

Safeguarding Children and Adults at Risk Policy

Document Title: Safeguarding Children and Adults at Risk Policy			
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Superseded version	1.0	Author Role Title	Senior Solicitor (Commercial), Legal and Governance Services
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1. Introduction

- 1.1 Teesside University (“the University”) aims to adopt high standards in relation to the safety and welfare of Children, Young People and Adults at Risk.
- 1.2 The University has a duty of care in respect of the afore-mentioned groups and has legal obligations, such as those contained within the Care Act 2014, Safeguarding Vulnerable Groups Act 2006, the Protection of Freedoms Act 2012 and the Counter Terrorism and Security Act 2015.

2. Purpose of Policy/Document

- 2.1 The purpose of this Policy is:
 - 2.1.1 to reflect the legislative context of safeguarding and take account of relevant guidance and practice relating to the education sector (particularly Higher Education);
 - 2.1.2 to protect the children, young people and adults at risk who come into contact with the University;
 - 2.1.3 to provide the University community with guidance and procedures to be followed:
 - 2.1.3.1 to ensure safeguarding in relation to children and adults at risk;
 - 2.1.3.2 in the event that a person suspects a child or adult at risk may be experiencing, or be at risk of, harm.
- 2.2 Where there are concerns about the wellbeing or safety of students or staff members who are not young people or adults at risk, other appropriate policies should be used to address these concerns. Relevant policies include but are not limited to:
 - Student Code of Conduct
 - Domestic Abuse in the Workplace Guidance for Staff
 - Student Disciplinary Policy
 - Student Fitness to Practice Policy
 - Staff Grievance Procedure
 - Staff Capability Policy
 - Staff Disciplinary Policy

3. Scope

3.1 This Policy applies to all members of the University. However, it is specifically aimed at staff, students and volunteers who encounter the following groups through teaching, research, professional services and outreach activities:

- “Children” (i.e. those aged under 16);
- “Young “Persons/ People” (i.e. those aged 16 to 18);
- “Adults at Risk”. (An Adult at Risk is any person who is aged 18 years or over and at risk of abuse or neglect because of their needs for care and/ or support.)

3.2 For the purposes of this Policy, the University has safeguarding responsibilities in relation to:

- 3.1.1 All current students;
- 3.1.2 Prospective students engaged in University activities;
- 3.1.3 Young Persons or Adults at Risk registered as or prospective students;
- 3.1.4 Children and Adults at Risk engaged in University activities;
- 3.1.5 Children resident in University accommodation;
- 3.1.6 Children, Young Persons and Adults at Risk involved in research activities;
- 3.1.7 Student work placements/ work experience; and
- 3.1.8 External organisations/ individuals we engage in University-related activities.

3.3 The term ‘safeguarding’ in this policy is used to refer to several areas of concern relating to Children, Young Persons and Adults at Risk, including:

- 3.3.1 child protection issues;
- 3.3.2 discrimination;
- 3.3.3 psychological abuse;
- 3.3.4 financial abuse;
- 3.3.5 organisational abuse;
- 3.3.6 neglect;
- 3.3.7 self-neglect;
- 3.3.8 sexual abuse;
- 3.3.9 modern slavery and (sexual) exploitation;
- 3.3.10 physical abuse;
- 3.3.11 domestic abuse
- 3.3.12 radicalisation;

3.4 For guidance in relation to the admission of students to the University who are under the age of 18, please refer to the relevant ‘Admission of students under 18 years of Age Policy’.

3.5 In defining our approach towards children, the University draws on the definition used by the DfE *in Keeping Children Safe in Education 2019* (KCSE). While KCSE only applies to Schools and Colleges, we will play our part in:

- Protecting children from maltreatment.
- Preventing impairment of children’s health or development.
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children to have the best outcomes.

3.6 While the University is not subject to the provisions of the Care Act 2014, the University draws broadly on this act to inform its policy on safeguarding Adults at Risk. We will play our part to:

- Ensure that the rights of Adults at Risk are protected to enable them to live in safety, free from abuse and neglect.
- Ensure that the wellbeing of the Adult at Risk is promoted and that in deciding on any action to be taken we will take into account their views, wishes, feelings and beliefs, for example when considering whether to refer concerns to statutory bodies or when seeking support from charitable organisations.

