

LIVERPOOL HOPE UNIVERSITY

Est. 1844

Safeguarding Policy

Version Control

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Quick Guide to the University's Safeguarding Policy

The following quick guide has been produced to direct staff to the relevant parts of the Policy. It is not a substitute for reading the whole document.

- Individuals have designated responsibilities under this Policy. All staff should read section 5 to ensure they understand their responsibilities. Key people with designated roles are set out in Appendix 2
- If a child, young person or vulnerable adult discloses that they are being (or have been) harmed it is important that they receive a supportive response. The person receiving the disclosure must not attempt to investigate the disclosure in any way. Guidelines for responding to disclosures can be found in Appendix 4.
- If any member of staff, or student, is concerned about the safety of welfare of a child, young person or vulnerable adult s/he should discuss these concerns with the Designated Safeguarding Contact for their area. The individual should record as much information as possible on the form in Appendix 1.
- If any member of staff, or student, is concerned that somebody is being radicalised, s/he should discuss these concerns with either the Designated Safeguarding Contact or directly to the Lead Safeguarding Officer. The individual should record as much information as possible on the form in Appendix 1.
- Individuals should not report concerns about an individual directly to external agencies. The Designated Safeguarding Contact will inform the Lead Safeguarding Officer who will contact relevant external services. This is to ensure there is an individual with oversight of safeguarding concerns across the institution and that all appropriate information is passed on to external services and appropriate measures are taken within the University if necessary. Details of Designated Contacts can be found in Appendix 2.
- Anyone involved in organising events and activities which may involve for children, young people or vulnerable adults will need to complete a risk assessment. Guidance about completing these risk assessments can be found in section 9 and Appendix 3 provides some general guidelines.
- If any member of staff requires additional information about this Policy or the associated procedures s/he should discuss this with the Designated Safeguarding Contact for their area or with the Lead Safeguarding Officer.

1. Introduction

- 1.1. Liverpool Hope University is committed to taking all reasonable steps in relation to the health, safety and welfare of children (under 18), young people (aged 16-18) and vulnerable adults at risk (18 onwards) and also those at risk of radicalisation in accessing its services and facilities.
- 1.2. The University believes it is unacceptable for a child, a young person or an adult to experience any form of harm or abuse.
- 1.3. Safeguarding and promoting the welfare of children is defined for the purposes of this policy as:
 - Protecting children from maltreatment;
 - Preventing impairment of children's health or development;
 - Ensuring that children grow up in circumstances consistent with the provision of safe and effective care;
 - Taking action to enable all children to have the best outcomes.

Working Together To Safeguard Children, March 2015
- 1.4. In addition to our moral and ethical obligations, the University has a legal responsibility to safeguard the welfare of children, young persons and vulnerable adults who are on our premises, or who come into contact with our staff, in accordance with the Children Acts (1989 and 2004), along with the Health and Safety at Work Act (1974). In addition, the Safeguarding Vulnerable Groups Act (2006), (as amended by the Protection of Freedoms Act 2012), requires organisations to ensure safe recruitment practices and environments for children as well as an obligation to refer any harm or potential harm of children to the DBS.
- 1.5. Liverpool Hope University is predominantly an adult environment. However, it recognises its responsibility to promote and safeguard the welfare of children, young people and vulnerable adults. Whilst acknowledging that it cannot act in “loco parentis” and that ultimate responsibility will continue to rest with parents and guardians, the University will work in partnership with the individuals themselves, their parents, carers and applicable agencies to promote and safeguard welfare issues.
- 1.6. This Policy provides generic guidance for all members of the University community. This may be supplemented by additional departmental procedures in areas which have high levels of contact with children, young people or vulnerable adults.
- 1.7. Safeguarding concerns may arise at the University in two ways either as a result of:
 - Activities associated with the University, or
 - Activities that are not within the University’s control that come to light via a member of staff, student or volunteer (acting on behalf of the University).

For example, concerns for the safety and wellbeing of children, young persons or vulnerable adults could arise in a variety of ways such as:

- A child may report or display signs of abuse;
- Someone may become suspicious (in good faith) that a child is at risk;
- Someone may become suspicious (in good faith) that a colleague or student is an abuser;

- An individual may witness or hear about abuse in another organisation;
- An individual may be supporting an adult who indicates that other children and young people may be being abused by someone who abused them as a child.

