

# Guidance on the Safeguarding of Children and Adults at Risk

## Statement of intent

The University aims to provide a safe environment for children and adults at risk 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 adult at risk is paramount.

We recognise our responsibility to develop awareness of safeguarding issues<sup>1</sup> and are committed to practice which reflects the University's duty of care and protects children and adults at risk from harm.

We encourage a culture where people feel able to speak up without fear of recrimination.

The University expects its entire staff and students to follow the ethical behaviours set out in the Nolan Principles. Those are: selflessness, integrity, objectivity, accountability, openness, honesty and leadership. These Principles underlie the University's Ethical Framework and are incorporated into this policy.

## Scope of policy

This guidance aims to ensure that children (including students under the age of 18) and adults at risk, 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 adults at risk 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, alumni, 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.<sup>2</sup> For the avoidance of doubt, this includes all activities related to the delivery of research overseas, and activity related to the delivery of apprenticeship education.<sup>3</sup>

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<sup>1</sup> The guidance and legislative framework that underpins this document includes *Working Together to Safeguard Children* (HM Government, 2015), , UN Convention on the Rights of the Child, Children Act 1989 and 2004, Sexual Offences Act 2003, Mental Capacity Act 2005, Safeguarding Vulnerable Groups Act 2006, Protection of Freedoms Act 2012, The Children and Families Act 2014, Care Act 2014, Information Sharing (HM Government 2015), What to do if you're worried a child is being abused: Advice for practitioners (HM Government 2015) and Keeping Children Safe in Education (Department for Education 2016).

<sup>2</sup> The University's Childcare Service has particular statutory safeguarding obligations and has its own Safeguarding Children Policy and Procedures.

<sup>3</sup> See Appendix 15 for guidance related to Safeguarding Considerations in International Development work

External groups and organisations running activities on our campuses are required to do so in accordance with approved child safeguarding policies and risk assessments (see Appendix 9). For the purposes of this document, the following are defined:

- The 'Institution' is The University of Nottingham.
- 'Children' are people (including students) up to the age of 18 years.
- 'Adults at risk' are those people over 18 years who have needs for care and support or are experiencing, or are at risk of, abuse or neglect, and as a result of those needs are unable to protect himself or herself against the abuse or neglect or the risk of it.
- 'Students' includes everyone who is registered as studying with the institution – including apprentices

## **Guiding principles**

In order to safeguard those children or adults at risk with whom we have contact, the University of Nottingham will:

- adopt child and adult at risk safeguarding guidelines through a code of conduct for staff, students, alumni, volunteers and others representing the institution;
- share information about our child and adult at risk safeguarding and good practice with staff, students, alumni, volunteers, schools, partner organisations, parents and children;
- share concerns about the welfare of any child or adult at risk with the relevant agencies, involving parents and children appropriately;
- adopt and implement carefully the procedures for recruitment and selection of staff, students, alumni and volunteers who may be in contact with children or adults at risk;
- develop and implement appropriate procedures for responding to accidents, incidents, and alleged or suspected harm;
- provide effective management for staff, students, alumni and volunteers through training, support and supervision;
- identify a Lead Safeguarding Officer (the Campus Life Director) to oversee the system for protecting children and adults at risk and other designated officers at appropriate levels (see Appendix 1);

## **Implementation**

Full copies of this document will be available as a detailed reference guide to all staff, students, alumni, 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, alumni, 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 adults at risk.

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

- The *Prevent* Duty and the University's Code of Practice on Meetings or Other Activities on University Premises<sup>4</sup>
- Insurance
- Work experience placements
- Equal Opportunities Policy
- Data protection
- Whistle-blowing
- Use of the University Computing Facilities
- Image capture
- Discipline
- The University's Research Ethics framework
- Supporting students with difficulties (including adults at risk)
- 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 Campus Life Director.

All line managers are responsible for monitoring that relevant staff members in their department are made aware of and follow the Children and Adults at Risk Safeguarding guidance and procedures, as appropriate to individual job roles.

The Children and Adults at Risk Safeguarding guidance and procedures will be reviewed every three years or as significant legislative change requires, 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 Adults at Risk Safeguarding Guidance**

The University expects staff and all those contributing to its activities to follow the Children and Adults at Risk Safeguarding guidance and to promote the welfare of children and adults at risk. 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, alumni, student ambassadors or volunteers are concerned that another member of staff, student, alumni, student ambassador or volunteer is not following the guidance and procedures, they should contact their own project coordinator or line manager, or the Lead Safeguarding Officer for the University. Reporting of concerns is dealt with in more detail in Part 3 below.

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<sup>4</sup> <http://www.nottingham.ac.uk/governance/prevent-duty/index.aspx> and <http://www.nottingham.ac.uk/governance/documents/freedom-of-speech-2019.pdf>

# **Children and Adults at Risk Safeguarding Procedures**

## **1. Recruitment, Selection and Training**

The measures stated below are to be applied to staff and students undertaking courses that involve contact with children or adults at risk as part of the curriculum as well as student ambassadors, alumni and volunteers who will be responsible for, have regular access to, or will regularly work or be in unsupervised contact with children or adults at risk as part of their role on behalf of the University. All staff, students, alumni, student ambassadors and volunteers in such roles who meet the threshold of 'regulated activity' will be required to receive clearance from the Disclosure and Barring Service (DBS). It is an offence for an employer to knowingly employ an individual who is disqualified from working with children or adults at risk to carry out a regulated activity.