3.7 This Policy provides guidance for all members of the University Community. This Policy can be supplemented by departmental procedures in areas which have high levels of contact with Children, Young Persons or Adults at Risk. It is the responsibility of the relevant Deans and Directors of such areas to decide whether supplemental procedures are required, and where applicable, are in conformity with this Policy and are approved by the Lead Safeguarding Officer (“the LSO”).

3.8 The University has partnerships with national and international providers. The institution at which a student is studying or is placed will have primary responsibility for ensuring appropriate safeguarding measures are in place. The LSO will provide advice in relation to specific cases acknowledging that the legal framework in respect of Safeguarding will differ between countries.

3.9 Whilst the University’s Students’ Union may have in place its own policies and procedures around the safeguarding of Children, Young Persons and Adults at Risk, the University and the Students’ Union are committed to working together and sharing information in order to safeguard the interests and wellbeing of children and adults at risk (e.g. in relation to individuals and activities with student societies and volunteering).

3.10 In the event that a University-led activity is hosted by another organisation within their own facilities, the host organisation’s Safeguarding Policy and related procedures will normally take precedence, but members of the University engaging in those

programmes must also take note of, and act in accordance with the University's Safeguarding Policy to the extent that this is possible in the particular circumstances.

4 Roles and responsibilities

Safeguarding is everyone's responsibility. All individuals within the scope of this Policy are responsible for safeguarding Children, Young Persons and Adults at Risk.

Role	Responsibilities
Lead Safeguarding Officer ("the LSO") – University Secretary and Executive Director of Legal and Governance Services	<p>The LSO's responsibilities will include:</p> <ul style="list-style-type: none"> a) Implementing and promoting this Policy; b) Ensuring this Policy is monitored and reviewed in accordance with changes in legislation and guidance on the protection of children and adults at risk; c) Working with Deans and Directors to appoint Designated Safeguarding Officers ("DSOs") and ensuring DSOs are trained in relevant safeguarding procedures and competent in fulfilling their duties; d) Ensuring appropriate and adequate resources are available in order that the University can meet its safeguarding responsibilities; e) Ensuring that appropriate University members and University Committees are provided with appropriate reassurance that the University is meeting its safeguarding obligations; f) Establishing and maintaining contacts with Children's and Adult Social Care Services, Police and NHS safeguarding teams; g) Acting as Lead Signatory for Disclosure and Barring Service Checks; h) Responsibility for ensuring allegations made against members of University staff (in conjunction with the Executive Director of Human Resources) and students are referred externally to the relevant Local Authority Designated Officer, as required by statutory guidance; i) Establishing and maintaining the University's Safeguarding and PREVENT working group.

<p>Safeguarding Coordinator – Senior Solicitor (Commercial)</p>	<p>The Safeguarding Coordinator will deputise for the LSO. The Safeguarding Coordinator is responsible for:</p> <ul style="list-style-type: none"> a) Acting as the main contact within the University for the protection of Children, Young Persons and Adults at Risk; b) Referring cases of suspected abuse or allegations to and liaising with relevant investigating agencies; c) Maintaining confidential records of reported abuse and neglect, together with any action taken. (All personal data will be processed by the University in accordance with the requirements of the Data Protection Act 2018.)
<p>Designated Safeguarding Officers (DSOs)</p>	<p>Each School and Department will have at least one nominated DSO. The DSO's for each School and Department are listed at Appendix A and are responsible for:</p> <ul style="list-style-type: none"> a) Providing support, advice and guidance to staff and students about this Policy; b) Referring cases of suspected abuse or allegations to the Safeguarding Coordinator; c) Liaising with the Safeguarding Coordinator to inform them of any issues and ongoing investigations; d) Ensuring detailed and accurate written records of referrals are provided to the Safeguarding Coordinator; e) Identifying staff within their School or Department who may require appropriate levels of safeguarding training; f) Informing the Safeguarding Coordinator of any changes to the DSO role holder in their area; g) Providing advice and guidance about risk assessments for activities with groups of Children and/ or Young People or Adults at Risk on campus;

