

**UNIVERSITY OF YORK**  
**POLICY FOR THE SAFEGUARDING OF CHILDREN,**  
**YOUNG PEOPLE AND VULNERABLE ADULTS**

**Purpose and scope of the policy**

This policy is a statement of the University's commitment to safeguarding children, young people and vulnerable adults in so far as they are engaged in university-related activities and services. The policy provides all those working for the University (including volunteers, agency staff, contractors and students) with guidance on their responsibilities in relation to the safeguarding of children, young people and vulnerable adults accessing the institution's activities and services (see Appendix 2). It also highlights the procedure (see Appendix 3) members of staff should follow if they suspect a child, young person or vulnerable adult is experiencing, or at risk of experiencing, harm. The primary responsibility of staff is to report concerns of abuse and/or harm to the relevant channels.

The policy should be consulted when applications from students under 18 are received and the relevant guidelines from Student Recruitment and Admissions must be followed.

This policy assists the University to meet its obligations under the Prevent Duty:

[http://www.york.ac.uk/admin/hsas/safetynet/Prevent/Management%20%20Procedure%20-%20Prevent%20Statutory%20Duty%20\(VS1.8%20-%20Feb%2016\).pdf](http://www.york.ac.uk/admin/hsas/safetynet/Prevent/Management%20%20Procedure%20-%20Prevent%20Statutory%20Duty%20(VS1.8%20-%20Feb%2016).pdf)

The University seeks to safeguard children, young people and vulnerable adults by:

- Recruiting staff and volunteers safely, including taking up written references and ensuring that, where appropriate, staff undertake Disclosure and Barring Services, (DBS), disclosures at the appropriate level. An enhanced DBS check should be undertaken in circumstances where a member of staff or volunteer has direct, one to one, unsupervised access to or works directly with children, young people (i.e, under 18), or vulnerable adults on a one to one, unsupervised basis.
- Having in place specific procedures around managing applications from, and monitoring the welfare of, students who are under 18 years of age on the first day of the month in which their programme commences, sharing information with appropriate staff. Specific appropriate measures should be considered and implemented for those students.

- Ensuring students accepted on to undergraduate and postgraduate degrees in Social Work, Medicine, Midwifery, Teacher Training and Nursing obtain a satisfactory enhanced DBS disclosure.
- 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 the on-campus nursery is covered by a separate comprehensive safeguarding policy and procedure in order to comply with Ofsted requirements.
- Providing specialist support services for all students.
- Helping staff recognise their responsibilities and ensuring they are aware of the procedure they should follow if they suspect a child, young person or vulnerable adult is experiencing, or at risk of experiencing, harm.
- Where necessary sharing information about concerns with agencies and involving parents/ carers appropriately.

The University also aims to ensure all current safeguarding legislation and government guidance, including the Children's Act (2004); Safeguarding Vulnerable Groups Act (2006); and Working Together to Safeguard Children (2015) are adhered to, together with fulfilling the duty to have due regard to the need to prevent students from being drawn into terrorism as per s26 Counter-Terrorism and Security Act (2015).

### **Policy statement**

The University of York is committed to taking all reasonable steps to promote and safeguard the welfare of all children, young people and vulnerable adults accessing the institution's activities and services. This includes:

- Children using the campus nursery
- Children or young people who are on campus for part of their school/ college work experience
- Admission of students who are under 18
- Accommodation of students who are under 18
- Children, young people and vulnerable adults who come onto University premises as part of outreach or recruitment activities

- Children, young people and vulnerable adults attending campus for sports-related activities
- Children, young people and vulnerable adults engaged in activities off campus with university staff and students, including outreach, recruitment and volunteering activities in schools and colleges
- Children, young people and vulnerable adults engaged in activities off campus with University students who, as part of their course, are undertaking research or placements.
- Children, young people and vulnerable adults attending specific talks and lectures delivered by external speakers on campus.

In other instances, when children of staff, students or visitors are present on the University campus, they remain the responsibility of their parent/carer.

The policy was approved by the University Executive Board on 15 December 2015 and will be reviewed every three years or when there is a significant change in legislation.

