

# Safeguarding Policy



**Harper Adams  
University**

NOVEMBER 2016

# HARPER ADAMS UNIVERSITY

## SAFEGUARDING POLICY

### SAFEGUARDING CHILDREN, YOUNG PEOPLE & VULNERABLE ADULTS WITHIN THE UNIVERSITY

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# **POLICY ON SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS WITHIN THE UNIVERSITY**

## **1. Introduction**

1.1 Harper Adams University is committed to ensuring a safe and supportive environment exists for all staff, students and visitors to the University. The University recognises that there are a number of circumstances in which children, young people and vulnerable adults will come onto University premises or otherwise have contact with University staff, students or contractors.

1.2 This Policy sets out the University's approach to safeguarding children, young people and vulnerable adults within the University.

1.3 The University recognises that the success of the Policy will depend on its effective implementation. It will therefore ensure the effective dissemination of this Policy within the University and will provide appropriate training for key staff and others as appropriate.

## **2. Scope of this Policy**

2.1 This Policy applies to all University activities involving children and young people under the age of 18 and vulnerable adults. The term "young people" refers to children aged either 16 or 17 years. The term "vulnerable adult" as defined by the West Midlands Safeguarding Adults Policy & Procedure refers to a person aged 18 or above who is, or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of himself or herself, or unable to protect himself or herself from significant harm or exploitation. Vulnerable people who may be abused can be older adults who need help from others, adults with a learning disability, adults with physical disabilities, adults with mental health needs, adults who misuse alcohol or drugs.

This Policy applies to all staff and students of the University and to contractors and volunteers engaged by the University who may come into contact with children as part of their work.

2.2 The University recognises that it has certain legal responsibilities and duties to safeguard the welfare of children, young people and vulnerable adults who come onto its premises or come into contact with its staff or students, including under the Children Acts of 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and the Health and Safety at Work Act 1974. Additionally, where University staff may be held to occupy a particular position of trust with regard to children, young people and vulnerable adults with whom they come into contact, an improper relationship with a child, young person or vulnerable adult in these circumstances is likely to constitute an abuse of trust offence under the Sexual Offences Act 2003. The University also has certain responsibilities, under the Rehabilitation of Offenders Act 1974, to enquire as to the criminal records history of staff or students to assess any risk to children, young people or vulnerable adults.

2.3 The purpose of the Policy is also to ensure that the University meets its obligations under the Prevent Duty. Prevent is part of the UK's counter terrorism strategy, preventing people from becoming involved in terrorism or supporting terrorism.

## **3. Areas of Risk**

There are a number of activities undertaken or facilitated by the University which bring children, young people or vulnerable adults into contact with University staff, students, contractors, or onto University premises. The following are identified as activities which present key areas of risk:

Organised visits, summer schools, attendance on short courses or conferences and other outreach activities on University premises;

Outreach activities undertaken in schools and other venues away from University premises;  
Children, young people or vulnerable adults staying in University managed halls of residence;  
Children of University staff or students brought onto University premises;  
Children, young people or vulnerable adults attending University premises for sporting or other recreational or social purposes;  
Young people or vulnerable adults registered as students of the University;  
Young people or vulnerable adults employed by the University;  
Children or young people carrying out work experience at the University.

#### **4. Safeguarding Procedures**

4.1 The University recognises its responsibilities to safeguard the welfare of children, young people and vulnerable adults for whom it is responsible from time to time, and to work closely with statutory and voluntary local agencies to ensure that children, young people and vulnerable adults are not put at risk of harm or abuse. The University recognises that abuse can take many forms and may be physical, sexual or emotional or may arise through neglect.

4.2 The University has developed Safeguarding Procedures (**Appendix 1**), which set out the processes by which University staff or students can report concerns about a child's, young person's or vulnerable adult's welfare within the University. The Safeguarding Procedures also establish key individuals within the University who are responsible for responding to safeguarding concerns and liaising with the appropriate agencies.

