

**UNIVERSITY OF BATH
CHILD PROTECTION AND SAFEGUARDING POLICY**

1. INTRODUCTION

1.1. Purpose of Policy

1.1.1. The University aims to provide a safe environment for children and young persons (i.e. those aged under 18) and adults in a vulnerable situation. There is no legislation in this area that is directed specifically at Higher Education Institutions but the main legislation is the Children Act 1989, the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012.

1.2. Scope

1.2.1. This Policy addresses all aspects of child protection and safeguarding within the work of the University. For the purposes of this Policy the term “the University” is deemed to include the Students’ Union.

1.2.2. For the purposes of this Policy, the term “child” or “children” refers to a person or persons under the age of 18 years (as defined in the Children Act, 1989).

1.2.3. For the purposes of this Policy, the term “University Member” is used to describe anyone at the University (or approved by the University to teach on its programmes) who is engaged in working with children, or adults in a vulnerable situation whether as an employee, volunteer, or student. This includes all relevant staff in the department of Sports Development and Recreation, Students’ Union and all Security Officers, Westwood Nursery staff, those involved in outreach or work experience activities with children or adults in a vulnerable situation and personal tutors/resident tutors with responsibility for those under 18. It also includes students whose courses may involve access to children (which may apply, for example, to certain courses in Education, Social and Policy Sciences, Pharmacy and Pharmacology) and to staff/students whose research, in the opinion of the University and/or relevant professional bodies, involves contact with children and/or adults in a vulnerable situation.

1.2.4. The definition of regulated activity relating to adults no longer labels adults as vulnerable but defines the activities which might lead to an adult being considered vulnerable at that particular time. The focus is on the activities required by an adult and not on the setting in which the activity is received. The activities which may render an adult vulnerable are the provision of assistance with:-

- Healthcare;
 - Personal care;
 - General household matters e.g., with cash, bills and/or shopping
 - Conducting their own affairs;
 - Transport to a place where they will receive healthcare, personal care or social care.
- 1.2.5. For the purposes of this Policy, a child may be in need of protection when the child is exposed to neglect, physical, sexual and/or emotional abuse such that a child is suffering or is likely to suffer significant harm.
- 1.2.6. This policy provides generic guidance for all members of the University community and specific guidance for departments which do not have their own specific policy. There are currently department/ area specific policies for: the Department of Sports Development and Recreation, the Westwood Nursery, Widening Participation Office, Accommodation and Hospitality Services Department, and the Students' Union. Procedures already exist in several disciplines where the University or professional bodies require Disclosure and Barring Service (DBS) checks to be carried out in respect of teaching and learning and/or research. The University undertakes to review this policy and keep up to date with new legislation to ensure it is fit for purpose.
- 1.2.7. For guidance in relation to the admission of students under the age of 18 please refer to the University policy: "Policy in relation to the admission and support for students entering the University under the age of 18" on the Admissions website.
- 1.2.8. Before a work experience placement takes place involving those under the age of 18, it is the responsibility of the University Member supervising the placement to ensure that a risk assessment is carried out and provided to the parent / guardian of the children involved. The child should be supervised at all times (except breaks) and parental consent for the work experience placement (including emergency medical permission) must be obtained.
- 1.2.9. Guidance on the management of work experience is attached at **Appendix 4**.
- 1.2.10. In accordance with The Public Interest Disclosure Act 1998 University members can raise issues of public concern without threat of reprisal as outlined in the University's "Public Interest Disclosure" Policy which is available on the University website.

1.3. Roles and Responsibilities

1.3.1. The University will appoint a Safeguarding Officer who will be responsible for:

- Implementing and promoting this Policy;
- Ensuring that the Policy is monitored and reviewed in accordance with changes in legislation and guidance on the protection of children;
- Acting as the main contact within the University for the protection of children;
- Ensuring that appropriate University Members are provided with information, advice and training on the protection of children and adults in a vulnerable situation;
- Establishing and maintaining contacts with the local Children's and Adult Social Care Services departments and Police;
- Maintaining confidential records of relevant cases and action taken.