It is important to report any Safeguarding concern promptly in line with this policy and to not assume that someone else has reported it. If you are told that the authorities are already aware of a concern it is still important to report it to a Designated Safeguarding Contact (see section 8 below).

2. Key Definitions

“Channel”	this is a multi-agency process which aims to stop the process of radicalisation and divert children, young people and vulnerable adults from extremist views associated with terrorism.
“DBS”	Disclosure and Barring Service (formerly the Criminal Records Bureau). Responsible for carrying out DBS checks and decision making in relation to those who should be barred from regulated activities.
“Prevent”	part of the government’s anti-terrorism strategy and the Counter Terrorism Act 2015. Higher Education has been identified as a sector where young people may be radicalised. This strand of the anti-terrorism strategy aims to prevent young people getting involved in terrorism.
“Radicalisation”	the process by which an individual comes to support terrorism and forms of extremism leading to terrorism.
“Regulated activity”	unsupervised activities (i.e. no parent or carer present) with children, and vulnerable adults on a regular basis.
“Safeguarding”	protecting children, young people and vulnerable adults from maltreatment and harm. Harm could be physical, sexual or psychological. This can include protection from involvement with crime and/or terrorism.
“Vulnerable adults”	as defined by section 59 of the Safeguarding Vulnerable Groups Act 2006 (amended by the Protection of Freedoms Act 2012) and/or those persons aged over 18 who by reason of mental or other disability, age or illness are (or may be) unable to take care of themselves or are (or may be) unable to protect themselves against significant harm or exploitation.

3. Purpose

3.1. This policy will:

- Describe how the University will safeguard children, young people and vulnerable adults;
- Apply to all academic departments and all other service areas of the University;
- Demonstrate knowledge and observance of statutory requirements and good

practice guidelines in the pursuit of providing a safe environment for children, young people and vulnerable adults;

- Be reviewed and revised as necessary and, as a minimum, on an annual basis; and
- Identify the organisational and management structures for implementing this policy.

3.2. This policy applies to:

- All staff, students, members of University Council and its committees and volunteers of the University;
- All recognised Partners of the University;
- Visitors to the University including (but not limited to) conference delegates, external hiring of facilities, visits by school groups, residential activities; and
- Legally contracted services such as building contractors, maintenance companies, service suppliers etc.

4. Background

4.1. 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 'regulated' activities in a range of different settings and for a range of different purposes. Additionally, 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.

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

- Accommodating, teaching, supervision and support of registered students who are classed as young persons and those considered vulnerable;
- Employment of under 18s or vulnerable adults or the provision of work experience opportunities;
- School and college pupils visiting the University on organised day or residential trips;
- Public access to University facilities;
- Staff undertaking outreach activities in schools and colleges and at fairs;
- ITT programmes in which staff and students may engage in teaching, supervising and supporting children and young persons;
- Social work programmes in which staff and students may engage in teaching, supervising and supporting children, young persons and vulnerable adults;
- Students or trainees undertaking work placements, field trips or study abroad/exchange as part of their programme of study;
- Research activities which may involve individuals from vulnerable groups;
- Staff and students who participate in volunteering and charity work such as

Global Hope, SALA and Students for Students;

- Staff and Students use of on-line and other media sources.

4.3. It is important to note that, in addition to complying with the University's own safeguarding requirements, students on placement (in schools or other settings) will need to comply with the safeguarding policies and procedures of the placement provider. All students engaged in 'regulated activity' are subject to a rigorous selection process as outlined in the University's Recruitment and Admissions Policy.

5. Roles and Responsibilities

Safeguarding is everyone's responsibility. Whilst there are specific lead responsibilities identified within the University, it is vital to state that it is everyone's responsibility to safeguard and protect children, young people and vulnerable adults.

5.1. 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.

Details of key role holders can be found in Appendix 2

5.2. 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 has responsibility to ensure that the responsibility of the Vice Chancellor is appropriately and adequately discharged.

5.3. Lead Safeguarding Officer (Strategic)

The Lead Safeguarding Officer (Strategic) will be a senior manager of the University, able to be accountable for the institution's safeguarding policy and procedures.

The Lead Safeguarding Officer (Strategic) will:

- Be accountable for developing, promoting and implementing 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;
- Ensure monitoring and evaluation systems are in place and produce an annual report;
- Together with the Safeguarding Officer (Operational), support the network of Designated Safeguarding Contacts;
- Chair the Safeguarding Working Group.

