



UNIVERSITY OF BOLTON SAFEGUARDING POLICY AND PROCEDURES: CHILDREN AND ADULTS AT RISK (PREVIOUSLY VULNERABLE ADULTS)

SAFEGUARDING

1 Introduction

- 1.1 The University of Bolton (**University**) Board of Governors has formal responsibility for the safeguarding of children and adults at risk (previously vulnerable adults) and for

Governors have appointed a member to the role of Nominated Safeguarding Lead who, together with the Registrar (Senior Designated Executive Safeguarding Lead) and Assistant Vice-Chancellor (



- 2.5 The University whilst not a health and care provider recognises the importance of and acts in accordance with the six principles of safeguarding first introduced by



Furthermore,
the welfare of children or adults at risk, the University will ensure that they know what to do about those concerns and are quick to respond to such concerns.

- 3.3 This Policy has been approved by the Governing Body and is applicable to all members of staff and students as well as visitors to the University (where appropriate). The policy is available on both the student and staff webpages of the University Website.
- 3.4 All incidents of alleged misconduct concerning safeguarding will be taken seriously by the University and may lead to disciplinary action against those involved.
- 3.5 Whilst the University is primarily a Higher Education Institution and as such staff are not routinely directly involved with children (i.e. those under the age of eighteen), there are a number of situations when University Staff and Students have direct contact with children, these may include:

Teaching enrolled students who are under 18

Acting as a personal tutor to students under 18

Providing support services to applicants and students under 18, including counselling, disability and student finance advice

Running summer schools at the University or off campus

Providing work experience for children under 18

Running open days

Undertaking outreach work in schools or colleges

Guest lecturing on a regular/frequent basis in the University Collegiate School or other schools or colleges

Interviewing applicants

Undertaking research involving children

Observing trainee teachers who are teaching children under 18 or student nurses who are providing care to under 18s

Voluntary work with children under 18

Placements undertaken with children under 18

It should also be noted that some members of the University of Bolton community will be parents and through engagement with these staff or students concerns may arise when interviewing applicants



- 3.6 Where, as part of their studies, a student is required to engage in a placement outside of the University, they shall use the safeguarding arrangements applicable at that provider. The University will ensure as part of its assessment of placement providers that such a policy is in place.
- 3.7 Apprenticeships: Employers offering apprenticeships to University students will be made aware of who the relevant Designated Safeguarding Champion is within the Apprenticeship Hub at the



- 5.4 regulated activity relating to adults at risk/ SVGA 2006 and includes (this is not an exhaustive list): the provision of health care treatment in any setting by a health care professional, or by a person acting under the direction or supervision of a health care professional, the provision of certain types of personal care to a person who needs it because of age, illness or disability, the provision of prescribed social work by a social worker to clients or pot the provision of assistance, in relation to general household matters, to a person who requires it because of age, illness or disability, transportation provided because of a person's age, illness or disability.
- 5.5 s defined in the SVGA 2006 and includes (this is not an exhaustive list):
- 5.5.1 specified unsupervised activities relating to children (e.g. teaching, training, instruction, care or supervision) which are carried out on a frequent (as a general rule at least once a week), or intensive (more than three days in any 30 day period) basis, or overnight (between 2am and 6am where the activity gives the person the opportunity to have face-to-face contact with children);or
- 5.5.2 certain work in a specified place which provides the opportunity for frequent contact with children (e.g. a school).
- 5.6 " (previously ") - means a person aged 18 or over whose ability to protect himself or herself from violence, abuse or neglect is significantly impaired through physical or mental disability or illness, through old provided.
- 5.7 The Care Act 2014 informs us that safeguarding duties apply to an adult who is over 18 years of age, who:
- Has needs for care and support (whether or not the local authority is meeting any of those needs); and
 - Is experiencing, or at risk of, abuse or neglect; and
 - As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.
- 5.8 an employee, volunteer, apprentice or student.

