

Scope: All Staff	Effective Date: July 2018	Responsible: Health, Safety & Wellbeing	Equality Impact Assessment: Completed Jun 2018
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Safeguarding Policy

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A. Context and scope

1. York St John University (YSJ) is committed to providing a safe environment for children and adults at risk who may be present on campus or engaged in University activities.
2. This Policy sets out YSJ's approach to the safeguarding of children and adults at risk.
3. This Policy shall be reviewed annually.

B. Introduction

1. YSJ has a legal responsibility (see Appendix A) 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.
2. Legal safeguarding duties apply to children and adults at risk.
3. Under its statutory safeguarding responsibilities, YSJ 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, but is not necessarily limited to:
 - 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.
 - Meetings or other activities involving speakers.
 - Other institutional initiatives or projects that take place involving University staff and students.
4. In other instances, when staff, students or visitors bring children to the University campus, they remain the responsibility of the person who has brought them onto campus.
5. The University recognises that some children are at a higher risk than others, including:
 - Disabled children or children with special educational needs
 - Children living in care or having left care
 - Young carers

6. Safeguarding is everyone's business. All staff should read and understand this Policy and its appendices. Students will be provided with information about safeguarding and can request this in an accessible format if required.
7. This Policy is primarily focussed on children and adults at risk engaging in University activities or with University services. If any concerns are raised about children or adults at risk who are found to be present on University spaces but not engaging in University activities or with University services, or about children or adults at risk who are associated with those engaging in University activities or with University services, the University will approach this through its health, safety and wellbeing procedures. This may include the use of this Policy in certain circumstances.

C. Definitions

1. 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.

D. Procedures associated with safeguarding

General

1. Appropriate action, as per this Policy, should be taken whenever there is concern that a child or adult at risk has been harmed or is likely to be harmed.
2. Where appropriate, YSJ will work in partnership with all relevant agencies to ensure that children and adults at risk are protected from harm.
3. YSJ 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) checks at the appropriate level.
 - b. Requiring all staff working with apprentices to undertake a DBS check.
 - c. Having specific procedures in place to manage applications from, and monitor the welfare of, students who are under 18 years of age on the first day of the month in which their programme commences.
 - d. Ensuring students accepted on undergraduate and postgraduate degrees obtain a satisfactory enhanced DBS check when their course requires it.
 - e. Conducting safeguarding risk assessments, as appropriate, for on- or off- campus activities, including volunteering, student recruitment and widening participation activities.
 - f. Gaining written consent from parents, carers or guardians for activities involving children, in particular:
 - i. presence of children on campus without a responsible adult

- ii taking and publishing images of children
- iii participation in research.

- g. Ensuring that contractors delivering services on campus have appropriate approaches to safeguarding.
- h. 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.
- i. Where necessary, sharing information about concerns with agencies and involving parents, carers or guardians appropriately via our Trusted Contacts and Next of Kin protocols.
- j. Ensuring all current safeguarding legislation and government guidance, as per Appendix A, are adhered to.

Raising concerns

- 4. The process to raise concerns that a child or adult at risk has been harmed or is likely to be harmed can be found in Appendix B. This information can be requested in an accessible format if required.
- 5. Any staff or student may also report safeguarding concerns to an external body, such as social care services or the police. In such a case, the responsibilities set out in this Policy still apply.
- 6. All records will be kept secure and managed in accordance with data protection legislation. Records will only be kept as long as necessary, in line with YSJ's retention schedule.
- 7. In cases of safeguarding concerns, the University is obliged to share information to address the risk of harm. This may include referral to appropriate external services.

E. Key roles and responsibilities

Contact details

- 1. Non-emergency contact details can be found in Appendix C.
- 2. In an emergency, first call the Emergency Services on 999.

University Safeguarding Officer

- 3. The University Secretary and Registrar is the University Safeguarding Officer (USO) and has lead responsibility for safeguarding.
- 4. The responsibilities of the USO are listed in Appendix E.

Deputy Safeguarding Officer

- 5. The Deputy Safeguarding Officer (DSO) is a member of the Student Success and Learning Services Directorate and assists the USO in carrying out their responsibilities.

All activities can be delegated to the DSO. However, the lead responsibility remains with the USO. The DSO should be trained to the same standard as the USO.

Local Safeguarding Officers (LSOs)

6. The University will keep a register of Local Safeguarding Officers (LSOs) on the [staff intranet page](#).
7. LSOs:
 - 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 or with the employers of students completing apprenticeships.
 - h. Report to the USO.
8. The LSOs meet bi-annually with the USO and DSO to share information, discuss any new developments, consider relevant data and insights and share best practice. They complete training that equips them to carry out their role effectively.

