

UNIVERSITY OF BOLTON SAFEGUARDING POLICY AND PROCEDURES: CHILDREN AND VULNERABLE ADULTS

SAFEGUARDING

1 Introduction

- 1.1 Safeguarding is about protecting children and vulnerable adults from the risk of harm. It includes preventing those who are deemed unsuitable to work with them from doing so and being alert to and acting upon situations where they may be caused harm. The University has a zero tolerance approach to any forms of potentially harmful behaviour.
- 1.2 The purpose of this Policy is to minimise the risk of harm to children and vulnerable adults and to ensure that where the University's staff, students or visitors have concerns about the welfare of children or vulnerable adults, they know what to do about those concerns.
- 1.3 This Policy has been approved by the Governing Body and is applicable to all members of staff and students as well as visitors to the University (where appropriate). The policy will be available on both the student and staff webpages of the University Website.
- 1.4 All incidents of alleged misconduct concerning safeguarding will be taken seriously by the University and may lead to disciplinary action against those involved.
- 1.5 Whilst the University of Bolton is primarily a Higher Education Institution and as such staff are not routinely directly involved with children (i.e. those under the age of eighteen), there are a number of situations when University Staff and Students have direct contact with children, these may include:
 - Teaching enrolled students who are under 18
 - Acting as a personal tutor to students under 18
 - Providing support services to applicants and students under 18, including counselling, disability and student finance advice
 - Providing accommodation for students under 18 in the University owned Halls of Residence
 - Running summer schools at the University or off campus
 - Providing work experience for children under 18
 - Running open days
 - Undertaking outreach work in schools or colleges

- Guest lecturing on a regular basis in the University Technical College (UTC), schools or colleges
 - Interviewing applicants
 - Undertaking research involving children
 - Observing trainee teachers who are teaching children under 18
 - Voluntary work with children under 18.
- 1.6 Where, as part of their studies, a student is required to engage in a placement outside of the University, they shall use the safeguarding arrangements applicable at that provider. The University will ensure as part of its assessment of placement providers that such a policy is in place

2 Relevant Legislation

- 2.1 The legislation relevant to this Policy includes the Safeguarding Vulnerable Group Act 2006 (“SVGA 2006”) which was subsequently amended by the Protection of Freedoms Act 2012. Other relevant legislation includes Children Act 1989, Data Protection Act 1998 and Prevent Duty under the Counter-Terrorism and Security Act 2015.

3 Definitions

- 3.1 There are various definitions used in this Policy as follows:
- 3.2 “Abuse” - definitions of the four categories of abuse can be found in Appendix 2.
- 3.3 “Child” or “children” includes all those who are under the age of 18 years.
- 3.4 “Regulated activity relating to vulnerable adults” is defined in the SVGA 2006 and includes (this is not an exhaustive list): the provision of health care treatment in any setting by a health care professional, or by a person acting under the direction or supervision of a health care professional, the provision of certain types of personal care to a person who needs it because of age, illness or disability, the provision of prescribed social work by a social worker to clients or potential clients’ the provision of assistance, in relation to general household matters, to a person who requires it because of age, illness or disability, transportation provided because of a person's age, illness or disability.
- 3.5 “regulated activity relating to children” is defined in the SVGA 2006 and includes (this is not an exhaustive list):
- 3.5.1 specified unsupervised activities relating to children (e.g. teaching, training, instruction, care or supervision) which are carried out on a frequent (as a general rule at least once a week), or intensive (more than three days in any 30 day period) basis, or overnight (between 2am and

6am where the activity gives the person the opportunity to have face-to-face contact with children);or

3.5.2 certain work in a specified place which provides the opportunity for frequent contact with children (e.g. a school).

3.6 “Vulnerable adult” - means a person aged 18 or over whose ability to protect himself or herself from violence, abuse or neglect is significantly impaired through physical or mental disability or illness, through old age or otherwise and to whom a “regulated activity relating to vulnerable adults” is provided.

3.7 “University Member” is used to describe anyone at the University who is engaged in working with children or vulnerable adults on the University’s behalf, whether as an employee, volunteer, apprentice or student.