1.3.2. The University has appointed a Deputy Safeguarding Officer to deputise for the Safeguarding Officer.

1.3.3. Where a departmental policy exists, and in the case of the residences, a Designated Safeguarding Officer (DSO) will be nominated to maintain overall responsibility for implementation (listed in **Appendix 1** to this policy) within the department. In this instance a member of staff, student or the public should refer to the specific policy in the first instance when dealing with any concerns or procedures. Referrals to statutory authorities would happen via the University Safeguarding Officer or Deputy Safeguarding Officer in all cases; in their absence DSOs will facilitate referrals (and then advise the Safeguarding Officer). Departmental policies should be reviewed by the department and kept up to date in line with the main University Policy. Amendments to departmental policies should be approved by the University Safeguarding Officer.

2. POLICY

2.1. Approach

2.1.1. The University wishes to maintain the highest possible standards to meet its social, moral and legal responsibilities to protect and safeguard the welfare of children with whom the University's work brings it into contact. The University puts this into practice through the following actions:

2.1.2. The University through DSOs will ensure that University Members are fully briefed and/or trained (as appropriate) on the implications of this Policy. University Members will be expected to observe the guidelines set out in this Policy.

- 2.1.3. The University will train and supervise appropriate University Members to adopt best practice to safeguard and promote the welfare of children and to protect them from harm. This includes providing adequate information on this Policy as part of the induction process for any new University Members. Line Managers and Heads of Departments also have a duty to ensure adequate training and information is provided.
- 2.1.4. All incidents of alleged misconduct concerning children, any failure to safeguard and promote their welfare or any act of omission or commission that exposes children to the risk of significant harm will be taken seriously by the University.
- 2.1.5. Where appropriate, breaches of this Policy and/or allegations of misconduct concerning children will result in the University invoking its Disciplinary Procedure in respect of staff or students. University Members who are the subject of allegations of misconduct will be entitled to be accompanied at any meetings held by the University whether under the Disciplinary Procedure or otherwise.
- 2.1.6. The University will refer concerns that a child might be at risk of significant harm to Children's Social Care Services and/or the Police.
- 2.1.7. All personal data will be processed by the University in accordance with the requirements of the Data Protection Act 1998.

2.2. Guidelines for Responding to a Suspicion or Allegation of Child Abuse

- 2.2.1. All University Members must seek to actively safeguard and promote the welfare of children and be alert to the possibility that some children may have suffered or be at risk of suffering significant harm, including forms of child abuse. All complaints/allegations of significant harm to children must be taken seriously and dealt with in accordance with the following procedure.
- 2.2.2. Where a detailed departmental policy is in place, staff should refer to the reporting procedure in accordance with that policy. However, should there be any doubt regarding a policy or if no departmental policy exists, the guidance below should be followed.
- 2.2.3. If a University Member has a suspicion that a child is suffering or is likely to suffer significant harm, no matter what the cause, he/she should seek the advice and assistance of the Safeguarding Officer or Deputy Safeguarding Officer, setting out the basis of the suspicion as clearly as possible. This should be done immediately without awaiting confirmation of concerns.

- 2.2.4. If a University Member receives from a child an allegation that that child or another child is being abused, has been abused, or is at risk of abuse he/she should:
- a) Listen carefully and stay calm.
 - b) Ensure that he/she does not 'quiz' the child. However, if necessary, he/she may seek to clarify, using open questions and without putting words into the child's mouth but only to the extent that they understand what the child is telling them.
 - c) Reassure the child that by telling him/her they have done the right thing.
 - d) Inform the child that he/she must pass the information on, but that only those that need to know about it will be told.
 - e) Inform the child to whom he/she will report the matter.
 - f) Make a detailed note of the date, time, place, what the child said and did and the questions asked of the child etc.
- 2.2.5. University Members should not investigate concerns or allegations themselves but should report them immediately to the Safeguarding Officer (or Deputy Safeguarding Officer in the Safeguarding Officer's absence).
- 2.2.6. University Members should not generally make referrals to Children's Social Care Services or other authorities themselves save than in consultation with the Safeguarding Officer.
- 2.2.7. On receipt of a report of a suspicion/allegation of significant harm to a child (which may be contemporary or historical) by a University Member, the Safeguarding Officer (or the Deputy Safeguarding Officer where applicable) will make a referral to the local Children's Social Care Services department and/or the Police where there is a significant risk of harm to a child and take steps to initiate the appropriate staff or student disciplinary procedure when appropriate.
- 2.2.8. Where an allegation of harm to a child is received by the University concerning a University Member the Safeguarding Officer will consult with Children's Social Care Services.
- 2.2.9. In the absence of the Safeguarding Officer and the Deputy Safeguarding Officer, University Members should discuss any suspicion or allegation of child harm with the local Children's Social Care Services department or the Police where there appears to be a significant risk to a child.