6 Positions of Responsibility

- 6.1 The University has appointed a (Senior) Designated Executive Safeguarding Lead who is the Registrar & Clerk to the Governors and is also the Executive PREVENT Lead and a Designated Executive Safeguarding Lead who is the Assistant Vice Chancellor (Transformation) are responsible for:
- 6.1.1 acting as the main executive lead on all safeguarding matters;







- 7.2.1 The Designated Executive Safeguarding Leads, SOs and DSOs will as a minimum have completed PREVENT Training and Level 3 Child and Adult Safeguarding Training.
- 7.2.2 The SDSCs will as a minimum have completed PREVENT Training and Level 2 Child and Adult Safeguarding Training.
- 7.2.3 The DSCs will as a minimum have completed PREVENT Training and Level 1 Child and Adult Safeguarding Training.
- 7.3 The SO, DSO, SDSCs, undertake training provided by HR, to ensure that:
 - 7.3.1 they are made aware of this Policy and the procedures and protocols for promoting and safeguarding the welfare of children and adults at risk



responsibility for organising and recording attendance at these events. The agenda and event delivery will be coordinated by the SO, DSO and colleagues in HR working collaboratively.

8 Code of Behaviour and Good Practice in Relation to Safeguarding Children and Adults at Risk

- 8.1 s and visitors (where appropriate) should treat each other in accordance with Equal Opportunities Policy and the Code of Behaviour and Good Practice at Appendix 4.

9 Reporting a concern

- 9.1 Any incidents which cause concern in respect of a child or adult at risk are required to be reported immediately. University staff and students should in the first instance report any safeguarding concern to their relevant Designated Safeguarding Champion (DSC). University of Bolton students should in the first instance report any safeguarding concern to their relevant DSC or alternatively to safeguarding@bolton.ac.uk. Externals i.e. non staff or students can report any safeguarding concern to safeguarding@bolton.ac.uk.

- 9.2 Appendix 10 provides guidance on raising and reporting Low-Level Safeguarding Concerns and Supporting Students and Staff with Pastoral and Welfare Related Issues. Low-Level Safeguarding Concerns is defined in Keeping Children Safe in Education 2023 as any concern, no matter how small, and even if no more than behalf of the University including a student on a placement or an apprentice in employment may have acted in a way that is inconsistent with our policies and procedures and relevant codes of conduct.

- 9.3 DSCs can make a safeguarding referral to the SDSCs, DSOs and SOs using the Reporting a Concern Form as in Appendix 5 or via the online DSC Reporting a Concern Form. Examples of incidents: 595.44 841.68 595.44sh2(ci)-4(d)4(e)595.44 841.68 595.44



information to be shared with the person whom is of concern including signposting information to sources of support both within the University and external to the University;

- c. establishing contact with the person who is of concern to establish further information, provide support, discuss next steps;
- d. make further enquiries as required to ascertain necessary information to support decision making.

These actions or any required on receipt of a concern will be undertaken by the Safeguarding Officers, Deputy Safeguarding Officers, Senior Designated Safeguarding Champions, Assistant Vice-Chancellor (Transformation) or in their absence the Executive Director of HR. It is these staff who will report concerns raised/share data with any relevant external organisation.

- 9.7 To support the Safeguarding of students at Petroc College and Bradford College (Satellite Centres) the University has University employed staff at these centres who fulfil the role of Designated Safeguarding Champions. Reporting of a safeguarding concern for a student at a satellite centre is undertaken in the same way as reporting a concern of a student for a student at the Bolton campus as documented in Appendix 1.

9.8 **Additional reporting**

On all campuses in addition to the reporting requirements explained above, the University will consider whether it is required to report safeguarding incidents to any other regulatory body or organisation, including but not limited to the



12 Recruitment

- 12.1 The University will undertake appropriate checks on all staff (including people from or working overseas) to ensure an individual's suitability for their role. In particular, consideration will be given to eligibility for the following checks and if so at what level and frequency checks should be undertaken for the role:
- 12.1.1 CVs;
 - 12.1.2 References;
 - 12.1.3 Employment history (and exploring any gaps in their employment history);
 - 12.1.4 Whether it is appropriate to ask a potential member of staff whether they have any unspent criminal convictions or to themselves obtain a basic DBS check;
 - 12.1.5 Where a role includes carrying work which would be deemed "regulated activity" if done more regularly, the University will consider whether or not it is appropriate to require a standard or enhanced disclosure from the DBS or an International Child Protection certificate before they are permitted to work on an unsupervised basis.
 - 12.1.6 Confirmation that the person can work in the UK; and
 - 12.1.7 Health checks where appropriate.
- 12.2 ulated activity relating to child
activity relating to vulnerable adults (adults at risk)", the following procedures will be completed:



particular role, seek confirmation that the applicant is not named on the Children's and/or Adults' Barred List in respect of all applicants who will engage in such activity. Any such disclosures will be stored securely and

application and otherwise in accordance with the Policy and Guidance Notes on the use of the Disclosure and Barring Service (DBS) and Employment Contract data protection legislation, including the Data Protection Act 2018 and General Data Protection Regulation.

