Guidance on the Protection of Children and Vulnerable Adults

Statement of intent

The University aims to provide a safe environment for children and vulnerable adults to visit and participate in activities at the University.

The University of Nottingham believes individuals have a right to learn and develop within a safe environment.

University staff, students and volunteers accept the fundamental principle and legal requirement that, in any given situation, the welfare of the child or vulnerable adult is paramount.

We recognise our responsibility to develop awareness of safeguarding issues and are committed to practice which reflects the University’s duty of care and protects children and vulnerable adults from harm.

Scope of policy

This guidance aims to ensure that children and vulnerable adults, and all those who work with them, are safe and appropriately supported within our institution and the activities we organise.

We aim to achieve this by minimising risk of harm from discrimination, bullying, accidents, injury and abuse in all its forms.

The aim is to protect all children and vulnerable adults from harm regardless of gender, race, colour, nationality, ethnic or national origin, age, socio-economic background, disability, religious or political beliefs, trade union membership, family circumstances, sexual orientation or other irrelevant distinction.

The guidance applies to all University employees, students, freelance practitioners, Student Ambassadors, volunteers and anyone else representing the University of Nottingham.

The guidance applies to any activity organised and/or delivered by the University of Nottingham, regardless of where the activity takes place and similar policies cover the University of Nottingham, Malaysia Campus and University of Nottingham, Ningbo, China.

External groups and organisations running activities on our campuses are required to do so in accordance with approved child protection policies and risk assessments (see Appendix 11).

For the purposes of this document, the following are defined:

- The ‘Institution’ is The University of Nottingham.
- ‘Children’ are people up to the age of 18 years.
- ‘Vulnerable adults’ are those people over 18 years who are or may be, for any of a variety of reasons, unable to look after themselves or protect themselves from harm or exploitation.

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Guiding principles

In order to safeguard those children or vulnerable people with whom we have contact, the University of Nottingham will:

- adopt child and vulnerable adult protection guidelines through a code of conduct for staff, students, volunteers and others representing the institution;
- share information about our child and vulnerable adult protection and good practice with staff, students, volunteers, schools, partner organisations, parents and children;
- share concerns about the welfare of any child or vulnerable people with the relevant agencies, involving parents and children appropriately;
- adopt and implement carefully the procedures for recruitment and selection of staff, students and volunteers who may be in contact with children or vulnerable people
- develop and implement appropriate procedures for responding to accidents, incidents, and alleged or suspected harm;
- provide effective management for staff and volunteers through training, support and supervision;
- identify a Lead Safeguarding Officer (the Director of Student Operations and Support) to oversee the system for protecting children and vulnerable adults and other designated officers at appropriate levels;
- establish a Safeguarding Group to review policies and procedures on a regular basis.

Implementation

Full copies of this document will be available as a detailed reference guide to all staff, students, volunteers, student ambassadors, contracted freelance practitioners, partner organisations, parents and children taking part in University activities.

This guidance will be included with other University policies and procedures in induction and resource packs and on the University webpage. Relevant staff, students, Student Ambassadors and volunteers will be informed during recruitment and induction processes and will complete a training programme to support them. Relevant sections are also provided to external organisations hosting events at the University involving children or vulnerable people.

While many specialist departments, such as Childcare Services and the Counselling Service, also have their own rigorous professional guidelines and codes of conduct to adhere to, this document should be read in conjunction with other University policies and guidance on:

- Health & Safety
- Policy of Dignity within the University
- Policy on Personal Relationships at Work
- Insurance
- Work experience placements
- Equal Opportunities Policy
- Data protection
- Whistle-blowing
- Image capture
- Discipline
- The University’s Research Ethics framework
- Supporting students with difficulties (including vulnerable adults)
- Advice and support for staff and students with disabilities

Issues arising from the operation of this guidance should be directed in the first instance to the Director of Student Operations and Support.

All line managers are responsible for monitoring that relevant staff members in their department are made aware of and follow the Children and Vulnerable Adult Protection guidance and procedures, as appropriate to individual job roles.
The Children and Vulnerable Adult Protection guidance and procedures will be reviewed on an annual basis and amended in the light of incidents or changes in legislation or guidance. See Appendix 1 for full details of roles and responsibilities.

**Non-compliance with the Children and Vulnerable Adults Protection Guidance**

The University expects staff and all those contributing to its activities to follow the Children and Vulnerable Adults Protection guidance and to promote the welfare of children and vulnerable adults. Failure to follow this guidance and procedures may not necessarily constitute abuse, but is nonetheless a matter of concern for the University and may lead to disciplinary action.

If members of staff, students, student ambassadors or volunteers are concerned that another member of staff, student ambassador or volunteer is not following the guidance and procedures, they should contact their own project coordinator or line manager, who will where necessary seek advice from the Designated Safeguarding Officer for the School or Unit. Alternatively they can contact the Designated Safeguarding Officer directly. Where the project coordinator or line manager is the object of concern, then advice should be sought directly from the Designated Safeguarding Officer for the School or Unit, or concerns referred directly to the Lead Safeguarding Officer for the University.
Children and Vulnerable Adult Protection Procedures

1. Recruitment, Selection and Training

The measures stated below are to be applied to staff, students undertaking courses that involve contact with children or vulnerable people as part of the curriculum, student ambassadors and volunteers who will be responsible for, have regular access to, or will regularly work or be in contact with children or vulnerable people as part of their role on behalf of the University. All staff, students, student ambassadors and volunteers in such roles will be required to receive clearance from the Criminal Records Bureau (CRB) and, from July 2010, they will need to be registered with the Independent Safeguarding Authority (ISA). It is an offence for an employer to knowingly employ an individual who is disqualified from working with children in a ‘regulated position’.

1.1 Recruitment and selection of staff and volunteers

1.1.1 The appointing procedure for staff and student volunteers will ensure that where appropriate past criminal records and pending prosecutions are identified.

1.1.2 Candidates may be asked appropriate questions relating to the fact that the University provides a wide-ranging programme of activities for children and vulnerable adults and their specific role may bring them into contact with these groups.