4 Safeguarding Officer

4.1 All the University’s staff, students and visitors should know who to go to report a concern around safeguarding.

4.2 The University will therefore appoint a “Safeguarding Officer” who will lead on safeguarding in the University. The Safeguarding Officer will be:

4.2.1 implementing and promoting this Policy;

4.2.2 regularly reporting to the Registrar as applicable;

4.2.3 on a regular basis the Safeguarding Officer will report to the Registrar on all issues that arise in relation to this policy and will confirm to the Registrar on an annual basis that the policy has had necessary revisions in accordance with changes in legislation and guidance on the safeguarding of children and vulnerable adults;

4.2.4 acting as the main contact within the University for the safeguarding of children and vulnerable adults;

4.2.5 providing University members with information, advice and coordinating training with Human Resources (HR) on the safeguarding of children and vulnerable adults;

4.2.6 referring concerns that a child might be at risk of significant harm to the local children’s social care services and/or the Police;

4.2.7 establishing and maintaining contacts with the local children’s social care services departments and Police;

4.2.8 ensuring that concerns are logged and stored securely;

4.2.9 maintaining confidential records of reported concerns and action taken; and

- 4.2.10 making referrals to the Disclosure and Barring Service (“DBS”) where required under the SVGA 2006.
- 4.3 It is not the role of the Safeguarding Officer to decide whether a child/ vulnerable adult has been abused or not - that is the responsibility of investigative statutory agencies such as Children’s Social Work Services or the Police.
- 4.4 The Safeguarding Officer in consultation with the Academic Management will ensure Designated Safeguarding Champions (“DSCs”) are appointed for each school and relevant professional support services to assist the Safeguarding Officer in discharging his/her duties, for example by:
- acting as the first port of call for the reporting of allegations
 - ensuring that University staff and students, and visitors to the University (where appropriate), are aware of the policies and procedures in place for safeguarding children and vulnerable adults and that these policies and procedures are followed
 - signposting support services for individuals who are named on a Safeguarding Report
 - signposting support for staff who have reported a concern
- 4.5 The University will also appoint a Deputy Safeguarding Officer (DSO) to act as a point of contact with the local children’s social care services departments, Police and DBS in the absence of the Safeguarding Officer.
- 4.6 The Director of HR shall be the institutional point of contact for any safeguarding concerns relating to staff and will be responsible for the co-ordination of all safeguarding training and ensuring appropriate procedure is adhered to in accordance with this Policy for recruitment of University staff.
- 4.7 All personal data will be processed by the University in accordance with the requirements of the Data Protection Act 1998.
- 4.8 A list of key contacts, including details of the Safeguarding Officers, the Deputy Safeguarding Officer and the Designated Safeguarding Champions, can be found at Appendix 3.

5 Training

- 5.1 Training will be arranged for the Safeguarding Officer, Deputy Safeguarding Officer and Designated Safeguarding Champions to ensure that they are aware of issues, policies and procedures.
- 5.2 The Safeguarding Officer, DSCs and all members of the University’s staff and students who work directly with children and/ or vulnerable adults shall undertake training provided by HR, to ensure that:

- 5.2.1 they are made aware of this Policy and the procedures and protocols for promoting and safeguarding the welfare of children and vulnerable adults;
- 5.2.2 they learn how to recognise their responsibilities with regard to their own good practice and the reporting of suspected poor practice/ concerns of possible abuse.
- 5.2.3 they are familiar with, and should know whom to contact, to express concerns about a child's welfare or vulnerable adult's, health and/or development; and
- 5.2.4 training will be delivered to all new staff who work directly with children and/or vulnerable adults during their induction. For existing staff training can be arranged by contacting HR.

6 Code of Behaviour and Good Practice in Relation to Safeguarding Children and Vulnerable Adults

- 6.1 All members of the University's staff, students and visitors (where appropriate) should treat each other in accordance with Equal Opportunities Policy and the Code of Behaviour and Good Practice at Appendix 4.

