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**Safeguarding Policy**

# **SCOPE AND PURPOSE**

* 1. Bournemouth University is committed to safeguarding its community and all children, young people and vulnerable adults in so far as they are engaged in university-related activities and services.
  2. This policy and procedure sets out the University’s approach to preventing and reducing harm to all members of the BU community and specifically children, young people and vulnerable adults. It is also intended to prevent and reduce harm to children, young people and vulnerable adults outside the BU community but when they are in contact with any member of the BU community including staff, students, contractors, Board members and volunteers. It also highlights the procedure that staff or students should follow if they suspect any is experiencing, or at risk of experiencing, harm.
  3. The policy aims to:
* Promote and prioritise the safety and wellbeing of children, young people and vulnerable adults and the BU community generally.
* Provide assurance to parents, carers, the University’s charitable trustees and other parties that the University takes reasonable steps to manage risks and keep children, young people and vulnerable adults, and the BU community generally, safe.
* Ensure that everyone understands their roles and responsibilities in respect of safeguarding and is provided with the necessary information, training and support on safeguarding matters.
* Prevent the employment of individuals in work with children, young people and/or vulnerable adults where they have been barred by the Disclosure & Barring Service (DBS) or are deemed by the University to pose an unacceptable risk to vulnerable groups.
* Ensure that appropriate action is taken in the event of any allegations or suspicions regarding harm to the BU community or to children, young people or vulnerable adults arising from contact with university staff, students or volunteers, whether the harm has taken place on University premises or not.
  1. The University recognises the importance of ensuring that parents or guardians are fully aware of the activities and risks that their children and young people may encounter in University activities. Except where the child or young person concerned is a student or an employee of the University, or as noted in section 1.5, either parental consent or consent from the school will always be obtained before the University undertakes an organised activity involving children whether on or away from University premises.
  2. The university allows young persons (aged 16-18) to register independently for certain events, such as Open Days and subject taster days. Parental/guardian consent will not routinely be sought for attendance at these; however risk assessments are carried out for each and parental/guardian consent would be sought if deemed appropriate.
  3. The University cannot accept responsibility for ensuring the welfare of children and young people under the age of 18 who are present on University premises without its knowledge or consent. Therefore, parents, guardians, schools or groups who bring their children onto the University campus must take responsibility for their safety and welfare and ensure that their children do not disturb others or damage University property. (See information in the ‘[Potentially Vulnerable Groups’](https://intranetsp.bournemouth.ac.uk/policy/Potentially%20Vulnerable%20Groups.doc) policy).
  4. The policy and procedures applies to all members of the BU community including staff, students, contractors, Board members and volunteers who may be working with children (i.e. those aged under 16), young persons (i.e. those aged 16 to 18) and vulnerable adults whom the University encounters through its teaching, professional practice and research activities as well as through its outreach programmes**.**

1. **COMMUNICATION, PROMOTION AND TRAINING**
   1. The policy is periodically communicated to staff via our regular all staff updates and to students on enrolment through the Student Agreement.
   2. A copy of this policy is available on the staff intranet [Staff Intranet](https://staffintranet.bournemouth.ac.uk/workingatbu/preventandsafeguardingourcommunity/) and to students on the [Important Information](https://www.bournemouth.ac.uk/students/help-advice/important-information) web page.
   3. Periodically the university will hold events and communication campaigns around issues relating to safeguarding.
   4. All staff are required to engage with training relevant to their roles, including Safeguarding, and associated topics as appropriate. Training is provided as part of the central staff development programme, and on request for specific teams. Safeguarding and welfare training is also open to SUBU staff, affiliated staff and certain external partners.
   5. Depending on the nature of the programme, some students may also receive training about Prevent issues as part of their studies. The University’s Safeguarding Lead or nominee, in conjunction with relevant academic staff, will deliver this.
   6. Students who are registered on an apprenticeship programme will also be made aware of this policy as part of their programme.

