Safeguarding Policy

Children and Adults at Risk

1. York St John University is committed to providing a safe environment for children and adults at risk who may be present on campus or engaged in University activities for a variety of reasons.

2. This framework sets out the University’s policy and procedures and provides guidance in relation to safeguarding of children and adults at risk. Part C of the policy assists the University to meet its obligations under the Prevent Duty. General student safeguarding is addressed by other policies listed in Appendix A.

Part A

Safeguarding Policy Statement

Introduction

3. The University has a legal responsibility to take appropriate safeguarding action in relation to signs and symptoms of:

- Child abuse and neglect, including peer-to-peer abuse
- Child sexual exploitation
- Abuse of adults at risk
- Female genital mutilation
- Honour-based violence and forced marriage
- Modern slavery
- Radicalisation.

4. Legal safeguarding duties apply to children and adults at risk.

Scope

5. York St John University is committed to taking all reasonable steps to promote and safeguard the welfare of all children and adults at risk accessing the institution’s activities and services. This includes:

- Admission of students
- Accommodation
- Outreach, recruitment and volunteering activities with university staff and students on campus and off campus
- Sport-related activities
- Work experience and employment of young persons
- Research
- Talks and lectures delivered by external speakers on campus.

In other instances, when staff, students or visitors bring children to the University campus, they remain the responsibility of their parent/carer.
Definitions

6. The following definitions apply to safeguarding:

   A child is defined as anyone under the age of 18.

   An adult at risk is anyone who:
   • Has needs for care and support
   • Is experiencing, or at risk of, abuse or neglect, and
   • As a result of those needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

   A carer can be an adult at risk.

Application

7. Safeguarding is everyone’s business. All staff should read and understand this policy. Students will be provided with accessible information about safeguarding.

Part B

Safeguarding Procedures

8. The welfare of the children and adults at risk are paramount. The University is committed to the safeguarding of children and adults at risk.

9. The University recognises that some children are at higher risk than others, including:

   • Disabled children or children with special educational needs
   • Children living in care or having left care
   • Young carers

10. Appropriate action should be taken whenever there is concern that a child or adult at risk has been harmed or is likely to be harmed.

11. Where appropriate the University will work in partnership with all relevant agencies to ensure that children and adults at risk are protected from harm.

12. The University seeks to safeguard children and adults at risk by:

   a. Recruiting staff and volunteers safely, including taking up written references and ensuring that, where appropriate, staff and volunteers undertake Disclosure and Barring Services (DBS) disclosures at the appropriate level. An enhanced DBS check should be undertaken in circumstances where a member of staff or volunteer has direct access or works directly with children or adults at risk on a one to one, unsupervised basis.

   b. Having in place specific procedures around managing applications from, and monitoring the welfare of, students who are under 18 years of age on the first day of the month in which their programme commences, sharing information with appropriate staff. Specific appropriate measures should be considered and implemented for those students.

   c. Ensuring students accepted on to undergraduate and postgraduate degrees obtain a satisfactory enhanced DBS disclosure, when their course requires it.
d. Conducting safeguarding risk assessments as appropriate, for on- or off-campus activities, including volunteering, student recruitment and widening participation programmes.

e. Ensuring that our contractors delivering services on campus have a safeguarding policy.

f. Helping staff recognise their responsibilities and ensuring they are aware of the procedure they should follow if they suspect a child or adult at risk is experiencing, or at risk of experiencing, harm.

g. Where necessary sharing information about concerns with agencies and involving parents/carers appropriately.

13. The University also aims to ensure all current safeguarding legislation and government guidance, including the Children’s Act 1989; Human Rights Act 1998; Sexual Offences Act 2003; Safeguarding Vulnerable Groups Act 2006; Care Act 2014; and Working Together to Safeguard Children 2015 are adhered to, together with fulfilling the duty to have due regard to the need to prevent students from being drawn into terrorism as per s26 Counter-Terrorism and Security Act 2015.

University Safeguarding Officer and Deputy Safeguarding Officer

14. The University Secretary & Registrar is the University Safeguarding Officer (USO). The University Secretary & Registrar has lead responsibility for safeguarding.

15. The Deputy Safeguarding Officer will be a member of the University Governance and Compliance team, and assists the USO in carrying out their responsibilities. All activities can be delegated to the Deputy Safeguarding Officer, however the lead responsibility remains with the University Safeguarding Officer. The Deputy Safeguarding Officer should be trained to the same standard as the University Safeguarding Officer.

