

# UNIVERSITY OF BATH

## CHILD PROTECTION AND SAFEGUARDING POLICY

### **Introduction**

*“The Government’s **Every Child Matters** agenda aims to ensure that every child attains their full potential. Safeguarding children from harm plays an important part in meeting this goal. Safeguarding is also relevant to meeting any duty of care that the Higher Education Institution (HEI) may owe towards children (i.e. those aged under 18) with whom it has contact.*

The term safeguarding is outlined as putting in place “arrangements to take all reasonable measures to ensure that risks of harm to children’s welfare are minimised”.

### **Legislation**

*There is no legislation in the area of safeguarding that is directed specifically at HEIs. However, some pieces of legislation and, in some circumstances, the common law, place responsibilities on organisations in general, and the forthcoming Independent Safeguarding Authority Scheme will have an impact on HEIs. It is for HEIs to make sure that they know about their legal responsibilities and how to comply with them, and to ensure that they are doing so.*

### **Roles and Responsibilities**

*Effective safeguarding practice starts with having in place effective procedures. Lines of responsibility should be clear, with leadership from the highest level. Representatives from across the HEI should be involved in implementation and in contributing to a culture in which safeguarding is discussed openly. Staff with particular responsibilities will need appropriate training, and all staff need to be aware of the HEI’s policies and procedures.”*

Extract from **Executive Summary: Safeguarding Children: Guidance for English Higher Education Institutions (HEIs)**, Dept for Innovation, Universities & Skills 2007

### **1. SCOPE**

- 1.1 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 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 vulnerable adults 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 vulnerable adults and personal tutors and 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.

- 1.3 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 2004). A vulnerable adult is a person over 18 who has a physical or mental illness or disability which affects their ability to protect themselves from abuse.
- 1.4 For the purposes of this Policy a child is abused when an individual exposes the child to neglect, physical injury, sexual and/or emotional abuse (defined in Appendix 1 to this Policy).
- 1.5 This policy provides generic guidance for all members of the University community and for departments which do not have their own specific policy; there are Department/ area specific policies, currently for: the Department of Sports Development and Recreation, the Westwood Nursery, Aimhigher outreach activities & Summer Schools and the Students’ Union. Procedures already exist in several disciplines where the University or professional bodies require CRB checks to be carried out in respect of teaching and learning and/or research.
- 1.6 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 2 to this policy) within the department. In this instance a member of staff, student or the public should refer to the department specific policy in the first instance when dealing with any concerns or procedures. Referrals to statutory authorities would happen via the Safeguarding Officer or Deputy Safeguarding Officer in all cases; in their absence DSOs will facilitate referrals (and then advise the Safeguarding Officer).
- 1.7 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”* which can be obtained from the Undergraduate Admissions Office.
- 1.8 Before a work experience placement takes place involving those under school leaving age, 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.
- 1.9 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 Policy “Public Interest Disclosure” which is available on the University website.

## **2. APPROACH**

- 2.1 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:

- 2.2 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.
- 2.3 The University will train and supervise appropriate University Members to adopt best practice to safeguard and protect children from abuse and to minimise risk to themselves. This includes providing adequate information on this Policy as part of the induction process for any new University Members.
- 2.4 All incidents of alleged misconduct concerning children and/or abuse of children will be taken seriously by the University and responded to swiftly and appropriately in accordance with this Policy.
- 2.5 Where appropriate, breaches of this Policy and/or allegations of misconduct concerning children and/or abuse of 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.
- 2.6 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;
  - Establishing and maintaining contacts with the local Children's Social Care Services departments and Police;
  - Maintaining confidential records of reported child abuse cases and action taken.
- 2.7 A Deputy Safeguarding Officer will be nominated to deputise for the Safeguarding Officer.
- 2.8 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.
- 2.9 All personal data will be processed by the University in accordance with the requirements of the Data Protection Act 1998.
- 3. GUIDELINES FOR RESPONDING TO A SUSPICION OR ALLEGATION OF CHILD ABUSE**

- 3.1 All University members must be alert to the possibility that the children they are working with may have been, or may be, at risk of being abused. All complaints/allegations of such abuse must be taken seriously and dealt with in accordance with the following procedure.
- 3.2 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.
- 3.3 If a University Member has a suspicion that a child is being abused 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.
- 3.4 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 interview the child. However, if necessary, he/she may seek to clarify, using open questions and without putting words into the child's mouth, in order to be sure 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.
- 3.5 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).
- 3.6 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.
- 3.7 On receipt of a report of a suspicion/allegation of child abuse (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.

