

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

SAFEGUARDING

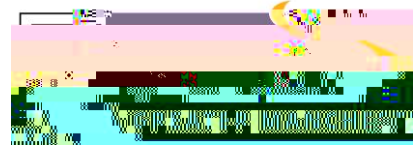
1 Introduction

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 (Designated Executive Safeguarding Lead) and Assistant Vice-Chancellor (Transformation) Deputy Designated Executive Safeguarding Lead) will act on their behalf to ensure that all members, students and employees of the University comply with the requirements of this policy.

2 Safeguarding and protecting people

2.1 Safeguarding is the protection of people from harm. It includes the protection of children and adults at risk of harm and the prevention of those who are deemed unsuitable to work with children and adults at risk of harm.



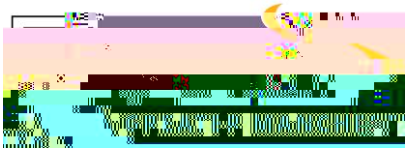
2.4 The University has a zero-tolerance approach to any forms of potentially harmful behaviour.

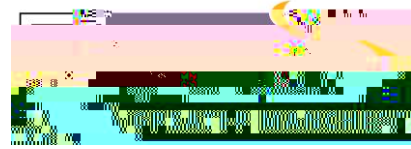
3 Purpose of this Policy

3.1 The purpose of this Policy is to aid the University in fulfilling its statutory duties and minimise the risk of harm to children and adults at risk. This Policy forms part of the University's approach to safeguarding and protecting people and should be read in conjunction with the policy and procedures listed at 17.

3.2 The University will ensure that there are appropriate safeguarding policies, procedures and measures in place that are fit for purpose and reviewed annually. 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 (whe





disability, the provision of prescribed social work by a social worker to clients or 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

(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

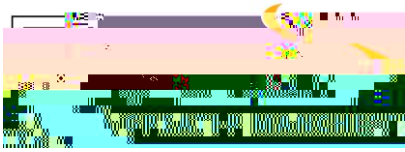
an employee, volunteer, apprentice or student.

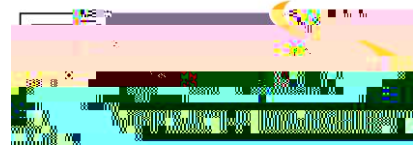
6 Positions of Responsibility

6.1 The University has appointed a Designated Executive Safeguarding Lead who is the Registrar & Clerk to the Governors and is also the Executive PREVENT Lead and manager of the University Health and Safety Manager and a Deputy Designated Executive Safeguarding Lead who are responsible for:

6.1.1 acting as the main executive lead on all safeguarding matters;

6.1.2 appointing a Safeguarding Officer (SO) who will take an operational lead on safeguarding;

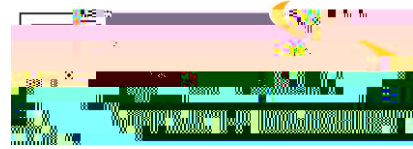




6.3.10 supporting colleagues with referrals to the Disclosure and Barring

6.4 It is not the role of the Safeguarding Officer to decide whether a child/ adult at risk has been abused or not - that is the responsibility of investigative statutory agencies such as Children olice.

The Safeguarding Officer

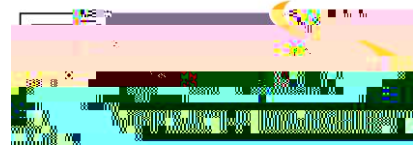


liaise with external bodies under the direction of the SO and DSO.

The role of the **Designated Safeguarding Champions (DSC)** includes:

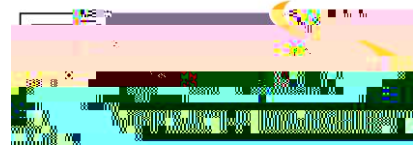
acting as the first port of call for all safeguarding concerns within their department;

ensuring that University staff and students, and visitors to the University (where appropriate), are aware of the policies and procedures in place for safeguarding children and adults at risk and that these policies and procedures are followed;



- 5.2.4 training will be delivered to all new staff and volunteers who work directly with children and/adults at risk during their induction. For existing staff training can be arranged by contacting HR.