1.1.3 References will be obtained and checked prior to all appointments. These references may include questions relating to child protection issues. ‘Letters of good conduct’ and embassy references may be requested for staff and student volunteers who have spent time working or studying outside the UK.

1.1.4 All successful applicants will be asked to complete a standard or enhanced ‘CRB Disclosure’ application. If Student Ambassadors are to have contact with children and vulnerable people before the CRB responds, they will be asked to sign a statement declaring that there is no reason why they should not be allowed to work with children and vulnerable people and to declare any former spent, or unspent cautions or convictions. An example is included at Appendix 12. Where the CRB has not responded prior to the start date of a new member of staff, HR and the Head of School (in consultation with any relevant external agencies, such as the NHS) will either agree a set of restrictions to duties or that the individual is shadowed/supervised prior to the receipt of the ‘Disclosure’ outcome. From October 2009, new staff and volunteers will not be able to undertake roles where they will engage in controlled or regulated activity unless they are registered with the Independent Safeguarding Authority (ISA).

1.1.5 There will be circumstance where changes in legislation, guidance and/or the responsibilities of an individual role holder changes which mean that it is appropriate to require existing staff, students or volunteers to apply for a CRB disclosure and/or register with the ISA.

1.1.6 Any further advice/guidance should be sought from the relevant Human Resources Adviser regarding staff and/or the relevant Designated Safeguarding Officer regarding volunteers.

1.2 Recruitment and selection of students

1.2.1 The admissions procedure for students will ensure that past criminal records and pending prosecutions are identified.

1.2.2 Applicants will be invited to interview and may be asked appropriate questions relating to the fact that the placement study component within their course may bring them into contact with children and vulnerable adults.

1.2.3 References will be obtained and checked prior to all offers of a place. ‘Letters of good conduct’ may be requested for students who have spent time working or studying outside the UK.
1.2.4 All successful applicants will be given an opportunity to declare any former spent, or unspent cautions or convictions to the School and asked to complete an ‘Enhanced Disclosure’ application from the CRB. Where the CRB has not responded prior to the start date of a new student’s course, the Head of School (in consultation with any relevant external agencies, such as NHS, Head Teacher of a School, local authority or Children Services) will agree a set of restrictions to placement prior to the receipt of the ‘Enhanced Disclosure’. From October 2009, new students the University will not be able to recruit students to courses where they will engage in controlled or regulated activity unless they are registered with the Independent Safeguarding Authority (ISA).

1.2.5 Any disclosure which poses serious concern over a student’s acceptability and/or appropriate monitoring post-admission will be discussed with the Lead Safeguarding Officer for the University.

1.3 Training

1.3.1 The University will draw attention to the guidance by including appropriate material in induction packs for all new students, student ambassadors and volunteers. Heads of School will be asked to provide a copy of the guidance to appropriate staff as part of their School/departmental induction.

1.3.2 The University will provide training, including child and vulnerable adult protection and health & safety guidance, to all relevant staff, students, student ambassadors and volunteers upon appointment and then at appropriate intervals.

1.3.3 Staff, students, student ambassadors and volunteers in contact with children or vulnerable people may have their activities monitored and evaluated as part of established review procedures. Additional training will be provided to meet individual needs and ensure quality of provision. Designated Safeguarding Officers will also be able to offer advice on request.

1.4 Students admitted under the age of 18

1.4.1 Students who are admitted to the University prior to reaching the age of 18 are subject to the University procedures for dealing with such applicants. Appropriate measures are put in place to identify and support the students and to provide advice for staff who come into contact with them. See Appendix 13 for full details.
2. Code of conduct

Since the University provides a wide-ranging programme of educational activities for children or vulnerable people in both school and community settings, it is not practical to provide definitive instructions that would apply to all situations at all times.

Stated below, however, are the standards of behaviour which staff, student ambassadors, contractors and volunteers working with children or vulnerable people should observe. This code should assist in the protection of both children or vulnerable people and staff and volunteers. Further instruction and training on safeguarding will be provided for the individual activities by the project co-ordinator or line manager.

Further procedures for dealing with specific situations are also contained in this document.

Staff, student ambassadors and volunteers are reminded that it is a criminal offence for a person to engage in a sexual relationship with a person under the age of 18 in relation to whom they are in a position of trust; the University interprets this to include all children with whom staff, student ambassadors and volunteers come into contact through their role or University activities or while on campus.

2.1 Staff, student ambassadors and volunteers must

2.1.1 Follow the Children and Vulnerable Adult Protection guidance and procedures at all times.

2.1.2 Put the welfare of children first in any situation.

2.1.3 Treat all children or vulnerable people with respect and fairness, regardless of gender, race, colour, nationality, ethnic or national origin, age, socio-economic background, disability, religious or political beliefs, trade union membership, family circumstance, sexual orientation or other irrelevant distinction.

2.1.4 Avoid situations where individuals are alone with a child or vulnerable person - there should always be two responsible adults leading the group or individuals should be working in an open room with other groups and adults present.

2.1.5 Be aware that physical contact with a child or vulnerable person, however well-intentioned, may be misinterpreted. If the touching is in a sporting situation, it should be in accordance with the guidelines provided by the appropriate National Governing Body.

2.1.6 Remove themselves from situations where a child or vulnerable person is becoming overly familiar and report it to another responsible adult.

2.1.7 Recognise that special caution is required when discussing sensitive issues with children or vulnerable people.

2.1.8 Be aware that contact with a child or vulnerable person via email and/or other electronic media (such as Facebook), may be misinterpreted.

2.1.9 Respect a child’s or vulnerable person’s right to personal privacy, while recognising that an agreement not to pass on information or to keep secrets must never be made with children or vulnerable adults.

2.1.10 Report concerns, unacceptable behaviour and allegations or suspicions of abuse to the project co-ordinator, line manager or Designated Safeguarding Officer, preferably using the incident report form (see appendices 7 and 10).

