

## **AECC University College Safeguarding Policy**

### **1. Introduction**

- 1.1. AECC University College is committed to ensuring a safe and supportive environment exists for all staff, students and visitors to the University College. The University College recognises that there are a number of circumstances in which children, young people and adults at risk will come onto University College premises or otherwise have contact with University College staff, students or contractors.
- 1.2. This Policy sets out the University College's approach to safeguarding children, young people and adults at risk within the University College.
- 1.3. The University College recognises that the success of the Policy will depend on its effective implementation. It will therefore ensure the effective dissemination of this Policy within the University College and will provide appropriate training for key staff and others as appropriate.

### **2. Responsibility**

- 2.1. Whilst safeguarding is the responsibility of all staff of the University College, AECC University College has a specific team in place for managing the safeguarding of the young and vulnerable:
- 2.2. The Lead Safeguarding Officer has overall accountability for ensuring that the University College's safeguarding policies and procedures are in place.
- 2.3. A team of Designated Safeguarding Officers act as a source of support, advice and expertise in any safeguarding issues. The names and contact details of staff members who are Safeguarding Officers are included at the end of this policy. The team will produce a Safeguarding Report that will be presented to SMG and to the Board (via Audit Committee) on an annual basis.

### **3. Definition of the Roles**

- 3.1. **Lead Safeguarding Officer (LSO):** The LSO is the Deputy Vice Chancellor who has overall accountability and strategic responsibility for safeguarding children and adults at risk within the University College.
- 3.2. **Principal Safeguarding Officers (PSO):** PSOs have responsibility for overseeing the implementation of the safeguarding policy within the University College and provide leadership and support to Designated Safeguarding Officers.
- 3.3. **Designated Safeguarding Officers (DSO):** DSOs are officers appointed in Schools and professional service departments where there are programmes or activities where staff and/or students work with children, and adults at risk as part of their roles. A DSO will be appointed to take responsibility for safeguarding within that programme or activity. The DSO will normally be the organiser or coordinator of the programme or activity.

### **4. Scope of this Policy**

- 4.1. This Policy applies to all University College activities involving children and young people under the age of 18 and vulnerable adults. The term "young people" refers to children aged either 16 or 17 years. The term "adult at risk" refers to a person aged 18 or above who is, or

may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of himself or herself, or unable to protect himself or herself from significant harm or exploitation. Vulnerable people who may be abused can be older adults who need help from others, adults with a learning disability, adults with physical disabilities, adults with mental health needs and adults who misuse alcohol or drugs.

- 4.2. This Policy applies to all staff and students of the University College and to contractors and volunteers engaged by the University College who may come into contact with children or vulnerable adults as part of their work. In addition to this, a Clinical Services Safeguarding policy covers the safeguarding remit of all clinical services and is available on the staff portal.
- 4.3. The University College recognises that it has certain legal responsibilities and duties to safeguard the welfare of children, young people and adults at risk who come onto its premises or come into contact with its staff or students, including under the Children Acts of 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006, Care Act, 2014, and the Health and Safety at Work Act 1974. Additionally, where University College staff may be held to occupy a particular position of trust with regard to children, young people and adults at risk with whom they come into contact, an improper relationship with a child, young person or adult at risk in these circumstances is likely to constitute an abuse of trust offence under the Sexual Offences Act 2003. The University College also has certain responsibilities, under the Rehabilitation of Offenders Act 1974, to enquire as to the criminal records history of staff or students to assess any risk to children, young people or vulnerable adults.

## **5. Areas of Risk**

There are a number of activities undertaken or facilitated by the University College which bring children, young people or adults at risk into contact with University College staff, students, contractors, or onto University College premises. The following are identified as activities which present key areas of risk:

- Organised visits and outreach activities on University College premises;
- Outreach activities undertaken in schools and other venues away from University College premises;
- Children of University College staff or students brought onto University College premises;
- Young people or adults at risk registered as students of the University College;
- Young people or adults at risk employed by the University College;
- Children or young people carrying out work experience at the University College.