8



the University's Health and Safety Policy for further details about this.

9.6.2 Disclosure and Barring Service (DBS)

- (i) A referral to the DBS will be made promptly if the relevant criteria are met.

9.6.3 Insurers

- (i) The University will consider whether it is necessary to report a safeguarding incident to the relevant insurers and / or brokers. It may be necessary to report to a number of insurers as there may be concurrent cover under existing and historic policies.
- (ii) Care should be taken to ensure this is done before renewal to ensure that the University complies with its duties under the Insurance Act 2015. If the University is in any doubt with regard to the correct insurer and / or policy and / or if it is unable to locate the relevant insurer, professional advice should be sought.

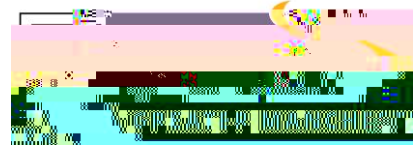
9.6.4 Office for Students (OfS)

- (i) A referral to the OfS will be made if the relevant criteria are met in accordance with the Reportable Events guidance.

10 Record Keeping

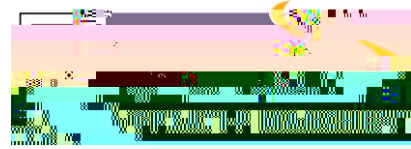
10.1 All concerns, discussions and decisions made and the reasons for those decisions should be recorded in writing. The records created in accordance with this Policy may contain personal data.

10.2 All personal data will be processed by the University in accordance with the requirements of data protection legislation, including the Data Protection Act 2018 and UK General Data in



11 Information sharing and multi-agency working

- 11.1 The University will treat all safeguarding information with an appropriate level of confidentiality, only involving others where appropriate. The University will always act in order to safeguard and promote the welfare of others.
- 11.2 The University understands that information sharing is essential for effective safeguarding and promoting the welfare of children, young people and adults at risk. Fears about sharing information will not stand in the way of the need to promote the welfare, and protect the safety, of the University's students. The University



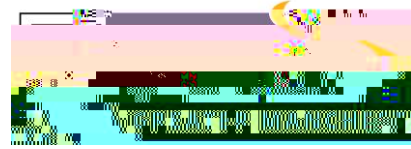
12.2

activity relating to vulnerable adults (adults at risk)", the following procedures will be completed:

- 12.2.1 All applicants will be required to complete an application and as part of this application in accordance with the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and/or the Police Act 1997 (Criminal Records) Regulations 2002 will be required to disclose any convictions, cautions, reprimands or final warnings which would not be filtered. Therefore, applicants are required to disclose information in relation to any past criminal behaviour that is relevant to the position.
- 12.2.2 References will be sought from all staff applicants and from prospective students to specific programmes of study.
- 12.2.3 If the applicant or an existing University Member who has not previously been required to work with children or adults at risk in their position has no experience of working with children or adults at risk the University will agree specific training requirements with them before appointment.
- 12.2.4 The University is registered with the DBS and will ensure that any
(adults at risk) checked for relevant criminal convictions. The University will request an Enhanced Disclosure from the DBS and, if applicable to any 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 Disclose 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 vulnerable adults 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 Channel

13.1 Channel forms a key part of the Prevent strategy. It is a local way of various agencies acting to identify and support individuals and support individuals to prevent them from moving into terrorism.

13.2 Manchester Local Authority assess whether a particular person is at risk of being drawn into terrorism and if he/she is then supported in reducing that risk.

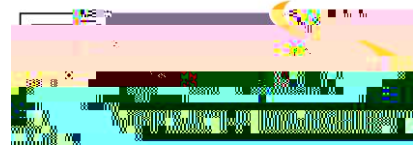
13.3 The law states that the University is a partner of the Channel Panel and that the University must, so far as is lawful and reasonably practicable, co-operate with:

13.3.1

13.3.2 The Police who work with the Channel Panel

13.4 In co-operating with the Channel Panel and the Police, the University will act in accordance with its statutory and legal obligations and will not act outside of its powers.

