

Safeguarding Children and Vulnerable Adults Policy

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1.10.18



UNIVERSITY OF
WINCHESTER

Document Title	Safeguarding Children and Vulnerable Adults Policy
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Responsible person and Department:	Nicola Barden, Director of Student Services
Approving Body:	Professional Resources Committee
Review Date:	9.10.18
Date latest edition comes into force:	10.10.18
Edition (Date of Approval)	TBC
Indicate whether the document is for public access or internal access only Indicate whether the document applies to collaborative provision? <i>(Strikethrough text, as appropriate)</i>	Public Access Internal Access Only Applies to Collaborative Provision
Summary/ Description	<p>This policy works together with the <i>Code of Practice: Health and Safety of Children and Young Persons on the University of Winchester Premises</i>; the <i>Code of Practice for Safeguarding Children and Young People in University-Organised Activities</i>; and the <i>Prevent Duty – Implementation Delivery Model</i>. Together they provide policy, procedure and guidance for the safeguarding of children and vulnerable adults who are engaged with the University.</p>

Safeguarding Children and Vulnerable Adults Policy October 2018

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This policy is written with reference to the Children Act 2004; the Government's 2018 report *Working Together to Safeguard Children*
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/729914/Working_Together_to_Safeguard_Children-2018.pdf

and *Information Sharing: Advice for practitioners*
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf

1. Statement of Intent

1.1 The University is committed to providing a safe and secure environment for all students, staff and individual visitors who access its facilities and services.

1.2 The University recognises its particular responsibility to safeguard the wellbeing of children and vulnerable adults engaged in the breadth of the University's activities. It ensures that there are appropriate arrangements in place to protect the welfare of children and vulnerable adults and to deal appropriately with issues concerned with suspected or reported abuse of children and vulnerable adults.

1.3 The University seeks to ensure that its policies and procedures comply with statutory duties, reflecting guidance and good practice in safeguarding children and vulnerable adults..

1.4 The University recognises that it has a duty to help staff and students manage their responsibilities through guidance, support and training.

2. Who and what does this policy cover?

2.1 While schools and colleges have a statutory duty to safeguard and protect young people in their care, there is no specific legislation for Higher Education Institutions, as its core client group is over 18 years old. There is nevertheless an expectation that all agencies in all sectors will address safeguarding responsibilities. There is a common law duty to take such steps that in the circumstances of an educational institution are reasonable to ensure that a child or vulnerable adult is safe and that reasonably foreseeable harm does not occur as a result of careless acts or omissions of the institution.

2.2 This Policy covers children and vulnerable adults according to the following definition:

- A child is a person under the age of eighteen years
- A vulnerable adult is a person aged eighteen or over who is or may be in need of community care services by reason of disability, age or illness; and who is or may be unable to take care of or unable to protect him or herself against significant harm or exploitation.

2.3 Safeguarding duties are integrated with promoting the welfare of children, described 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

This extends the meaning of safeguarding, which focusses more on taking all reasonable measures to minimise the risks of harm to the welfare of children and vulnerable adults.

Title of Policy / Regulations yyyy/yy

2.4 Together with this comes reinforcement of the principles of sharing appropriate information. Safeguarding is understood to be the responsibility of everybody who comes into contact with a child or vulnerable adult who may be at risk of harm. This means that the reference to 'staff' in this document includes staff of the University and the Student Union, students, volunteers and Governors; anyone approved to teach or examine on its courses; external contractors. All staff (as defined above) working in a regulated activity with children or vulnerable adults will be appropriately checked, in line with the Disclosure and Barring Service, through Human Resources.

2.5 Regulated activity is defined as:

i) any activity which involves contact with children and is of a specified nature (e.g. teaching, training, care, supervision, advice, treatment or transport) or any activity allowing contact with children in a specified place (e.g. schools, children's homes)

and

ii) where that activity is frequent, intensive or overnight

and

iii) where that activity is wholly or mainly the role, and not merely incidental.

