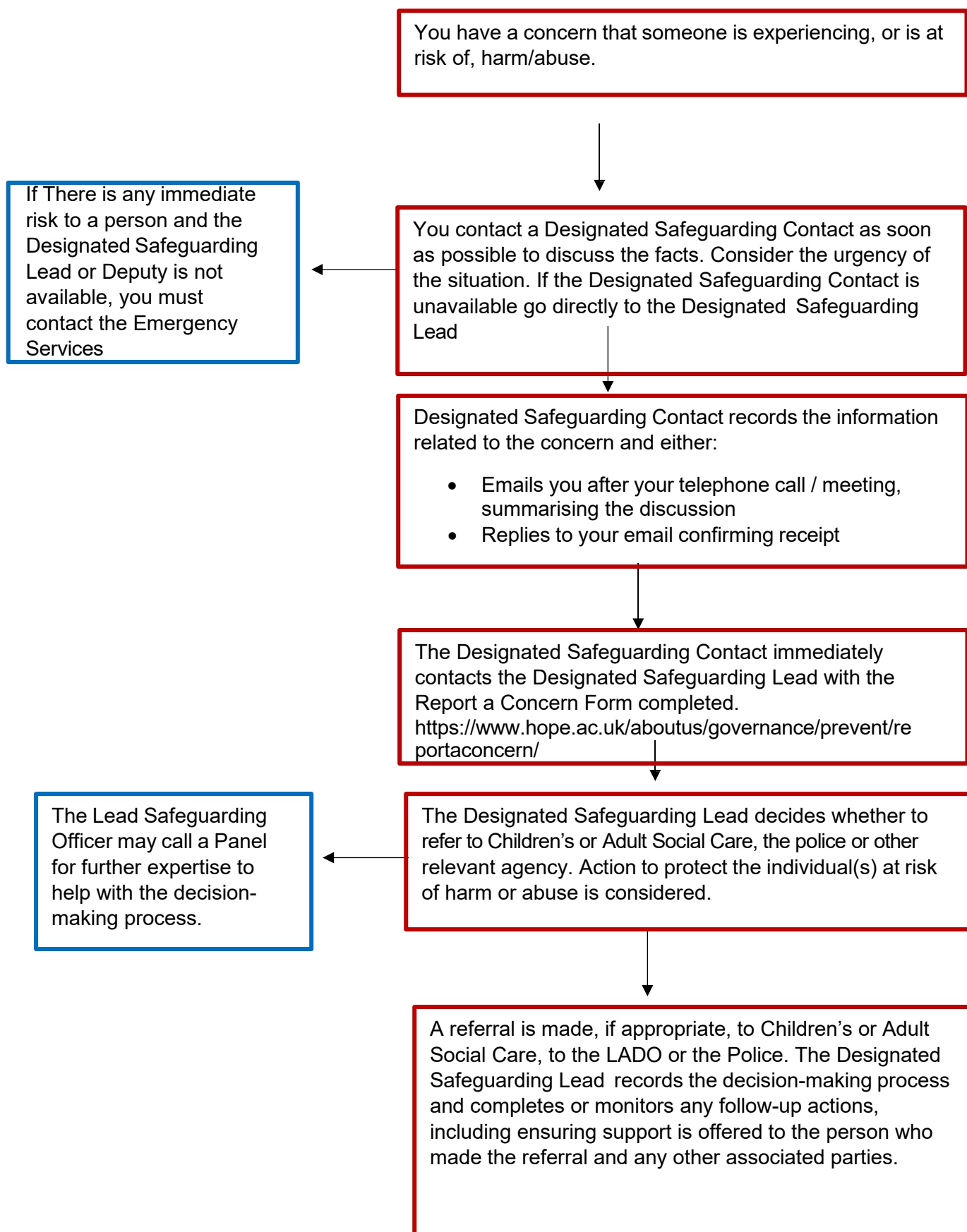
- 5.1.** If a safeguarding concern is highlighted outside of office hours, the Designated Safeguarding Contact should be contacted as soon as office hours resume. If there is an urgent concern outside of office hours, emergency services must be contacted. If a direct referral is made to emergency services, a Designated Safeguarding Contact must be informed at the earliest opportunity.
- 5.2.** Members of staff must discuss concerns, suspicions or allegations with one of the University's Designated Safeguarding Contacts. Students who become aware of a concern must inform a staff member who will in turn contact a Designated Safeguarding Contact. If there is a reasonable belief that a safeguarding concern exists, the Designated Safeguarding Contacts are responsible for referring cases to the Designated Safeguarding Lead. A report should be made without delay by completing the ['Online Safeguarding Concern Form'](#)
- 5.3.** The Designated Safeguarding Lead will decide whether to refer a case to the appropriate local Children's or Adults Social Care, police or another agency.
- 5.4.** Where the allegations involve a member of staff the Designated Safeguarding Contact will refer the matter to the Designated Safeguarding Lead, who will refer to the Director of People Services to initiate internal procedures as appropriate.
- 5.5.** Where allegations involve a student, the Designated Safeguarding Contact will refer the matter to the Designated Safeguarding Lead who will liaise with the Head of Governance and / or Deputy Vice Chancellor and Provost necessary to initiate student disciplinary procedures as

