
Policy on Safeguarding Children, Young People and Vulnerable Adults within the University - Version 5 – January 2014

CONTENTS	PAGE No
1. INTRODUCTION	3
2. SCOPE	3
3. AREAS OF PERMISSIBLE AND PLANNED ACTIVITY	4
4. SAFEGUARDING PROCEDURES	5
5. SUMMARY OF ARRANGEMENTS RELATING TO ALL UNDER 18 YEAR OLDS AND VULNERABLE ADULTS	5
APPENDIX A FREQUENTLY ASKED QUESTIONS	7

Policy Approval Procedure

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Policy check and approval – Director of HR, Dean of Students, Director of Corporate Governance, Director of Estates and Facilities	Signed off and date: 15 August 2012
Policy Approval by Campus Committee	Signed off and date: 20th August 2012
Policy Approval by Offices of the Vice-Chancellor	Signed off and date: 20th August 2012
Policy Annual Review	Date: 19.12.2013
Next review	Date: January 2015

Policy on Safeguarding Children, Young People and Vulnerable Adults within the University

1. Introduction

- 1.1 The University seeks to ensure that its duty of care towards all its staff, students and visitors is fully and effectively discharged, particularly in respect of those regarded in law as more vulnerable. Anyone under 18 years of age is, as a matter of law, defined as a child; and the University recognises it has an enhanced duty towards children.
- 1.2 This policy and associated procedures and guidance have been established and agreed within the University to work towards ensuring fulfilment of duty of care towards under 18-year-olds or vulnerable adults. All members of staff who come into contact with children or vulnerable adults are responsible for ensuring their role in fulfilling the University's duty of care is fully carried out.
- 1.3 It is expected that those Faculties and Service Departments which deal frequently with children, young people and vulnerable adults will have in place their own detailed procedures for safeguarding, relevant to their particular activities. It is the responsibility of the relevant Dean or Service Director to ensure that such procedures are in place, are in conformity with this Policy and are approved by the Designated Safeguarding Co-ordinator.
- 1.4 This Policy will be reviewed after 12 months and there after every 2 years by the University Safety Policy Committee or more frequently as necessary.

2. Scope

- 2.1 This Policy, and the guidance and procedures established beneath it, seeks to address all aspects of safeguarding and protecting children and vulnerable people within the workplace of the University. For the purposes of this Policy the term “the University” is deemed to also include University’s companies.
- 2.2 For the purposes of this Policy, the term “University Member” is used to describe anyone at the University (or approved by the University to teach on its programmes) who is engaged in working with children, or vulnerable adults whether as an employee, contractor, volunteer, or student. This includes all relevant staff with responsibility for those under 18. It also includes students whose courses may involve access to children or vulnerable people and to staff/students whose research, in the opinion of the University and/or relevant professional bodies, involves contact with children or vulnerable people. It also includes contractors engaged by the University who may come into contact with children, young people or vulnerable adults as part of their work.
- 2.3 For the purposes of this Policy, the term “child” or “children” refers to a person or persons under the age of 18 years (as defined in the Children Act 1989). A ‘Young Person’ is not a legal term, but for the purposes of this document, a young person is someone who might not perceive themselves as a child, but who is still in the age range of the legal definition. A vulnerable person is someone who is aged 18 years or over who ‘is or may be in need of community care services by reasons of mental health or other disability, age or illness’ and ‘is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation’.

3. Areas of permissible and planned activity:

3.1 There are a number of activities undertaken, organised or facilitated by the University which can bring children, young people and vulnerable adults into contact with University members, or onto University premises. The following have been identified as permissible or planned activities but which may present areas of risk and therefore should have suitable and sufficient control measures in place.

- Organised visits, summer schools and other outreach activity on University premises;
- Outreach activities undertaken in schools and other venues away from University premises;
- Students of the University who are under 18 years of age (these may also be living in halls of residence as part of an academic programme of study);
- Breast feeding;
- Children staying in University managed halls of residence;
- Children of University staff living on the University's campus;
- Children attending University premises for sporting or other recreational or social purposes;
- Children or vulnerable adults being the subject of research by University staff or students;
- Young People registered as students of the University;
- Young People employed by the University;
- Children carrying out work experience at the University;
- Children attending University Nursery;
- Children attending school holiday clubs;
- Children of Staff or Students accompanying their parent in an incidental manner e.g. to hand-in an assignment or visit colleagues whilst on parental leave. For visitors with children it is incumbent upon the parents to supervise at all times
- Children of students accompanying their parent/guardian to seek advice or attend an appointment at the University/SU, as appropriate.

This is not an exhaustive list but all activities involving children on campus should be suitably and sufficiently risk assessed and appropriate control measures put in place.