4.3 These procedures also relate to any concerns staff may have in relation to their obligations under the Prevent duty. In the event that a student appears to be at risk of radicalisation, the University will continue to use the existing robust arrangements for safeguarding and supporting students. In addition to these procedures, the University will seek professional, expert advice and support from Channel Panel members and the BIS Regional Prevent Co-ordinator as appropriate. The Channel programme aims to work with the individual to address their specific vulnerabilities, prevent them from becoming further radicalised and possibly entering the criminal justice system because of their actions. (**Appendix 1-flow chart E**. should be referred to in conjunction with the University Prevent Policy).

#### **5. Statement of Best Practice**

5.1 The University has drawn up a Statement of Best Practice for staff and students who come into contact with children, young people or vulnerable adults as part of their work for the University. The Statement (**Appendix 2**) sets out examples of behaviour towards children, young people or vulnerable adults which may be regarded as appropriate, and that which may be regarded as inappropriate.

5.2 The principles in the Statement are intended not only to safeguard children, young people and vulnerable adults from harm, but also to ensure that staff or students are not put in a position where their conduct or integrity can be questioned. In the case of a contractor, failure to follow the Statement may result in the termination of their contract.

#### **6. Involvement of Parents & School Consent**

6.1 The University recognises the importance of ensuring that parents or guardians are fully aware of the activities and risks that their children may encounter in University activities. Except where the young person concerned is a student or an employee of the University, either parental

consent or consent from the school will always be obtained before the University undertakes an organised activity involving children whether on or away from University premises.

6.2 The University cannot accept responsibility for ensuring the welfare of young people under the age of 18 who are present on University premises without its knowledge or consent. Therefore, parents, guardians, schools or groups who bring their children onto the University campus must take responsibility for their safety and welfare and ensure that their children do not disturb others or damage University property. (See information in the 'Guidance for Children in the Workplace' document).

## **7. Criminal Records**

7.1 The University has a responsibility to take reasonable steps to ensure that its staff, students and contractors do not present a risk of harm to children, young people and vulnerable adults. Where staff, students, contractors or volunteers are likely to have substantial unsupervised contact with children, young people or vulnerable adults the University may at its discretion, require them to disclose any criminal records they may have by undertaking a Criminal Records Enhanced Disclosure.

7.2 As a minimum, the University through the Human Resources Department will undertake Criminal Records Enhanced Disclosures in respect of posts or roles, which involve regularly caring for, training, supervising or being in sole charge of those aged under 18 or vulnerable adults as defined by the Disclosure & Barring Service regulated activity guidelines.

7.3 The University recognises the need to take a proportionate approach to the issue of criminal records disclosures and understands that such sensitive personal information must be treated carefully and confidentially. Criminal records information will be sought on a strictly need-to-know basis, and be assessed in compliance with the Disclosure & Barring Service Guidelines.

7.4 Members of staff asked by outside bodies or individuals to undergo a Criminal Records check prior to carrying out University business (e.g. a school visit) should seek advice from the Human Resources Department.

## **8. Health and Safety**

8.1 The University tries to ensure that it provides a safe physical working environment for all its staff, students and visitors. However, many of the University's premises will present additional hazards and risks to children, young people and vulnerable adults and it is not possible for the University to guarantee the safety of children, young people and vulnerable adults on all of its premises.

8.2 Unless they are students of the University or members of staff, or are attending the University on duly authorised visits or activities, children, young people and vulnerable adults are prohibited from entering those laboratories, workshops and other premises which present particular hazards or contain fragile or valuable equipment. Those premises which are out of bounds to children should be identified as such but if there is any doubt advice should be sought from the University's Health and Safety Officer, Emma Osborne or relevant Head of Department.

8.3 Any accident on University premises involving a child, young person or vulnerable adult must be reported to the Health and Safety Officer, Emma Osborne as soon as possible and an Accident Form **must** be fully completed. An up to date list of the locations of Accident Report Forms, first aid boxes and qualified first aiders is available on Live Link within the Health & Safety section.