13 Activities or events run by the University where children or adults at risk are to be present (to be read in conjunction with Outreach Events – Safeguarding Guidelines)

13.1 University staff or students organising activities at the University involving children and/or adults at risk must ensure that:

13.1.1 the DSC (Events and Division of Marketing and UG Recruitment and Admissions) is informed of the activity taking place well in advance and provided with details of the activity as well as details of those individuals involved in the activity;

13.1.2 the individuals involved in the activity are aware of and understand the Policy and these procedures;

13.1.3 private or unobserved contact with children is avoided wherever possible;

13.1.4 if first aid is required, where possible, it is administered in the presence of another adult and the DSC is informed; and

13.1.5 parental consent is obtained for the use of any photographs, film or videos.

13.2 The DSC (Events and Division of Marketing and UG Recruitment and Admissions) is then responsible for ensuring that those individuals assisting in the activity, be they University staff, students or volunteers are suitable to work with children or adults at risk and that they have had the necessary checks.

14 External organisations visiting the University

14.1 External organisations working with children or adults at risk and using University facilities will be required to provide a written statement stating that their staff, and/or volunteers, where appropriate have had the necessary checks and that the organisation has its own policy and procedure and nominated safeguarding officer. The written statement must identify who the organisation has nominated as a safeguarding officer.

15 Research

15.1 Where any research involves contact with children or adults at risk, the University Research Ethics Committee will, with guidance from the Research and Graduate



School DSC, identify any specific practices to be followed in the research in the interests of safeguarding the welfare of children and/or adults at risk.

16 Prevent Duty

- 16.1 Under the Prevent duty introduced by the Counter-Terrorism and Security Act 2015, the University, as a higher education body will need to assess the risks of people being drawn into terrorism and ensure that it has plans in place for



to safeguard adults experiencing, or at risk of abuse or neglect including those working in social care services, health, police and other services, and the voluntary sector:

<https://www.bolton.gov.uk/adult-safeguarding-board/professionals>

22.3 Online tutorials for students on Safeguarding, PREVENT and British Values are accessible here: <https://leaponline.bolton.ac.uk/Home.aspx>

23 Equality Check

The University is committed to the promotion of equality, diversity and a supportive environment for all members of our community. Our commitment to equality and diversity means that this policy has been screened in relation to the use of plain English, the promotion of the positive duty in relation to the protected characteristics of race, sex, disability, age, sexual orientation, religion or belief, gender reassignment, marriage and civil partnership, pregnancy and maternity.



Appendix 1

If the person is in immediate danger or you suspect a criminal offence has been committed you must phone the Police on either 999 or for less urgent calls use 101. If the risk is on campus please also notify security ext. 3700

Safeguarding Concern is identified by a member of the university community, an external organisation or individual

Is the Child or Adult at Risk in immediate danger or are others in immediate danger because of this individual?

DSC to send a copy of the Reporting a Concern Form to the SDSC via online system or by email to Safeguarding@bolton.ac.uk

The SDSC will review the referral and maintain records. The SDSC will notify the SO or DSO if the concerns need escalating to the appropriate Safeguarding Team within the Local Authority.

SO or DSO or a nominated SDSC will notify the relevant Safeguarding Team. SO, DSO or SDSC to

Does the incident involve a member of staff?



Appendix 2

Definition of Abuse (Guidance non-exhaustive lists)

Children

Abuse



- (xii) severe physical punishment
- (xiii) making someone purposefully uncomfortable
- (xiv) involuntary isolation or confinement
- (xv) misuse of medication
- (xvi) forcible feeding or withholding food
- (xvii) unauthorised restraint

3.2 **Domestic abuse** or violence

- (i) psychological;
- (ii) physical;
- (iii) sexual;
- (iv) financial;
- (v) emotional.

