



# UCFB\*

## Safeguarding Under-18's and Adults at Risk Policy

<b>Owner:</b>	Director of Student and Academic Services & Head of Academic Quality
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\*UCFB is a trading name of University Campus of Football Business Limited

## **1. Background**

- 1.1. UCFB is committed to providing a safe and secure environment for all students, employees and individual visitors who access its facilities and services.
- 1.2. UCFB acknowledges its particular responsibility to safeguard the wellbeing of under-18's and adults at risk engaged in the range of the Institution's activities. This is achieved by ensuring that there are appropriate arrangements in place to enable it to discharge its duty to provide a safe and secure environment, and to deal with issues concerned with suspected or reported abuse of under-18's or adults at risk.
- 1.3. The Institution recognises that it has a duty to help employees and students understand their responsibilities (through guidance, support and training), to minimise risk, and to avoid situations (when possible) where abuse or neglect might arise or be alleged.
- 1.4. Individuals who are unsure about any aspect of this policy you should contact the Designated Safeguarding Lead immediately (see Appendix 1 for contact details).

## **2. Definitions**

- 2.1. This policy adheres to and is driven by external policy and legislation.
- 2.2. The definition of 'a child' in child protection guidance is: - a child is anyone who has not yet reached their 18th birthday (as defined by the UN convention of the Rights of the Child). Throughout this document 16-17 year old students are referred to as 'under-18's'.
- 2.3. The definition of an 'Adult at Risk' is: - an adult who needs community care services because of mental or other disability, age or illness and who is, or may be, unable to take care of themselves against significant harm or exploitation. The term replaces 'vulnerable adult'.
- 2.4. Abuse is behaviour towards a person that either deliberately or unknowingly causes a person harm, or endangers their life or their human or civil rights. It can be passive, e.g. failing to take action to care for someone, or failing to raise the alert about abuse; or active, e.g. hitting, stealing or doing something that causes harm. It can also be financial abuse, e.g. exerting improper pressure to sign over money. Abuse can be a one-off or something that is repeated. Abuse is a violation of an individual's human and civil rights by another person or persons. Abuse may consist of single or repeated acts. It may be physical, verbal or psychological. It may be an act of neglect or omission to act, or it may occur when a person is persuaded to enter into a financial or sexual transaction to which he/she has not consented or cannot consent. Abuse can occur in any relationship and may result in significant harm to or exploitation of the person subjected to it.
- 2.5. Employees should note that this policy only applies to those who fall into either of the above categories, and does not apply to those who may require welfare support, but do not fall into these categories.

### **3. Scope**

- 3.1. This policy is intended to give a framework for employees in the unlikely event that a safeguarding issue arises, however staff are advised to maintain an attitude of 'any scenario could occur' where safeguarding is concerned. When concerned about the welfare of a student, employees should always act in the interests of that student.
- 3.2. UCFB will follow the six safeguarding principles set out in the Care Act 2014;
  - Empowerment - People are supported and encouraged to make their own decisions and informed consent
  - Prevention - It is better to act before harm occurs
  - Proportionality - The least intrusive response appropriate to the risk presented
  - Protection - To support and protect those in greatest need
  - Partnership - Working collaboratively with other agencies
  - Accountability - To be transparent about, and responsible for, our safeguarding practices
- 3.3. UCFB has a responsibility to safeguard and promote the welfare of under-18s and adults at risk who participate in organised activities or services. These include registered students who are under 18 or an adult at risk, and under-18's or adults at risk who come onto UCFB premises as part of organised activities such as visits or summer schools. This responsibility extends to Institution employees and those working on behalf of the institution working off campus (e.g. professional placements, widening participation and recruitment activities in local schools or FE Colleges). The Institution must ensure that reasonable steps to promote and safeguard the welfare of under-18's or adults at risk are taken, and that the policy and procedures regarding those matters are easily accessible to all employees and students.

### **4. General Principles**

- 4.1. All Institution employees are in a position of trust; in particular those who teach, support, guide or in any way interact with students. It is incumbent on all employees to be aware of this and to act accordingly at all times. The Institution's responsibilities extend to safeguarding under-18's or adults at risk who come into contact with its employees and students outside of the Institution's premises as part of work that may be conducted on professional courses or in carrying out research.
- 4.2. The Institution endeavours to have a comprehensive approach towards safeguarding, but the safeguards that are put in place are generally those appropriate for a Higher Education Institution serving a predominantly adult community.

### **5. Responsibilities**

- 5.1. The Institution has appointed a Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Leads (DDSL). See Appendix 1 for contact details.
- 5.2. Employees and students working in direct contact with under-18's or adults at risk

on a day-to-day basis, e.g. employees involved in teaching and providing pastoral guidance to students, may come across signs of harm and/or abuse. Employees should note that it is not their responsibility to try to resolve the issues, but they may be asked to help with student liaison in some circumstances. Employees must ensure that significant concerns for the wellbeing of an under-18 or adult at risk are reported to the DSL, as quickly as possible, see appendix 1 for contact details. Please refer to sections 7 to 11 below for more information on why it is important to report matters to the DSL.

