Safeguarding Policy
July 2015

V6

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Owner: Mark Little

University for the Creative Arts

Safeguarding Policy

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1. Policy Statement

1.1 The University for the Creative Arts is committed to safeguarding and promoting the welfare of all students, staff, visitors and guests and acknowledges its particular responsibilities to young persons and vulnerable groups. In order to do so it will ensure:

- All staff are made aware of their responsibilities in relation to safeguarding.
- Robust procedures are in place for dealing with concerns, allegations or disclosures of abuse or vulnerability to radicalisation.
- Training or guidance is provided in safeguarding, including the recognition of abuse, neglect and vulnerability to radicalisation.
- Appropriate checks of all staff, and volunteers who engaged in regulated activity with children under the age of 18 and vulnerable adults (see paragraphs 6.2-6.4).
- An approach to safeguarding aimed at reducing risk and promoting safety across the University.
- The policy is reviewed regularly and continues to meet the expectation of relevant guidance and legislation including; the Children Act 2004 (with later amendments), Safeguarding Vulnerable Groups Act 2006, The Sexual Offences Act (2003), Safeguarding Children: Guidance for English Higher Education Institutions (HEIs) (DIUS, 2007); Protection of Freedoms Act 2012; Prevent Duty Guidance (2015).

2. Scope and Definitions

2.2 This policy refers to those aspects of safeguarding which are directly related to:

- The protection of children and young people from abuse. The terms child and young person are used extensively in this policy and are interchangeable. They refer to people under the age of 18.
- The protection from radicalisation of all students.
- The protection from abuse of vulnerable adults to whom regulated activities are provided. The definition of regulated activity relating to adults (Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012) identifies activities such as the provision of personal care, social care and health care services.

2.3 The following categories of abuse are recognised for the purposes of this Policy;

- **Neglect:** persistent or severe neglect, or the failure to protect a young or vulnerable person from exposure to any kind of danger, including cold or starvation, or extreme failure to carry out important aspects of care, resulting in the significant impairment of the young or vulnerable person's health or development, including non-organic failure to thrive.
- **Emotional abuse:** actual or likely severe adverse effect on the emotional and behavioural development of a young or vulnerable person caused by persistent or severe emotional ill-treatment or rejection.
- **Physical abuse:** actual or likely physical injury to a young or vulnerable person, or failure to prevent physical injury (or suffering) to a young or vulnerable person including deliberate poisoning, suffocation and Munchausen's syndrome by proxy.
- **Sexual abuse:** actual or likely sexual exploitation of a young or vulnerable person. The young or vulnerable person may be dependent and/or developmentally immature. The perpetrator holds a position of influence.

2.4 In addition to the recognised types of abuse listed above the following activities can be considered a form of abuse:

- **Bullying and harassment:** unwanted conduct, (which may use digital communication devices), that violates a young or vulnerable person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment, and which may be repeated over time. This should be addressed as a safeguarding concern when there is reasonable cause to suspect that a young or vulnerable person is suffering, or is likely to suffer, significant harm.
- **Grooming**: the process by which an offender prepares a young person or vulnerable adult for sexual activities. This process is usually carefully planned, stage-managed, premeditated and can take weeks or months to establish.
- **Forced marriage**: a marriage conducted without the full consent of both parties and where duress is a factor. It is entirely separate from an arranged marriage that is freely entered into and the two should not be confused. Acts such as forced marriage and so-called "honour crimes" come under the definition of "domestic violence" Any disclosure of a marriage forced on a young person or vulnerable adult must be referred to a designated person responsible for safeguarding.

2.5 Radicalisation is a process by which a person comes to support terrorism and forms of extremism leading to terrorism. Factors which are considered when determining whether an individual may be vulnerable are broadly described as:

- Engagement with a group, cause or ideology
- Intent to cause harm
- Capability to cause harm.

2.6 The policy and accompanying procedures promote high standards of personal and professional practice across the University and outline the referral process when concerns arise. The wider remit of safeguarding across the University is also addressed through other policies, including, but not limited to: Policy for the Admission of Students under 18; Bullying & Harassment Policy; Health & Safety Policy; Equality & Diversity Policy; Data Protection Policy; Drugs and Alcohol Policy; University employment procedures etc.

2.7 The policy applies to all University staff and volunteers who work with children, young people, vulnerable and potentially vulnerable individuals in a variety of settings, including but not limited to teaching activities, outreach programmes, work placements, learning and welfare support, accommodation services.

