SAFEGUARDING GUIDANCE

This document sets out the policy for Falmouth's approach to the Safeguarding of children and adults at risk within the University's premises and when undertaking University led activities.

ORGANISATION: FALMOUTH UNIVERSITY

APPLIES TO: STAFF & STUDENTS

POLICY OWNED BY: CHRISTINE TURTON

APPROVED BY: HEALTH & SAFETY GROUP, UEB, ACADEMIC BOARD

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SAFEGUARDING GUIDANCE

This document provides Guidance regarding Falmouth's approach to the Safeguarding of children and adults at risk within the University's premises and when undertaking University led activities. It should be read in conjunction with the Safeguarding Policy.
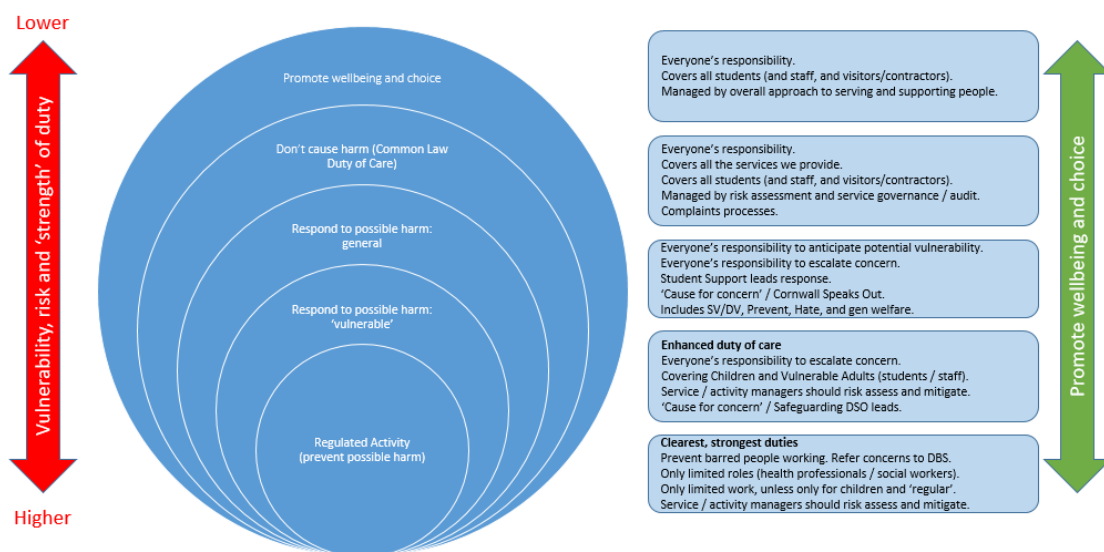
1   PURPOSE

1.1   The purpose of this Guidance is to assist the University in discharging its duties and commitments in respect of safeguarding children and adults at risk in University-led activities fully, effectively and in accordance with statutory guidance.

1.2   Together with the Policy, this Guidance aims to:

a)   Provide a safe environment for all University-led activities, which promotes the welfare of all participants;

b)   Raise awareness of the University's responsibilities relating to the welfare of children and adults at risk;

c)   Provide staff, students, governors, volunteers, and third parties working for or with the University (or undertaking activity on its premises) with procedures they should follow, including those they should adopt in the event of incidents involving children and/or adults at risk and/or if they suspect that a member of one of these groups may be experiencing, or is at risk of, harm;

d)   Provide guidance on good practice for working with children and adults at risk.

2   SCOPE

2.1   The Policy sets out the group and individuals to whom this Guidance applies.

2.2   However, everyone has a responsibility to ensure the health and safety of children and adults at risk, to promote their wellbeing generally, and to take appropriate steps to ensure that concerns and allegations of abuse are taken seriously and responded to swiftly and appropriately. All individuals covered by this policy should ensure that they read the policy and understand the standards expected of them and their responsibilities

Levels of Safeguarding Duty and Activity

3   KEY DEFINITIONS

3.1   For the purpose of this policy and procedure, the following definitions apply:

a) 'Child' means anyone under the age of 18;

b) 'Adult at risk' refers to a person over the age of 18 who, because of disability, mental ill-health or similar condition, has care and support needs that may make them more vulnerable to abuse or neglect;

c) 'Regulated Activity' includes regular unsupervised teaching, training, instructing, supervising, caring, providing advice/guidance on wellbeing, or driving for children *where this is not merely incidental to the provision of such services for adults*. It also includes activity by regulated Health Care or Social Work professionals. Refer to the [Criminal Records Check Policy](#) for further information about Regulated Activity.

d) 'Abuse' is defined by way of the examples included at [section 17](#).

