



LIVERPOOL  
HOPE  
UNIVERSITY

Est. 1844

# Safeguarding Policy

## Document Control

Responsibility for Policy:	Senior Officer for Legal Services, Governance and Risk
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Related Policies:	<u>Student Complaints Policy</u> <u>Equality and Diversity Policy</u> <u>Health and Safety Policy</u> <u>Fitness to Practise Policy</u> <u>Criminal Convictions Policy for Professional Courses</u> <u>Code of Practice on Freedom of Speech and</u> <u>Management of Events on Campus</u> <u>Students under 18 years of age Policy</u> <u>Radicalisation and Extremism (Prevent) Policy</u>
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## 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. Those most in need of protection include children, young people and adults at risk, such as a vulnerable adult. An adult may be vulnerable due to a variety of reasons, including mental health issues, feelings of loneliness or isolation, a disability or impairment.
- 1.4. Liverpool Hope University is committed to taking all reasonable steps in relation to the health, safety and wellbeing of staff, students, partners, employers of Degree Apprenticeships and others. This policy is concerned with 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.
- 1.5. 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 have safe practices and environments for all, with particular concern for children, young persons and vulnerable adults.
- 1.6. 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.
- 1.7. 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.
- 1.8. This Policy provides generic guidance for all members of the University community. This may be supplemented by additional departmental 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 for education and social work professions, 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.

**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 classed as young persons and those considered vulnerable;
- (ii) Employment of under 18s or vulnerable adults or the provision of work experience opportunities;
- (iii) School and college pupils visiting the University on organised day or residential trips;
- (iv) Public access to University facilities;
- (v) Staff undertaking outreach activities in schools and colleges and at fairs;
- (vi) School of Education courses, including Degree Apprenticeships, in which staff and students may engage in teaching, supervising and supporting children and young persons;
- (vii) Social work courses, including Degree Apprenticeships, in which staff and students may engage in teaching, supervising and supporting children, young persons and vulnerable adults;
- (viii) Health science courses, including Degree Apprenticeships, in which staff and students may engage in teaching, supervising and supporting young persons and vulnerable adults;
- (ix) Students or trainees undertaking work placements, field trips or study abroad/exchange as part of their programme of study;
- (x) Research activities which may involve individuals from vulnerable groups;
- (xi) Staff and students who participate in volunteering and charity work such as Global Hope, SALA and Students for Students;
- (xii) 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 Conviction for Professional Courses Policy](#).

## **3. Purpose**

**3.1.** This Policy:

- (i) Describes how the University will safeguard those in need.
- (ii) Applies to all academic departments, all other service areas of the University, all 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.
- 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, 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. Lead Safeguarding Officer**

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

The Lead Safeguarding Officer will:

- Be accountable for developing, promoting, implementing and monitoring this Policy and related procedures and practice;
- Ensure procedures are in place for managing: allegations against students and staff and disclosure by children, young people and vulnerable adults;
- Ensure the security of records concerning safeguarding and confidentiality;
- Chair the Safeguarding Working Group;
- Maintain communication with a network for Designated Safeguarding Contacts;
- Work with the Personnel Team to arrange the organisation requirements for the training of the Designated Safeguarding Contacts;
- 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**

All Schools 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 School / Department are adequate to safeguard.

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 make an allegation.
- Be aware of triggers that must lead to appropriate referrals.
- Ensure students or trainees placed within 'regulated' activities, receive the appropriate training through the curriculum.
- 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 department / school and update to reflect the requirements of Safeguarding.
- Undertake on-going training as appropriate to the role.
- Attend Safeguarding Working Group 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 Department/Head of Residential Life).

#### **4.8. The Director of Personnel**

The Director of Personnel 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.

#### **4.9. All Managers and Heads of Department/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 published policies for those areas or activities where the University Safeguarding Policy does not address the risks within their area of responsibility. 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 Personnel team for staff / students / volunteers within their department.
- Ensure compliance with the Safeguarding Policy and other related policies within the department / school.

