SAFEGUARDING OF YOUNG PEOPLE UNDER 18 AND VULNERABLE ADULTS

Reviewed by: Student Services Committee

Date reviewed: February 2012

Review due: February 2014

Overview

The University of York is legally obliged and committed to safeguarding and promoting the welfare of young people under 18 and vulnerable adults who access its activities or services. These include the following:

- visitors to the campus,
- users of the campus nursery,
- registered students who are under 18,
- children,
- ‘vulnerable adults’ who come onto University premises as part of organised activities such as visits or summer schools
- University staff and students engaged in activities off campus, including widening participation activities in local schools and volunteering.

Also taken into consideration are the requirements for some students, as part of their course, to work with or undertake research or placements that will bring them into contact with children or vulnerable adults.

The University has a responsibility to ensure that reasonable steps are taken to promote and safeguard the welfare of children, young people and vulnerable adults and that relevant legislation and government guidance are complied with. In accordance with the City of York Safeguarding Board and best practice guidance the University has appointed the Academic Registrar as the University’s lead member of staff in relation to safeguarding matters.
A number of procedures and guidelines have been established and agreed within the University to work towards ensuring fulfilment of the duty of care towards young people and vulnerable adults. All members of staff who come into contact with children and vulnerable adults are in a position of trust and are responsible for being aware of this and acting accordingly in ensuring their role in relation to the University’s duty of care is fully carried out.

INFORMATION FOR STUDENTS

Students under 18

Offers of admission to students who will be under 18, but over 17 on the first day of the month in which their programme commences. Regulation 6.1(a) applies. The University recognises that it has a particular duty of care to these students which may require the implementation of specific procedures. The University has a robust system of pastoral support for all students.

Details of the Admissions processes for students under 18 can be obtained from Student Recruitment and Admissions. Student Support Services is responsible for ensuring that departments and colleges are made aware of any student in their area who is under 18 at the beginning of the academic year.

Procedures are in place for students under 18 occupying residential accommodation on campus. Further details are available from Accommodation Services.

Prospective students

Departments are responsible for managing their own safeguarding procedures. Students accepted onto undergraduate and postgraduate degrees in Social Work, Medicine, Midwifery, Teacher Training and Nursing are required to obtain a satisfactory enhanced disclosure from the Criminal Records Bureau (CRB) or Disclosure Scotland. The department to which the student has applied will send these applicants details of the CRB process. Further information is available from the Department of Health Sciences, the Department of Social Policy and Social Work, and the Hull York Medical School websites.

Students applying to the Department of Education are advised that the department follows the guidelines issued by the TDA/TTA and that CRB disclosures are required in some cases. Further information is available from the department.
Widening Participation and recruitment activities

The University of York carries out a wide range of activities for young people in order to increase the levels of successful participation in HE for students and University staff are likely to go into local schools as part of widening participation and recruitment activities in addition to running residential summer schools on campus. Separate guidance has been produced in relation to these activities and is available from Student Recruitment and Admissions.

Childcare provision

The University Nursery provides childcare services on campus and is covered by comprehensive child protection policies and procedures in accordance with Ofsted requirements.

CRB checks for other students who work with children and vulnerable adults

The University of York Student Union (YUSU) and the University Careers Service coordinate opportunities for staff and students to engage in volunteering, including roles which involve work with children and vulnerable adults. The Careers Service has established a series of safeguarding policies and procedures for students and staff engaged in volunteering activities. Further information is available from the Careers Service.

Payment for CRB checks

For information about payment arrangements for CRB checks please contact the department through which you are applying for the appropriate information.

INFORMATION FOR STAFF

Safer recruitment and selection processes

Many staff across the University will be in regular or significant contact with under 18s or vulnerable adults in the course of their work.

The University is committed to maintaining robust recruitment practices and will take steps to ensure that it complies with safeguarding legislation and guidance. This will include CRB checks where departments deem necessary. It is the responsibility of the department to ensure that CRB forms are completed and
counter signed by the appropriate HR Manager. HR Services will then ensure that the process is completed.

The University is committed to ensuring that relevant staff and students have appropriate checks in accordance with accepted practices to ensure their suitability to work with under 18s and vulnerable adults or their fitness to practice on certain courses.

**Widening Participation and student recruitment activities**

The University carries out a wide range of activities with young people in order to increase the levels of participation in HE among disadvantaged students. As part of this work students and University staff are likely to go into local schools as part of widening participation and recruitment activities in addition to running residential summer schools on campus. Specific guidance has been produced in relation to these activities and is available from Student Recruitment and Admissions.

**Childcare provision**

The University Nursery provides childcare services on campus and is covered by comprehensive child protection policies and procedures in accordance with Ofsted requirements.

**Sports Centre**

All Sports Centre staff at the University are CRB checked and approved to work with children and vulnerable adults.

**Payment for CRB checks**

The University pays for CRB checks required for staff working at the University. Departments are expected to pay for CRB checks for staff employed by casual engagement.

Any members of staff working with children or vulnerable adults who need advice of who have concerns should contact Jill Ellis, Student Support Services.

**Contact**

For further information or in the event of any concern regarding safeguarding please contact:
Jill Ellis, Deputy Director, Student Support Services  
Tel: 01904 324704  
jill.ellis@york.ac.uk  

Kate Dodd, Academic Registrar  
Tel: 01904 322135  
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Appendix I

a) Relevant Links:

University Regulations:

Regulation 6: General academic regulations and procedures for students on taught programmes

- 6.1 Entry requirements
- 6.2 Enrolment requirements
- 6.3 Supervision
- 6.4 Residence and attendance
- 6.5 Progress and programme transfers
- 6.6 Suspension of enrolment
- 6.7 Appeals
- 6.8 Re-admission