4   ROLES & RESPONSIBILITIES

This section summarises the members of staff and committees responsible for safeguarding children and adults at risk. Contact details are included in section 18.

4.1   Health & Safety Group (HSG)

The Safeguarding Policy is approved by the HSG which will review and monitor its implementation, including:

- reviewing this policy on an annual basis to ensure that it continues to accord with statutory requirements and local authority guidance
- consider all breaches of this policy to inform future; and
- provide assurance to the Board of Governors that the University's statutory duties are being discharged.

4.2   Lead Safeguarding Officer (LSO)

The University's LSO is the Executive Director of People & Culture. The LSO is the strategic lead on the University's safeguarding duties, and is responsible for:

- the implementation, monitoring, and review of the University's safeguarding policy, procedure and guidance;
- ensuring that the operation of the University's approach to safeguarding is sufficiently resourced in order that the University may fulfil its statutory obligations and the requirements of this policy; and
- ensuring that the University engages with the Local Safeguarding Children Board (LSCB) and any other appropriate professional Child Protection forums, as appropriate.

4.3   Principal Safeguarding Officer (PSO)

The University's PSO for *staff-related issues*, concerns and allegations is the Executive Director of People & Culture, or their nominee.

The University's PSO for *student-related issues*, concerns and allegations is the FX Plus Director of Student & Library Services (or, exceptionally deputised to an appropriately trained colleague in FX Plus Student & Library Services).

The University's PSO for issues, concerns and allegations involving *visitors* who are adults at risk and children, undertaking a University-led activity (usually outreach or recruitment related), who are not covered by the relevant organisation's safeguarding arrangements, is the Pro Vice-Chancellor (Marketing and Engagement) (or their nominee).

The PSO is an operational role, responsible for:

- Reviewing reports of safeguarding concerns and, as appropriate, referring incidents/allegations/disclosures involving children or adults at risk to the appropriate support services and/or external agencies;
- Where required, liaising with and assisting support services and/or external agencies in their investigations;
- Ensuring that incidents/allegations/disclosures are recorded and archived accordingly; and
- Maintaining a log of all reported breaches of this policy and actions/outcomes.

4.4   Nominated Safeguarding Officers (NSO)

Where there are activities where staff and students work with children, young people, or adults at risk as part of their roles, one or more Nominated Safeguarding Officers (NSO) may be appointed to take responsibility for safeguarding within that activity. The NSO may be the organiser or co-ordinator of the activity, or they may offer advice to activity organisers. All NSOs will be DBS checked at a level appropriate to the type of activity and engagement in which they are involved.

4.5   Other Responsibilities

The *Staff Development team* is responsible for:

- Establishing an appropriate training matrix; and
- Coordinating and monitoring relevant and regulated training for PSOs, NSOs Activity Organisers and staff or students who risk assess, take part in, or intend to take part in, Regulated Activity as workers and/or supervisors.

The *Health & Safety Team* are responsible for:

- Providing guidance to Activity Organisers on how to complete a risk assessment.

Deans of Faculty and Heads of Service are responsible for:

- Determining the number of NSOs appropriate to the Departmental activity; with a minimum of one NSO in each Department;

- Ensuring an Activity Organiser of sufficient seniority has been identified and risk assessment has been undertaken prior to activities covered by this Policy taking place (and ensuring appropriate records are kept); and
- Maintaining a log of all risk assessments within their area of responsibility

5 STAFF TRAINING

5.1 All University staff undertake mandatory Safeguarding Awareness e-training. Records of completion are maintained by the University's People & Culture department.

5.2 PSOs and NSOs must attend appropriate in-house training and additional appropriate higher level certificated training as required by the University. Additional training needs will be identified through the appraisal process and/or through role analysis (including additional responsibilities), with regular reviews.

5.3 Those staff responsible for Risk Assessments can receive guidance from the Health & Safety team.

6 RISK ASSESSMENT

6.1 A risk-based approach must be taken to ensure any potential safeguarding issues are considered in the planning of courses, modules, and related activity. In most circumstances it is appropriate for this to be undertaken as a part of Health & Safety risk assessment.