### **1.1 Recruitment and selection of staff and volunteers**

- 1.1.1 The appointing procedure for staff, alumni 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 adults at risk 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 safeguarding 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 who meet the DBS regulated activity threshold will be asked to complete an enhanced 'DBS Disclosure' application. If student ambassadors are to have contact with children and adults at risk before the DBS 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 adults at risk and to declare any former spent, or unspent cautions or convictions that would not be filtered in line with current guidance. An example is included at Appendix 10. Where the DBS 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.
- 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, alumni or volunteers to apply for a DBS disclosure.
- 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 adults at risk.
- 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 which would not be filtered in line with current guidance to the School and where appropriate will be asked to complete an 'Enhanced Disclosure' application from the DBS. Where the DBS 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'.
- 1.2.5 Any disclosure which poses serious concern over a student's suitability 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 adult at risk safeguarding and health & safety guidance, to all relevant staff, students, alumni student ambassadors and volunteers upon appointment and then at appropriate intervals (see Appendices 3, 4, 6, 7 and 13 for topics covered).
- 1.3.3 Staff, students, alumni, student ambassadors and volunteers in contact with children or adults at risk 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 Appendices 11 and 12 for full details.

## 2. Code of conduct

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

An “adult at Risk” is defined as any person aged 18 years and over who is or may be in need of community care services by reason of mental health issues, learning or physical disability, sensory impairment, age or illness and who is or may be unable to take care of him/herself or unable to protect him/herself against significant harm or serious exploitation.

Stated below, however, are the standards of behaviour which staff, students, alumni, student ambassadors, contractors and volunteers working with children or adults at risk should observe. This code should assist in the safeguarding of both children or adults at risk and staff, students, alumni 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, students, alumni, 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, students, alumni, student ambassadors and volunteers come into contact through their role or University activities or while on campus.

### 2.1 Staff, students, alumni, student ambassadors and volunteers **must**

2.1.1 Follow the Children and Adults at Risk Safeguarding 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 adults at risk 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 adult at risk - 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 adult at risk, 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 adult at risk 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 adults at risk.

2.1.8 Be aware that contact with a child or adult at risk via email and/or other electronic media, may be misinterpreted.

- 2.1.9 If it is necessary to contact a child or an adult at risk, use university email (or another official, rather than personal, means of communication). Using social media is never appropriate.
- 2.1.10 Respect a child's or adult at risk'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 adults at risk.
- 2.1.11 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 9 and 8).
- 2.1.12 Remember that representatives of the University serve as role models and must act in a responsible manner.
- 2.2 Staff, students, alumni, student ambassadors and volunteers **should not**
- 2.2.1 Leave a group of young or at risk 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 or adult at risk.
- 2.2.5 Reduce a child or adult at risk to tears as a form of control.
- 2.2.6 Allow allegations made by a child or adult at risk to go unchallenged, unrecorded or not acted upon.
- 2.2.7 Give a child or adult at risk 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 adult at risk's need;
  - touch should always be appropriate to the age and understanding of the child or adult at risk.
- 2.2.9 Physically restrain a child or adult at risk unless the restraint is to prevent physical injury of the child or adult at risk or others.
- 2.2.10 Arrange to meet the child or adult at risk on an individual basis outside of university business or activities.
- 2.2.11 Use social media (such as Facebook or Instagram), WhatsApp, text messages, personal email accounts, personal mobile phones or similar to communicate with children or adults at risk.
- 2.2.12 Provide personal contact details (address, email address, personal mobile or home telephone number or details of social media or similar accounts) to a child or adult at risk.
- 2.2.13 Make or accept requests to connect with a child or adult at risk over social media.

- 2.2.14 Do things of a personal nature for children or adults at risk that they can do for themselves or that their parent/leader/carer can do for them.
- 2.2.15 Have children or adults at risk on their own in a vehicle.
- 2.2.16 Go into a lavatory or an enclosed space with children or adults at risk unless another adult is present (this may include a parent, teacher, group leader, project co-ordinator or line manager).
- 2.2.17 Spend time alone with a child or adult at risk. If you find you are in a situation where you are alone with a child or adult at risk, make sure that you can be clearly observed or seen by others.

**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.**

In relation to 2.2.13 and 2.2.14, staff, students, alumni and volunteers should recognise that being alone with a child or adult at risk makes both parties vulnerable. However, staff, students, alumni and volunteers may need to manage risk. When, for example, there is the imminent risk of a child or adult at risk 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 adult at risk's welfare. You should subsequently record your actions and the reason for them, preferably using the incident report form (see Appendix 8), 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 adults at risk, or non-compliance with the guidance**

#### **3.1 Any staff member, student, alumni, student ambassador or volunteer who:**

- a) suspects that a child or adult at risk 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 adult at risk safeguarding 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 Lead Safeguarding Officer for the University (see Appendix 2 and Appendix 5), or the individual may raise the concern directly with the Lead Safeguarding Officer for the University if preferred. The matter should be reported without delay. If the Lead Safeguarding Officer is the subject of concern then a report should be made to the Registrar. Alternatively, at any time a staff member, student, alumni, student ambassador or volunteer may raise any concerns directly with the police or with the LADO.

- 3.1.2 Complete the Children and Adult at Risk Safeguarding Incident Form (see Appendix 8) within 24 hours, recording the child's or adult at risk'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 adult at risk involved is part of an organised group or school, the Lead Safeguarding Officer will consult with the leader in charge and will agree an appropriate course of action.
- 3.1.4 If the child or adult at risk 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 adult at risk'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 adult at risk 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.<sup>5</sup> 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.

### **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 and the Lead Safeguarding Officer.
- 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.
- 3.2.4 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 as long as these do not interfere with a criminal investigation. The Lead Safeguarding Officer will consult where appropriate with local authority and/or Police and/or NSPCC in such cases.

