

Scope: All Staff	Effective Date: July 2018	Responsible: Health, Safety & Wellbeing	Equality Impact Assessment: Completed Jun 2018
Last reviewed: 09 2023	Next review date: 09 2024	Associated link: <a href="#">Governance and Compliance</a>	

## 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. It also sets out how the University meets its obligations under the Prevent Duty.
3. General student safeguarding is addressed by other policies listed in Appendix A.
4. This policy shall be reviewed annually.

### Introduction

5. The University has a legal responsibility (see Appendix B) 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.
6. Legal safeguarding duties apply to children and adults at risk.
7. Under its statutory safeguarding responsibilities, 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, 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.
  - Talks and lectures delivered by external speakers on campus.
  - Other institutional initiatives or projects that take place involving University staff and students.

8. 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.
9. 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.
10. Safeguarding is everyone's business. All staff should read and understand this policy. Students will be provided with information about safeguarding, and can request this in an accessible format if required.
11. 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, the University will approach this through its general approach to health, safety and wellbeing in the first instance.

## **Safeguarding Procedures**

12. The welfare of the children and adults at risk are paramount. The University is committed to the safeguarding of children and adults at risk.
13. 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
14. 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.
15. Where appropriate the University will work in partnership with all relevant agencies, as listed in this policy, to ensure that children and adults at risk are protected from harm.
16. 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 activities.
- e. Ensuring that our contractors delivering services on campus have appropriate approaches to safeguarding.
- 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/ guardians appropriately.

17. The University also aims to ensure all current safeguarding legislation and government guidance, as per Appendix B, 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 (USO) and Deputy Safeguarding Officer (DSO)**

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

19. The Deputy Safeguarding Officer (DSO) will be 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.

20. The responsibilities of the USO are listed in Appendix E.

### **Local Safeguarding Officer (LSO)**

21. The University will keep a register of Local Safeguarding Officers (LSOs) on the [staff intranet page](#).

22. 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.
- h. report to the USO.

23. The local safeguarding officers will meet annually with the USO and DSO 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**

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

25. Written consent will be obtained from parents/carers/guardians 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**

26. The University will provide information to staff, students, visitors, parents/carers/guardians of children, about how they can raise concerns. This information can be requested in an accessible format if required.

27. 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, they should also inform security.

28. Where a member of staff has concerns, they should promptly consult LSO or DSO, and report to the USO if required. The University's [reporting form](#) should be used where possible.

29. 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.

30. 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.

### **Confidentiality and Information Sharing**

31. 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 the University's retention schedule.

32. 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.

### **Prevent Duty**

33. 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.*

34. In exercising this statutory responsibility, the University acts in accordance with the Prevent Duty Guidance for higher education institutions.<sup>1</sup> In summary, this requires that:
- a) the Vice Chancellor and senior management of the University actively engage with other partners including police and local authority *Prevent* Co-ordinators
  - b) 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
  - c) 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
  - d) policies are in place relating to the use of IT on campus, containing specific reference to the *Prevent* Duty
  - e) the University has robust procedures for sharing information about vulnerable individuals (where appropriate to do so)
  - f) the University has clear and widely available policies for the use of prayer rooms and other faith-related facilities
  - g) the University provides sufficient chaplaincy and pastoral support for all students according to our needs
  - h) the University has regard to the duty in the context of our relationship and interactions with the Students' Union and its societies
  - i) 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.

35. 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 Success and Learning Services, Chaplaincy and the Academic Tutor system.

36. 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.

### 37. 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.

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<sup>1</sup> <https://www.gov.uk/government/publications/prevent-duty-guidance> (September 2015)

38. Should any member of staff become concerned that a student or another member of staff is exhibiting extremist beliefs or behaviours and/or that they are at potential risk of radicalisation they would usually share these concerns with their line manager in the first instance. Where there are urgent concerns they may speak directly with the University Secretary and Registrar or one of the Deputy Prevent Leads.
39. If appropriate, the line manager should seek advice from the University Secretary and Registrar or one of the Deputy Prevent Leads. 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 and 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<sup>2</sup>. 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 or the equivalent London 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.
43. The University Secretary and Registrar is the *Prevent* lead for the University. The Deputy *Prevent* leads are the Student Casework Manager, Head of Campus and Residential Services and London Campus Manager.
44. The *Prevent* and Deputy *Prevent* Leads maintain links and relationships with relevant contacts in York and London.

Approved by the Health, Safety and Wellbeing Committee on 13 June 2018

Date of next review September 2024

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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@yorks.ac.uk](mailto:gov.compliance@yorks.ac.uk)

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<sup>2</sup> For further information about the multi-agency approach, see <https://www.gov.uk/government/publications/channelguidance>. 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.

## **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**

### **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](#)

### **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: Scie](#)

## **Appendix C: Raising concerns quick action list**

The following steps 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 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 emergency services on 999. You should then contact security. You should inform the USO 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've been told and record your actions.
  - b. Inform the child or adult at risk that you need to pass the information on to those who need to know.
  - c. Report to the USO as soon as you are able to. Use the [reporting form](#) where possible.
  - d. Where appropriate, the USO will take the steps outlined in this policy.
3. Out of hours, if the USO cannot be contacted, you may need to contact the police or adult or child social care services.

## Appendix D: 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	Kathryn Kendon, University Secretary and Registrar <a href="mailto:k.kendon@yorks.ac.uk">k.kendon@yorks.ac.uk</a> 01904 876027
Deputy Safeguarding Officer	Victoria Hamilton, Interim Director, Student Success and Learning Services <a href="mailto:v.hamilton@yorks.ac.uk">v.hamilton@yorks.ac.uk</a> 01904 876152
Students' Union	Donna Smith, Chief Executive <a href="mailto:d.smith@yorks.ac.uk">d.smith@yorks.ac.uk</a> 01904 629816
Local Safeguarding Officers	See <a href="#">intranet page</a>
City of York Safeguarding Children Partnership (CYSCP)	<a href="http://www.saferchildrenyork.org.uk">www.saferchildrenyork.org.uk</a> , 01904 555650 <a href="mailto:cyscp@york.gov.uk">cyscp@york.gov.uk</a>
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 <a href="#">CYSCP website</a> .
North Yorkshire Police	In an emergency, call 999. In a non-emergency, contact City of York Multi-Agency Safeguarding Hub or call 111.
NSPCC: report a concern	0808 800 5000
NSPCC: services in York	<a href="https://www.saferchildrenyork.org.uk/Yorkservices.htm">https://www.saferchildrenyork.org.uk/Yorkservices.htm</a>

## **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 Wellbeing Committee on incidents, changes to policy and procedures and training needs.
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
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 Director of HROD 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 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.
  
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.
  
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.
  
9. It is the responsibility of the University Safeguarding Officer to arrange adequate and appropriate cover for any out of hours/term time activities.