Frequent and intensive for regulated activity is defined as:

i) In child settings: frequent means regular, repetitive activity once a week or more; intensive means four or more days in any one 30 day period (e.g. field trips, summer schools)

ii) In health settings (medical/social care): frequent means once a month or more; intensive means three or more days in any one 30 day period.

The Disclosure and Barring Policy for applicants and students can be found on:

<https://www.winchester.ac.uk/about-us/leadership-and-governance/policies-and-procedures/>

3. What to do: Safeguarding structure and responsibilities

3.1 The University has a designated University Safeguarding Officer (USO), who also takes on the role of Designated Safeguarding Lead (DSL) when required. This is the Director of Student Services, and in their absence the Head of Wellbeing. Responsibilities include monitoring, reviewing and promoting this policy; acting as a first point of contact for safeguarding concerns unless this resides within a specific programme or department; providing information on this policy to new members of staff and offering training to existing members. The Director of Student Services is also the Student Safeguarding Lead in the University's Prevent Duty Implementation and Delivery Model as, in their absence, is the Head of Wellbeing
<https://intranet.winchester.ac.uk/information-bank/document-store/Published/Forms/Department.aspx>

3.2 Some departments will have their own safeguarding policies and procedures by the nature of their work, or where professional bodies require it, for example the Faculty for Education, Health and Social Care. These areas will have their own Nominated Safeguarding Officers or equivalent (NSOs) who are responsible for ensuring the University Safeguarding Officer is aware of their role and departmental policy. Those responsible for on and off campus events will appoint an NSO for each event involving children and vulnerable adults. Where research involves children or vulnerable adults there is an increased depth of ethics scrutiny; further information can be found in the Research and Knowledge Exchange Ethics Policy:

<https://www.winchester.ac.uk/about-us/leadership-and-governance/policies-and-procedures/>

3.3 Any member of staff may come across signs of harm and/or abuse. Concerns for the wellbeing of a child or vulnerable adult should be reported to the appropriate NSO, or the USO, as quickly as possible, stating clearly what the concerns are, even if they are not confirmed. The NSO/USO will consider and begin any necessary procedures to protect the child or vulnerable adult, involving Children's Services/Social Care and/or the Police as appropriate. If this occurs while on placement in a school, the student will report their concerns directly to the School Designated Safeguarding Lead; they may also speak to the University's Initial Teacher Education Partnership Manager (ITEPM) in the Faculty for advice.

3.4 If a child or vulnerable adult discloses abuse directly to a member of staff this should always be taken seriously. It is important to stay calm, to take time to listen and without asking leading questions be sure that what the child/vulnerable adult says is clearly understood. Confidentiality cannot be offered in these circumstances; the child/vulnerable adult must be told that they have done the right thing by speaking about it, and that the information must be passed on but only to those people who need to know about it. It is helpful to tell the child/vulnerable adult what will happen next, as far as that is known. A note should be made of the date, time, place, what the child/vulnerable adult said and what was said to them.

It is not up to the university to investigate concerns or allegations of abuse but to report them to the appropriate authorities through the Safeguarding Officer(s).

Students are required to follow school procedures when on placement and report within the school.

Students on placements on other programmes should follow the rules of the placement provider and keep the programme leader informed and the USO informed.

3.5 The Student Advice and Wellbeing teams within Student Services are able to provide emotional and practical support for students who disclose that they have been or are being abused or are the victim of other inappropriate behaviour.

3.6 Where a disclosure has been dealt with through an NSO, they should normally inform the USO so that a central record of incidents can be kept.

4. Allegations against staff and students

4.1 It is a criminal offence for an adult to engage in sexual activity with a person under the age of 18 where the adult is in a position of trust in relation to the under 18 year old (Sections 3 and 4 of the Sexual Offences Amendment Act 2000 refers <http://www.legislation.gov.uk/ukpga/2000/44/contents>).

