

SAFEGUARDING PROCEDURES

Introduction

The Royal Agricultural University (RAU) recognises its responsibility to safeguard the welfare of all children and young people through commitment to practice which protects them from harm. This responsibility is based on the conviction that it is always unacceptable for a child, young person or vulnerable adult to experience abuse of any kind and that a child's welfare, development and protection are paramount at all times

This Procedure document provides the mechanism with which the RAU provides protection for children, young people and vulnerable adults who participate in activities delivered by the RAU. This includes the children of adult clients.

Contents

- Introduction
- Definitions
- Safeguarding Team Responsibilities
- Potential Indicators of Harm, Abuse or Neglect
- Reporting Concerns
- Investigating allegations
- Assessment and Management of Risk
- Guidelines, training and Support
- Sharing Information
- Safeguarding Issues in respect of specific activities
- Dealing with concerns over Radicalisation

Appendix A Safeguarding Team

Appendix B Flowchart of Procedure for Reporting Safeguarding Concerns

Appendix C Flowchart of procedure of Reporting Concerns over Radicalisation

Appendix D Incident Reporting Form

Appendix E Incident Outcome Form

Appendix F List of staff who need to be DBS checked and at what level

Introduction

The Royal Agricultural University believes that it is unacceptable for a child, a young person or an adult to experience any form of harm or abuse. Their welfare is paramount and they have the right to protection and support.

Safeguarding concerns may arise as a result of activities associated with the University, or a member of staff, student or volunteer acting on behalf of the University may become aware of safeguarding concerns about an individual, which are not related to the University's activities, nor within the University's control.

The Royal Agricultural University is predominantly an adult environment, however it recognises its

responsibility to promote and safeguard the welfare of children, young people and adults at risk. Whilst acknowledging that it cannot act “in loco parentis” and that ultimate responsibility will continue to rest with parents and guardians, the University will work in partnership with the individuals themselves, their parents, carers, employers and other agencies as appropriate to promote and safeguard the welfare of individuals and to minimise the risks of harm.

Definitions

Safeguarding – Safeguarding means protecting people’s health, wellbeing and human rights and enabling them to live free from harm, maltreatment, abuse or neglect.

There are two clear statutory dimensions to Safeguarding:

- **Safeguarding Children** (under 18s) and
- **Safeguarding Adults** (18 and over)

Safeguarding and promoting the welfare of children is defined as:

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

Child protection is defined as being part of safeguarding and promoting welfare. It is the work done to protect specific children who are suffering, or are likely to suffer, significant harm.

Safeguarding as it refers to adults is defined as those with care and support needs, who as a result of those needs may not be able to protect themselves from the risk or experience of abuse, harm and/or neglect. It encompasses the need to protect people who may be in vulnerable circumstances, e.g. they may be in hospital or care

Safeguarding adults means:

- Protecting the rights of adults to live in safety, free from abuse and neglect.
- People and organisations working together to prevent and stop both the risks and experience of abuse or neglect.
- People and organisations making sure that the adult’s wellbeing is promoted including, where appropriate, taking fully into account their views, wishes, feelings and beliefs in deciding on any action.
- Recognising that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances and therefore potential risks to their safety or wellbeing

Safeguarding children and adults could also include protection from involvement with crime and/or terrorism.

The following groups are considered as part of this Safeguarding Procedure:

- Children (people under the age of 16)
- Young People (people aged 16 and 17)
- Adults at risk (adults as defined by section 59 of the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012 and/or those persons aged over 18 who by reason of mental or other disability, age or illness are (or may be) unable to take care of themselves or are (or may be) unable to protect themselves against significant harm or exploitation, e.g. adults who have to rely on others for tasks of daily living or may be unable to protect themselves against significant harm or exploitation).
- Those at risk of radicalisation. People who are vulnerable in some way are most at risk of radicalisation into an extremist ideology which may lead an individual to commit or support terrorist acts.

“DBS” - the Disclosure and Barring Service. This statutory body has been created out of the merger of the Criminal Records Bureau and the Independent Safeguarding Authority.

Radicalisation - the process by which a person comes to support terrorism and forms of extremism leading to terrorism.

Student - any student registered on a programme of study with the University, whatever mode of delivery and location.

Prevent - part of the government’s overall anti-terrorism strategy, CONTEST. The aim of the Prevent strategy is to reduce the threat to the UK from terrorism by stopping people becoming terrorists or supporting terrorism. Higher Education has been identified as a sector where young people may be radicalised. This strand of the anti-terrorism strategy aims to prevent young people getting involved in terrorism.