6.2 The risk assessment should consider potential ways in which activities may impact differently on different students, including those more vulnerable to abuse, who have different levels of ability, or who have additional support requirements. The risk assessment should also consider the impact the environment (both physical and digital) may have on the potential for harm to be caused.

7 SAFER RECRUITMENT AND DBS CHECKS

7.1 Any member of staff or student who undertakes 'Regulated Activity' (as defined in the Safeguarding Vulnerable Groups Act 2006 and amended by the Protection of Freedoms Act 2012) with children or adults at risk as part of their role will be checked for relevant criminal convictions in line with government guidance, prior to that work taking place.

7.2 The University takes a risk assessment-based approach to the recruitment of staff and reporting of concerns (through conducting appropriate recruitment checks), to ensure that unsuitable people are prevented from working with children and adults at risk. Students are required to disclose criminal convictions under the provisions of the Criminal Convictions Policy.

7.3 The University will cover the costs associated with gaining a DBS (standard or enhanced) check for those staff roles requiring one, which have been identified through the University's DBS flowchart (Appendix 1 of the Falmouth University Criminal Records Check Policy). Human Resources will provide advice and assistance as to how, when and whom this would apply.

7.4 Some students undertake activities as part of their accredited studies which may necessitate the completion of a DBS check, as per the guidance of the partner organisation or external agency with whom the students is working (e.g. a school). In

these instances, financial responsibility for payment for a DBS check will lie with the individual student, although voluntary roles may not be charged.

7.5   The University may also require a DBS check because of a risk assessment on any activity as part of additional identified controls.

8   RECORD KEEPING

8.1   The University uses an appropriate supplier to undertake Disclosure & Barring Service (DBS) checks on its behalf. The University's Human Resources department will keep records of checks and outcomes. All records are maintained in compliance with General Data ProtectionRegulation (GDPR) (2018).

9   ADMISSION AND ENROLMENT OF STUDENTS WHO ARE UNDER 18

9.1   Students under the age of 18 who are enrolled and registered on courses at, or accredited by, the University are accepted on the basis that they, for all practical purposes, will be treated as if they are 18. Additional risk assessments, beyond what is reasonably required for standard student activity, may be required.

9.2   The Applicant Services Team undertake applicant screening and consent requests as per the University's Admissions Policy. Prior to enrolment, Applicant Services will make available enrolment lists of all on-campus students under the age of 18 to the following personnel:

- Deans of Faculty
- Heads of Subject
- Course Coordinators
- Departmental Administrators
- FX Plus Health & Safety team
- The CEO of the SU
- FX Plus Student Support (including the PSO)
- Technical & Facilities Managers

9.3   Departments must use this information to identify the Personal Tutor(s) for under 18-year-old students and determine whether the Personal Tutor should have a DBS check prior to their arrival. FX Plus Student Support must use this information to contact students who are under 18 at the point of entry about support and any concerns they (or with the student's consent, their guardians) may have, including alerting them to the fact they cannot purchase alcohol from the licensed premises on campus.

10   UNIVERSITY ACTIVITY INVOLVING STUDENTS WHO ARE UNDER 18-YEAR OR ADULTS AT RISK

10.1   The University's regular teaching, training, and instruction activities (online and in-person), as well as activities involving caring for, supervising, or providing advice / guidance to students on well-being are not Regulated Activity.

10.2   Directors of Departments organising activities are obliged to ensure appropriate risk assessments have been undertaken and documented prior to the activities taking place (e.g., for Health & Safety purposes) and these must consider the welfare needs and potential safeguarding issues arising from the participation of children or adults at risk in the activity.

10.3 Where an under 18-year-old or adult at risk student on a campus-based programme is undertaking off-campus learning of any kind, the Director of the relevant Department must ensure that appropriate risk assessments have been undertaken and documented prior to the activities taking place. Further details regarding arrangements in respect of off-campus learning for campus based students are available in the Students Off Campus Policy.

10.4 Advice on the risk assessment process is available from the Health & Safety Team.

10.5 As set out in the Staff Prevent Policy, staff are required to be aware of the Prevent Statutory Duty, and understand the risk factors in relation to radicalisation. This is a safeguarding matter and students who are either under 18 or at risk may be more vulnerable to these risk factors. Concerns regarding extremism-related radicalisation should generally be addressed via the Staff Prevent Policy route (i.e., by contacting the FX Plus Student Support Team via either StudentSupportAdmin@fxplus.ac.uk or 01326 255341). The presence of enhanced safeguarding-related risk factors should be explicitly referenced in any referral.

