Safeguarding Policy
Student Recruitment and Widening Participation

Summary of changes since last review:

- Changes to reflect the new KCSIE 2018
- Greater emphasis on what staff and volunteers should do in the case of disclosure

1. Definitions:

1.1. Safeguarding and promoting the welfare of children means:

- 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

Child protection: is part of this definition and refers to activities undertaken to prevent children suffering, or being likely to suffer, significant harm.

Abuse: is a form of maltreatment of a child and may involve inflicting harm or failing to act to prevent harm. For more information please visit; https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/

Children/Child or young person’s or Pupil: refers to everyone under the age of 18.

Staff: is any one person employed by the University of York on a casual, part time or full time capacity and working with young people. This includes student ambassadors, residential assistants, Graduates that teach (GTA), E-mentors, administrative staff and academic staff involved in outreach activities.

Volunteers: refers to all external volunteers who may work with young people (e.g. business professionals who provide mentoring).

Must: means it a legal obligation to comply in order to keep young people safe.

Should: means that it is important to comply unless there is a good reason not to do so.

DSO: Designated Safeguarding Officer

DSL: Designated Safeguarding Lead
2. Introduction and Purpose:

2.1. The aims of this policy are as follows:

- To actively promote and safeguard the welfare of children, staff and others who come into contact with the University of York;

- To have clear procedures in place for dealing with and referring concerns of the welfare of any individual and/or allegations of abuse;

- To raise the awareness of all staff of their safeguarding responsibilities and how to report concerns;

- To ensure staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children and others and feel supported in this role;

- To ensure robust safeguarding practice throughout the University of York.

- To ensure robust appropriate action is taken in a timely manner to safeguard and promote children’s welfare.

- To make sure all staff are aware of, and understand fully their statutory responsibilities with respect to safeguarding; Staff are properly trained in recognising and reporting safeguarding issues.

3. Scope:

Safeguarding and child protection is everyone’s responsibility. This policy applies to all staff and volunteers working within the Student Recruitment and Admissions department and is consistent with the procedures of the local safeguarding board. Our policy and procedures apply to on campus visits, off campus activities, residential programmes and all online activities.

Staff and volunteers involved in events for younger children or young persons, or any staff working with young people under the age of 18, must be committed to the health and safety of all participants and be aware of safeguarding issues and procedures.

All staff and students who are involved in activities with children and young people must obtain satisfactory disclosure from the Disclosure and Barring Service (DBS) at Enhanced level. It is advised this is carried out as part of new staff induction or recruitment. Staff and students without satisfactory disclosure from the DBS should not be given unsupervised access to children and it is the responsibility of programme organisers to ensure that procedure is followed.
4. Designated Safeguarding Officers:

The designated staff members to whom concerns over safeguarding should be reported to are as follows;

Emma Mc Shane (Student Recruitment Officer)
Lead contact regarding safeguarding policy and staff training
Tel: 01904 32 4266 Email: emma.mcshane@york.ac.uk

Lorna Bowling (Acting Widening Participation Manager)
Tel: 01904 32 4044 Email: lorna.bowling@york.ac.uk

Angela Purdham (Widening Participation Officer)
Tel: 01904 32 4635 Email: angela.purdham@york.ac.uk

Andrea Bourne (Student Recruitment Manager)
Tel: 01904 32 3197 Email: andrea.bourne@york.ac.uk

Roxanne Pendlebury (Head of Admissions /Deputy Director SRA)
Tel: 01904 32 4035 Email: roxanne.pendlebury@york.ac.uk

Paul Armstrong (Head of Student Recruitment and Outreach)
Tel: 01904 32 4025 Email: paul.armstrong@york.ac.uk

In the first instance during a visit/residential, Residential Assistants should speak to the Officer running the residential, who will then refer the concern to the Designated Safeguarding Officer on the rota. If the residential assistant wishes to make a disclosure about lead staff members running the residential, they can contact the above DSO’s directly. The out of hours contact number for the staff member on duty will be provided during the residential.

The University of York designated Safeguarding Lead is Paula Tunbridge
Deputy Director of Student Support – Tel: 01904 324838 Email: paula.tunbridge@york.ac.uk
5. Safeguarding Children and Child Abuse:

Working Together 2013 is a publication by the Department of Health and the Department of Education that aims to set out how organisations and individuals can work together to safeguard children.

5.1. What does Safeguarding Children Mean?

According to Working Together 2013, safeguarding children is defined as:

‘The process of protecting children from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables children to have optimum life chances and enter adulthood successfully.’