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<sup>5</sup> The Registrar and/or Head of Security will be informed of all such cases.

- 3.2.5 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 adults at risk in line with the disciplinary process
- 3.2.6 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.
- 3.2.7 Following an appropriate internal 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 Campus Life Director 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 24 and 25 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, it is usually the case that no action will be taken without discussion with the police. The University Assessor will decide at an appropriate time 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 Safeguarding of Children and Adults at Risk.

4.1.2 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.

4.1.3 Ensure they supervise the children at **all** times.

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

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

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

4.1.7 Refrain from either verbally or physically abusing a child.

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

4.1.9 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.

4.1.10 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 February 2018**

## Appendix 1

### **Guidance on responsibilities across the University in relation to the Safeguarding of Children and Adults at Risk**

Everyone in the University has a responsibility for child safeguarding.

All members of staff should contact the people set out below if they have any concerns. However, anyone in the University can and should make a referral to the police or LADO directly if they have a concern about a child if any of the people below are implicated in the concern or if the member of staff believes that the child's best interests will be served by a direct referral. Procedures to follow are set out below in Appendix 5.

#### **Campus Life Director**

- As Lead Safeguarding Officer for the University, the Campus Life Director, acting on behalf of the Registrar, has overall responsibility for the University's Children and Adults at Risk Safeguarding 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 and/or the police as appropriate.<sup>6</sup>
- Updates the Children and Adults at Risk Safeguarding 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.
- Coordinates, in conjunction with the University Professional Development team and/or the LADO, the development and delivery of training in the safeguarding of children and adults at risk.
- Ensures that this training is regularly updated to reflect changes in legal requirements and external agencies' recommendations for good practice.

#### **The Human Resources Department**

- Undertakes all DBS for relevant staff<sup>7</sup> and keeps appropriate records.
- Keeps up to date with legal requirements and recommendations for good practice in relation to DBS checks and other relevant aspects of recruitment and selection of staff and ensures that changes are disseminated to all DBS signatories and HR staff.

#### **Faculty Pro-Vice-Chancellors, Heads of Schools and Heads of relevant administrative departments or units**

- Ensure that all activities in their area involving children or adults at risk and all contact with such people by their staff is in accordance with the Children and Adults at Risk Safeguarding guidance and procedures.
- Investigate apparent non-compliance.
- Where relevant, arrange appropriate training for their staff.

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<sup>6</sup> Investigations and referrals may also be undertaken by the Registrar, and referrals may be made to the police or the LADO directly by anyone who has a concern.

<sup>7</sup> This excludes staff in Childcare Services, which undertakes its own DBS checks.

**Line managers**

- Ensure that all staff in their area are made aware of the Children and Adults at Risk guidance.
- Where relevant, arrange appropriate training for their staff.
- Where relevant, monitor and evaluate staff compliance with child safeguarding guidance and procedures as part of the activity review process.
- Investigate apparent non-compliance.

The University recognises that since its campuses are public spaces, all staff can potentially come into contact with children or adults at risk and need to have guidelines for such contact.

## Appendix 2

### University obligations in relation to disclosed or suspected abuse of children<sup>8</sup>

1. *Working Together to Safeguard Children*<sup>9</sup> provides a framework for managing allegations and concerns about people who work with children or possible harm of a child, which should be used in respect of **all** cases in which it is alleged that any person (whether connected with the University or not) 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 will be asked to pass all information relevant to a disciplinary case, and all information related to any conviction, to the University.
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 a professional or regulatory body is required. If a referral is appropriate, the report should be made within one month.

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<sup>8</sup> While this appendix refers to children, the underlying principles and potential steps taken would also apply to allegations made regarding the abuse of adults at risk.

<sup>9</sup> HM Government, 2015

## **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 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 DBS 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 3

### Definitions and indicators of abuse for children<sup>10</sup>

**Abuse:** A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). 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 adults at risk) 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 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

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

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

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<sup>10</sup> Definitions taken from Working Together to Safeguard Children (HM Govt 2015):  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419595/Working\\_Together\\_to\\_Safeguard\\_Children.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf)

## **Sexual**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

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. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- 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 maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a 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 (including cyber 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.

**Please refer to Appendix 13 for additional information on child sexual exploitation, radicalisation, forced marriage and female genital mutilation.**

### **Definitions of abuse for adults<sup>11</sup>**

Abuse is mistreatment by any other person or persons that violates a person's human and civil rights. The abuse can vary from treating someone with disrespect in a way which significantly affects the person's quality of life, to causing actual physical suffering.

Abuse can happen anywhere - in a residential or nursing home, a hospital, in the workplace, at a day centre or educational establishment, in supported housing or in the street.

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

**Forms of abuse include** (as defined in the Care Act 2014):

- Physical abuse including hitting, slapping, and pushing, kicking, misuse of medication, restraint, or inappropriate sanctions
- Domestic Violence including psychological, physical, sexual, financial, emotional abuse and honour based violence
- Sexual abuse including rape and sexual assault or sexual acts to which the adult at risk has not consented, or is incapable of giving informed consent or was pressured into consenting. This may involve contact or non-contact abuse (e.g. touch, masturbation, being photographed, teasing, and inappropriate touching)
- Psychological abuse including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks
- Financial or material abuse including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits
- Modern Slavery encompasses slavery, human trafficking; forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment
- Discriminatory abuse including racist, sexist, that based on a person's disability, culture and other forms of harassment, slurs or similar treatment

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<sup>11</sup> Indicators of abuse of adults are available from "Nottingham and Nottinghamshire Multi Agency Adult Safeguarding Guidance for Referrers, 2015":  
<http://www.nottinghamcity.gov.uk/CHttpHandler.ashx?id=57421&p=0>.