## **6. Safeguarding Procedures**

- 6.1. The University College recognises its responsibilities to safeguard the welfare of children, young people and adults at risk for whom it is responsible from time to time, and to work closely with statutory and voluntary local agencies to ensure that children, young people and adults at risk are not put at risk of harm or abuse. The University College recognises that abuse can take many forms and may include physical, sexual or emotional abuse or may arise through neglect.
- 6.2. The University College has developed Safeguarding Procedures (Appendix 1), which sets out the processes by which University College staff or students can report concerns about a child's, young person's or adults at risk's welfare within the University College. The Safeguarding Procedures also establish key individuals within the University College who are responsible for responding to safeguarding concerns and liaising with the appropriate agencies.
- 6.3. These procedures also relate to any concerns staff may have in relation to their obligations under the Prevent duty. In the event that a student appears to be at risk of radicalisation, the University College will continue to use the existing robust arrangements for safeguarding and

supporting students, as detailed in the University College's [Prevent Policy](#) which can be located on the staff information portal.

## **7. Guidance Notes**

- 7.1. The University College has drawn up Guidance Notes for staff and students who come into contact with children, young people or vulnerable adults as part of their work for the University College. The Guidance Notes (please see Appendix 3) set out examples of behaviour towards children, young people or adults at risk which may be regarded as appropriate, and that which may be regarded as inappropriate.
- 7.2. The principles in the Guidance Notes are intended not only to safeguard children, young people and adults at risk from harm, but also to ensure that staff or students are not put in a position where their conduct or integrity can be questioned.

## **8. Disclosure and Barring Service Check (DBS)**

- 8.1. The University College has a responsibility to take reasonable steps to ensure that its staff, students and contractors do not present a risk of harm to children, young people and adults at risk. Where staff, students or volunteers are likely to have substantial unsupervised contact with children, young people or vulnerable adults the University College requires them to disclose any criminal records they may have by undertaking a DBS check.
- 8.2. As a minimum, the University College through the Human Resources team will undertake a DBS check in respect of posts or roles, which involve regularly caring for, training, supervising or being in sole charge of those aged under 18 or vulnerable adults as defined by the Disclosure & Barring Service regulated activity guidelines.
- 8.3. The University College recognises the need to take a proportionate approach to the issue of DBS checks and understands that such sensitive personal information must be treated carefully and confidentially. Criminal records information will be sought on a strictly need-to-know basis, and be assessed in compliance with the Disclosure & Barring Service Guidelines.
- 8.4. For more detail on the University College's DBS procedure, please see the [DBS Policy Statement](#) and [DBS Procedure](#).

## **9. Health and Safety**

- 9.1. The University College tries to ensure that it provides a safe physical working environment for all its staff, students and visitors. However, many of the University College's buildings will present additional hazards and risks to children, young people and adults at risk, and it is not possible for the University College to guarantee the safety of children, young people and adults at risk in all of its buildings.
- 9.2. Unless they are students of the University College or members of staff, or are attending the University College on duly authorised visits or activities, children, young people and adults at risk are prohibited from entering laboratories, workshops, technique rooms, Clinic, x-ray, MRI and other areas which present particular hazards or contain fragile or valuable equipment. Those areas which are out of bounds to children should be identified as such but if there is any doubt advice should be sought from the Health, Safety and Wellbeing Advisor. Children remain the responsibility of their parent or guardian while they are on site.

## **10. Patients**

- 10.1. The University College provides clinical services to a large number of outpatients each year. In providing this care to the community, the University College is involved at times with the care of children and adults at risk who are patients, so as well as this Overarching Safeguarding Policy, the University College has a specific safeguarding policy for patients which should be considered in these cases.

