



**University of
Central Lancashire**
UCLan

UCLan Safeguarding Policy

Safeguarding children, young people, and
adults at risk

Summary

What is Safeguarding?

Protecting children, young people (under 18) and adults at risk from abuse or neglect. In the context of UCLan, this usually means providing a safe environment for them to study, visit and participate in activities; we also have a responsibility to act where we become aware that a child, young person, or an adult at risk, is at risk outside of the university.

The University is committed to providing support to all students, staff and learners and it recognises that its duty to prevent anyone at risk from being drawn into terrorism is no different to supporting individuals with any other type of safeguarding or welfare need. The University regards its Prevent duty as part of its wider safeguarding responsibilities and provides support for students through its Schools and Student Services Teams.

Who is responsible for Safeguarding?

Everyone has a responsibility to report a Safeguarding concern. This includes staff, students, visitors, volunteers, agency staff, contractors etc. and to any activity organised and/or delivered by UCLan representatives, regardless of where it takes place. External groups and organisations running activities on our campuses are required to do so in accordance with approved risk assessments and safeguarding policies.

What is an adult at risk?

"An adult at risk of abuse or neglect is defined as someone over the age of 18 years who has needs for care and support, who is experiencing, or at risk of, abuse or neglect and as a result of their care needs - is unable to protect themselves." Care Act 2014. Refer to appendix two for examples.

When should I report a Safeguarding concern?

Immediately, so that the appropriate action can be taken to protect the individual and to support you. Guidance on how to deal with a disclosure can be found in appendix four.

How do I report a Safeguarding concern?

If you feel that a child, young person, or an adult at risk, is at risk of abuse or neglect, you should immediately telephone one of the Principal Safeguarding Leads Vanessa Chew, Louise Noblett, Leah Campbell, or Megan Blissett - on the Wellbeing Service number 01772 893020. Out of hours please contact the security team on 01772-892068, who will contact relevant colleagues as appropriate.

What happens once I report my concern?

The UCLan Safeguarding Leads will talk to you about your concerns and assess what action to take. As this can sometimes be a difficult process, support will be available to you for as long as required afterwards. UCLan Safeguarding leads will refer in to local authorities should this be necessary

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1. Purpose of the policy

UCLan's mission is to "create positive change in our students, staff, business partners and wider communities, enabling them to develop their full potential by providing excellent higher education, innovation and research". We have a diverse staff and student population and also offer a variety of activities for students in Further Education, Secondary and Primary schools. The protection and welfare of children, young people and adults at risk is therefore an important element of our values.

The purpose of this policy is to:-

- Protect children, young people and adults at risk associated with UCLan
- Provide staff, students, visitors, contractors etc. with the overarching principles that guide our approach to safeguarding and ensure appropriate support and advice is available to them.

All staff, students, contractors or representatives of UCLan are expected to comply with this policy and promote the welfare of children, young people and adults at risk. Line managers are responsible for monitoring that relevant staff members in their Faculty/School/Service are made aware of and follow the policy, as appropriate to individual job roles. If there is a concern that the policy is not being followed correctly, advice should be sought from the Principal Safeguarding Leads.

This policy should be read in conjunction with the University's policies on Admissions (specifically the policy statement on the recruitment of ex-offenders and the universities Under 18s policy) and Public Interest Disclosures. However, by its nature, most aspects of UCLan's wider policies and procedures, at whatever level, potentially contain aspects related to safeguarding in the widest sense e.g. IT Security Policy/Data Protection Policy etc. This policy will be monitored and evaluated on an annual basis by the Principal Safeguarding Lead (Operational) and the Safeguarding Steering Group, to ensure it remains up-to-date in terms of legislation, local and national guidance and also reflect learning from practice and any significant incident or concern.