Channel - a multi-agency process which aims to provide support to individuals at risk of being drawn into violent extremism, thereby helping to prevent radicalisation and divert children, young people and vulnerable individuals from extremist views associated with terrorism

Adults with care and support needs

Adults with care and support needs who are at risk of or are experiencing abuse or neglect should always be involved in their safeguarding activity unless there are exceptional circumstances that would increase the risk of abuse. This includes knowing a concern is being raised, being central to all decisions including how they view the risk, and their opinions and desired outcomes from the enquiry must be sought. They must be included throughout the process, invited to meetings wherever appropriate, and at the conclusion a check must be made to establish whether their desired outcomes from the enquiry have been met.

If an adult has substantial difficulty in being involved, and where there is no appropriate person to support them, then the local authority must arrange for an independent advocate to represent them for the purpose of facilitating their involvement.

The adult safeguarding duties under the Care Act 2014 apply to an adult, aged 18 or over, who:

- Has needs for care and support (whether or not the local authority is meeting any of those needs) and;

- Is experiencing, or at risk of. Abuse or neglect and as a result of those care and support needs is unable to protect themselves from either risk of, or the experience of abuse or neglect.

Vulnerable people who may be abused can be older adults who need help from others, adults with a learning disability, adults with physical disabilities, and adults with mental health needs, adults who misuse alcohol or drugs.

Safeguarding Team Responsibilities

Executive Lead

The Director for Students has specific responsibility for Safeguarding and will be accountable for the institution's safeguarding policy and procedures. The Director for Students has specific powers to oversee suspension of students if necessary pending investigations and where a significant risk of harm to a vulnerable individual is considered to exist.

The Executive Lead will:

- Will be a member of the senior management of the University. It is not essential that the role holder is a Designated Safeguarding Officer (see below).
- Be accountable for developing, promoting and implementing the institution's Safeguarding Policy and related procedures and practice;
- Ensure there are an appropriate number of staff in place to fulfil Safeguarding responsibilities, including at the most senior level;
- Ensure procedures are in place for managing: allegations against students and staff; information sharing and safe recruitment practices (staff and students);
- Liaise with Marketing in respect of any press enquiries about Safeguarding;
- Oversee the organisation requirements for the training of Safeguarding Officers;
- Oversee the monitoring and review systems, including preparation of the first draft of the annual report. All personal data will be processed in accordance with the requirements of GDPR.
- Approve recommendations from the Lead Safeguarding Officer on referral to Gloucestershire Safeguarding Children Board (GSCB) or the Gloucestershire Safeguarding Adults Board (GSAB), or other appropriate boards (not limited geographically as it is the local authority where a child is resident that investigates).

Lead Safeguarding Officer (LSO)

- Provide support, advice and guidance to staff and students about this policy;
- In conjunction with at least two other Designated Safeguarding Officers recommend referral of cases of suspected abuse to the Executive Lead for Safeguarding.
- Act as a source of support, advice and expertise and to make referrals of cases of suspected abuse to the relevant agencies;
- Ensure detailed and accurate written records are kept of concerns/referrals and that they are secure, confidential, yet accessible to those with designated authority via the S: drive for Safeguarding.
- Liaise with the Executive Lead for Safeguarding regarding on-going investigations.
- Ensure that where allegations or incidents involve a member of University staff that the HR Business Partner for Student Support (Paula Brown) is notified and is part of the team involved in the initial assessment process;

- Undertake training to identify signs of abuse and when it is appropriate to make a referral or use internal processes and procedures;
- Create links with local Social Services Departments, Children's Services Teams, Safeguarding Children Boards, Safeguarding Adults Board and local Police;
- Have a working knowledge of Channel and how it operates;
- Have a working knowledge of local Area Children Protection Committees and local Safeguarding Children Boards or Safeguarding Adults Board.
- Participate in local Safeguarding Board/Police investigation as required.
- Review existing policies and procedures in conjunction with the Safeguarding Group and update to reflect the requirements of Safeguarding;
- Develop University-wide policy, procedures, practice and guidance for Safeguarding that are compliant with the most recent legislation, government and/or professional body guidelines and local Safeguarding Children Board or Safeguarding Adults Board.
- Attend Safeguarding Working Group Meetings once per term

Designated Safeguarding Officers

- Provide support, advice and guidance to staff and students about this policy;
- Ensure detailed and accurate written records are kept of concerns on the S: drive for Safeguarding.
- Make decisions in conjunction with the LSO about whether to refer concerns to Executive Lead and ultimately to the GSCB/ GASB / Police / for investigation.
- Undertake training to identify signs of abuse and when it is appropriate to make a referral or use internal processes and procedures;
- Have a working knowledge of local Area Children Protection Committees and local Safeguarding Children Boards or Safeguarding Adults Board
- Have a working knowledge of Channel and how it operates;
- Attend Safeguarding Working Group meetings once per term.