3. Principles of the Policy

3.1 All students, whatever their age, gender, disability, racial origin, religion, religious belief or sexual orientation have the right to protection from abuse and to be safe in the activities that they, or their parents/guardians/carers choose.

3.2 The University has a duty to establish appropriate arrangements for the protection from abuse of children and young people under the age of 18 and of vulnerable groups.

3.3 All adults working within the University are in a position of trust and have responsibility to ensure students and other young people who they encounter in the course of their work are protected in accordance with safeguarding legislation.

3.4 All suspicions and allegations of abuse or concerns about radicalisation will be taken seriously by the University and responded to appropriately involving referral to external agencies when deemed necessary.

4. Roles and Responsibilities in Safeguarding

4.1 The Board of Governors of the University has formal responsibility for the safeguarding of young persons and members of vulnerable groups. Every individual within the University has a responsibility to be involved in contributing to a culture in which safeguarding is discussed openly and risk proactively reduced. That notwithstanding, the University has identified named individuals to take a lead on safeguarding matters. Staff with particular responsibilities will receive appropriate training and all staff will be made aware of the University's safeguarding policy and procedures.

4.2 The University has named a Senior Designated Person (SDP) responsible for safeguarding. As a member of the Leadership Team they have sufficient authority to commit resources to safeguarding and where appropriate, direct other staff to act on their behalf. They:

- Ensure proper safeguarding policies and procedures are in place and are followed appropriately.
- Provide advice and support to other staff.

- Work with the Lead Designated Persons to co-ordinate action within the University on safeguarding issues.
- Refer cases to the local safeguarding authority or other agencies including the Police, as appropriate.

4.3 It is important that any safeguarding concerns are acted upon immediately and any necessary referrals made without delay. Recognising the large and dispersed nature of the University's activities further named individuals are designated as Lead Designated Persons (LDPs) for the purpose of effective implementation of safeguarding practice and procedure. Their responsibilities are to:

- Ensure safeguarding information policy and procedures are readily available to colleagues and promote a culture of shared responsibility for the welfare of all students and staff within the University.
- Act as a source of support, advice and expertise within the University.
- Refer cases to the local safeguarding authority or other agencies, including the Police, as appropriate; in consultation with the Senior Designated Person if necessary.

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4.4 The names, roles and contact details of the SDP and LDPs are in Appendix 1.

5 Training in Safeguarding

5.1 The University will identify the safeguarding training needs of staff and volunteers. Guidance on how to recognise abuse, report concerns, manage disclosure and reduce risk of abuse is contained in the attached appendices and training is provided for those involved in working unsupervised with young persons and vulnerable adults. Further specialist training is required of designated persons. Training will be updated at recommended intervals.

6 Appointment of staff and volunteers

6.1 The University is registered with the Disclosure and Barring Service and ensures that any member of staff who will be undertaking regulated activity (see paras 6.2 - 6.4) is required to undertake an enhanced DBS check together with verification of identity using specified documentation. References are always taken up and the nature of the referee's employer (company or organisation) is confirmed. Personal references are not be acceptable as a substitute for an employer or educational reference. Gaps in employment history are always probed at interview.

6.2 The Human Resources Department provides guidance on the definition of 'regulated activity' in the Disclosure and Barring Service Policy. Within the University regulated activity in relation to children and young people includes:

- Unsupervised activities such as teaching, training or instruction, care or supervision, providing learning support, advice or guidance on well-being, or driving a vehicle only for children; when such activities are carried out on a frequent basis (Once a week; or 4 days in any 30 day

period, or overnight (between 2am and 6am).

- Supervised or unsupervised activities that provide personal care, (for example washing or dressing), or health care; whether carried out frequently or on a one-off basis.

6.3 Regulated activity relating to adults includes activities such as the provision of personal care (e.g washing or dressing), social care or health care provided by a health care professional (a person regulated by a professional healthcare regulator); whether carried out frequently or on a one-off basis.

6.4 Student mentors aged 16 years and over working in similar unsupervised roles will also be subject to enhanced DBS checks and all other measures. The exception to this will relate to employer's references where it may not be possible to produce the number required and personal references may be considered. In this eventuality a member of staff approved by the relevant process will supervise the student mentor.