We recognise that:

- The welfare of children, young people and adults at risk is paramount, as enshrined in the Children Act 1989
- All children, young people and adults at risk using our facilities or engaged in UCLan facilitated activities should be protected from harm, regardless of age, disability, gender, race, religious belief, sexual orientation or identity and have a right to equal protection from all types of harm or abuse

We will seek to keep children, young people and adults at risk safe by:

- Valuing them, listening to and respecting them
- Providing effective management by adopting child protection practices through our policies and procedures and providing support and training for our staff
- Sharing information about child protection and good practice with children, parents, staff and students as appropriate
- Sharing concerns with agencies who need to know, and involving parents and children, young people and adults at risk appropriately.

We will take all reasonable measures to:

- Ensure that all have the opportunity to participate in UCLan activities in a safe and secure environment
- Identify and prevent anyone who is unsuitable to work with children, young people and adults at risk from doing so
- Ensure that any child, young person or adults at risk who is at risk of, or experiencing significant harm is identified and responded to appropriately and without delay; developing and implementing appropriate procedures for responding to accidents, incidents, alleged or suspected harm
- Ensure that all concerns are taken seriously, responded to appropriately and without delay

2. Legal Framework

The approach taken by UCLan has been informed by a wide range of external policies and guidance (see appendix one) and seeks to reflect general safeguarding guidance and good practice relating to the higher education sector.

The University is committed to safeguarding the welfare of its students, learners and staff, and to meeting its duties under the Counter-Terrorism and Security Act 2015 and the UK Government's associated Prevent strategy. Section 26 of the Counter-Terrorism and Security Act 2015 places a legal duty on “specified authorities”, which includes universities, to have “due regard to the need to prevent people from being drawn into terrorism,” with guidance available in the form of Statutory guidance: Revised Prevent duty guidance: for England and Wales.

3. UCLan Context

UCLan organises and participates in a wide range of activities that involve staff, associates, volunteers and students working with children, young people and adults at risk both on and off our campuses.

4. Roles and responsibilities

University Board. The Board of Governors has overall responsibility for ensuring that university safeguarding policies and procedures are effective and meet statutory requirements and all relevant national guidance. The Board ensures that there is an institution wide safeguarding culture, where it is understood that safeguarding is everyone’s responsibility and that UCLan is a safe place to study, work, visit and undertake activities.

Vice-Chancellor Group (VCG). VCG supports the Board in delivery of its safeguarding agenda, with strategic responsibility delegated to the Deputy Chief Executive, as UCLan’s Safeguarding Champion (Strategic).

University Safeguarding Champion (Strategic). The Deputy Chief Executive is the strategic lead for safeguarding, ensuring safeguarding is afforded the highest priority and is sufficiently resourced at the most senior level in the University. They have a key responsibility to ensure a robust safeguarding governance structure is in place across the institution. The University Safeguarding Champion (Strategic) meets with the Principal Safeguarding Leads on a termly basis, receiving relevant and timely updates in relation to significant activity to ensure effective strategic oversight and informed decision making.

Principal Safeguarding Leads (Operational). Our Principal Safeguarding Leads (Operational) are the Director of Student Services, Deputy Director of Student Services (Wellbeing), Safeguarding Manager, and Head of Student Wellbeing Services. These roles oversee operational safeguarding activity and act as the main contact within the University for all safeguarding concerns.

A team of **Senior Designated Safeguarding Officers (SDSO)** drawn from the Executive Deans/ Heads/ Directors of Services have responsibility for ensuring that UCLan's Safeguarding policy is implemented across their area. The SDSOs provide advice and leadership on signposting within their area. They must ensure that Designated Safeguarding Leads (DSL) are appointed within their area.

Designated Safeguarding Leads (DSL). The DSLs are Deans and Directors of Services. They have responsibility for ensuring that our safeguarding policy is implemented across their area.