## **9. Risk Assessments for Organised Activities**

9.1 Except as mentioned in paragraph 9.2 below and except where children, are accompanied by their parent or guardian, a risk assessment must be completed by the organisers of any activity specifically intended for children, young people or vulnerable adults and which brings children, young people or vulnerable adults onto University premises or into contact with University staff, students or contractors in a situation where they are not a registered student of the University. Once completed, the risk assessment pro forma must be approved by the Health & Safety Officer before the activity is undertaken. Guidance on completion of the risk assessment is available from the Health & Safety Officer.

9.2 It is expected that for visits by schools where members of staff of that school are in attendance, the school will complete its own risk assessment and take its own safeguarding steps in accordance with local education authority guidelines.

## **10. Students aged under 18**

10.1 Occasionally the University may admit a young person as a student of the University, who in most such cases will not be much younger than the rest of his or her cohort.

10.2 The suitability of a person aged under 18 for admission is a matter to be determined by the Admissions Team, but once admitted as a student, the University has responsibilities to safeguard that student's welfare. As a minimum, the University will apply the principles set out in this Policy and consider the necessity of carrying out a risk assessment.

## **11. Training**

All members of staff and students of the University who may come into contact with children or young people as part of their work are required to complete and pass the online Safeguarding e-Academy Training Programme. Wider training will be provided for staff who may come into contact with vulnerable adults.

## **12. Useful contacts**

In an **emergency** always dial **999**

### **To report a safeguarding concern about a child or young person contact:**

one of the University's Designated Safeguarding Officers as detailed in the table in Appendix 1. The Designated Officer will then make any appropriate referrals to:

- Family Connect – 01952 385385 Mon-Fri 9am-5pm excluding bank holidays.
- The out of hours Emergency Duty Team – 01952 676500.

### **To report a safeguarding concern about a vulnerable adult contact:**

one of the University's Designated Safeguarding Officer's as detailed in the table in Appendix 1. The Designated Officer will then make any appropriate referrals to:

- The Council Access Team – 01952 381280

**Other contacts:**

Police – 0300 333 3000 or 101

Adult Protection Team – 01952 385667 / 385678 (for advice only).

NSPCC Helpline – 0808 800 5000

ChildLine – 0800 1111

[www.telfordsafeguardingboard.org.uk](http://www.telfordsafeguardingboard.org.uk)

**13. Implementation**

This Policy was approved by the University Executive on 22nd April 2013 and takes immediate effect. It will be reviewed in April 2014 and annually thereafter by the Human Resources Department in conjunction with the Designated Senior Person for Safeguarding.

Last Review: November 2016

**APPENDIX 1**  
**SAFEGUARDING PROCEDURES**

**A. Introduction**

1. The University recognises that abuse or risk of harm to a child, young person or vulnerable adult may take many different forms and that individuals may have different perceptions of what constitutes harm or abuse. The University regards harm or abuse of a child, young person or vulnerable adult as including any physical, sexual or emotional abuse or neglect, bullying, harassment or intimidation.

2. These procedures establish a mechanism by which concerns about a child's, young person's or vulnerable adult's welfare or risk of harm arising within, or in connection with, the University, can be addressed quickly and appropriately.

3. As far as possible, the confidentiality of all individuals involved in protection concerns will be respected. However there will be circumstances in which it is necessary for a Designated (Safeguarding) Person or other University staff, students, contractors or volunteers to share information with third parties such as the local authority, the police or a child's parents or guardians.

**Designated Safeguarding Persons**

4. The University has designated the Director of Academic Services & Academic Registrar, **Dr Abigail Hind** as the University's Designated Senior Person for Safeguarding.

5. In addition, there are five Designated (Safeguarding) Persons as follows:

<b>NAME</b>	<b>ROLE</b>	<b>RESPONSIBILITY FOR</b>
TBC	Marketing Manager – Student Recruitment & Liaison	HEA, work experience, school visits
Rebecca Hayhurst	Student Services Manager	Students and out of hours emergencies
Jo da Silva	Assistant Student Services Manager	Students and out of hours emergencies
Gillian Roberts	Assistant Student Services Manager (maternity cover)	Students and out of hours emergencies
Claire Edmonds	Student Services Officer - Accommodation	Students and out of hours emergencies
Andy Jefferies	Student Services Support Officer	Students and out of hours
Lisa Plant	Head of Department – Conferences & Short Courses	Short courses and conferences
Michelle Pryce	Domestic Services Manager	Domestic Services

6. Designated Persons have specific responsibility for responding to safeguarding concerns raised within, or in connection with, the University. They will receive training and guidance appropriate for this role, and in particular on their responsibilities as liaison contacts with the police, Family Connect, the Council Access Team and other relevant local agencies.