6.5 A criminal record will not automatically debar appointment, but if any of the checks suggests the appointment may pose a risk to young persons or vulnerable adults the appointment will not be made.

7 Recruitment and Admission of students

7.1 The University's commitment to the safety and welfare of all students and staff informs the University admissions procedures. Recruitment of students is made by submission of a University or UCAS application form requiring detailed information of applicants and a separate reference. Verification of identity using specified documentation is required for enrolment of all full-time and part-time students.

7.2 University and UCAS application forms require a declaration of a criminal conviction and all applications are subject to the University's Applicant Criminal Convictions Policy. Admissions procedures monitor applications for declarations and scrutinise details of all criminal convictions. If appropriate the University will consider the wider issues, including the interests and safety of all members of the University community prior to offering any applicant a place to study.

7.3 The University's Policy for the Admission of Students under 18 makes it clear that, notwithstanding the measures in place to safeguard children and young people, the University does not act in loco parentis for registered students under 18.

7.4 University and UCAS application forms encourage applicants to declare any support needs enabling the University to advise and provide appropriate and timely support. The provision of support can greatly reduce the vulnerability of individual students.

8 Access to University premises

8.1 Access to University premises is restricted where practicable and reasonable

steps are taken to ensure a secure environment. All staff and students are required to carry and have visible their University photo ID whilst on University premises. University ID cards are required for a range of purposes including access to printing devices and to borrow material from the University Library.

8.2 All visitors, parents, interviewees, contractors etc. are required to register at the campus Reception or Estate Service Desk on arrival. They will be issued with and must display at all times a Visitor Pass and be required to return it on leaving. Staff are encouraged to report to Reception or challenge any persons not displaying University ID or a Visitor Pass.

9 Contractors

9.1 Contractors are normally only appointed to undertake work on University premises if they are an approved supplier. The University may require employees of external contractors to be DBS checked depending on the nature of the work being undertaken by the contractors. This will be subject to discussion with the approved supplier on an individual contract basis.

10 Educational visits

10.1 A range of educational visits can be undertaken by students of the University, which enrich and inform the student experience. Comprehensive procedures are in place to ensure proper staff training, risk-assessment, planning and supervision takes place for all visits regardless of the student age group.

10.2 Authorisation is required from senior managers for all visits and from the Deputy Vice Chancellor for visits overseas. Permission is only granted on receipt and scrutiny of all required documentation. Written parental/guardian/carer permission to participate is required for all students under the age of 18.

10.3 Many visits make use of public transport. Where private transport is used coaches etc must be hired from an approved supplier. Students under the age of 18 must always be supervised by University employees when travelling to, attending and returning from, educational visits. The University may require individual employees of external transport providers to be DBS checked; this will be subject to discussion with the approved supplier.

11 Outreach Work

11.1 The University undertakes a wide range of outreach work including access and participation events on University premises and at partner schools and other venues.

11.2 The University safeguarding policy, procedures and practice apply to all aspects of outreach work regardless of location and will be in addition to those of the host venue. The University will work closely with partner organisations to ensure adequate assessment to reduce risk and compliance with safeguarding responsibilities.

11.3 Residential summer schools organised as part of our widening participation

activities fall within the scope of the University safeguarding policy and procedures.

12 Residential Accommodation

12.1 All students, including members of vulnerable groups, are considered equally with other students for accommodation in the halls of residence. Staff with regular access to accommodation may be subject to enhanced DBS checking depending on the nature of their role.

12.2 All students can seek advice from the University regarding family, home stay or private accommodation. All landlords known to provide accommodation to the University's students should take their own legal advice regarding whether they should obtain DBS checks if they offer accommodation to students under the age of 18.

12.3 The University occasionally uses halls of residence for residential short courses which include young persons. Additional measures to provide a safe and supervised environment, including a risk assessment, are taken for these activities.

12.4 Residential accommodation used by students under the age of 18 during educational visits is reviewed as part of the Educational Visits Risk Assessment for their suitability in consultation with the tour operator or directly with the organisation concerned.

13 Dealing with Suspicions or Allegations of Abuse

13.1 Concerns about abuse can arise in a variety of ways and in a range of different settings which may not be linked to the University. Disclosures of abuse or suspected abuse could relate to staff, parents, students or their siblings. The abuse may be current, recent or historical.