5.4. Safeguarding Officer (Operational)

The Safeguarding Officer (Operational) will take responsibility for organising the network of Designated Safeguarding Contacts and their training. This role holder will also be responsible for co-ordinating the monitoring of this policy and its procedures and for assisting with drafting the annual report.

The Safeguarding Officer (Operational) will:

- Create and maintain a communication 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;
- Help create links with local Social Services Departments and Children's Services Teams.

5.5. Designated Safeguarding Contact

These role holders will take responsibility at Faculty or Departmental level for ensuring that policies and procedures for staff and students within their respective areas appropriately reflect the requirements of safeguarding. They will provide expertise where appropriate on relevant professional body requirements. They 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. They will be aware of how to identify signs of abuse and making appropriate referrals. They will ensure students or trainees who are placed in 'regulated' activities receive the appropriate training through the curriculum.

Designated Safeguarding Contacts will:

- Provide support, advice and guidance to staff and students about this policy;
- Refer all Safeguarding matters in accordance with the procedures in this 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 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 these are integrated in to the local (and institutional) policies, procedures and practice as appropriate;
- Identify any staff or students, or groups thereof, within their own areas, who require safeguarding training.

5.6. Pro Vice Chancellor Student Life & Learning

The Pro Vice Chancellor Student Life and Learning is responsible for:

- The admission and support of students under the age of 18 (in conjunction with the Director of Admissions);
- Monitoring the welfare of admitted students under the age of 18 (in conjunction with the relevant Head of Department/Head of Residential Life).

5.7. 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.

5.8. 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.

Managers and Heads will 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.

All Managers and Heads of Department are responsible for

- Ensuring appropriate risk assessments are undertaken for relevant activities within their department;
- Ensuring appropriate DBS checks are requested and discussed with the relevant member of the Personnel team for staff / students / volunteers within their department;
- Ensuring staff understand the implications of recruiting under 18 staff and students;
- Monitoring the welfare of staff and students in the department who are under the age of 18;
- Ensuring compliance within their areas and that key staff have the relevant knowledge;
- Ensuring any safeguarding concerns are reported promptly to a Designated Safeguarding Contact.

5.9. 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.

6. Annual Monitoring

- 6.1.** The Designated Safeguarding Contacts will normally 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.
- 6.2.** The University Senior Management Team will wish to be aware of, approve and monitor the University's approach to Safeguarding. To this end, a monitoring report on the Safeguarding Policy and procedures will be presented annually to SMT for information and approval.

7. Dealing with Concerns about Radicalisation

- 7.1.** The duty to protect children, young people and vulnerable adults from harm extends to protecting them from involvement in groups which set out to radicalise individuals.
- 7.2.** The Counter Terrorism Act 2015 imposes a duty on 'specified authorities', when exercising their functions to have due regard to the need to prevent people from being drawn into terrorism. The University is a Relevant Higher Education Body for the purpose of this Act and is required to have in place appropriate pastoral and welfare support and clear referral routes to external services such as the Channel programme if required.
- 7.3.** The University will:
- Be vigilant about the risks of radicalisation;
 - Have in place, policies and procedures to prevent radicalisation and extremism on campus;
 - Train staff on how to identify extremism and radicalisation;
 - Support the Student Union and University Societies on the implementation of the Prevent Duty.
- 7.4.** The University believes that dealing with potential signs of radicalisation should be dealt with by utilising a safeguarding approach. This approach enables relevant services within and outside the University to identify an individual's needs and vulnerabilities. This includes deciding whether the Channel Process may be of benefit to the individual.
- 7.5.** If a member of staff is concerned that an individual may be becoming radicalised s/he can seek guidance from the Safeguarding Officer (Operational) who should contact the Lead Safeguarding Officer. See section 8 below on how to make a formal report regarding all safeguarding concerns.
- 7.6.** If a student is concerned that an individual may be becoming radicalised s/he should discuss this with the Head of Department or other senior member of staff who will follow the process above.
- 7.7.** The Head of Legal Services, Governance and Risk, as the nominated Prevent Duty Lead, is responsible for the implementation of the University's Prevent Strategy.