13.5 data protection legislation, including the Data Protection Act 2018 and UK General Data Protection Regulation, the University will share information with the Channel Panel ()-126(t)-4(he)3()-

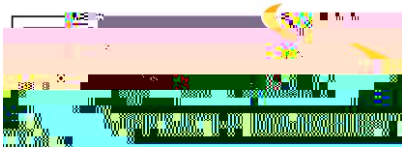


Student Non Academic Conduct and Disciplinary Policy and Procedure
Staff Disciplinary Policy
Prevent Policy
Dignity at Study (Bullying and Harassment) Policy
Freedom of Speech and Meetings on University Premises
Freedom of Speech and Planned, Affiliated, Funded or Branded Events taking place Off Campus
Data Protection Policy

17.2 The Adult Safeguarding Board has a vision that all agencies will work together so that adults experiencing, or at risk of abuse or neglect should be able to live a life free from harm, abuse and exploitation. An online manual is available at the link below to provide all the guidance needed for staff working 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>

18 **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.



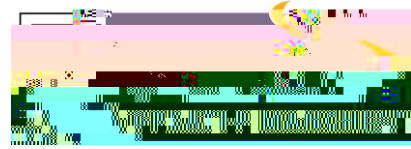
Appendix 1

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

(Appendix 5) to the SDSC

Concern Form in Appendix [5]

The SDSC will review the referral and maintain records. The SDSC will notify the appropriate response centre if the concern is a referral to the SDSC.



Appendix 2

Definition of Abuse (Guidance non-exhaustive lists)

Children

Abuse

1 Abuse is a form of maltreatment and can take a number of forms. Somebody may abuse or neglect a person by inflicting harm, or by failing to act to prevent harm. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. There are four categories of abuse which are relevant for the purposes of registration on the child protection register and these are:

1.1 **Physical abuse** is a form of abuse which may involve:

- (i) beating;
- (ii) hitting;
- (iii) pushing;
- (iv) shaking;
- (v) kicking;
- (vi) throwing;
- (vii) pinching;
- (viii) biting;
- (ix) choking;
- (x) hair-pulling;
- (xi) burning with cigarettes, scalding water or other hot objects; or
- (xii) severe physical punishment.

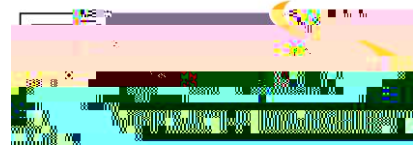
Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

1.2 **Sexual abuse** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening and which may involve:

- (i) Fondling, touching or kissing a child's genitals or making a child fondle an adult's genitals;
- (ii) violations of bodily privacy, such as forcing the child to undress or spying on a child in the bathroom or bedroom;
- (iii) using a child in the production of pornography, such as a film or magazine or exposing children to pornography;
- (iv) luring a child for sexual liaisons, through the internet or by any other means; or
- (v) sexual exploitation such as using a child to perform sex with others or sexual acts with a child, penetration, intercourse, incest, rape, oral sex.

1.3 **Neglect** is the persistent failure to meet a child's basic physical and / or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy, for example, as a result of maternal substance abuse or, once a child is born, it may involve:

- (i) failing to provide adequate food or clothing;



- (ii) failing to protect a child from physical and emotional harm or danger;
- (iii) failing to ensure adequate supervision, including using inadequate people to provide care;
- (iv) failing to ensure access to appropriate medical care or treatment; or
- (v) being unresponsive to a child's emotional needs.

1.4 **Emotional abuse** is the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development and which may involve:

- (i) ignoring;
- (ii) withdrawal of attention;
- (iii) rejection;
- (iv) threatening or frightening;
- (v) serious bullying (including cyberbullying);
- (vi)
- (vii) using extreme forms of punishment, such as confinement to a closet or dark room; or
- (viii) witnessing the physical abuse of others.

2 The above definitions, provided for guidance purposes only, indicate acts (or omissions) which may constitute abuse. They are as relevant in the context of vulnerable adults 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 vulnerable adult they should raise these concerns with the appropriate individual in accordance with these procedures.

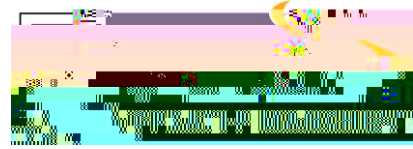
Adults

Abuse

3 Abuse can take a number of forms. There are ten categories of abuse which are relevant for the purposes of adults at risk.