	<p>h) Advising on the employment of staff who are aged under 18 in their relevant School or Department, in conjunction with HR;</p> <p>i) attending the University's Safeguarding and PREVENT Working Group.</p>
Director of Student Recruitment and Marketing	<p>is responsible for:</p> <p>a) Advising on the admission and support of students who are aged under 18.</p>
Director of Student and Library Services	<p>is responsible for:</p> <p>a) Supporting the Director of Student Recruitment and Marketing on the admission and support of students who are aged under 18;</p> <p>b) Monitoring the welfare of students who are aged under 18 (in conjunction with the relevant Heads of Department);</p> <p>c) Advising on the screening of students who, as part of their course of study, go on placements or conduct research which involves working with Children, Young People or Adults at Risk (other than those student who automatically require DBS checks through enrolment upon their course).</p>
Executive Director of Human Resources	<p>is responsible for:</p> <p>a) Advising on the employment of staff who are aged under 18, including those on work experience schemes;</p> <p>b) Monitoring the welfare of staff who are aged under 18 (in conjunction with the relevant Dean / Director of Service);</p> <p>c) Providing guidance on whether individuals who are employed in any capacity by the University should be subject to a DBS check;</p> <p>d) Ensuring that Health and Safety risk assessment training incorporates assessment for activities involving Children, Young Persons and Adults at Risk;</p> <p>e) Conducting regular documented needs assessments to identify which staff require safeguarding training with</p>

	<p>job roles updated accordingly;</p> <ul style="list-style-type: none"> f) Reviewing the frequency of safeguarding training required by staff and maintaining logs of completers; g) Working with the University's Research, Ethics and Integrity Committee to ensure processes are in place to train research staff that may have contact with Children/ Young Persons or Adults at Risk.
<p>Deans of Schools/ Directors of Services</p>	<p>are responsible for:</p> <ul style="list-style-type: none"> a) Ensuring appropriate risk assessments are carried out for relevant activities; b) Identifying staff, students and volunteers who will have frequent contact with Children, Young People and Adults at Risk who may require a DBS check; c) Liaising with their HR Business Partner and/ or Director of Student and Library Services to ensure that appropriate DBS checks take place; d) Monitoring the welfare of staff who are aged under 18 (in conjunction with the Executive Director of HR); e) Monitoring the welfare of students who are aged under 18 (in conjunction with the Director of Student and Library Services); f) Ensuring safeguarding concerns are reported to the relevant DSO; g) Ensuring Admissions Tutors understand the implications of recruiting under 18s to their course.

<p>Research Ethics & Integrity Sub-Committee</p> <p>School Research Ethics Sub-Committees</p>	<p>Are responsible for</p> <p>a) the risk assessment of research projects involving Children, Young Persons and Vulnerable Adults and referring relevant staff or students for DBS checks where identified;</p> <p>b) Working with the Executive Director of Human Resources to ensure processes are in place to train research staff that may have contact with Children/ Young Persons or Vulnerable Adults.</p>
<p>School Registrars, Managers or Heads of Department</p>	<p>Are responsible for:</p> <p>a) Completing risks assessments before any new or changed course, event, visit or other activity involving Children, Young People or Adults at Risk takes place or before admitting an Under-18.</p>

- 4.1 The University will ensure that all relevant staff (including students employed by the University) receive information and advice on safeguarding issues as appropriate for their role within the organisation.
- 4.2 The University will work in collaboration with Social Care Services, the Police and other relevant statutory and voluntary services to ensure Children and Adults at Risk are safeguarded.
- 4.3 The University will ensure it has appropriate procedures in place to check the suitability of staff and students whose responsibilities involve close, unsupervised contact with Children or Adults at Risk. These processes are detailed in the University's Policy statement on the secure handling, use, retention and disposal of DBS certificates and certificate information' (<https://www.tees.ac.uk/docs/DocRepo/about/Policy%20on%20secure%20handling%20of%20DBS%20certificates.pdf>), (together with any subsequent guidance) and paragraphs 5.6 to 5.10 below.
- 4.4 All University staff and third parties acting on the University's behalf are expected to:
- a) Follow this Policy (or have in place its own Safeguarding Policy on at least the same terms);

- b) Bring to their line manager's attention any concerns or queries over whether their work activities would require them to have an appropriate level of DBS check;
- c) Co-operate fully with any internal or external investigations carried out into reported concerns;
- d) Maintain confidentiality about any suspected or actual incidents involving the University through the University's safeguarding reporting systems and Whistleblowing Policy, as required.