- Ensure all safeguarding concerns are reported promptly to a Designated Safeguarding Contact

#### **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. Concerns about Radicalisation and Extremism**

Please see the separate policy that addresses this issue and contact the Prevent Duty Lead with queries or concerns.

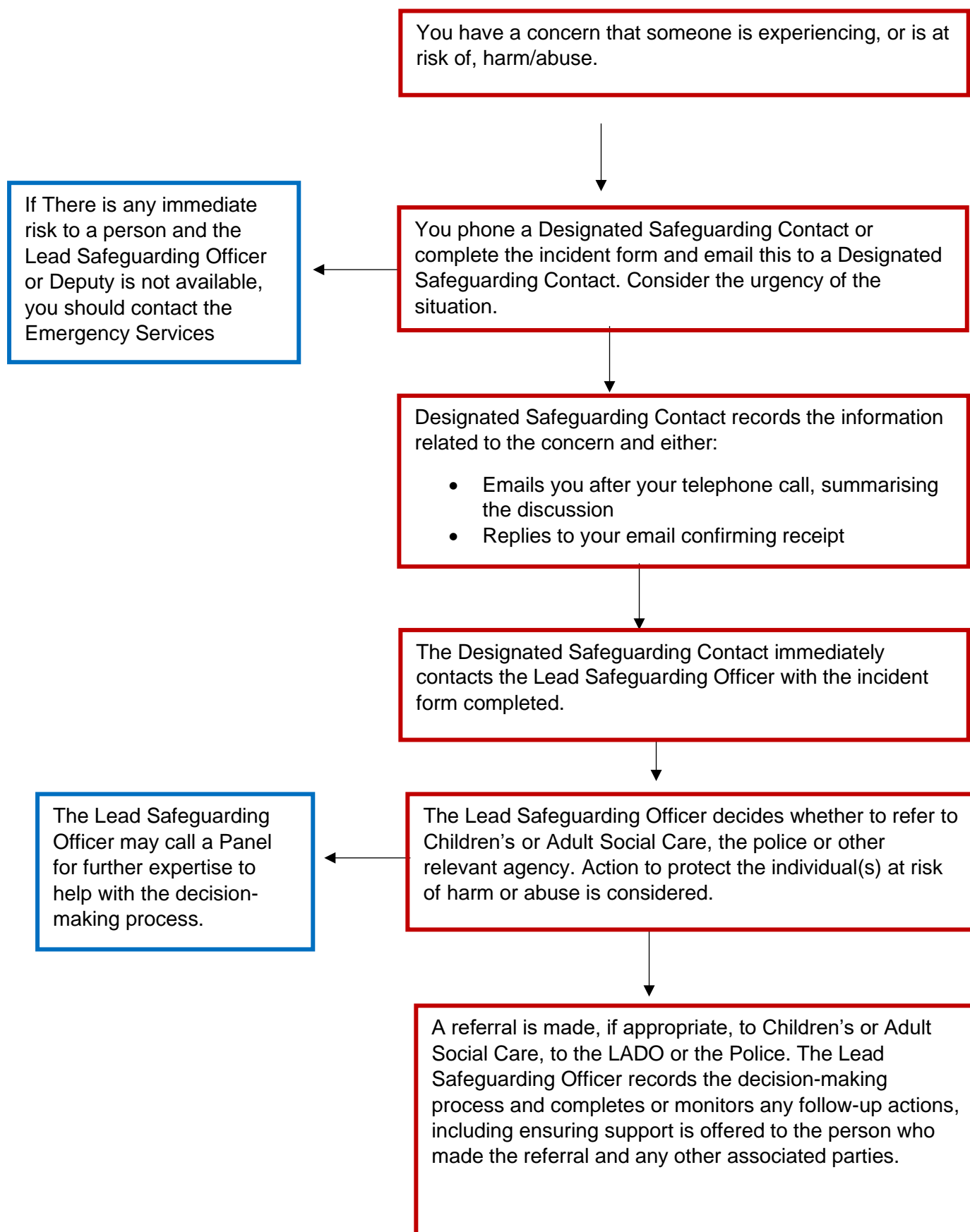
### **6. Reporting a Safeguarding Concern**