2.1.11 Remember that representatives of the University serve as role models and must act in a responsible manner.

2.2 Staff, student ambassadors and volunteers should not
2.2.1 Leave a group of young or vulnerable people unsupervised.

2.2.2 Allow or engage in inappropriate or suggestive remarks or gestures of any kind.

2.2.3 Play rough physical games or sexually provocative games.

2.2.4 Share a bedroom with a child.

2.2.5 Reduce a child to tears as a form of control.

2.2.6 Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.

2.2.7 Give a child or vulnerable person a gift of any kind or accept one from a person in their care. All offers of gifts should be reported to the project co-ordinator, line manager or Designated Safeguarding Officer.

2.2.8 Allow or engage in inappropriate or unnecessary touching of any kind. The main principles of touch are:
   - touch should always be in response to the child’s or vulnerable person’s need;
   - touch should always be appropriate to the age and understanding of the child or vulnerable person.

2.2.9 Physically restrain a child or vulnerable person unless the restraint is to prevent physical injury of the child or vulnerable person or others.

2.2.10 Arrange to meet the child or vulnerable adult on an individual basis outside of university business or activities.

**In all circumstances physical restraint must be proportionate and reasonable and for no longer than necessary to prevent the harm being averted, otherwise actions may be defined as assault.**

2.2.11 Do things of a personal nature for children or vulnerable people that they can do for themselves or that their parent/leader/carer can do for them.

2.2.12 Have children or vulnerable people on their own in a vehicle.

2.2.13 Go into a lavatory or an enclosed space with children or vulnerable people unless another adult is present (this may include a parent, teacher, group leader, project co-ordinator or line manager).

2.2.14 Spend time alone with a child or vulnerable person. If you find you are in a situation where you are alone with a child or vulnerable person, make sure that you can be clearly observed or seen by others.

In relation to 2.2.13 and 2.2.14, staff, students and volunteers should recognise that being alone with a child or vulnerable person makes both parties vulnerable. However, staff, students and volunteers may need to manage risk. When, for example, there is the imminent risk of a child or vulnerable person harming himself or herself, then it is common sense to intervene, even if this requires you to be alone with that person. Such intervention should be guided by what is in the best interests of the child or vulnerable person’s welfare. You should subsequently record your actions and the reason for them, preferably using the incident report form (see Appendix 10), and give this to the project coordinator or line manager.

If it is alleged that a member of staff or a student has breached the code of conduct in 2.1 and 2.2 an investigation may be carried out in line with the relevant disciplinary procedure (see section 3).
3. **Procedures to be followed by staff in case of suspected or alleged abuse of children or vulnerable people, or non-compliance with the guidance**

3.1 Any staff member, student ambassador or volunteer who:

   a) suspects that a young or vulnerable person has been, or is at risk of being abused; or

   b) has had a disclosure of abuse made to them; or

   c) receives a complaint relating to young or vulnerable person protection issues at the University; or

   d) is contacted by a local authority as part of its enquires about a child that might be suffering or at risk of suffering significant harm; must

3.1.1 Report the matter to their project coordinator or line manager, who will seek advice from the Designated Safeguarding Officer for the School/Unit, the Head of School/Unit and the Lead Safeguarding Officer for the University (see Appendix 4 and Appendix 7). The matter should be reported without delay.

3.1.2 Complete the Children and Vulnerable Adult Protection Incident Form (see Appendix 10) within 24 hours, recording the child’s or vulnerable person’s condition, including emotional state, any observed injuries. This form will be retained by the Lead Safeguarding Officer.

3.1.3 If the child or vulnerable person involved is part of an organised group or school, the Lead Safeguarding Officer will consult with the designated safeguarding officer for the group/school or leader in charge and will agree an appropriate course of action.

3.1.4 If the child or vulnerable person is not part of an organised group but is instead visiting the University/activity with other adults such as family or friends, the Lead Safeguarding Officer will endeavour to discuss the incident with the child or vulnerable person’s family or friends, if appropriate and if to do so will not put the child or vulnerable adult at risk of further harm.

3.1.5 If the child or vulnerable person is unsupervised, i.e. has come to the University/activity without an adult present, the Lead Safeguarding Officer will take advice from the relevant authorities.

3.1.6 If appropriate, on the basis of the above, the Lead Safeguarding Officer will consult with the local authority and/or Police and/or NSPCC. If necessary, a child protection or other referral will then be made.

3.1.7 A written record will be kept by the University of all discussions, actions and procedures carried out, including the outcome of any investigation.

3.1.8 The Lead Safeguarding Officer will keep the Head of School or Unit and any member of staff involved in the incident suitably informed of any referral and its outcomes.

3.1.9 Members of staff must discuss matters arising from 3.1 (a) or (c) above only with the Lead Safeguarding Officer if appropriate, and the relevant outside agencies, if required. Details must not be disclosed to any other person without appropriate permission.

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2 The Registrar and/or Chief Security Officer will be informed of all such cases.
3.2 If the incident involves an allegation concerning a member of staff, including a staff volunteer contributing to University activities

3.2.1 Managers considering taking action against members of staff should seek advice from Human Resources.

3.2.2 In the case of an allegation of misconduct the Lead Safeguarding Officer will liaise with the Registrar and Human Resources regarding whether the matter should be dealt with in accordance with the appropriate University Disciplinary Procedure.

3.2.3 Where there is clear actual or circumstantial evidence to support the allegation, the Lead Safeguarding Officer will make an immediate child or adult protection referral.

It is recognised that some matters might become the subject of a criminal investigation. Where an employee is subject to an investigation by the police for an alleged criminal offence, the University is entitled to pursue its own or complementary confidential enquiries. The Lead Safeguarding Officer will consult where appropriate with local authority and/or Police and/or NSPCC in such cases.

3.2.4 The person against whom an allegation has been made may be informed of the allegation on the advice of the local authority and/or the police. While the allegation is being investigated the individual may be suspended from duty or removed from activities and duties placing him or her in contact with children or vulnerable people in line with the disciplinary process.