7 Reporting a concern

- 7.1 Any incidents which cause concern in respect of a child or vulnerable adult are required to be reported immediately to your relevant Designated Safeguarding Champion, your Safeguarding Champion will complete the Reporting a Concern Form at Appendix 5 if appropriate and will inform the Safeguarding Officer or DSO. Examples of incidents that you may want to include are at Appendix 6.
- 7.2 If a concern is reported to you, there is guidance about handling allegations at Appendix 7. You should then complete the form at Appendix 5.
- 7.3 The process of raising and reporting a safeguarding concern is diagrammatically represented in Appendix 1.
- 7.4 The reporting of a safeguarding concern may require the implementation of other procedures and or policies including but not limited to the Staff and or Student Non Academic Conduct and Disciplinary Policy and Procedure.
- 7.5 Only the Safeguarding Officer and/or Registrar or in their absence the Director of HR and/or Deputy Safeguarding Officer will report concerns raised/share data with any relevant external organisation.

8 Recruitment

- 8.1 The University will take all appropriate steps to ensure unsuitable people are prevented from working with children or vulnerable adults. The University will undertake appropriate checks with the DBS, in respect of University Members who

will be engaging in “regulated activity relating to children” or “regulated activity relating to vulnerable adults”.

8.2 For positions that involve “regulated activity relating to children” or “regulated activity relating to vulnerable adults”, the following procedures will be completed:

8.2.1 All applicants will be required to complete an application and as part of this application in accordance with the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and/or the Police Act 1997 (Criminal Records) Regulations 2002 will be required to disclose any convictions, cautions, reprimands or final warnings which would not be filtered. Therefore applicants are required to disclose information in relation to any past criminal behaviour that is relevant to the position.

8.2.2 References will be sought from all staff applicants and from prospective students to specific programmes of study.

8.2.3 If the applicant or an existing University Member who has not previously been required to work with children or vulnerable adults in their position has no experience of working with children or vulnerable adults the University will agree specific training requirements with them before appointment.

8.2.4 The University is registered with the DBS and will ensure that any University Members who will engage in “regulated activity relating to children” or “regulated activity relating to vulnerable adults” are checked for relevant criminal convictions. The University will request an Enhanced Disclosure with a check of the DBS barred lists in respect of all applicants who will engage in such activity. Any such disclosures will be stored securely and confidentially and only used for the purposes of the applicant’s application and otherwise in accordance with the Policy and Guidance Notes on the use of the Disclose and Barring Service (DBS) and Employment Contract, the University’s Data Protection Policy and the Data Protection Act 1998.

9 Activities or events run by the University where children or vulnerable adults are to be present (to be read in conjunction with Outreach Events – Safeguarding Guidelines)

9.1 University staff or students organising activities at the University involving children and/or vulnerable adults must ensure that:

9.1.1 the DSC (Events and Activities) is informed of the activity taking place well in advance and provided with details of the activity as well as details of those individuals involved in the activity;

9.1.2 the individuals involved in the activity are aware of and understand the Policy and these procedures;

9.1.3 private or unobserved contact with children is avoided wherever possible;

- 9.1.4 if first aid is required, where possible, it is administered in the presence of another adult and the DSC is informed; and
- 9.1.5 parental consent is obtained for the use of any photographs, film or videos.
- 9.2 The DSC (Events and Activities) is then responsible for ensuring that those individuals assisting in the activity, be they University staff, students or volunteers are suitable to work with children or vulnerable adults and that they have had the necessary checks.

10 External organisations visiting the University

- 10.1 External organisations working with children or vulnerable adults and using University facilities will be required to provide a written statement stating that their staff, and/or volunteers, where appropriate have had the necessary checks and that the organisation has its own policy and procedure and nominated safeguarding officer. The written statement must identify who the organisation has nominated as a safeguarding officer.

11 Research

- 11.1 Where any research involves contact with children or vulnerable adults, the University Research Ethics Committee will, with guidance from the appropriate school DSC, identify any specific practices to be followed in the research in the interests of safeguarding the welfare of children and/or vulnerable adults.