7. For the avoidance of doubt, the Designated Person should be the point of contact with regard to referring a child, young person or vulnerable adult if there are concerns about possible abuse. A formal written referral should not delay a verbal discussion so that immediate action can be taken if necessary. However, any referral should be confirmed in writing within 48 hours. In the absence of a Designated Person any concerns should be reported to a member of the Senior

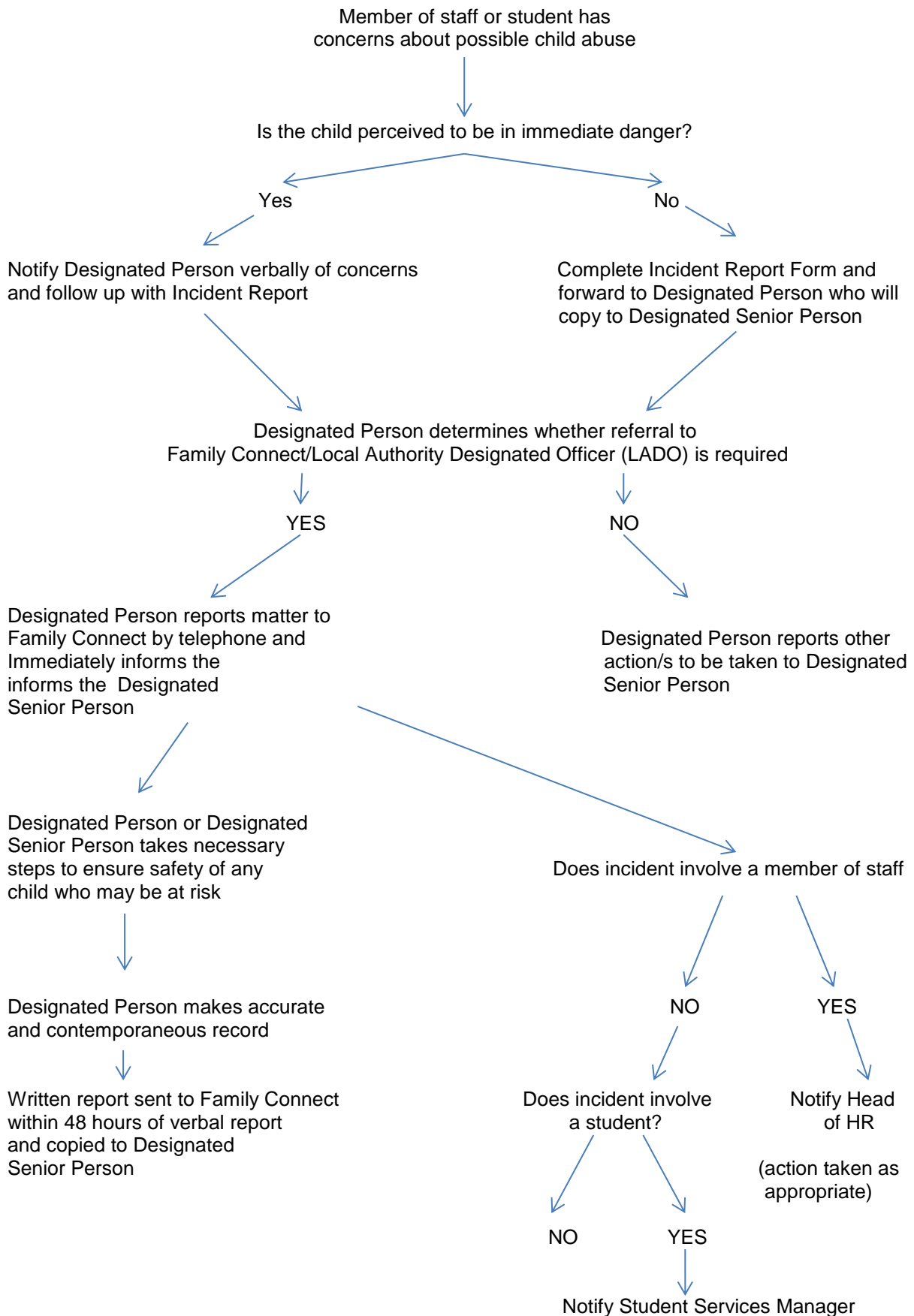


Management team and either Family Connect (regarding children or young people) or the Council Access Team (regarding vulnerable adults) or, where there is a risk of immediate harm, the Police.

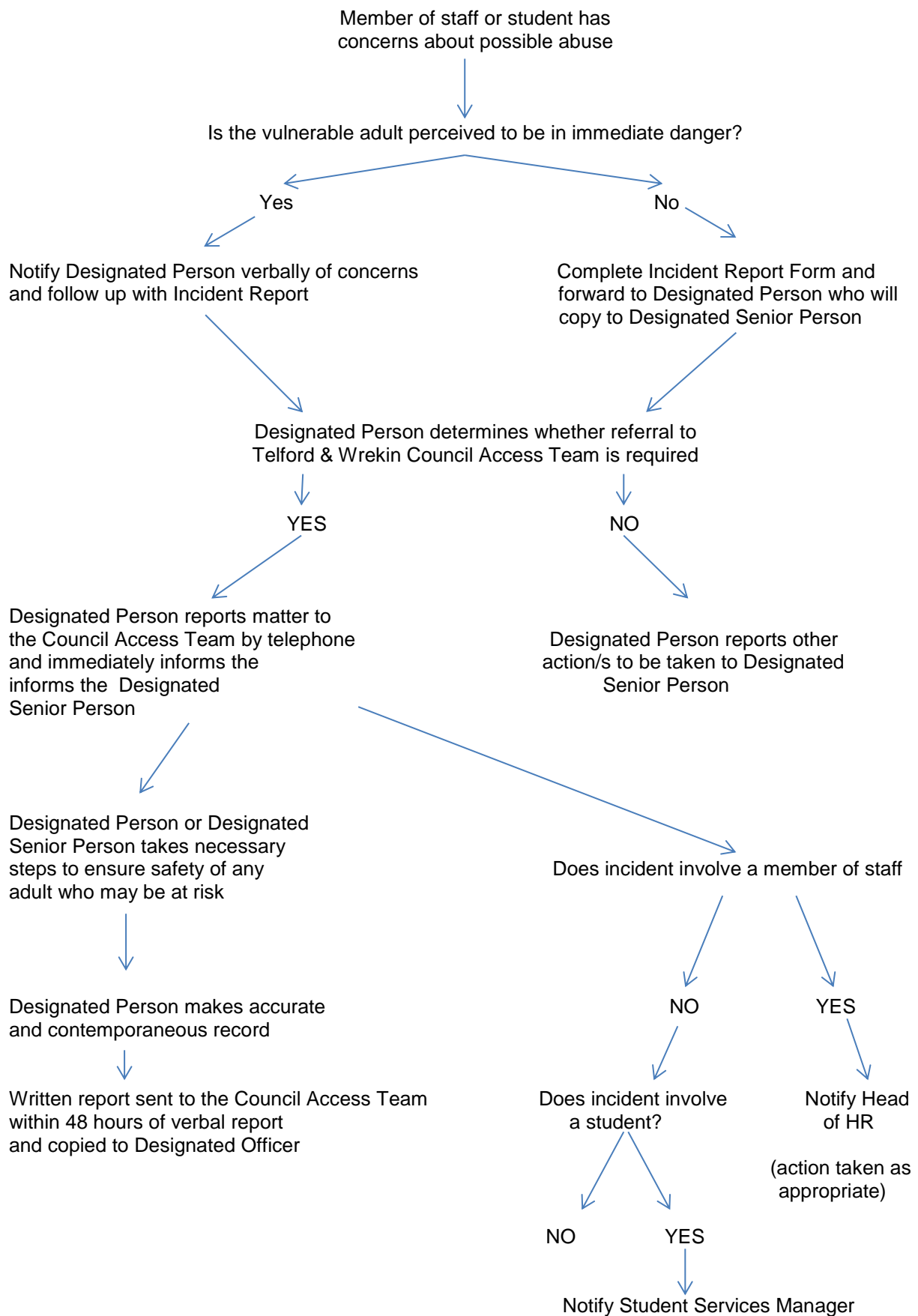
## **B. Procedure for reporting concerns**