The DSLs provide a source of advice, support and communication and act as the safeguarding contact within their area. They embed a strong safeguarding reporting culture. The Safeguarding Leads, along with DSL's, represent schools and services on the Safeguarding Committees. The DSLs provide advice and leadership on signposting within their area. They make referrals to the Principal Safeguarding Leads. They must ensure that all staff in their teams complete mandatory training. They also identify which roles need enhanced safeguarding training (Level 2 and 3). They must ensure that Safeguarding Leads are appointed within their area and complete the required training to fulfil their responsibilities.

Safeguarding Leads. Each School and Service have identified Safeguarding Leads. They are responsible for promoting safeguarding on school or service agendas that we all have a duty to act if we have cause for concern about the safety and wellbeing of others. They ensure any safeguarding concerns which emerge because of any university procedures are shared with the Principal Safeguarding Leads as soon as they become known. For example fitness to practice, student disciplinary and admissions. This is particularly important to ensure any external referrals, are made by UCLan, as required. This includes DBS and professional body referrals.

UCLan staff and volunteers. All staff and volunteers have a duty to ensure that we treat everyone with respect. We must report any concerns that we may have that children, young people or adults at risk are being abused or mistreated. Children, young people and adults at risk may engage with our staff, students and volunteers in the course of our work and University-led activities. We need to ensure they do so in a safe and supportive environment.

UCLan students and apprentices. UCLan aims to develop a sense of citizenship amongst its learner community where everyone matters and there is support for all. We believe differences are to be celebrated and that we can all learn from one another. Looking out for one another and sharing concerns forms part of UCLan's safeguarding and reporting culture. This ensures UCLan is a safe place to study, to work and to visit.

Safeguarding Steering Group monitors and reviews UCLan's Safeguarding policies and procedures on a regular basis and aims to support their effective implementation. The group meets each semester and is made up of the Principal Safeguarding Leads (Operational), the Senior Designated Safeguarding Officers and DSL's from the various Faculties / Schools / Services across the University. The group's role is to oversee UCLan's safeguarding arrangements, to monitor risk and mitigating actions in relation to safeguarding and ensure compliance. It will produce an annual action plan based on the annual safeguarding report.

5. Training and support

Those with designated roles and responsibilities, as detailed above, will be provided

with specialist safeguarding training and continuing support to ensure that they are competent and confident to undertake these important roles. Specialist support will also be available to them (and any member of staff involved in a safeguarding case).

UCLan accepts that it is important to ensure that its staff are adequately trained to safeguard the children, young people and adults at risk they work with and themselves. This may involve some or all of the following, depending upon the nature of the duties performed by the member of staff:

- Level 1 Training - Safeguarding Essentials on-line training course, including the Prevent duty, is mandatory for all staff.
- Level 2 Training - Safeguarding Children, Young People and Adults at Risk
- Level 3 Training - Legal Framework and wider spectrum of Safeguarding within society
- Specific/ specialist Early Years Safeguarding and Child Protection training at Level 1, Level 2, and Level 3 as required by Ofsted for all staff and volunteers in the Pre-school Centre
- Specific Safeguarding and Child Protection training for staff and volunteers working at UCLan Sport venues.

Further details of staff mandatory and role specific training can be found on the [Development Portal](#).

Prevent training is part of our safeguarding essentials course which is available to all students and apprentices. Prevent, British values and online safety and security training is also available on OneFile and revisited throughout a learner's programme.

6. Events and External Speakers

The University is committed to academic freedom and social cohesion on all its campuses and seeks to ensure that events at UCLan premises, or events affiliated to UCLan, are managed in accordance with UCLan core values of equality, respect and tolerance and are statutory duties are met and to enable events at UCLan to proceed safely and lawfully.

The University has a [Designated Events Procedure](#) which ensures it meets its statutory duties to have due regard to the need to prevent people from being drawn into terrorism, to ensure freedom of speech, protecting our staff, students, learners and visitors from unlawful discrimination and harassment, and maintaining their health, safety and well-being while on campus. The Procedure applies to all staff, students and learners who wish to hold a designated event or activity on any of the University's premises or off Campus.