10.6 All staff and students should also be aware that the University strictly prohibits any member of staff from engaging in any sexual activity with someone under the age of 18 who is a student at the University.

11 SAFEGUARDING ARRANGEMENTS FOR CHILDREN AND ADULTS AT RISK WHO ARE NOT STUDENTS

Activities and events

11.1 The safeguarding of children or adults at risk visiting the University is the responsibility of the Organiser of the activities in which the children or adults at risk are participating. This includes Summer Schools and organised visits to University premises, and activities not held on University premises, but with which the University is associated.

11.2 It is the responsibility of the Organiser of the activities to ensure that comprehensive risk assessments are undertaken and appropriately authorised in relation to the health, safety and wellbeing of all participants, including especially children and adults at risk; and that all reasonable actions are undertaken to mitigate any identified risks. This includes, but is not limited to ensuring appropriate staff and volunteers are DBS checked (see Falmouth University Criminal Records Check Policy).

11.3 Where the University is not formally the Organiser of the activities, it accepts no liability related to safeguarding matters. Where the University is the not the organiser of the activities (e.g., where University facilities are being hired), fully completed risk assessment documentation and assurances regarding completion of DBS checking procedures may be required before any booking may be confirmed.

Research

11.4 The University's safeguarding requirements and guidance for staff in relation to research activity is set out in the relevant Research Integrity and Ethics Handbook. These cover research conducted as part of the University's formal research and innovation programmes and also as part of teaching programmes (Handbook for staff and PGRs, and Handbook for students on taught courses). Essentially, the guidance centres on enhanced risk assessment of the research activity, and considerations regarding seeking informed consent from participants.

12 PROCEDURES FOR DEALING WITH INCIDENTS, ALLEGATIONS OR SUSPICIONS OF ABUSE AND PROCEDURES FOR REPORTING CONCERNS

12.1 If a student or member of staff is alerted to a concern or allegation of abuse regarding a child or adult at risk studying or working for or with the University they should report this immediately to the designated member of staff (usually the relevant NSO or PSO). They should not investigate concerns or allegations of abuse themselves without first referring to the designated member of staff.

12.2 The definition of abuse for the purposes of this policy is consistent with the definitions included in Working Together to Safeguard Children (HM Government, March 2015) is included in section 17.

12.3 If a student or member of staff is informed by a child or adult at risk about possible abuse or receives a disclosure of issues which indicate potential abuse, they should:

a) listen carefully and stay calm;
b) not interview the person, but question normally and without pressure, in order to be sure that they understand what they are telling them;
c) not put words into the person's mouth;
d) reassure the person that by telling them they have done the right thing;
e) inform the person that they must pass the information on, but that only those that need to know about it will be told;
f) inform them of to whom they will report the matter;
g) make a detailed note of the date, time, place, what the person said, did and their questions.

13.4 **In URGENT cases, where there is an immediate concern about the welfare of a child or adult who may be at risk, you must make direct contact with the police or other appropriate emergency service by calling 101 or 999 as appropriate, or via the Children's Services Multi-Agency Referral Unit (MARU) who can be contacted on 0300 1231 116 or 01208 251 300 out of hours. You should also immediately alert the relevant PSO (section 4.3) if you make an urgent referral.**

   When making this call:
a) Have their name, and if possible, their address and address of their parent/guardian/carer available.
b) Refer to your notes – do not filter or withhold any information.
c) You have no right to detain the person, but you should offer where possible a "place of safety" until the police, appropriate emergency service or local authority assumes responsibility.
d) Further information on reporting procedures within Cornwall and the Isles of Scilly can be found at https://www.proceduresonline.com/swcpp/.

13.5 *If the matter concerns an Employee or Governor of the University*, the person(s) who has witnessed or suspects abuse by an employee, or to whom the allegation has been disclosed, should notify the relevant NSO/PSO (Staff) immediately. The person(s) concerned must also write a report to be sent to the PSO (Staff) as soon after the incident, suspicion or allegation as is practicable (where there is an allegation against the PSO, the report should be sent to the LSO – section 4.3).