5 Key Principles

Risk Assessment:

- 5.1 All staff that intend to, or may be put in the position of, working with Children, Young Persons or Adults at Risk should ensure that they understand the implications of this Policy before commencing any course , event, visit, research or other activity.
- 5.2 The relevant School Registrar, Manager or Head of Department/ Service should complete a risk assessment before any new or changed course, event, research activity, visit or any other activity involving children, young people or vulnerable adults, or before admitting or employing an under-18.
- 5.3 Those involved in the risk assessment process should understand that the risk assessment is not only a way to mitigate or remove any potential risks but may also be a prompt to consider alternative working practices.
- 5.4 A copy of the risk assessment to be completed by Schools/ Department can be found at **Appendix B** to this Policy.
- 5.5 When completing the Risk Assessment, the assessor must consider the need to make any third parties (for example, contractors, placement providers, event organisers) involved in the relevant activity aware of this Policy.

Safe recruitment of staff and students

- 5.6 The University will take all appropriate steps during the recruitment and selection of staff to ensure that unsuitable people are prevented from working with Children, Young Persons and Adults at Risk.

5.7 Where a risk assessment has identified that students or staff are likely to have regular contact with or encounter Children, Young People or Adults at Risk (which might include the regular processing of information), appropriate checks into their eligibility may be required. Such processes will be in line with the University's 'Policy Statement on the recruitment and employment of ex-offenders' (<https://extra.tees.ac.uk/sites/publicdocuments/Legal%20and%20Governance%20Services/Policy%20statement%20on%20the%20recruitment%20of%20ex-offenders.pdf#search=DBS>) and 'Policy statement on the secure handling, use, retention and disposal of DBS certificates and certificate information' (<https://www.tees.ac.uk/docs/DocRepo/about/Policy%20on%20secure%20handling%20of%20DBS%20certificates.pdf>).

5.8 The University will ensure that any member of staff or any student who will have regulated one-to-one contact with Children, Young Persons or Adults at Risk will be subject to the provisions of the Policies mentioned within paragraph 5.7. It is the responsibility of the relevant School or Department undertaking the risk assessment to identify the requirement for a staff member or student to have a DBS check.

5.9 The Executive Director of Human Resources is responsible for managing procedures associated with the safe recruitment of staff, including the identification of posts which involve regulated activity, and which require a DBS check.

5.10 The requirement for the University to undertake a DBS check on staff carrying out 'regulated activity' (as defined in the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012), is ongoing and does not cease upon the recruitment of a member of staff. Schools and Departments, when undertaking risk assessments are responsible for considering the need for a DBS check to be undertaken and should liaise with the relevant HR Business Partner in this regard.

Reporting Safeguarding Concerns

5.11 The duty to investigate suspected abuse or harm rests with statutory services, including Social care services and the Police. Staff who become aware of a safeguarding matter, whether from a victim or from a third party should follow these steps:

- a) Listen carefully and stay calm;
- b) Reassure the individual that what they have reported will be dealt with;
- c) Keep questions to a minimum. Any questions should be about any immediate health and safety concerns;
- d) Explain to the individual that you will need to report the matter to the relevant Designated Safeguarding Officer (“DSO”) and explain the University’s internal process as outlined in paragraphs 5.11 to 5.18.
- e) Make a full record of what was said and what you have done as a result. This should be recorded on the Safeguarding Report Form included as **Appendix C**.
- f) Report the matter immediately to the relevant DSO.