1. The University expects all staff, students, contractors and volunteers to be alert to any concerns about the welfare of children, young people and vulnerable adults and to report any such concerns they may have, however apparently trivial, to a Designated Person. Staff, students, contractors and volunteers are also expected to co-operate fully with any police or social care enquiries that may arise into an allegation of abuse. While individual members of the University have the right to report incidents directly to Family Connect, the Adult Protection Team or the Police, where possible they should consult first with a Designated Person.
2. The person reporting a concern should make a full note of the facts that gave rise to their concern as soon as is practicable, by completing an Incident Report Form (See Appendix 2) and should immediately give a copy of this Form to the Designated Person who will in turn provide a copy to the Designated Senior Person.
3. Concerns must be reported as soon as possible and where a child, young person or vulnerable adult may be at immediate risk of harm or abuse, a Designated Person must be notified verbally straight away and an Incident Report Form completed as soon as reasonably practicable thereafter.
4. (a) It is the responsibility of the Designated Person notified of a concern to consider the seriousness of the risk or concern and if they deem it appropriate to contact Family Connect, the Council Access Team, the Police or other appropriate statutory or voluntary agencies in accordance with the specific guidance and training they have received.  
(b) Whether or not notification of Family Connect, the Council Access Team, the Police or other appropriate statutory or voluntary agencies is deemed necessary, the Designated Person shall in any event also notify the Designated Senior Person of any other action taken or proposed to be taken arising out of the incident (for example the provision of specific training).
5. The Designated Person will be responsible for ensuring the child, young person or vulnerable adult is in a safe environment until the appropriate local agencies have become involved. Where appropriate the Designated Person will reassure the child, young person or vulnerable adult concerned of the process underway, and if appropriate to ascertain any relevant factual information. However the Designated Person should only ask questions of the child, young person or vulnerable adult that are necessary to clarify whether the child, young person or vulnerable adult is alleging that abuse has taken place.
6. (a) If the incident or information involves an allegation against a member of staff, the Designated Person will notify the Head of Human Resources, Mrs Ennis Vingoe and the Local Authority Designated Officer (LADO). If appropriate, action will be taken in accordance with the University's procedures for raising a complaint and in line with the University's grievance, harassment & bullying and disciplinary policies.  
(b) If the incident or information involves an allegation against a student, the Designated Person will notify Rebecca Hayhurst, Student Services Manager.  
(c) In either case, the student or member of staff concerned will be offered the opportunity to receive appropriate advice or support.  
(d) In either case it may be appropriate to suspend the staff member or student from activities that include contact with children until an investigation has been completed. However, this will be at the discretion of the University. The University will take steps to ensure that any investigations being undertaken by the Local Authority Designated Officer are not compromised as a result of its actions.

