

Document Details

Document Reference	Safeguarding Children and Adults at Risk Procedures and Guidance
Document	

[Policy for the Admission of Students Under the Age of 18](#)

[Supported Study and Fitness to Study Policy and Procedures](#)

Fitness to Practise Procedures (available on demand)

[Student Discipline Regulations](#)

[Staff Disciplinary Procedure](#)

[Students Charter](#)

[Computer User Agreement](#)

[Research Integrity, Ethics & Governance](#)

[Commitment to Safeguarding in Research](#) and the [Safeguarding in Research Framework](#)

[Prevent Guidance](#)

[Staff Grievance Procedure](#)

[Student Complaints Procedure](#)

Safeguarding Children and Adults at Risk Procedures and Guidance

The procedures, guidance, information and templates included in this document are provided to support the University's [Safeguarding Children and Adults at Risk Policy](#) and the [Commitment to Safeguarding in Research](#), and are intended to help staff perform their duties.

What do we mean by legal Safeguarding?

Safeguarding is about preventing harm caused by abuse and neglect.

The legal duties focus on certain vulnerable groups namely children and adults at risk (sometimes called "vulnerable adults") who are experiencing or at risk of abuse and neglect.

These children and adults at risk may be a student, a staff member or anyone connected with the University community (e.g., a research participant, a child on campus as part of a school group).

Defining a 'child' and an 'adult at risk'

Lancaster University Safeguarding Children and Adults at Risk Procedures

1. What incidents should be reported?

A common-sense approach should be taken when dealing with incidents involving

Examples of low-level concerns could include being:

- over-friendly with children or adult at risk;
- having favourites;
- engaging with a child one-to-one in a secluded area or behind a closed door;
- using inappropriate sexualised, intimidating or offensive language.

2. Reporting a safeguarding incident

2.1 *Procedures to be followed by staff, students, alumni, research and innovation participants or partners, student ambassadors or volunteers in case of suspected or alleged abuse of children or adults at risk, or non-compliance with the guidance*

2.1.1 Any staff member, student, research and innovation participant/partner, 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 child or adult at risk safeguarding issues at the University; or
- (d) is contacted by a local authority as part of its enquiries about a child or adult at risk that might be suffering or at risk of suffering significant harm;

must follow the procedures detailed below.

2.1.2 First, report the matter immediately to the university by submitting an online safeguarding report via the University's [Unisafe reporting system](#) system (available through the iLancaster App or through the [university website](#)) within 24 hours, recording the child's or adult at risk's condition including emotional state and any observed injuries.

Next, inform your project coordinator, line manager (staff), academic tutor or supervisor (students), who will seek advice from the relevant Local Safeguarding Officer or relevant Deputy Designated Safeguarding Lead for the University. The individual may also raise the concern directly with the relevant Deputy Designated Safeguarding Lead for the University if preferred (see [Safeguarding concerns](#) for current contact details).

The matter should be reported without delay. If the individual has serious concerns about immediate harm,

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- 2.2.2 In the case of an allegation of misconduct the University Designated Safeguarding Lead Staff will liaise with the Deputy Chief Executive (Operations) regarding whether the matter should be dealt with in accordance with the appropriate University [Disciplinary Procedure](#).
- 2.2.3 Where there is clear actual or circumstantial evidence to support the allegation, the Designated Safeguarding Lead Staff will make an immediate child or adult protection referral.
- 2.2.4 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 University Designated Safeguarding Lead Staff will consult where appropriate with local authority and/or Police and/or NSPCC in such cases. The Deputy Chief Executive (Operations) and/or Head of Security will be informed of all such cases. Where matters involve or may involve criminal proceedings the Deputy Chief Executive (Operations) (or nominee), following

- 2.3.2 In the case of an allegation of misconduct the University Deputy Designated Safeguarding Lead will liaise with the Designated Safeguarding Lead – Students and Applicants, the Student Conduct Officer and the Deputy Chief Executive (Operations).
- 2.3.3 Where there is clear actual or circumstantial evidence to support the allegation, the University Deputy Designated Safeguarding Lead will make an immediate child or adult protection referral.
- 2.3.4 Any internal disciplinary action arising from an investigation will be handled in accordance with the [Student Discipline Regulations](#) which allow for the suspension or exclusion of a student pending a criminal investigation. Where matters involve or may involve criminal proceedings the Deputy Chief Executive (Operations) (or nominee), as the officer with overall responsibility for the Student Discipline Regulations, following relevant consultation, can suspend internal proceedings until such time as the criminal proceedings are complete. Where an internal procedure is suspended, th

enhanced DBS check and subscription to the update service. 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. Certain other roles may also require an enhanced DBS check; this will be requested as part of the job application process.