16. Key responsibilities of USO:

   a. Refer concerns to social services or the police

   b. Cooperate with other agencies to safeguard and promote the welfare of children and adults at risk

   c. Establish and maintain links with relevant local authority departments and education institutions

   d. Ensure the safeguarding policy is fit for purpose and updated at least annually

   e. Develop and maintain effective reporting and recording systems

   f. Raise awareness through the dissemination of policies and information amongst staff and students

   g. Undertake appropriate training, update knowledge and skills and keep up to date with any relevant developments

   h. Oversee relevant training needs on safeguarding issues and procedures. Delivery of training will be coordinated through Staff Development

   i. Report annually to the Health, Safety and Welfare Committee on incidents, changes to policy and procedures and training needs.

Local Safeguarding Officer (LSO)

17. The University will keep a register of local safeguarding officers and training completed.
18. Each School and the London Campus will have a nominated safeguarding officer.

19. The following services will nominate a safeguarding officer:
   - Accommodation
   - Admissions
   - Student Recruitment and Widening Participation
   - Student Life
   - Human Resources
   - Registry
   - Programme Administration & Support Service (PASS)
   - YSJ Active/Haxby Road.

20. Where required, initiatives or projects will nominate a safeguarding officer. Examples include:
   - Converge
   - YSJ Communities Centre

21. Local safeguarding officers:
   a. provide first line support and advice on safeguarding issues
   b. highlight and promote best practice relating to safeguarding
   c. undertake appropriate safeguarding training
   d. ensure appropriate local procedures are in place
   e. ensure appropriate information in age-appropriate language is provided to people for whom the University is responsible
   f. oversee relevant training needs on safeguarding
   g. establish and develop links with relevant organisations, e.g. with the safeguarding lead in a school.
   h. report to the University Safeguarding Officer.

22. The local safeguarding officers will meet annually with the University Safeguarding Officer and Deputy Safeguarding Officer for a review and discussion of the past year and new developments, and to update resources. They will have completed training that equips them to carry out their role effectively.

**Prevention**

23. A risk assessment will be carried out for organised activities on and off campus to promote the safety of children and adults at risk.

24. Written consent will be obtained from parents/carers with regards to activities involving children, in particular:
   - presence of children on campus without a responsible adult
   - taking and publishing images of children
   - participation in research.

**Raising concerns**

25. The University will provide information in an accessible format to staff, students, visitors, parents/carers of children, about how they can raise concerns.
26. If a person is in immediate danger or at risk of harm to themselves or others staff should contact emergency services. Then, if on campus, you should inform security.

27. Where a member of staff has concerns, they should promptly consult the local safeguarding officer or deputy safeguarding officer, and report to the appropriate person as identified in section 27.
   a) Any concerns about abusive behaviour by a member of staff against a child or an adult at risk should be reported promptly to the University Secretary & Registrar.
   b) Where concerns arise regarding abusive behaviour by a student on a programme subject to the Fitness to Practise policy, the programme team must be promptly alerted.
   c) In other situations, concerns about abusive behaviour by a student must be reported to the University Secretary & Registrar.
   d) Any staff or student may also report safeguarding concerns to an external body such as Social Services or the police. In such a case, the responsibilities set out in this policy still apply.

29. Any concerns about the conduct of members of staff or students should be taken to the University Safeguarding Officer.

30. Any concerns about the University Safeguarding Officer should be taken to the Vice Chancellor.

31. Any Concerns about the Vice Chancellor should be taken to the Chair of the Board of Governors.

Record keeping
32. All records will be kept secure. Only the University Safeguarding Officer and Deputy will have access and records will only be kept as long as necessary, in line with the University’s retention schedule.

Confidentiality and Information Sharing
33. In cases of disclosure of abuse, the University is obliged to share information in order to address the risk of harm. This may include referral to social services or, in an emergency, the police or NSPCC.

Part C
Prevent Duty
Context
34. Section 26 of the Counter-Terrorism and Security Act 2015 places a duty on universities in the exercise of their functions to have due regard to the need to prevent people from being drawn into terrorism.