13.2 Any allegations or suspicions of abuse should be reported using the procedures shown in Appendix 2 or 3.

13.3 The LDPs, in consultation with the SDP where necessary, will decide whether to refer the case to the appropriate Safeguarding Board for them to consider, what, if any, further action should be taken.

13.4 Where allegations are made against a member of staff or student, the SDP will normally contact the Safeguarding Board in the first instance (See section 15). In the absence of SDP, a LDP may perform this function to avoid delay.

14 Dealing with Concerns about Radicalisation

14.1 The University's safeguarding duties extend to protecting students from involvement in groups which set out to radicalise individuals. Examples of behavioural changes that may lead to concerns about radicalisation are included

in Appendix 6.

14.2 There may be many reasons for such behavioural changes which is why a safeguarding approach is adopted, as this enables relevant services within and outside the University to identify an individual's needs and vulnerabilities. This includes deciding whether the "Channel Process" may benefit the individual. "Channel" is a key element of the government's Prevent strategy and is about safeguarding children and adults from being drawn into committing terrorist-related activity. It provides early intervention to protect and divert people away from the risks they face before illegality occurs.

14.3 If a staff member or student is concerned that an individual is becoming radicalised, they should follow the procedures detailed in Appendix 6 and report this to one of the University's LDPs listed in Appendix 1. The LDPs are responsible for completing form SP3 in Appendix 7 and referring cases into the Channel Process, consulting with the SDP if necessary.

15 Allegations of Abuse concerning University Staff or Volunteers

15.1 The University will follow the statutory procedures in line with the relevant LSCB or Local Safeguarding Adults Boards (LSABs) if any allegation of abuse is made against a member of staff.

15.2 All allegations against staff or volunteers should be referred immediately by the LDP to the SDP.

15.3 If the allegation concerns behaviour or actions toward someone under the age of 18, the matter should be raised by the SDP with the Local Authority Designated Officer within 1 working day of the allegation being made. If the SDP is unavailable, then the matter should be raised by one of the LDPs. The discussion will consider whether there is evidence/information that establishes that the allegation is false or unfounded, and/or whether further investigation and/or disciplinary action is appropriate in accordance with the statutory procedures.

15.4 If the allegation concerns behaviours or actions against a vulnerable adult, the process followed should be in line with procedures available from the relevant Adult Safeguarding Boards.

15.5 Allegations against the SDP will be referred directly to the Vice Chancellor for appropriate action. In the case of allegations against the Vice Chancellor or members of the Governing body they will be referred to the Clerk to the Governors who should notify the Safeguarding Governor. In such circumstances, it will be the responsibility of the Vice-Chancellor or Safeguarding Governor to follow the processes set out in this section.

16 Record Keeping

16.1 Staff responding to allegations or disclosures of abuse are required to maintain secure, accurate written records of the material facts and circumstances (Appendix 4). Staff with concerns about radicalisation should complete the referral form (Appendix 7) and pass this to an LDP for onwards transmission.

Copies of all completed forms should be passed to the SDP for monitoring.

16.2 All reports and any additional notes will be maintained by, and remain the provenance of, the SDP. They may be shared with the Director of HR and any relevant investigating authority. The SDP will retain any records until it is deemed appropriate to destroy them.

17 Sharing Information

17.1 Information regarding students, their personal details, circumstances and academic progress will be stored securely and in compliance with the University Data Protection Policy.

17.2 The University will share information with legitimate authorities such as the police, social services, LSCBs and LSABs, if to do so is in the wider interests of safeguarding.

18 Working with Partners in Safeguarding

18.1 The University uses the advice and guidance from a range of organisations to ensure University safeguarding practice is fit for purpose and there is adequate expertise amongst staff.

18.2 The University works closely with feeder schools and colleges and through the application procedures seeks to liaise with applicants and their referees to share information pertinent to the protection of young persons and vulnerable groups.

19 Monitoring and Evaluation

19.1 For the purpose of monitoring effectiveness of this policy the SDP will prepare an annual report for the Health, Safety and Well-being Committee summarising any issues, quantifying actions taken and making recommendations to amend the University's safeguarding policy, procedure or practice.

20 Review of Policy and Procedure

20.1 The policy and procedure will be reviewed every three years in June by the Leadership Team in consultation with expertise within the University to ensure it continues to meet the University's best practice and legislative obligations. The Leadership Team will consult with Academic Board and recommend any amendments to the Policy for approval by the Board of Governors.