## **Appendices**

Appendix 1: Useful Definitions

Appendix 2: Roles and Responsibilities

Appendix 3: Recommended Behaviour when Handling a Safeguarding Disclosure

Appendix 4: Safeguarding Concerns Reporting Procedure

Appendix 5: Useful Information (departmental safeguarding policies; university policies and procedures; external sources of information)

Appendix 6: Checklist relating to the admission and accommodation of under 18s

## **Appendix 1: Useful Definitions**

**DBS (Disclosure and Barring Service):** This statutory body helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. It was created in 2012 out of the merger of the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA).

**Child or young person:** This applies to a person who has not yet reached their 18<sup>th</sup> birthday. In legislation and guidance 'child' typically refers to those under the age of eighteen who are still in full time education and 'young person' refers to those under the age of eighteen who have left full time education.

**Vulnerable adult:** The University considers any person to be vulnerable if they need additional protection or input to enable them to achieve their full potential. An individual's vulnerability can vary depending on the activity being carried out and the people that are present. Some of the groups the University deems to be vulnerable include, but are not limited to:

- Care leavers
- Young carers
- Students with disabilities where they have specific support needs and as a result of those needs are unable to protect themselves against the risk of abuse or harm
- Students who are, or have been, subject to abuse
- Students who may be living in temporary accommodation

**Safeguarding:** This is the term used to promote the welfare and protection from harm of children and young people. This term is broader than 'child protection' which refers to activities undertaken to prevent children suffering significant harm. Safeguarding, in addition to child protection, also encompasses protecting children from maltreatment, preventing impairment of children's health and ensuring children grow up in a safe environment.

**Abuse:** This is a violation of human and civil rights by another person. It may be planned or unplanned and consist of a single act or repeated acts. Abuse can take many forms and includes but is not limited to:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect
- Discriminatory abuse
- Online abuse

## **Appendix 2: Roles and Responsibilities**

### **All members of staff**

Safeguarding is everyone's responsibility. All members of staff who come into contact with children, young people and vulnerable adults are in a position of trust and have a duty of care to act if there is a cause for concern. All members of staff should:

- understand what abuse is
- listen carefully to children, young people and vulnerable adults
- be aware of and act in accordance with the University's safeguarding policy and procedure
- participate in appropriate safeguarding training (and, where required in the case of appropriate staff, training relating to the Prevent Duty)
- consult with and take advice from the University's designated lead for Prevent where there is reason to believe that a student to whom this policy applies may be at risk of being drawn into terrorism.

### **Position of trust**

Members of staff must not put children or young people at risk of harm by their own conduct. It is a criminal offence for a person who is 18 or over to engage in sexual activity with a person who is under 18, where the older person is in a position of trust. A position of trust is one where the person (who is 18 or over) 'looks after' persons under 18 who are receiving education at an educational establishment. 'Looks after' is defined as caring for, training, supervising or being in sole charge of a child or children.

### **Safeguarding officers**

The members of staff listed below are the University's Safeguarding Officers. The role of these members of staff is:

- to offer an initial point of contact, should any student or staff member in the department have any concerns relating to safeguarding
- to highlight and champion best practice relating to safeguarding
- to undertake appropriate safeguarding training
- to ensure appropriate local procedures are in place