12 Prevent Duty

- 12.1 Under the Prevent duty introduced by the Counter-Terrorism and Security Act 2015, the University, as a higher education body will need to assess the risks of people being drawn into terrorism and ensure that it has plans in place for mitigating these risks.
- 12.2 The University will have due regard to the need to prevent people from being drawn into terrorism and will have regard to the Government's Prevent Duty Guidance: for England and Wales.
- 12.3 Staff who have concerns relating to students or colleagues being drawn in to terrorism should contact the relevant DSC.
- 12.4 The University Safeguarding Officer, Deputy Safeguarding Officer and Director of Facilities are members of the Bolton Prevent Steering Group.

13 Channel

- 13.1 Channel forms a key part of the Prevent strategy. It is a local way of various agencies acting to identify and support individuals and support individuals to prevent them from moving into terrorism.

- 13.2 Bolton Metropolitan Borough Council is required by law to establish a “Channel Panel” to assess whether a particular person is at risk of being drawn into terrorism and if he/she is then supported in reducing that risk.
- 13.3 The law states that the University is a partner of the Channel Panel and that the University must, so far as is lawful and reasonably practicable, co-operate with:
- 13.3.1 The Channel Panel in the carrying out of the Panel’s functions; and
- 13.3.2 The Police who work with the Channel Panel
- 13.4 In co-operating with the Channel Panel and the Police, the University will act in accordance with its statutory and legal obligations and will not act outside of its powers.
- 13.5 In accordance with the University’s obligations under the Data Protection Act 1998, the University will share information with the Channel Panel.

14 Students’ Union

- 14.1 The University will work with its Students' Union to manage the risks relating to activity which involves Children or Vulnerable Adults and originates with the Students’ Union.

15 Welfare and pastoral care/chaplaincy support

- 15.1 The welfare of the University’s staff and students is paramount. The University therefore has support services including chaplaincy and pastoral support available for all students. Staff have access to Amian, the chaplaincy and Nurse Advisor service.

16 Working in Partnership

- 16.1 The University of Bolton recognises the importance of safeguarding children and vulnerable adults and the need to work in partnership with external organisations in order to fulfil its responsibilities, for this reason the University Safeguarding Officer and Deputy Safeguarding Officer are members of the Bolton Safeguarding Executive Group.

17 Policies and Further Information

- 17.1 This policy and procedure should be read in conjunction with:
- Disclosure and Barring Service Policy and Procedure (Draft)
 - Student Non Academic Conduct and Disciplinary Policy and Procedure
 - Staff Disciplinary Policy
 - Prevent Policy
 - Bullying and Harassment Policy
 - Freedom of Speech and Meetings on University Premises

