

# Safeguarding Policy

## York Students in Schools

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### 1. Definitions

According to [Keeping Children Safe in Education 2022](#), safeguarding and promoting the welfare of children means:

- Protecting children from maltreatment
- Preventing impairment of children's mental or physical 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 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/what-is-child-abuse/types-of-abuse/>

**Children/child or young person 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.

**Volunteers:** refers to all student volunteers working with young people.

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

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

**DSO:** Designated Safeguarding Officer.

**DSL:** Designated Safeguarding Lead.

**LLO:** Lead Liaison Officer.

## 2. Introduction and purpose:

### 2.1 The aims of this policy are as follows:

- To actively promote and safeguard the welfare of children, staff, volunteers 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 and volunteers of their safeguarding responsibilities and how to report concerns;
- To ensure staff and volunteers 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 and volunteers are aware of and understand fully their statutory responsibilities with respect to safeguarding (staff and volunteers 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 for York Students in Schools and is consistent with the procedures of the local safeguarding board. Our policy and procedures apply to on campus visits, off campus activities and all online activities.

The overarching institutional policy is the [University of York Safeguarding Framework](#). 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. Further details can be found on the [University of York safeguarding webpages](#).

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 volunteers 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 that this is carried out as part of new staff or volunteer training or recruitment. Staff and volunteers 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.

As of April 2019, volunteers will be checked against the Barred List. This is because the volunteering occurs more than 3 times in a 30 day period and volunteers are not always deemed by schools to be under reasonable supervision, in line with DoFE statutory guidance.

Police use the broader definition of “workforce” to assess the relevance of any information they may consider for release. School volunteers will be assigned to the Child Workforce and their records considered accordingly.

There may be some instances where a DBS check is not required for York Students in Schools activities, such as one-off workshops with teacher and/or parental supervision at all times. In these cases, students without satisfactory disclosure from the DBS will not be given unsupervised access to children and will still be required to receive safeguarding training from the York Students in Schools team.

In addition, any volunteers who have lived outside of the UK for 3 months or more in the last 5 years will be asked to obtain a translated certificate of good conduct from the relevant country. This is in line with guidance from [Keeping Children Safe in Education](#) and [Safer Recruitment Guidance](#) and was recommended by the School’s Safeguarding Adviser for York in July 2022 (their details can be found at the top of the previous link). Information on obtaining a certificate of good conduct can be found on the [government website](#).

#### 4. Designated Safeguarding Staff

Volunteers on classroom placements may report their concerns directly to their host teacher, or Designated Safeguarding Lead within the school. The school’s safeguarding policy should then be followed.

At the University of York, the designated staff members to whom concerns over safeguarding should be reported to are detailed below.

In the first instance, volunteers should speak to the Lead Liaison Officer in Careers and Placements:

**Lead Liaison Officer: Leanne Shaw** (Volunteering Project Officer)

Tel: 01904 324204 Email: [leanne.shaw@york.ac.uk](mailto:leanne.shaw@york.ac.uk)

The Lead Liaison Officer will then refer the concern to the Designated Safeguarding Officer, who will discuss this with the University of York Lead Safeguarding Officer.

**Designated Safeguarding Officer: Hannah Smith** (Director of Student Careers and Systems)

Tel: 01904 322680 Email: [hannah.smith@york.ac.uk](mailto:hannah.smith@york.ac.uk)

**Designated Safeguarding Lead: Dr. Wayne Campbell** (Department Head and Academic Registrar)

Email: [wayne.l.campbell@york.ac.uk](mailto:wayne.l.campbell@york.ac.uk)

## 5. Safeguarding Children and Child Abuse

[Working Together to Safeguard Children 2018](#) 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 to Safeguard Children 2018](#), safeguarding children is defined as:

- *protecting children from maltreatment*
- *preventing impairment of children's mental and physical 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*

### 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 volunteer 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 abuse
- Emotional abuse
- Sexual abuse
- Neglect

The above categories are not intended to be exhaustive. For further details about child abuse please visit: <https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/>.

All volunteers will be trained in spotting signs of abuse and what to do if they are concerned about the welfare of a child.

### 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. These children may benefit from early help. 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 who may benefit from early help. According to [Keeping Children Safe in Education 2022](#) this may include a child or young person who:

- is disabled or has certain health conditions and has specific additional needs
- has special educational needs (whether or not they have a statutory Education, Health and Care Plan)
- has a mental health need
- is a young carer

- is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups or county lines
- is frequently missing/goes missing from care or from home
- is at risk of modern slavery, trafficking, sexual or criminal exploitation
- is at risk of being radicalised or exploited
- has a family member in prison, or is affected by parental offending
- is in a family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse
- is misusing alcohol and other drugs themselves
- has returned home to their family from care
- is at risk of 'honour'-based abuse such as Female Genital Mutilation or Forced Marriage
- is a privately fostered child, and
- is persistently absent from education, including persistent absences for part of the school day.