If colleagues are planning to host an event (physical or virtual) or guest speaker on campus, they must follow the guidance available on the intranet - [Organising an event on campus](#).

Registering events helps to reduce the risk of events not following correct procedures and guidelines, prevent event clashes and ensure key departments are involved and aware from the beginning.

7. Recruitment and selection of staff and engagement of contractors

UCLan has published various guidelines to assist recruiters with the safeguarding element of their work:

- Recruitment and selection policy
- Disclosure and Baring Service (DBS)
- Policy Statement on the Recruitment of Ex-Offenders

UCLan's Human Resources Service leads on the current arrangements for DBS checks for those posts, which are eligible for such a check. Whilst the DBS potentially provides additional safeguards, it is important to remember that it is part of a wider framework of safe recruitment and selection practices. In particular,

it does not replace the need for on-going vigilance in matters concerning safeguarding. Nor does it remove the need for UCLan to maintain robust recruitment procedures including, where necessary, checking identity, qualifications, taking up references which indicate an individual's suitability to work with children, young or vulnerable people, and enquiring into career history.

All UCLan students who are employed by UCLan to work with children, young people and adults at risk and whose posts have been risk-assessed and eligible for DBS checks will be subject to those checks and safe recruitment (or deployment if volunteering) processes. Any student employed to work with children, young people or adults at risk on activities is required to complete a self-disclosure whilst awaiting DBS checks.

Contractors who are engaged in regulated activities relating to children and adults at risk on behalf of the University are required to conduct relevant DBS checks in accordance with the requirements of the Safeguarding Vulnerable Groups Act (SVGA) and otherwise to comply with the vetting and reporting requirements of the SVGA. All contractors on UCLan premises are expected to follow this policy and procedures.

8. Reporting concerns

Anybody reporting a concern in good faith and in the genuine belief that there are concerns relating to safeguarding will be supported to do so even in the event of that concern subsequently being found to be unsubstantiated.

It is not the responsibility of any one working for UCLan, in a paid or voluntary capacity, to decide whether or not abuse is taking place. However, there is a responsibility to act on concerns in accordance with this policy to protect children, young people and adults at risk from harm.

- **UCLan staff have no investigative role**
- It is not the place of UCLan employees or students to make a judgement about whether abuse has occurred - this is the remit of external agencies

Any incident which causes concern in respect of a child, young person or adult at risk should be reported immediately to the Principal Safeguarding Leads or their Designated Safeguarding Officer. Below are examples of incidents that are required to be reported:

- There is a concern that a child, young person or adult at risk is, or may be subject to abuse, neglect or harm
- There is an approach by a child young person or adult at risk revealing that s/ he is being, or has been harmed or groomed
- There is a concern that a relationship is developing which may be an abuse of trust
- There is a concern that a child, young person or adult at risk is becoming attracted to a colleague or member of staff
- There has been a need to physically intervene to prevent a child, young person or adult at risk from harming themselves or another or from causing significant damage to property
- There has been a report from a child, young person or adult at risk who is alleging abuse by a staff member, volunteer or a member of an external organisation using UCLan's facilities
- It becomes apparent, or likely that a child, young person or adult at risk is being recruited or is recruiting into extremist organisations

9. Responding to an Allegation

All concerns relating to a child, young person's or adult at risk welfare will be taken seriously and responded to proportionately and appropriately. The impact is potentially distressing for all concerned. It is important that all allegations are handled correctly and proper records are kept. For advice on how to deal with an initial disclosure, please refer to ([appendix four](#)).

The Principal Safeguarding Leads will consider all concerns and complete the appropriate documentation ([appendix five](#)). They will provide support and where appropriate telephone the referral into Children's Social Care/ Adult Social Care.

They will also ensure that the appropriate referral form for external agencies (CSC/ EDT or ASC) is completed within 24 hours.