5.12 In the event that a student or staff member has an **immediate and significant** concern for a Child, Young Person or Adult’s **immediate safety**, they may refer the matter directly to the Police or Social Care Services. Relevant contact details are provided at **Appendix A**. After they have done so, the student or staff member should report the incident to the relevant DSO using the Safeguarding Report Form included in **Appendix C**.

5.13 Where the situation is not urgent, any safeguarding concern should be reported to the Designated Safeguarding Contact using the Safeguarding Report Form at **Appendix C**. Before referring to Social Care Services, the Police or any other external agency, the University will undertake a risk assessment. This will be carried out by the relevant DSO in consultation with the Safeguarding Coordinator.

5.14 On receipt of a referral, the DSO and Safeguarding Coordinator will limit their enquiries to that necessary to undertake a risk assessment and:

- a) Address any serious and immediate risk to the Child, Young Person or Adult at Risk or any other party;
- b) Preserve any evidence likely to be lost before external agencies can respond;
- c) Determine the appropriateness of a referral to Social Care Services, the Police or another appropriate agency and provide enough information to the relevant external agency to enable an effective response;
- d) Determine any further University procedures which should be invoked;
- e) Identify any internal support required by the Child or Adult at Risk.

5.15 If a referral to an external agency is deemed appropriate, the Safeguarding Coordinator will make the referral.

5.16 If a member of staff wishes to discuss a potential referral before completing the form, they may contact the Safeguarding Coordinator and discuss the referral in principle without providing any names or identifying details. Contact details for the Safeguarding Coordinator are included in **Appendix A**.

5.17 Where suspected abuse is alleged to have been carried out by a staff member, the University will work alongside external agencies during any investigations. If necessary, action under the University's Staff Disciplinary Policy and Procedure will be taken.

5.18 Concerns or allegations may come to light when individuals acting on behalf of the University are involved in activities led by or held on the premises of external organisations. The individual with the concern should make a report through the safeguarding arrangements in place at the external organisation. Where the person is unsure of the process to be followed at the external organisation, or they are not satisfied with the host organisation's response, they should seek advice from the LSO or Safeguarding Coordinator. Raising a concern about the matter via this Policy may also be appropriate, particularly if the person is not satisfied with the external organisation's response or are unsure of which reporting procedure to follow. This is to ensure that the welfare of the Child, Young Person or Adult at Risk is of paramount concern.

5.19 Online Teaching and Learning

Online learning and distance learning offers an exciting opportunity to continue providing a high standard of teaching and interaction with the University's students when they cannot be on campus. One challenge in providing teaching via online platforms is ensuring that the University's students are safe and not at risk of harm when they are working online. Therefore, it is paramount that all staff remain mindful of their safeguarding duties and where they and their students can find support. Guidance on principles around safeguarding on online learning can be found at **Appendix D**.

6 Dealing with Concerns about Radicalisation (The Prevent Duty)

- 6.1 The duty to protect Children, Young People and Adults at Risk from harm extends to protecting them from involvement in groups which set out to radicalise individuals. Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism.
- 6.2 Universities have been identified within the Government's Prevent Strategy as potential sites for radicalisation. Whilst Children, Young People and Adults at Risk may be most at risk of radicalisation, students and staff who do not fall into these categories may also be at risk.
- 6.3 Factors which are considered when determining whether an individual may be vulnerable to involvement with terrorism are broadly described as:
 - (i) Engagement with a group, cause or ideology;
 - (ii) Intent to cause harm;
 - (iii) Capability to cause harm.
- 6.4 Staff or students may be concerned about someone due to changes in behavior or appearance. For example:
 - (i) An individual may stop contact with peers and only be interested in contact with members of a particular ideological group;
 - (ii) An individual may change their habitual style of dress;
 - (iii) An individual may condone violence in support of their espoused ideology.
- 6.5 There may be many reasons for such changes which is why a safeguarding approach should be adopted as this enables relevant services within and outside the University to identify an individual's needs and vulnerabilities.
- 6.6 If a member of staff is concerned that a colleague may be becoming radicalised they should speak with the Deputy Director of Human Resources (whose contact details can be found at **Appendix A**). If a student or staff member is concerned that a student may be becoming radicalized, they should speak with the Deputy Director in the Resilience, Sport and Wellbeing Department of Student and Library Services (whose contact details can be found at **Appendix A**).
- 6.7 Following this conversation, the person will be asked to complete a Safeguarding Referral Form (**Appendix C**) documenting their concerns.
- 6.8 Further information on the University's approach to 'The Prevent Duty' can be found at https://www.tees.ac.uk/sections/about/public_information/prevent.cfm .