3.2.5 In order to maintain the integrity of any investigation, an individual against whom an allegation has been made may be advised to only discuss the substance of the allegation with his or her union or legal representative, immediate family or as directed by the investigating officer, on the basis that these parties agree to keep the matter confidential.

3.2.6 Following a thorough investigation, disciplinary action may be taken as appropriate in line with the relevant University Procedure.

3.3 If the incident involves an allegation concerning a student, including a student volunteer contributing to University activities

3.3.1 Cases involving students should be referred to the Director of Student Operations and Support as the Lead Safeguarding Officer.

3.3.2 In the case of an allegation of misconduct the Lead Safeguarding Officer will liaise with the Registrar and the University Assessor.

3.3.3 Where there is clear actual or circumstantial evidence to support the allegation, the Lead Safeguarding Officer will make an immediate child or adult protection referral.

3.3.4 Any internal disciplinary action arising from an investigation will be handled in accordance with paragraphs 23 and 24 of the Code of Discipline for Students which allows for the suspension or exclusion of a student pending a criminal investigation.

3.3.5 In the case of all serious offences under the criminal law, no action other than temporary suspension or exclusion may be taken unless the matter has been reported to the police and either it is prosecuted or a decision not to prosecute has been taken. At this time, the University Assessor will decide whether any disciplinary action under the Code of Discipline for Students should continue or be taken in the interests of the well-being and discipline of the University Community.
4. **Leaders'/teachers’ responsibilities while visiting the University with children**

The University of Nottingham wants to ensure that children are protected from harm while on the University’s campuses. In addition to the University’s responsibilities, we ask that teachers/leaders of groups exercise their own responsibilities.

4.1 All leaders/teachers shall:

4.1.1 Ensure that they have read the University of Nottingham’s Guidance on the Protection of Children and Vulnerable Adults.

4.1.1 Make sure they have adequate staff supervision using the ratios laid down by their institution. These are normally:

- 0-2 years = 1 adult to 3 children
- 2-3 years = 1 adult to 4 children
- 3-7 years = 1 adult to 8 children
- 7 years + = 2 adults (preferably one of each gender) for up to 20 children/young people and one additional staff member for every additional 10 children/young people thereafter.

4.1.2 Ensure they supervise the children at all times.

4.1.3 In case of an accident or emergency, contact a member of staff who will follow University procedures.

4.1.4 In the case of a lost child, contact a member of staff who will follow the University procedures.

4.1.5 Refrain from having possession of or consuming alcoholic beverages or using non-prescribed drugs on the University premises.

4.1.6 Refrain from either verbally or physically abusing a child.

4.1.7 Ensure adequate insurance cover for the group and leaders, including no exclusions for child abuse.

4.1.8 Ensure that the appropriate group leaders carry any necessary medicine for the children with them at all times, with the permission of the parents/guardian.

4.1.9 Inform their group of behavioural expectations while at the University.

*We wish to remind all teachers and group leaders that the primary responsibility for the welfare of the children in their care rests with them at all times.*

*Updated April 2009*
Appendix 1

Guidance on responsibilities across the University in relation to the Protection of Children and Vulnerable Adults

Director of Student Operations and Support
- As Lead Safeguarding Officer for the University, the Director of Student Operations and Support, acting on behalf of the Registrar, has overall responsibility for the University’s Children and Vulnerable Adult Protection guidance, its implementation and promotion.
- To be accountable for the university’s safeguarding practice.
- Investigates allegations of abuse or non-compliance occurring on University premises or involving University staff, students or volunteers.
- Makes adult and child protection referrals to Children’s Services, Adult Services, the ISA and/or the police as appropriate.3
- Updates the Children and Vulnerable Adult Protection guidance on an annual basis to reflect changes in legal requirements and external agencies’ recommendations for good practice.
- Ensures that such changes are disseminated to all Schools and Central Support Services.
- Convenes regular meetings of the University Safeguarding Group and discussion forums for CRB signatories.

The Human Resources Department
- Undertakes all CRB and ISA checks for relevant staff and keeps appropriate records.
- Keeps up to date with legal requirements and recommendations for good practice in relation to CRB checks and other relevant aspects of recruitment and selection of staff and ensures that changes are disseminated to all CRB signatories and HR staff as well as Designated Safeguarding Officers.

The Staff and Educational Development Unit
- Coordinates the development and delivery of training in the protection of children and vulnerable people.
- Ensures that this training is regularly updated to reflect changes in legal requirements and external agencies’ recommendations for good practice.

Deans, Heads of Schools and Heads of relevant administrative departments or units
- Ensure that all activities in their area involving children or vulnerable people and all contact with such people by their staff is in accordance with the Children and Vulnerable Adult Protection guidance and procedures.
- Investigate apparent non-compliance.
- Appoint a Designated Safeguarding Officer on a standing basis or, where appropriate, for specific events.
- Where relevant, arrange appropriate training for their staff.

Designated Safeguarding Officers
- Provide a point of reference, (either for a specific event or on an ongoing basis) advice and guidance for members of staff in a Faculty, School or administrative department about Children and Vulnerable Adult Protection guidance and procedures.

Line managers
- Ensure that all staff in their area are made aware of the Children and Vulnerable Adult Protection guidance.
- Where relevant, arrange appropriate training for their staff.
- Where relevant, monitor and evaluate staff compliance with child protection guidance and procedures as part of the activity review process.
- Investigate apparent non-compliance.

3 Investigations and referrals may also be undertaken by the Registrar.
The University recognises that since its campuses are public spaces, all staff can potentially come into contact with children or vulnerable people and need to have guidelines for such contact.
Appendix 2

Faculty/Central Support Service Designated Safeguarding Officer

Each Faculty and Central Support Service (CSS) has a lead member of staff who takes responsibility for the implementation of the University’s overall Children and Vulnerable Adult Protection policy framework in ways which meet the individual circumstances of the Faculty. Training is provided to all Designated Safeguarding Officers.