# **KEY RESPONSIBILITIES**

* 1. Overall responsibility for Safeguarding lies with the Director of Student Services, day to day management is the responsibility of the Head of Student Support and Wellbeing.
  2. It is the responsibility of the Social Services and/or the Police to carry out a full investigation into any safeguarding concerns; however, the University will undertake an initial investigation of any reports of possible safeguarding concerns before making a referral to such an external agency. This will include undertaking a risk assessment to determine any immediate risk to any member of the BU community.
  3. Residential Services will be responsible for ensuring that appropriate accommodation arrangements are made for students under 18.
  4. The Head of Admissions is responsible for the provision of information to applicants and their parents/guardians regarding this policy and the special measures that the University will take for students under 18.
  5. Faculty academic and professional and support staff will be responsible for ensuring that the actions included in this policy are followed for students under 18 enrolled on Bournemouth University programmes.
  6. The Head of UK Student Recruitment and Outreach is responsible for ensuring that all staff and volunteers involved in outreach activities are aware of, and comply with, this policy. This includes on campus visits from schools. All staff are responsible for keeping the Schools Liaison and Partnerships Team informed about outreach activities they are engaged in.
  7. The Director of HR Services is responsible for communicating with staff whose duties are classified as regulated activity with children and for ensuring that Disclosure and Barring Service (DBS) checks are carried out for relevant staff.

# 3.8 All staff are responsible for ensuring they follow the guidance in the [Potentially Vulnerable Groups policy](https://intranetsp.bournemouth.ac.uk/policy/Potentially%20Vulnerable%20Groups.doc) in addition to the University’s stated position withregard to children on campus.

# 3.9 The Head of Health, Safety & Wellbeing is responsible for providing advice on any risk assessment process for under 18 students and other vulnerable groups on campus.

3.10 The Pro Vice Chancellor – RKE, is responsible for ensuring that appropriate ethical approval is in place for dealing with children, young people and vulnerable adults when considering research proposals.

3.11 The Head of Sports and Culture is responsible for ensuring all staff involved in delivering Sport & Culture activities adhere to guidelines outlined in this policy and follow SportBU internal processes.

3.12 All staff are responsible for reporting concerns of abuse and/or harm through the relevant channels as laid out in Section 8

# **DEFINITIONS**

* 1. Throughout this policy and procedures, the following definitions are used

1. Vulnerable

A situation where a child, young person or adult is at risk of exploitation, harm or abuse, including the risk of radicalisation. While the definition of “vulnerable adult” and “child” are set out below, a person can become vulnerable as a result of specific circumstances or situation which may increase the risk of exploitation.

1. Vulnerable Adult

A person over 18 who is, or may be in need of, community care or health care services by reason of mental or other disability or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm, abuse or exploitation (including risk of radicalisation or being drawn into terrorism).

c) Child

A person who is under the age of 18. Those aged 16 to 18 are generally referred to as ‘young people’ rather than ‘children’ but that does not impact on their status for the purposes of this Policy.

# d) Vulnerable Group

# The generic term that includes Children, Young People and Vulnerable adults

1. Abuse

# Abuse under the policy on safeguarding vulnerable groups includes:

# physical abuse, including hitting, slapping, pushing, kicking, or inappropriate sanctions;

# sexual abuse, including encouraging relevant individuals to look at sexually explicit material, harassing them by making sexual suggestions or comments, or sexual acts where the individual has not consented, or could not consent or was pressured into consenting;

# psychological abuse, including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks;

# neglect and acts of omission, including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating; and

# financial or material abuse, including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits;

# discriminatory abuse, including racist, sexist, that is based on a person’s disability, and other forms of harassment, slurs or similar treatment.

* Exploitation including encouraging others to engage in acts of terrorism, modern slavery and human trafficking or being controlled by another person or group

# **POTENTIAL AREAS OF RISK**

* 1. Examples of areas where the University may have contact with children and adults who may be vulnerable may include (this is not an exhaustive list):

# Teaching, supervision and support of students;

# Summer schools, school visits, and other events such as work experience;

# Degree Apprenticeships

# On-site nursery

# Outreach or widening participation activities taking place on or off campus;

# Student residences;

# Visits to SportBU;

# Research subjects;

# Attendance at private functions run by the University;

# Events and Conferences;

# On placements and in other professional and clinical settings;

# Field trips, excursions & other activities such as volunteering and other social activities;

* The activities of student societies and networks
* SportBU’s children activities
  1. Specific areas of activity, for example admission of students, clinical placements, the governance of research, and the organisation of summer schools, have local procedures designed to promote safeguarding practices.
  2. Where there is a higher risk of a safeguarding issue arising, e.g. outreach work or field trips involving children, young people or vulnerable adults, a risk assessment should be completed in advance.