5.3. The Prevent Duty, introduced as part of the Counter Terrorism and Security Act 2015 means that educational institutions are legally required to take steps to prevent students from being drawn into terrorism. The Institution recognises the positive contribution it can make towards protecting members of its community from radicalisation and extremism.

5.4. It is the role of the DSL to:

- Invoke the appropriate procedures to protect the under-18 or adult at risk, including involving appropriate local social care teams and Police as soon as a cause for concern is identified.
- Manage referrals
- Refer all cases of suspected abuse or neglect to the Local Authority Children's Services (Safeguarding and Specialist Services) or Adult Safeguarding Team, Police (cases where a crime may have been committed) and to the Prevent/Channel programme where there is a radicalisation concern;
- Liaise with senior staff as appropriate to inform them of issues especially ongoing enquiries under section 47 of the Children Act 1989 and Police investigations;
- Act as a source of support, advice and expertise to staff and students on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies;
- Appropriately support staff who make referrals;
- Share information with appropriate staff in relation to a child's looked after (CLA) legal status (whether they are looked after under voluntary arrangements with consent of parents or on an Interim Care Order or Care Order) and contact arrangements with parents/legal guardians or those with parental responsibility.

5.5. The DSL and Deputy DSLs should undergo formal training every two years. They should also undertake Prevent/Channel awareness training. In addition to this training, their knowledge and skills should be refreshed (e.g. via e-bulletins, meeting other Safeguarding Officers, or staying abreast of safeguarding developments) at least annually to:

- Understand the assessment process for providing early help and intervention, e.g. through locally agreed common and shared assessment processes such as early help assessments.
- Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to

attend and contribute to these effectively when required to do so.

- Ensure each member of staff has access to and understands the Institution's safeguarding policy and procedures, especially new and part time staff.
- Be alert to the specific needs of children in need, those with special educational needs and young carers.
- Understand and support UCFB with regards to the requirements of the Prevent Duty and provide advice and support to staff on protecting students from the risk of radicalisation.
- Be able to keep detailed, accurate, secure written records of concerns and referrals.

5.6. If an allegation of abuse or inappropriate behaviour is made against an employee, and relates to their actions as a member of the Institution, in addition to actions set out in paragraphs [9.9](#) and [9.10](#) below, Human Resources (HR) will advise and guide the Line Manager of the employee, and the employee against whom allegations have been made, in relation to employment issues.

5.7. Where an allegation of abuse or inappropriate behaviour is made against a student and relates to their actions as a member of the Institution, in addition to actions set out in sections [7](#) and [8](#) below, the Head of Student Support (or nominee) will offer advice and guidance in relation to student discipline issues.

## **6. Principles – Guidance to Employees**

**The following general principles should be adhered to by all employees.**

**Safeguarding issues are to be regarded as everyone's responsibility and employees are reminded that it is the welfare of the under-18 or adult at risk that is of primary concern, and it is their duty to report any concerns to the DSL.**

6.1. If employees, in the course of their work at the Institution, have an under-18 or adult at risk protection issue brought to their notice, observe an incident of abuse, or have cause for concern, they must treat this as a priority over other work and address the issue immediately.

6.2. If employees wish to seek guidance with regard to a specific incident or area of concern, confidential advice should be sought from the DSL.

### **6.3. Code of Behaviour and Good Practice**

6.3.1. Employees and partners of the Institution should be encouraged to demonstrate exemplary behaviour when working with under-18's or adults at risk in order to protect the under-18 or adult at risk from abuse, and themselves from false allegations. The following are common sense examples of how to create a positive culture and climate.

- Always put the welfare of the under-18 or adult at risk first where possible.
- Wherever possible, maintain a register of under-18's or adults at risk working with you at any given time.
- Work in an open environment, avoiding private or unobserved

situations and encouraging open communication.

- Avoid spending time alone with under-18's or adults at risk away from others. Tutors and support staff should ensure they meet their under-18's or adult at risk tutees either in a public place or in an office with other employees within sight and hearing.
- All under-18's or adults at risk, regardless of any protected characteristic under the Equality Act 2010, must be treated with respect and dignity and provided with the same equality of opportunity.
- Maintain a professional relationship with under-18's or adults at risk. It is not appropriate for employees, or volunteers to have a sexual relationship with any student. If a member of staff is in a relationship with a student prior to commencement of employment (or enrolment), this must be declared to HR.
- Ensure that if any form of manual/physical touching is required as an element of a seminar, workshop or similar, it is provided openly and with the persons explicit consent. It is better to ask and risk embarrassment than to not ask and risk a serious misunderstanding.
- At certain events (e.g. Open Days, visits, etc.) involve parents/carers/teachers wherever possible, e.g. by ensuring they take responsibility for the under-18's or adults at risk in their care, especially in areas such as changing rooms.
- Be an excellent role model.
- Where required give enthusiastic and constructive feedback rather than negative criticism.
- Keep a written record of any injury that occurs, along with the details of any treatment given. Ensure the online accident report form is completed.
- Attend relevant training courses that the Institution provides.
- Ensure that consent has been obtained to allow under-18's or adults at risk to take part in organised trips or activities outside the normal place of study.
- All staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in UCFB's safeguarding arrangements.
- Whistleblowing procedures are in place for such concerns to be raised appropriately.