The Domestic Abuse Act 2021 sets out two criteria governing the relationship between the abuser and the abused. The first criteria states that both the person who is carrying out the behaviour and the person to whom the behaviour is directed towards must be aged 16 or over. The second criteria states that the relationship between the abuser and the abused ensures that different types of relationships are captured, including ex-partners and family members. This includes psychological, physical, sexual, financial, and emotional-based violence, female genital mutilation and forced marriage.

Coercive or controlling behaviour is a core part of domestic abuse. Coercive behaviour can include:

- (i) acts of assault, threats, humiliation and intimidation;
- (ii) harming, punishing, or frightening the person;
- (iii) isolating the person from sources of support;
- (iv) exploitation of resources or money;
- (v) preventing the person from escaping abuse;
- (vi) regulating everyday behaviour.

3.3 **Sexual abuse** can include:

- (i) rape, attempted rape or sexual assault;
- (ii) inappropriate touch anywhere;
- (iii) non- consensual masturbation of either or both persons;
- (iv) non- consensual sexual penetration or attempted penetration of the vagina, anus or mouth;





- (x) misuse of benefits or direct payments in a family home;
- (xi) someone moving into a person's home under an agreement or under duress;
- (xii) false representation, using another person's bank account, cards or documents;
- (xiii) exploitation of a person's car;
- (xiv) misuse of a power of attorney, deputy, appointeeship or other legal authority;
- (xv) rogue trading e.g. unnecessary or overpriced property repairs and failure to carry out agreed repairs or poor workmanship.

3.6 Modern Slavery can include:

- (i) human trafficking;
- (ii) forced labour;
- (iii) domestic servitude;
- (iv) sexual exploitation, such as escort work, prostitution and pornography;
- (v) debt bondage being forced to work to pay off debts that realistically they never will be able to.

3.7 Discriminatory abuse can include:

- (i) unequal treatment based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation;
- (ii) verbal abuse, derogatory remarks or inappropriate use of language related to a protected characteristic;
- (iii) denying access to communication aids, not allowing access to an interpreter, signer or lip-reader;
- (iv) harassment or deliberate exclusion on the grounds of a protected characteristic;
- (v) denying basic rights to healthcare, education, employment and criminal justice relating to a protected characteristic;
- (vi) substandard service provision relating to a protected characteristic.

3.8 Organisational or institutional abuse can include:

- (i) discouraging visits or the involvement of relatives or friends;



- (ii) run-down or overcrowded establishment;
- (iii) authoritarian management or rigid regimes;
- (iv) lack of leadership and supervision;
- (v) insufficient staff or high turnover resulting in poor quality care;
- (vi) abusive and disrespectful attitudes towards people using the service;
- (vii) inappropriate use of restraints;
- (viii) lack of respect for dignity and privacy;
- (ix) failure to manage residents with abusive behaviour;
- (x) not providing adequate food and drink, or assistance with eating;
- (xi) not offering choice or promoting independence;
- (xii) misuse of medication;
- (xiii) failure to provide care with dentures, spectacles or hearing aids;
- (xiv) failure to respond to cultural, religious or ethnic needs;
- (xv) failure to respond to abuse appropriately;
- (xvi) interference with personal correspondence or communication;
- (xvii) failure to respond to complaints.

3.9 Neglects and acts of omission can include:

- (i) failure to provide or allow access to food, shelter, clothing, heating, stimulation and activity, personal or medical care;
- (ii) providing care in a way that the person dislikes;
- (iii) failure to administer medication as prescribed;
- (iv) refusal of access to visitors;
- (v) failure to respond to cultural, religious or ethnic needs;
- (vi) not taking account of educational, social and recreational needs;
- (vii) ignoring or isolating the person;
- (viii) preventing the person from making their own decisions;
- (ix) preventing access to glasses, hearing aids, dentures, etc.
- (x) failure to ensure privacy and dignity.