### 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 led scheme that aims to safeguard people and communities from the threat of terrorism. Prevent is one of 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 the Designated Safeguarding Officer 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 Designated Safeguarding Lead and the Prevent Lead within the City of York Council (details listed in important external contacts below) to determine how to proceed.

There is a national police Prevent advice line (0800 011 3764) that anyone can call to raise concerns about extremism with respect to a child or young person. **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 and volunteers 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 or 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 etc.

For further guidance about completing risk assessment please attend the University of York's Risk Assessment Training or seek advice from the Health and Safety Department.

If an activity is held at an external organisation, the York Students in Schools Team will ensure a Partnership Agreement has been signed to confirm that appropriate health and safety arrangements are in place and relevant risk assessments have been carried out.

Staff and volunteers should be aware of risks involved in activities. While on school placements or projects volunteers 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. Volunteers should request guidance regarding the safe use of equipment and facilities in their classroom or shared areas.

## 7. Conduct regarding Children and Young People

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

- All conversations with children or young people must be conducted in a public place.
- Physical contact with children or young people 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 volunteer 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.
- 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 should be included. School procedures should be followed.
- You must not take a child or young person alone in a vehicle on journeys.
- 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 the DSO.

### 7.1 Specific pointers

There are occasions when physical contact with a child or young person may be proper or necessary, for example:

- To demonstrate exercise or techniques during instruction of music, P.E. or coaching. In such cases the school pupil should be warned beforehand.
- To provide prompts or help for young children and those with special educational needs.
- Where a child or young person is in distress and needs comforting, although sometimes verbal comforting can be just as effective.

No volunteer is ever in sole charge of school students; there is always a supervising teacher. As a volunteer you are not trained to make professional decisions about physical contact but simply to be aware that such decisions must be deferred to someone who is—i.e. a member of school staff.

There are no hard and fast rules for what level of contact is appropriate in which circumstance. It is best to avoid physical contact with school students. You may wish to ask your teacher about it at the beginning of your placement or project for guidance.

There are two golden rules:

- Be aware that physical contact with school students is a sensitive issue that needs careful consideration.
- If you are in any doubt, ask a member of the school staff.

## 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 or 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.
- Include photography and video in the Risk Assessment for the event.
- 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.
- Volunteers should not take any photographs of young people.

## 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 him or her. Staff and volunteers 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 number. Contact should not take place through any social media site and this includes adding or accepting a young person as a “follower” on any 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 the DSO as soon as possible. The DSO will make a record of the incident and if needed discuss the matter with the Designated 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 and placed in secure files.

The University's 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 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 Multi Agency Safeguarding Hub (tel: 01904 551900 during office hours or 01609 780780 out of hours) and/or the police immediately (999 or 01904 333333 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.