Head of Human Resources

- Advise on the employment and welfare of staff who are aged under 18, including those on work experience schemes;
- Ensure all new staff DBS checks are undertaken at the appropriate level.
- Ensure all staff DBS checks are returned, issues dealt with and staff records are updated as appropriate.

Heads of School

- Ensure appropriate risk assessments are undertaken for relevant activities within their department;
- Ensure staff understand the implications of recruiting under 18 staff and students;
- Monitor the welfare of students in the department who are under the age of 18;
- Ensure any Safeguarding concerns are reported promptly to a Designated Safeguarding Officer.

Safeguarding Group

The Safeguarding Officers will meet as a group once per term. This may be for specific training, sharing of good practice or issues and to consider the annual monitoring report. Other staff with relevant expertise or specific interest in safeguarding may be invited to join the Safeguarding

Group from time to time.

Where recommendations are made for changes to the Policy and/or Procedures that impact on staff or students appropriate consultation will take place with VSEG, Academic and Professional Services Staff, and the Student Union

Annual Monitoring

In recognising the legal responsibilities upon the University with respect to the safe recruitment of staff and students, VCEG wish to be aware of, approve and monitor the University's approach to Safeguarding. To this end, a monitoring report on the Safeguarding Policy and Procedures will be presented annually to VCEG for information and approval and for presentation to Governing Council. The annual report will include the number of staff who have undergone the Safeguarding training.

Potential Indicators of Harm, Abuse or Neglect

It is generally recognised that there can be many forms of harm or abuse. Concerns of harm or abuse can be disclosed to you or observed directly by you or reported to you by another person.

Abuse and neglect are forms of maltreatment. A person may abuse or neglect a child, young person or adult at risk by inflicting harm or by failing to prevent harm. Individuals may be abused in a family or an institutional or community setting, by those known to them, or more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

Abuse and neglect can include the following:

- **Physical abuse, which can include but may not be limited to...**
..... hitting, pushing, pinching, biting, shaking, throwing, hair-pulling, poisoning, misuse of medication, burning or scalding, drowning, suffocating, inappropriate restraint or otherwise causing physical harm. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness, particularly in a child.
- **Sexual abuse, which can include but may not be limited to...**
.....rape or sexual assault, forcing or enticing a child, young person or adult at risk to take part in sexual activities, which they have not or could not have consented or where pressurised into consenting, including prostitution, whether or not the individual is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They can include non-contact activities, such as for example, involving children in looking at, or in the production of, sexual online activities, watching sexual activities, or encouraging children to behave in sexually inappropriate ways and sexual exploitation.
- **Psychological or emotional abuse, which can include but may not be limited to...**
.....threats of harm or abandonment; deprivation of social or any other form of contact; humiliation, blaming, controlling, intimidation, coercion, or harassment; verbal abuse; prevention from receiving services or support. It may involve conveying to individuals that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may also feature age or developmentally inappropriate expectations being imposed upon 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. It may involve serious bullying, causing individuals to frequently feel frightened or in danger, or the exploitation or corruption, particularly of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

- **Neglect or acts of omission, which can include but may not be limited to...**
.....the persistent failure to meet an individual's basic physical and/or psychological needs, likely to result in the serious impairment of health or development. Neglect can include preventing access to health, social care, or educational services; withholding the necessities of life, such as food, drink, or heating, failure to ensure adequate supervision or neglect of basic needs.

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, clothing and shelter (including exclusion from home or abandonment)
- Protect a child from physical or emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

- **Discriminatory abuse** such as that based upon a person's race, sexuality, or disability; any other forms of harassment or slurs.
- **Domestic violence** - all forms of abuse can be experienced in a family setting by a partner, family member, or with someone with whom there is a relationship including same sex relationships from the age of 16 years upwards.
- **Financial or material abuse** such as: theft; fraud or exploitation; pressure in connection with wills, property, or inheritance; misuse of property, possessions or benefits.
- **Institutional abuse and poor practice** - disrespect and unethical practice, ill treatment and professional misconduct.

Any of these forms of harm / abuse can be deliberate, or be the result of either ignorance, or lack of training, knowledge or understanding. Often if an individual is being abused in one way they are also being abused in other ways.

The presence of any of the above characteristics does not prove that a child or adult at risk is being abused, nor does their absence mean there is no need for concern.

All concerns should be reported to a Designated Safeguarding Officer in the first instance.

Reporting Concerns

It is important to report any concern promptly and not to assume that someone else will have reported it. You do not need to make a judgement on how serious a concern is, or even whether you believe a concern to be true. You are not responsible for deciding whether or not abuse has occurred or assessing the level of risk.

Safeguarding issues are likely to come to light through one of four main methods: direct

observation, disclosure from a child or adult at risk, observation by a third party or referral from an external Public, Statutory or Regulatory Body.