3.10 Self Neglect can include:

- (i) lack of self-care



Appendix 3 - Key Contact Details and Structure

Bolton Metropolitan Council
 Children's Services Referral and Assessment Team and/or
 Safeguarding Adults at Risk Team
 Manchester Local Authority (Channel Panel)
 Or other appropriate agency

Safeguarding Officer (SO)
 Matt Dillon, Head of Student Services
 Talin Aghanian, Student Mental Health and Wellbeing Manager

Assistant Vice Chancellor (Transformation)
 Designated Executive Safeguarding Lead
 C Cowburn

Board of Governors Nominated Safeguarding Leads
 Andrew Fawcett
 Susan Hincks

Human Resources
 Director of Human Resources
 C McClelland with AN Jones as Designated Safeguarding Champion

Deputy Safeguarding Officer (DSO)
 Andrew Hardman, Student Services Manager,
 Kay Weilding, Student Services and Experience Senior Team Leader
 Christina Morris, Senior Wellbeing Coordinator

Designated Safeguarding Champion (DSC)
 J Galligan

Board of Governors

Senior Designated Safeguarding Champion (SDSC)
 A Johnson (Deputy Prevent Coordinator), Amanda Francis, Morgan Yaguda, Angela Dunn, Amanda Bradley



Appendix 4

Code of Behaviour and Good Practice in relation to Safeguarding Children or Adults at Risk

- 1 The University believes that:
 - 1.1 all children, adults at risk, University staff, students and visitors should be treated with respect;
 - 1.2 all activities involving children and adults at risk



- 2.6 allow children or adults at risk to use inappropriate language without challenging it;
- 2.7 make sexually suggestive comments even in jest;
- 2.8 reduce a child or adult at risk to tears as a form of control;
- 2.9 allow allegations made by a child or adult at risk to go unrecorded or not acted upon in accordance with these procedures; and/or
- 2.10 do personal activities (such as washing or dressing) for a child or adult at risk which they can do for themselves. If a child has a disability, such tasks should only be performed with the full understanding and consent of the parents/carers. An adult at risk may be able to consent for him/her self.



Appendix 5

University of Bolton

Safeguarding Incident Form

You can complete the form below and return this to safeguarding@bolton.ac.uk or alternatively the form is available online here: <https://www.bolton.ac.uk/student-area/safeguarding>.

Your Details (1)	
Name:	
Current job role/ relationship to individual:	
Phone Number:	
Email:	
Address (if external to the University of Bolton):	
Date of completion:	



Are you reporting a concern raised by?



Address:	
School or College where child 1 attends: (if applicable)	
<u>Child 2</u>	
Name:	
Date of Birth:	
Gender:	

Address:



Use the box below to add any additional children or personal details:

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Details of the Concern (3c): (be clear and factual)

Details of the concern/incident:

--	--

Date of Incident:

--	--

Time of Incident:

--	--

Witnesses to the incident: (include full names, contact details and any other relevant information)

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Description of any visible bruising or other injuries (if applicable):

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Appendix 6

Examples of incidents which should be reported

- 1 Below are examples of incidents which are to be reported. When:
 - 1.1 a child or adult at risk is accidentally hurt;
 - 1.2 there is a concern that a relationship is developing which may be an abuse of trust;
 - 1.3 you are worried that a child or adult at risk is becoming attracted to you;
 - 1.4 you are worried that a child or adult at risk is becoming attracted to a colleague who cares for them;
 - 1.5 you think a child or adult at risk has misunderstood or misinterpreted something you have done;
 - 1.6 you have been required to physically restrain a child or adult at risk to prevent them from harming themselves or another or from causing significant damage to property;
 - 1.7 you receive a report from a child or adult at risk alleging abuse regarding a member of an external organisation using University facilities;
 - 1.8 you see any suspicious marks on a child or adult at risk;
 - 1.9 you hear of any allegations made by a child or adult at risk of events outside the University;
 - 1.10 you have been provided with information that suggests a student or staff member is putting a child or adult at risk outside of the University i.e. a student through their actions or lack of putting their child at risk;
 - 1.11 you are concerned that the behaviours of a student are putting their children at risk;
 - 1.12 you are concerned that a member of the university community is being drawn into terrorist or extremist groups/activities.

The above examples are provided for guidance purposes only. They are as relevant in the context of adults at risk as they are with children. They should not be considered exhaustive and if any member of University staff, student or visitor to the University (where appropriate) has any concerns about a child or adult at risk they should raise these concerns with the appropriate individual in accordance with these procedures.