9.1 Dealing with allegations or suspicion of abuse against an employee of UCLan at work

There may be three strands in the consideration of an allegation:

- A police investigation of a possible criminal offence
- Enquiries and assessment by children's or adult social care about whether a child, young person or vulnerable adult is in need of protection or in need of services
- Consideration by UCLan as the employer, of action under the disciplinary policy, in respect of the employee against whom the allegation has been made. Note - an investigation would always be undertaken before disciplinary action was taken.

Certain Schools at UCLan that are involved in pre-professional training courses with oversight by professional regulatory bodies will have additional responsibility for ensuring that the operation of the safeguarding arrangements in their Schools and must recognise and respond appropriately to the particular employment contexts (and handling of disciplinary procedures) as per their existing procedures.

If action is warranted the Exec Dean/Service Director will be consulted about student issues and staff issues will be referred to the Executive Director of HR, who will arrange for the Principal Safeguarding Lead to advise the member of staff as soon as possible after the discussion between the Principal Safeguarding Lead (Operational) and Local Authority Designated Officer (LADO) or PIPoT Lead (Person In a Position of Trust). It should be made clear to the employee that the meeting is not an investigatory meeting or disciplinary hearing.

The possible outcomes from the action may include the following:

- (a) That there should be an immediate referral to relevant external agencies (LADO or PIPoT Lead) . The Principal Safeguarding Lead (Operational) will be responsible for liaising with external agencies).

- (b) That the allegation is without foundation and does not warrant further investigation.
- (c) If the allegation was prompted by inappropriate behaviour by the employee this may need to be considered under UCLan's Disciplinary Procedure

Where allegations of abuse call for immediate referral to relevant agencies.

- Subsequent action taken will be in accordance with the Local Safeguarding LADO or PIPoT Lead.
- The Principal Safeguarding Lead (Operational) will not be part of the investigating team but they will be expected to contribute to discussions on how the investigation will be conducted
- The Principal Safeguarding Lead (Operational) will liaise with the agencies to obtain information on the progress of the investigation and update the relevant Senior Designated Safeguarding Officer and the Executive Director of HR.

UCLan will conduct an internal investigation. However, any investigation by the police, child or adult protection agencies will usually take priority and any internal processes will be held pending the outcome of these, though in appropriate cases, the University may proceed before an investigation is completed. The circumstances in which an internal UCLan investigation should take place will be discussed with the appropriate Local Authority Designated Officers for Children and PIPoT Lead for Adults at risk. As a general rule, an internal investigation will commence after the child or adult protection agencies have completed their investigation. All records relating to the matter and the investigation will be kept confidential by the University.

10. Procedures for dealing with an allegation of abuse by an individual of an external organisation using UCLan facilities

If a child, young person or vulnerable adult alleges abuse by an employee of an external organisation, a referral must be made to the Principal Safeguarding Lead

(Operational). Following the outcome to any related investigation, the Principal Safeguarding Lead (Operational) will consider with appropriate senior management whether or not the external organisation should be permitted to continue using UCLan's premises and facilities. Safeguarding referrals, LADO and PIPOT referrals should also be made if appropriate.

Appendix One - Legal Context

- Children Act 2004
- Children Act 1989
- Working Together to Safeguard Children (HM Government 2013)
- Keeping Children Safe in Education (2022)
- Counter-Terrorism and Security Act 2015
- DBS Code of Practice November 2015
- No Secrets 2012
- Protection of adults at risk (POVA) guidance 2005- now Adult's List guidance
- Safeguarding Vulnerable Groups Act 2006
- Mental Capacity Act 2005
- Human Rights Act 1998
- Sexual Offences Act 2003
- Rehabilitation of Offenders Act 1974
- UN Convention on the Rights of the Child 1989
- Data Protection Act 1998
- Care Act 2014
- LCC Local Safeguarding Children Board Policy and Procedures
- LCC Safeguarding Adults Board Policy and Procedures

Appendix Two - Glossary & Definitions

Adult at Risk

There is currently a move away from the terminology 'vulnerable adult' as it has been recommended that this be changed to 'an adult at risk' as it has been suggested that the term 'vulnerable adult' reflects a medical model of disability. The new terminology is more in keeping with a social model of disability and recognition that a person should not be defined by their vulnerability and that many of the risks posed to individuals are situational as opposed to inherent. Adults are people 18 years of age and over.