Some Schools may also wish to appoint Designated Safeguarding Officers who will support and liaise with the Faculty Designated Safeguarding Officer.

Role description

The Faculty/ CSS Designated Safeguarding Officer will undertake the following responsibilities:

- Implement and promote the University’s Children and Vulnerable Adult Protection guidance and procedures within the Faculty.
- Act as a source of support, advice and guidance for members of staff in the Faculty. This may be either for a specific event or on an ongoing basis.
- Liaise with CRB signatories over good practice in the area.
- Refer cases of suspected abuse or allegations of abuse to the University Lead Safeguarding Officer.
- Be a member of the University Safeguarding Group, which oversees the overall development the University’s Children and Vulnerable Adult Protection guidance and procedures.
Appendix 3

UNIVERSITY OF NOTTINGHAM
University Safeguarding Group

Terms of Reference

1. To oversee the University’s framework for protecting children and vulnerable adults.

2. To monitor the legal framework and national guidelines concerning the protection of children and vulnerable adults.

3. To review the University’s compliance with such policy and guidance.

4. To develop policy and promote good practice in the area.

5. To develop an implementation plan and communications strategy for the area.

6. To embed safeguarding in existing University procedures and to test compliance.

7. To meet once each term.

Membership

University Lead Safeguarding Officer: Director of Student Operations and Support (Chair)
Representative from SEDU
Representative from Safety Office

A Designated Safeguarding Officer from the following areas:

*Faculties*
Arts
Social Sciences, Law and Education
Engineering
Science
Medicine and Health Sciences

*Central Support Services*
Registrar’s and International Office
Marketing, Development Office and WP
Human Resources
Estate Department and Nottingham Hospitality
Information Services
Finance and Business Services and RIS

*Schools and other co-opted members*
Where nominated
Appendix 4

University obligations in relation to disclosed or suspected abuse of children\(^4\)

1. *Working Together to Safeguard Children*\(^5\) introduced a new framework for managing allegations and concerns about people who work with children, which should be used in respect of all cases in which it is alleged that the person has:

   - behaved in a way that has harmed, or may have harmed, a child;
   - possibly committed a criminal offence against, or related to, a child; or
   - behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

**Reporting an allegation**

2. If an allegation meets any of the above criteria, the Lead Safeguarding Officer will report it to the local authority designated officer (LADO) within one working day.

3. The LADO will also advise the University on what, if anything, may be shared with the person who is the subject of an allegation. They should decide, in consultation with the police and/or any other relevant agency, what may be shared in situations that may possibly lead to a criminal investigation.

**Evaluation and investigation**

4. If the initial evaluation establishes that the allegation does not involve a possible criminal offence, it will be dealt with by the University. In such cases, if the nature of the allegation does not require formal disciplinary action, other appropriate action should be taken immediately.

5. If a disciplinary hearing is required and no further investigation is necessary, the hearing should be held as soon as possible in accordance with University disciplinary procedures.

6. Where further investigation is required to inform consideration of disciplinary action, the University will discuss who will undertake that with the LADO. The investigating officer should aim to provide a report within 10 working days. On receipt of the report, the University will decide whether a disciplinary hearing is needed and, if so, it should be held as soon as possible in accordance with University disciplinary procedures.

7. If children’s social care services have made enquiries to determine whether the child or children are in need of protection, the University will take account of any relevant information obtained from these enquiries when considering disciplinary action.

8. If a criminal investigation is required, the police should without delay pass all information relevant to a disciplinary case to the University. If the person is convicted of an offence, the police should also inform the employer immediately so that appropriate action can be taken.

9. If an allegation is substantiated, and on conclusion of the case the University dismisses the person or ceases to use the person’s services, or the person ceases to provide his/her services, the University should consult the LADO about whether a referral to the ISA and/or to a professional or regulatory body is required. If a referral is appropriate, the report should be made within one month.

**Supporting those involved**

10. Parents/carers of a child or children involved should be told about the allegation as soon as possible if they do not know about it already. They should be kept informed about the progress of a case, and told of the outcomes where there is not a criminal prosecution. That includes the

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\(^4\) While this appendix refers to children, the underlying principles and potential steps taken would also apply to allegations made regarding the abuse of vulnerable adults.

\(^5\) HM Government, 2006
outcome of any disciplinary process.

11. The University will keep the person who is the subject of the allegation informed of the progress of the case, and arrange to provide appropriate support while the case is ongoing. If the person is suspended, the University will also make arrangements to keep the individual informed about developments in the workplace.

Confidentiality

12. Every effort should be made to maintain confidentiality and guard against publicity while an allegation is being investigated and considered.

Resignations and ‘compromise agreements’

13. The fact that a person tenders his/her resignation, or ceases to provide their services, will not prevent an allegation being followed up in accordance with these procedures. ‘Compromise agreements’ will not be used in these cases.

Record keeping

14. The University will keep a clear and comprehensive summary of:

- any allegations made
- details of how allegations were followed up and resolved
- any action taken
- decisions reached.

These details should be kept in a person’s confidential HR or Student file and a copy will be given to the individual. Such information should be retained on file, including for people who leave the University, at least until the person reaches normal retirement age, or for 10 years if that is longer. The purpose of the record is to enable accurate information to be given in response to any future request for a reference. It will provide clarification in cases where a future CRB Disclosure reveals information from the police that an allegation was made but did not result in a prosecution or a conviction. It will also prevent unnecessary re-investigation if, as sometimes happens, allegations resurface after a period of time.

Serious case review

15. If an allegation is substantiated, the University will think widely about the lessons of the case and how they should be acted on. This should include whether there are features of the University that may have contributed to, or failed to prevent, the abuse occurring. In some cases a serious case review may be appropriate.
Appendix 5

Definitions and indicators of abuse for children

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Abuse can take a number of forms, which are not mutually exclusive. It can include direct ill-treatment or the impairment of health or development through neglect. Children may be abused in a family or in 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. For the purposes of making children the subject of a child protection plan, there are four categories of abuse:

- physical
- sexual
- neglect
- emotional

These are defined below, along with some of the main indicators

Any degree of abuse is a matter for concern. Local authorities and agencies are charged with identifying and helping all children or vulnerable people about whom there are any concerns. Trained professionals assess concerns according to agreed frameworks and procedures.

