University of York Children and Vulnerable Adults Safeguarding Procedure

The University of York is committed to providing a safe and secure environment for all staff, students and visitors who access its services and facilities. The University aims to adopt the highest possible standards and take all reasonable steps in relation to the welfare and safety of children and vulnerable adults. The University of York Safeguarding Framework provides the overarching framework under which a number of related policies and procedures are detailed in order to enable the University to discharge its safeguarding responsibilities.

The University has a duty of care to take all reasonable measures necessary to protect the health, safety and welfare of our students and to prevent activities that could result in harm to others. Schools and further education colleges have a statutory duty to promote the safety and welfare of children to whom they provide education and training; there is no comparable statutory duty for higher education institutions in respect of children or adults.

This document sets out the University’s policy and procedures and provides guidance in relation to safeguarding children and vulnerable adults.

Safeguarding Policy Statement

1. Introduction
The University has a responsibility and a duty of care to take appropriate safeguarding action in relation to:
   - Safeguarding children
   - Safeguarding vulnerable adults
   - Safeguarding from radicalisation (Prevent duty)

2. Scope
The University is committed to taking all reasonable steps to promote and safeguard the wellbeing of all children and vulnerable adults accessing its services and facilities, including:
   - Prospective students engaged in University of York activities
   - All current students, (including those on placement in the UK or overseas)
   - Vulnerable adults registered as students
   - Children and vulnerable adults engaged in University of York activities
   - Children resident in University accommodation
   - Staff in the course of their duties
In other instances when children of staff, students or visitors are present on the University campus, they remain the responsibility of their parent/carer.

3. Application
Safeguarding is everyone’s business and all staff and students should read, and be aware, of the implications of this policy.

4. Safeguarding Procedures
Appropriate safeguarding action should be taken wherever there is concern that a child or vulnerable adult has been harmed or is at risk of being harmed.

The University seeks to safeguard children and vulnerable adults by:
- Recruiting staff and volunteers safely, including taking up references and ensuring that, where appropriate, staff and volunteers undertake Disclosure and Barring Services (DBS) disclosures at the appropriate level.
- Having in place specific procedures around managing applications from, and monitoring the wellbeing of, students who are under 17 on the first day of the month in which their programme commences, sharing information with appropriate staff.
- Ensuring students accepted onto undergraduate and postgraduate degrees obtain a satisfactory enhanced DBS disclosure, when their course requires it.
- Producing safeguarding guidance for staff and volunteers visiting schools, or involved in on-campus activities, as part of volunteering or widening participation projects including outreach, student recruitment, volunteering and widening participation programmes.
- Ensuring that the Campus Nursery and Degree Apprenticeship provision are covered by appropriate safeguarding procedures in order to comply with Ofsted requirements.
- Helping staff recognise their responsibilities and ensuring they are aware of the procedure they should follow if they suspect a child or vulnerable adult is experiencing, or is at risk of experiencing, harm.
- Where necessary, sharing information about concerns with agencies and involving parents/carers appropriately.

The University is essentially an adult community and does not act in loco parentis for its students. However, the University is mindful of its duty of care and legal obligations, specifically those it owes under the Safeguarding Vulnerable Groups Act, 2006, the Protection of Freedoms Act 2012, and the Counter Terrorism and Security Act, 2015, (section 26), detailing the specific responsibilities to have due regard to the need to prevent people from being drawn into terrorism.

5. Designated roles
- Lead Safeguarding Officer (LSO): the University’s main point of contact for individuals wishing to report any incidents of harm or potential harm. From the date of approval of this policy the University’s LSO will be the Academic Registrar who is the Executive lead for safeguarding.
• **Deputy Safeguarding Officer (DSO):** the nominated deputy for the LSO and the operational lead for safeguarding in the University. From the date of approval of this policy the Deputy Safeguarding Officer will be the Director of Student Life and Wellbeing. The DSO will work in close partnership with the Head of Student Support (students) and the Assistant Director of HR (Operations) in the application of this policy.