Anyone wishing to report a suspicion or concern should complete the Safeguarding Incident Reporting Form Appendix D, keeping as accurate a record as possible of events or reports. Care must be taken, particularly in the case of disclosures, not to lead or interrogate the individual in a way that could prejudice further action by the relevant authorities. The initial formal reporting of any incident or disclosure should be through a Designated Safeguarding Officer.

In all such instances once a report has been provided to a Designated Safeguarding Officer, that person will work with the Lead Safeguarding Officer and other Designated Safeguarding Officers as appropriate, to determine the most appropriate course of action.

Safeguarding officers have the opportunity to seek professional advice from appropriate external bodies (e.g. Gloucestershire Safeguarding Children Board (GSCB) or Gloucestershire Adult Safeguarding Board (GASB) see below for details on the basis that the identity of those concerned is kept confidential until such time as a decision to formally refer is made.

The purpose of the Policy is also to ensure that the University meets its obligations regarding radicalisation under **the Prevent Duty**. Prevent is part of the UK's counter terrorism Policy, preventing people from becoming involved in terrorism or supporting terrorism. Please see Appendix C for procedure to be followed for any PREVENT safeguarding concerns.

Reporting a Concern

In an emergency always dial 999

To report a safeguarding concern about a child or young person contact one of the University's Designated Safeguarding Officers who will then make any appropriate referrals to:

Children and Families Help Desk on: 01452 426 565 (Monday to Friday 08:00 to 17:00)

Out of hours call the Emergency Duty Team on: 01452 614194

Email: childrenshelpdesk@gloucestershire.gov.uk

To report a safeguarding concern about a vulnerable adult contact:

One of the University's Designated Safeguarding Officers who will then make appropriate referrals to:

Adult Help Desk on: 01452 426868 (Monday to Friday 08.00 to 17:00)

Out of hours call the Emergency Duty Team on: 01452 614194

Email: socialserviceseng@gloucestershire.gov.uk

Other contacts:

Police – 0300 333 3000 or 101

NSPCC Helpline – 0808 800 5000

Child Line – 0800 1111

Reporting a Concern Out of Hours

If a Safeguarding issue occurs out of hours (i.e. when the Designated Safeguarding Officers may not be in work) then you need to consider whether anyone is currently at immediate risk of harm. If you believe anyone to be at immediate risk of harm you should call 999 for the police or ambulance as appropriate and report it immediately.

If you do not believe anyone is at serious risk of harm then the report should be made to your Designated Safeguarding Officer the next working day. However it is advisable to keep notes at the time so that these are up to date and available if needed.

Investigating Allegations

It is a statutory requirement that allegations or suspicions of abuse against children are investigated by Social Services and/or the Police. The Local Authority where the child is normally resident is the responsible authority in these cases.

The University's Designated Safeguarding Officers have a responsibility to ensure that as accurate an account of alleged incidents as possible is established, as quickly as possible, in order to determine the level of risk posed to an individual (or individuals) and to determine whether or not any form of action (such as suspension pending the outcome of any investigation) or referral is required. The sharing of information protocols in line with GDPR May 2018 will then be applied.

In respect of adults at risk, each incident will be considered on a case by case basis by the Designated Safeguarding Officers or nominated authority.

In any and all allegations against staff, at least one of the Designated Safeguarding Officers involved in the initial assessment will be the HR Business Partner for Student Support.

Allegations against members of the public or using University facilities will be considered on a case by case basis. Where a referral is required the University would normally refer the case to the relevant Police Authority, Gloucestershire Safeguarding Children's Board, or others Gloucestershire Adults Safeguarding Board as appropriate, for investigation.

Allegations made during a school visit, the University will keep records of concerns and actions taken and ensure the matter is referred to the school Safeguarding Officer. If concerns are expressed whilst working in schools staff will notify a Designated Safeguarding Officer of the concern, who will record it and ensure it is referred to the school's own Safeguarding Officers. Safeguarding overrides GDPR.

How to Respond to a Person Making an Allegation of Abuse

- In the case of disclosure:
- Stay calm
- Listen carefully to what is said without interrupting
- Be non-judgemental
- Explain that it is likely that the information will need to be shared with others–

Do not promise to keep secrets.