- Organisational abuse (previously known as institutional abuse) Neglect and poor professional practice in care settings also need to be taken into account. It may take the form of isolated incidents of poor practice at one end of the spectrum, through to pervasive ill treatment or gross misconduct at the other. It can occur when the routines, systems, communications and norms of an institution compel individuals to sacrifice their preferred lifestyle and cultural diversity to the needs of that institution. Repeated instances of poor care may be an indication of more serious problems
- Neglect and acts of omission including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, and the withholding of the necessities of life, such as medication, adequate nutrition and heating
- Self- neglect this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding

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

## Appendix 4

### Guidance on disclosure of abuse from a child or adult at risk and how to deal with it

#### *How do you react?*

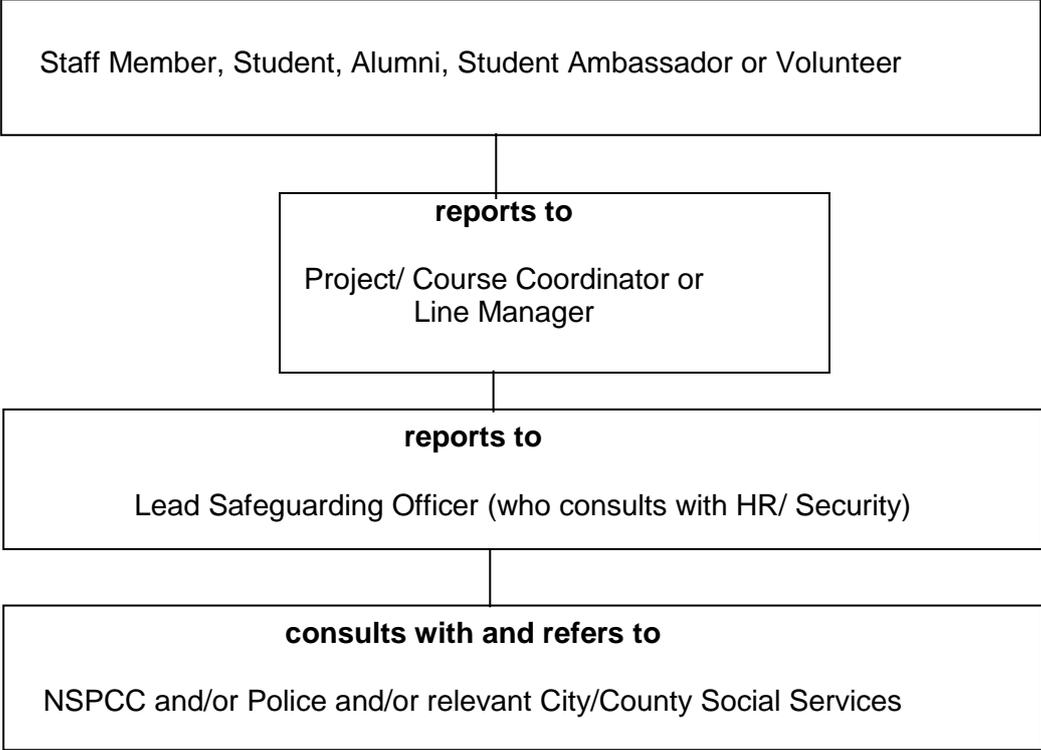
<b>DO:</b>	<b>DON'T:</b>
Stay calm	Panic
	Delay
Recognise your own feelings, but keep them to yourself	Express shock or embarrassment or other opinions about what you are told
Use language that they can understand	
Reassure them that: <ul style="list-style-type: none"><li>• he/she has done the right thing in telling you</li><li>• he/she is not to blame</li><li>• you believe he/she is telling the truth</li></ul>	Probe for more information or use leading questions
Listen carefully	Make them repeat the story
Record what they are saying and keep this set of notes. If you do not have writing materials to hand, do this immediately after you have finished talking.	
Explain what you will do next (i.e. tell your project coordinator, line manager or Designated Officer) in a way that is appropriate to their age and emotional state.	Promise confidentiality to them
Report to your project coordinator, line manager or Designated Officer and fill in the incident report form. (See Appendices 5 and 8.)	Approach the person against whom the allegation has been made or discuss the disclosure with anyone other than the DSO or other relevant personnel
Seek advice and support for yourself. (Advice on providers is available from the Designated Officer)	

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

**Appendix 5**

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

The flow chart below sets out the normal reporting lines, but any Staff Member, Student, Alumni, Student Ambassador or Volunteer may make a report to the Lead Safeguarding Officer or externally at any time if they wish. It may be necessary to do so in circumstances where the child’s or adult at risk’s safety is compromised and/or there is an urgent need for advice or intervention. Individuals 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) 8764762
- Children's Social Care Services (0115) 8764800
- NSPCC 24-hour Helpline 0808 800 5000
- Nottingham City Council Access Duty Team for Adults 0300 300 3333 and select option 2
- Nottinghamshire County Council Duty Team for Adults 0300 500 8080

For advice in an emergency and after hours, contact:

- Nottingham Emergency Duty Team (0115) 8765600
- Nottinghamshire Emergency Duty Team 0300 456 4546

**Police**

- For emergency police assistance while on campus, contact the 24-hour Security Control Room extension 18888 or 13013
- For non-emergency police assistance (0115) 967 0999

## Appendix 6

### 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 Head of Security/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 18888 or 0115 9518888)**

## Appendix 7

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

1. In the event of a staff member, student, alumni, 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, 18888 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, 18888 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 on-line University Incident Reporting System (<http://www.nottingham.ac.uk/safety/reporting/reporting-incidents.aspx>).