• **Lead Liaison Officer (LLO):** the designated officer who will be the named contact with local authority services for communication in relation to children and vulnerable adults. The Head of Student Support is the designated LLO.

• **Prevent Duty Lead:** The Director of Health and Safety is the Prevent Duty Lead.

**Staff contact**

- Interim Director Human Resources – Rachael Millhouse

6. **Departmental safeguarding procedures**

There are a number of departmental safeguarding procedures that support the University’s commitment to safeguarding our community in specific circumstances:

- Campus Nursery safeguarding policy and procedures
- Widening Participation safeguarding policy
- Careers and Placements safeguarding policy
- York Sport safeguarding policy
- Degree Apprentices safeguarding policy and procedures

7. **Raising and reporting safeguarding concerns**

If concerns or suspicions or allegations of harm or radicalisation to a child or vulnerable adult are raised to a member of staff, they should report them immediately to their line manager or directly to the University’s designated contacts detailed in section 5 or you can report through a dedicated email account [safeguarding@york.ac.uk](mailto:safeguarding@york.ac.uk)

Students or visitors to the University should report concerns directly to the University’s designated contacts detailed in section 5 or through a dedicated email account [safeguarding@york.ac.uk](mailto:safeguarding@york.ac.uk)

Line managers should escalate the report to the LSO, DSO, LLO, Prevent Lead or the Acting Director – Human Resources, as appropriate.

The safety of the child or vulnerable adult is the priority and, if there are concerns of immediate risk of harm, emergency services should be contacted on 999 or 101.

The flow chart in Appendix 1 details the reporting procedure for safeguarding concerns and includes important factors to keep in mind when dealing with a disclosure.
In cases of disclosure of abuse the University is obliged to share information in order to address the risk of harm. This may include referral to local authority social services or, in an emergency, the police.

Appendix 2 provides a reporting form which should be used to record and report concerns.

8. **Conduct issues not covered by Safeguarding framework**
   There may be issues relating to student and staff conduct which are not covered by this Framework and these should be reported as follows:
   
   - Student misconduct, reported by students or staff:  [Report and Support tool](#).
   - Staff misconduct, reported by staff:  [Staff disciplinary procedure](#).
   - Staff misconduct, reported by students:  [complaints of misconduct procedure](#).

9. **Risk assessment**
When working with children or vulnerable adults, there may be additional health and safety risks. Such risk assessments should be undertaken proactively when working with children, young people and vulnerable adults and should consider the following issues.

   - Guidance provided in the University Health and Safety Risk Assessment procedures to ensure a careful examination of what, in your area of work, could cause harm to people so that you can assess whether you have taken enough precautions or should do more to prevent harm.

   - Identify the nature, length, frequency, intensity and time of any contact with children, young people or vulnerable adults.

   - Identify any situation where a Disclosure and Barring Scheme (DBS) check might be required.

   - Record your findings.

Guidance on the use of risk assessments can be found at Appendix 3.

The [risk assessment form](#) available from the Health and Safety department should be completed.

JPE Feb 2020
(Revised March 2021)
Appendix 1

Raising and reporting concerns flowchart

This flowchart shows the steps that should be taken if you have concerns that a child or vulnerable adult at risk is experiencing, or at risk of experiencing harm. In an emergency, call the police on 999 or 101. On campus, contact Security on 3333.

You receive information which suggests a child or vulnerable adult is being harmed, or at risk of harm.

Inform the child/adult that you need to pass the information on but that only those who need to know about it will be told.