- 6.9 The University operates an External Speakers and Events Policy <https://unity3.tees.ac.uk/departments/CAM/Documents/External%20Speakers%20and%20Events%20Policy.pdf#search=freedom%20of%20speech> intended to ensure compliance with legal requirements, including Prevent Duty guidelines, whilst protecting its duty to ensure freedom of speech for staff, students and visiting speakers on the University's premises.

7 Confidentiality

- 7.1 All concerns and allegations made under this Policy are treated in confidence, including the identity of the individual raising the concern where this is practical. Absolute confidentiality cannot be guaranteed, if, as a result of an investigation, individuals are requested to participate in internal or statutory safeguarding processes.
- 7.2 Anonymous reports will be accepted and acted upon, as there may be genuine reasons why an individual may not feel able to disclose their identity. However, anonymous enquiries may not facilitate any internal or external investigation processes and disclosure of the individual raising the concern is encouraged. Anonymous individuals will be encouraged to provide contact details and reminded of the University's confidentiality and "whistleblowing" Processes.
- 7.3 If an allegation is determined to have been made frivolously, in bad faith, maliciously, for personal gain or for revenge, disciplinary action may be taken against any member of staff or student making the allegation, under the relevant disciplinary policy. No disciplinary action will be taken against any member of staff or a student who raises a genuine concern that turns out to be unfounded.

Appendix A - Key Contacts

University Contacts

Lead Safeguarding Officer:	Helen Cutting (University Secretary and Executive Director of Legal and Governance Services) – Ext: 4251
Safeguarding Co-ordinator:	Victoria Dixon, Senior Solicitor, Legal and Governance Services – Ext. 2060
Designated Safeguarding Officers:	
<i>Student Recruitment & Marketing</i>	Abbie English Gary Crawley William Jones
<i>Campus Services</i>	Claire Humble (Head of Campus Security)
<i>Student and Library Services</i>	Simon Lee (Deputy Director)
<i>Human Resources</i>	Philip Ratcliff (Deputy Director)
<i>Financial and Commercial Development</i>	Diane Howie
<i>Research and Innovation Services</i>	Andrew Rawnsley
<i>Department for Academic Enterprise</i>	Sam Forbes
<i>Department for International Development</i>	TBC
<i>Tees Valley Sport</i>	Catherine Woods
<i>Business School</i>	Richard Atkinson (School Manager)
<i>School of Social Sciences, Humanities and Law</i>	Sarah Cardew (School Manager)
<i>School of Health and Life Sciences</i>	Michelle Dickson

<i>School of Computing, Engineering and Digital Technologies</i>	Caroline Laverick
<i>MIMA</i>	Claire Pounder Lisa Wilkinson
<i>Information Technology and Digital Services</i>	Dave Harris
<i>Legal and Governance Services</i>	Helen Cutting (Executive Director and University Secretary) Victoria Dixon (Senior Solicitor, Commercial) Kelly Dunn (Senior Solicitor, Compliance)

External Contacts

Children and Young Persons:

South Tees Local Authority Designated Safeguarding Officer (South Tees LADO):

North Tees LADO: Philip Curtis

Tel Direct Line: 01429 401844 (mobile 07787697635)
Email: phil.curtis@hartlepool.gov.uk
Secure Email: LADO@hartlepool.gcsx.gov.uk

Darlington LADO:

Amanda Hugill
Tel: 01325 406450
e-mail: Amanda.hugill@darlington.gov.uk

Marian Garland
Tel: 01325 406451
Email: marian.garland@darlington.gov.uk

Redcar and Cleveland LADO

Joanne Dickson
Email: joanne.dickson@middlesbrough.gov.uk
Joanne.dickson@redcar-cleveland.gov.uk