13.6   *If the matter concerns a Student of the University*, the person(s) who has witnessed or suspects abuse by a student, or to whom the allegation has been disclosed, should notify the relevant NSO/PSO (Students) immediately. The person(s) concerned should write a report as per the guidance on reporting, which should be sent to the PSO (Students) as soon after the incident, suspicion or allegation as is practicable. If there is an allegation against the PSO, the report should be sent to the LSO (section 4.3).

13.7   *If the matter concerns a Visitor / External Organisation Using the University's Facilities*[1] the person(s) who has witnessed or suspects abuse, or to whom the allegation has been disclosed, should notify the relevant NSO/PSO (Visitors) immediately for advice. Following the completion of adult or child protection agency procedures (as applicable), the PSO, in consultation with the LSO, will determine whether the visitor/external organisation will be permitted to continue using Falmouth University facilities.

13.8   In all cases, the relevant PSO will contact the Multi-Agency Referral Unit (contact details in section 18) for concerns relating to children, or the Adult Safeguarding Access Team (contact details in section 18) for concerns relating to adults at risk , to establish whether the case requires further investigation and at what level. The outcome of this contact may include:
  * No further action necessary.
  * Further investigation by adult / child protection agencies and/or internal University procedures.
  * Immediate referral to adult / child protection agencies

13.9   Where an immediate referral to adult or child protection agencies is made, the PSO is not required to be part of the investigating team but will normally be expected to contribute to discussions on how the investigation will be conducted.

13.10   Depending on the circumstances, it may be necessary for the University to temporarily pause it's internal investigation/considerations, pending the completion of an investigation and/or action by the external agencies.

13   PROCEDURES FOR DEALING WITH INCIDENTS, ALLEGATIONS OR SUSPICIONS OF ABUSE ARISING FROM CONDUCTING RESEARCH UNDER THE AUSPICES OF THE UNIVERSITY AND/OR ON UNIVERSITY PREMISES

14.1   Incidents, allegations, or suspicions of abuse that arise from activity undertaken as part of research commissioned by, or facilitated through, the University are subject to the relevant procedure cited above. Additionally, all research activity is governed by the University's Research Ethics Policy, which may, through its associated procedures, determine that an activity or proposal cannot be approved/remain in approval following the reporting and investigation of a case.

14   CONFIDENTIALITY

15.1   All individuals covered by this policy must remain mindful of the importance of ensuring that confidentiality is maintained for all concerned. Information should be handled and shared on a minimal and need to act/know basis only, whilst ensuring that appropriate

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[1] including under 18s or adults at risk undertaking a University-led activity, who are not covered by the relevant organisation's safeguarding arrangements

and timely action is taken to respond to potential risk and harm, in line with the University's Data Protection policies.

15   RELATED POLICIES AND MONITORING AND REVIEW

9.1   The University policies listed below are also relevant in seeking to ensure the health, safety andwellbeing of children and adults at risk:

- Data Protection Policy
- Health & Safety Policy
- Recruitment Policy (HR)
- Staff Code of Conduct
- Student Disciplinary Policy and Procedure
- Students Off Campus Policy
- Staff Prevent Policy
- Research Integrity and Ethics Handbook
- Criminal Records Check Policy (HR)
- Admissions Policy (Applicant Services)
- Criminal Convictions Policy (QAE)

9.2   The implementation of this Policy is monitored by the Health & Safety Group.

9.3   The Health & Safety Group shall review this policy and procedure regularly (e.g., every year) to ensure that it continues to meet legal requirements and reflects best practice.

16   LIST OF ACTIVITIES REQUIRING RISK ASSESSMENT

17.1   Activities that should be risk assessed where they may involve children or adults at risk, include, but are not limited to:

a)   teaching, supervision, and support of enrolled students who are under 18, where the activity is not 'merely incidental' to the provision of that activity for adults;

b)   in person and online interviews which are carried out with mainly unaccompanied under 18s;

c)   overnight residential events for children, organised by the University, and without their parents or teachers present;

d)   provision of health, medical and welfare services by regulated healthcare or social care professionals;

e)   summer schools / short courses / events organised by the University;

f)   research undertaken as part of a studentship with the University and/or by a member of staff or a student under the auspices of the University;

g)   work experience, internships, and employment of children by the University;

h)   students on work placements in schools and colleges;

i)   school and college pupils visiting the University for events/open days;

j)   enhancement, outreach, and recruitment activity with schools and colleges;

k)   use of University facilities by external organisations such as the cinema, studios, and performance spaces;

l)   1:1 meetings with prospective students;

m)   Community events and festivals where children may attend with or without parents.

n) Any online engagement with children or adults at risk *specifically*.