4.1 *Recruitment and selection of staff and volunteers*

4.1.1 The appointing procedure for staff, alumni and student volunteers will ensure that

4.1.8 Any further advice/guidance should be sought from the relevant Human Resources

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; 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.

8. External safeguarding referrals: review and reflection process
- 8.1 When a safeguarding report is made from the University to external agencies including local authorities services and the police the University will undertake a review of the University's investigation into and management of the safeguarding concern, with the aim of identifying any areas for learning and improvement.
- 8.2 The safeguarding report review will be undertaken by:
 1. a Designated Safeguarding Lead or Deputy from an area without involvement in managing the safeguarding concern (for example, if the concern is raised in relation to students, the Designated Safeguarding Lead for staff or research would undertake the review of how the concern was managed); and
 2. a Local Safeguarding Officer with no former involvement in the case.
- 8.3 The Designated Safeguarding Lead and Local Safeguarding Officer

Safeguarding Children and Adults at Risk Guidance

1. Information sharing in relation to safeguarding concerns
 - 1.1 Information sharing is often deemed necessary for effective safeguarding and promoting the welfare of children and adults at risk.

1.6 If someone asks to share information about abuse, potential or alleged, it must be clearly explained that where safeguarding issues are concerned, keeping a secret may not be possible and that a promise cannot be made to do so. The information will be reported to the relevant Deputy Designated Safeguarding Lead, who may also have to talk to external agencies. The reporting person can then choose whether or not to continue with the disclosure – they may choose not to do so. If they choose not to continue with a disclosure but there is still concern about them, concerns should be reported using the procedures for reporting suspected abuse or a safeguarding above.

1.7 If a member of staff is unsure how to deal with a situation and what can be shared on a need-to-know basis:

for student related concerns contact ASK (ask@lancaster.ac.uk) and ask to be put in touch with someone who can advise;

for staff related concerns contact the relevant HR Partner.

2. University staff safeguarding responsibilities

2.1 All University staff (including partner body/agency staff) and volunteers working on behalf of the University are regarded as being in a position of trust, including those who teach, support, guide or in any way interact with students. It is important that all staff are aware of the Safeguarding Children and Adults at Risk Policy (and related policies identified above) and its supporting procedures and guidance and act accordingly at all times.

2.2 Staff should ensure that they are aware of the children or members of groups at risk under their care so that they may take appropriate action. This also applies to interview situations where a chaperone may be needed or arrangements made for meetings to be held in an open area.

2.3 All staff are expected to take responsibility for ensuring that they have relevant training to fulfil their responsibilities under this policy. Staff should discuss this with their relevant line manager if unsure.

2.4 Any staff member made aware of suspicions, allegations or actual abuse of a child, young person or adult at risk (including allegations against staff) is responsible for taking the appropriate action according to the safeguarding procedures. This also applies to allegations of abuse relating to children or adults at risk external to the university. If a staff member is made aware that a person is at risk and does not take appropriate action this is considered a disciplinary issue.

2.5 Staff should never try to deal with a suspicion, allegation or actual incident of abuse themselves, and should always report this via the procedure recommended in the Safeguarding Children and Adults at Risk Procedures. It may be appropriate to consult other relevant professionals or adults working with the person for additional information related to the concerns raised by/about the person at risk. A process for this may be identified as part of the local investigation procedure for the activity in which staff are involved.

- 2.6 Staff should never be afraid to ask for appropriate advice and guidance if they are unsure of what action to take. Confidential advice can be given by the relevant Local Safeguarding Officer, Deputy Designated Safeguarding Lead or the Emergency Planning and Risk Manager (in respect of incidents arising under Prevent). This advice can be given confidentially without identifying the individual concern if staff members need to establish whether a report should be made.
- 2.7 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

- (ix) 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;
- (x) 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;
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- 3.2 Staff/students can also always seek advice from the relevant Local Safeguarding Officer or University Deputy Designated Safeguarding Lead (current details available on the [Safeguarding concerns webpages](#)).
- 3.3 The University's Mental Health Awareness training course is mandatory for all staff and will support staff in recognising and responding to students and colleagues with mental health problems.