35. In exercising this statutory responsibility, the University acts in accordance with the Prevent Duty Guidance for higher education institutions.¹ In summary, this requires that:
   • the Vice Chancellor and senior management of the University actively engage with other partners including police and local authority Prevent Co-ordinators

¹ [https://www.gov.uk/government/publications/prevent-duty-guidance (September 2015)]
• the University shows willingness to undertake/facilitate Prevent awareness training and other training that could help staff prevent people from being drawn into terrorism and challenge extremist ideas
• policies and procedures are in place for the management of events on campus and use of all university premises to apply to all staff, students and visitors
• policies are in place relating to the use of IT on campus, containing specific reference to the Prevent Duty
• the University has robust procedures for sharing information about vulnerable individuals (where appropriate to do so)
• the University has clear and widely available policies for the use of prayer rooms and other faith-related facilities
• the University provides sufficient chaplaincy and pastoral support for all students according to our needs
• the University has regard to the duty in the context of our relationship and interactions with the Students’ Union and its societies
• the University undertakes a risk assessment to assess where and how students might be at risk of being drawn into terrorism; both violent and non-violent extremism, which can create an atmosphere conducive to terrorism and can popularise views which terrorists exploit.

Approach
36. The University regards its Prevent duty as part of its community safeguarding responsibilities to protect the welfare and safety of our students. The University provides wellbeing support for students through Student Services, Chaplaincy and the Personal Tutor system.
37. The University provides Prevent training to those staff involved in supporting and engaging students through a programme of workshops and on-line material to help staff better understand the Prevent strategy and enhance their ability to recognise vulnerable individuals who may need support.

Definitions
a. An ideology is a set of beliefs.
b. Radicalisation is the process by which a person comes to support terrorism and forms of extremism leading to terrorism.
c. Safeguarding is the process of protecting vulnerable people, whether from crime, other forms of abuse or from being drawn into terrorism-related activity.
d. Terrorism is an action that endangers or causes serious violence damage or disruption and is intended to influence the Government or to intimidate the public and is made with the intention of advancing a political, religious or ideological cause.
e. Vulnerability describes factors and characteristics associated with being susceptible to radicalisation.
f. Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.
Raising Concerns

38. Should any member of staff become concerned that a student is exhibiting extremist beliefs or behaviours and/or that they are at potential risk of exploitation by radicalisers they must share these concerns with their line manager in the first instance.

39. If deemed appropriate, the line manager should seek advice from the University Secretary & Registrar or Head of Student Access, Wellbeing and Support. In discussion, appropriate next steps will be agreed.

40. Where there are shared concerns that a student is displaying behaviour or characteristics associated with being susceptible to radicalisation, the University Secretary & Registrar will seek confidential advice from a relevant external agency whose role it is to assess the nature and extent of the risk of individuals being vulnerable to being drawn into terrorism. Should the relevant agency deem it necessary to do so, the student’s details will be made available to the City of York Council Adult Safeguarding team.

41. In sharing information where there is a safeguarding concern, this will be handled sensitively, respecting confidentiality.

42. Throughout, the approach taken will be a supportive one, the priority being to ensure that the student is safeguarded from harm.

Prevent Lead and Structures

43. The University Secretary & Registrar is the Prevent lead for the University. In their absence, the Student Casework Manager is the lead.

44. The University Secretary & Registrar is a member of the local York and North Yorkshire Prevent Implementation Board that meets three times a year.

45. University Secretary & Registrar maintains links and relationships with relevant contacts at North Yorkshire Police and the City of York Council’s Head of Community Safety.

Part D

Miscellaneous

46. This policy shall be reviewed annually.

Approved by the Health, Safety and Wellbeing Committee on 13 June 2018
Date of next review June 2023

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2 For further information about the multi-agency approach, see https://www.gov.uk/government/publications/channel-guidance. Channel is a multi-agency partnership that works with safeguarding partnerships and crime reduction panels in order to assess referrals of vulnerable individuals that are at risk of being drawn into Terrorism. Channel is administered and coordinated by police, but chaired by the local authority.
If you have any questions about all or part of this document, or if you would like this document in an alternative format, please email the Governance and Compliance team at gov.compliance@yorksj.ac.uk