5.2. What is the difference between Safeguarding Children and Child Protection?

Safeguarding children is the term used to cover all aspects of promoting a child’s welfare, including all the things listed in the definition above, such as protecting a child from maltreatment, aiding their development, keeping them safe and ensuring they have the best outcome in life.

Child protection is the single aspect of safeguarding children that is focused on protecting a child who is suffering from, or has the potential to suffer from, significant harm. Significant harm can include maltreatment, abuse and neglect, premeditated abuse, a single traumatic event or an accumulation of events that damage the child’s physical and/or psychological development.

If any member of staff or student is concerned that a child or young person in his or her care is being, or may be abused, they should communicate their concerns to the designated staff member as soon as possible.

5.3. Child Abuse

There are many types of abuse including:

- Physical
- Emotional
- Sexual
- Neglect

The above categories are not intended to be exhaustive. For further details about child abuse please visit; https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/
5.4. High Risk Children and Young People

Some children have an increased risk of abuse, and additional barriers can exist for some children with respect to recognising or disclosing it. We are committed to anti-discriminatory practice and recognise children’s diverse circumstances. We ensure that all children have the same protection, regardless of any barriers they may face.

We give special consideration to children that may be deemed as higher risk, these include children or young people who:

- Have special educational needs and/or disabilities.
- Are young carers.
- Are Care Leavers
- May experience discrimination due to their race, ethnicity, faith and belief, gender identification; sexuality.
- Have English as an additional language.
- Are known to be living in difficult situations – for example, temporary accommodation or where there are issues such as substance abuse or domestic violence.
- Are at risk of FGM, sexual exploitation, forced marriage, or radicalization.
- Are asylum seekers.

5.5. Extremism and radicalisation

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. Extremism is vocal or active opposition to inclusive values, such as democracy, the rule of law, individual liberty, and mutual respect and tolerance of different faiths and beliefs.

Teaching a child or young person extremist views and radicalisation is a form of child abuse as classified by the NSPCC.

Prevent is a government lead scheme that aims to safeguard people and communities from the threat of terrorism. Prevent is one of the four elements of CONTEST, the Government’s counter-terrorism strategy. It aims to stop people becoming terrorists or supporting terrorism.

If you have a concern about a child or young person regarding extremism and radicalisation please proceed with the following procedure;

If the child or young person is not at immediate risk of harm, speak to one of the Designated Safeguarding Officers first to agree a course of action, this may include making a referral to local authority children’s social care or police directly if appropriate. In the first instance the DSO will discuss the matter with the University of York Safeguarding lead and the Prevent Lead within the City of York Council (details listed in important external contacts below) to determine how to proceed.

The Department for Education also has a dedicated telephone helpline, 02073 407264 that anyone can call to raise concerns about extremism with respect to a child or young person. You can also email counter.extremism@education.gov.uk. Note that this is not for use in emergency situations.
In an emergency, call 999 or the confidential anti-terrorist hotline on 0800 789321 if you:

- Think someone is in immediate danger;
- Think someone may be planning to travel to join an extremist group;
- See or hear something that may be terrorist-related

There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. Radicalisation can occur quickly or over a long period.

For further information about warning signs visit the government website Educate Against Hate.

Children who are at risk of radicalisation may have low self-esteem or be victims of bullying or discrimination. It is important to note that these signs can also be part of normal teenage behaviour staff should have confidence in their instincts and seek advice if something feels wrong.

6. Engagement with Children and Young People:

6.1. Health and Safety

The University encourages activities which engage children and young people as part of its commitment to engage young people in higher education. The implementation of this Policy does not seek to discourage such activities. Instead, it seeks to support these activities and to offer assurances that through its implementation, the University seeks to protect children and young people and to keep them safe from harm when in contact with University staff and volunteers (whether acting in a paid or unpaid capacity).

All staff or volunteers who intend to, or may be put in the position of, working with children, young people should ensure that they understand the implications of this Policy before commencing any programme, event, visit or other activity.

All staff members and volunteers should have conducted sufficient safeguarding training and have a satisfactory disclosure from the Disclosure and Barring Service (DBS) at Enhanced level, before they engage with any activities involving young people.

All those involved in the risk assessment process should understand that the risk assessment is not only a way to mitigate or remove any potential risks but may also be a prompt to consider alternative working practices. The risk assessment process should encompass all aspects of health and safety e.g. fire, security etc.