2.3. Recruitment and Employment of Staff / DBS Checks of Staff and Students

2.3.1. For positions that involve regular contact with children and where University Members have unsupervised access to children, the following procedures will be completed:

- a) All applicants will complete an application form, and if appropriate, a DBS application and consent form.
- b) References will be sought from all applicants.
- c) If the applicant or an existing University Member who has not previously been required to work with children in their position has no experience of working with children the line manager / supervisor will agree specific training requirements with them on appointment.

2.3.2. The University is registered with the Disclosure and Barring Service and will ensure that any University Members who have substantial contact with children will be checked for relevant criminal convictions whenever appropriate and possible within the constraints of legislation. An enhanced disclosure will normally be required. A satisfactory check will need to be received by the University before an individual starts work in a post which requires such a check or before a student is involved in activity requiring (in the opinion of either the University or relevant third parties) such a check. For those who are non-UK nationals or who have lived overseas a check may also be required from that country. Only exceptionally where a DBS check had been requested, but not yet received, might an individual be allowed to start when a satisfactory risk assessment had been conducted by the department to enable them to commence work under supervision.

2.4. Guidelines for University Members Working with Children

2.4.1. University Members should actively seek to safeguard and promote the welfare of children in their care or for whom they have a responsibility.

2.4.2. To assist in carrying out this duty, University Members should:

- Demonstrate respect for children's' dignity, privacy and right to be protected from harm;
- Maintain age and culturally appropriate relationships with children;
- Work with children in a fair, open and honest way;
- Respond positively to concerns raised by children without rushing to judgement and always taking advice from those identified in this policy, as appropriate;
- Always working in an open environment with children;
- Avoiding unaccompanied journeys with a child.

2.4.3. University Members are reminded that it is a criminal offence for an adult to engage in sexual activity with a person under the age of 18 when that adult is in a position of trust in relation to that person.

2.4.4. In appropriate cases and in accordance with the law, the University reserves the right to report to the appropriate authorities any concerns it has that a University Member (or former University Member) ought to be included in any list of people who should be restricted from working with children.

3. CONTACTS

A list of contact names and telephone numbers for use by University Members, which shall be amended and updated by the Safeguarding Officer when necessary, is attached to this Policy at **Appendix 1**.

4. RELATED POLICIES AND PROCEDURES

Further information is available from the web page below:

<https://www.bath.ac.uk/corporate-information/child-protection-and-safeguarding/>

5. APPENDICES

Appendix 1 – University of Bath Senior Nominated Officers

Appendix 2 – Making Referrals

Appendix 3 – ‘What to do if you are worried about a child’

Appendix 4 – Guidelines for Staff Supervising and Working with those Undertaking Work Experience

Appendix 5 – References

6. DOCUMENT CONTROL INFORMATION

Owner	Director of Policy, Planning and Compliance
Version number	1.1 (minor amends May 2018)
Approval Date	3 September 2014
Approved By	Executive Committee
Date of last review	3 September 2014