F. Other relevant policies

Staff

[Acceptable Use of IT Services Policy](#)
[Disclosure and Barring Service \(DBS\) Checks Guidance](#)
[Code of Practice on Freedom of Speech and Academic Freedom](#)
[Data Protection Policy](#)
[Dignity at Work Policy and Procedure](#)
[Equality, Diversity and Human Rights Policy](#)
[Health, Safety and Wellbeing Policy](#)
[Modern Slavery and Human Trafficking Statement](#)
[Personal Relationships at Work Policy](#)
[Report and Support Platform](#)
[Research Ethics Policy](#)
[Safeguarding Policy](#)
[Sexual Harassment and Sexual Misconduct Policy and Procedure](#)
[Whistleblowing Policy](#)

Students

[Acceptable Use of IT Services Policy](#)
[Code of Practice on Freedom of Speech and Academic Freedom](#)
[Equality, Diversity and Human Rights Policy](#)
[Fitness to Practise Policy](#)
[Fitness to Study Policy](#)
[Guidance for Students entering when under 18](#)

[Report and Support Platform](#)

[Sexual Harassment and Sexual Misconduct Policy and Procedure](#)

[Student Dignity and Respect Policy](#)

[Student Disciplinary Policy and Procedure](#)

[Trusted Contacts Policy](#)

[Whistleblowing Policy](#)

Appendix A: Safeguarding legislation and guidance

Legislation

[Care Act 2014](#)

[Children's Act 2014](#)

[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](#)

Guidance

[Care and Support – Statutory Guidance](#)

[Working Together to Safeguard Children 2015](#)

Further information

[Safeguarding Children: NSPCC](#)

[Safeguarding Children: City of York Council](#)

[Safeguarding Adults: Social Care Institute for Excellence](#)

Appendix B: Raising concerns - process

The following steps should be taken if you have concerns that a child or adult at risk is experiencing, or is at risk of experiencing, harm.

1. If a person is in immediate danger or at risk of harm to themselves or others, first call the emergency services on 999. You should then contact security. You should inform the USO, or their deputy, as soon as possible.
2. In all other situations when you have received information which suggests a child or adult at risk is experiencing, or is at risk of experiencing, harm:
 - a. Listen to what is being said, ask relevant questions, write down what you have been told and record your actions.
 - b. Inform the person about whom you have concerns that you need to pass the information on to those who need to know.
 - c. Consult with your line manager, your LSO or the DSO.
 - d. If necessary, make a report to the USO, or their deputy, as soon as you are able. The University's [reporting form](#) should be used where possible.
 - e. The USO, or their deputy, will consider any action required. This may include seeking confidential advice from a relevant external agency, including making any necessary external referrals.
3. Out of hours, if the USO cannot be contacted, you may need to contact the police or adult or child social care services.
4. Any concerns about the USO should be taken to the Vice Chancellor. Any concerns about the Vice Chancellor should be taken to the Chair of the Board of Governors.

Appendix C: Non-emergency contact details

If a person is in immediate danger or at risk of harm to themselves or others, first call emergency services on 999.

Service	Contact Details
Security - Lord Mayor's Walk	01904 876444 or Call/text 07885 201182
Security - London (Security Office 'Republic')	0207 712 0039
University Safeguarding Officer and University Prevent Lead	Kathryn Kendon, University Secretary and Registrar k.kendon@yorksj.ac.uk 01904 876027
Deputy Safeguarding Officer	Rumnique Gill, Director, Student Success and Learning Services r.gill@yorksj.ac.uk 01904 876795
Deputy Prevent Leads	Mia Bryden, Head of Governance and Compliance m.bryden@yorksj.ac.uk Helen Bowie, Student Casework Manager h.bowie@yorksj.ac.uk 01904 876268 Cassie Price, Head of Programme Development and Academic Quality (London Campus) c.price@yorksj.ac.uk Zara Skelton, London Student Support and Guidance Manager (London Campus) z.skelton@yorksj.ac.uk Sue Waller, Head of Campus and Residential Services s.waller@yorksj.ac.uk 01904 876642
Students' Union	Donna Smith, Chief Executive d.smith@yorksj.ac.uk 01904 629816
Local Safeguarding Officers	See intranet page
City of York Safeguarding Children Partnership (CYSCP)	www.saferchildrenyork.org.uk 01904 555650 cyscp@york.gov.uk
City of York Multi-Agency Safeguarding Hub (MASH)	01904 551900 (referrals Monday – Friday office hours) Emergency duty team telephone: 01609 780780 Forms can be found on the CYSCP website.
Tower Hamlets Safeguarding Adults Board	Safeguarding Adults Board (towerhamlets.gov.uk)
Police	In an emergency, call 999. In a non-emergency, contact 111.
NSPCC: report a concern	Report a Concern: 0808 800 5000

	Leeds Hub: 0127 438 1440 London Hub: 020 3772 9905
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Appendix D: 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 Wellbeing Committee on incidents, changes to policy and procedures and training needs.
3. The University Safeguarding Officer is expected to refer, where required:
 - Cases of suspected abuse against children and young people to the local authority social services.
 - Other concerns to social services or the police.
 - Cases to the Channel programme where there is a radicalisation concern.
 - Cases where a person is dismissed or left due to risk/harm to a child or adult at risk to the DBS.
 - Cases where a crime may have been committed to the Police.
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 the Police services in the relevant areas.
 - 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 Director of Human Resources and Organisational Development 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.
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.
 - 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.
7. The University Safeguarding Officer should:
 - Ensure the University's Safeguarding and Prevent Policies are known, understand and used appropriately.
 - Ensure the University's Safeguarding and Prevent Policies are available publicly.
 - Link with the City of York Council and London Borough of Southwark to make sure that staff are aware of training opportunities and the latest local policies on safeguarding.
8. During term time, the University Safeguarding Officer should be available (during office hours) for staff to discuss any safeguarding concerns. In their absence, the Deputy Safeguarding Officer should be available. Where neither of these members of staff are available, the University Safeguarding Officer will nominate another member of staff to act in their place and communicate this appropriately.
9. It is the responsibility of the University Safeguarding Officer to arrange adequate and appropriate cover for any out of hours/term time activities.