Risk assessments should consider practical arrangements e.g. transport and safe collection of children and young people. For further guidance about completing risk assessments please attend the University of York’s Risk Assessment Training or seek advice from the Health and Safety department.

If the activity is in conjunction with another organisation there must be a written agreement as to whose responsibility it is to undertake the risk assessment. The University must have a copy of the other organisation’s risk assessment.

Staff working with children or young people should familiarise themselves with the staff code of
conduct.

At residential events staff sharing student accommodation must ensure that they are aware of emergency procedures including emergency exits and that in the event of any emergency requiring evacuation all students leave the building in accordance with agreed procedure. Students should be advised regarding the safe use of equipment and facilities in their rooms and shared areas, and on safe behaviour in classes and laboratories.

7. Conduct Regarding Children, Young People:

In order to ensure that their own behaviour is not misinterpreted staff and student volunteers should adhere to the following:

- All conversations with children or young persons must be conducted in a public place.
- Physical contact with children or young persons must be avoided.
- Unless circumstances make it impossible to comply, do not take a child or young person, to the toilet unless either another staff member or volunteer is present.
- If you find you are in a situation where you are alone with a child or young person wherever practicable make sure that others can clearly observe you.
- Avoid close personal relationships with a child or young person in relation to whom you are in a position of trust.
- Do not make suggestive or inappropriate remarks to or about a child or young person, even in fun, as this could be misinterpreted.
- If a child or young person accuses a student or member of staff of abuse or inappropriate behaviour, you should report this immediately to the relevant person such as DSO.
- The duty to report applies equally to complaints or accusations of historic, and not just recent, abuse/inappropriate behaviour.
- If physical restraint of a child or young person is required for his or her own safety, or that of another child, the minimum force should be used for the least possible time. An incident report should be written and should include the names of staff and witnesses should be included.
- If first aid is necessary and is administered by a trained professional, an incident report should be completed and the names of any staff and witnesses included.
- Avoid taking a child or young person alone in a vehicle on journeys.
- For residential events no visits should be made to a child or young person’s accommodation by individual members of staff. If a visit is necessary the staff member should be accompanied by a second member of staff, or if the situation is urgent another child or young person and the door to the student’s room should be left ajar. Bed checks (for particular residential events) can normally be made from the door of the child’s room.
- If a child or young person makes a complaint, or if there are other reasons for suspecting
abuse, you should not attempt to investigate this yourself, but should report your concerns to one of the Designated Safeguarding Officers (contacts above).

8. Photography and Video Consent:

We will seek to avoid situations where images can be inappropriately misused, adapted or circulated. Organisers of any event involving children, young people need to;

- Obtain written consent from parents or carers prior to the event for any young person under the age of 16 years old.

- Obtain written consent from the young person themselves between the ages of 16 and 18 years old.

- Ensure the information for parents, children and schools states that the University is not responsible for any photography/filming taken on individual mobile phones or digital cameras.

- Never use personal phones or camera to take photographs or videos of any child or young person. Only use equipment provided by the University.

- Include photography and video in the Risk Assessment for the event, establishing how images may be used and the risks of misuse avoided.

- Make sure they do not publish personal details alongside an image.

- Give young people guidance on expectations regarding their own taking of images.

- Treat images as confidential information, store them appropriately and delete once they are no longer required.

9. Abuse of trust:

It can be an abuse of trust for an adult in a protective relationship with a younger person to form a close personal relationship with them. Staff and student ambassadors must avoid any suggestion that a close personal relationship exists or is desired. Behaviour that could imply a special relationship, for example gifts or endearments, should also be avoided.

9.1. Specific pointers

Giving personal contact details to a child or requesting theirs is not permitted. This includes address, email, phone and mobile phone. Contact should not take place through any social media site and this
includes adding or accepting a young person as a ‘friend’ on Facebook or any other social media site.

It is important that staff and volunteers ensure that they have tight privacy settings on social media networks and if a student attempts to add you via social media please inform one of the Designated Safeguarding Officers as soon as possible. The DSO will make a record of the incident via a CIMAR form and if needed discuss the matter with the Safeguarding Lead.

Short-range wireless technologies such as Bluetooth and Airdrop should be turned off while working at events with children or young people or attending a school or college on behalf of the University of York.

9.2. Suspicion of Staff or Volunteers

It is a statutory requirement that allegations or suspicions of abuse against children are investigated by Social Services and/or the Police. The Local Authority where the child is normally resident is the responsible authority in these cases. Depending on the allegation the University may have to contact the Disclosure and Barring Service (DBS) and inform them of the investigation.