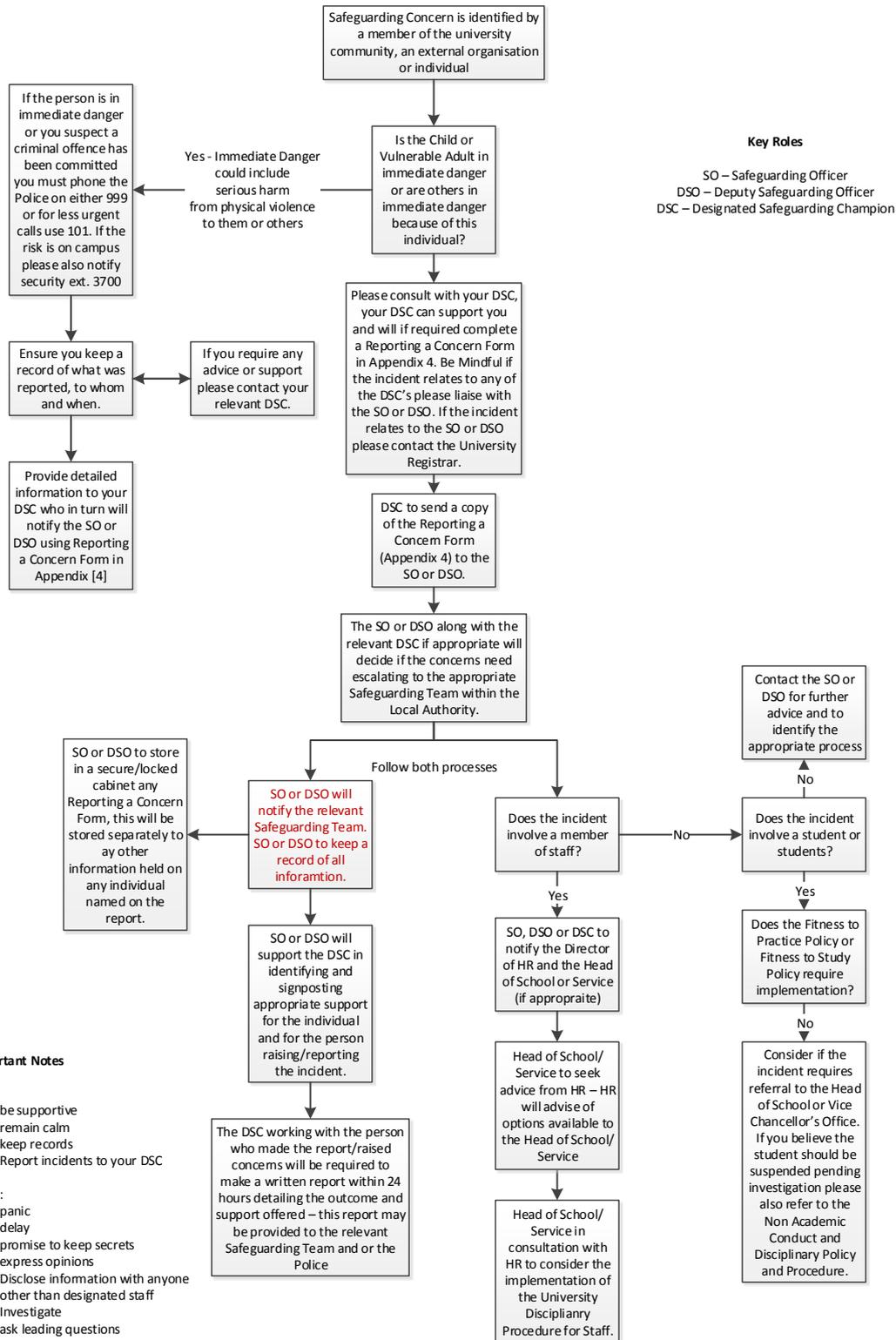
- Freedom of Speech and Planned, Affiliated, Funded or Branded Events taking place Off Campus
- Data Protection Policy
- Outreach Events – Safeguarding Guidelines
- Procedure for the support of Under 18s

17.2 Bolton’s Safeguarding Adult Board has a vision that all agencies will work together so that adults experiencing, or at risk of abuse or neglect should be able to live a life free from harm, abuse and exploitation. An online manual is available at the link below to provide all the guidance needed for staff working to safeguard adults experiencing, or at risk of abuse or neglect including those working in social care services, health, police and other services, and the voluntary sector:
<http://www.proceduresonline.com/bolton/asg/>

18 Equality Impact Assessment

The University of Bolton is committed to the promotion of equality, diversity and a supportive environment for all members of our community. Our commitment to equality and diversity means that this policy has been screened in relation to the use of plain English, the promotion of the positive duty in relation to the protected characteristics of race, sex, disability, age, sexual orientation, religion or belief, gender reassignment, marriage and civil partnership, pregnancy and maternity.

Appendix 1



Key Roles

SO – Safeguarding Officer
 DSO – Deputy Safeguarding Officer
 DSC – Designated Safeguarding Champion

Important Notes

Do:

- be supportive
- remain calm
- keep records
- Report incidents to your DSC

Don't:

- panic
- delay
- promise to keep secrets
- express opinions
- Disclose information with anyone other than designated staff
- Investigate
- ask leading questions

Appendix 2

Definition of Abuse

Abuse

1 Abuse can take a number of forms. There are four categories of abuse which are relevant for the purposes of registration on the child protection register and these are:

1.1 Physical abuse which may involve:

- (i) beating;
- (ii) hitting;
- (iii) pushing;
- (iv) shaking;
- (v) kicking;
- (vi) throwing;
- (vii) pinching;
- (viii) biting;
- (ix) choking;
- (x) hair-pulling;
- (xi) burning with cigarettes, scalding water or other hot objects; or
- (xii) severe physical punishment.