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</tr>
<tr>
<td>Author role and department:</td>
<td>Deputy Safeguarding Officer, Governance and Compliance</td>
</tr>
<tr>
<td>Approved date:</td>
<td>13 June 2018</td>
</tr>
<tr>
<td>Approved by:</td>
<td>Health, Safety and Wellbeing Committee (HSWG)</td>
</tr>
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<td>Equality impact assessment undertaken:</td>
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**Changes made (version 1.5, 22.6.22):**
- Removed references to ‘young person’
- Updated definitions of child and adult at risk (sections 4 and 5)
- Added risk assessment to safeguarding procedures (section 12)
- Updated names, job titles and contact details
- Updated list of policies and links (Appendix A)

**Changes made (version 1.6, 5.10.22):**
- Updated University Safeguarding Officer (name and role)
- Updated name of Board of Governors
Appendix A

Relevant policies and procedures
Acceptable Use of IT services
Admission of Students under 18
DBS for student applicants
DBS for students starting placements
DBS for employees (in development)
Code of Discipline
Data Protection
Dignity at Work (Intranet)
EDHR Policy Statement
Fitness to Practise
Fitness to Study
Freedom of Speech
Hate Crime
Health, Safety and Wellbeing
Modern Slavery Statement
Personal Relationships at Work
Records Management
Research Ethics and Integrity
Social Media (Acceptable use of IT services)
Student Dignity and Respect
Under 18s Accommodation policy
Whistleblowing
Appendix B

Safeguarding legislation and guidance

1. Legislation
Care Act 2014
Children’s Act 1989
Equality Act 2010
Human Rights Act 1998
Malicious Communications Act 1988
Safeguarding Vulnerable Groups Act 2006
Sexual Offences Act 2003
Protection from Harassment Act 1997

2. Guidance
Care and support statutory guidance
Working Together to Safeguard Children 2015

3. Further information
Safeguarding Children: NSPCC
Safeguarding Children: City of York Council
Safeguarding Adults: Scie
Appendix C

Raising concerns

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

If a person is in immediate danger or at risk of harm to themselves or others, first call emergency services at 999. You should then contact security. You should inform the University Safeguarding Officer as soon as possible.

You receive information which suggests a child or adult at risk is being harmed, or is at risk of harm.

Inform the child/adult that you need to pass the information on but that only those who need to know about it will be told.

Report to the University Safeguarding Officer (USO) as soon as you’re able to.

When appropriate, the USO will then:
• Make a referral to the local social services
• Contact the police
• Take steps to initiate the appropriate staff or student disciplinary procedure
• Consult with relevant colleagues

The University Safeguarding Officer is Kathryn Kendon, University Secretary & Registrar
T: 01904 876027
E: k.kendon@yorks.ac.uk
Room: EX/106

Security
Lord Mayor’s Walk: 01904 876444 or call/text 07885 201182
London: 0207 712 0039

Listen to what’s been said
Ask relevant questions.
Speak to the University Safeguarding Officer as soon as possible
And
Record your actions

In an emergency or out-of-hours and the USO cannot be contacted, then contact the relevant child or adult social services or Police

If the immediate safety of a person is at risk, contact the relevant team (e.g. is emergency accommodation needed?)
Appendix D

Contact details

If a person is in immediate danger or at risk of harm to themselves or others, first call emergency services at 999. You should then contact security.

<table>
<thead>
<tr>
<th>Security</th>
<th>Telephone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lord Mayor's Walk</td>
<td>01904 876444 or 07885 201182</td>
</tr>
<tr>
<td>London (Security Office 'Republic')</td>
<td>0207 712 0039</td>
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Internal

<table>
<thead>
<tr>
<th>Title</th>
<th>Name and contact details</th>
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</thead>
<tbody>
<tr>
<td>University Safeguarding Officer</td>
<td>Kathryn Kendon, University Secretary &amp; Registrar <a href="mailto:k.kendon@yorksj.ac.uk">k.kendon@yorksj.ac.uk</a> 01904 876027 EX/106</td>
</tr>
<tr>
<td>Deputy Safeguarding Officer</td>
<td>TBC</td>
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Services