Safeguarding guidelines for in person events or activities involving children,
young people aged under-18 or adults at risk

risk assessing activities involving children and adults at risk which are:
(a) Safeguarding; and (b) Health and Safety. There is a clear demarcation between the two elements but both are important. Safeguarding involves caring for vulnerable groups appropriately and protecting them from harm. Where appropriate, codes of conduct should be agreed with the child or adult at risk (via, if applicable, a group leader in the case of a school, etc.) and any external organisations respectively, detailing expectations of behaviour on the part of each party. In terms of Health and Safety, the risk assessment should give particular consideration to the advance provision of information, orientation and induction, and application of emergency procedures e.g. accident, fire and evacuation. The risk assessment should take into account the specific risks arising from the age of the participant, e.g. lack of experience and knowledge, perception of risk and the needs of the individual.

1.3 Avoiding lone interactions: staff should never meet alone with an under-18 or an adult at risk. Ideally two members of staff should be present or if this is not possible, the interaction must take place in an open space.

1.4 DBS check and training: at least one member of staff involved in delivery of events involving children and adults at risk should be DBS checked and properly trained in safeguarding and Prevent. If more than one member of staff is involved in delivering the event (see avoiding lone interactions) only one of the members of staff needs to be DBS checked and trained. All staff involved in lone/unsupervised interactions with under 18s or adults at risk should be DBS checked or trained in lone working with groups/individuals at risk. The event organiser is responsible for ensuring that any staff/volunteers involved with the event will have the relevant DBS clearance for the group concerned in advance of the activity/event.

1.5 Participants in the event should be asked to sign a consent form and for children and adults at risk their parent/carer should also be asked to provide consent for participation in the activity. A sample consent form is provided in Appendix 5.

1.6 All staff organising the event and all event participants should be made aware of who to contact if they need to report a safeguarding incident and .08 Tm(a)-3()9(s)-8Dwa .08 Tm(a)-

Safeguarding guidelines for online interactions with
young people aged under-18 or adults at risk

All interactions with young people aged under-18 or adults at risk should adhere to the University's [Safeguarding Children and Adults at Ri](#)

1.4 DBS check and training:

- 3.2 Should the child/adult at risk begin to display inappropriate behaviour, member of staff to quickly end the session and inform line-manager and department/area safeguarding lead what has happened and why.
- 3.3 For techniques to deal with any challenging situations when interacting with students/applicants, this [Managing Difficult Conversations training](#) is available.

Recognising abuse

1. Recognising child abuse

- 1.1 Child abuse: a term to describe a range of ways in which people, usually adults, harm children. Often the adult is a person who is known and trusted by the child.

Child abuse is neglect, physical injury, sexual abuse or emotional abuse inflicted or knowingly not prevented, which causes significant harm or death (NSPCC (1999)).

1.2 *Awareness of actual or likely occurrence of abuse*

There are a number of ways in which abuse becomes apparent:

- a child discloses abuse;
- someone else discloses that a child has told him/her or that he/she strongly believes a child has been or is being abused;
- a child may show signs of physical injury for which there appears to be no satisfactory explanation;
- a child's behaviour may indicate that it is likely that he/she is being abused;
- a member of staff's behaviour or the way in which he/she relates to a child, causes concern.

1.3 *What to do upon suspicion or disclosure*

There are some basic principles in reacting to suspicions, allegations, and/or disclosures.

Listen carefully to what the person is saying.

Take seriously what the person is saying.

Write down as soon as possible exactly what the person said.

Tell your designated Local Safeguarding Officer as soon as possible.

Make sure the child is safe i.e. supported.

Do tell the person it is not their fault.

Do not panic.

Do not immediately rush off to find someone else to listen.

Do not promise to keep secrets.

Keep the person fully informed of any action you are preparing to take.

Neglect:

constant hunger;
poor personal hygiene, check nails for cleanliness;
constant tiredness;
poor state of clothing, inadequate clothing, or inappropriate clothing;
emaciation, malnutrition;
rapid or continuous weight loss;
lack of necessary physical aids;
frequent lateness or non-attendance at school, appointments, or day services;
untreated medical problems;
destructive tendencies;
low self esteem;
neurotic behaviour;

Emotional abuse:

physical, mental and emotional development delay;
admission of punishment which appears excessive;
over-reaction to mistakes;
continual self-deprecation;
sudden speech disorders;
fear of new situations;
inappropriate emotional responses to painful situations;
neurotic behaviour (rocking; hair twisting; thumb-sucking);
self-mutilation;
urinary or faecal incontinence;

Physical abuse when an individual's body is injured or hurt.