appropriate.

- 5.6.** Where a member of staff, student or volunteer attends an external organisation, the allegation should be reported using the organisation's safeguarding procedure.
- 5.7.** If a safeguarding matter arises with an external organisation, the member of staff, student or volunteer must alert the University Designated Safeguarding Contact that concerns have been raised. The Designated Safeguarding Contact will inform the Designated Safeguarding Lead so appropriate action can be taken.
- 5.8.** If an allegation against staff or students of the University meets any of the criteria set out below, the Designated Safeguarding Lead will report it to the local authority designated officer (LADO) within one working day. Working Together to Safeguard Children provides a framework for managing allegations and concerns about people who work with children. The Office of the Public Guardian offers guidance in the document: **Safeguarding Policy: Protecting Vulnerable Adults**. The guidance should be followed in all cases where it is alleged that any person (whether connected with the University or not) has:
- (i) behaved in a way that has harmed, or may have harmed, a child, young person or vulnerable adult;
  - (ii) possibly committed a criminal offence against, or related to, a child, young person or vulnerable adult; or
  - (iii) behaved towards a child or children in a way that indicates s/he is unsuitable to work with children, young people or vulnerable adults.
- 5.9.** The University acknowledges that disclosures / allegations and the reporting of safeguarding concerns may cause stress and anxiety - in such circumstances colleagues can access the confidential Staff Counselling Service and students can access services within the Student Life Team. The Chaplaincy will also be available to provide support.
- 5.10.** The Designated Safeguarding Lead has a responsibility to respond to any safeguarding concerns in a timely manner. The level of risk to an individual is reviewed and assessed and a safeguarding panel may be convened and advice may be sought from external regulatory bodies such as the Police, Social Services, Local Authority Safeguarding Boards and the Local Authority Designated Officer (LADO).
- 5.11.** The University aims to obtain consent to share information whenever possible. However, on occasions, the risk of harm will outweigh the requirement of confidentiality and consent. General advice must be sought from the Designated Safeguarding Contact and Lead on whether the particular circumstances of a situation warrant the sharing of information with others, including specialist agencies. The Data Protection Officer can also provide advice on data sharing.
- 5.12.** There may be exceptional circumstances where it is not possible or practical to inform the person making the disclosure / allegation that the information will be passed on e.g. if by doing so the safety of others might be put at risk or if it would impede the investigation of a crime. Only those who need to know from a professional perspective will be informed or receive information.



## Flow Chart – Safeguarding concerns:



## **6. Minimising Risk**

### **6.1. Assessment and Management of Risks**

No activity may be organised for children, young persons or vulnerable adults without the prior permission of a Head of Department/Faculty. It is the duty of the Manager or Head of Department / School to ensure an identified person involved with the activity completes a comprehensive risk assessment before any new activity is embarked upon that involves any form of contact with children, young people or vulnerable adults, or before admitting or employing any individual under 18 years of age. The risk assessment can be prepared in consultation with the Health and Safety Advisor if required and in any event must be submitted to the Health and Safety Adviser: If an activity is undertaken in conjunction with another organisation, there must be agreement as to whose responsibility it is to undertake the risk assessment and thereafter prepare a safety plan. Both parties should have copies. Risks and the safety plan must be communicated effectively to those persons involved with the activity. All staff and students coming into contact with children, young people or the vulnerable within their role at the University must understand the implications of this policy and related policies before commencing any activity.

