



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 ensuring that this policy complies with the University's legal obligations, and that all those under the University's control comply with it. The Board of 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 (Transformation) (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 them from doing so.
- 2.2 The University will take reasonable steps to ensure that its students and others who come into contact with the University, including children and adults at risk, do not, as a result, come to



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

- 2.5.1 Empowerment: As with all safeguarding principles, the University recognises it's important to act in the best interest of the vulnerable person. Empowerment ensures their thoughts, feelings and opinions are taken in to account, unless they do not have capacity to make decisions as defined in the Mental Capacity Act 2005.

- 2.5.2 Prevention:



of the University's approach to safeguarding and protecting people and should be read in conjunction with the policy and procedures listed at 22.

- 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, where the University's staff, students or visitors have concerns about 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



5 Definitions



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



- 6.3.3 on a regular basis the Safeguarding Officers will report to the Assistant Vice-Chancellor (Transformation) who is the Designated Executive Safeguarding Lead on all issues that arise in relation to this policy and will confirm to the Assistant Vice-Chancellor (Transformation) on an annual basis that the policy has had necessary revisions in accordance with changes in legislation and guidance on the safeguarding of children and adults at risk;
- 6.3.4 acting as the main operational lead within the University for the safeguarding of children and adults at risk;
- 6.3.5 providing University members with information, advice and guidance in relation to safeguarding;
- 6.3.6 referring concerns that a child might be at risk of significant harm to local children's social care services and/or the Police;
- 6.3.7 establishing and maintaining contacts with the local children's social care



referring concerns that a child might be at risk of significant harm to the local children's social care services and/or the Police;

establishing and maintaining contacts with the local children's social care services departments and Police;

ensuring that concerns are logged and stored securely, training will be provided to any newly appointed SDSC on how to record and report new referrals;

maintaining confidential records of reported concerns and action taken;
and

supporting co



- 7.3.3 they are familiar with, and should know whom to contact, to express concerns about a child's welfare or adult at risk, health and/or development; and
- 7.3.4 safeguarding awareness training is mandatory for all staff, all new staff will undertake safeguarding awareness training as part of their induction process. Existing staff be asked to complete safeguarding awareness training every three years.
- 7.3.5 safeguarding training will be provided to any volunteer i.e. Peer Mentor/PASS Leader or student employed by the University i.e. Student Ambassador who works directly with children and/adults at risk in their capacity as a volunteer or employee of the University of Bolton by HR.
- 7.3.6 PREVENT training is mandatory for all staff, all new staff will undertake PREVENT training as part of their induction process. Existing staff will be asked to complete PREVENT training every three years or more frequently if required.

7.4



- safeguarding@bolton.ac.uk. Externals i.e. non staff or students can report any safeguarding concern to safeguarding@bolton.ac.uk.
- 9.2 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 that you may want to include are at Appendix 6. The Senior Designated Safeguarding Champions will share any concern directly with the SO or DSO as required.
 - 9.3 If a concern is reported to you, there is guidance about handling allegations at Appendix 7. You should then complete the form at Appendix 5
 - 9.4 The process of raising and reporting a safeguarding concern is diagrammatically represented in Appendix 1.
 - 9.5 The reporting of a safeguarding concern may require the implementation of other procedures and or policies including but not limited to the Staff and or Student Non Academic Conduct and Disciplinary Policy and Procedure or Fitness to Practice Policy and Procedure.
 - 9.6 The Safeguarding Officer, Deputy Safeguarding Officer, Senior Designated Safeguarding Champions, Assistant Vice-Chancellor (Tra rewT/F1 10.98 Tf1 0 /F1 10.92(g)-482



- 11.3 Where allegations have been made against staff, the University will consult with the Designated Offices(s) of the Local Authority and, where appropriate, the police to agree the information that should be disclosed and to whom.
- 11.4 While the University will share information with those involved where and when it is appropriate to do so, they may be unable to for reasons of data protection and confidentiality, for example because to do so may pose a risk of harm to others or because it has been prohibited by external agencies.

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





17.3.2 The Police who work with the Channel Panel

17.4 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.

17.5 In



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Appendix 1

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



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





(xi)



- (iv) non- consensual sexual penetration or attempted penetration of the vagina, anus or mouth;
- (v) any sexual activity that the person lacks the capacity to consent to
- (vi) inappropriate looking,



- (vi) arranging less care than is needed to save money to maximise inheritance;
- (vii) denying assistance to manage/monitor financial affairs;
- (viii) denying assistance to access benefits;
- (ix) misuse of personal allowance in a care home;
- (x) misuse of benefits or direct payments in a family home;
- (xi) someone moving into a person's home and living rent free without agreement or under duress;
- (xii) false representation, using another person's bank account, cards or documents;
- (xiii) exploitation of a person's money or assets, e.g. unauthorised use of a 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) for.58 Tm0k((la)-2(bour;)]TJETQq0.000008873 0 595.44 841.68 reW*nBT/F1 10.98 Tf



- (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)



- (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) neglecting to care for one's personal hygiene, health or surroundings;
- (iii) inability to avoid self-harm
- (iv) failure to seek help or access services to meet health and social care needs;
- (v) inability or unwillingness to manage one's personal affairs.