See also section 5 of the University's Safety Handbook, available at <http://www.nottingham.ac.uk/safety/handbook/safety-handbook.aspx>

## Appendix 8

### The University of Nottingham - confidential Children and Adult at Risk 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/behavioural 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

Continue on reverse if necessary

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

Continue on reverse if necessary

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

You may wish to ask them to complete a record too

#### 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 9

### Confirmation of arrangements for the safeguarding of Children and Adults at Risk

To be completed by both internal and external organisations hosting events at the University of Nottingham involving children or adults at risk 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.*

<b>Policy and procedures</b>	
1. I have read, understood and agree to comply with the <b>University of Nottingham's Guidance on arrangements for safeguarding of Children and Adults at Risk and Code of Practice on Meetings or Other Activities on University Premises.</b>	
2. I have developed a <b>Children and/or Adults at Risk Safeguarding Policy</b> for the event. These accord with national guidelines and have been submitted to the University.	

<b>Staffing and supervision</b>	
3. I have selected and trained adults responsible for children and adults at risk 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 from the DBS at the enhanced level if they meet the threshold of regulated activity.	
4. These staff will supervise participants during waking hours and will be on the premises and on call at night.	
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.	
6. I have received signed <b>Parental Consent Forms</b> from the parents or carers of all participants.	

<b>Participant behaviour and safety</b>	
7. I have issued a <b>Code of Behaviour</b> to participants and their parents or carers and have received signed copies from all participants.	
8. I have made arrangements for separate sleeping and bathroom facilities for males and females, and students and staff.	
9. I have put in place emergency procedures in the event of a fire or other emergency, and will brief staff and participants accordingly.	
10. I have put in place procedures for responding to accidents, incidents and alleged or suspected harm.	
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.	
12. I have completed risk assessments for all activities.	

Signed:

Date:

## Appendix 10

### Student Ambassador Record Form

*This is an example of a form used for adults who have unsupervised or regular supervised contact with children and who have applied for a DBS 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 which would not be filtered in line with current guidance.

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

I am willing to undergo a Disclosure and Barring Service check.

I agree to abide by the Code of Conduct.

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

---

**For official use only**

*DBS Check*             *Applied for*             *Returned*             *Approved for work*

## Appendix 11

### Policy for Students under the Age of 18 Years

#### Introduction

The University admits a small number of students who are under the age of 18 years, the majority of which will be approaching their 18<sup>th</sup> 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. Nevertheless, the University recognises that anyone under the age of 18 is legally a child and it therefore has additional legal obligations in relation to them. This policy sets out the most significant of those legal obligations. The University also acknowledges that students under the age of 18 may have additional needs in relation to their support and welfare.

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. These members of staff, and any others who have close contact with the students, undergo safeguarding checks, including where appropriate checks under the Government's Disclosure and Barring Service (DBS) and are provided with appropriate training.

#### **Safeguarding-centred approach**

The University fosters a culture of openness. All students, and particularly those under 18, are encouraged to share any concerns that they may have in relation to any issue with a trusted individual. They are provided with access to Welfare Support contacts in each School (<http://www.nottingham.ac.uk/studentsservices/healthwelfare/welfare-support.aspx>). No-one will be criticised for raising genuinely held concerns.

#### **Staff awareness**

As part of the University's general safeguarding policies and procedures, all members of staff will be made aware of the University's safeguarding obligations in relation to students under the age of 18 and that the University's *Guidance on Safeguarding of Children and Adults at Risk* applies to students under the age of 18.

In addition, certain members of staff undergo safeguarding checks, including where appropriate checks under the Government's Disclosure and Barring Service (DBS). These members of staff are also provided with appropriate safeguarding training.

#### **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 18<sup>th</sup> 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, save in relation to the safeguarding vetting and training of any relevant staff, students or volunteers.

### ***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.

If a student under 18 is going on placement as part of their course, the School must ensure that the placement provider is aware that the student is Under 18; that they have in place appropriate insurance and health and safety procedures; and that they are aware of the additional responsibilities of employing young people including any DBS requirements.

### ***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 includes all members of University staff) to engage in sexual activity with someone who is under 18 years.

### ***Child Protection Procedures***

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 in accordance with the procedure set out in the University's Children and Adults at Risk Safeguarding Procedures.

### ***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. Students under the age of 18 have the same rights as those over 18 in relation to the Data Protection Act and the University will not disclose any student's personal information to their parent or guardian (or any other third party) without the student's express consent.

### ***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 the student is not able to provide consent to their own medical treatment 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 based on medical advice and what is considered to be in the best interests of the student. By signing the enclosed pro-forma, the student's parents or guardians indicate their consent to this. For the avoidance of doubt, neither University nor parents can override consent validly given by a student.

## Appendix 12



### 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, including those relating to my role as guarantor in relation to any contracts signed by the above applicant prior to their 18<sup>th</sup> birthday and in relation to any emergency medical treatment required by the above applicant. 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 in the UK:

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: The Admissions Office, The University of Nottingham, University Park, Nottingham, NG7 2RD, UK

## Appendix 13

### Key Information about Vulnerable Groups

Some children and adults at risk may be particularly vulnerable to abuse and harm. The designated safeguarding lead should be aware of the range of guidance that is available and vigilant to concerns being raised by staff and students which need to be reported in accordance with national (Government) and local (NCSCB) procedures without delay. The lead should also ensure staff working with children and adults at risk are alert to signs which may indicate possible abuse or harm.