### **6.2. Checking of staff and students**

The University will take all reasonable steps to ensure that unsuitable people are prevented from working with children and vulnerable adults.

Where it has been identified that staff, students or apprentices will carry out regulated activity or are likely to have regular contact with children, young people or vulnerable adults, appropriate checks will be required. This will be determined by the Faculty, School and Department Leads in consultation with People's Services and will be consistent with Government guidance <https://www.gov.uk/government/collections/dbs-checking-service-guidance--2> . All staff and/or students who do or may work with children, young people or vulnerable adults should ensure that they understand this policy and its implications prior to commencing any programme, event, visit or other activity.

### **6.3. Research**

All research proposals that involve children, young people or vulnerable adults as subjects are scrutinised by the University's Research Ethics Committee process to ensure the health, safety and well-being of the subjects. Without the approval of the relevant Research Ethics Committee the research cannot proceed. The research activity must comply with this policy and other relevant policies.

### **6.4. Wellbeing**

Members of staff or students who become involved in safeguarding matters may experience stress or emotional difficulties. It is important to be mindful of the welfare of those involved and appropriate referrals made to counselling services or other support.

### **7.5 Training**

Safeguarding training must be undertaken, commensurate to the risks and responsibilities associated with the role and position within the University. Personnel staff will coordinate training, in consultation with Faculty / Department Heads, Safeguarding Contacts and the Designated Safeguarding Lead.

## **7. Students admitted and recruited under the age of 18**

**7.1.** Each year the University considers a small number of applications for admission to

programmes from those who will not reach the age of 18 at the time of enrolment. This will include applications from international students. All applications from students who will still be under the age of 18 as enrolled students of the University will be dealt with on an individual basis and the University policy concerned with Students Under the age of 18 must be read and complied with.

**7.2.** Please see the related Students Under the Age of 18 years Policy.

## **8. Relationships between staff and students or other young persons**

**8.1.** Under the Sexual Offences (Amendment) Act 2000, it is a criminal offence for any person in a position of trust (which would include members of University staff) to engage in sexual activity with someone who is under 18 years of age.

**8.2.** See the Sexual or Romantic Relationships between Staff and Students Policy.

## **9. Annual Monitoring**

**9.1.** The Designated Safeguarding Contacts and Lead will meet as a group at least once per year. This may be for specific training, sharing of good practice or issues and to consider the annual monitoring report. Other staff with relevant expertise or specific interest in safeguarding may be invited to join the Safeguarding Group from time to time. Where recommendations are made for changes to the Policy and/or Procedures that impact on staff or students, the appropriate committees will receive these recommendations.

**9.2.** An annual report concerning Safeguarding and Prevent will be presented to University Council for information and approval.

## Appendix 1 – Designated Roles

<b>SAFEGUARDING ROLE</b>	<b>NOMINATED INDIVIDUAL</b>
<b>Designated Safeguarding Lead</b>	Senior Officer for Legal Services Governance and Risk. Contact the individual holding this role or use generic email address caseworker@hope.ac.uk
<b>Deputy Designated Safeguarding Lead</b>	Head of Governance Contact the individual holding this role or use generic email address caseworker@hope.ac.uk

In addition to the institutional roles listed above, local Designated Safeguarding Contacts exist locally within Faculties and departments to provide additional points of contact should members of our community have any initial questions or wish to seek advice.