- 6.1.** If a safeguarding concern is highlighted, a report should be made without delay by completing the '[Online Safeguarding Concern Form](#)'. If a concern arises 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.
- 6.2.** 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. The Designated Safeguarding Contacts are responsible for referring cases to the Lead Safeguarding Officer.
- 6.3.** The Lead Safeguarding Officer will decide whether to refer a case to the appropriate local Children's or Adults Social Care, police or other agency.
- 6.4.** Where the allegations involve a member of staff the Designated Safeguarding Contact will refer the matter to the Lead Safeguarding Officer, who will refer to the Director of Personnel to initiate procedures as appropriate.
- 6.5.** Where allegations involve a student, the Designated Safeguarding Contact will refer the matter to the Lead Safeguarding Officer who will liaise with the Deputy Vice Chancellor and Provost as necessary to initiate student disciplinary procedures as appropriate.
- 6.6.** Where a member of staff, student or volunteer is working on behalf of the University with young people at an external organisation, the allegation should be reported using the organisation's safeguarding procedure. The member of staff, student or volunteer should also alert the Designated Safeguarding Contact that such a report has been made. The Designated Safeguarding Contact will inform the Lead Safeguarding Officer.
- 6.7.** If an allegation against staff or students of the University meets any of the criteria set out below, the Lead Safeguarding Officer 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, which should be used 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.
- 6.8.** 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 Development and Well Being Team. The Chaplaincy will also be available to provide support.
- 6.9.** The Lead Safeguarding Officer has a responsibility to respond to any safeguarding or radicalisation 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, Local Authority Designated Officer (LADO) and Channel.
- 6.10.** 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 on whether the particular circumstances of a situation warrant the sharing of information with others, including specialist agencies.
- 6.11.** 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:



## **7. Minimising Risk**

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

No activity may be organised for children, young persons or vulnerable adults without the prior permission of a member of the OLT or a Head of Department/School. 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 a written 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.

### **7.2. 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 or students are likely to have regular contact with children, young people or vulnerable adults, appropriate checks will be required. All staff and/or students who intend to, 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.

### **7.3. 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.

### **7.4. 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. School and Department policies and Personnel staff will advise.

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

- 8.1.** 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.

- 8.2.** It is the University's practice to deal only with enrolled students (with whom it has the contractual agreement) and not with parents. This approach will also apply to students under the age of 18 years.
- 8.3.** Please see the related Students Under the Age of 18 years Policy.

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

- 9.1.** 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.

## **10. Annual Monitoring**

- 10.1.** The Designated Safeguarding Contacts 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.
- 10.2.** Operational Leadership Team (OLT) will be made aware of, approve and monitor the University's approach to Safeguarding. An annual report on the Safeguarding Policy and procedures will be presented annually to OLT for information and approval.

## Appendix 1 – Designated Roles

<b>Lead Safeguarding Officer</b>	Legal Services Governance and Risk Senior Officer
<b>Deputy Lead Safeguarding Officer</b>	University Company Secretary
<b>Academic Schools and Departments</b>	University Executive Managers x 4
<b>External Relations</b>	Director of Corporate Comms and Marketing
<b>Social Work</b>	Senior Professional Tutor in Social Work
<b>Education</b>	Dean of the School of Education
<b>Residential Life and Global Hope</b>	Director of Student Life Dean of Global Engagement
<b>Personnel</b>	Senior People Services Manager
<b>Hope Park Sports</b>	Sport, Fitness and Development Manager
<b>Caerdeon</b>	Centre Manager
<b>Estates</b>	Director of Estates

## 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.