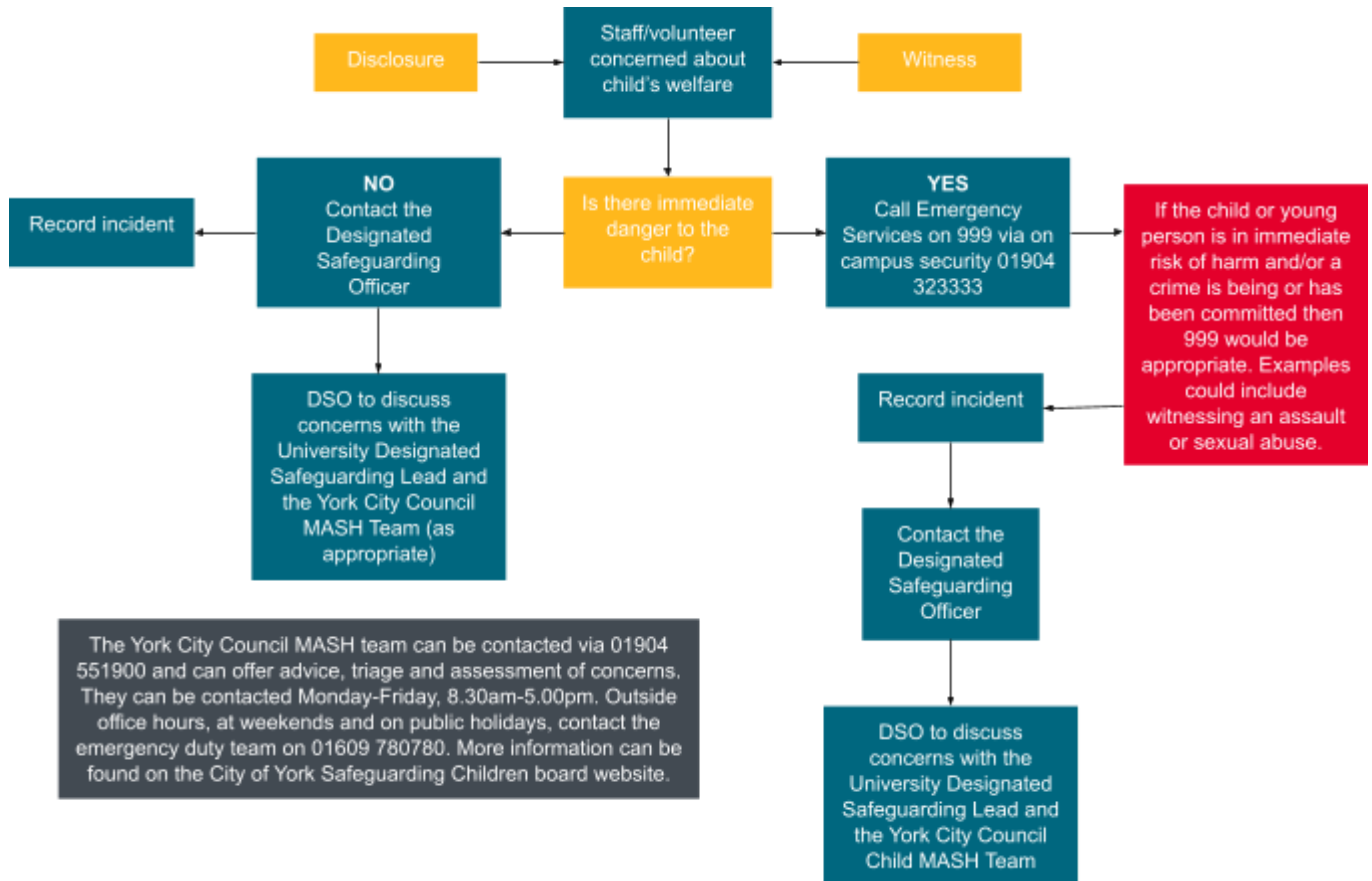
The following link provides additional guidance for reporting child abuse to your local council: <https://www.gov.uk/report-child-abuse-to-local-council>.

### 10.2 If a child makes a disclosure to you

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

- Listen uncritically and reassuringly and believe them.
- Allow them time to talk freely and not ask leading questions or interrogate the child.
- 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 the DSO or appropriate member of staff in the school 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
- If the disclosure occurs in a school you should speak to the Designated Safeguarding Lead at the school. Alternatively, if appropriate, speak to the University of York's DSO as soon as possible that you have done so. The DSO will proceed with contacting the University of York Designated Safeguarding Lead and the York City Council Multi Agency Safeguarding Hub team (tel: 01904 551900) to discuss the disclosure and seek advice on how to proceed with the matter.

## Safeguarding Procedure



The York City Council MASH team can be contacted via 01904 551900 and can offer advice, triage and assessment of concerns. They can be contacted Monday-Friday, 8.30am-5.00pm. Outside office hours, at weekends and on public holidays, contact the emergency duty team on 01609 780780. More information can be found on the City of York Safeguarding Children board website.

## 11. Legislation and regulation

This policy is based on the Department for Education's statutory guidance, [Keeping Children Safe in Education 2022](#) and [Working Together to Safeguard Children 2018](#). 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 12 months or after changes to legislation. The next policy update will take place in November 2023.

## 13. Important external contacts

### 13.1 Emergency Numbers

If there is a situation when a child is in immediate risk of harm, contact the emergency services.

- If on campus call 01904 323333
- Emergency telephone: 999

### 13.2 Local Authority Designated Officer (York)

The LADO should be contacted if you have concerns about a staff member or volunteer working with children.

- Tel: 01904 551783
- Email: [lado@york.gov.uk](mailto:lado@york.gov.uk)

### 13.3 Multi Agency Safeguarding Hub (MASH)

This team should be contacted if you have any safeguarding concerns about a child or young person.

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

### 13.4 Prevent Lead within the City of York Council

The prevent team should be contacted if you have a concern about a child or young person regarding extremism and radicalisation.

- Name: Jane Mowat
- Tel: 01904 555742
- Email: [preventenquiries@york.gov.uk](mailto:preventenquiries@york.gov.uk)
- In an emergency contact 0800 789321 (the confidential anti-terrorist hotline)