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<th>Service</th>
<th>Name and job title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation</td>
<td>Sue Waller, Head of Campus &amp; Residential Services</td>
</tr>
<tr>
<td>Admissions</td>
<td>Matthew Taylor, Director of Marketing, Student Recruitment &amp; Admissions</td>
</tr>
<tr>
<td>Converge</td>
<td>Lucy Coleman, Converge Support &amp; Progression Worker</td>
</tr>
<tr>
<td>Degree Apprenticeships Office</td>
<td>Frances Trzeciak, Work Based Learning Lead</td>
</tr>
<tr>
<td>Human Resources</td>
<td>Jo Todd, HR Manager (Business Partner)</td>
</tr>
<tr>
<td>Registry</td>
<td>Aimee Henderson, Student Records Manager</td>
</tr>
<tr>
<td>Programme Administration &amp; Support Service (PASS)</td>
<td>Lindsey Kelly, Programme Administration &amp; Support Service Manager</td>
</tr>
<tr>
<td>Student Life</td>
<td>Sharon Hocking, Head of Student Access, Wellbeing &amp; Support</td>
</tr>
<tr>
<td>Student Recruitment and Widening Participation</td>
<td>Grant Saker, Head of Student Recruitment &amp; Widening Participation</td>
</tr>
<tr>
<td>YSJ Active/Haxby Road</td>
<td>Becky Barrett, YSJ Active Manager</td>
</tr>
<tr>
<td>YSJ Communities Centre</td>
<td>Professor Lynne Gabriel, Director, University Counselling &amp; Mental Health Centre</td>
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<td><strong>Schools</strong></td>
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<td><strong>School</strong></td>
<td><strong>Name and job title</strong></td>
</tr>
<tr>
<td>Arts</td>
<td>Kevin Gash, Senior Lecturer</td>
</tr>
<tr>
<td></td>
<td>John Temperton, Senior Lecturer</td>
</tr>
<tr>
<td>Education, Language and Psychology</td>
<td>Dr Caroline Elbra-Ramsay, Deputy Head of School and Associate Professor</td>
</tr>
<tr>
<td></td>
<td>Amanda Smith, Associate Professor</td>
</tr>
<tr>
<td>Humanities</td>
<td>Dr Liesl King, Associate Head: Creative Writing, Media &amp; Film Studies</td>
</tr>
<tr>
<td>Science, Technology and Health</td>
<td>Dr Rob Sanders, Head of School of Science, Technology and Health</td>
</tr>
<tr>
<td></td>
<td>Dr Alastair Jordan, Senior Lecturer</td>
</tr>
<tr>
<td>York Business School</td>
<td>Dr Sarah Crabbe, Senior Lecturer</td>
</tr>
<tr>
<td>YSJ London</td>
<td>Iain Pullar, Student Experience Manager</td>
</tr>
<tr>
<td><strong>Students' Union</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Students' Union</strong></td>
<td><strong>Name and job title</strong></td>
</tr>
<tr>
<td>Students' Union Safeguarding Officer</td>
<td>Donna Smith, Chief Operating Officer</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:d.smith@yorksj.ac.uk">d.smith@yorksj.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>01904 629816</td>
</tr>
<tr>
<td><strong>External</strong></td>
<td></td>
</tr>
<tr>
<td><strong>If a person is in immediate danger or at risk of harm to themselves or others, call 999</strong></td>
<td></td>
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<tr>
<td><strong>Service</strong></td>
<td><strong>Contact details</strong></td>
</tr>
<tr>
<td>City of York Safeguarding Children Partnership (CYSCP)</td>
<td><a href="http://www.saferchildrenyork.org.uk">www.saferchildrenyork.org.uk</a>, t: 01904 555650, e: <a href="mailto:cyscp@york.gov.uk">cyscp@york.gov.uk</a>, @YorkSCP</td>
</tr>
<tr>
<td></td>
<td>The CYSCP Newsletter communicates any up to date information to the partnership including training, with termly masterclass events to disseminate any learning. Sign up via the website.</td>
</tr>
<tr>
<td>CYSCP Business Manager</td>
<td>Sophia Lenton-Brook, CYSCP Business Manager, t: 01904 555253, e: <a href="mailto:sophie.lenton-brook@york.gov.uk">sophie.lenton-brook@york.gov.uk</a></td>
</tr>
<tr>
<td>City of York Multi-Agency Safeguarding Hub (MASH)</td>
<td>01904 551900 (referrals Monday – Friday office hours)</td>
</tr>
<tr>
<td></td>
<td>Outside office hours, at weekends and on public holidays contact the emergency duty team telephone: 01609 780780</td>
</tr>
<tr>
<td></td>
<td>Forms can be found on the CYSCP website.</td>
</tr>
<tr>
<td>Service</td>
<td>Contact details</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Local Authority Designated Officer (LADO) for North Yorkshire and City of York.</td>
<td>A representative from the LADO team will be available Monday-Thursday. However, there will be a limited service on a Friday. The phone won't be staffed all the time so please phone and leave a message on 01904 551783 or email a referral or query to <a href="mailto:lado@york.gov.uk">lado@york.gov.uk</a> and they will aim to respond to your request within 24 hours (during office hours). If you have an urgent query or you believe a child is at risk please contact the Multi Agency Safeguarding Hub (MASH) on 01904 551900 Outside office hours, at weekends and on public holidays please contact the emergency duty team on 01609 780780 If you wish to make an allegation or you have a concern about a professional working with children, young or vulnerable people in the City of York, a referral should be sent to the Local Authority Designated Officer using the LADO Referral Form, giving as much detail as possible. Completed LADO Referral Forms should be emailed using secure mail to <a href="mailto:lado@york.gov.uk">lado@york.gov.uk</a> If you do not have secure email please contact 01904 551783 to make your referral or to seek advice.</td>
</tr>
</tbody>
</table>
Appendix E