Staff, student ambassadors and volunteers should seek advice on and/or report any suspected or alleged abuse, even if it appears insignificant. There may be other undisclosed aspects of abuse which, when considered together, may add up to a more serious concern.

Recognising child abuse is not easy, and it is not the responsibility of the University of Nottingham employees, volunteers or students to decide whether or not child abuse has taken place or if a child is has been harmed or is at risk of harm. They do, however, have a responsibility to act if they have a concern about a child’s welfare or safety.

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 career feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after.

Some indicators of physical abuse include:

- Bruising on uncommon sites
- Grasp marks on limbs
- Finger marks on face
- Bite marks
- Burns and scalds
- Scars (lots of them at different ages)
- Fractures

Sexual

Sexual abuse involves forcing or enticing a child 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 (eg rape or 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.

Some indicators of sexual abuse include:
- Sexually transmitted diseases
- Recurrent urinary infections
- Bruising in the genital region
- Inappropriately sexually explicit behaviour for age
- Unusual sexual knowledge for age
- Social withdrawal
- Sexually abusive behaviour towards other children

**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. It may involve a parent or carer failing to provide adequate food, shelter or clothing; failing to protect a child from physical harm or danger; 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.

Some indicators of neglect include:
- Children not receiving adequate food
- Exposed to injury through lack of supervision
- Exposed to inadequate/dirty/cold environment
- “Home alone”
- Parents failing to get appropriate treatment for child

**Emotional**
Emotional abuse is the persistent emotional ill treatment 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.

Some indicators of emotional abuse include:
- abnormally passive, lethargic or attention seeking behaviour
- specific habit disorders, e.g. soiling, eating inedible substances, self-mutilation
- seriously delayed social development
- nervous behaviour
- weight and height disproportionate to age.
## Appendix 6

### Guidance on disclosure of abuse from a child and how to deal with it

**How do you react?**

<table>
<thead>
<tr>
<th><strong>DO:</strong></th>
<th><strong>DON’T:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Stay calm</td>
<td>Panic</td>
</tr>
<tr>
<td>Delay</td>
<td></td>
</tr>
<tr>
<td>Recognise your own feelings, but keep them to yourself</td>
<td>Express shock or embarrassment or other opinions about what you are told</td>
</tr>
<tr>
<td>Use language that the child can understand</td>
<td></td>
</tr>
<tr>
<td>Reassure the child that:</td>
<td>Probe for more information or use leading questions</td>
</tr>
<tr>
<td>• he/she has done the right thing in telling you</td>
<td></td>
</tr>
<tr>
<td>• he/she is not to blame</td>
<td></td>
</tr>
<tr>
<td>• you believe he/she is telling the truth</td>
<td></td>
</tr>
<tr>
<td>Listen carefully</td>
<td>Make the child repeat the story</td>
</tr>
<tr>
<td>Record what the child is saying and keep this set of notes. If you do not have writing materials to hand, do this immediately after you have finished talking.</td>
<td></td>
</tr>
<tr>
<td>Explain what you will do next (i.e. tell your project coordinator, line manager or Designated Officer) in a way that is appropriate to the child’s age and emotional state.</td>
<td>Promise confidentiality to the child</td>
</tr>
<tr>
<td>Report to your project coordinator, line manager or Designated Officer and fill in the incident report form. (See Appendices 7 and 10.)</td>
<td>Approach the person against whom the allegation has been made or discuss the disclosure with anyone other than the DSO or other relevant personnel</td>
</tr>
<tr>
<td>Seek advice and support for yourself. (Advice on providers is available from the Designated Officer)</td>
<td></td>
</tr>
</tbody>
</table>

**Remember: how you react may mean the child telling or not telling his/her story.**
Appendix 7

Procedure in case of suspected or disclosed abuse: key action points

Staff Member, Student, Student Ambassador or Volunteer

**reports to**
Project/ Course Coordinator or Line Manager

**and/or seeks advice from**
Designated Safeguarding Officer for the Faculty, School or Unit if not the Co-ordinator or Line Manager

**reports to**
Lead Safeguarding Officer (who consults with HR/ Security)

**consults with and refers to**
NSPCC and/or Police and/or Social Services

While these are the normal reporting lines, staff may need to by-pass them in circumstances where the child’s or vulnerable person’s safety is compromised and/or there is an urgent need for advice or intervention. Staff should use their judgement.

When the Project Coordinator/Line Manager and Designated Safeguarding Officer are both involved, they should confirm on the incident report form under ‘next steps’ which of them is reporting the matter further.

**Sources of external guidance and advice** include:
Nottingham City Safeguarding Children Board (0115) 915 7033
Children’s Services Central Duty Team (0115) 915 2417
NSPCC 24-hour Helpline 0808 800 5000

For advice in an emergency and after hours, contact:
Children’s Services Emergency Duty Team (0115) 915 9299
Nottingham City Adult Contact Team 0115) 8838460
Nottinghamshire County Adult Contact Team (08449) 808080

**Police**
For emergency police assistance while on campus, contact the 24-hour Security Control Room extension 8888 or 13013
For non-emergency police assistance (0115) 967 0999
For specialised advice and assistance, contact Child Abuse Investigation Unit (01623) 483 064
Appendix 8

Procedures to be followed in cases of lost/found children

1 If someone reports to you that a child in their care is missing:

1.1 Contact the 24-hour Security Control Room immediately (13013 or 0115 9513013), giving details of:
   - name of child
   - age of child
   - address/name of school
   - physical description of child (height, colour of hair, clothing, etc.)
   - where and when child was last seen

1.2 On receipt of this information, the member of security staff on duty will circulate these facts to other members of staff. If necessary the Security Officer will issue instructions and advice in relation to a more extensive search. The security officer dealing with the situation will be responsible for contacting local police if necessary.