Domestic violence an incident or threatening behaviour between adults who are or have been intimate partners or family members.

Modern slavery encompasses slavery, human trafficking and domestic servitude.

Financial or material abuse the use of a person's funds and belongings without their permission.

Sexual abuse when a person becomes involved in sexual relationships or activities that they do not want to be involved in.

Neglect a failure to meet the basic needs of the individual.

Self-neglect a person's failure or refusal to take care of their own basic needs.

Psychological abuse using emotional abuse, threats, humiliation, intimidation and other psychological tactics to make the individual feel worthless, unloved or uncared for.

Organisational abuse when services provided are focused on the needs of the organisation rather than the needs of the individual.

Discriminatory abuse when an individual or group is treated unequally because of characteristics identified in the [Equality Act 2010](#).

2.2 Signs of abuse may include (but are not limited to) the following.

Physical abuse:

observed or reported ill-treatment of an adult, which may or may not cause physical injury. Evidence of: [

- o hitting, slapping, pushing, kicking, inappropriate restraint, withholding or misuse of medication, squeezing or biting;

actions which are motivated by prejudice and/or discrimination e.g. racial, homophobic or religiously motivated attacks;

a requirement for someone to work in an unsafe environment can be construed as physical abuse;

physical injuries, dehydration, poor skin condition or skin hygiene, untreated injuries, injuries of differing ages, weight loss;

inappropriate use of medication, overdosing or under dosing;

inappropriate use of alcohol or drugs.

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Sexual abuse:

a sexual act carried out without the informed consent of the other individual is abuse. Such behaviour includes contact and non-contact abuse;
no one should enter into a sexual relationship with someone for whom they have professional responsibility within the University or hold a position of trust (this includes all staff);
non-contact abuse may include sexual remarks and suggestions, introduction to indecent material, indecent exposure and harassment in the form of name calling, victimisation and ostracism, unwanted sexual attention, stalking, compromising invitations or gifts, the display of images that are racially or sexually offensive, the suggestion that sexual favours might further their educational or promotion prospects;
contact abuse may include rape, indecent assault, being forced to touch another person, sexual intercourse or being pressurised into consenting to sexual acts or watching sexual materials/acts.

Neglect:

use of threats or fear or the power of the carer's or other adult's position to negate the person at risk's independent wishes. Such behaviour can create very real emotional or psychological stress;
bullying, sexual and racial harassment;
denial of privacy or choice;
denial of dignity;
deprivation of social contact or deliberate isolation;
making someone feel worthless;
threats, verbal abuse, humiliation, blaming, controlling, pressurizing, coercion, fear or ignoring the person;
public or unreasonable criticism;
ignoring a person's wishes or point of view;
setting unreasonable targets;
removing areas of responsibility;
undervaluing a person's efforts.

Self-neglect:

very poor personal hygiene;
unkempt appearance;
lack of essential food, clothing or shelter;
malnutrition and/or dehydration;
living in squalid or unsanitary conditions;
neglecting household maintenance;
hoarding;
collecting a large number of animals in inappropriate conditions;
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Psychological abuse:

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the support on offer does not take account of the person's individual needs in terms of a protected characteristic;
discriminatory abuse may take the form of any other type of abuse.

Appendix

Upon commencement of the organised activity, staff may require you adhere to additional reasonable rules applying to the specific activities which you are to undertake. To ensure the health and safety of yourself, other participants and staff, you are expected to comply with such reasonable rules.

DECLARATION TO BE SIGNED BY PARTICIPANT OF ORGANISED ACTIVITY

I have read the above Code of Conduct and agree to comply with the points set out. I agree to comply with additional rules requested by staff in relation to the specific activities to be undertaken. I consent to Lancaster University taking photographs or videos of me. I agree that the University may use the photographs or videos for [] purposes including publication on the University's website. (Please delete if you do not agree to this.) I acknowledge that I will not be allowed to continue participation in the organised activity in the event of serious misbehaviour on my part. I understand that any breach of the above rules may be reported to my parents/carers and I agree that you may speak to my parents/carers with regard to my performance and general welfare.