- Make it clear that you are taking them seriously.
- Allow the person to continue at his / her own pace.
- Do not interrupt the individual as they give details of significant events
- In the event of an accusation, **record only what is said** (as is legally required).
- Keep questions to a minimum to ensure an accurate understanding of what has been said. Ensure that any questioning is neutral i.e. does not show a bias on either side. Questioning should be for purposes of clarification only. Many cases fall down where it is possible to infer that leading questions were asked even at these early stages.
- **Do not** interrogate the individual and do not make suggestions to the individual about what may or may not have happened; your role is to listen and reassure only.
- Reassure the child or person that they have done the right thing in telling you.
- Reassure them that you are going to do everything that you can to help. **Tell them what you will do next and with whom the information will be shared.**
- Make as accurate a record of what was said and done as soon as possible and before leaving work or talking to others. Use the participant's own words, as soon as possible. Also record the date, time and venue of the incident.
- Keep all original notes as they may be needed for evidence;
- **Do not** examine the individual to inspect alleged injuries;
- Report the allegation immediately to one of the Designated Safeguarding Officers for appropriate action;
- **Do not** discuss this with anyone else. If you require some reassurance yourself, tell the Designated Safeguarding Officer or speak to Human Resources who will be able to direct you to a University's Counselling Service (Cotswold Counselling)
- **Do not** make any judgements or jump to conclusions on the basis of what you have heard or seen. Judgements in such cases can only be made by professionals in the field;
- If a disclosure occurs out of hours and you need immediate assistance contact the Police for advice on **101**.
- If you consider there to be serious, urgent immediate danger to a child or young person you can refer to the Police on 999. If the situation is on campus, notify a member of the Security Team in the Porter's Lodge so that they know where to direct the Police. (NB, student ambassadors/STARS should not do this directly, as there is always a member of staff available to discuss this with.)
- It is important that everyone in the organisation is aware that the first person who encounters a case of alleged or suspected harm or abuse is **not** responsible for deciding whether or not abuse has occurred. In the case of an adult at risk, responsibility rests between the Lead Safeguarding Officer in conjunction with the Designated Safeguarding Officers, the individual themselves and may also involve professional safeguarding agencies.

Things to Avoid

- Do not quiz for more information
- Do not speculate or make assumptions
- Do not voice negative judgements about the situation or the abuser
- Do not make promises that you cannot keep
- Do not promise that 'everything will be alright'
- Do not offer to keep it confidential

In the case of you directly observing an incident, incidents or the results of an incident

- Record your observations as accurately and as quickly after the event as possible, including dates and times, where appropriate;
- Remain calm;
- Do not try to investigate yourself;
- Report your observations as soon as possible to one of the Designated Safeguarding Officers;
- Do not discuss this with anyone else. If you require some reassurance yourself, tell the Designated Safeguarding Officer or request a confidential interview with the Human Resources Director who can put you in touch with the University's counselling service (Cotswold Counselling);
- Do not make any judgements or jump to conclusions on the basis of what you have heard or seen. Judgements in such cases can only be made by professionals in the field.

Assessment and Management of Risk

It is the duty of the member of staff leading the activity or taking the booking from an external agency, to complete a risk assessment before any **new** activity is embarked upon that involves any form of contact with children, young people or adults at risk.

All those involved in the undertaking of risk assessments should be aware that the assessment is not only a way to ameliorate, mitigate or remove any potential risks but may also be a prompt to consider alternative working practices. Risk assessments should encompass all aspects of health and safety as well as transport and safe meeting and collection of children and young people.

If an activity is undertaken in conjunction with another organisation, there must be a written agreement as to whose responsibility it is to undertake the risk assessment and both parties should have copies.

All staff and students that intend or may be tasked with working with children, young people or the vulnerable should ensure that they understand the implications of this policy before commencing any activity.

Providing Guidelines, training and Support

Royal Agricultural University is committed to providing a range of training and guidance to raise awareness of child protection and safeguarding issues, ensuring staff, students and volunteers understand their responsibilities in relation to safeguarding and the reporting of any concerns and will regularly review the operational guidelines it has in place.

Staff must undertake specific safeguarding training as part of the staff induction. Key staff e.g. Safeguarding Officers, are required to undertake in-depth training as part of their role every 3 years.

Sharing Information

If safeguarding a child or young person warrants sharing information in confidence with professionals, agencies or similar third parties external to the University, this is best achieved through the consent of the individual.

However, if that is not feasible or achievable it will still be lawful to share that information under the General Data Protection Regulations (GDPR) May 2018 provided that the data protection principles are complied with and relevant conditions under the Regulations are met.

Remember that where there are concerns about the welfare or safety of a child or young person, **information will have to be shared**. Any decision to share such information will be taken on a case by case basis. To this end, Royal Agricultural University will develop effective links with relevant agencies and cooperate as required with any enquiries regarding child protection matters, including attendance at case conferences.

Any decision about sharing information in relation to safeguarding an adult at risk will also be taken on a case by case basis, recognising that:

Each adult is an individual and has the right to be involved in making decisions regarding their care and how they are treated;

It may still be appropriate to share information without consent if, in our judgement, that lack of consent can be overridden out of our duty of care to the public.