## **11. Students Aged Under 18**

- 11.1. Occasionally the University College may admit a young person as a student of the University College, who in most such cases will not be much younger than the rest of his or her cohort.
- 11.2. The suitability of a person aged under 18 for admission is a matter to be determined by the Registry team, but once admitted as a student, the University College has specific responsibilities to safeguard that student's welfare. As a minimum, the University College will apply the principles set out in this Policy and consider the necessity of carrying out a risk assessment.

## **12. Safeguarding Arrangements For Children or Vulnerable Adults Who Are Not Students**

- 11.1. The safeguarding of children or adults at risk visiting the University College or participating in University College activities offsite is the responsibility of the organiser of the activities in which the children or adults are participating. This includes summer schools, homework clubs and organised visits.
- 11.2. It is the responsibility of the organiser of activities that appropriate staff and volunteers are DBS checked and comprehensive risk assessments are undertaken in relation to the health, safety and wellbeing of children and young people participating in activities on the University College campus.
- 11.3. The University College recognises the importance of ensuring that parents or guardians are fully aware of the activities and risks that their children may encounter in University College activities. Except where the young person concerned is a student or an employee of the University College, either parental consent or consent from the school will always be obtained before the University College undertakes an organised activity involving children whether on or away from University College premises.
- 11.4. If an individual is alerted to concerns or receives an allegation of abuse regarding a child or adult at risk participating in University College organised activities they should report this immediately to one of the Designated Safeguarding Officers.
- 11.5. The University College cannot accept responsibility for ensuring the welfare of young people under the age of 18 who are present on University College premises without its knowledge or consent.

## **12. Risk Assessments for Organised Activities**

- 12.1. Except as mentioned in paragraph 12.2 below and except where children, are accompanied by their parent or guardian, a risk assessment must be completed by the organisers of any activity specifically intended for children, young people or vulnerable adults and which brings children, young people or adults at risk onto University College premises. Once completed, the risk assessment pro forma must be approved by the Health, Safety and Wellbeing Adviser before the activity is undertaken. Guidance on completion of the risk assessment is available from the Health, Safety and Wellbeing Adviser.
- 12.2. It is expected that for visits by schools where members of staff of that school are in attendance, the school will additionally complete its own risk assessment and take its own safeguarding steps in accordance with local education authority guidelines.

## **13. Training**

- 13.1. All members of staff of the University College who may come into contact with children or young people as part of their work are required to complete the online in-house Safeguarding Module available via our e-learning platform. Wider training will be provided for staff who may come into contact with children and vulnerable adults in AECC University College business including clinical work.

## 14. Links to other University College Policies and Procedures

Prevent Policy

Online Safeguarding Policy

Health and Safety Policy

DBS Policy Statement and Procedure

IT acceptable use policy

AECC University College Clinic and Clinical Services Safeguarding Policy for Children and Adult Patients

## 15. Safeguarding roles and responsibilities within AECC University College

<b>Lead Safeguarding Officer (LSO)</b>	Arvid Thorkeldsen ( <b>Deputy Vice Chancellor</b> )
<b>Principal Safeguarding Officer (PSO) (Prevent Lead)</b>	<a href="#">Karen Pichlmann (Academic Registrar)</a> 01202 436258 <a href="mailto:kpichlmann@aecc.ac.uk">kpichlmann@aecc.ac.uk</a>
<b>Principal Safeguarding Officer (PSO) (Student Services)</b>	Caroline Cooke (Head of Library and Student Services) 01202 436307 <a href="mailto:ccooke@aecc.ac.uk">ccooke@aecc.ac.uk</a>
<b>Designated Safeguarding Officer (DSO) (Outreach and Access and Participation)</b>	Lisa Bates (Access and Participation Manager) 01202 436238 <a href="mailto:lbates@aecc.ac.uk">lbates@aecc.ac.uk</a>
<b>Designated Safeguarding Officer (DSO) (Student Services)</b>	Zoe Fudge (Wellbeing Adviser) 01202 436358 <a href="mailto:zfudge@aecc.ac.uk">zfudge@aecc.ac.uk</a>
<b>Principal Safeguarding Officer (PSO) (Patients)</b>	Daniel Heritage (Senior Clinical Tutor) 01202 436376 <a href="mailto:dheritage@aecc.ac.uk">dheritage@aecc.ac.uk</a>