Appendix 7

Responding to Allegations



Appendix 8



Kay Loxham Student Liaison Officer	Email: K.J.Loxham@bolton.ac.uk Telephone:01204 903229
Luke Evans Student Liaison Officer	Email: L.Evans@bolton.ac.uk Telephone: 01204 903541

Designated Safeguarding Champions (DSCs)

Jason Pendlebury (Student Life,
Sport and Wellness Centre)

Email: J.(02 58.7 12.66 .5l)-2(rbur-2(ry@6 .5buk)oes)-3t



	Telephone: 01204 903379
Angela Tinwell (Research and Graduate School)	Email: A.Tinwell@bolton.ac.uk Telephone: 01204 903589
Anne Cleary (Clinical and Biomedical Sciences)	Email: A.Cleary@bolton.ac.uk Telephone: N/A
Linzi Robertson (School of Psychology)	Email: L.Robertson3@bolton.ac.uk Telephone: N/A
Brian Williamson (School of Engineering)	Email: B.Williamson@bolton.ac.uk Telephone: 01204 903725
Rachael Rogers (School of Engineering)	Email: R.Rogers@bolton.ac.uk Telephone: 01204 903533
Anna Williamson (School of Engineering)	Email: A.Williamson2@bolton.ac.uk Telephone: N/A
Lyndsey Malone (Faculty of Engineering, Arts & Creative Technologies)	Email: L.L.Malone@bolton.ac.uk Telephone: 01204 903602
Wendy Bateman (School of Law)	Email: W.Bateman@bolton.ac.uk Telephone: 01204 903679
Nuran Nahar (Business School)	Email: N.Nahar@bolton.ac.uk Telephone: 01204 903178
Clare Higgins (School of Education)	Email: C.Higgins@bolton.ac.uk Telephone: 01204 903316
Hannah Lovatt (School of Education)	Email: H.Lovatt@bolton.ac.uk Telephone: 01204 903382
Craig Lomas (School of Education)	Email: C.Lomas@bolton.ac.uk Telephone: N/A
Neil Moran (Off Campus)	Email: N.Moran@bolton.ac.uk Telephone: 01204 903627

Shameela Atcha247.76 enBT/F1 10pQ



	Telephone: 01204 903676
Neil Berry (Facilities)	Email: N.Berry@bolton.ac.uk Telephone: 01204 903585
Alex Jones (Human Resources)	Email: A.Jones@bolton.ac.uk



Email:





Appendix 9

University of Bolton Safeguarding Commitment Statement

The University of Bolton is fully committed to safeguarding the welfare of all members of its community, students



The University whilst not a health and care provider recognises the importance of and acts in accordance with the six principles of safeguarding first introduced by the Department of Health in 2011 but now embedded in the Care Act, these being:

Empowerment People being supported and encouraged to make their own decisions and informed consent.

Prevention It is better to take action before harm occurs.

Proportionality The least intrusive response appropriate to the risk presented

Protection Support and representation for those in greatest need.

Partnership Local solutions through services working with their communities.

Communities have a part in preventing, detecting and reporting neglect and abuse

Accountability Accountability and transparency in safeguarding practices.

Procedure details our approach to safeguarding and can be found here: <https://www.bolton.ac.uk/student-policy-zone>

For further information or to share a safeguarding concern please email: safeguarding@bolton.ac.uk



Appendix 10

University of Bolton Guidance on Raising and Reporting Low-Level Safeguarding Concerns and Supporting Students and Staff with Pastoral and Welfare Related Issues

1 The purpose of this guidance

- 1.1. Keeping Children Safe in Education 2023 notes the importance of creating a culture in which all concerns about adults (including allegations that do not meet the harm threshold) are reported to the appropriate person in the organisation. This includes concerns about staff and other adults who are not directly involved in the care of children and young people.