8. Reporting a Safeguarding or Radicalisation Concern

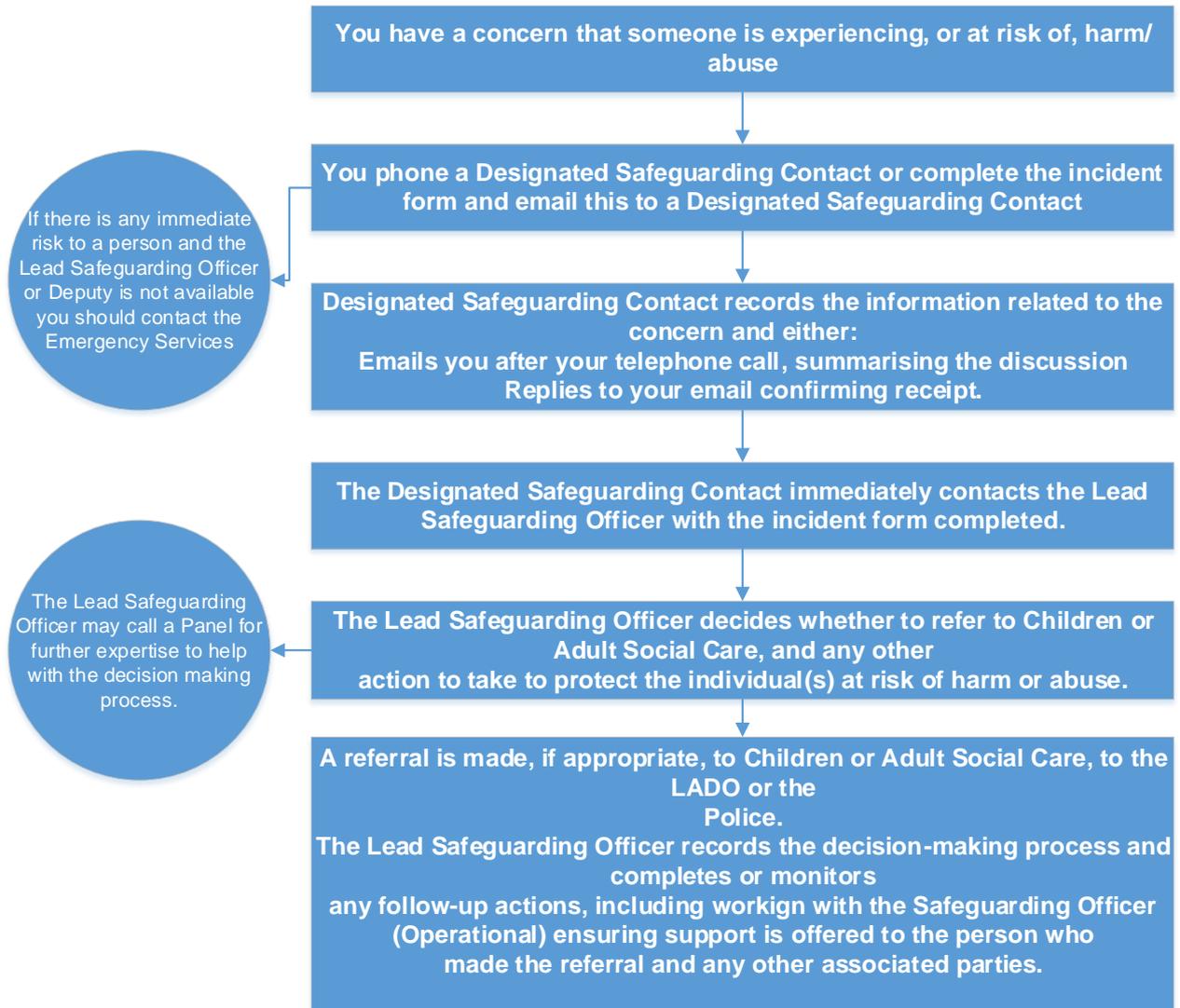
- 8.1.** If a safeguarding or potential radicalisation concern is highlighted, a report should be made without delay by completing the '*Safeguarding Incident Form*' (Appendix 1). If a concern arises outside of office hours, the Designated Safeguarding Contact should be contacted as soon as office hours 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.
- 8.2.** 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.
- 8.3.** The Lead Safeguarding Officer will decide whether to refer a case to the appropriate local Children's Social Care or other welfare Services for them to consider what, if any, further

action should be taken.