<b>Name</b>	<b>Department</b>	<b>Email address</b>
Tom Banham	Careers	<a href="mailto:tom.banham@york.ac.uk">tom.banham@york.ac.uk</a>
	York Students in Schools	
Holly Hennell	York Students in the Community	<a href="mailto:holly.hennell@york.ac.uk">holly.hennell@york.ac.uk</a>
Roxanne Pendlebury	Student Recruitment and Admissions	<a href="mailto:roxanne.pendlebury@york.ac.uk">roxanne.pendlebury@york.ac.uk</a>
Liz McNeil	Widening Participation	<a href="mailto:liz.mcneil@york.ac.uk">liz.mcneil@york.ac.uk</a>
Margaret Kuby	Accommodation Services	<a href="mailto:margaret.kuby@york.ac.uk">margaret.kuby@york.ac.uk</a>
Rob Hargrave	HR and Staff Recruitment	<a href="mailto:rob.hargrave@york.ac.uk">rob.hargrave@york.ac.uk</a>
Keith Morris	Sports Centre	<a href="mailto:keith.morris@york.ac.uk">keith.morris@york.ac.uk</a>
Ruth Mellard	Campus Nursery	<a href="mailto:ruth.mellard@york.ac.uk">ruth.mellard@york.ac.uk</a>
Anne Haversham	Open Door Team	<a href="mailto:anne.haversham@york.ac.uk">anne.haversham@york.ac.uk</a>
Katie Batley	Department of Health Sciences	<a href="mailto:katie.batley@york.ac.uk">katie.batley@york.ac.uk</a>
Paula Mountford	Department of Education	<a href="mailto:paula.mountford@york.ac.uk">paula.mountford@york.ac.uk</a>
Samantha McDermott/ Sharon Harrison	Department of Social Policy and Social Work	<a href="mailto:samantha.mcdermott@york.ac.uk">samantha.mcdermott@york.ac.uk</a> <a href="mailto:sharon.harrison@york.ac.uk">sharon.harrison@york.ac.uk</a>
Joanne Needham	HYMS	<a href="mailto:joanne.needham@hyms.ac.uk">joanne.needham@hyms.ac.uk</a> <a href="mailto:joanne.needham@york.ac.uk">joanne.needham@york.ac.uk</a>
Iain Brennan, College Services Director	International Pathway College	<a href="mailto:iain.brennan@york.ac.uk">iain.brennan@york.ac.uk</a>

It is not the responsibility of University staff to investigate, make judgements or provide a response on safeguarding matters. It is simply their responsibility to follow the Safeguarding Concerns Reporting Procedure (see Appendix 4) if there is a cause for concern.

### **Lead Safeguarding Officer**

In accordance with the City of York Council Safeguarding Board and best practice guidance the University has appointed the Academic Registrar as the University's strategic lead in

relation to safeguarding matters. The Lead Safeguarding Officer is accountable for the University's safeguarding practice. His contact details are as follows:

Name	Role	Email address	Telephone number
Kate Dodd	Academic Registrar	<a href="mailto:Academic-registrar@york.ac.uk">Academic-registrar@york.ac.uk</a>	01904 322134

### Deputy Safeguarding Officer

The Deputy Director, Student Support is the University's Deputy Safeguarding Officer and is the main contact within the University for the protection of children and vulnerable adults. The Deputy Safeguarding Officer should be contacted by members of staff who need advice or have any safeguarding concerns. Her contact details are as follows:

Name	Role	Email address	Telephone number
Jill Ellis	Deputy Director of Student Support	<a href="mailto:jill.ellis@york.ac.uk">jill.ellis@york.ac.uk</a>	01904 324704

### Prevent

The University's designated lead for safeguarding issues in relation to Prevent is the Director of Health, Safety & Security, Denis Fowler. His contact details are as follows:

Name	Role	Email address	Telephone number
Denis Fowler	Director of Health, Safety & Security	<a href="mailto:denis.fowler@york.ac.uk">denis.fowler@york.ac.uk</a>	01904 324057

### Notes

- In instances where the concern relates to possible radicalisation and/or extremism as defined by the Prevent Duty, the Deputy Safeguarding Officer will consult with the Director of Health, Safety & Security and the Registrar & Secretary, who will consider what action is necessary (including referral to external bodies).
- Where a detailed departmental policy is in place (see Appendix 5), you should refer to this reporting procedure in accordance with that policy.

- Where safeguarding incidents occur within a partner setting (e.g. a school) the partner's Safeguarding policy and reporting procedure should be followed.
- Staff and students should not be overly-concerned that they will be breaching the Data Protection Act, as complying with the Policy usually overrides such obligations.

### **Appendix 3: Recommended Behaviour when Handling a Safeguarding Disclosure**

If a child or vulnerable adult makes a disclosure to you, it is important to:

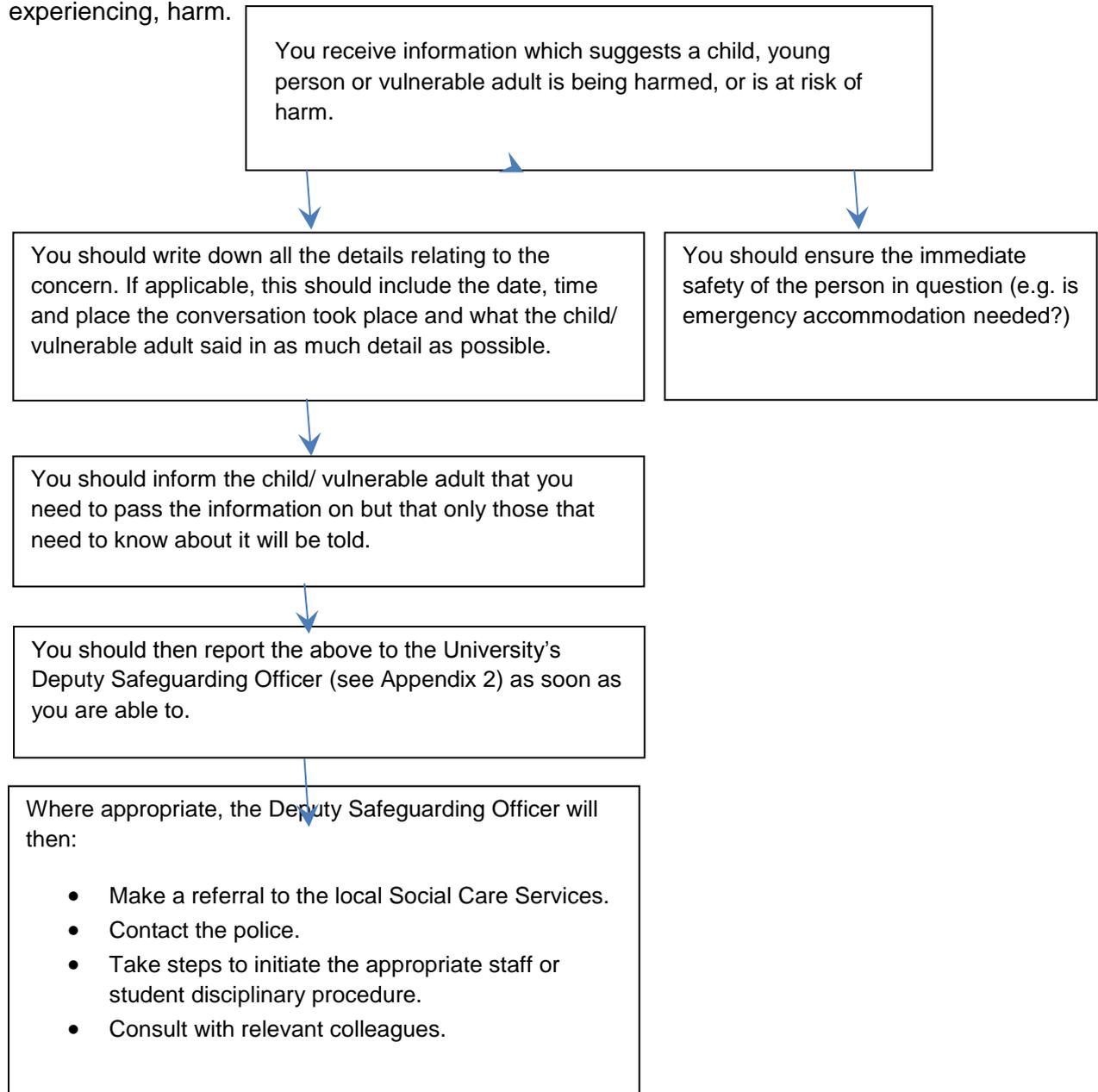
- Take everything that is said seriously
- Remain calm and listen carefully
- Reassure the person that they have done the right thing by disclosing
- Explain to the person what you will do now e.g. who you need to tell

It is important NOT to:

- Ignore the disclosure
- Panic
- Question the individual further (but if necessary you may seek to clarify what has been disclosed using open questions)
- Make any promises of confidentiality
- Assume anything or elaborate in your notes
- Investigate, make judgements or provide a response

## **Appendix 4: Safeguarding Concerns Reporting Procedure**

This flowchart shows the steps that should be taken if, as a member of staff at the University, you have concerns that a child, young person or vulnerable adult is experiencing, or at risk of experiencing, harm.