6.3.2. **The following should never be sanctioned.** When undertaking business for the Institution you should never:

- Allow allegations made by an under-18 or adult at risk to go unchallenged, unrecorded or not acted upon (this applies to any form

of abuse and bullying);

- Deliberately reduce an under-18 or adult at risk to tears;
- Engage in rough, physical or sexually provocative games, including inappropriate horseplay;
- Share a bedroom with an under-18 or adult at risk;
- Allow or engage in any form of inappropriate (i.e. sexualised) touching with an under- 18 or adult at risk;
- Allow an under-18 or adult at risk to become verbally or physically aggressive with others unchallenged:
- Disregard or tolerate abusive commentary, passing it off as “banter” or “part of growing up”;
- Make aggressive or sexually suggestive comments to an under-18 or adult at risk;
- Engage in any non-professional form of relationship, sexual or otherwise, with a young person in your care, even if the under-18’s or adult at risk is over the age of consent (this is an abuse of a position of trust);
- Do things of a personal nature for an under-18 or adult at risk that they can do for themselves;
- Invite or allow an under-18 or adult at risk to stay with you at your home unsupervised;
- Give an under-18 or adult at risk personal details such as your phone number, email or home address [if it is essential to disclose any such details please ensure that a DSL or DDSL is aware of this BEFORE you do so];
- Take photographs or videos of an under-18 or adult at risk unless explicit consent has been obtained;

**N.B.** - taking photographs or videos of adult at risk is more problematic even if consent has been obtained, in such circumstances you should ensure that a Designated Safeguarding Lead is aware of this BEFORE you do so and that they are aware of what the photo/video is being used for;

- Give or receive gifts from an under-18 or adult at risk.

6.4. It may sometimes be necessary for employees or volunteers to do things of a personal nature for under-18’s or adults at risk, particularly if they are young or are disabled. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

## **7. Forms of Abuse**

7.1. There are six main forms of abuse, although there are variations within these. A person may abuse or neglect an under-18 or adult at risk by inflicting harm, or by



failing to act to prevent harm. Under-18's or adults at risk may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger.

- a. Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to an under-18 or adult at risk, including by fabricating the symptoms of, or deliberately causing, ill health to an under-18 or adult at risk.
- b. Emotional abuse is the persistent emotional ill-treatment of an under-18 or adult at risk such as to cause severe and persistent adverse effects on the under-18 or adult at risk's emotional development. It may involve conveying that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. This may cause fright and lead to exploitation or corruption.
- c. Sexual abuse involves forcing or enticing an under-18 or adult at risk to take part in sexual activities, whether or not the under-18 or adult at risk is aware of what is happening. The activities may involve physical contact, including penetrative or non- penetrative acts. They may include involving an under-18 or adult at risk in looking at, or in the production of, pornographic material, or encouraging them to behave in sexually inappropriate ways.
- d. Neglect is the persistent failure to meet an under-18 or adult at risk's basic physical and/or psychological needs, likely to result in the serious impairment of health or development, such as failing to provide adequate food, shelter and clothing, or neglect of, or unresponsiveness to basic emotional needs.
- e. Bullying is the deliberate, hurtful behaviour, direct or indirect, usually repeated over a period of time where it is difficult for those being bullied to defend themselves. Bullying can be verbal, written or physical. Harassment and bullying is not always open, direct and simple to identify. It can be covert and very subtle. Perpetrators may not always be aware that their action(s) have been perceived to be offensive.
- f. Radicalisation. Indicators that a person is being drawn into violent extremism or crime may include:
  - The use of inappropriate language
  - Possession of violent and /or extremist literature
  - Behavioural changes
  - Expression of extremist views
  - Advocating violent action
  - Association with known extremists

In most cases it would be appropriate to respond to these concerns through welfare arrangements and processes, which may include referring the matter for specialist advice where appropriate. Please contact the UCFB Prevent Lead if you have any concerns about a member of the Institution.

## **8. Recognising Abuse**

- 8.1. Recognition of abuse is not always easy and the Institution acknowledges that its employees and students may not be experienced in this area. It is however the



responsibility of all members of the Institution to act on concerns in order to safeguard under-18's or adults at risk.

8.2. The following may indicate that an under-18 or adult at risk is being, or has been, abused:

- Unexplained or suspicious injuries, particularly if the injury is unlikely to have occurred accidentally.
- An injury where the explanation from the under-18 or adult at risk appears contradictory.
- The under-18 or adult at risk describes an abusive act or situation.
- Unexplained changes in, or unusually withdrawn, behaviour.
- The under-18 or adult at risk appears distrustful of adults.
- The under-18 or adult at risk behaves in an inappropriate or sexually explicit way.
- The under-18 or adult at risk becomes increasingly unhygienic or unkempt.