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

1.2 Sexual abuse which may involve:

- (i) Fondling, touching or kissing a child's genitals or making a child fondle an adult's genitals;
- (ii) violations of bodily privacy, such as forcing the child to undress or spying on a child in the bathroom or bedroom;
- (iii) using a child in the production of pornography, such as a film or magazine or exposing children to pornography;
- (iv) luring a child for sexual liaisons, through the internet or by any other means; or

- (v) sexual exploitation such as using a child to perform sex with others or sexual acts with a child, penetration, intercourse, incest, rape, oral sex.

1.3 Neglect which may involve:

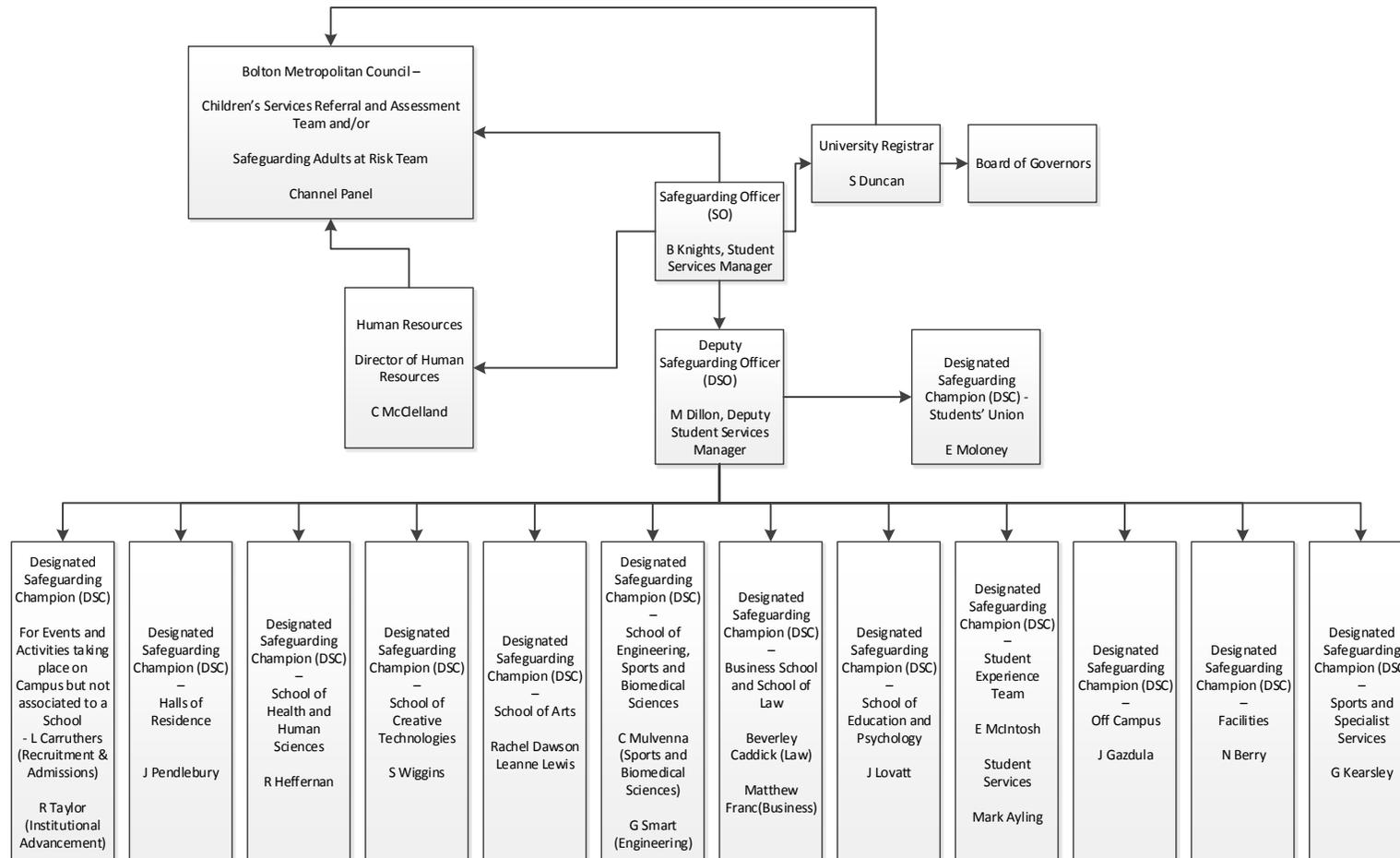
- (i) failing to provide adequate food or clothing;
- (ii) failing to protect a child from physical and emotional harm or danger;
- (iii) failing to ensure adequate supervision, including using inadequate people to provide care;
- (iv) failing to ensure access to appropriate medical care or treatment; or
- (v) being unresponsive to a child's emotional needs.