3.1 **Physical abuse** which may involve:

- (i) assault;
- (ii) hitting;
- (iii) punching;
- (iv) slapping;
- (v) kicking;
- (vi) throwing;
- (vii) pinching;
- (viii) biting;
- (ix) choking;
- (x) hair-pulling;



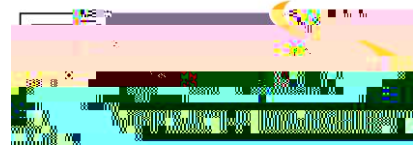
- (iv) harassment or deliberate exclusion on the grounds of a protected characteristic;
- (v) denying basic rights to healthcare, education, employment and criminal justice relating to a protected characteristic;
- (vi) substandard service provision relating to a protected characteristic.

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)
- (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) n ural, religious or ethnic needs;
- (vi) not taking account of educational, social and recreational needs;
- (vii) ignoring or isolating the person;



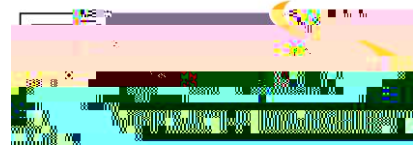
- (viii) preventing the person from making their own decisions;
- (ix) preventing access to glasses, hearing aids, dentures, etc.
- (x) failure to ensure privacy and dignity.

3.10 **Self Neglect** can include:

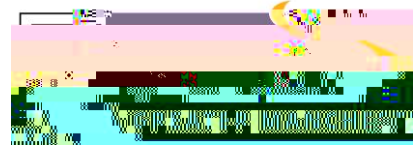
- (i) lack of self-care to an extent that it threatens personal health and safety;
- (ii) or surroundings;
- (iii) inability to avoid self-harm
- (iv) failure to seek help or access services to meet health and social care needs;
- (v) i .

3.11 **Exploitation** can include:

either opportunistically or premediated, unfairly manipulating someone for profit or personal gain (also see modern slavery)



- 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

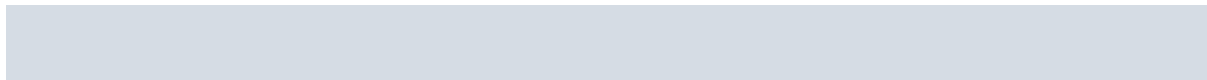


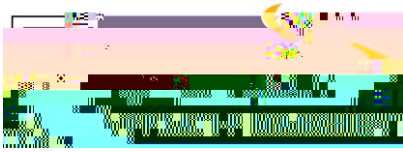
Appendix 5

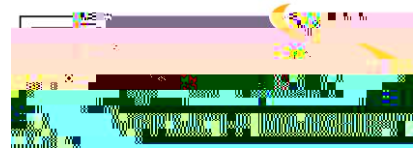
University of Bolton

Safeguarding Incident Form

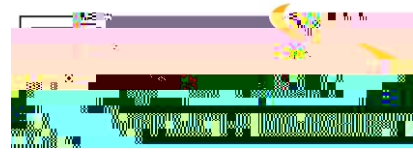
You can complete the form below and return this to safeguarding@bolton.ac.uk or alternatively the form is available online here: [insert link]



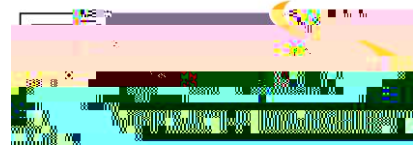




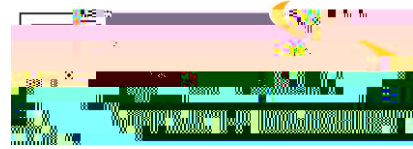
Gender:	
Address:	
School or College where child 1 attends: (if applicable)	
<u>Child 2</u>	
Name:	
Date of Birth:	
Gender:	
Address:	
School or College where child 1 attends: (if applicable)	
<u>Child 3</u>	
Name:	
Date of Birth:	
Gender:	



Address:	
School or College where child 1 attends: (if applicable)	



Actions Taken: (include any support that you have offered, details of who you have discussed your concerns with and when, any external organisations you have signposted the person named in section 2 to etc)	
Sharing Information (3d)	
Does the person named in section 2 know you are making this referral?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the person named in section 3a (if applicable) know you are making this referral?	Yes <input type="checkbox"/> No <input type="checkbox"/>