Version:	2.0
Approved by:	Senior Management Group
Originator/Author	L.Bates, D. Heritage, K.Pichlmann, C. Cooke
Policy Owner	Deputy Vice Chancellor
Reference/ source	HE Exemplars
Date approved	8 <sup>th</sup> December 2020
Effective from	9 <sup>th</sup> December 2020
Review date	9 <sup>th</sup> December 2023
Target	All staff working at the University College
Policy location	SIP/VLE, Public website
Equality analysis	No direct impact.
Amendment	Minor amendments in December 2020, following advice on terminology from The Safeguarding Association.

## Appendix 1 – Safeguarding Procedures

### A. Introduction

1. The University College recognises that abuse or risk of harm to a child, young person or adult at risk may take many different forms and that individuals may have different perceptions of what constitutes harm or abuse. The University College regards harm or abuse of a child, young person or adult at risk as including any physical, sexual or emotional abuse or neglect, bullying, harassment or intimidation.
2. These procedures establish a mechanism by which concerns about a child's, young person's or vulnerable adult's welfare or risk of harm arising within, or in connection with, the University College, can be addressed quickly and appropriately.
3. As far as possible, the confidentiality of all individuals involved in protection concerns will be respected. However, there will be circumstances in which it is necessary for the Lead Safeguarding Officer or other University College staff, students, contractors or volunteers to share information with third parties such as the local authority, the police or a child's parents or guardians.

### Designated Safeguarding Officers

4. The University College has designated the Deputy Vice Chancellor as the University College's Lead Safeguarding Officer. In addition, the University College has nominated five Safeguarding Officers as shown below:

<b>Lead Safeguarding Officer (LSO)</b>	Arvid Thorkeldsen (Deputy VC)
<b>Principal Safeguarding Officer (PSO) (Prevent Lead)</b>	<a href="#">Karen Pichlmann (Academic Registrar)</a> 01202 436258 <a href="mailto:kpichlmann@aecc.ac.uk">kpichlmann@aecc.ac.uk</a>
<b>Principal Safeguarding Officer (PSO) (Student Services)</b>	Caroline Cooke (Head of Library and Student Services) 01202 436307 <a href="mailto:ccooke@aecc.ac.uk">ccooke@aecc.ac.uk</a>
<b>Designated Safeguarding Officer (DSO) (Outreach and Access and Participation)</b>	Lisa Bates (Access and Participation Manager) 01202 436238 <a href="mailto:lbates@aecc.ac.uk">lbates@aecc.ac.uk</a>
<b>Designated Safeguarding Officer (DSO) (Student Services)</b>	Zoe Fudge (Wellbeing Adviser) 01202 436358 <a href="mailto:zfudge@aecc.ac.uk">zfudge@aecc.ac.uk</a>
<b>Principal Safeguarding Officer (PSO) (Patients)</b>	Daniel Heritage (Senior Clinical Tutor) 01202 436376 <a href="mailto:dheritage@aecc.ac.uk">dheritage@aecc.ac.uk</a>

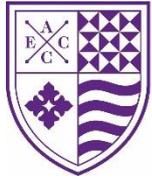
5. The Lead Safeguarding Officer has specific responsibility for responding to safeguarding concerns raised within, or in connection with, the University College.