8.3. **If any of the following occur you should report this immediately to the DSL:**

- If an under-18 or adult at risk reports an allegation of abuse involving a member of their family or someone involved in their home, institution or social life.
- If an under-18 or adult at risk has an accident.
- If you accidentally hurt an under-18 or adult at risk.
- If an under-18 or adult at risk reports an allegation of abuse regarding a member of either the Institution or an external organisation using Institution facilities.
- If an under-18 or adult at risk appears to be sexually aroused by your actions.
- If you are concerned that a relationship is developing that could represent an abuse of trust.
- If you are concerned that the under-18 or adult at risk is becoming attracted to you.
- If you are concerned that a colleague is becoming attracted to someone in their care.
- If an under-18 or adult at risk seriously misunderstands or misinterprets something you have done.
- If you have had to use reasonable physical restraint to prevent an under-18 or adult at risk harming themselves, or another, or from causing significant damage to property.

This list is not exhaustive but provides some examples of incidents that must be reported. **If in doubt contact the DSL for a confidential discussion relating to your concerns.**

## **9. Reporting Allegations or Suspicions of Abuse**

What to do if you think abuse might be or is taking place

9.1. No member of UCFB, in a paid or unpaid capacity, should take responsibility to

decide whether or not abuse has taken place. However, there is a requirement to act on any concerns.

- 9.2. Before completing a referral to the DSL, you should inform the student in question that you will be forwarding a concern through this process. If the student does not want to allow a referral, you should explain that you need to do so given the concerns and are unable to support them personally. You may discuss this with the DSL in confidence by speaking about the case without using student name or identifying characteristics to ascertain whether a referral is needed. It is advised if you have questions about a case to contact the DSL to discuss.
- 9.3. The problem should be reported **IMMEDIATELY** to the DSL who will take the appropriate action. If the DSL cannot be contacted and it is clear that the abuse has occurred or there is any suspicion of abuse or concern, contact should be made with a Deputy DSL who will liaise with the local authorities.
- 9.4. If the concerns relate to the DSL, then the matter should be referred to a Deputy DSL, who will in turn refer the matter to the Head of HR.
- 9.5. It is important to maintain confidentiality. **Suspicious must not be discussed with anyone other than the above-mentioned employees.** If none of the above mentioned are available the person with the concerns must not delay, and should contact the Director of Student and Academic Services or Dean(s) of Academics.
- 9.6. If an under-18 or adult at risk says something or acts in such a way that abuse is suspected, the person receiving the information should:
  - Not give assurances of confidentiality which cannot be kept but should reassure the under-18 or adult at risk that the information will only be passed on to those people who need to know.
  - React in a calm but concerned manner.
  - Tell the under-18 or adult at risk that they are right to share what has happened; and that they is not responsible for what has happened.
  - Take what the under-18 or adult at risk says seriously.
  - Keep questions to an absolute minimum and only to clarify what the under-18 or adult at risk is saying, not to interrogate.
  - Not interrupt the under-18 or adult at risk when they are recalling significant events.
  - Make a full written record of what is said and done, though this should not result in a delay in reporting the problem.
- 9.7. The written record should include:
  - The under-18 or adult at risk's disclosure. This may be used later in a criminal trial and it is vital that what the under-18 or adult at risk discloses is recorded as accurately as possible. Therefore, the record must be drafted in the under-18 or adult at risk's words and should not include the assumptions or opinions of others.
  - The nature of the allegation or concern.
  - A description of any visible physical injury (clothing should not be removed to inspect the under-18 or adult at risk).

- A description of the situation, what the discloser was wearing, where the disclosure took place, what time, who else was present, what prompted the disclosure (e.g. if a particular topic was being discussed).
- The under-18 or adult at risk's account of what has occurred.
- Any dates, times or places or any other potentially useful information, particularly including phone numbers or addresses to which the Institution has access.
- If a member of staff discovers that an act of Female Genital Mutilation (FGM) appears to have been carried out on a girl under the age of 18 they must report this to the Police. **This is mandatory.**

9.8. A template form is attached at [Appendix 2](#) and should be given to the DSL when completed and signed by the student.

9.9. The DSL has the responsibility to act on behalf of the Institution in dealing with allegations or suspicion of abuse or neglect. This will include collating details of the allegation or suspicion and referring the matter to the appropriate statutory authorities. It is the task of the local Social Care team, not the Institution, to investigate the matter under section 47 of the Children Act 1989 or Safeguarding Vulnerable Groups Act 2006. Normally the DSL will make the referral within 24 hours of notification being received, although this may not be possible on certain occasions.