# **GUIDELINES ON RISK ASSESSMENT IN RELATION TO SAFEGUARDING VULNERABLE GROUPS**

* 1. Before embarking on any University activity that may involve staff or students (whether acting in a paid or unpaid capacity) working with members of a vulnerable group, it is advisable for a risk assessment to be conducted, part of which should cover safeguarding issues. The member of staff responsible for the activity should undertake the risk assessment which, as well as identifying risks to be mitigated or removed, also provides an opportunity to consider and identify alternative working practices. There are no fixed rules on how a risk assessment should be carried out, although the following general principles should apply:

1. Use the online health and safety risk assessment accessible at <https://risk.bournemouth.ac.uk/> A risk assessment is a careful examination of what, in your area of work, could cause harm to people so that you can assess whether you have taken enough precautions or should do more to prevent harm. Where appropriate, this process should include consideration of any risks that may occur involving vulnerable groups, both within the University and in settings outside the University, such as placements, field trips, summer schools, or open days where members of a vulnerable group are in our care.
2. Identify the nature, length, frequency, intensity and time of any contact with vulnerable groups. This is designed to help you identify the context within which the risks should be managed. Identifying the different types of contact that staff or students may have with these groups should lead to consideration of where you might seek to minimise occasions where a single adult is in the company of a lone child, or adult in a vulnerable situation and where there is little or no possibility of the activity being supervised or observed by others. For this purpose, the terms ‘frequently’ and ‘intensively’ relate to the person doing the activity, not whether it is always with the same child or adult in a vulnerable situation.
3. Identify any potential risk areas and detail action to prevent the risk occurring. Once you have identified the risks you should consider how they might be mitigated or removed. For example, situations where there is only one member of staff or one student present with a lone child or adult in a vulnerable situation should be avoided where practicable. This part of the process may involve consideration of alternative working practice. For example, on occasions when a confidential interview or one to one meeting is necessary, it should be conducted in a room where the exit is clearly visible and, where possible, the door to the room is left open. Meetings with any student or employee under the age of 18 outside the normal teaching or working environment of the University should be avoided. Where such meetings cannot be avoided, another staff member should be informed that they are taking place and wherever possible ensure that more than one adult is present.
4. Identify any situations where a Disclosure and Barring Scheme (DBS) check might be required. This would apply to staff or students where their normal duties fall within the definition of Regulated Activity or are listed in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended) or the Police Act 1997 (Criminal Records) (Registration) Regulations 2006. The definition of “normal” in this instance is in accordance with the standard dictionary definition (or variations thereof), which is “usual, regular or typical”. Therefore, positions that have incidental/irregular contact with children or scenarios where an individual has incidental or indirect contact not related to a position of employment do not give rise to eligibility for DBS checks. Decisions in relation to who should be subject to a DBS disclosure should be undertaken as part of the [DBS Assessment process](https://intranetsp.bournemouth.ac.uk/formsrep/DBS%20Check%20Assessment%20Form.docx), taking into account the exact nature of the employee’s duties, where they work and the degree of contact that they have with any persons (including students) under the age of eighteen years or any adults in a vulnerable situation. Additional guidance on DBS checks can be accessed in the University’s [Recruitment & Selection Procedures.](https://staffintranet.bournemouth.ac.uk/aboutbu/policiesprocedures/)

# **DISCLOSURE & BARRING SERVICE CHECKS (DBS)**

* 1. The University has processes in place to check the suitability of staff and students whose duties and responsibilities involve regular contact or supervision of children, young people or adults who may be vulnerable. The University is committed to seeking to ensure that appropriate suitability checks are carried out in relation to staff including criminal record checks and other checks where appropriate. Please refer to the University’s [Recruitment and Selection Procedures](https://staffintranet.bournemouth.ac.uk/aboutbu/policiesprocedures/)
  2. Where agency workers supplied by a third party are involved, then the University will require the third party to undertake the necessary checks on the worker (where the role requires satisfactory clearance).
  3. Where contractors are engaged on University Terms of Business, any requirement in respect of undertaking and verifying any necessary checks will be contained within the Agreement Letter. This includes summer lets to language schools who will be expected to provide evidence of their own organisations safeguarding policy and compliance with local safeguarding standards, including confirmation that staff DBS checks are in place, as part of the agreement.
  4. Individual Faculties within the University are responsible for managing student DBS checks.
  5. All University Faculties and Professional Services handling DBS disclosure information are committed to storing and handling it securely in line with the Data Protection Act and the DBS Code of Practice. Where this relates to Staff Disclosures, information will be stored, handled and retained in accordance with the requirements of the [Secure Storage, Handling, Use, Retention & Disposal of Disclosures and Disclosure Information.](https://intranetsp.bournemouth.ac.uk/policy/Secure%20storage%2C%20handling%2C%20use%2C%20retention%20and%20disposal%20of%20Disclosures.docx?Web=1)