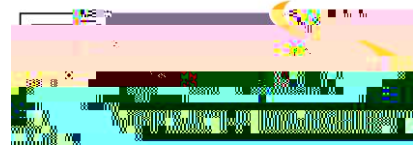


Appendix 6

Examples of incidents which should be reported

1 Below are examples of incidents which are to be reported. When:

1.1

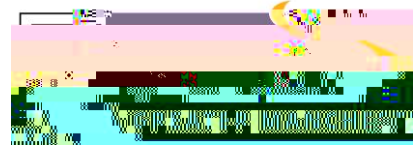


Appendix 7

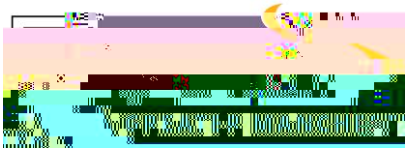
Responding to allegations

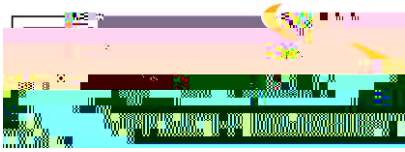
has been taken from Safeguarding Children: Guidance for English Higher Education Institutions (HEIs) prepared by the (then) Department for Innovation, Universities & Skills)

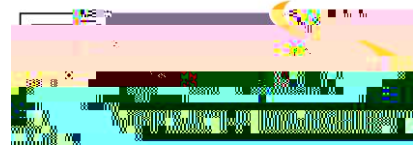
DO	DON'T
be supportive	panic
take what the young person says seriously	delay
remain calm	promise to keep secrets
reassure the child/young person that it was right to tell someone	ask leading questions
use language the child/young person understands	ask the child/young person to repeat the story unnecessarily
explain what will happen next	express any opinions about what you are told
write down immediately afterwards what was said, including the time, place and any other observations: sign and date the record.	discuss the disclosure with anyone other than the DSO and other relevant personnel
pass the report to the DSO and, if you are in a school/college or other HEI,	



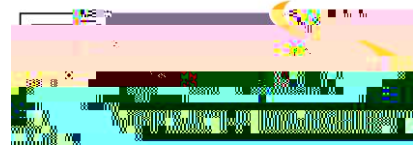
Chris Collinson	Email: C.Collinson@bolton.ac.uk Telephone number: 01204 903540
Luke Evans	Email: L.Evans@bolton.ac.uk Telephone number: 01204 903541
<u>Designated Safeguarding Champions (DSCs)</u>	
Jason Pendlebury (Student Life, Sport and Wellness Centre)	Email: J.Pendlebury@bolton.ac.uk Telephone number: 01204 903577
Saul Higgins (Academic Life)	Email: S.Higgins@bolton.ac.uk Telephone number: 01204 903770
Kelly Squires (Events and Division of Marketing and UG Recruitment and Admissions)	Email: K.Squires@bolton.ac.uk Telephone Number: 01204 903806
Hayley Carr (School of Nursing and Midwifery)	Email: H.Carr@bolton.ac.uk Telephone number: 01204 903282
Danielle Ellis (Health and Human Sciences Bradford College Satellite Centre)	Email: D.Ellis@bolton.ac.uk Telephone number: TBC







	<p>Manchester M1 6TL</p> <p>Focused Authority areas: Bolton, Salford and Wigan.</p> <p>Tel: 0161 227 3543 (int:43543)</p> <p>Work mobile: 07971385238</p> <p>E-mail: Liam.Twigg@manchester.gov.uk</p> <p>Non-emergency DfE advice 020 7340 7264 counter-extremism@education.gsi.gov.uk</p>
<p>UK Safer Internet Centre</p>	<p>0344 381 4772</p> <p>helpline@saferinternet.org.uk</p>
<p>NSPCC whistleblowing helpline</p>	<p>Weston House 42 Curtain Road London EC2A 3NH</p> <p>Telephone: 0800 028 0285</p> <p>Email: help@nspcc.org.uk</p> <p>https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/</p>



August 2021 Review of policy no changes.

February 2022 Review and minor technical 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