9.10. **Under no circumstances should a member of the Institution carry out their own investigation into suspicions or allegations of abuse, neither should they question the under-18 or adult at risk closely, as doing so could interfere with any investigation that may be undertaken subsequently by the Police or local Social Care team.**

## **10. Procedure for Dealing with Allegations or Suspicions of Abuse Against an Employee of the Institution at Work**

10.1. These situations can be extremely difficult to deal with. It can be difficult to accept that a colleague may have harmed an under-18 or adult at risk. It may also be that the behaviour that causes concern is bad practice rather than abuse. When a concern arises, there are three processes that may need to take place. These are:

- An under-18 or adult at risk protection investigation.
- A criminal investigation.
- Action by the Institution under the Employee Disciplinary Procedure.

10.2. It is important that the above actions are properly co-ordinated and that events are managed in the right order. For this reason, the Institution will take no direct action against an employee of the Institution without the advice and agreement of the investigating agencies (e.g. the Police or local social care team), except where such action is immediately necessary to protect an under-18 or adult at risk.

N.B. If, following consideration and any consultation, the concern is clearly about bad practice rather than abuse, the Institution's DSL and HR will take the necessary action to advise on, manage, or instigate disciplinary action against the member of

the Institution about whom the allegation has been made.

## **11. Procedure for Dealing with Concerns of Possible Abuse Outside of the Institution**

- 11.1. As a result of their contact with an under-18 or adult at risk, members of the Institution may become concerned about the welfare of the under-18 or adult at risk and may be concerned that abuse is being perpetrated by someone unconnected with the Institution.
- 11.2. In these circumstances, the individual should report their concerns to the DSL as outlined sections [7](#) and [8](#) above.
- 11.3. Similarly, if members of the Institution are concerned that abuse is being perpetrated by a student or Institution employee against someone unconnected with the Institution, the individual should report their concerns to the DSL.
- 11.4. In certain circumstances, such as the former, there may be implications as to whether or not a student can continue on their course. The DSL must discuss the issues with the appropriate Programme Leader and the DSL will take appropriate action as previously outlined.
- 11.5. **If a referral has taken place, who should be informed**
  - 11.5.1. It is important that when a referral has taken place, careful consideration is given to whom should be informed, as the matter must be treated with sensitivity and confidentiality.

## **12. Other (Less Serious) Incidents** **e.g. - any incident of an under-18 acting illegally. This includes drinking or purchasing alcohol.**

- 12.1. Any incident of an under-18 acting illegally must be reported to their parent or legal guardian. If a student persists in acting in such a way, they may be subject to disciplinary action under the Student Conduct Procedures.

## **13. Accommodation Service - Under 18's Policy for Students Residing in UCFB Approved Accommodation.**

- 13.1. The Accommodation Service use best practice as follows:
- 13.2. The Accommodation providers are supplied with student ages, directly from the student, at time of booking at the start of each academic year. This identifies under-18's in accommodation. For ad-hoc bookings made by the Institution on behalf of a resident, UCFB will inform the provider of any under-18s or known adults at risk.

N.B. Adults at risk would be those students who identify themselves as such, and who apply for accommodation on the basis of disability status are given priority for accommodation which is allocated on a needs basis at the discretion of the accommodation provider.

## **14. DBS Certificates – Which Employees Should Have Them**

14.1. All employees who are expected to have individual responsibility at any point for any under-18 or adult at risk. These may include:

- UCFB Accommodation Team
- UCFB DSL and Deputy DSLs
- Academic staff (i.e. those who teach on professional courses)
- Recruitment staff working with under-18's and/or adults at risk
- Student Support employees including Learning Support Advisors, Student Support Advisors, Student Voice and Liaison Officers, Leads and Student Support Management Team.

14.2. If in doubt whether an employee should have a DBS Certificate they should contact Human Resources to discuss the matter.

## **15. Student Life – Initiation Ceremonies**

15.1. Although these are discouraged by both the Institution and the UCFB Students' & Athletic Union, we must take into account that they do take place. It must be promoted that under-18's must not take part, and if they are encouraged to do so others involved may face disciplinary action.

## **16. Admissions Policy on Under 18's and Adults at Risk**

16.1. Parents and guardians of under 18's and adults at risk will be required to sign a consent form for parents/guardians at the admission stage. The form makes it clear we will not be acting in *loco parentis* but will take reasonable steps to ensure an appropriate environment. The form requires a primary contact in case of emergency. A Student Information System report will identify under 18's to appropriate key staff at the beginning of each academic year.

- Parents should be informed prior to referral, unless it is considered to do so might place the child at increased risk of significant harm by:
  - The behavioural response it prompts e.g. a child being subjected to abuse, maltreatment or threats / forced to remain silent if alleged abuser informed;
  - Leading to an unreasonable delay;
  - Leading to the risk of loss of evidential material;
- UCFB may also consider not directly informing parent(s) where it would place a member of staff at risk.

## **17. External Organisations Using UCFB Facilities**

17.1. All external organisations that use UCFB facilities must have their own Safeguarding policy. It is the responsibility of the department which confirms the booking to ensure they do, and to have a point of contact in case of any concerns or problems. External organisations must ensure that all under-18's are appropriately supervised at all times while on campus.