The University of Nottingham employees, volunteers and students should be made aware of the following guidance regarding particularly vulnerable groups. Recognising abuse is not easy, and it is not the responsibility of the University of Nottingham employees, volunteers or students to decide whether or not abuse has taken place or if a child or adult 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 or adult's welfare or safety.

#### Child Sexual Exploitation<sup>12</sup>

The sexual exploitation of children and young people (CSE) under-18 is defined as that which: 'involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities.

Child sexual exploitation can occur through the use of technology without the child's immediate recognition; for example being persuaded to post sexual images on the Internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person's limited availability of choice resulting from their social/economic and/or emotional vulnerability.' (Department for Education, 2012)

Child sexual exploitation is a form of abuse which involves children (male and female, of different ethnic origins and of different ages) receiving something in exchange for sexual activity.

Who is at risk?

Child sexual exploitation can happen to any young person from any background. Although the research suggests that the females are more vulnerable to CSE, boys and young men are also victims of this type of abuse.

The characteristics common to all victims of CSE are not those of age, ethnicity or gender, rather their powerlessness and vulnerability. Victims often do not recognise that they are being exploited because they will have been groomed by their abuser(s). As a result, victims do not make informed choices to enter into, or remain involved in, sexually exploitative situations but do so from coercion, enticement, manipulation or fear. Sexual exploitation can happen face to face and it can happen online. It can also occur between young people.

In all its forms, CSE is child abuse and should be treated as a child safeguarding issue.

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<sup>12</sup> Guidance taken from "Safeguarding Children and Young People from Sexual Exploitation" (Department for Education, 2009):  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/278849/Safeguarding\\_Children\\_and\\_Young\\_People\\_from\\_Sexual\\_Exploitation.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/278849/Safeguarding_Children_and_Young_People_from_Sexual_Exploitation.pdf).

## **Preventing Radicalisation<sup>13</sup>**

Preventing violent extremism by countering the ideology of extremism and by identifying those who are being drawn into radicalism has for some time formed part of the approach to safeguarding. The Counter-terrorism and Security Act 2015 now imposes a duty on a wide range of bodies including all universities and schools.

## **The Antisocial Behaviour, Crime and Policing Act 2014 – Forced Marriage<sup>14</sup>**

The recently enacted Antisocial Behaviour, Crime and Policing Act 2014 now makes it a criminal offence to force someone to marry. For the first time, this legislation provides a clear definition of what forced marriage is, empowering both the victims and those of us responsible for protecting vulnerable people at risk of such a crime.

The civil remedy of obtaining a Forced Marriage Protection Order (FMPO) through the family courts will continue to exist alongside the new criminal offence and breaching these orders has also been criminalised. Forcing someone to marry can result in a sentence of up to 7 years in prison. Breach of a FMPO under the new act carries a maximum of five years in prison.

All professionals working within statutory agencies including education, social and health care, police, housing, and the voluntary sector need to be aware of their responsibilities when they encounter this 'hidden crime'. If the victim is allowed to walk out of the door without support, that one chance to protect and safeguard against harm might be wasted.

## **Female Genital Mutilation<sup>15</sup>**

Under the Female Genital Mutilation Act 2003 it is an offence to subject a girl or woman to FGM in the UK; to assist a girl to perform it on herself; for UK nationals or permanent residents to perform FGM abroad; or to assist anyone to perform FGM abroad.

FGM includes any mutilation of a female's genitals, including the partial or total removal of the external genitalia for so-called cultural or other non-medical reasons. FGM is medically unnecessary, extremely painful and has serious health consequences, both at the time when the mutilation is carried out and in later life. FGM is illegal and is a child protection issue.

FGM can be performed at any age; however the majority of cases take place between the ages of 5 and 8 years old. It is estimated that in the UK there are approximately 20,000 girls under the age of 15 at risk of FGM each year. People from African countries as well as parts of the Middle East and Asia are more likely to practise FGM than other communities. Whilst not all people from these regions will FGM, and indeed there are many people in these communities in the UK who are working to eradicate this harmful and abusive practice, professionals should be aware of this issue for girls from these regions. [It should also be remembered that FGM is not practised for any religious reasons and indeed it is known to pre-date the religions within which FGM is prevalent].

Safeguarding girls at risk of harm through FGM poses specific challenges because the families involved may give no other cause for concern with regard to their parenting responsibilities or relationships with their children. However, there remains a duty for all professionals to act to safeguard girls at risk of FGM under Working Together 2015. Anyone who has information that a child is potentially or actually at risk of significant harm should inform social care or the police. The local authority will exercise its powers and/or make enquiries to safeguard a girl's welfare under section 47 of the Children Act 1989 if it has reason to believe that a girl is likely to be subjected to, or has been subjected to, FGM.

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<sup>13</sup>[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/445977/3799\\_Revised\\_Prevent\\_Duty\\_Guidance\\_England\\_Wales\\_V2-Interactive.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/445977/3799_Revised_Prevent_Duty_Guidance_England_Wales_V2-Interactive.pdf)

<sup>14</sup> [http://www.legislation.gov.uk/ukpga/2014/12/pdfs/ukpga\\_20140012\\_en.pdf](http://www.legislation.gov.uk/ukpga/2014/12/pdfs/ukpga_20140012_en.pdf)

<sup>15</sup> Guidance taken from "Multi-Agency Practice Guidelines: Female Genital Mutilation" (HM Government, 2014): [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/380125/MultiAgencyPracticeGuidelinesNov14.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/380125/MultiAgencyPracticeGuidelinesNov14.pdf)

## **Mental Capacity Act 2005 – Safeguarding Adults who Lack Capacity<sup>16</sup>**

Section 44 of the Mental Capacity Act 2005, makes it an offence for anyone caring for, or who is an attorney under a lasting power of attorney (LPA) or enduring power of attorney, or is a deputy for a person who lacks capacity, to ill-treat or wilfully neglect that person. The provision is limited to people who lack capacity.