1.3 The member of staff who has had the report made to them should reassure the group leader/parent/guardian that action is being taken to locate the child and explain that contact will be maintained with them through the security officer on duty.

1.4 The Security Officer will maintain contact with the parent/guardian until the child is found.

2 If a child who is lost comes to you:

2.1 Reassure the child

2.2 Contact the 24-hour Security Control Room immediately (13013 or 0115 9513013) giving details of:
   - name of child
   - age of child
   - address/name of school
   - physical description of child (height, colour of hair, clothing, etc.)
   - where child was found

2.3 If anyone else is with the child, ask them to remain with you until the parent/leader has been located or the Security Officer has arrived.

   If you are on your own with the child, ensure that you are in a public area where you can be seen or heard.

2.4 Making sure he/she is accompanied by another adult (member of public or staff member), the Security Officer will attempt to locate the parent/guardian in the vicinity. If this cannot be done within a short time, the Security Officer will take the child to the nearest secure location.

2.5 The Security Officer will then issue instructions and advice in relation to a more extensive search. The Chief Security Officer/member of Security staff dealing with the situation will be responsible for contacting local police if necessary.

2.6 A written record will be kept by Security staff of lost or found children and actions taken.

(In case of emergency, Security can also be called on 8888 or 0115 9518888)
Appendix 9

Procedure to be followed by staff in the event of an accident

1. In the event of a staff member, student ambassador or volunteer becoming aware of an accident on campus or at a University activity, he or she must:
   
   a. if possible go to the scene immediately and/or
   
   b. contact Security staff (if on campus, 8888 or 13013) and a First Aider by the speediest means available giving the fullest information possible such as location of accident, number of casualties and nature of injuries if it is possible to ascertain them; and/or
   
   c. if necessary, and to avoid delay, contact the emergency services (if on campus, 8888 or 13013).
   
   d. inform the project co-ordinator or line manager
   
   The order of the above procedures will depend on the seriousness of the accident.

2. Pending the arrival of Security staff or emergency services, endeavour to put the person or persons involved at ease; reassure them that help is on the way.

3. If the police may be called, do not allow any objects, vehicles, etc to be moved until full details are recorded. It may, however, be necessary to make the area safe by moving anything that may cause further injury to the casualties, bystanders or yourself.

4. Ensure brief details are taken and recorded on an accident form such as:
   
   - date, time and place of incident
   - names, ages and addresses of the people involved
   - registration numbers of vehicles, also colour and make
   - weather conditions at the time
   - names and addresses of any witnesses
   - details of injuries as observed
   - any statements made by any of the parties at the scene

5. Remain at the scene of the accident until the casualties have been attended to.

6. Ensure that details taken at the accident site are recorded on the University Accident form and submitted to the Safety Office.

Appendix 10

The University of Nottingham - confidential
Children and Vulnerable Adult Incident Report Form

Name ____________________ Date of incident: ___/___/____

Details of incident

Please write what you saw and heard and provide all relevant details, which may include the following:

- Names and relevant contact details
- DOB/age
- Disability, if relevant
- Any special factors
- Are you reporting your own concerns or passing on someone else’s?
- Brief description of what promoted the concerns, including date, time, specific incidences
- Any physical/behavioral signs
- Have you spoken to the child/adult? If so, what was said?
- Have you spoken to parents/carers? If so, what was said?
- Has anybody been alleged to be the abuser? If so give details
- Have you consulted anyone else? Give details

Action taken & by whom (please describe the action you took)

Support services contacted (e.g. Project Co-ordinator, Line Manager, Porter, Security, External Agencies)

Next steps & whom (please detail who will do what next, and when)
Additional notes

Signature __________________________ Date: ___/___/____

Please send this completed record to the Lead Safeguarding Officer as soon as possible.
Appendix 11

Confirmation of arrangements for the protection of Children and Vulnerable Adults
To be completed by both internal and external organisations hosting events at the University of Nottingham involving children or vulnerable people and retained by the department taking the booking.

Name of organisation or group:
Name and date of event:
Location of activities:

Please initial alongside each point to confirm compliance.

<table>
<thead>
<tr>
<th>Policy and procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. I have read, understood and agree to comply with the University of Nottingham’s Guidance on arrangements for protection of Children and Vulnerable Adults.</td>
</tr>
<tr>
<td>2. I have developed a Children and/or Vulnerable Adults Protection Policy for the event. These accord with national guidelines and have been submitted to the University.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Staffing and supervision</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. I have selected and trained adults responsible for children and vulnerable adults at this event in accordance with national guidelines. Staff and volunteers have been selected and vetted in line with safe recruitment practices and this includes them having received clearance for them from the CRB at the enhanced level.</td>
</tr>
<tr>
<td>4. These staff will supervise participants during waking hours and will be on the premises and on call at night.</td>
</tr>
<tr>
<td>5. The adult-child ratios in operation at the event are in accordance with national guidelines and I believe them to be appropriate in ensuring safe supervision.</td>
</tr>
<tr>
<td>6. I have received signed Parental Consent Forms from the parents or carers of all participants.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Participant behaviour and safety</th>
</tr>
</thead>
<tbody>
<tr>
<td>7. I have issued a Code of Behaviour to participants and their parents or carers and have received signed copies from all participants.</td>
</tr>
<tr>
<td>8. I have made arrangements for separate sleeping and bathroom facilities for males and females, and students and staff.</td>
</tr>
<tr>
<td>9. I have put in place emergency procedures in the event of a fire or other emergency, and will brief staff and participants accordingly.</td>
</tr>
<tr>
<td>10. I have put in place procedures for responding to accidents, incidents and alleged or suspected harm.</td>
</tr>
<tr>
<td>11. I have put in place procedures for sharing concerns about the welfare of any participant with the relevant agencies, involving parents and children appropriately.</td>
</tr>
<tr>
<td>12. I have completed risk assessments for all activities.</td>
</tr>
</tbody>
</table>

Signed: Date:
Appendix 12

Student Ambassador Record Form

This is an example of a form used for adults who have supervised contact with children and who have applied for a CRB check but have not yet received clearance.