# **SAFEGUARDING ISSUES ARISING IN A CLINICAL OR WORKPLACE SETTING**

* 1. BU staff, students and volunteers may come into contact with children, young people or vulnerable adults whilst undertaking a professional or workplace placement or volunteering. This includes students studying for a degree apprenticeship. Where a concern arises in such a setting the member of staff or student should normally report any safeguarding concern in the first instance to the Safeguarding Officer of the provider, or employer. If the student or staff member feels it is inappropriate to make a referral to the provider/employer Safeguarding Officer, or they do not feel they have had a satisfactory response, they should refer directly to the Bournemouth University safeguarding team at [Safeguarding@bournemouth.ac.uk](mailto:Safeguarding@bournemouth.ac.uk) . Faculty of Health & Social Sciences in clinical practice should follow the guidelines in the [Concerns Protocol for Raising and Managing Concerns in Practice Placements.](https://www1.bournemouth.ac.uk/sites/default/files/asset/document/concerns-protocol.pdf)

# **IT USAGE**

* 1. BU does not routinely monitor IT usage. It does however use a web filtering system which prevents users logging on to specific websites such as those relating to illegal activities, violence, hate crime and terrorism. The university has also implemented an IT ‘pop up’ service for searches relating to suicide.
  2. Information about staying safe online is available on our <https://www.bournemouth.ac.uk/students/help-advice/safety-personal-security/it-security-stay-safe-online/looking-out-your-wellbeing> website.

# **PROCEDURE FOR RAISING CONCERNS**

* 1. The procedure for managing suspicions and allegations aims to strike a balance between the need to protect the BU community and specifically children, young people and vulnerable adults from abuse and the need to protect staff, students, volunteers and others from false or unfounded accusations. Examples of the type of situations which may result in the University implementing this policy and procedure may include where:
  + a member of the BU community raises an allegation of abuse, harm or other inappropriate behaviour towards themselves or others.
  + a student or staff member discloses information involving themselves or family members which gives rise to possible concerns that a potential perpetrator may be harming or abusing vulnerable individuals.
  + there are suspicions or indicators that a member of the BU community, or someone who comes into contact with a member of the BU community is being abused or harmed or is at risk of exploitation, harm or abuse (including radicalisation). The indicators of abuse or harm or risk of abuse or harm or radicalisation can be very difficult to recognise, and it is not a staff member’s responsibility to decide whether a child or adult has been abused or harmed or subjected to abuse or harm, but only to raise concerns that they may have; Please also see BU’s Prevent Policy
  + there are observable changes in a member of the BU community’s appearance or behaviour that may be related to exploitation, harm or abuse (including radicalisation)
  + a child, young person or vulnerable adult becomes unduly distressed or angry.
  + a concern is raised that an individual presents a risk of abuse or harm towards a member of the BU community in relation to, for example, his/her criminal convictions, or downloading, possession or distribution of inappropriate images or extremist material. If there is concern that a member of staff or student may present such a risk, the University will invoke its risk assessment procedure (see section 5 above) and/or take action under another relevant policy, e.g. the Student Disciplinary Policy or Staff Conduct Procedure.
  1. Concerns arise that a student or member of staff is vulnerable to radicalisation and there is an identifiable risk of being drawn into terrorism. See the BU Prevent Policy for further information in section 15.
  2. The University will take all safeguarding concerns including suspicions and allegations of exploitation, harm or abuse (including radicalisation) seriously and will report concerns promptly and in line with procedure.
  3. It is the remit of Social Services and/or the Police to undertake a full investigation of safeguarding concerns; however, the University will undertake a risk assessment to inform our decision in making a referral to such an external agency. If a member of the University community has any immediate risk concerns (including outside normal University hours) they may refer directly to the Police or Social Services, but otherwise they should follow the internal referral process set out below. If a direct referral is made, the member of staff or student should inform the safeguarding team at the earliest opportunity.
  4. All issues of concern should normally be raised with the Head of Student Support and Wellbeing or via [Safeguarding@bournemouth.ac.uk](mailto:Safeguarding@bournemouth.ac.uk) If the concern has been identified by a student engaged with outreach activities, it may be more appropriate for the concern to initially be raised with the BU project coordinator for the activity who will escalate to the Head of Student Support and Wellbeing.
  5. If the Head of Student Support and Wellbeing is not available, or the safeguarding concern involves for example a concern against them or any member of the safeguarding team, then the Director of Student Services should be contacted.
  6. The Head of Student Support and Wellbeing or a member of the safeguarding team will conduct a preliminary investigation and undertake a risk assessment to determine what action, if any, must be taken. This will enable each situation to be investigated thoroughly, whilst treating the parties involved fairly and with sensitivity. It will also ensure that suitable steps are taken as a result of any investigations, which may include contacting the police and/or fulfilling the legal duty to refer information to the DBS as required.
  7. The Head of Student Support and Wellbeing may seek advice from the Local Authority Designated Officer (LADO) before deciding what further action to take.
  8. If the Head of Student Support and Wellbeing deems the risk such that the issue should be raised externally she will be the main point of contact for the relevant external agency(ies)
  9. Any persons who are involved in a disclosure of any kind may feel that they need to speak to a professional for reassurance. The NSPCC operate a 24 hour help line for anyone concerned about a child or young person. It is primarily for use by adults and can be used anonymously: 0800 800600