21 Appendices

21.1 The following appendices provide details of the University safeguarding procedures in support of this policy:

Appendix 1 Contact details: Senior and Lead Designated Persons

Appendix 2 Guidance for students: How to report concerns, suspicion and abuse

Appendix 3 Guidance for staff: Procedures for dealing with concerns or disclosures of abuse

Appendix 4 Forms for reporting safeguarding concerns/suspicions of abuse

Appendix 5 Code of Practice for staff working with Children, Young People and Vulnerable Adults

Appendix 6 Guidance for staff: Protocol for dealing with concerns about radicalisation

Appendix 7 Channel Referral Form

Appendix 8 Further information: Reference sources, guidance

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Contact details

Name UCA role	UCA Safeguarding role	UCA Email address	UCA Extension UCA Direct line
Mark Little Executive Dean Faculty of Fashion, Architecture and 3D Design	Senior Designated Person	mlittle2@ucreative.ac.uk	8674 01634 888674
Marion Wilks Registrar & Secretary	Lead Designated Person	mwilks@ucreative.ac.uk	2603 01282 892603
Mike Addison Head of School of FE	Lead Designated Person	maddison@ucreative.ac.uk	1115 01622 620115
Janice Conway Director of Library and Student Services	Lead Designated Person Library and Student Services	jconway3@ucreative.ac.uk	2703 01252 892703
Lesley Balaam Accommodation and Catering Services Manager	Lead Designated Person Accommodation Services	lbalaam@ucreative.ac.uk	8715 01634 888715

Advice lines/Useful agencies	Website	Telephone
The Kent Safeguarding Children Board (KSCB)	www.kscb.org.uk/	01622 694856
The Kent Safeguarding Adult Board (KSAB) (including Medway)	www.kent.gov.uk/adult_social_services	01622 694892
The Surrey Safeguarding Children Board (SSCB)	www.surreycc.gov.uk/	0300 200 1006 0300 200 1005
The Surrey Safeguarding Adult Board (SSAB)	www.surreycc.gov.uk/	
Independent Safeguarding Authority	www.isa-gov.org.uk	
Childline	www.childline.org.uk	
Child Exploitation and On-line Protection Centre (Police agency)	www.thinkuknow.co.uk	
Police		101 or 999
Anti-terrorist hotline		0800 789 321
Kent Prevent Officers		07980 683193 07772 221244
Surrey Prevent Officers		01483 631572 0796787874
Staff Counselling Helpline (staff need to quote the UCA reference TT821 68679)		0117 934 2121

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Student Guidance on how to report concerns about abuse or radicalisation

How to report concerns, suspicions and abuse to the University

1. The University for the Creative Arts is committed to safeguarding and promoting the welfare of all students, staff, visitors and guests and acknowledges its particular responsibilities to young persons and vulnerable adults. The term young person refer to students under the age of 18 years and in some cases those who become 18 whilst enrolled and continue as a student at the University. The guidance extends to vulnerable adults including looked after persons, those in social care or recently leaving care and those in custody or on probation under the age of 25.

2. This guidance forms part of the University Safeguarding Policy which can be used by students should they wish to discuss allegations or suspicions of abuse towards themselves or a fellow student, or if they have concerns that a fellow student may be vulnerable to radicalisation. If your concerns relate to your family members who are not connected with the University you can still receive help with approaching an external agency with which to discuss the matter, and the University may need to inform outside agencies.

3. Whatever your concerns or circumstances you will be listened to and your worries taken seriously. Whilst they will be treated in confidence, this is not the same as keeping them secret. If there is a risk or danger to anyone, other responsible people including outside agencies may need to be informed.

4. As a student of the University you should let us know straight away if you have anyconcerns about your welfare, wellbeing or safety. This is not always an easy thing to do, but early communication, ‘sharing the problem’, is always a positive step.

5. How to let ‘the University’ know:

   - talk to one of your tutors or lecturers
   - talk to your Course Leader
   - talk to staff in the LSS Gateway Services
   - talk to a designated person for safeguarding (Appendix 1).

6. The UCA phone number and email address for each of these contacts can be obtained from any campus reception and most are available on the University website or myUCA. Staff with safeguarding responsibilities are listed in Appendix 1 of the Safeguarding Policy. All staff will treat you with respect and won’t mind if you want to bring a friend along to support you.