As soon as you can, report the concern to your line manager, or a trusted colleague, who will escalate to the University Lead Safeguarding Officer, Deputy Safeguarding Officer, Lead Liaison Officer or Prevent Lead, or report to safeguarding@york.ac.uk

If appropriate the LSO, DSO, LLO or Prevent Lead will:
- Make a referral to the local social services
- Contact the police
- Consult with relevant colleagues

It is important that if you receive a disclosure you:
- Remain calm
- Listen carefully to what is being said
- Explain that the information disclosed to you will only be shared with others who need to know, but never promise confidentiality
- Act immediately but do not attempt to address the situation yourself
- Report a disclosure of harm to your line manager or to one of the University’s designated Safeguarding contacts, the Lead Safeguarding Officer, Deputy Safeguarding Officer, Lead Liaison Officer, or Prevent Duty Lead, as soon as possible,

And
• Make a confidential written record including factual details about the disclosure; time, date, what was said and the names of the parties involved.

In an emergency or out of hours and the Lead Safeguarding Officer, Deputy Safeguarding Officer, Lead Liaison Officer or Prevent Duty Lead cannot be contacted, then contact the relevant child or adult social services or the police, and also Security Services.

University contact details

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead Safeguarding Officer</td>
<td>Academic Registrar, Wayne Campbell</td>
<td><a href="mailto:academic-registrar@york.ac.uk">academic-registrar@york.ac.uk</a></td>
<td>01904 322135</td>
</tr>
<tr>
<td>Deputy Safeguarding Officer</td>
<td>Director of Student Life and Wellbeing, Paula Tunbridge</td>
<td><a href="mailto:paula.tunbridge@york.ac.uk">paula.tunbridge@york.ac.uk</a></td>
<td>01904 323007</td>
</tr>
<tr>
<td>Lead Liaison Officer</td>
<td>Head of Student Support, Jill Ellis</td>
<td><a href="mailto:jill.ellis@york.ac.uk">jill.ellis@york.ac.uk</a></td>
<td>01904 324704</td>
</tr>
<tr>
<td>Prevent Duty Lead</td>
<td>Denis Fowler, Director of Health and Safety</td>
<td><a href="mailto:denis.fowler@york.ac.uk">denis.fowler@york.ac.uk</a></td>
<td>01904 324057</td>
</tr>
<tr>
<td>Staff contact</td>
<td>Rachael Millhouse, Acting Human Resources Director</td>
<td><a href="mailto:rachael.millhouse@york.ac.uk">rachael.millhouse@york.ac.uk</a></td>
<td>01904 324872</td>
</tr>
</tbody>
</table>

External

<table>
<thead>
<tr>
<th>Organization</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of York Council Children’s Social Care</td>
<td>01904 613161 (referrals Monday-Friday office hours)</td>
</tr>
<tr>
<td>City of York Council Safeguarding Children Board</td>
<td><a href="http://www.saferchildrenyork.org.uk">www.saferchildrenyork.org.uk</a>, 01904 555650</td>
</tr>
<tr>
<td>Local Authority Designated Officer (LADO) for North Yorkshire and City of York</td>
<td>Contact via: Customer Service Centre, 01609 780780</td>
</tr>
<tr>
<td>City of York Safeguarding Adults Board</td>
<td>01904 555111</td>
</tr>
<tr>
<td>NSPCC</td>
<td>0808 800 5000</td>
</tr>
</tbody>
</table>
Appendix 2

Reporting form

RECORD OF ALLEGATION OR SUSPICION OF ABUSE

Date & Time of Initial Report:

To: Safeguarding Officer (Name):

<table>
<thead>
<tr>
<th>Name of person reporting concerns</th>
<th>Name and contact details of Child/ Young Person/ Adult in a vulnerable situation</th>
<th>Place of alleged abuse</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Name(s) of people present:

Details of Allegation or Suspicion:
Please give as much information about the allegation or suspicion, including if you suspect abuse what alerted your attention to the situation. Please include all names of the people involved.
Name person reporting incident (capitals):

Signed: Date:

Dept: Ext No:

Email address:

Please send to the Lead Safeguarding Officer, Wayne Campbell, Deputy Safeguarding Officer, Paula Tunbridge, Lead Liaison Officer, Jill Ellis, Prevent Lead, Denis Fowler, or to safeguarding@york.ac.uk
Appendix 3