### Eligibility:

- Person alleged to be at risk of abuse or neglect must formally lack capacity in relation to serious decisions about their own well-being and safety; OR The potential/alleged perpetrator of abuse or neglect lacks capacity in relation to serious decisions about their behaviour, and where serious harm has been alleged.
- Where formal safeguarding measures are being put in place in relation to the protection of vulnerable adults from abuse.
- Where there is a serious exposure to risk:
  - Risk of death
  - Risk of serious injury or illness
  - Risk of serious deterioration in physical and mental health
  - Risk of serious emotional distress

In addition the individual lacking capacity must be over 18. Safeguarding situations are the only circumstances where an Independent Mental Capacity Advocate (IMCA) may be involved even if the individual has family and friends representing his/her interests. If there is an LPA in place and there is a reasonable belief that the LPA is not acting in the best interests of the person then an application to the Court of Protection should be made for a best interests decision or for displacement of the LPA before an IMCA is instructed.

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<sup>16</sup> [http://www.legislation.gov.uk/ukpga/2005/9/pdfs/ukpga\\_20050009\\_en.pdf](http://www.legislation.gov.uk/ukpga/2005/9/pdfs/ukpga_20050009_en.pdf)

## **Appendix 14**

### **Guidance on identifying and responding to students in difficulty**

**Safeguarding serious welfare cases where the case does not meet the formal safeguarding threshold in terms of Local Authority and legal definitions of vulnerability**

#### **Statement of intent**

The University aims to provide a safe environment for all students whilst studying at Nottingham. We believe that individuals have a right to learn and develop within a safe environment. We understand that a number of students will encounter problems during their time here. The problems may be academic, personal or practical and difficulties in one area can often have an impact on other areas of the student's life.

We encourage a culture of openness where people feel able to speak up about their concerns knowing that support will be forthcoming and without fear of recrimination. The University expects that its staff team will ensure that any student experiencing difficulty will be guided to appropriate support services in order that their case can be appropriately managed.

#### **Scope of policy**

This guidance aims to ensure that any student experiencing serious welfare difficulty and requiring safeguarding intervention is safe and appropriately supported within our institution and the activities we provide.

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.

#### **Guiding principles**

In order to appropriately safeguard those students who are identified as being in difficulty, we will:

- Develop and implement appropriate procedures for responding to declarations of difficulty from a student, or concerns raised about a student;
- Minimise the risk of harm from discrimination, bullying, accidents, injury and abuse in all its forms by promoting appropriate policies and initiatives that demonstrate our commitment to this;
- Provide effective management for all appropriate staff who interact with students in difficulty through training, support and supervision;
- Identify a Lead Safeguarding Officer (the Campus Life Director) to oversee the system for identifying and responding to students in difficulty, and other designated officers at appropriate levels

#### **Process of identification and response to students in difficulty**

The identification and assessment of a concern is crucial to understanding how to respond. This section outlines how to identify students experiencing difficulty and how to appropriately respond to that difficulty. This is outlined in narrative form with a flowchart provided at the end of the section to help guide identification and response.

In many cases, the student themselves will disclose that they are experiencing some form of issue or concern. This may be a matter that they have disclosed at registration or it may be something that has developed during their time at University. There will be other times when a student does not formally disclose a difficulty but where one can be interpreted from their behaviour or emotional state.

The first step in the process of assessment is to ascertain whether the concern requires a prompt response. A prompt response is required if there is reason to believe that:

- a student may be at risk of attempting suicide
- they may be at risk of hurting themselves or someone else
- they have stopped functioning academically or in other areas of life; for example, spending long periods in bed
- their behaviour appears to be significantly odd and either this is not part of a longstanding problem or there may be a longstanding problem which has deteriorated: for example, the person appears highly agitated and out of touch with reality

In situations where there is an immediate risk to life, call Security on extension 18888. The Security team will make an urgent response, including contacting emergency services as required. They will also ensure that appropriate staff members such as the Head of Student Welfare are drawn into the response to the situation.

If a prompt response is not required, next ascertain whether the concern is of a serious nature where specific safeguarding interventions may be required. For clarity, all concerns about the wellbeing of a student are important, but some concerns – because of their nature – require a more sensitive response. In the scope of this policy, examples of serious concerns would include:

- Where it is identified that the student has been the victim of any form of assault or abuse
- Where it is identified that the student is vulnerable to on-going abuse
- Where it is identified that the student may have impaired ability to protect or look after themselves but would be deemed as having capacity and as not 'vulnerable' under the law
- Where it is identified that the student is at risk of radicalisation
- Where it is identified that the student has been arrested or is subject to any form of investigation by the police or other statutory service

This list is presented for illustration and is not exhaustive. If you are unsure as to whether a situation would be classified as serious in nature, advice can be sought from the Head of Student Welfare, the Head of Security, or the Campus Life Director.