Speak to the individual about whom the low-level concern has been raised (unless advised not to do so by the LADO or equivalent professional and/or other relevant external agencies, where they have been contacted)
review the information and determine whether the behaviour:

- i. is consistent with relevant code of conducts/expectations of the university
- ii. constitutes a low-level concern
- iii. is not serious enough to consider a referral to the local authority/external safeguarding partners but may merit consulting with and seeking advice from them
- iv. when considered with any other low-level concerns that have previously been raised about the same individual, could now meet the threshold of an allegation and should be referred to the LADO or equivalent local authority external safeguarding partners
- v. in and of itself meets the threshold of an allegation and should be referred to the LADO or equivalent local authority professional.

4.7 Staff receiving reports of low-level concerns may be required to seek advice and share information with their manager, the manager, the students Head of School or Dean of Faculty, staff from the Safeguarding Team, the Apprenticeship Team, the placement provider or employer for apprentices. Information will only be shared on a need-to-know basis, to support decision making, inform of next actions/implementation of other policies or training and to support individuals involved.

4.8 When receiving a Low-Level Concern, the University of Bolton will:
ensure all concerns that are raised are handled sensitively and proportionately
aim to respond to all concerns raised within two working days
undertake to weigh up information in order to distinguish between unprofessional



may be made available to other organisations as required noting this is a non-exhaustive list:

- Regulatory bodies such as the Office for Students and or Ofsted
- University Insurers
- Health and Safety Executives
- Other University staff as required e.g.,



- 6.6 All academics including PATs can refer students to professional support services listed in 6.7 using the MyBolton App
- 6.7 All students have access to additional professional support services including:
- Life Lounge (Student Mental Health and Wellbeing)
 - Disability Team
 - Student Funding
 - Student Advisors
 - International Student Advisors
 - Student Liaison Officers
 - Library including Subject Librarians, Learning Excellence Achievement Pathway (LEAP) Online and Live
 - Careers Service and Employability
 - Chaplaincy
- 6.8 In the event a pastoral or welfare related issue is elated In the event a

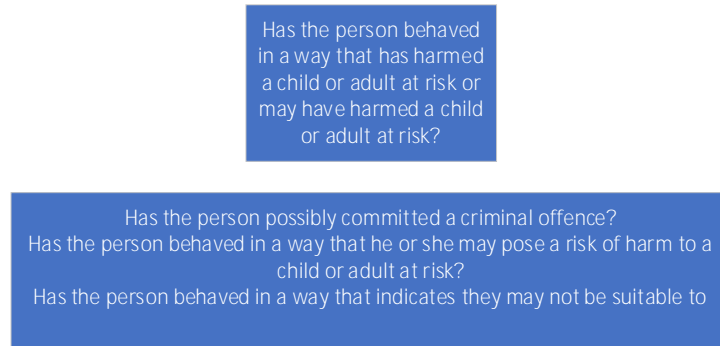
Appendix 10.1



Low-level Safeguarding Concerns Reporting Process



Managing Low-level Safeguarding Concerns Process





Safeguarding Policy and Procedures: Children and Vulnerable Adults	
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Procedure Ref : StuSer/01	
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Version Number	19
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Version Date	02/05/24
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Name



	<p>updates undertaken. Legislation names/dates changed (Domestic Abuse Act 2021). Technical positions/named positions changed. Change to referral form/reporting a concern form. Inclusion of training cycle i.e. each 3 years for named staff within the policy. Change of logo. Technical changes approved by the University Safeguarding and Prevent Group.</p> <p>May 2022- Change of SO and DSO and updates to training frequency of Executive Leads, SO and DSO.</p> <p>November 2022 Updated list of champions.</p> <p>February 2023 Change of Key Contacts</p> <p>April 2023 Revisions to reflect changes in roles, updated information relating to apprenticeships, minor changes to reference new legislation, changes to staff training to reflect and codify the decisions of Safeguarding and PREVENT Working Group, updated information on promotion of the policy and inclusion of LEAP Module information. Approved by the University of Bolton Safeguarding and PREVENT Working Group 27/04/23.</p> <p>May 2023 Updates to include the 6 principles of Safeguarding and technical amends to section 7.</p> <p>May 2023 Change of one DSC.</p> <p>October 2023 Technical Updates: change to DSCs, reference to level of training for named positions, response times to allegations/concerns raised</p> <p>January 2024 Inclusion of the Commitment Statement and updates to the Appendix 8</p> <p>May 2024 Inclusion of the Low Level Safeguarding Concerns Guidance and updates to the Appendix 8</p>
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