1.4 Emotional abuse which may involve:

- (i) ignoring;
- (ii) withdrawal of attention;
- (iii) rejection;
- (iv) threatening or frightening;
- (v) belittling such as telling the child he or she is “no good”, “worthless”, “bad”, or “a mistake”;
- (vi) using extreme forms of punishment, such as confinement to a closet or dark room; or
- (vii) witnessing the physical abuse of others.

- 2 The above definitions, provided for guidance purposes only, indicate acts (or omissions) which may constitute abuse. They are as relevant in the context of vulnerable adults as they are with children. They should not be considered exhaustive and if any member of University staff, student or visitor to the University (where appropriate) has any concerns about a child or vulnerable adult they should raise these concerns with the appropriate individual in accordance with these procedures.

Appendix 3 - Key Contact Details



Appendix 4

Code of Behaviour and Good Practice in relation to Safeguarding Children or Vulnerable Adults

- 1 The University believes that:
 - 1.1 all children, vulnerable adults, University staff, students and visitors should be treated with respect;
 - 1.2 all activities involving children and vulnerable adults should have more than one adult present or at least that one is within sight or hearing of others;
 - 1.3 respect should be given to a child's or vulnerable adult's rights to personal privacy;
 - 1.4 in all activities, University staff and students, and visitors to the University where appropriate, should be aware that physical contact with a child or young person may be misinterpreted;
 - 1.5 in all activities, University staff and students, and visitors to the University where appropriate, should recognise that special caution is required when discussing sensitive issues with children or vulnerable adults;
 - 1.6 where any physical touching is required, it should be provided openly and if this is in a sporting situation, it should be in accordance with the guidelines provided by the appropriate National Governing Body;
 - 1.7 in activities, feedback should be constructive rather than negative;
 - 1.8 in all activities, University staff and students, and visitors to the University where appropriate, are required to challenge unacceptable behaviour in accordance with the provisions of these procedures; and
 - 1.9 any allegations or suspicions of abuse should be reported immediately to a DSC.
- 2 In all dealings with children and vulnerable adults, University staff and students, and visitors to the University where appropriate, should never:
 - 2.1 play rough physical games or sexually provocative games;
 - 2.2 share a room overnight with a child or vulnerable adult;
 - 2.3 enter the private room of a child or vulnerable adult unless it is absolutely necessary and if entering such a room must do so accompanied;
 - 2.4 allow or engage in any form of inappropriate touching;

- 2.5 form or seek to form relationships of a sexual nature or which may lead to sexual activity (ie “grooming”);
- 2.6 allow children or vulnerable adults to use inappropriate language without challenging it;
- 2.7 make sexually suggestive comments even in jest;
- 2.8 reduce a child or vulnerable adult to tears as a form of control;
- 2.9 allow allegations made by a child or vulnerable adult to go unrecorded or not acted upon in accordance with these procedures; and/or
- 2.10 do personal activities (such as washing or dressing) for a child or vulnerable adult which they can do for themselves. If a child has a disability, such tasks should only be performed with the full understanding and consent of the parents/carers. A vulnerable adult may be able to consent for him/her self.