Child

Throughout this document references are made to 'child/children' and 'young person/people'. These terms are used interchangeably and refer to people under the age of 18 years. 'Children' are defined as any young person under the age of 18 within UK legislation¹ and are therefore recognised as having additional vulnerabilities and requiring of greater protection. The fact that a child has reached 16 years of age, is living independently or is in further education does not change his or her status or entitlement to services or protection under the Children Act 1989.

Child Abuse

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them, or, more rarely, by a stranger. The four types of abuse² are:

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

Emotional Abuse

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill treatment of another, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

Sexual abuse

Sexual abuse involves grooming, forcing, or enticing a child; young person or

¹ Children Acts 1989 and 2004

² Working Together to Safeguard Children, HM Government 2013

vulnerable adult is to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities or encouraging children to behave in sexually inappropriate ways.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food or clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of caretakers, or the failure to ensure access to appropriate medical care or treatment. It may also involve neglect of, or unresponsiveness to, a child's basic emotional needs.

Child Protection

Child protection is an important element of safeguarding and promoting welfare which relates to specific children or young people who are who are suffering, or are likely to suffer, significant harm³.

Child protection refers to the activity that is undertaken to protect specific children and young people. Effective child protection is essential as part of wider work to safeguard and promote the welfare of children. However, all agencies and individuals should aim to proactively safeguard and promote the welfare of children so that the need for action to protect children from harm is reduced.

Regulated Activity

At the core of the Disclosure and Barring Scheme (DBS) is a concept known as regulated activity. The Safeguarding Vulnerable Groups Act 2006 states that a person is engaging in regulated activity if, on a frequent or intensive basis, they are either carrying out a specified type of work with children or adults at risk, or any form of work that takes place at a **specified place**. "Frequent" is defined as once a month or more on an on-going basis and "intensive" as three or more times within a thirty-day period, or overnight (between 2.00am and 6.00am).

Regulated activities can include, but are not limited to, any of the following:

- Unsupervised teaching, training or instruction, or any form of care or supervision of children
- Any form of advice or guidance on physical, emotional, or educational well-being provided wholly or mainly for children
- Any form of healthcare treatment provided to children or adults at risk.
- Driving a vehicle that is being used for the specific purpose of conveying children or adults at risk
- Working in a **specified place e.g. Schools Safeguarding**

³ Children Act 1989 and Working Together to Safeguard Children, HM Government 2013

Safeguarding and promoting the welfare of children and young people is defined⁴ as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the
- Provision of safe and effective care and
- Taking action to enable all children to have the best outcomes.

Safeguarding therefore refers to the actions taken to promote the welfare of all children and young people and the measures we put in place to ensure a child-focused environment and workforce and to minimise the risks of harm.

Significant Harm

Was introduced in the Children Act 1989 as the threshold that justifies compulsory intervention to protect the best interests of children.

⁴ Children Act 1989 and Working Together to Safeguard Children, HM Government 2013

Appendix Three – Staff and Student Guidance – Working with children, young people and adults at risk

Staff, students and volunteers participating in UCLan events and activities may be in contact with children, young people or adults at risk. To keep everyone safe, please follow the guidance detailed below:- This will:-

- Provide guidance for everyone about acceptable and unacceptable behaviours with children, young people and adults at risk
- Identify staff, volunteers and students working for UCLan who need further safeguarding training
- Deter anyone who wished to harm a child, young person, or vulnerable adult from seeking employment at UCLan

Staff Guidance

UCLan wishes to ensure that anyone working for UCLan, with children, young people and or adults at risk understands how to keep everyone safe. Staff and students will follow this guidance in order to protect themselves, children, young people and adults at risk. The following examples will create a positive and safe environment for vulnerable groups as they participate with us in UCLan activities.