## **18. Record Keeping, Monitoring and Reporting**

- 18.1. It is vital that accurate records are kept in safeguarding cases.
- 18.2. Where there is a safeguarding concern, UCFB may share information with other agencies in order to address the risk of harm. The Designated Safeguarding Lead or Deputy Designated Safeguarding Leads are the appropriate people to make this decision. If risk is present, or imminent, then this would be an emergency
- 18.3. The application of the procedures will be monitored, by the DSL, in accordance with the Institution's duty under s.149 (public sector equality duty) of the Equality Act 2010, to ensure consistency of approach and compliance with relevant legislation.
- 18.4. On an annual basis, a summary report of referrals made will be reported to the Institution's Academic Board and any other relevant governance structures, although the report will not include any personally identifying details about the individuals involved (such as name, student number, address etc.) and will be securely kept and retained only as long as necessary, in line with the Institution's retention schedule.

## **19. Further Information**

- 19.1. All formal documents related to the policies, strategies, procedures and regulations of the Institution have been approved by the appropriate constituted body. All Institution employees and students are required to adhere to the formal processes, procedures and regulations of the Institution.
- 19.2. This document should not be read in isolation as other Institution processes/formal documents could be relevant.
- 19.3. Any interpretation of this formal document will be at the discretion of the Director of Student and Academic Services.
- 19.4. All previous versions of this document shall be rescinded.
- 19.5. The names of committees and titles of posts may change from time to time. This shall not invalidate the powers of the equivalent successor committees or post holders.

## Appendix 1: Contact list

Position	Contact information
UCFB Designated Safeguarding Lead	<p><b>Katie Drapes</b> - Director of Student and Academic Services            Email: <a href="mailto:k.drapes@ucfb.ac.uk">k.drapes@ucfb.ac.uk</a></p>
UCFB Deputy Designated Safeguarding Leads	<p><b>Amy Platts</b> – Head of Student Support            Tel: 0333 241 7333            Email: <a href="mailto:a.platts@ucfb.ac.uk">a.platts@ucfb.ac.uk</a></p> <p><b>Dan Watkins</b>- Student Support Manager- Wembley            Tel: 0333 241 7436            Email: <a href="mailto:d.watkins@ucfb.ac.uk">d.watkins@ucfb.ac.uk</a></p> <p><b>Jo Crooks</b>- Student Support Manager- Manchester            Tel: 0333 241 7362            Email: <a href="mailto:j.crooks@ucfb.ac.uk">j.crooks@ucfb.ac.uk</a></p>
Brent (For Wembley referrals)	<p>Brent Family Front Door on: <b>020 8937 4300</b> (9am – 5pm)            Outside normal office hours (5pm – 8am): emergency duty team: <b>020 8863 5250</b>            Online: <a href="https://www.brent.gov.uk/children-young-people-and-families">https://www.brent.gov.uk/children-young-people-and-families</a></p>
Manchester Contact Service (For Manchester Campus referrals)	<p>Manchester Contact Service: <b>0161 234 5001</b> (open 24 hours a day, seven days a week)            Email: <a href="mailto:mcsreply@manchester.gov.uk">mcsreply@manchester.gov.uk</a>            Secure email: <a href="mailto:socialcare@manchester.gcsx.gov.uk">socialcare@manchester.gcsx.gov.uk</a></p>
Police	<p>Non-emergency number: 101            Emergency number: 999 (and inform Facilities/Security if Police are present or due on site)</p>
Local Authority Designated Officer (LADO)	<p><b>Wembley</b>            020 8937 4834 or the Child Protection Team administrator on 0208 937 3783  <a href="mailto:brent.lado@brent.gov">brent.lado@brent.gov</a>.</p> <p><b>Manchester</b>            0161 234 1214  <a href="https://www.manchestersafeguardingpartnership.co.uk/allegations-against-professionals-lado/">https://www.manchestersafeguardingpartnership.co.uk/allegations-against-professionals-lado/</a></p>
NSPCC	<p>Helpline- 0808 8005000  <a href="http://www.nspcc.org.uk">www.nspcc.org.uk</a></p>
For Prevent concerns	<p><b>Katie Drapes</b> - Director of Student and Academic Services            Email: <a href="mailto:k.drapes@ucfb.ac.uk">k.drapes@ucfb.ac.uk</a></p>