3.11 **Exploitation** can include:

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



Appendix 3 - Key Contact Details and Structure



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 should have more than one adult present or at least that one is within sight or hearing of others;
 - 1.3 respect should be given to a child's or adults at risk rights to personal privacy;
 - 1.4 in all activities, University staff and students, and visitors to the University where appropriate, should be aware that physical contact with a child or young person may be misinterpreted;
 - 1.5 in all activities, University staff and students, and visitors to the University where appropriate, should recognise that special caution is required when discussing sensitive issues with children or adults at risk;
 - 1.6 where any physical touching is required, it should be provided openly and if this is in a sporting situation, it should be in accordance with the guidelines provided by the appropriate National Governing Body;
 - 1.7 in activities, feedback should be constructive rather than negative;
 - 1.8 in all activities, University staff and students, and visitors to the University where appropriate, are required to challenge unacceptable behaviour in accordance with the provisions of these procedures; and
 - 1.9 any allegations or suspicions of abuse should be reported immediately to a DSC.
- 2 In all dealings with children and adults at risk, University staff and students, and visitors to the University where appropriate, should never:
 - 2.1 play rough physical games or sexually provocative games;
 - 2.2 share a room overnight with a child or vulnerable adult;
 - 2.3 enter the private room of a child or adult at risk unless it is absolutely necessary and if entering such a room must do so accompanied;
 - 2.4 allow or engage in any form of inappropriate touching;
 - 2.5 form or seek to form relationships of a sexual nature or which may lead to sexual activity (i.e. "grooming");



- 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.





Incident Details (3a)	
Are you reporting a concern raised by?	Yourself
	Or Someone Else
If reporting concerns raised by someone else, please provide additional information:	
Name:	
Phone Number:	
Email:	
Address (if external to the University of Bolton):	
Does the concern relate to?	<p>Adult at Risk (person named above – section 2)</p> <p>Child/Children (additional details required – complete section 3a below)</p> <p>Both an Adult at Risk and or a Child/Children (additional details required – complete section 3a below)</p>
Additional Personal Details (3b):	
<u>Child 1</u>	
Name:	
Date of Birth:	





Address:	
School or College where child 1 attends: (if applicable)	
Use the box below to add any additional children or personal details:	
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)	
Description of any visible bruising or other injuries (if applicable):	



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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 sig



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



Appendix 7

Responding to allegations

The following table provides some useful dos and don'ts about handling allegations (which has been taken from Safeguarding Children: Guidance for English Higher Educatio



Appendix 8

Key Contacts

Key University Contacts

Safeguarding Officers (SOs)



Coordinator	Telephone number: 01204 903067
Angela Dunn - Counsellor	Email: A.Dunn@bolton.ac.uk Telephone number: 01204 903212
Amanda Bradley-Rigbye - Counsellor	Email: A.Bradley-Rigbye@bolton.ac.uk Telephone number: 01204 903240
Saeed Patel – Mental Health Advisor	Email: S.Patel4@bolton.ac.uk Telephone number: TBC
VACANT - Disability Team Leader	Email: TBC Telephone number: TBC
Kay Loxham – Student Liaison Officer	Email: K.J.Loxham@bolton.ac.uk Telephone number: 01204 903229
Chris Collinson - Student Liaison Officer	Email: C.Collinson@bolton.ac.uk Telephone number: 01204 903540
Luke Evans - Student Liaison Officer	Email: L.Evans@bolton.ac.uk Telephone number: 01204 903541
Carl Lightbrwon – Senior Student Support Officer	Email: TBC Telephone number: TBC
<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 (Division of Marketing, Recruitment and Admissions) (Events)	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
Emma Thoms (Health and Human Sciences – Petroc College Satellite Centre)	Email: E.Thoms@bolton.ac.uk Telephone number: TBC
Shaun Kershaw -(School of Nursing	Email: S.Kershaw@bolton.ac.uk



and Midwifery)

Telephone number: TBC



Neil Moran (Off Campus)	Email: N.Moran@bolton.ac.uk Telephone number: 01204 903627
Shameela Atcha (Apprenticeships)	Email: S.Atcha@bolton.ac.uk Telephone number:
Pip Page (School of Clinical & Biomedical Sciences)	Email: P.Page@bolton.ac.uk Telephone number:
Neil Berry (Facilities)	Email: N.Berry@bolton.ac.uk Telephone number: 01204 903585
Lauren Smith (Apprenticeships)	Email: l.smith2@bolton.ac.uk Telephone 01204 903152
Alex Jones (Human Resources)	Email: A.Jones@bolton.ac.uk Telephone: 01204 903365
Janet Galligan (Students' Union)	Email: J.Galligan@bolton.ac.uk Telephone: 01204 906850
<u>Other Key Contacts</u>	

(0 G[Other Ke)-6(y)4(.66 0.48001 ref52



Nominated Safeguarding Governors

Name: Andrew Fawcett via Pat Foster

Email: P.A.Foster@bolton.ac.uk

Telephone number: 01204 903491

Name: Susan Hincks via Pat Foster

Email: P.



Safeguarding Policy and Procedures: Children and Vulnerable Adults

Procedure Ref : StuSer/01