4.2 Where a staff member is concerned about the behaviour of another staff member towards a child/vulnerable adult, concerns should be reported without delay to the line manager or the NSO/USO. If this occurs while on placement in a school the student may initially contact the ITEPM who will then refer the matter on. The line manager and NSO/USO must liaise with each other and talk with the staff member involved and decide whether the concern is an issue of poor practice or possible abuse. The former will be left with the line manager to pursue through the University's Disciplinary Procedures if appropriate; in the latter case the NSO/USO will need to inform the relevant Children's/Adult's Services department. In all decisions, the safety and wellbeing of the child/vulnerable adult is paramount.

4.3 The University also has responsibilities for the wellbeing of its staff, and Human Resources will advise and guide the line manager in relation to employment issues. Support for the staff member can be found through HR and its resources, through the Trade Union. Dealing with allegations fairly, quickly and consistently is in the interests of all concerned. 4.4 Where an allegation of abuse or inappropriate behaviour is made against a student and relates to their actions as a member of the University, the Academic Registrar in liaison with the NSO/USO will advise and guide the Faculty in relation to the University's Student Conduct Policy and Disciplinary Procedures for Students where appropriate (<https://www.winchester.ac.uk/about-us/leadership-and-governance/policies-and-procedures/>). The NSO/USO may need to inform the relevant Children's/Adult's Services department of the allegation for investigation. The Security Manager will advise on ensuring the immediate safety and security of the alleged victim on campus. Actions impacting on the alleged perpetrator will be agreed with the USO and, where appropriate, the First Deputy Vice-Chancellor.

5. Preventative measures

5.1 The University strives to produce a safe and secure environment. However, University buildings and their safety precautions are designed with an adult population in mind and may not be enough on their own to keep children/vulnerable adults safe. Although the University does not act in *loco parentis* it does have a greater duty of care in these circumstances and Faculties and Professional Services will carry out risk assessments and make reasonable, proportionate adaptations to their activities where children/vulnerable adults come on to the premises.

5.2 This Safeguarding policy works in coordination with the *Policy and Guidance on the Presence of Children and Young Persons on the University of Winchester Premises* and the *Code of Practice for Safeguarding Children and Vulnerable Adults in University-Organised Activities*, which can be found on the University intranet.

6. Useful Contact Details:

University Safeguarding Officer: Director of Student Services Tel: +44 (0)1962 827679, Internal Ext 7679

University Deputy Safeguarding Officer: Head of Operations (Student Services) +44 (0)1962 827439 Internal Ext 7439

Director of Widening Participation: +44 (0)1962 827225, Internal Ext 7225

Initial Teacher Education Partnership Manager (Faculty of Health, Education and Social Care): +44 (0)1962 827356, Internal Ext 7356

Human Resources: External tel +44 (0)1962 827139 internal ext. 7139

Security Manager: External tel +44 (0)1962 827088, internal ext. 7088

7. Related Policies and Procedures

Code of Practice: Health and Safety of Children and Young Persons on the University of Winchester Premises

Code of Practice for Safeguarding Children and Young People in University-Organised Activities Prevent Duty – Implementation Delivery Model

Partnership Office Joint DBS info sheet

Partnership Office Joint DBS letter

Partnership Office safeguarding advice within School Experience Handbook and individual student DBS letter

University Admissions policy:

<http://www.winchester.ac.uk/Freedomofinformation/Publicdocuments/PublicDocuments/Admissions%20Policy.pdf>

Disclosure and Barring Service (DBS) Policy for Applicants and students on courses which require enhanced disclosure:

[http://www.winchester.ac.uk/Freedomofinformation/Publicdocuments/PublicDocuments/Disclosure%20and%20Barring%20Service%20\(DBS\)%20Policy.pdf](http://www.winchester.ac.uk/Freedomofinformation/Publicdocuments/PublicDocuments/Disclosure%20and%20Barring%20Service%20(DBS)%20Policy.pdf)

University Complaints Policy:

<http://www.winchester.ac.uk/Freedomofinformation/Publicdocuments/PublicDocuments/Complaints%20Policy.pdf>

Student Disciplinary Regulations:

<http://www.winchester.ac.uk/Freedomofinformation/Publicdocuments/PublicDocuments/Disciplinary%20Procedures%20for%20Students.pdf>