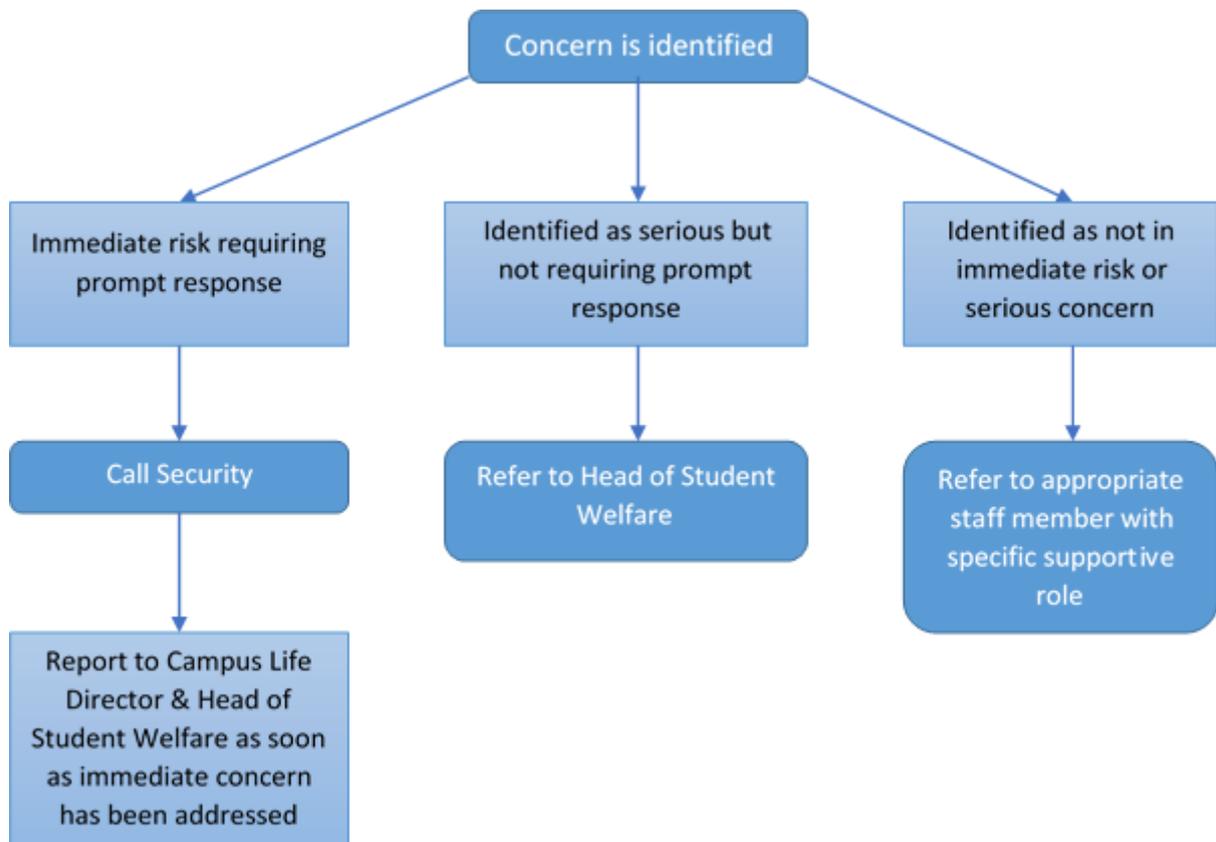
In situations where there is not requirement for a prompt response but the concern is of a serious nature, colleagues should refer the matter to the Head of Student Welfare, who will make a judgment about appropriate next steps.

If a prompt response is not required, and the concern is not of a serious nature, the student should be referred to an appropriate staff member with a specific supportive role. These roles include:

- School Welfare Officers
- Personal tutors
- Hall Wardens and tutors
- Staff in specialist services such as Counselling, Chaplaincy, and the Mental Health team

In this scenario, it would be appropriate to have a discussion with the student to understand which of these specific support roles they would wish to engage with in order to address their concern.

Further guidance about supporting students in difficulty can be found in "Identifying and Responding to Students in Difficulty: A guide for staff"



## Wider community safeguarding responsibilities

Providing appropriate safeguarding interventions for a student may require broader consideration, including considering the safety and support of children of students, other family members, others that the students live with, and so forth. This section outlines specific areas for consideration and how appropriate responses should be made.

### Dependents and others who are under 18

Where the identification of a serious concern highlights a potential risk to dependents or others who are under 18, the University has a clear duty to report this risk. The matter should be reported without delay to the Lead Safeguarding Officer for the University. If the Lead Safeguarding Officer is the subject of concern then a report should be made to the Registrar. Alternatively, at any time a staff member, student, alumni, student ambassador or volunteer may raise any concerns directly with the police or with the LADO.

## Appendix 15

### Safeguarding Considerations in International Development work

When carrying out international development work and research, research institutions such as the University of Nottingham have a duty to promote a culture in which harm and abuse is less likely to happen, and to act swiftly to respond to cases that do emerge, in line with international standards.

All staff members involved in such projects should keep in mind that, when working in developing countries, they may be working with institutions who may not have safeguarding policies in place and that legislation may differ significantly from what they are familiar with in the UK.

While it is incumbent on us to be mindful and respectful of these differences, we ask researchers to be aware of the University of Nottingham safeguarding policy <https://www.nottingham.ac.uk/governance/documents/safeguarding-policy.pdf>.

Further, we ask that, at the earliest stage possible of the collaboration and prior to submission of a grant application, researchers discuss safeguarding with their collaborators in order to establish a joint understanding of these 3 key aspects;

- What safeguarding means with respect to children and vulnerable adults.
- If a safeguarding issue arises during the course of the research collaboration:
  - how will this be addressed by the Principal Investigator;
  - how the person at risk of harm or abuse will be made safe in the immediate term;
  - and who will the issue be reported to.
- That the collaborating Principal Investigators have discussed with the wider research group:
  - what safeguarding means;
  - how the team can ensure that both researchers and study participants are protected from harm and abuse;
  - and who team member can contact should an issue arise.

We are aware that even with the best planning that a safeguarding issue may arise during the course of the study. In the event of this happening we would ask you to contact both the local Embassy and the University contact for Safeguarding.