APPENDIX 1

UNIVERSITY OF BATH - SENIOR NOMINATED OFFICERS			
Safeguarding Officer		Nicky Kemp, Director of Policy, Planning and Compliance	x 6600 or x 6080 (Contactable outside office hours via Security Services x 5349)
Deputy Safeguarding Officers		Caroline Harris, Governance Manager David Jolly, Senior Legal Advisor	x 4141 x 6966
DEPARTMENTAL DESIGNATED SAFEGUARDING OFFICERS (DSOs)			
Accommodation and Hospitality Services	1.	Matt Waldron, Student Living Welfare & Support Manager	x 3631
	2.	Andrew Nash, ISO & Compliance Manager	x 4772
Department of Sports Development and Recreation	1.	Greg Sharp, Deputy Director of Sport	x 6907
	2.	Juliet Dormer, Events Manager	x 4267
	3.	Tracey Sharpe, Finance Coordinator	x 3015
Student Services	1.	Andrew Ayers, Deputy Director Student Services	x 6744
	2.	Anthony Payne, Director of Student Services	x 6879
Students' Union	1.	Mandy Wilson-Garner, Acting Chief Executive	x 3125
	2.	Anna Boneham, Student Development Manager (Volunteering)	x 3198
Undergraduate Admissions & Outreach	1.	Mike Nicholson, Director of Undergraduate Admissions & Outreach	x 6900
	2.	Stephanie Gan, Campus Events Manager	x 3554
	3.	Andrew Ross, Head of Widening Participation	x 5418
	4.	Kate Awdry, Outreach Manager (Programmes)	x 7507
Westwood Nursery	1.	Pauline Young, Childcare Services Manager	x 6518
	2.	Tara Cook, Pre-school Room Leader	x 6518

APPENDIX 2

MAKING REFERRALS

On receiving a report of suspected abuse or of a sustainable allegation, the Safeguarding Officer/ Deputy Safeguarding Officer should refer every case to Children's Social Care Services, as follows:

- to the Referral and Assessment Team (**Tel: 01225 396312 / 13**) This should be done immediately if urgent action is needed to protect the child; or
- if the child is an open case with an allocated social worker, to the child's social worker direct; or
- if the referral is to be made outside normal working hours, to the Children's Social Care Services Emergency Duty Team (**01454 615165**).
- **Where possible parents will be notified if a referral is to be made.** If a child appears to be at risk of significant harm parents may be asked to give consent to the referral, but even if consent is not given, the referral should still be made. If seeking consent might increase the risk to the child, then a referral can be made without doing so.

All referrals should be confirmed in writing within 3 working days, using form C2. Referral of a Child in Need to Children's Social Care Services and Consent. A copy of this referral must be forwarded to the LEA Lead Officer for Child Protection.

If the Designated Person is unsure about whether a case should be formally referred, or has a general concern about a child's health or development, advice should be sought from one of the following:

- Children's Social Care Services Referral & Assessment Team (**01225 396312 / 13**)
- LEA Lead Officer for Child Protection (**01225 396974**)
- A child who is not being abused or at risk of abuse may nevertheless be "in need" of local authority services and such cases should be made known to the Children's Social Care Services. **If the child appears to be at risk of significant harm then a referral must always be made.**
 - **NSPCC Child Protection Helpline: 0808 800 5000**
 - **Avon & Somerset Police Child Protection Unit: 01225 842734**

APPENDIX 3

This page should be completed with the name of the Departmental Designated Safeguarding Officer and displayed in a prominent position

“WHAT TO DO if you are worried about a child”¹

Member of staff has concerns about a child’s* or adult’s welfare**
**refers to person under the age of 18 years ** refers to adult in a vulnerable situation*

Where a young person discloses abuse or neglect, they (and the alleged abuser) **SHOULD NOT** be questioned further, but a record made of what has been said.

Discuss concerns with Designated Safeguarding Officer/ University Safeguarding Officer.

Name: _____

Ext Number: _____

Nicky Kemp, Director of Policy, Planning & Compliance

Ext. 6080

Caroline Harris, Governance Manager

Ext. 4141

David Jolly, Senior Legal Adviser

Ext. 6966

You may also wish to discuss with the Duty Social Worker (listed below) eg whether to inform parents of your welfare concern (*it to do so would not place a child at risk*).