Designated Safeguarding Contacts cover the below areas:

### **Faculty of Education and Social Sciences:**

School of Teacher Education

School of Education and Social Sciences

### **Faculty of Business, Criminology and Law**

### **Faculty of Digital and Human Sciences**

### **Faculty of Creative Arts and Humanities**

### **People Services**

### **Hope Park Sports**

### **Plas Caerdeon Campus**

### **Professional Services (Corporate)**

*Including:*

*Estates*

*Finance*

*Commercial Services*

*IT*

### **Professional Services (Marketing, Recruitment and Admissions)**

*Including:*

*International Development*

*Comms and Marketing*

*Student Futures*

*Admissions*

### **Professional Services (Student Services)**

*Including:*

*Student Life*

*Student Learning*

*Student Enrolment and Administration*

*Professional Learning*

*Registry and Data Team*

*Apprenticeships Hub*

*Global Student and Partnerships Centre*

## **Research**

Specific role holders and contact details can be found on the University website:

[Safeguarding and Prevent](#)

## **Appendix 2 - Guidelines for working with Children, Young People and Vulnerable adults**

The following guidance applies to all University staff and students working with children, young people or vulnerable adults, whether acting in a paid or unpaid capacity.

1. Avoid unnecessary physical contact.
2. Avoid taking a child, young person or vulnerable adult alone in a vehicle on journeys, however short.
3. Unless circumstances make it impossible to comply, do not take a child or vulnerable adult to the toilet unless either (a) another adult is present or (b) another adult is aware (this may include a parent or group leader)
4. If you find you are in a situation where you are alone with a child, young person or vulnerable adult, wherever practicable make sure that others can clearly observe you.
5. Avoid close personal relationships with a child, young person or vulnerable adult in relation to whom you are in a position of trust.
6. Do not make suggestive or inappropriate remarks to or about a child, young person or vulnerable adult, even in fun, as this could be misinterpreted.
7. If you are made aware of any issue that may give rise to safeguarding concerns, including accusations by a student or member of staff of abuse or inappropriate behaviour, you must report this immediately to the relevant person (as set out above)
8. The duty to report applies equally to complaints or allegations of historic as well as recent, abuse/inappropriate behaviour.
9. If you are the recipient of any complaint or accusation it is important to listen without making or implying any judgement as to the truth of the complaint or accusation.
10. If a child, young person or vulnerable adult makes a complaint, or if there are other reasons for suspecting abuse, you should not attempt to investigate this yourself, but should report your concerns to the Designated Safeguarding Contact under the University's Policy on the Safeguarding of Children, Young People and Vulnerable Adults ("the Policy").
11. Participate in the training available to you to support you in your work with children, young people and vulnerable adults.
12. Remember that those who abuse children, young people and vulnerable adults can be of any age, gender, ethnic background or class, and it is important not to allow personal preconceptions about people to prevent appropriate action taking place.
13. Good practice includes valuing and respecting children, young people and vulnerable adults as individuals, and the adult modelling of appropriate conduct – which would exclude bullying, aggressive behaviour and discrimination in any form.
14. Those dealing with any allegations of abuse or misconduct should adhere to the principles set out in the Policy. Any information received should be acted upon sensitively, effectively and efficiently. Wherever possible, those making allegations should be given information about the outcome.
15. Although allegations should be reported only on a "need to know" basis, staff and students making allegations need not be concerned that they will be breaching confidentiality or data protection laws as complying with the Policy overrides such obligations.
16. If the person making the allegation feels they need counselling or other appropriate support from the University, they are encouraged to seek it.

### **Appendix 3 Recommended Behaviour when Handling a Safeguarding Disclosure**

If anyone makes a disclosure/ allegation to you:

#### **It is important to:**

- Take everything that is said seriously
- Remain calm and listen carefully
- Reassure the person that they have done the right thing by disclosing
- Explain to the person what you will do now e.g. who you need to tell.
- Make a detailed dated, contemporaneous written record of the conversation.

#### **It is important NOT to:**

- Ignore the disclosure
- Panic
- Question the individual further
- Investigate, make judgements or provide a response

You should never give an assurance of confidentiality. Instead, you should explain that you are worried about a risk of harm/abuse and would like the person's consent to talk to a Designated Safeguarding Contact.

Where this consent is not given, you should inform the person that because you have a duty to protect wellbeing and safety of others, you will talk to a Designated Safeguarding Contact to seek advice.