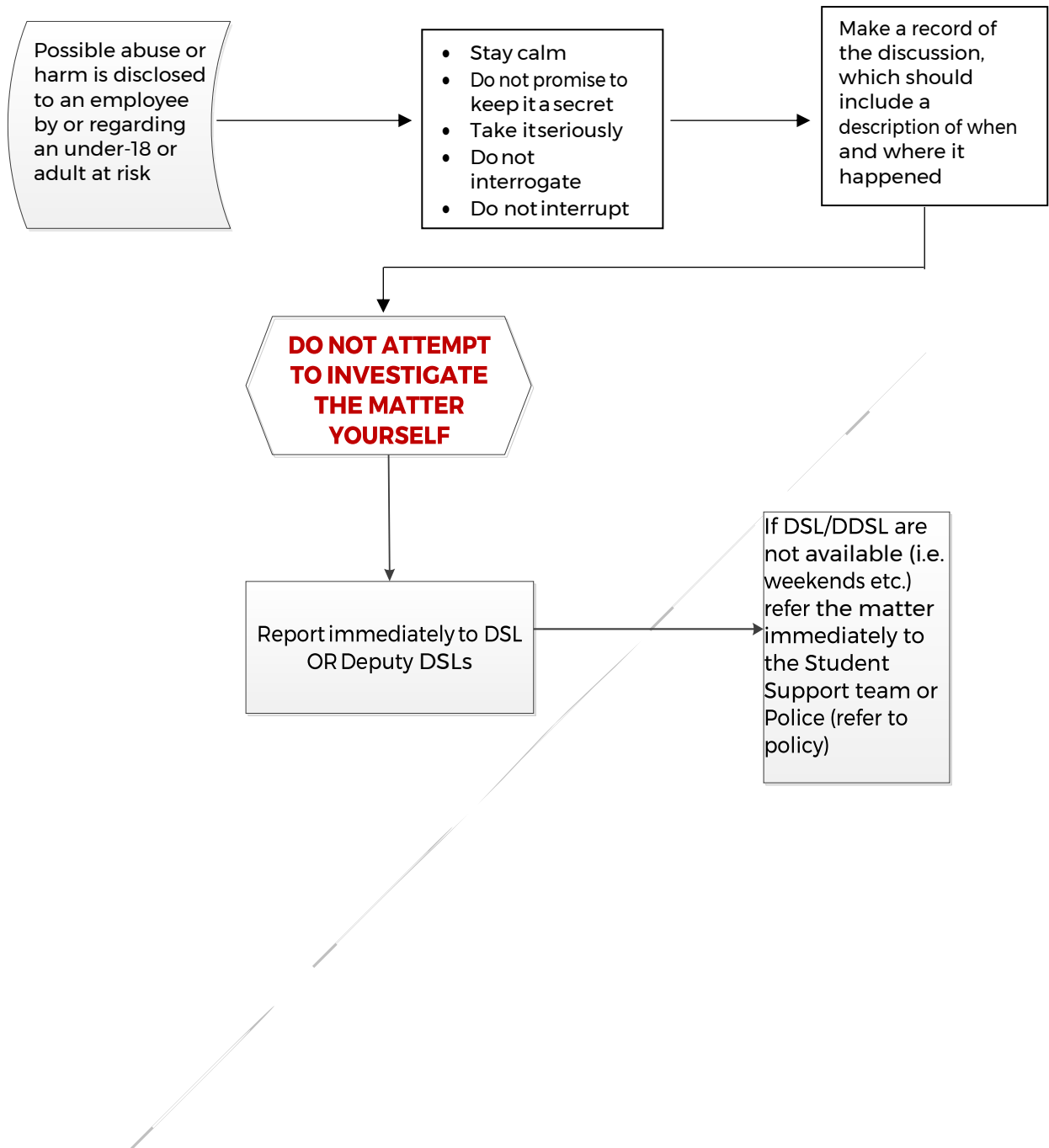


## Appendix 2: Disclosure Form

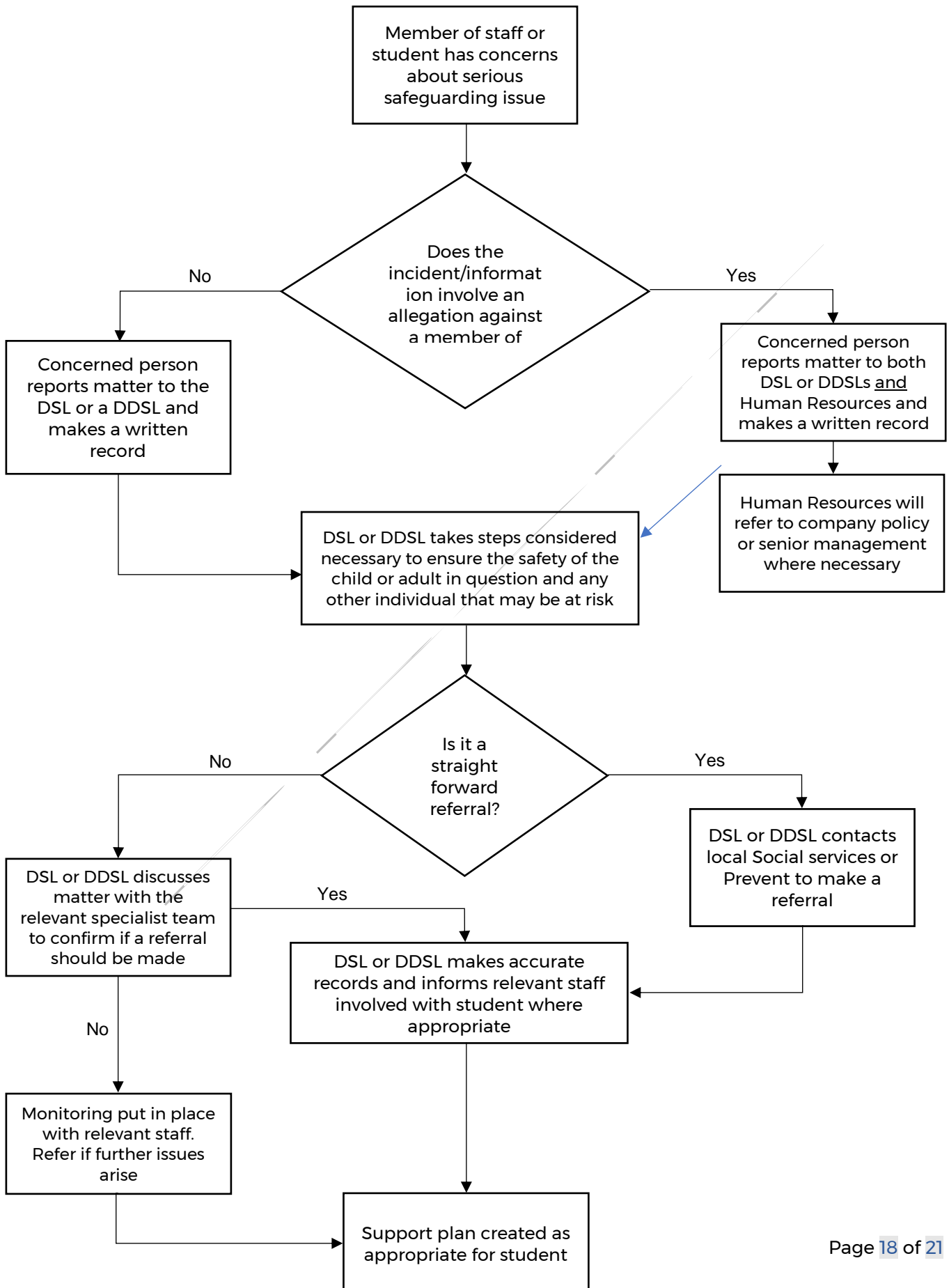
<b>To:</b>	Designated Safeguarding Lead
<b>From:</b>	(insert name)
<b>Job title and</b>	(insert)
<b>Date:</b>	

<b>Name of person whom the disclosure relates to (include any relevant student IDs)</b>
<b>Date and location of disclosure</b>
<b>Nature of allegation or concern</b>
<b>Description of any visible injury</b>
<b>Key dates or other information</b>
<b>Details of information disclosed</b>
<b>Signed by: (person submitting report)</b> _____
<b>Print name:</b> _____

### Appendix 3: Flowchart 1



## Appendix 4: Flowchart 2



## Appendix 5: Admissions Consent forms

### Parental consent form for a student under 18 on enrolment

This form must be completed for ALL students who are under 18 at enrolment. Students will not be allowed to enrol, or enter Institution managed accommodation, until the completed form is received.

- I understand and accept that UCFB does not accept parental responsibility for any person under 18, and that responsibility remains with me as the parent.
- I understand and accept that UCFB is an adult environment and that my child will generally be treated as an adult.
- I consent to the activities that my child will be undertaking as a necessary part of their studies and that they will be asked to sign a consent form if their image is to be used in any photographs or other recording.
- I agree to accept liability for my child's debts to UCFB until they reach the age of 18.
- I and my child understand and accept that while studying they will be subject to English law and the rules of the Institution.