Safeguarding Issues in respect of specific activities

A range of external contractors and companies will have legitimate business on university premises from time to time. It is appropriate to inform such contractors and companies of the standards of behaviour expected of them whilst on site to protect in general terms to ensure the values of the University are understood and reinforced and also specifically around safeguarding issues.

In accepting bookings from external organisations hiring university facilities for the provision of activities for children or adults at risk the University will satisfy itself (as far as it is reasonably able) that the organisation and the specific event have adequate safeguarding provision. In particular the University will look for assurances on the staff participant ratio, appropriate gender mix of supervisors, DBS clearances and appropriate registrations for supervisors and an appropriate code of conduct for both staff and participants, including the use/abuse of drugs and alcohol. However, acceptance of such a booking by the University does not confer or guarantee that the activity or the external organisation is 'safe'. It is the responsibility of parents and carers to ensure that they are satisfied that the event organisers are conducting their events in a safe and responsible manner. The Conference Office will accommodate all under 18s together and only permit appropriate adults i.e. Organisers, group leaders, teachers and activity leaders to stay in the same blocks as under 18s. No other outside bookings will be permitted to use the same accommodation blocks as an under 18 group.

Dealing with Concerns over Radicalisation (Prevent)

The duty to protect children, young people and adults from harm extends to protecting them from involvement in groups which set out to radicalise individuals.

Radicalisation refers to the process by which a person comes to support terrorism and forms of violent extremism leading to terrorism.

Within the government's Prevent Strategy, universities have been identified as potential sites for radicalisation and university leaders have been asked to work in partnership with the regional Prevent coordinators, local authorities and the Police to minimise the risks of individuals becoming radicalised. Whilst it is recognised that no single measure will reduce radicalisation, it is believed

that the only way is to target potential at risk vulnerable groups and individuals and try to re-assimilate them into society.

If a student is concerned that an individual may be becoming radicalised s/he should discuss this with any member of staff that they can trust e.g. Programme Manager, Personal Tutor, Professional Services staff, who will contact the Single Point of Contact (SPOC) for students, the Security & Student Conduct Manager (Steve Martin) who will liaise with the Safeguarding Officers. The SPOC and the Safeguarding Officers will discuss and agree any decision in relation to a potential safeguarding referral or referral to Channel. Channel is a multi-agency approach, led by the Police, to provide support to individuals who are at risk of being drawn into terrorist related activity. The designated Safeguarding Officer will be able to provide advice or invoke the Safeguarding Procedures

If a member of staff is concerned that another member of staff may be becoming radicalised, s/he should speak to the Single Point of Contact (SPOC) who will liaise with the Safeguarding Officers. The SPOC and the Safeguarding Officers will discuss and agree any decision in relation to a potential safeguarding referral or referral to Channel. The Lead Safeguarding Officer will be able to provide advice or invoke the Safeguarding Procedures.

All referrals to the police will initially be checked against other information to see if the individual referred is considered to pose a risk which would require immediate action. If this is not the case a decision will be made as to which of the following routes to follow.

- that no action needs to be taken
- that the individual is at risk of harm, but not of becoming a terrorist or violent extremist, in which case they may be referred for consideration under Safeguarding arrangements
- is radicalised and at risk of becoming a terrorist or violent extremist, in which case they may be referred for consideration under the Channel process.

Appendix A - Safeguarding Team

Executive Lead – Julie Walkling, Director for Students

Lead Safeguarding Officer – Julie Tottle, Student Support Services Manager

Designated Safeguarding Officers:

Teresa North, Commercial Services Director

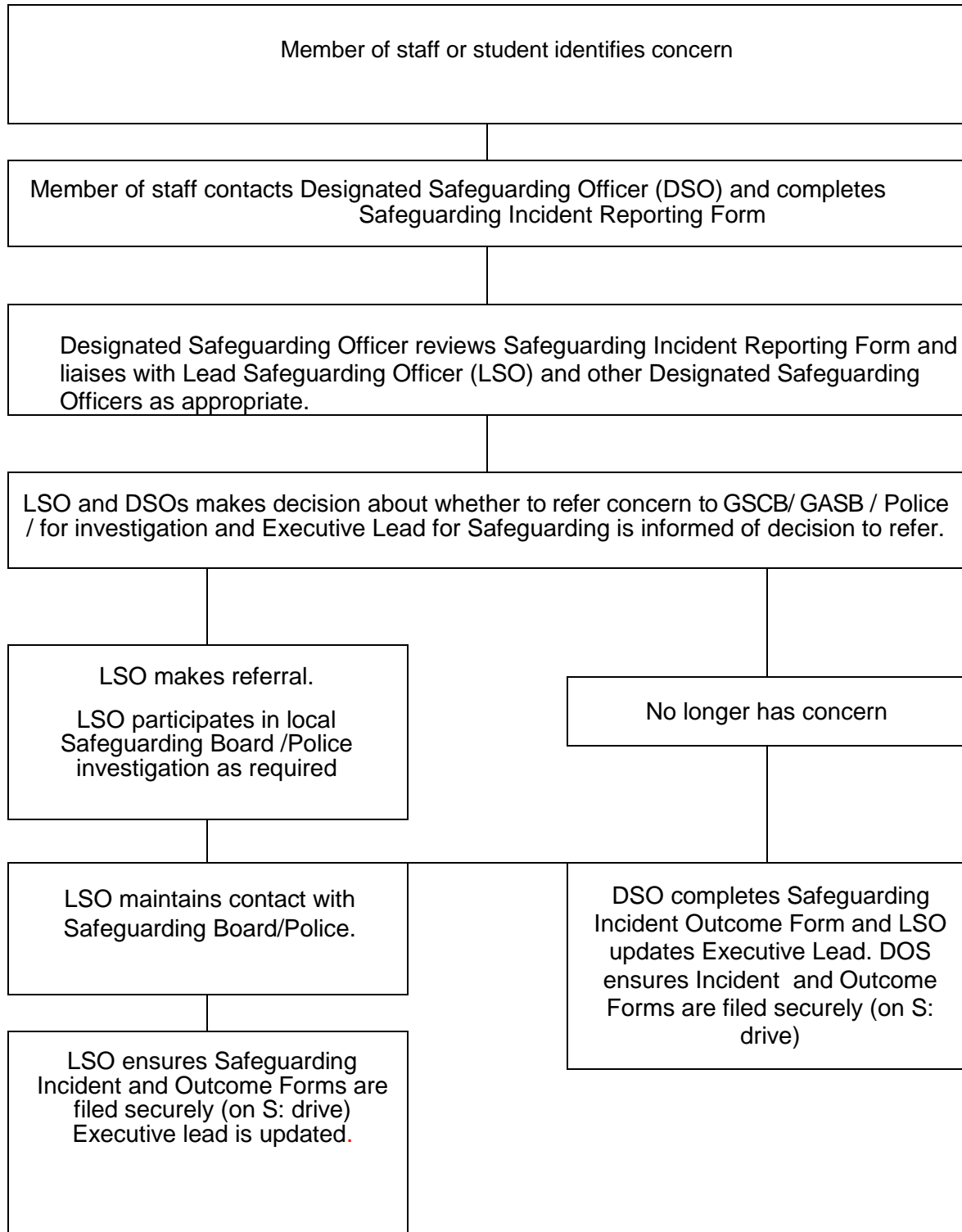
Steve Martin, Security and Conduct Manager