- 8.4.** 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 disciplinary procedures as appropriate.
- 8.5.** Where allegations involve a student, the Designated Safeguarding Contact will refer the matter to the Lead Safeguarding Officer (Strategic), who will refer to the Pro Vice Chancellor Student Life & Learning to initiate student disciplinary procedures as appropriate.
- 8.6.** 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 for completeness.
- 8.7.** If an allegation against relevant staff or students of the University meets any of the below criteria, 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 or possible harm of a child, which should be used in respect of all cases in which it is alleged that any person (whether connected with the University or not) has:
 - behaved in a way that has harmed, or may have harmed, a child, young person or vulnerable adult;
 - possibly committed a criminal offence against, or related to, a child, young person or vulnerable adult; or
 - behaved towards a child or children in a way that indicates s/he is unsuitable to work with children, young people or vulnerable adults.
- 8.8.** The University acknowledges that disclosures and the reporting of safeguarding concerns may cause stress and anxiety - in such circumstances colleagues can access the confidential Staff Counselling Service and students will have access to the services within the Student Development and Well Being Team. The Chaplaincy will also be available for anyone who may be exposed to a safeguarding concern.
- 8.9.** The Lead Safeguarding Officer has a responsibility to respond to any safeguarding or radicalisation concern in a timely manner. The level of risk to an individual/s 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.
- 8.10.** The University aims to obtain consent to share information. However, safeguarding issues present major challenges to consent and confidentiality; it is likely that someone being abused will fear information being passed on to others, including the police. The need to break confidentiality is rare but applies where the welfare of another person is at risk and where it is deemed appropriate to make a referral to a Designated Safeguarding Contact regardless of consent, in order to protect the wellbeing and human rights of a person or people.
- 8.11.** If you are worried about whether it is appropriate or not to break confidentiality, please contact a Designated Safeguarding Contact.
- 8.12.** There may be exceptional circumstances where it is not possible or practical to inform the

person making the disclosure that the information will be passed on e.g. if by doing this 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 written information about allegations.

Flowchart



9. Guidance

Anyone dealing with children, young persons or vulnerable adults must be familiar with the Guidelines in Annex 3 as a minimum.

Below is some guidance for staff and students working in particular areas.

9.1. 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 Senior Management Team of a Head of Department.

It is the duty of the person who is supervising an activity to complete a 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 must be submitted to the Legal Services and Health and Safety Assistant mcmannr@hope.ac.uk

All those involved in the undertaking of risk assessments should be aware that the assessment is not only a way to ameliorate, mitigate or remove any potential risks but may also be a prompt to consider alternative working practices. Risk assessments should encompass all aspects of health and safety as well as transport and safe meeting and collection of children and young people.

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 effect the control measures identified, and both parties should have copies.

It is essential that the control measures that are identified during the risk assessment are communicated effectively to those persons tasked with their implementation, and that the actual implementation of the control measures is taking place.

All staff and students that intend or may be tasked with working with children, young people or the vulnerable should ensure that they understand the implications of this policy before commencing any activity. Detailed information on carrying out an appropriate risk assessment can be obtained from the Legal Services and Health and Safety Assistant.

9.2. Checking of staff and students

The University will take all appropriate 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, rigorous checks into their eligibility will be required. The University will also seek to compile a risk assessment as above.

9.3. Organising activities for Children and Young People

The University encourages activities which engage children and young people as part of its commitment to recruitment and widening participation. It is intended that this policy supports these activities and offers assurances to staff, students, volunteers and visitors that through appropriate implementation, the University seeks to safeguard and protect children, young people and vulnerable adults and to keep them safe from harm when in contact with University students and staff (whether acting in a paid or unpaid capacity).

All staff and/or students who intend to, or maybe put in a position of, working 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.

It is the responsibility of the relevant Manager/Head of Department to ensure that an appropriate risk assessment is completed before any such activity is undertaken.

9.4. Work Experience and Employment of Young persons

The University must ensure that young people it employs or provides work experience for, are protected at work from any risks to their health or safety which are a consequence of their lack of experience, or absence of awareness of existing or potential risks.

Young people employed by the University, including children and young people engaged

in work experience at the University must have an individual risk assessment completed which details any risks associated and the steps taken to mitigate such risks. Personnel and Health and Safety can provide further information and guidance.

It is the responsibility of Managers/Heads of Schools/Departments to ensure that a risk assessment is completed before offering work experience or before employing an individual under the age of 18.

9.5. Students admitted and recruited under the age of 18

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, taking into account the academic and social developmental needs of the individual and any legislative issues. [The University has a policy dealing with Students Under the age of 18 which sets out the requirements for admission].

Parental Responsibilities

The University is not able to take on the usual rights, responsibilities and authority that parents have in relation to a child, and it will not act in loco parentis in relation to students who are under 18 years of age.