Staff members or volunteers who have any concern or suspicion about any adult working at a University event or programme should bring them to the attention of one of the designated persons. In the event of a child making a complaint about any adult working in University programmes the appropriate action is to report the matter to the designated person. In all cases clear and detailed reports will be maintained.

The Universities Designated Safeguarding Officers have a responsibility to ensure that an accurate account of alleged incidents is established, as quickly as possible, in order to determine the level of risk posed to an individual (or individuals) and to determine whether or not any form of action such as a referral is required.

If an allegation is made against a member of staff or volunteer the Designated Safeguarding Officers reserve the right to suspend the staff member or volunteer from working on activities involving children or young people until the investigation is complete.

10. Disclosure or Concern of Abuse:

10.1. If a child is in immediate danger:

Make a referral to children’s social care (Tel: 01609 780780) and/or the police immediately (999 or 01904 333 333 for campus security and they will direct the police to your location) if a child is in immediate danger or at risk of harm. Anyone can make a referral.

Tell the Designated Safeguarding Officer (DSO) as soon as possible if you make a referral directly.

The University will work in partnership with other agencies in the best interests of the children. Referrals should be made by the DSO to the local authority.

The following link provides additional guidance for reporting child abuse to your local council: https://www.gov.uk/report-child-abuse-to-local-council
10.2. If a child makes a disclosure to you:

If a child discloses a safeguarding issue to you, you should:

- Listen to and believe them.
- Allow them time to talk freely and do not ask leading questions.
- Stay calm and do not show that you are shocked or upset; tell the child they have done the right thing in telling you.
- Do not tell them they should have told you sooner.
- Explain what will happen next and that you will have to pass this information on.
- Do not promise to keep it a secret.
- Speak directly to one of the DSOs immediately.
- Record the conversation as soon as possible in the child’s own words. Stick to the facts, and do not put your own judgement on it.
- The record must include dates and times to ensure there is an accurate record; alternatively, if appropriate, make a referral to children’s social care and/or the police directly, and tell the DSO as soon as possible that you have done so. The DSO will proceed with contacting the University of York Safeguarding Lead and the York City Council child protection team, (Tel: 01904 551900) to discuss the disclosure and seek advice on how to proceed with the matter.
Safeguarding Procedure

The York City Council child protection team can be contacted via 01904 551900 and can offer advice, triage and assessment of concerns. They can be contacted Monday to Friday, 8.30am to 5.00pm. Outside office hours, at weekends and on public holidays, contact the emergency duty team on tel: 01609 780780. More information can be found on the City of York Safeguarding Children Board website and on the YorOK website.
11. Legislation and regulation

This policy is based on the Department for Education’s statutory guidance, *Keeping Children Safe in Education 2018* and *Working Together to Safeguard Children*. We comply with this guidance and the procedures set out by our local safeguarding children board.

This policy is also based on the following legislation:
- **The Children Act 1989** (and 2004 amendment), which provides a framework for the care and protection of children
- **The Rehabilitation of Offenders Act 1974**, which outlines when people with criminal convictions can work with children
- **Schedule 4 of the Safeguarding Vulnerable Groups Act 2006**, which defines what ‘regulated activity’ is in relation to children
- Statutory guidance on the Prevent duty, which explains schools’ duties under the *Counter-Terrorism and Security Act 2015* with respect to protecting people from the risk of radicalisation and extremism

12. Review and monitoring

This policy will be reviewed every twelve months or after changes to legislation. The next policy update will take place in March 2020.

13. Important External Contacts

- The details of the Local Authority Designated Officer (York) are as follows:
  - **Tel:** 01904 551783  **Email:** lado@york.gcsx.gov.uk

The telephone numbers of the City of York children’s social care department are as follows:

- **Child Protection Team**
  - **Tel:** 01904 551900  (Monday to Friday, 8.30am to 5.00pm)
  - **Tel:** 01609 780780 (Outside office hours, at weekends and on public holidays)

- **Children’s Advice**
  - **Tel:** 01904 551900  **Email:** childrensadvice@york.gov.uk

- **Children’s Front Door**
  - **Tel:** 01904 551900  **Email:** childrensfrontdoor@york.gov.uk

- **The local police non-emergency contact number is 101.**
- **Prevent Lead within the City of York Council:**
  - **Name:** Jane Mowat  **Tel:** 01904 555742- 07984 496352  **Email:** jane.mowat@york.gov.uk