**Appendix 5
UNIVERSITY OF BOLTON**

Form for Reporting a concern in relation to safeguarding

DETAILS OF INDIVIDUAL	
Name of child/vulnerable adult:	
Date of birth (if child):	
Gender: (M/F)	
DETAILS OF INCIDENT	
Time and date of incident:	
Your account of what happened:	
The child/vulnerable adult's account of what happened:	
Description of any visible bruising or other injuries:	
Any other observations/information:	
Name and contact details of any witnesses:	
Initial action taken:	
DETAILS OF PERSON COMPLETING THE FORM	
Signed:	
Name (print):	
Position:	
Date:	
Contact details:	

Please return completed forms to the Safeguarding Officer or Deputy Safeguarding Officer

Appendix 6

Examples of incidents which should be reported

- 1 Below are examples of incidents which are to be reported. When:
 - 1.1 a child or vulnerable adult is accidentally hurt;
 - 1.2 there is a concern that a relationship is developing which may be an abuse of trust;
 - 1.3 you are worried that a child or vulnerable adult is becoming attracted to you;
 - 1.4 you are worried that a child or vulnerable adult is becoming attracted to a colleague who cares for them;
 - 1.5 you think a child or vulnerable adult has misunderstood or misinterpreted something you have done;
 - 1.6 you have been required to physically restrain a child or vulnerable adult to prevent them from harming themselves or another or from causing significant damage to property;
 - 1.7 you receive a report from a child or vulnerable adult alleging abuse regarding a member of an external organisation using University facilities;
 - 1.8 you see any suspicious marks on a child or vulnerable adult; and/or
 - 1.9 you hear of any allegations made by a child or vulnerable adult of events outside the University.
 - 1.10 you are concerned that a member of the university community is being drawn into terrorist or extremist groups/activities.

The above examples are provided for guidance purposes only. They are as relevant in the context of vulnerable adults as they are with children. They should not be considered exhaustive and if any member of University staff, student or visitor to the University (where appropriate) has any concerns about a child or vulnerable adult they should raise these concerns with the appropriate individual in accordance with these procedures.

Appendix 7

Responding to allegations

The following table provides some useful dos and don'ts about handling allegations (which has been taken from Safeguarding Children: Guidance for English Higher Education Institutions (HEIs) prepared by the Department for Innovation, Universities & Skills)

DO	DON'T
<ul style="list-style-type: none"> • be supportive 	<ul style="list-style-type: none"> • panic
<ul style="list-style-type: none"> • take what the young person says seriously 	<ul style="list-style-type: none"> • delay
<ul style="list-style-type: none"> • remain calm 	<ul style="list-style-type: none"> • promise to keep secrets
<ul style="list-style-type: none"> • reassure the child/young person that it was right to tell someone 	<ul style="list-style-type: none"> • ask leading questions
<ul style="list-style-type: none"> • use language the child/young person understands 	<ul style="list-style-type: none"> • ask the child/young person to repeat the story unnecessarily
<ul style="list-style-type: none"> • explain what will happen next 	<ul style="list-style-type: none"> • express any opinions about what you are told
<ul style="list-style-type: none"> • write down immediately afterwards what was said, including the time, place and any other observations: sign and date the record. 	<ul style="list-style-type: none"> • discuss the disclosure with anyone other than the DSO and other relevant personnel
<ul style="list-style-type: none"> • pass the report to the DSO and, if you are in a school/college or other HEI, pass a copy to the DSO of that organisation 	<ul style="list-style-type: none"> • start to investigate
<ul style="list-style-type: none"> • remember that you need support. Seek advice and support for yourself. 	

Safeguarding Policy and Procedures: Children and Vulnerable Adults	
Procedure Ref : StuSer/01	
Version Number	3
Version Date	22 June 2017
Name of Developer/Reviewer	Student Services Manager & Deputy Student Services Manager
Procedure Owner (School/Centre/Unit)	Student Services
Person responsible for implementation (post holder)	Registrar
Approving Committee/Board	Board of Governors
Date approved	26 April 2016
Effective from	26 April 2016
Dissemination Method (e.g. website)	Staff and Student web pages
Review Frequency	Annually or as required
Reviewing Committee	Executive Team
Document History (e.g. rationale for and dates of previous amendments)	<p>Consultation has taken place with all Heads of Schools, several Heads of Support Services, HR and the SU throughout March 2016.</p> <p>Technical update November 2016 to account for the inclusion of apprentices.</p> <p>Technical Update June 2017 to add a DSC</p> <p>Technical Update March 2018 to change a DSC.</p>