17 DEFINITIONS OF ABUSE

The definition of abuse for the purposes of this policy and procedure (which is consistent with the definitions in Working Together to Safeguard Children (HM Government, March 2015) includes:

a) Physical abuse - a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm. It may be caused when an individual fabricates the symptoms of, or deliberately induces, illness in a child or adult at risk.

b) Neglect - the persistent failure to meet the basic physical and/or psychological needs of a child or adult at risk, likely to result in the serious impairment of their health or development. Neglect may involve failing to:

   i. provide adequate food, clothing and shelter (including exclusion from home or abandonment);

   ii. protect a child or adult from physical and emotional harm or danger

   iii. ensure adequate supervision (including the use of inadequate care-givers); or

   iv. ensure access to appropriate medical care or treatment.

   v. It may also include neglect of, or unresponsiveness to, the basic emotional needs of a child or adult.

c) Sexual abuse – involves forcing or enticing a child, young person or adult at risk to take part in sexual activities, not necessarily involving a high level of violence, whether or not the individual is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non- penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving the individual in looking at,or in the production of, sexual images, watching sexual activities, encouraging them to behave in sexually inappropriate ways, or grooming an individual in preparation for abuse(including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can children.

d) Emotional abuse – the persistent emotional maltreatment of a child or adult at risk such as to cause severe and persistent adverse effects on the individual's emotional development. It may involve conveying to a child or adult at risk that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the individual opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed. These may include interactions that are beyond a child's or adult's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the individual participating in normal social interaction.

   It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing individuals frequently to feel frightened or in danger, or the exploitation or corruption of children or adults at risk . Some level of

emotional abuse is involved in all types of maltreatment of a child or adult at risk, though it may occur alone.

The above is a non-exhaustive list and there may be other forms of abuse, or examples of abuse, which require action under this policy and procedure.

18 CONTACTS AND FURTHER INFORMATION

Nominated Safeguarding Officer(s)	As defined for your Department
PSO for *staff-related issues* – Executive Director of People & Culture	Christine.Turton@falmouth.ac.uk 07766 244408
PSO for *student-related issues* - FX Plus Director of Student & Library Services (or nominee).	David.Dickinson@fxplus.ac.uk 07920 139168
PSO for issues, concerns and allegations involving visitors who are adults at risk and children - Chief Marketing Officer (or, exceptionally deputised to an appropriately trained colleague in Market Intelligence & Sales)	Justin.Scott@falmouth.ac.uk 07795 542209
Student Support Out of Hours Advice (24/7)	Night Services Team, Glasney Lodge 01326 253503 (external telephone/mobile).
Cornwall Multi Agency Referral Unit	0300 123 116 Out of Hours – 01208 251 300
Cornwall Adult Safeguarding Access Team	0300 1234 131

19   REPORTING SAFEGUARDING CONCERNS FLOWCHART

Individual either:
- Witnesses concerning behaviour / incident
- Is alerted to concerns / allegations
- Has suspicions of abuse

Is there an immediate concern about the welfare of a child or an adult at risk?

Yes   No

If an emergency response is needed: call 999
(eg. if a crime is in progress, there is a danger to life, or if violence is being used or threatened)

Where an emergency response is not needed, immediately contact:
- **Children** - Multi Agency Referral Unit (MARU): 0300 1231 116 (01208 251 300 out of hours)
- **Adults** - Adult Safeguarding Access Team: 0300 1234 131

Immediately notify the Principal Safeguarding Officer (PSO), or the Nominated Safeguarding Officer (NSO) where one has been nominated for the activity, who will request a written report for the PSO who will then contact the Multi-Agency Referral Unit / Adult Safeguarding Access Team as appropriate.

The Multi-Agency Referral Unit or Adult Safeguarding Access Team will determine what action is required from the relevant statutory agencies.

The PSO will advise on internal investigation by Falmouth / the use of internal procedures – such actions may need to be delayed pending the completion of an investigation and/or action by the relevant statutory agencies.