Please complete in blue ink using block capitals. The information provided will be held in confidence by the Widening Participation Team and will not be revealed to any external source without your permission.

Name ____________________________________________________

Date of Birth_______________________________________________

Term-time Address

Term-time Telephone number __________________________________

University e-mail ____________________________________________

University School / Department _______________________________

Home address

Home Telephone number ______________________________________

Declaration
I understand that the role of Student Ambassador is one of considerable responsibility and trust.

I have declared any former spent, or unspent, cautions or convictions.

I confirm that I have never had any conviction for child abuse, nor is one pending.

I am willing to undergo a Criminal Records Check or Department of Health vetting.

I agree to abide by the Code of Conduct.

Signed: ……………………………………………………. Date: ………………….

---

For official use only

CRB Check □ Applied for □ Returned □ Approved for work

DoH vetting □ Applied for □ Returned □ Approved for work
Appendix 13

Policy for Students under the Age of 18 Years

Introduction
Occasionally the University admits students who are under the age of 18 years. In most cases this will be a very temporary situation, as the student will be approaching their eighteenth birthday. The University treats all its students as independent, mature individuals and students who are under the age of 18 years will be treated in the same way. The usual personal and academic support arrangements will apply to students who are under 18 years. This normally includes the allocation of a personal tutor and, if the student is resident in University owned or leased accommodation, the allocation of resident tutors and a Warden as well as a comprehensive range of specialist student services. However, the University acknowledges that anyone under the age of 18 is legally a child and recognises that students under the age of 18 may therefore have additional needs in relation to their support and welfare.

Parental responsibilities
The University is not able to take on the usual rights, responsibilities and authority that parents have in relation to a child, and it will not act in *loco parentis* in relation to students who are under the age of 18 years. It is a condition of admission to the University that the parent or guardian of any student who is under the age of 18 years confirms, by signing and returning the enclosed pro-forma, their acceptance of the arrangements set out in this document. Where a student is from overseas and the parents remain abroad, the University requires details of a guardian for the child, who is in the UK, and preferably in or near to Nottingham, and who will be accessible to the child and to the University should the need arise.

Contracts
As a student who is under the age of 18 years may not be able to enter into legal contracts, the University require a student’s parents to honour all obligations under any contracts with the University that the student enters into prior to his or her 18th birthday. By signing the enclosed pro-forma, the parent agrees to this.

Student Accommodation
Parents should recognise that residential accommodation offered by the University is generally intended for the use of adults and that, save in exceptional circumstances, special arrangements cannot be made for students who are under the age of 18 years.

Field Trips
Courses may involve compulsory or optional field trips, excursions or other periods of study away from the University. The University is not able to take any additional responsibility for a student who is under the age of 18 years in relation to such activities. Unless indicated otherwise, by signing the enclosed pro-forma, parents give consent for the student to take part in these activities on that basis.

Alcohol
It is illegal for alcohol to be sold to or bought by students who are under the age of 18 years. The University will take reasonable steps to seek to ensure that the law is not broken in relation to licensed premises under the University’s control but cannot undertake to supervise any individual student. The Students’ Union is responsible for ensuring that appropriate arrangements are in place for its own licensed premises.

Holding Office
Students who are under 18 years are not allowed to hold office, for example, they may not be secretary or treasurer to a sports club or other students’ association.

Relationships with staff
Under the Sexual Offences Act 2003, it is a criminal offence for any person in a position of trust (which may include members of University staff) to engage in sexual activity with someone who is under 18 years.
Child Protection
As a matter of law, a person under the age of 18 years is a child. The University has a responsibility to protect those under the age of 18 years from abuse and will report any suspicions or allegations of abuse of children to the appropriate Social Services officer. Any such suspicions or allegations will be reported to the Registrar who will contact the appropriate authorities.

Notification
The relevant Head of School and Warden will be notified, prior to registration, of any student within their School or Hall who will be under the age of 18 years on entry to the University. The personal and residential tutors (if any) will also be notified (Teaching and other staff will not routinely be made aware of a student’s age).

Parental involvement
It is the University’s usual policy that it deals with students (with whom it has a contractual relationship) and not with parents and this approach will also apply to students who are under the age of 18 years. The University will therefore correspond with students, not parents.

Emergency Contact
It is particularly important that emergency contact details are provided for students under the age of 18 years and such students and/or their parents are required to supply this information prior to their arrival at the University. If a medical emergency arises and it is not possible for the University to contact the named individuals, a senior member of the University will, on behalf of the student’s parents or guardians give such consent to treatment as is in the best interests of the student. By signing the enclosed pro-forma, the student’s parents or guardians indicate their consent to this.
Appendix 14

The University of Nottingham

Consent Form for Applicants under the Age of 18

This section to be completed by the parent/guardian of the applicant. Please note that we are unable to consider your application to study at the University further until we have received this completed form.

Name of Applicant:

UCAS Number:

Course Applied For:

I hereby confirm that I have read and accept the conditions outlined in the “Arrangements for Students under the Age of 18 years” document. I accept that the University will not act in loco parentis should the above applicant be admitted to the University of Nottingham.

Name of signatory (parent/guardian):

Relationship to applicant:

Signed: __________________________ ____________

Date: __________________________

This section to be completed by parents/guardian living outside of the UK only.

If you live outside of the UK and the applicant is less than 18 years of age, the University requires you to provide the contact details of a legal guardian* based in the UK. Please provide these details below:

Name of legal guardian:

Address:

Telephone: __________________________

*Please see enclosed advisory information “Advice for International Applicants who are Under 18 Years of Age about Guardians”

Please return your completed form to: Undergraduate Admissions Administrator, Admissions Office, The University of Nottingham, University Park, Nottingham, NG7 2RD, UK