Staff should:

- Treat everyone with fairness and respect and provide an example that they would wish others to follow
- Work openly avoiding private or unobserved situations and working in isolation. Aim to ensure that they are not the only adult present and are at least within sight or hearing of others.
- Maintain a safe and appropriate distance and be aware that physical contact may be misinterpreted
- Ensure that if any form of manual handling/ physical touching is required, it should be – engaged in an open observable environment, taking into account the person’s reasonable expectation of privacy
- In sporting situations this should be according to guidelines provided by the appropriate National Governing Body, and in other instances according to UCLan policy.
- Unacceptable behaviour by staff or students should be challenged and all allegations or suspicions of abuse should be reported to the Principal Safeguarding Lead (Operational)
- The welfare of the child, young person or adults at risk must be the first priority.

Staff or volunteers should never:

- Spend excessive time alone with children, young people or adults at risk away from others
- Discuss their personal life

- Give out their personal contact details (personal phone or mobile number, email or home address)
- Become 'friends' on social networking sites
- Leave groups of children or young people unsupervised e.g. summer schools
- Allow a child, young person or vulnerable adult to use inappropriate language without challenging it
- Do things of a personal nature that children, young people or adults at risk can do for themselves (If a child has a disability any tasks should be performed only with the knowledge and consent of the parent or guardian and, where possible, the child or young person themselves)
- Allow allegations made by a child, young person or vulnerable adult to be ignored, not recorded or not acted upon
- Engage in rough physical or sexually provocative games
- Make sexually suggestive comments, even in fun
- Allow or engage in any form of inappropriate touching

In residential settings, staff should never:

- Share a room overnight with a child, young person or vulnerable adult or invite them into their room
- Go into a child's, young person's or adults at risk' room unless it is absolutely necessary (where this is deemed necessary, two members of staff should enter)
- Take photographs, videos or other images of a child or young person without the express permission and informed written consent of their parents or guardians.

Appendix Four - How to deal with a disclosure

If a child, young person or vulnerable adult says or indicates that he or she is being abused, or information is obtained which gives concern that they are being abused, **the person receiving this information should:**

- Seek advice from the Principal Safeguarding Leads without delay- this must always be a same day discussion.
- Ensure the immediate safety of the child, young person or vulnerable adult
- If the child, young person or vulnerable adult needs immediate medical treatment, telephone Security and ask them to call for an ambulance, informing the call centre that that this is a safeguarding issue
- Not promise to keep secrets and remind the child, young person or vulnerable adult of the limits to confidentiality
- React in a calm and considered way so as not to frighten or deter the child,

young person or vulnerable adult

- If appropriate, reassure the child, young person or vulnerable adult he/she is not to blame for what has happened and that he/she was right to share this information
- Take what the child, young person or vulnerable adult says seriously, recognising the difficulties inherent in interpreting what is said by a child, young person or vulnerable adult who has speech disability and/or differences in communication or language
- Keep any questions to the minimum required to clarify the concern and ensure a clear and accurate understanding of what has been said. Only use open questions.
- Do not ask leading questions or make suggestions about what may have happened
- Listen without interrupting if the child, young person or vulnerable adult is recounting significant events
- Reassure the child, young person or vulnerable adult and tell them what you will do next

Ideally, where the child, young person or vulnerable adult has made a disclosure, a verbatim record of their account of what occurred in their own words should be recorded and should include details of the nature of the allegation or concern, a description of any injury (you must not remove clothing to inspect any injuries or take photographs), times, dates, places and any other details. Do not worry if you feel you have missed something – refer to the Principal Safeguarding Leads who will pick up further questions/actions.