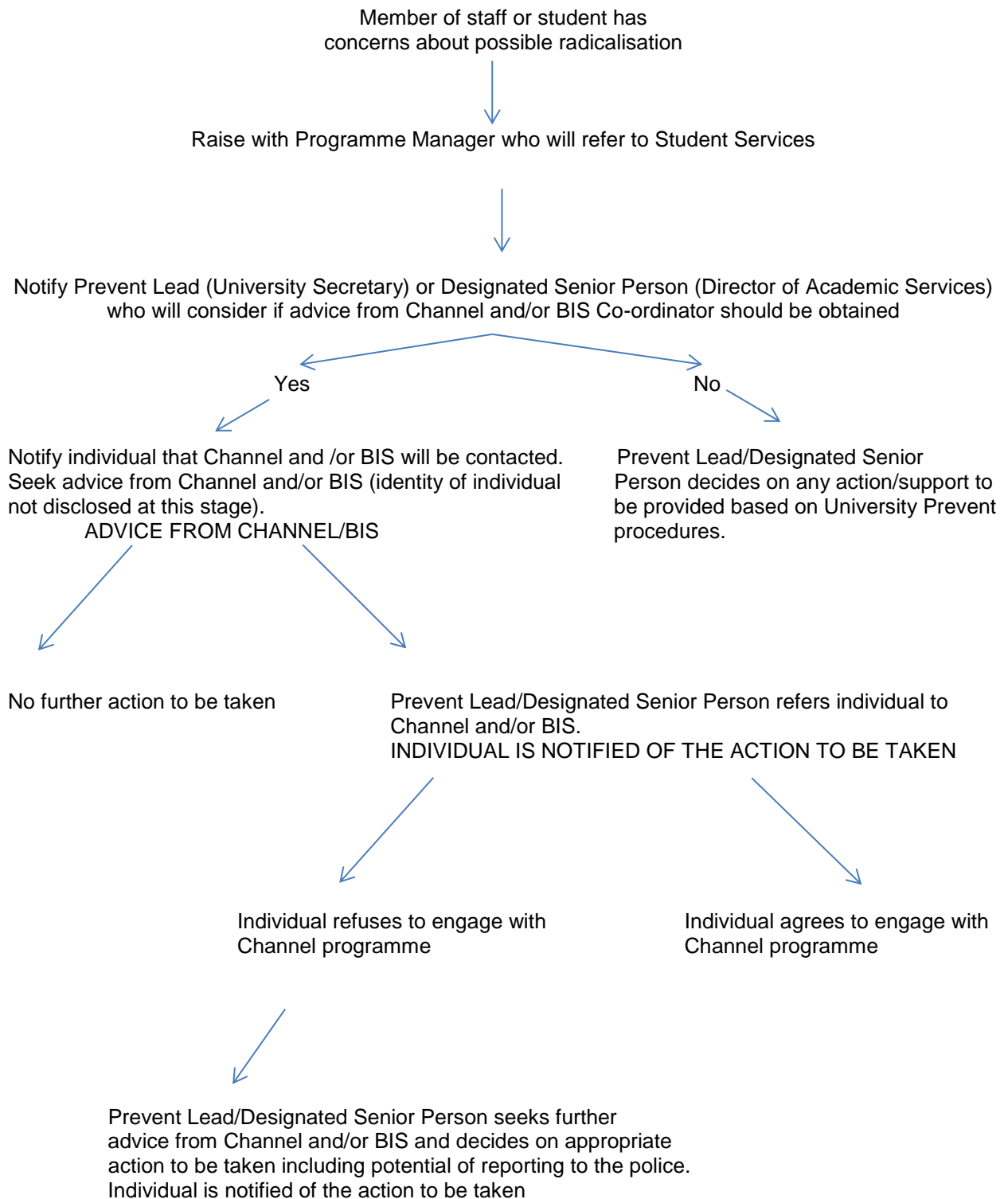
**C. Flowchart for reporting procedure for safeguarding concerns for children and young people under the age of 18**



## D. Flowchart for reporting procedure for safeguarding concerns for vulnerable adults



## E. Flowchart for reporting procedure for safeguarding concerns under the Prevent duty



## F. Advice on reacting to suspicions or disclosures

What to do	What not to do
Stay calm	Don't panic or over-react
Listen, hear and take seriously	Don't probe for more information.
Give time to allow the child, young person or vulnerable adult to say what they want	Inappropriate questioning may affect how the child's, young person's or vulnerable adult's disclosure is received at a later date
Reassure and explain that they have done the right thing in telling	Don't make assumptions, don't paraphrase or offer alternative explanations
Act immediately in accordance with the procedure in this Policy	Don't promise confidentiality, offer to keep secrets or say that everything will be OK (it may not be)
Make a written record of what was said as soon and as accurately as possible	Don't try to deal with the matter yourself
Report to the Designated Person/Designated Senior Person	Don't make negative comments about any alleged abuser
Record your report	Don't "gossip" with colleagues about what has been said to you
	Don't make a child, young person or vulnerable adult repeat a story unnecessarily

