1. Safeguarding Framework Statement

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.

This document details the overarching safeguarding framework under which a number of related policies and procedures will be managed to allow the University to discharge its safeguarding responsibilities. The Framework directs staff, students and visitors to appropriate guidance to enable them to report concerns, suspicions and allegations of harm.

The University is essentially an adult community and does not act in loco parentis to 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.

This Safeguarding Framework details how staff and students can report concerns, suspicions or allegations of harm (section 3). If you are concerned that someone is in immediate risk of harm you should contact emergency services on 999 or 101 or contact campus security on 01904 32 3333.

2. Scope of the Framework

This Safeguarding Framework applies to all members of the University.

The University’s safeguarding responsibilities have been considered within the following framework:
- Safeguarding vulnerable adults
- Safeguarding children
- Safeguarding from radicalisation (Prevent duty)

The University of York recognises that its safeguarding responsibilities under this framework may arise in relation to all members of the University. This includes:
- All current students (including on placement in the UK or overseas)
● Prospective students engaged in University of York activities
● 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.

In relation to non-recent abuse (often referred to as historical abuse) if a student or member of staff against whom an allegation is made is still registered, employed or otherwise associated with the University community, the University is committed, as far as reasonably possible, to investigate such matters.

The University will communicate this safeguarding framework and related policies to staff and students and will ensure that staff are aware of their responsibilities to safeguard the wellbeing of vulnerable adults and children.

**Appendix A** details the key definitions, including roles, referred to in this framework and the associated policies.

3. **How to report concerns**

   **Reporting concerns or allegations of harm to a child or vulnerable adult or concerns about radicalisation**

   **Immediate Risk: Call emergency services on 999 or 101 – Campus Security on 01904 323333**

   You should consider and ensure the safety of the child or vulnerable adult, and if you are concerned that there is an immediate risk of serious harm contact emergency services without delay.

   If you have concerns or are made aware of suspicions or allegations of harm to a child or vulnerable adult you should report those concerns immediately to your line manager, a trusted colleague or directly to the University designated contacts shown below. Any colleagues who take a report should escalate the issue to the designated contacts or you can report through the dedicated email account safeguarding@york.ac.uk

   **Designated contacts**
   ● Lead Safeguarding Officer (LSO) - Academic Registrar – Wayne Campbell
   ● Deputy Safeguarding Officer (DSO) – Director of Student Life and Wellbeing – Paula Tunbridge
   ● Lead Liaison Officer (LLO) - Head of Student Support - Jill Ellis
   ● Prevent Duty Lead - Director of Health and Safety – Denis Fowler

   **Staff contact**
   ● Assistant HR Director – Operations – Rachael Millhouse

   The flow chart in Appendix A details the internal procedure for dealing with a disclosure or reported safeguarding concern.
It is important that if you receive a disclosure you:
- Remain calm and reassure the person who has approached you
- Listen carefully and allow the person time to speak
- Explain that the information they have disclosed will only be shared with others who need to know, but never promise confidentiality
- Act immediately and do not try to address the situation yourself
- It is the duty of anyone working with children and vulnerable adults to report disclosure of harm so report to your line manager or one of the designated University Contacts: Lead Safeguarding Officer; Deputy Safeguarding Officer; Lead Liaison Officer; or Prevent Duty Lead
- Make a confidential written record including factual details about the disclosure; time, date, what was said, names of parties.

This is a simple reporting procedure and details should be sent to the designated email mailto:msafeguarding@york.ac.uk.

Individuals can also make safeguarding referrals directly to the local authority, which can be contacted through the City of York Safeguarding Board.

4. Confidentiality

In safeguarding matters the issue of confidentiality is one that should be of concern to all involved. All reports relating to safeguarding concerns will be dealt with sensitively and information will only be shared with individuals who need to be made aware of the situation to appropriately discharge the University’s responsibilities.

It is important to understand that in dealing with a report of safeguarding confidentiality cannot always be guaranteed as the University, in certain circumstances, has a responsibility to report safeguarding matters to external third party agencies.

5. Governance oversight of the safeguarding policy framework and related policies and procedures

The University will take all reasonable steps to promote and safeguard the welfare of children and vulnerable adults and ensure that relevant legislation and government guidance are complied with. As Lead Safeguarding Officer (LSO) – the Academic Registrar has overall executive responsibility for the Safeguarding framework and the various policies and procedures that support how the framework is delivered.

Safeguarding Panel

The University will constitute a Safeguarding Panel which will be responsible for the dissemination and implementation of the Safeguarding Framework, related procedures and will review at an institutional level any trends and issues raised. The panel will meet to consider and review new and amended policies that relate to safeguarding, ensuring that responsibility is delegated to staff who are appropriately trained. The Safeguarding Panel will meet twice yearly, consider anonymised data and will report annually to the University Executive Board.

Membership of Safeguarding Panel
- Academic Registrar (Chair)
- Senior Academic representative (Dean of faculty/ Head of Department )
- Director of Health and Safety
• Director of Student Life and Wellbeing
• Head of Student Support
• Director of Student Services
• Assistant Director of Human Resources - Operations
• Deputy Director Student Recruitment and Admissions
• Student Union Representative
• Other colleagues (internal and external) by invitation

The Framework will be reviewed every two years or sooner when there is a change in relevant legislation.

There are certain situations relating to safeguarding related matters about which the University has a responsibility to report to third party external organisations such as the police, social services and Channel.