Contracts

A person aged 16 or 17 has the status to enter into necessary contracts for education and accommodation but until their 18th birthday will not be legally competent to enter into all legal contracts. In circumstances where a person must be 18 or over to be legally competent to enter into a contract, the University requires a student's parents to honour all obligations (under any contracts with the University) that the student enters into prior to his or her 18th birthday.

Student Accommodation

It should be recognised that accommodation offered by and through the University is intended for the use of adults and that special arrangements cannot be made for students who are under the age of 18 years.

Field trips

Many courses at the University have compulsory or optional field trips, excursions or other periods of study away from the University. Where an event of this nature will involve an individual under the age of 18 years, a risk assessment will be carried out. The University is unable to take any additional responsibility for a student who is under 18 years of age in relation to such activities.

Placements

Students undertaking a work placement should ensure appropriate disclosure of age on the risk assessment form (appendix 3 of the Placement Learning Code of Practice).

Holding Office

Students who are under 18 years of age are not allowed to hold office, for example, they may not be a secretary or treasurer to a sports club or other student society.

Relationships with staff

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

Parental Involvement

It is the University's usual policy 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.

Emergency Contact

Students aged under 18 years can have their refusal to receive medical treatment overridden by parents and therefore emergency contact details must be provided by students prior to their arrival at the University. However, please note that a child from the age of 16 is entitled to consent to medical treatment and that such consent cannot be overruled by parents.

International Students

Immigration regulations require an English speaking UK Guardian to be nominated if the parent/guardian of a student under the age of 18 resides outside of the UK. The UK Guardian should be someone who can be contacted quickly in an emergency situation and cannot be a member of staff or student at the University.

9.6. 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.

Appendix 1 – Form to complete when reporting a safeguarding concern



Please complete if a Safeguarding concern is identified

Name of the referrer	
Staff / student ID number	
Contact Telephone number	
Email address	
Date and time of referral/concern:	

Details of the Safeguarding Concern

Name of the individual	
Contact details / whereabouts (if known)	
Is the individual a child, young person or vulnerable adult	Child Young Person Vulnerable Adult <i>(please delete as appropriate)</i>
Please provide full details of the Safeguarding Concern (please include names, dates and times if appropriate)	

Have you discussed the safeguarding concern with any other person?	Yes / No
If you have answered Yes, please provide contact details:-	
Name Contact Phone Number Email address	

Does the safeguarding concern relate to an area of practice or partnership (for example, ITT or social work placements)?	Yes / No
If you have answered Yes, please provide full details	
Name of Partnership / placement Name of contact (eg Headteacher, Mentor, tutor etc) Telephone Number Email address	
Is the partner/placement aware of the safeguarding concern?	Yes / No
If Yes, please provide full details and what action has already been taken? Please include referrals made to external agencies such Police, Local Authority Safeguarding Boards etc.	

Is the appropriate department/faculty aware of the safeguarding concern?	Yes / No
<p>If Yes, please provide full details and what, if any action has already been taken? Please include referrals made to external agencies such as Police, Local Authority Safeguarding Boards etc.</p>	

Signed:	
Full name:	
Date:	

Appendix 2 – Designated Roles

Lead Safeguarding Officer (Strategic)	Laura Gittins Head of Legal Services, Governance and Risk	Gittinl@hope.ac.uk
Prevent Lead	Laura Gittins Head of Legal Services, Governance and Risk	Gittinl@hope.ac.uk
Deputy Lead Safeguarding Officer (Strategic)	Derrick Dykins	
Safeguarding Officer (Operational)	Laura Gittins	
Designated Safeguarding Contacts	Education Faculty Michelle Pearson Social Work Nicki Blundell External Relations Sue Kelly Faculty of Science Jane Blackmore Residential Life and Global Hope Wendy Bignold Personnel Cathryn Harrington Hope Park Sports Kevin Harris Caerdeon Richard Barry Estates James Ellison	

Appendix 3- 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 a child, young person or vulnerable adult accuses a student or member of staff of abuse or inappropriate behaviour, you should report this immediately to the relevant person.
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 from a child, young person or vulnerable adult, 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 4 - Recommended Behaviour when Handling a Safeguarding Disclosure

If a child, young person or vulnerable adult makes a disclosure 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
- Assume anything or elaborate in your notes
- 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.

Appendix 5 - Related Policies and Guidance

Student Complaints Policy
Under 18 Policy
Equality and Diversity Policy
Health and Safety Policy
Placement Guidance
DBS Guidance