**APPENDIX 2**

**SAFEGUARDING POLICY – INCIDENT REPORT FORM**

**DETAILS OF INCIDENT**

Date & time of incident:	
Where the incident occurred:	
Briefly describe the circumstances of the incident (including the names of any parties involved):	

**DETAILS OF INJURED PARTY**

Full name of injured party:	
Parent/guardian name & contact number:	
Address:	
Home telephone number:	
Mobile telephone number:	
Sex (please circle):	Male                  Female
Date of birth:	
Nature of injury/abuse:	

Comments or explanation given by injured/abused party:	
Name & contact details of any witnesses:	
Initial action taken:	

**DETAILS OF PERSON COMPLETING REPORT**

Name & contact details:	
Signature:	
Date:	



## **APPENDIX 3**

### **Statement of Best Practice**

#### **Introduction**

The University expects all of its staff, students, contractors and volunteers whilst carrying out their duties on behalf of the University to act in an exemplary manner towards children, young people and vulnerable adults with whom they come into contact, and to ensure that their behaviour does not give rise, whether rightly or wrongly, to questions about their integrity or to allegations of abuse.

Whilst not representing an exhaustive list, this Statement sets out general expectations of behaviour in the course of their duties in terms of what may be regarded as appropriate and what may be regarded as inappropriate. University staff, students and contractors are referred to as “University representatives” throughout this Statement.

#### **University representatives should:**

- Treat everyone with fairness, equality and respect, and not show favouritism to particular children, young people or vulnerable adults;
- Be sensitive to an individual’s appearance, race, culture, religious belief, sexuality, gender or disability;
- Act as a good role model and challenge any unacceptable behaviour, comments or language from children, young people, vulnerable adults or from other University representatives;
- Report all allegations or suspicions of abuse using the University’s Safeguarding Procedures;
- Be aware that physical contact with a child, young person or vulnerable adult may be misinterpreted;
- Consider whether contact with an individual child, young person or vulnerable adult should involve a colleague being present;
- Retain a professional approach to children, young people and vulnerable adults including avoiding physical contact with a child, young person or vulnerable adult (unless it is reasonably necessary to do so for health or safety reasons, or teaching and learning), and avoiding inappropriate familiarity or making sexually suggestive comments, even in jest;
- Respect a child’s, young person’s and vulnerable adult’s right to privacy, and in residential accommodation, must not enter a child’s, young person’s or vulnerable adult’s bedroom alone or unaccompanied except in the case of an emergency.

## **APPENDIX 4**

### **Guidelines on Criminal Records**

#### **Assessing criminal records history**

The University must assess criminal records history within the relevant legal framework and in accordance with sound public law principles of decision-making as set out below.

Any decision the University makes on the impact of an individual's Criminal Records Disclosure should be proportionate, reasonable, within the University's powers, and be based on only relevant considerations (and not irrelevant matters). The decision-maker should be a person or persons of sufficient seniority within the University who is able to act impartially and fairly. It is advisable to give the individual an opportunity to make written or oral representations to the decision-maker before the decision is taken, and written reasons for the decision should be provided.

#### **Factors potentially relevant to assessing risk**

Where an individual discloses a criminal offence by way of a Criminal Records Disclosure or otherwise, the University may need to ask for more information from that person, the police or other relevant local agencies in order to assess whether the criminal records history disclosed indicates the individual presents any risk to children or to others.

The University will consider a number of factors in assessing the risk presented by any individual disclosing an offence, including:

- Is the conviction a one-off or are there several?
- How long ago did the offence take place?
- How old was the individual at the time of the offence?
- Is the type of offence relevant to the nature of work or activity which the individual will be undertaking?
- Is the behaviour that constituted the offence a particular cause for concern?
- Were there particular circumstances at the time that led or contributed to the offending?
- What evidence is there of positive change and rehabilitation in the individual's life?
- What is the individual's attitude to the offence – is it one of remorse, and do they take responsibility for the offence and the harm it caused?