# **SUPPORT AND GUIDANCE FOR THOSE FACING SAFEUARDING RISKS**

* 1. Any concerns can be raised in confidence with any of the student support teams listed on the [BU support pages](https://www.bournemouth.ac.uk/students/health-wellbeing/health-wellbeing-services?f%5b%5d=field_topic:3401), academic advisors or HR Services (for staff)
  2. Students on an apprenticeship can also raise concerns with their employer through their own safeguarding mechanisms if preferred.

# **EMPLOYING STAFF WHO FALL INTO THE VULNERABLE GROUP CATEGORY**

* 1. There are a number of restrictions affecting the employment of children and young people (i.e. those under 18 years of age), mostly relating to health and safety, working hours and training. This includes anyone on a work experience placement at BU.
  2. It is the general policy of the University to ensure that all employees and others who may be potentially vulnerable (e.g. due to their age, declared disability or condition, or sexual orientation) are given an appropriate level of support so that they are not harmed by being in our working environment. Please refer to the University’s [Potentially Vulnerable Groups Policy](https://intranetsp.bournemouth.ac.uk/policy/Potentially%20Vulnerable%20Groups.doc).
  3. Under the Employment Rights Act, an employee aged 16 or 17 has a right to take time off work for study or training which leads to a relevant qualification. The amount of time that may be taken is that which is reasonable, taking into account the nature of the training or study and the needs of the employer.
  4. The [Working Time Regulations 1998](http://www.legislation.gov.uk/uksi/1998/1833/made/data.pdf) sets out the working hours and rest breaks for young people employed as workers Under the Management of Health and Safety at Work Regulations 1999, employers must ensure that young persons are protected at work from any risks to their health or safety because of their age and inexperience, and must not be given work, which is beyond their physical or psychological capacity. Before young persons start work the employer must carry out a risk assessment to include:
* Their inexperience, their absence of awareness of existing or potential risks, and their immaturity

# The fitting out and layout of the workplace and the workstation

# The nature, degree and duration of exposure to physical, biological and chemical agents

# The form, range and use of work equipment and the way in which it is handled.

# The organisation of processes and activities

# The extent of the health and safety training provided.

# **ACTION BY THE UNIVERSITY**

* 1. The University reserves the right to take action under its disciplinary procedures should it later receive information that suggests that its conduct standards may have been breached. Staff or students who are dismissed from the University as a result of safeguarding concerns will be reported to the Disclosure and Barring Service and any relevant professional body.
  2. Support from internal or external services will be provided as appropriate for any individuals, staff or students, impacted by safeguarding issues.

# **REFERRAL TO THE CHARITY COMMISSION/PRINCIPAL REGULATOR**

* 1. In line with the Charity Commission Guidance on Reporting Serious Incidents, the University has a duty to report incidents of abuse or mistreatment of vulnerable beneficiaries to the Charity Commission. As the University is an exempt charity these reports must be made in the first instance to the University’s principal regulator. The principal regulator for the University is the Higher Education Funding Council for England (HEFCE) with the Office for Students (OfS) taking over this role during 2018. This reporting will be done via the Clerk to the Board and reportable incidents must be notified to the Audit, Risk and Governance Committee of the Board by the Chief Operating Officer.