Helplines and information:

- Childline www.childline.org.uk
- NSPCC NSPCC.org.uk
- Anti-terrorist hotline 0800 789 321

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Staff Guidelines and Procedures for Dealing with Suspicions or Allegations of Abuse of Children, Young People or Vulnerable Adults

1. This procedure forms part of the University Safeguarding Policy and should be used by staff when responding to allegations or suspicions of abuse. Broad definitions of abuse are explained in the Safeguarding Policy.

2. The terms child and young person refer to students under the age of 18 years. The guidance extends to vulnerable adults including looked after persons, those in social care or recently leaving care and those in custody or on probation under the age of 25.

3. All staff should be alert to the possibility that a young person, child or vulnerable adult with whom they are working may have been or may be being abused. These procedures deal with what to do if you suspect abuse and well as how to deal with disclosures of suspected or alleged abuse.

How to deal with disclosures of suspected or alleged abuse

4. A child, young person, vulnerable adult or any student may disclose abuse or suspicion of abuse. Disclosure could relate to staff, parents, students or their siblings. The abuse may be current, recent or in the past.

5. If an individual discloses allegations of abuse, members of staff should take the following action:

    - Listen carefully and reassure the discloser that they have done the right thing. Do not try to direct the individual to Library and Student Services or another member of staff;

    - Try to reassure the individual and gain their trust, but be aware you cannot promise absolute confidentiality. Explain that you must pass the information on to ensure individuals are protected, but that only those that need to know about it will be told.

    - Your role is to record and report the allegations or suspicions and not to investigate them. Let the discloser tell you what he or she wants to and no more: the individual may have to disclose to a specialist later and too much detail now may interfere with later investigations; never ask leading questions as this may invalidate a person's testimony in due course, for example never say 'did they do 'x' to you?', rather say 'tell me what happened'. Listen carefully and repeat the discloser's words. When the student is finished make sure s/he feels secure; explain what you are going to do next.

    - Make notes including the date and time of the discussion and sign them. Record as accurately and objectively as possible, in writing, the discloser's conversation with you and using their words where possible. Only write facts and information as relayed, not your opinion. Use the form SP1 (in Appendix

4) if possible or capture the same information on other paper.

- It is not your role to attempt any detailed examination or to look for any injury etc. Only a recognised doctor should examine an individual. Avoid probing the circumstances in detail; too much or inappropriate involvement by University staff could prejudice any later legal action.

- When appropriate and relevant try and ensure the discloser is with others at all times and away from the potentially dangerous situation. Make arrangements with the discloser to speak to them later: they have chosen you as an adult they can trust.

- You should not attempt to confront the person who is the subject of the suspicions or allegations.

- Feedback immediately through those designated responsible for safeguarding. Their names and contact details are listed in Appendix 1 of this Policy and you can use the most accessible person. They will seek expert advice and assistance if required. It is important not to copy, store or circulate the form. The report will remain the provenance of the Senior Designated Person for safeguarding in the University.

- After you have reported the initial disclosure, the designated person to whom you submitted your report will complete an anonymised summary form SP2 (below). This form is part of the University's procedure to monitor the effectiveness of its safeguarding practice and inform annual review of policy.

- Other than sharing the information with a Designated Person you must maintain absolute confidentiality as the incident may involve other students or staff.

- A disclosure may be distressing and if you feel you need assistance in dealing with the effects you should consult a Designated Person or the University Staff Counseling Helpline, whilst keeping any details confidential.

What to do if a member of staff suspects a child, young person or vulnerable adult is being abused

6. If you have your own reason to suspect a child with whom you are working, a student under the age of 18 or vulnerable adult has been subject to abuse you should consult the designated person most accessible to you. They will be able to offer confidential advice (which may need to be shared with designated persons) and seek guidance from external agencies if required. They may complete a disclosure form (SP1 in Appendix 4) with you.

7. There may be some indicative signs of abuse which include:

- Unexplained or suspicious injuries, particularly if such an injury is unlikely to have occurred accidentally.

- An injury for which there may be an inconsistent explanation either from an adult or young person.

- The person describes an abusive act or situation.
- Unexplained changes in behaviour.
- Inappropriate sexually explicit behaviour, sexual awareness or sexual advance.
- A distrust of adults.
- The young person is not allowed by a parent/guardian/carer to be involved in normal social activities.