- I understand and accept that UCFB will only release information regarding my child, either academic or personal, according to the current Data Protection regulations.

**Name of student (print):** \_\_\_\_\_

**UCFB campus:** Manchester Campus / Wembley\* **\*Delete as appropriate**

**Signature of student:** \_\_\_\_\_

**I declare that I have read and accept the above conditions**

**Signature of Parent / Guardian**

**Emergency contact details of Parent / Guardian**

**Home Tel:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Home address:** \_\_\_\_\_

**Any other information:** \_\_\_\_\_

## **Appendix 6: Relevant policies and procedures**

- DBS for student volunteering/starting placements (policy and procedures relating to the disclosure of relevant Criminal Records, Health Clearance requirements and students under the age of 18)
- DBS for employees
- Data Protection/Records Management
- Equality, Diversity and Inclusion Policy
- External Speaker Policy
- Modern Slavery Statement
- Research Ethics
- Health and Safety Policy Statement
- Fitness to Study
- Social Media/ Acceptable use of IT (students)
- Privacy Policy
- Student Conduct Policies
- Admissions Policy
- Whistleblowing Policy
- Staff Handbook
- Anti-Harassment and Bullying Policy
- Staff Disciplinary Policy

## **Appendix 7: 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
- Working Together to Safeguard Children 2015
- Keeping Children Safe In Education (KCSIE) 2022
- HE Prevent Duty

### **Guidance**

- Care and support statutory guidance
- Working Together to Safeguard Children 2015
- Safeguarding Children: NSPCC
- Safeguarding Adults NHS England
- Advance HE: Getting to Grips with Safeguarding. A Guide for Governors
- HE Prevent Duty Guidance