- 3.8 Where an allegation of child abuse is received by the University concerning a University Member the Safeguarding Officer will normally consult with Children's Social Care Services.
- 3.9 In the absence of the Safeguarding Officer and the Deputy Safeguarding Officer, University Members should discuss any suspicion or allegation of child abuse with the local Children's Social Care Services department or the Police where there appears to be a significant risk of harm to a child.

#### **4. RECRUITMENT AND EMPLOYMENT OF STAFF/CRB CHECKS OF STAFF AND STUDENTS**

- 4.1 For positions that involve regular contact with children and where University Members have unsupervised access to children, the following procedures will be completed:
- 4.2 All applicants will complete an application form.
- 4.3 References will be sought from all applicants.
- 4.4 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 University will agree specific training requirements with them before appointment.
- 4.5 The University is registered with the Criminal Records Bureau and will ensure that any University Members who have substantial contact with children will be checked for relevant criminal convictions. An enhanced disclosure will 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 will also be required from that country. The University will also follow all the requirements of the Independent Safeguarding Authority (due to start to operate on 12 October 2009).

#### **5. GUIDELINES FOR UNIVERSITY MEMBERS WORKING WITH CHILDREN**

- 5.1 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 where the adult is in a position of trust in relation to the under 18 year old.
- 5.2 The University recommends that all University Members take steps to ensure that they do not put themselves in a position where an allegation of abuse can be made against them. Such steps include, but are not limited to:
- Maintaining a register of children they are working with;
  - Always working in an open environment with children;
  - Avoiding unnecessary physical contact with children;

- Avoiding unaccompanied journeys with a child. Always use the official mode of transport for the event and ensure the appropriate parental consent has been received.
- Avoiding inappropriate familiarity with children;
- Always acting upon and recording allegations/reports of abuse made by children;
- Always reporting potential concerns/allegations/reports of abuse made by children to the Safeguarding Officer; or in his/her absence the Deputy Safeguarding Officer.
- Not inviting or allowing children to socialise with them and/or to visit them at home;
- Reporting any potential concerns to their head of department.

5.3 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.

## **6. 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 2 and Appendix 3.

**DEFINITIONS OF ABUSE****Physical abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

**Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. 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 and clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

**Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts.

They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

**Emotional Abuse**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on 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 children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

*"Working Together to Safeguard Children 2006": Ch 1 paras 1.29-1.33.*

## APPENDIX 2

<b>UNIVERSITY OF BATH - SENIOR NOMINATED OFFICERS</b>		
Safeguarding Officer	Mark Humphriss, University Secretary	x 6212 or 6080 (PA)
Deputy Safeguarding Officer	Elizabeth Richardson, Senior Legal Advisor	x 3291
<b>DEPARTMENTAL DESIGNATED SAFEGUARDING OFFICERS (DSOs)</b>		
Department of Sports Development & Recreation	1. Andrew Hibbert, Teaching Fellow 2. Katherine Ford, Sports Development Officer	x 6754 x 4936
Recruitment & Admissions (including outreach)	1. Gaynor Leverett-Jaques, Disability Strand Co-ordinator 2. Elizabeth Andrews, Outreach Events Co-ordinator	x 3528 x 3507
Students' Union	1. Amanda Wilson-Garner, Membership Services Manager 2. Anna Boneham, TDV Co-ordinator	x 3125 x 3198
Westwood Nursery	1. Pauline Young, Childcare Services Manager 2. Jacqueline Sanders, Nursery Nurse	x 6518 x 6518
Resident Tutor Team	Abishek Upadhyay	x 5411

## 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 396313 / 4**) 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 396313 / 4**)
- LEA Lead Officer for Child Protection (**01225 396313 / 4**)

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**

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”<sup>1</sup>

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

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: \_\_\_\_\_

**Mark Humphriss, University Secretary, Ext. 6080 Elizabeth Richardson, Senior Legal Adviser, Ext 3291**

You may also wish to discuss with the Duty Social Worker (listed below) eg whether to inform parents of your welfare concern (*if 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 396313 or 01225 396314**

LA Lead Officer for Child Protection **01225 394244**

*Where a young person is from out of area (ie. 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  
 vulnerable 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](http://www.swcpp.org.uk)**

## REFERENCES:

- *Children Act 2004* – with particular reference to *Section 11*
- *Working Together to Safeguard Children 2006*
- *IRSC Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings* February 2005
- *What to Do Flowchart* – Wiltshire LSCB June 2006
- *South West Multi-Agency Child Protection Procedures* - [www.swcpp.org.uk](http://www.swcpp.org.uk)
- *Safeguarding Children: Guidance for English Higher Education Institutions (HEIs)* – Dept for Innovation, Universities & Skills 2007