6. **University Policies and Procedures with links to safeguarding**

There are a number of policies and procedures that support the University’s commitment to safeguarding our community, specifically children, vulnerable adults and those at risk of radicalisation. The following list highlights some of the key policies and procedures which may be appropriate to refer to when dealing with a safeguarding issue.

**Safeguarding Children and Vulnerable Adults**
- [Children and vulnerable adults safeguarding procedure](#)

**Safeguarding from Radicalisation (Prevent)**
- [Prevent statutory duty - policy and procedure](#)

**Student related policies**
- [Admissions](#)
- [Fitness to practise](#)
- [Support to Study/attend](#)
- [Student disciplinary procedure – regulation 7](#)
- [University residencies under 18 policy](#)

**Staff related policies**
- [Personal relationships policy](#)
- [Recruitment policy](#) (specifically in relation to the recruitment of ex-offenders/unspent convictions and DBS)
- [Staff disciplinary procedure](#)
- [Records management policy](#)
- [Dignity at work](#)
- [Health and Safety – risk assessment policy](#)

**Overarching University policies staff and students**
- [Equality, diversity and inclusion](#)
- [Data protection and GDPR regulations](#)

**Departmental policies**
- [Campus Nursery policies and procedures](#)
- [Widening Participation safeguarding policy](#)
7. Risk assessment

When working with children and vulnerable adults, staff and students should ensure that they understand the implications of this Framework and related policies before commencing any programme, event, visit or other activity. There may be additional health and safety risks and these should be recorded using the risk assessment forms available from the health and safety department. Such risk assessments should be undertaken proactively when working with children and vulnerable adults.

The risk assessment process is an opportunity to mitigate or remove potential risks and consider alternative working practices.

8. Safeguarding from radicalisation (Prevent)

Following statutory guidance issued under Section 26 of the Counter-terrorism and Security Act 2015, a duty is placed upon the University of York (University) in exercising our undertakings to have ‘due regard to the need to prevent people (staff, students and visitors of the University) from being drawn into terrorism’. The Prevent Statutory Duty Guidance for Higher Education in England and Wales can be downloaded from the HM Government website.

The stated aim of the Prevent Strategy is to reduce the threat to the UK from terrorism by stopping people becoming terrorists or supporting terrorism.

The University has documented its response to this statutory duty to support the safeguarding of students and staff from radicalisation; this is detailed in the Prevent policy and procedure. If you have a concern or are informed that a member of staff or student may be at risk of being radicalised within the University community, please raise with your line manager or designated contacts or through the safeguarding@york.ac.uk email as detailed in section 3.

PJT Jan 2020
Appendix A

Key definitions

**Abuse** – is the violation of human and civil rights by another person. It may be planned or unplanned and consists of a single act or repeated acts. Abuse can take many forms and includes but is not limited to: physical, sexual, psychological, financial, discriminatory, neglect, modern slavery.

**Child** - refers to those members of or visitors to the University of York who are under 18 years of age.

**Designated roles** – the following roles support the implementation and oversight of this framework

- **Lead Safeguarding Officer (LSO)** - is 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)** - is 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 (staff) in the application of this policy.

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

- **Prevent Duty Lead (PDL)** – is the designated lead for Prevent Duty. The Director of Health and Safety performs this lead.

**Disclosure and Barring Service (DBS)** - is the government department in England and Wales responsible for ensuring employers make safer recruitment decisions through the checking of persons to prevent unsuitable individuals from working with vulnerable groups, including children.

**Harm** – Inflicting hurt/causing suffering including physical and/or mental harm which could be caused in various settings.

**Prevent Statutory Duty** - Section 26 of the Counter-Terrorism and Security Act 2015 (the Act) places a duty on certain bodies (“specified authorities” listed in Schedule 6 to the Act), in the exercise of their functions, to have “due regard to the need to prevent people from being drawn into terrorism”. The Act states that the authorities subject to the provisions must have regard to this guidance when carrying out the duty.

**Safeguarding** – is a term used to describe how we protect vulnerable adults and children from harm or neglect.
**Student at risk of harm** - for the purpose of this policy, this is a student who is at risk of harm or exploitation relating to their physical, mental, psychological well-being or potential for being drawn into criminality and/or terrorism.

**Vulnerable adult** - is one who ‘is, or may be, in need of community care services by reason of disability, age or illness: and is, or who may be, unable to take care of or unable to protect themselves against significant harm or exploitation’.
Appendix B: Safeguarding Reporting Procedure

You have concerns relating to safeguarding children/vulnerable adults or relating to radicalisation

**Internal Safeguarding Procedure**

- **No action required. Record to be kept on Incident Record Form**
- **Act on advice**
- **Action required. Record to be kept on Incident Record Form**

**Designated Contacts**
- LSO — Lead Safeguarding Officer (Academic Registrar)
- DSO — Deputy Safeguarding Officer (Director of Student Life and Wellbeing)
- LLO — Lead Liaison Officer (Head of Student Support)
- PDL — Prevent Duty Lead — (Director of Health & Safety Services)

**Safeguarding Panel / statutory body provides advice as to what should happen next**

- **Are there concerns to warrant external reporting?**
  - **YES**
    - Report to relevant statutory bodies, e.g., Police, York Safeguarding Children Board etc.
    - Record to be kept on Incident Record Form
  - **NO**
    - No further action, although may need to act to ensure support / services are provided

- **Internal Safeguarding panel convened. Chaired by Designated Contacts**
  - **YES**
  - **NO**

- **Do Designated Contacts still have concerns?**
  - **YES**
  - **NO**

- **Designated Contacts review and investigate**

- **Complete safeguarding report form or raise with line manager. Advice is available from a designated safeguarding contact.**