If concerns remain, University will refer to social worker:

No longer has concerns

Contact Social Worker
9.00am – 5.00pm, Monday – Friday

Children’s Social Care Services
 Referral and Assessment Team:
01225 396312 or 01225 396313

LEA Lead Officer for Child Protection 01225 396974

Where a young person is from out of area (i.e. non BaNES resident), the Social Care Services Team should be asked for relevant contact details for the home Local Authority and guidance for non-UK nationals.

Out of hours

Contact
 Emergency Duty
 Team on
01454 615165

No further child
 protection action

Is this a child or
 adult in need of
 other support?
 - consider with
 family & relevant
 agencies.

Social Worker & Manager

1. acknowledge receipt of referral
 2. decide on next course of action (within one working day)
 feedback decision to referrer eg:
 1. Initial Assessment or S47 Child Protection Strategy discussion
- Or
2. No action required

Other Emergency Contact Numbers:

Avon & Somerset Police Child Protection Unit: **01225 842734**

NSPCC Child Protection Helpline: **0808 800 5000**

This document is intended for use as a guide. Please refer to the Multi-Agency Child Protection Procedures listed below.

- **University of Bath Child Protection and Safeguarding Policy**
- **South West Multi-Agency Child Protection Procedures - these can be viewed at www.swcpp.org.uk**

APPENDIX 4

GUIDELINES FOR STAFF SUPERVISING AND WORKING WITH THOSE UNDERTAKING WORK EXPERIENCE

1. Introduction

This appendix is to guide those members of staff dealing with those aged between 14 and 18 years of age who may spend short periods of time at the University on work experience.

The University has a duty of care to safeguard and promote the welfare of children and to protect all children from harm who are involved in activities run by the University. This guidance relates to children on work experience within the University. As confirmed in the University's Child Protection and Safeguarding Policy ('the Policy'), a child is defined as a person under the age of 18 years (Children Act 1989).

The University requires all staff that come into contact with children on work experience to ensure their safety and protection at all times adhering closely to the Policy and this appendix.

2. Arrangements and responsibilities for those undertaking work experience

- All work experience students must be supervised by an identified member of staff ("the supervisor"). The role of the supervisor of work experience students is an important and highly responsible duty.
- All staff undertaking this role must fully understand and meet all their responsibilities as set out in the Policy and this appendix.
- All staff undertaking this role must complete the Work Experience Induction Checklist (Appendix 1 of the 'Young Persons Guide to The University's Child Protection & Safeguarding Policy and Information') for each person undertaking work experience and retain it (with any parental consent) for six months following the end of work experience.
- The supervisor must:
 - ensure the safeguarding and protection of any work experience students under their supervision at all times;
 - obtain an emergency contact number for the work experience student's parents (or carer / guardian);
 - investigate, record and report any concern or incident in line with section 3 of the Policy above;
 - gain parental consent if it is necessary for any work experience student to be taken off campus at any time during their placement;

- gain parental consent if it is necessary for any work experience student to travel in any University Member's car at any time during their placement;
 - to ensure that all processes are completed for any University Member where it is necessary for them to transport a work experience student under 18. This includes the completion of a 'Transporting of Children and Young People' Form and to demonstrate that they have the necessary appropriate insurance cover to carry this out 'for business'.
- All staff or other University Members who come into contact with those undertaking work experience who are under 18 years old must follow the Policy.
 - Where staff or other University Members are required to have a DBS check (as specified in the Policy) they must complete a [check](#).
 - All those undertaking work experience should be informed of the health and safety procedures and receive a copy of the 'Young Persons Guide to The University's Child Protection and Safeguarding Policy and Information' when they first arrive.

3. Further Information

Staff should seek more information and advice from the University's Deputy Safeguarding Officer, where they have any questions or potential concerns.

DBS checks will not normally be required for members of staff supervising work experience students over the age of 16. DBS checks may be required for staff who supervise a work experience student under the age of 16 although this will depend on the frequency of contact during the work experience period and whether the person supervising the child will be unsupervised themselves.

APPENDIX 5

REFERENCES

- *Working Together to Safeguard Children* 2010
- *IRSC Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings* February 2005
- *What to Do Flowchart* – Wiltshire LSCB May 2014
- *South West Multi-Agency Child Protection Procedures* - www.swcpp.org.uk