Liam Dowson, Student Recruitment & Widening Participation Manager

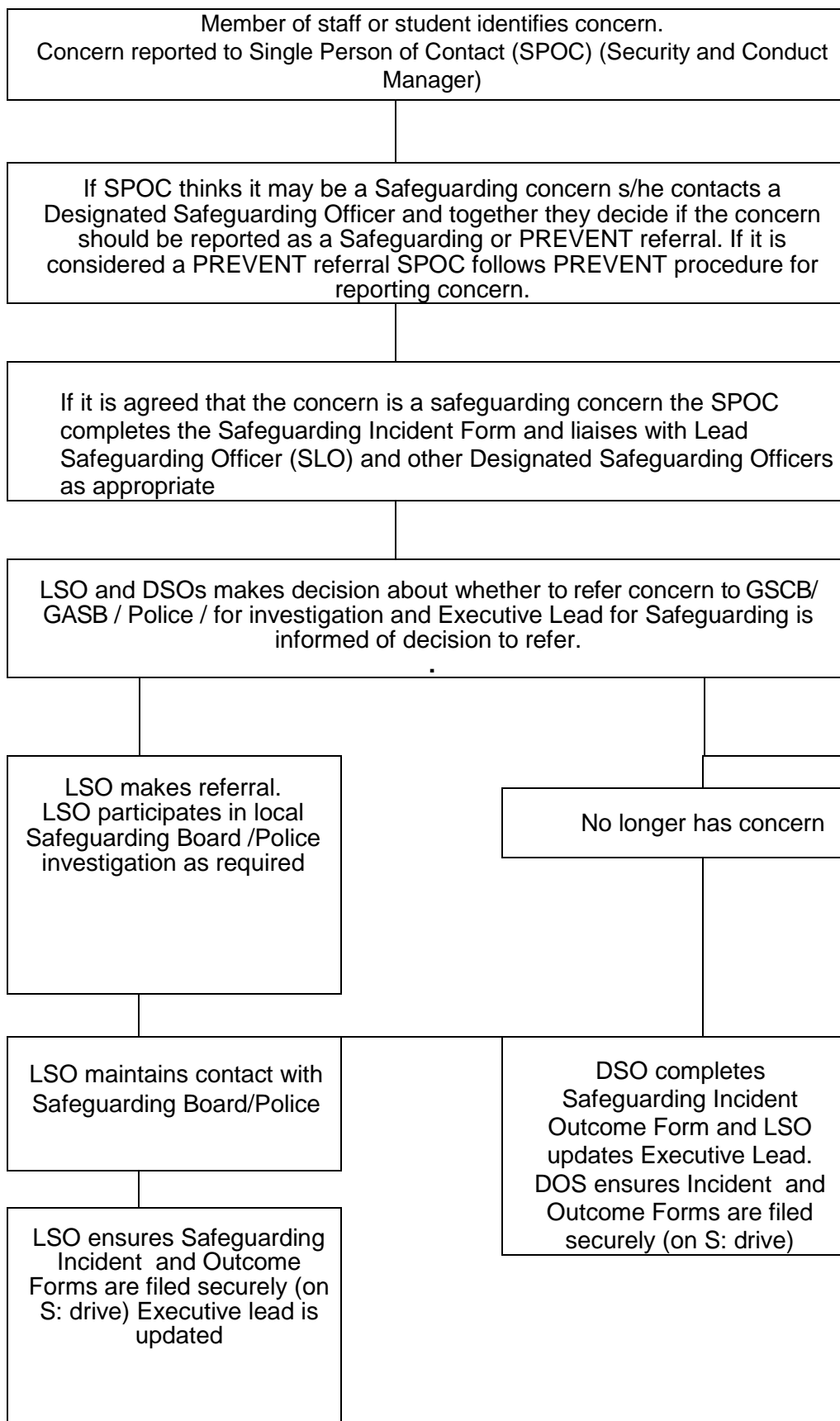
Mathew Smith, Head of Land Management

In the absence of the Lead Safeguarding Officer any of the Designated Safeguarding Officers will undertake the role of the Lead Safeguarding Officer.

Appendix B – Flowchart of Procedure for Reporting Safeguarding Concerns



Appendix C – Flowchart of Procedure for Reporting Concerns over Radicalisation



Appendix D – Safeguarding Incident Reporting Form

To be completed by staff in all instances of safeguarding queries/concerns

ABOUT THE CHILD/VULNERABLE ADULT	
Name of Child/Vulnerable Adult about whom the concern is raised	
Date of Birth	
Gender	
Is the Child/Vulnerable Adult a student? If not what is the nature of the contact with RAU?	
Time, location, date or other relevant information	
ABOUT THE CONCERN: Tell us about the concern or allegation	
<p><i>What have you seen or been told which makes you think that an under-18 year old/vulnerable adult might be at risk of abuse or neglect? Has an under-18 year old/vulnerable adult told you that they are being abused/neglected? If so, tell us what they said. Where possible, quote their actual words, rather than summarising, and tell us where and when this disclosure was made. Also tell us whether anyone else was present when this disclosure was made.</i></p> <p><i>Any other observations/information? What do you know about the person/people who might be at risk? (For example, write down their name, their address, their other contact details, etc. if you know them)</i></p> <p><i>Is there any other information which you think is relevant?</i></p>	
<i>Tick to confirm the Child/Vulnerable Adult knows that you may need to make an internal/external referral?</i>	
<i>Tick to confirm the Child/Vulnerable Adult given their consent to an external referral?*</i>	
ABOUT YOU: Details of person reporting concern/allegation	

Appendix E – Safeguarding Incident Outcome Form

To be completed by designated safeguarding officers

ABOUT THE CHILD/VULNERABLE ADULT	
Name of Child/vulnerable adult	
Date to which the referral is about	
Has the referral been passed to the GSCB; Police; Prevent Representative; Other)? Y/N?	
If yes please state who and provide contact details	
If no, state why not and what alternative actions(s) have been undertaken	
ABOUT THE CONCERN: Tell us about the follow up action/advice required	
<i>Please specify what is required or why it is not required:</i>	
<i>Tick to confirm the Child/Vulnerable Adult knows that this referral has been made</i>	
ABOUT YOU: Details of person reporting concern/allegation	

Appendix F – List of staff who need to be DBS checked and at what level

Housekeeping staff – basic

Safeguarding Officers – enhanced

Student Support Services Staff – enhanced

STARs – basic

Disabilities Officer - enhanced

Director for Students – standard

Academic Registrar – standard

Academic Staff including Personal tutors - Basic

Accommodation Officers – basic

Student Recruitment & Outreach staff, including Student Ambassadors – enhanced.

Student ambassadors who are going into schools to work directly with children and any student ambassadors who take part in residential ambassador work – enhanced

All other ambassadors –basic

Security Staff – standard.

Staff with enhanced DBS checks will be required to renew their DBS checks every 3 years.