## **Appendix 5: Useful Information**

### **Departmental Safeguarding Policies**

[Nursery Safeguarding policy](#)

[Widening Participation Safeguarding policy](#)

[York Students in Communities Safeguarding policy](#)

[YSIS Safeguarding policy](#)

[YSIS and York Communities in Schools DBS procedure](#)

### **Relevant University Policies and Procedures**

The following is a list of the main University of York policies which may be appropriate to refer to when handling a safeguarding issue:

[Staff Recruitment Policy](#)

[Admissions Policy](#)

[Equality and Diversity Policy for Students](#)

[Data Protection Policy](#)

[Records Management Policy](#)

[Student Disciplinary Procedure](#)

[University Residences Under 18 Policy Confidentiality policy](#)

[Inclusion policy](#)

[Dignity at work policy](#)

[Use and storage of photography and digital media policy](#)

[Prevent Management policy and procedure:](#)

[http://www.york.ac.uk/admin/hsas/safetynet/Prevent/Management%20%20Procedure%20-%20Prevent%20Statutory%20Duty%20\(VS1.8%20-%20Feb%2016\).pdf](http://www.york.ac.uk/admin/hsas/safetynet/Prevent/Management%20%20Procedure%20-%20Prevent%20Statutory%20Duty%20(VS1.8%20-%20Feb%2016).pdf)

### **Links to External Sources of Information**

[City of York Safeguarding Children Board](#)

[North Yorkshire Safeguarding Children Board](#)

[Disclosure and Barring Service \(DBS\) Checks](#)

HEFCE's Prevent Monitoring Advice Note <http://www.hefce.ac.uk/reg/prevent/framework>

## Appendix 6: Checklist

### Checklist relating to the admission and accommodation of registered University of York students under 18

#### *The Department making an offer of study has lead responsibility for safeguarding.*

##### ➤ **Pre arrival:**

- Parental consent: establish chaperone/guardian/family in UK [This is good practice especially around vacation time]
- Tier 4 Visa (not child) and needs to bring proof of funds for plus tuition fees<sup>1</sup>
- Designated, DBS checked members of staff, in place to assist Tier 4 visa students under 18 with the collection of their Biometric Residence Permit (BRP).
- Parents made aware (in writing) of the adult environment of the campus and sign off that they understand this.
- University has support structures in place but these are configured for independent adults.

**Note that the University's relationship with students under 18 does involve an enhanced Duty of Care but is not that of 'in loco parentis'.**

- Parents to provide:
  - Emergency contact details.
  - Medical consent, noting that children can consent to medical treatment from the age of 16, and in some circumstances younger
- Contact always primarily with student (incl parental contact too).
- Assess student for maturity and evaluate if living on campus is feasible or whether they should live with a host family or will a chaperone be accompanying?
- Who from the department will be meeting student at the airport (if non-UK) or will they be accompanied to the University by family?
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- **Consideration given to:** Culture and environment including:
  - Sexual relationships ['position of trust' implications and potential criminal liability],
  - General relationships,
  - Isolation
  - Homesickness
  - Greater risk of abuse

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<sup>1</sup> Please confirm this with Immigration Advice Service within Student Support as requirements are currently subject to frequent change

- **College matters:**
  - Accommodation - while catering packages are available the provision of a fully catered 7 day a week package for all under 18s is not currently possible in the University College system. Nevertheless, our goal is to ensure that, wherever possible, under 18s benefit from the catered packages that are available.
  - Experience of cooking
  - Dietary requirements
  - Homesickness
  - Alcohol and drugs
  - Media/DVDs
  - Briefing of staff and flatmates
  
- **Departmental matters:**
  - Identify staff who need DBS checking
  - International Pathway College - identification of specific procedures
  - Course content and challenge if under 18s exposed to content e.g. Films or other material restricted to persons over 18 in TFTV or in relation to adult content in cases studies for aspects of the Law degree or controversial content on a History of Art course.
  - Induction
  - Supervisor
  - Viability of Course placements vis a vis Safeguarding and Guardianship considerations
  - Careers
  - Homesickness
  - Vulnerability to isolation
  - Vulnerability to abuse
  - Volunteering (does being under 18 prevent participation?)
  - Clubs and societies (does being under 18 prevent participation including insurance cover?)
  - Course reps/roles etc (does being under 18 prevent participation?).