University Safeguarding Officer: Role and Responsibilities

1. The University Safeguarding Officer has lead responsibility for safeguarding and child protection. All activities can be delegated to the Deputy Safeguarding Officer, however the lead responsibility remains with the University Safeguarding Officer.

2. The University Safeguarding Officer should:
   - ensure the safeguarding policy is fit for purpose and updated at least annually
   - develop and maintain effective reporting and recording systems
   - raise awareness through the dissemination of policies and information amongst staff and students
   - oversee relevant training needs on safeguarding issues and procedures. Delivery of training will be coordinated through Staff Development
   - report annually to the Health, Safety and Welfare Committee on incidents, changes to policy and procedures and training needs.

Manage referrals

3. The University Safeguarding Officer is expected to refer:
   - cases of suspected abuse against children and young people to the local authority social services
   - other concerns to social services or the police as required
   - cases to the Channel programme where there is a radicalisation concern as required
   - cases where a person is dismissed or left due to risk/harm to a child or adult at risk to the Disclosure and Barring Service as required
   - cases where a crime may have been committed to the Police as required

Work with others

4. The University Safeguarding Officer is expected to:
   - cooperate with other agencies to safeguard and promote the welfare of children and young people and adults at risk
   - establish and maintain links with relevant local authority departments, education institutions and North Yorkshire Police
   - liaise with the Vice Chancellor to inform them of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations
   - liaise with the Executive Director of Student and Staff Services in cases involving allegations against members of staff
   - as required, liaise with the case manager and the designated officer(s) at the local authority for child protection concerns on all cases which concern a staff member or student
   - liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies. Act as a source of support, advice and expertise for staff.
Undertake training

5. The University Safeguarding Officer should undertake:

- training to provide them with the knowledge and skills required to carry out the role. This training should be updated at least every two years.
- Prevent awareness training.

6. The University Safeguarding Officer is expected to refresh their knowledge and skills at regular intervals, as required, but at least annually, to allow them to understand and keep us with any developments relevant to their role so they:

- understand the assessment process for providing early help and intervention
- have a working knowledge of the City of York’s safeguarding procedures and be able to contribute effectively when required to do so
- ensure each member of staff has access to and understands the University’s safeguarding and prevent policy and procedures
- are alert to concerns of members of staff
- are able to keep detailed, accurate, secure written records of concerns and referrals
- understand and support the University with regards to the requirements of the Prevent duty and are able to provide advice and support to staff
- obtain access to resources and attend any relevant or refresher training courses; and
- encourage a culture of listening to children, young people, students and staff.

Raise awareness

7. The University Safeguarding Officer should:

- ensure the University’s safeguarding policies and procedures are known, understand and used appropriately
- ensure the safeguarding policies and procedures are available publicly
- link with the City of York Council to make sure that staff are aware of training opportunities and the latest local policies on safeguarding.

Availability

8. During term time, the University Safeguarding Officer should always be available (during office hours) for staff to discuss any safeguarding concerns. In their absence, the Deputy Safeguarding Officer should be available.

9. It is the responsibility of the University Safeguarding Officer to arrange adequate and appropriate cover for any out of hours/term time activities.