3.2 The University tries to ensure that it provides a safe physical working environment for all its staff, students and visitors. However, many of the University's premises will present additional hazards and risks to children and it is not possible for the University to guarantee the safety of children on all of its premises. The University does not accept an *in loco parentis* responsibility for children who may come into contact with it or its agents. However, where appropriate, The University will endeavour to ensure that staff and students who legitimately need to bring their children onto Campus will be provided with reasonably accessible facilities or suitable rest facilities for this purpose. (please also refer to Section 6.1 of the New and Expectant Mothers Policy).

3.3 The University is committed to provide a quality teaching, learning and working environment for all students and staff. In order to meet this requirement children are **not** permitted to be present in any lecture, formal learning or teaching activity or working environment, unless it meets the criteria of permissible and planned activity in **3.1 above**.

3.4 In addition, under no circumstances are members of staff to bring children to the University premises (other than in examples of activities, as above) while they are deemed to be working / at work.

3.5 As previously referred to, the University does acknowledge that Staff and students may also be permitted to bring children into the University in what is termed an 'incidental manner'. For some 'frequently asked questions' on what would be permissible please refer to **Appendix A**.

4. Safeguarding procedures

4.1 The University has also developed Safeguarding Procedures for Children, Young People and Vulnerable Adults, which set out the processes by which University staff or students can report certain concerns about the welfare of children, young people and vulnerable adults within the University. The Safeguarding Procedures also establish key individuals within the University who are responsible for responding to concerns and liaising with the appropriate agencies.

4.2 The Safeguarding Procedures also include a code of practice for staff and students when in contact with children or vulnerable people.

4.3 The University is committed to practice that protects children, young people and vulnerable adults from harm, whatever their age, culture, disability, ethnic origin, gender, language, religious belief and/or sexual identity.

4.4 The University is also committed to practice that helps to ensure that members of its community who work directly with children, young people or vulnerable adults are not placed in situations where abuse might be alleged.

5. Summary of arrangements relating to all under 18 year olds and Vulnerable Adults:

5.1 A Designated Safeguarding Officer is nominated to coordinate arrangements in respect of safeguarding, along with a Deputy Designated Safeguarding Officer who will deputise for the Safeguarding Officer.

5.2 The University identifies through line management any of its members whose normal duties bring them into contact with children or vulnerable adults and ensures that appropriate recruitment, selection and vetting procedures, and training, is put in place.

- This is a responsibility of line management.
- For roles which fall into the category of "regulated positions"¹ it is the responsibility of line management to ensure a CRB check is completed and received before a post is offered to an individual.
- Note: The Rehabilitation of Offenders Act (1974) prohibits the requesting of disclosures of spent convictions (for example via a CRB check) unless the role applied for is a "regulated position".
- Examples of possible regulated positions may include: widening participation staff, marketing staff, security staff, sports staff, and certain academic staff.

- 5.3 The University has put in place procedures for dealing internally with breaches of good practice, with reference to external procedures as appropriate, and for referral of the names of people deemed unsuitable to work with children or specific groups of adults.
- 5.4 A whistleblowing and a complaints process is operated to ensure that concerns about harm to children's welfare are appropriately responded to.
- 5.5 The University takes the following steps in order to work towards protecting people under 18 years old in respect of alcohol use:
- not allowing anyone who is, or appears to be, under 18 years of age to purchase alcohol has been incorporated within the Operating Schedules of the University catering facilities in order to meet the requirements of the Licensing Act;
 - restricting the hire of University-run facilities as birthday party venues, where alcohol is available, to 21st birthday parties and older to avoid the potential of service of alcohol to children who may be friends of a person who has just turned 18;
 - ensuring that the Dean of Students, Deans of Faculty and the Chief Executive Officer of the Students' Union receive a report from Registry at least twice a year (Semesters 1 and 2) on the numbers of students under the age of 18 years enrolled.
 - The University expects that any contractors or partners delivering services on its campus, or under its auspices, are able to demonstrate compliance with University policy on safeguarding and the relevant legislation.
- 5.6 A risk assessment must be completed by the organisers of any activity specifically intended for children and which brings children onto University premises or into contact with University staff, students or contractors. Guidance on the completion of risk assessments and on the activity generally is available from the University's Health and Safety Department(<http://www.wlv.ac.uk/staff/services/hsd.aspx>)

Appendix A:

Safeguarding Children on campus – Frequently asked questions.

1. Introduction:

- 1.1 These Frequently asked questions (FAQs) are to be read in conjunction with the University Policy on Safeguarding Children, Young People and Vulnerable Adults within the University and are designed to assist staff, students and visitors who may have a particular question about bringing children onto University premises.

2. Scope:

- 2.1 For the purposes of this document, the term “child” or “children” refers to a person or persons under the age of 18 years (as defined in the Children Act 1989).

For the purposes of this document the term “the University” is deemed to also include University’s companies.