# **LINKS TO OTHER BU DOCUMENTS**

* 1. Other documents with direct relevance to this one are:
* [3A Standard Admissions Regulations: Undergraduate Programmes](https://intranetsp.bournemouth.ac.uk/pandptest/3a-undergraduate-admissions-regulations.pdf)
* [3A Standard Admissions Regulations: Taught Postgraduate and Graduate Certificate/Diploma Programmes](https://intranetsp.bournemouth.ac.uk/pandptest/3a-postgraduate-admissions-regulations.pdf)
* [3A Standard Admissions Regulations: Postgraduate Research Degrees](https://intranetsp.bournemouth.ac.uk/pandptest/3a-standard-admissions-regulations-post%20graduate-research-degrees.pdf)
* [3E Criminal Convictions: Procedure](https://intranetsp.bournemouth.ac.uk/pandptest/3e-criminal-convictions-procedure.pdf)
* [8B: Research Ethics Code of Practice: Policy and Procedures](https://intranetsp.bournemouth.ac.uk/documentsrep/8B-research-ethics-code-of-practice.pdf)
* [Under 18s Accommodation Policy](https://www1.bournemouth.ac.uk/sites/default/files/asset/document/Under18accompolicy_0.pdf)
* [Admissions & Support for Students Under 18](http://intranetsp.bournemouth.ac.uk/policy/BU%20Under%2018%20Policy.docx)
* [Potentially Vulnerable Groups Policy](https://intranetsp.bournemouth.ac.uk/policy/Potentially%20Vulnerable%20Groups.doc)
* SportBU U18s policy
* [Dignity and Respect (Harassment) Policy and Procedure](http://intranetsp.bournemouth.ac.uk/policy/Dignity%20and%20Respect%20Policy.docx)
* [Reporting of Alleged Hate Incidents and Crimes](http://intranetsp.bournemouth.ac.uk/policy/Reporting%20of%20alleged%20hate%20incidents%20and%20crimes%20Final%202014.docx)
* [BU Prevent Policy](http://intranetsp.bournemouth.ac.uk/policy/BU%20Prevent%20Policy.doc)

# [Modern Trafficking and Human Slavery Statement](https://www.bournemouth.ac.uk/about/governance/modern-slavery-human-trafficking-statement)

* [Work Experience Guidance](file://bournemouth.ac.uk/data/staff/intrastore/M&C/Public/Work%20Experience%20project/Guidance%20Documents)
* [Concerns Protocol for Raising and Managing Concerns in Practice Placements](https://www1.bournemouth.ac.uk/sites/default/files/asset/document/concerns-protocol.pdf)

# **TRAINING**

* 1. All staff and students whose roles and responsibilities include regular contact with children and potentially vulnerable individuals will receive training and guidance appropriate to their role. All staff will be made aware of this policy and procedure and related guidance.

1. **INFORMATION SHARING AND CONFIDENTIALITY** 
   1. A general principle for processing information is that information is only shared with the consent of the subject of the information. In some circumstances however, it may not be appropriate to seek consent before sharing information with others and / or information can be shared where consent has been refused. Examples of this is where failure to share would: 1. Place the child, an adult or others at increased risk of Significant Harm; or 2. Undermine the prevention, detection or prosecution of a serious crime (i.e. any crime which causes or is likely to cause significant harm to a child or to an adult) including where seeking consent might lead to interference with any potential investigation.
   2. For more information on data sharing at BU please see our [Data Protection and Privacy pages](https://www.bournemouth.ac.uk/about/governance/access-information/data-protection-privacy)

# **APPENDICES**

Appendix 1 – Code of Practice on Working with Vulnerable Groups

Appendix 2 – Reporting flowchart for Staff working with children and young people.