6. The appropriate Principal Safeguarding Officer should be the point of contact with regard to referring a child, young person or vulnerable adult if there are concerns about possible abuse. A formal written referral should not delay a verbal discussion so that immediate action can be taken if necessary. However, any referral should be confirmed in writing within 48 hours. In the absence of a Principal Safeguarding Officer, any concerns should be reported to the Lead Safeguarding Officer. The exception to this is clinical safeguarding issues where the referral may need to always be made by the Principal Safeguarding Officer (Patients) to ensure patient confidentiality is not breached.

**B. Procedure for Reporting Concerns**

1. The University College expects all staff, students, contractors and volunteers to be alert to any concerns about the welfare of children, young people and adults at risk, and to report any such concerns they may have, however apparently trivial, to one of the Safeguarding Officers. Staff, students, contractors and volunteers are also expected to co-operate fully with any police or social care enquiries that may arise into an allegation of abuse.
2. The person reporting a concern should make a full note of the facts that gave rise to their concern as soon as is practicable, by completing an Incident Report Form (See Appendix 2) and should immediately give a copy of this Form to one of the Safeguarding Officers.
3. Concerns must be reported as soon as possible and where a child, young person or adult at risk may be at immediate risk of harm or abuse, a Principal Safeguarding Officer must be notified verbally straight away and an Incident Report Form completed as soon as reasonably practicable thereafter.
4. It is the responsibility of the Principal Safeguarding Officer that when notified of a concern to consider the seriousness of the risk or concern and if they deem it appropriate to contact the Police or other appropriate statutory or voluntary agencies. The Principal Safeguarding Officer will keep the Lead Safeguarding Officer informed of all developments.
5. The Principal Safeguarding Officer will be responsible for ensuring the child, young person or adult at risk is in a safe environment until the appropriate local agencies have become involved. Where appropriate the Safeguarding Officer will reassure the child, young person or adult at risk concerned of the process underway, and if appropriate to ascertain any relevant factual information. However, the Safeguarding Officer will only ask questions of the child, young person or vulnerable adult that are necessary to clarify whether the child, young person or adult at risk is alleging that abuse has taken place.

## Appendix 2 –Safeguarding Incident Report Form



**AECC**  
**University College**

### Safeguarding Incident Report Form

#### DETAILS OF INCIDENT

Date & time of incident:	
Where the incident occurred:	
Briefly describe the circumstances of the incident (including the names of any parties involved):	

#### DETAILS OF INJURED PARTY

Full name of injured party:	
Parent / Guardian name & contact number:	
Address:	
Home telephone number:	
Mobile telephone number:	
Gender:	
Date of birth:	
Nature of injury / abuse:	
Comments or explanation given by injured/abused party: (in their own words)	

Name & contact details of any witnesses:	
Initial action taken:	

### DETAILS OF PERSON COMPLETING REPORT

Name & contact details:	
Signature:	
Date:	

*Once completed, please save a copy of this form in the Safeguarding Folder on the S: drive.*

### Appendix 3 – Guidance Notes

#### Introduction

The University College expects all of its staff, students, contractors and volunteers whilst carrying out their duties on behalf of the University College to act in an exemplary manner towards children, young people and adults at risk with whom they come into contact, and to ensure that their behaviour does not give rise, whether rightly or wrongly, to questions about their integrity or to allegations of abuse.

Whilst not representing an exhaustive list, this Guidance sets out general expectations of behaviour in the course of their duties in terms of what may be regarded as appropriate and what may be regarded as inappropriate. University College staff, students and contractors are referred to as “University College representatives” throughout this Guidance.