The person receiving the disclosure or information should NOT:

- Panic or allow any shock or distaste to show
- Make promises of confidentiality but explain that they will need to pass on this information to those who need to know
- Show disbelief or fail to take the allegations seriously
- Ask questions other than to clarify that they have enough information to act
- Speculate or make assumptions
- Make negative comments about the alleged abuser
- Approach the alleged abuser
- Make promises or agree to keep secrets
- Fail to take responsibility for reporting the concern

Appendix Five -UCLan

Safeguarding Referral form



Student Support & Wellbeing: Safeguarding Concern

For internal use only

At the point of disclosure, please complete this form, providing as much detail as possible, and emailing password protected version to Vanessa Chew, Louise Noblett, Leah Campbell and Megan Blissett, copying in wellbeing@uclan.ac.uk

The case will then be reviewed, and a safeguarding referral will be actioned, if appropriate.

Student Initial/G Number					
Course and Year					
Name of Referrer					
Date of Disclosure					
Consent Given for Referral					
Location of Abuse					
Other Agencies Involved					
Details of Child(ren) or Vulnerable Adult(s)					
Name	DOB	Age	School, if app	Address	
Details of Individuals with Parental Responsibility					
Name	DOB	Relationship	Occupation	Address	
Key areas of concern (bullet points): Include dates, times, names, locations, involvement of other services, etc.					

Appendix Six - Statutory Agencies and Roles

Local Authority Designated Officers (LADO)

This is a key role in accordance with statutory guidance⁷⁵, every Local Authority must have a Designated Officer (LADO) who is responsible for providing advice, liaison and monitoring the progress of cases where allegations have been made against people who work with children. The LADO should be informed directly, or via Children or Adult's Social Care/the Police if they are involved, of all allegations that come to UCLan's attention where it is alleged that a person who works with children or adults at risk has:

- Behaved in a way that has harmed, or may have harmed, a child/vulnerable adult; or
- Possibly committed a criminal offence against children/adults at risk; or adults at risk

This applies to paid and unpaid roles, volunteers, casual, agency or self employed roles and captures concerns/allegations/offences emanating from outside of work as well as within the workplace. The LADO is involved from initial phase to conclusion and provides advice and guidance, helping to determine that the allegation sits within the scope of the procedures. The LADO helps co-ordinate information sharing with the right people- key role in making linkages. They monitor and track any investigation in the expectation that it will be resolved as quickly as possible.

The Principal Safeguarding Lead (Operational) aims to ensure that UCLan and its staff comply with this requirement.

Children's Social Care (previously Social Services)

Children's Social Care has the statutory duty to ensure the welfare of children and to work with the CSAP - Children's Safeguarding Assurance Partnership to comply with its procedures. When a safeguarding referral is made, Children's Social Care has a legal responsibility to make enquires where a child who lives or is found in their area is considered to be at risk of, or actually suffering from, significant harm. This may involve talking to the child and family, and gathering information from other people who know the child. Enquires may be carried out jointly with the Police where a crime has been alleged. If action needs to be taken urgently and out of office hours, then the Police will deal with the enquiry sensitively and effectively. Children's Social Care will link in closely with their respective CSAP and cross-reference the guidance produced by the CSAP. Children's Social Care are a very important source of advice and support.

⁵ Working Together to Safeguard Children, HM Government 2013

Emergency Duty Team

The out-of-hours team that deals with both childcare and adult emergency referrals to social services.

Adult Protection Unit

In Lancashire there is a pan Lancashire Adult Protection Unit that is part of the Multi-agency Safeguarding Hub (MASH) team

PIPoT Lead (Persons in a Position of Trust)

The Local Authority PIPoT Lead should be contacted in relation to adult cases of professional abuse.