Appendix 3 – Use of knives

**APPENDIX 1 - CODE OF PRACTICE ON WORKING WITH VULNERABLE GROUPS**

The following code of practice applies to all University staff and students working with children, young people or adults in a vulnerable situation, whether acting in a paid or unpaid capacity:

* Avoid unnecessary physical contact.
* Avoid taking members of vulnerable groups alone in a vehicle on journeys, however short.
* Unless circumstances make it impossible to comply, do not take members of vulnerable groups to the toilet unless either (a) another adult is present or (b) another adult is aware (this may include a parent or group leader).
* If working off campus, enter schools and other organisations through the main entrance and sign in at reception.
* If you find you are in a situation where you are alone with a member of a vulnerable group wherever practicable make sure that others can clearly observe you.
* Avoid close personal relationships with members of vulnerable groups in relation to whom you are in a position of trust.
* Do not take photographs of children unless parental permission has been given in advance. Never take photos on a personal mobile phone
* Do not accept gifts from children or vulnerable adults and do not give gifts unless they are part of an agreed reward scheme.
* When dealing with children in particular, wear clothing that promotes a positive and professional image.
* Do not make suggestive or inappropriate remarks to or about members of vulnerable groups, even in fun, as this could be misinterpreted. Keep all channels of communication professional.
* Avoid using mobile phones in front of children and young people.
* If a member of a vulnerable group accuses a student or member of staff of abuse or inappropriate behaviour, you should report this immediately to the relevant person.
* The duty to report applies equally to complaints or accusations of historic, and not just recent, abuse/inappropriate behaviour.
* If you are the recipient of any complaint or accusation from a member of a vulnerable group, it is important to listen without making or implying any judgement as to the truth of the complaint or accusation. Avoid jumping to conclusions about others without checking facts.
* If a member of a vulnerable group makes a complaint, or if there are other reasons for suspecting abuse, you should not attempt to investigate this yourself, but should report your concerns to the designated individual appointed under the University’s policy (“the policy”) on the safeguarding of children and other vulnerable groups.
* Participate in the training available to you to support you in your work with vulnerable groups.
* Remember that those who abuse members of vulnerable groups can be of any age (even other members of vulnerable groups), gender, ethnic background or class, and it is important not to allow personal preconceptions about people to prevent appropriate action taking place.
* Good practice includes valuing and respecting members of vulnerable groups as individuals, and the adult modelling of appropriate conduct – which would exclude bullying, aggressive behaviour and discrimination in any form.
* Those dealing with any allegations of abuse or misconduct should adhere to the principles set out in the policy. Any information received should be acted upon sensitively, effectively and efficiently. Wherever possible, those making allegations should be given information about the outcome.
* Keep details and personal information confidential and ensure they are stored securely.
* Although allegations should be reported only on a “need to know” basis, staff and students making allegations need not be concerned that they will be breaching confidentiality or the Data Protection Act, as complying with the policy overrides such obligations. If the person making the allegation feels they need counselling or other appropriate support from the University, they are encouraged to seek it.
* Ensure that you comply with appropriate licensing laws.

**APPENDIX 2 – REPORTING FLOWCHART FOR STAFF WORKING WITH CHILDREN AND YOUNG PEOPLE**

**Recognise**

Allegation of Abuse (observation)

e.g. You are concerned that a child is being abused based on their behaviour or the behaviour of an associated adult.

Allegation of Abuse (disclosure)

e.g. A child says they want to tell you something, or begins to allege what you think will be information about abuse.

Record details of your concern, as soon as possible.

Remember to use facts and not opinion when recording your observations.

Record verbatim notes of what has been said including who, when, where and how.

Date and sign the recording

Store and share the recording appropriately.

Make referrals to:

- A senior member of school staff/ the designated person for child protection (off campus)

- The BU project coordinator (for Student ambassadors)

- the BU Safeguarding team via [Safeguarding@bournemouth.ac.uk](mailto:Safeguarding@bournemouth.ac.uk)

**Respond**

Where possible, talk to the child in the presence of a colleague.

Stay calm, be accessible and receptive.

Take it seriously and listen carefully.

Do not ask leading questions.

Reassure the child that they were right to tell.

If the child asks you to keep a secret, explain that you must tell another adult in order for you both to be safe.

**Report**

**Record**

**REMEMBER**

Do not dismiss concerns.

Do listen carefully.

Do not jump to conclusions.

Do not start to investigate.

Do not make any assumptions of guilt or innocence.

**APPENDIX 3 – USE OF KNIVES**

Some BU programmes and outreach activities may require students under the age of 18 to use knives in the course of their studies/activities

All students using knives are briefed on the relevant regulations and given comprehensive information about knife handling and knife awareness as part of their induction

Students only ever operate with knives under the supervision and guidance of an instructor (chef-demonstrator).

All knives are collected at the end of the session and locked away in a secure cupboard

No student, regardless of age, is required to purchase or carry professional knives within the programme, these are provided on site during timetabled sessions.

Further information on legislation relating to knives can be found at

<https://www.gov.uk/buying-carrying-knives>