8. It is not the role of University staff to make a judgement about whether abuse has occurred. It is normally for a Designated Person to decide if the concerns should be communicated to the relevant social services department, LSCBs or the police.

9. Related University policies available on the *UCA Community* portal:
   - Equality & Diversity Policy
   - Drugs and Alcohol Policy
   - Bullying & Harassment Policy
   - Health & Safety Policy.

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Reporting Disclosures to a Designated Person (SP1)
To be completed by a member of staff in consultation with the person making the disclosure
Remember you are reporting and not investigating this incident

Person reporting incident to you

Name	Position	Contact details	Time and date of incident

Details of concern

Name of child/vulnerable person: Date of Birth:
Age:

Status within UCA e.g. student, WP programme, work experience:

Address:

Account of issue of concern (In the discloser's own words. Nature of alleged abuse, description of injuries.)

This is an accurate account of the issue.
I acknowledge that this information will need to be shared with others who need to know.

Discloser's name: Discloser's signature:

Staff name: Staff signature:

Staff contact number:

Pass this form to a designated person for safeguarding. (Refer to Appendix 1 for name and contact details). Deliver by hand in a sealed envelope marked CONFIDENTIAL and do not store any copies.

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Summary of Disclosure for Monitoring Purposes (SP2)
To be completed by a designated person following receipt of disclosure report
You are reporting summary information and should not include personal details

1 The disclosure made reference to :	√
• specific allegation of abuse	
• suspicion of abuse	
• other (please specify)	

2 The disclosure related to the campus at:	√
• Canterbury	
• Epsom	
• Farnham	
• Maidstone	
• Rochester	
• other (please specify)	

3 The disclosure alleged/suspected abuse was:	√
• neglect	
• emotional abuse	
• physical abuse	
• sexual abuse	
• other (please specify)	

4 The disclosure was made by:	√
• a student	
• academic staff	
• technical staff	
• support staff	
• other (please specify)	

5 The disclosure alleged/suspected abuse was	√
• during University activities	
• unrelated to University activities	
• other (please specify)	

6 The disclosure alleged/suspected abuse by :	√
• family member	
• student	
• University staff	
• other (please specify)	

Staff name: Staff signature: Date

Pass this form to the Senior Designated Person. Deliver by hand in a sealed envelope marked CONFIDENTIAL and do not store any copies.

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Staff Code of Practice regarding Children, Young People and Vulnerable Adults

All staff have a duty to keep children, young people and vulnerable adults safe and to protect them from physical and emotional harm. This duty is exercised through the development of respectful, caring and professional relationships between staff and students and behaviour by staff that demonstrates integrity, maturity and good judgement.

This Code of Practice applies to all University staff working with children, young people or vulnerable adults, whether acting in a paid or unpaid capacity. It cannot provide a complete checklist of what is, or is not, appropriate behaviour for staff. It does highlight, however, behaviour that is illegal, inappropriate or inadvisable. Individuals are expected to make judgements in order to secure the best interests and welfare of the individuals with whom they are working and in so doing, will be seen to be acting reasonably.

1. Avoid unnecessary physical contact.
2. Avoid taking a child, young person or vulnerable adult alone in a vehicle on journeys, however short.
3. If you find you are in a situation where you are alone with a child, young person or vulnerable adult, wherever practicable make sure that others can clearly observe you.
4. Do not give personal contact details to learners under 18 including e-mail, home or mobile telephone numbers, unless the need to do so is agreed with senior management and parents or carers.
5. Avoid close personal relationships with a child, young person or vulnerable adult in relation to whom you are in a position of trust.
6. Do not invite children, young people or vulnerable adults into your home, unless the reason for doing so has been firmly established and agreed with parents/carers and a senior manager.
7. Avoid becoming friends with a child, young person or vulnerable adult within social networking environments unless the interaction is on the basis of University business.
8. Be aware that the law says that where a person aged 18 or over is in a position of trust with a child under 18, it is an offence for that person to engage in sexual activity with or in the presence of that child, or to cause or incite that that child to engage in or watch sexual activity.
9. Ensure that you comply with appropriate laws on alcohol and under 18s.
10. Those dealing with any allegations of abuse or misconduct should adhere to the principles and procedures set out in Appendix 3 of the University's Safeguarding Policy.