#### University College Representatives Should:

- Treat everyone with fairness, equality and respect, and not show favouritism to particular children, young people or adults at risk;
- Be sensitive to an individual’s appearance, race, culture, religious belief, sexuality, gender or disability;
- Act as a good role model and challenge any unacceptable behaviour, comments or language from children, young people, adults at risk or from other University College representatives;
- Report all allegations or suspicions of abuse using the University College’s Safeguarding Procedures;
- Be aware that physical contact with a child, young person or adults at risk may be misinterpreted;
- Consider whether contact with an individual child, young person or adults at risk should involve a colleague being present;
- Retain a professional approach to children, young people and adults at risk including avoiding physical contact with a child, young person or adult at risk (unless it is reasonably necessary to do so for health or safety reasons, or teaching and learning), and avoiding inappropriate familiarity or making sexually suggestive comments, even in jest;

- Respect a child's, young person's and adult at risk's right to privacy, and in residential accommodation, must not enter a child's, young person's or vulnerable adult's bedroom alone or unaccompanied except in the case of an emergency.

## **Guidelines on Criminal Records**

### **Assessing Criminal Records History**

The University College must assess criminal records history within the relevant legal framework and in accordance with sound public law principles of decision-making as set out below. Any decision the University College makes on the impact of an individual's Criminal Records Disclosure should be proportionate, reasonable, within the University College's powers, and be based on only relevant considerations (and not irrelevant matters). The University College will establish a small group, ideally of three people one of whom must be a SMG member to assess the impact of any criminal records that are disclosed using a risk assessment procedure. It is advisable to give the individual an opportunity to make written or oral representations to the decision-maker before the decision is taken, and written reasons for the decision should be provided.

## Factors Potentially Relevant To Assessing Risk

Where an individual discloses a criminal offence by way of a Criminal Records Disclosure or otherwise, the University College may need to ask for more information from that person, the police or other relevant local agencies in order to assess whether the criminal records history disclosed indicates the individual presents any risk to children or to others.

The University College will consider a number of factors in assessing the risk presented by any individual disclosing an offence, including:

- Is the conviction a one-off or are there several?
- How long ago did the offence take place?
- How old was the individual at the time of the offence?
- Is the type of offence relevant to the nature of work or activity which the individual will be undertaking?
- Is the behaviour that constituted the offence a particular cause for concern?
- Were there particular circumstances at the time that led or contributed to the offending?
- What evidence is there of positive change and rehabilitation in the individual's life?
- What is the individual's attitude to the offence – is it one of remorse, and do they take responsibility for the offence and the harm it caused?
- Is the individual barred from working with children and/or vulnerable adults?

## Use of Photographs and Video

Staff, students or visitors should not take photographs of children for any purpose or use names or identities in the replication of images without obtaining written permission from a person with parental responsibility for the child.

Where permission is given, AECC University College will only use images for the purposes stated when obtaining permission and where possible will not use precise images. Images and videos should only be taken and stored on devices owned by the University College. It is not permitted to take images or videos on personal mobile devices.

Any images involving students should be stored and destroyed securely, in line with data protection guidelines, and should be retained only for as long as their original purpose requires.

Schools must give prior written permission for the use of any photographs or video whilst on their premises.

## Community Contact Numbers:

Bournemouth & Poole Out of Hours Team	01202 657279
Bournemouth Duty & Assessment Team	01202 458102 <a href="mailto:cs@bournemouth.gov.uk">cs@bournemouth.gov.uk</a>
Childline	0800 1111
Dorset Adults Safeguarding (Out of Hours)	01202 657279
Dorset Police (Non-Emergency)	01202 222222
Dorset Safeguarding Adults Triage team (during office hours)	01929 557712
Dorset Services (Out of Hours)	01202 657279
Dorset Social Work Service	01202 458102
Hampshire Adult Service	0300 555 1386
Hampshire Childcare and Information Team	0845 6035620

NSPCC Helpline	0808 800 5000
Poole Referral & Assessment Team	01202 735046 <a href="mailto:childrenandfamilies@poole.gov.uk">childrenandfamilies@poole.gov.uk</a>
Salam Katbi, South West Prevent Lead	07824 083307 <a href="mailto:salam.katbi@bristol.gcsx.gov.uk">salam.katbi@bristol.gcsx.gov.uk</a>

**If you think a child or adult may be at immediate risk of harm, contact the Police: 999**