3. Where will I find my question?

Here is a short guide to where you may find a relevant question:

Who for?	Topics covered
Staff, Students and visitors (Section 4)	<ul style="list-style-type: none">➤ General guidance;➤ Breast feeding mothers;➤ Sporting activity/events.
Students (Section 5)	<ul style="list-style-type: none">➤ Graduation;➤ Visiting Learning Centres;➤ Attending lectures.
Staff (Section 6)	<ul style="list-style-type: none">➤ Children in the workplace;➤ Students in your lectures;➤ Visiting colleagues at work;➤ Child care arrangements.

4.	Questions and answers (all):
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Q. I have heard that children are no longer permitted on University premises?

A. Children are permitted; however, it must be part of a 'permissible' activity for example, summer schools, work experience, school holiday clubs. For more examples, see section 3.1 of the Policy on Safeguarding Children, Young People and Vulnerable Adults.

Q. The Policy refers to children accompanying their parents in an 'incidental manner' – what does this mean?

A. The Policy has attempted to acknowledge that there are occasions where the children of staff or students may need to accompany their parents onto the premises. Examples of this includes, a member of staff popping in to show colleagues their new born baby, or a student briefly attending the Learning Centre to return a library book. In both of these occasions the child must be under the supervision of the parent at all times (There are further examples of these later in this document).

Q. I am a breast feeding mother, can my child come onto the premises?

A. The University Policy on Safeguarding Children and Young People states that the University will endeavour to ensure that staff and students who legitimately need to bring their children onto Campus will be provided with reasonably accessible facilities or suitable rest facilities for this purpose. (please also refer to the New and Expectant Mothers Policy - 6.1).

Q. I am coming to the University to take part in a sports related activity e.g. going to the gym, playing 5 a side football etc., can I leave my child(ren) unsupervised or with University staff whilst I am taking part?

A. University staff (with the exception of the Nursery) are not responsible for supervising your children whilst you are on University premises. University premises are not designed to accommodate children and the precautions in place to control risks for the adult population are unlikely to be appropriate for children, due to their physical size, inquisitiveness, immaturity or inexperience. Children should not be brought into the University as an alternative to making proper arrangements for their care.

Q. I am coming into the University to watch a sporting event e.g. Judo tournament, basketball match etc. Can I bring my child into the University to watch the event with me?

A. Yes, this is considered to be a 'permissible activity', however the child remain supervised by you at all times.

5.	Questions and answers (Students):
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Q. I want to bring my child to my graduation, am I still allowed to do this?

A. Yes, this is considered to be a 'permissible activity', however the child must remain supervised at all times and must not cause disturbance or disruption to any ceremony.

Q. What if I need to get into the Learning Centre to pick up some books, can I bring my child with me?

A. Yes, this would be considered to be in an 'incidental manner' and would be permissible, however the child must remain under your supervision at all times.

Q. I want to get some support from Learning Information Service (LIS) 'Help Zones', can I bring my children with me?

A. Yes, LIS allows students who are seeking support from the 'Help Zones' to have their children present, however the child must remain supervised at all times.

Q. I need to study in the Learning Centre with my child present?

A. LIS does not allow students to undertake prolonged study with their children present within any part of the Learning Centre.

Q. My childcare arrangements have let me down at the last minute, am I able to bring my child into a lecture* with me?

A. University premises are not designed to accommodate children and the precautions in place to control risks for the adult population are unlikely to be appropriate for children, due to their physical size, inquisitiveness, immaturity or inexperience. Children should not be brought into the University due to failures in your childcare provision.

Q. If I cannot bring my child into a lecture, can I leave them with a member of staff to supervise while I am away?

A. No. University staff (with the exception of the Nursery) are not responsible for supervising your children whilst you are in lectures.

6.	Questions and answers (Staff):
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Q. I am working in my own office and my children are well behaved, can I bring them in to work with me?

A. Members of staff are not permitted to bring children onto the University premises whilst they are deemed to be working/at work.

Q. I have students turning up to lectures* with children, what do I do?

A. Children are not permitted into lectures, no matter how low the risk. All Deans and Directors are fully aware of this policy. If a student comes with their child to a lecture you will need to ask them to leave, if they refuse to leave, please refer them to the Dean of Faculty or the Dean of Students.

Q. I just want to briefly visit the University to show my colleagues my new born baby, can I still do this?

A. Yes, this would be considered to be in an 'incidental manner' and would be permissible, however the child must remain under your supervision at all times.

Q. My childcare arrangements have let me down at the last minute, am I able to bring my child in to work with me?

A. University premises are not designed to accommodate children and the precautions in place to control risks for the adult population are unlikely to be appropriate for children, due to their physical size, inquisitiveness, immaturity or inexperience. Children should not be brought into the workplace due to failures in childcare provision. If staff cannot find alternative arrangements they should consider, with the prior approval of their line manager, either – working from home, flexi leave or annual leave.

** Lecture – for the purpose of these FAQs, a lecture could also mean any of the following – seminar, workshop, tutorial etc.*