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University for the Creative Arts
Safeguarding Policy

Staff Guidelines and Procedures for Dealing with Concerns that a Student is Vulnerable to Radicalisation

1. This procedure forms part of the University Safeguarding Policy and should be used by staff when responding to concerns that a student is vulnerable to radicalisation.

2. There is no single route to terrorism nor is there a simple profile of those who become involved. For this reason, any attempt to derive a 'profile' can be misleading. The example factors given below are not exhaustive and vulnerability may manifest itself in other ways. Nor should it be assumed that the characteristics and experiences set out in paragraphs 3 to 6 will necessarily lead to individuals becoming terrorists, or that those indicators are the only source of information required to make an appropriate assessment about vulnerability. Staff are expected to use their judgement, to take account of the context in which any of the indicators are displayed and to consult with a Designated Person (see paragraph 7).

3. Factors which are considered when determining whether an individual may be vulnerable are broadly described as:

    - Engagement with a group, cause or ideology
    - Intent to cause harm
    - Capability to cause harm.

4. Concerns about radicalisation may arise due to changes behaviour, for example when an individual:

    - becomes increasingly centred around an extremist ideology, group or cause
    - loses interest in friends and activities not associated with the extremist ideology, group or cause;
    - changes their style of dress or personal appearance to accord with an extremist group;
    - possesses material or symbols associated with an extremist cause (e.g. the swastika for far right groups);
    - attempts to recruit others to the group/cause/ideology.

5. Example indicators that an individual has an intention to use violence or other illegal means include:

    - expressing attitudes that justify offending on behalf of the extremist group, cause or ideology
    - clearly identifying another group as threatening what they stand for and blaming that group for all social or political ills;
    - using insulting or derogatory names or labels for another group;
    - using extremist or "hate" terms to exclude others or incite violence
    - speaking about the imminence of harm from the other group and the importance of action now;
    - condoning or supporting violence or harm towards others; or
    - plotting or conspiring with others.

6. Example indicators that an individual is capable of contributing directly or indirectly to an act of terrorism include:

- having a history of violence;
- being criminally versatile and using criminal networks to support extremist goals;
- having occupational skills that can enable acts of terrorism (such as civil engineering, pharmacology or construction); or
- having technical expertise that can be deployed (e.g. IT skills, knowledge of chemicals, military training or survival skills).

7. Any member of staff who becomes concerned about a student should consult with the Designated Person most accessible to them. The Designated Person will gather more information using form SP3 (Appendix 7) and from that decide whether the matter should be referred into the Channel Process, consulting if necessary with the Senior Designated Person. If there is an immediate risk, the Designated Person will call the emergency services. Where concerns also constitute a breach of the Rules for Student Conduct, then the disciplinary procedure will be followed in parallel.

Prevent 'Channel' Referral Form (SP3)
RESTRICTED when complete

Prevent 'Channel': Referral Form			
Referral details			
Name:			
Alternative names:			
Date of birth:		**Gender:**	
Address:			
Nationality:		**Ethnicity:**	
Language:		**Religion:**	
Family or carer details:			
Referring agency details:			
Referral author and contact details:			
Agency:			
Date of referral:			

Referral factors:	
Faith/ideology issues:	e.g. concerning comments relating to faith or ideology, association with extremists
Social mobility issues:	e.g. Poverty, lack of social activity, isolation, lack of education or employment, immigration issues
Physical or mental health issues:	e.g. disability, learning difficulties, mental health concerns

Risk or harm factors:	e.g. threat posed by family member (i.e. DV issues), victim of hate crime or personal attack
Criminal activity or association:	e.g. involved in criminal activity, associating with known criminals

Summary reason for referral:
Outline main reasons for referral.
Existing agency involvement:
Outline any agency involvement already in place (that you are aware of) e.g. CAF, MAPPA, Safeguarding
Any other relevant information:

When completed please email to

channel@kent.pnn.police.uk

or

12631@surrey.pnn.police.uk

University for the Creative Arts
Safeguarding Policy

Other publications & guidance:
Safeguarding Children: Guidance for English Higher Education Institutions (HEIs) DIUS (2007).
Handbook for Inspecting Colleges: OFSTED: 2014
Multi-agency practice guidelines: Handling cases of Forced Marriage: HM Government, June 2014.
Disability Discrimination Act 2005 HMSO
Mental Capacity Act 2005 HMSO
Children Act 2004 HMSO
Safeguarding Vulnerable Groups Act 2006 HMSO