Guidance on the use of risk assessment and risk assessment form

Before embarking on any University activity that may involve staff or students (whether acting in a paid or unpaid capacity) working with members of a vulnerable group, it is advisable for a risk assessment to be conducted, part of which should cover safeguarding issues. The member of staff responsible for the activity should undertake the risk assessment which, as well as identifying risks to be mitigated or removed, also provides an opportunity to consider and identify alternative working practices. There are no fixed rules on how a risk assessment should be carried out, although the following general principles should apply:

1. **Incorporate the standard University health and safety risk assessment**

The University’s Health and Safety department has developed a risk assessment form. When working with children and vulnerable adults, there may be additional risks which should be considered. The risk assessment should be proactively undertaken when working with children and vulnerable adults and should be adapted as appropriate to meet your needs.

A risk assessment is a careful examination of what, in your area of work, could cause harm to people so that you can assess whether you have taken enough precautions or should do more to prevent harm. Where appropriate, this process should include consideration of any risks that may occur involving vulnerable groups, both within the University and in settings outside the University, such as placements, field trips, summer schools, or open days where members of a vulnerable group are in our care.

2. **Identify the nature, length, frequency, intensity and time of any contact with children, young people or vulnerable adults.**

This is designed to help you identify the context within which the risks should be managed, in the areas of teaching or research, or student recruitment/widening participation activity. Identifying the different types of contact that staff or students may have with these groups should lead to consideration of where you might seek to minimise occasions where a single adult is in the company of a vulnerable group.
of a lone child, or adult in a vulnerable situation and where there is little or no possibility of the activity being supervised or observed by others. For this purpose, the terms ‘frequently’ and ‘intensively’ relate to the person doing the activity, not whether it is always with the same child or adult in a vulnerable situation.

3. **Identify the nature, length, frequency, intensity and time of any contact with children, young people or vulnerable adults.**

Once you have identified the risks you should consider how they might be mitigated or removed. For example, situations where there is only one member of staff or one student present with a lone child or adult in a vulnerable situation should be avoided where practicable. This part of the process may involve consideration of alternative working practice. For example, on occasions when a confidential interview or one to one meeting is necessary, it should be conducted in a room where the exit is clearly visible and, where possible, the door to the room is left open. Meetings with any student or employee under the age of 18 outside the normal teaching or working environment of the University should be avoided. Where such meetings cannot be avoided, another staff member should be informed that they are taking place and wherever possible ensure that more than one adult is present.

4. **Identify any situations where a Disclosure and Barring Scheme (DBS) check might be required**

Once you have identified the risks you should consider how they might be mitigated or removed. For example, situations where there is only one member of staff or one student present with a lone child or adult in a vulnerable situation should be avoided where practicable. This part of the process may involve consideration of alternative working practice. For example, on occasions when a confidential interview or one to one meeting is necessary, it should be conducted in a room where the exit is clearly visible and, where possible, the door to the room is left open. Meetings with any student or employee under the age of 18 outside the normal teaching or working environment of the University should be avoided. Where such meetings cannot be avoided, another staff member should be informed that they are taking place and wherever possible ensure that more than one adult is present.

5. **Identify any situations where a Disclosure and Barring Scheme (DBS) check might be required.**

This applies to staff or students where their normal duties fall within the definition of Regulated Activity or are listed in the Rehabilitation of Offenders Act (Exceptions) Order 1975 or the Police Act
Regulations. The definition of “normal” in this instance is in accordance with the standard dictionary definition (or variations thereof), which is “usual, regular or typical”. Therefore positions that have incidental/irregular contact with children or scenarios where an individual has incidental or indirect contact not related to a position of employment do not give rise to eligibility for DBS checks.

Decisions in relation to who should be subject to a DBS disclosure should be undertaken as part of the risk assessment process, taking into account the exact nature of the employee’s duties, where they work and the degree of contact that they have with any persons (including students) under the age of eighteen years or any adults in a vulnerable situation.

6. Record your findings.

You should keep a copy of the risk assessment form on file for future reference or use. You should initial and date the assessment when you complete it.