Middlesbrough LADO

Peter Storey
Email: middlesbroughlado@middlesbrough.gov.uk
Tel: 01642 726004

South Tees Multi Agency Hub
Daisy Lane
Ormesby
Middlesbrough
TS7 9JF

Tel – 01642 130708
LADO EMAIL – southteeslado@redcar-cleveland.gov.uk

South Tees Hub Email southteesmach@redcar-cleveland.gov.uk

Adults at Risk:

Hartlepool

01429 523 390 dutyteam@hartlepool.gcsx.gov.uk

Middlesbrough

01642 065 070 adultsafeguardingalert@middlesbrough.gov.uk

Darlington

01325 406111 ssact@darlington.gcsx.gov.uk

Redcar & Cleveland

01642 065 070 contactus@redcar-cleveland.gov.uk

Stockton-on-Tees

01642 527 764 firstcontactadults@stockton.gov.uk

Evenings and Weekends

08702 402 994

Police – Emergencies: 999 or Non-emergency: 101

National

The NSPCC – www.nspcc.org.uk and 0800 800 500 (24-hour helpline)

Childline UK – 0800 11111111

Appendix B -

Safeguarding Risk Assessment Form

School/ Service Area:
Activity (provide description of activity, including where and when the activity takes place and any involvement of third parties):
Risks:
Precautions:
Emergency Procedures:
Training Required:
Access Restrictions:
Are DBS checks of staff required as a result of the activity?
Assessment undertaken by:
Date:

Appendix C

Reporting Safeguarding Concerns Form

Date:

Details of child and parents/ carers (if know)

Name of child/ young person/ vulnerable adult:

Reason for reporting a concern (delete as appropriate)

- This person is a child/ young person/ vulnerable adult
- This person is at risk of harm/ at risk of harming others/ at risk of involvement in extremist activity

Gender:	Age:	Date of Birth:
Ethnicity:	Language:	Additional Needs:

Individual's status with the University (delete as appropriate):

Student (Please provide student number):

- Programme:
- Year of Study:
- Work Experience:
- Placement:

Staff Member (Please provide staff number):

Other (Please Specify):

Name(s) of parent(s)/ Carer(s):

Address of child/ young person/ vulnerable adult (if a student, please provide term time and home address):

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Address of parent(s)/ carers:

Person reporting incident:

Name:	Position:	Contact Details:	Date & time of incident (if applicable):

Report:

<p>Are you reporting your own concerns or responding to concerns raised by someone else (delete as appropriate):</p> <p>Reporting own concerns</p> <p>Responding to concerns raised by someone else</p> <p>If you are responding to concerns raised by someone else, please provide their name and position within the University:</p> <p>Please provide details of the incident or concerns, including times, dates, description of any injuries, whether information is first hand or the accounts of others, including any other relevant details:</p>

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The child's/ young person's/ vulnerable adult's perspective:

Please provide details of anyone alleged to have caused the incident or to be the source of any concerns:

Provide details of anyone who has witnessed the incident or who shares the concerns:

Are you aware of any previous incidents or concerns relating to this child and of any current risk management plan/ support plan? If so, please provide details:

Signed:	Dated:	Name & Position:

Referred to Designated Safeguarding Officer for School/ Service:

Date:

Referred to Safeguarding Coordinator/ Lead Safeguarding Officer

Date:

Appendix D – Safeguarding Principles for Online

- Supporting Students Online

Illegal and inappropriate content is widespread online and as the University's students spend more time alone on the internet there is an increased risk that they may access this type of content. This may be due to a lack of security on devices used at home. For more advice and tools to help students and staff stay secure online, please visit ITDS' web pages:

<https://www.tees.ac.uk/depts/itservices/> or email ithelp@tees.ac.uk .

Legal forms of online behaviours and content can also cause serious harm. The internet can be used to harass, bully or intimidate, especially people in vulnerable groups. All staff and students are encouraged to report behaviour, if they feel that they are being harassed, bullied or intimidated whether this be on an online platform or on campus.

As staff and students interact online and at distance, it is crucial that the welfare, wellbeing and safety of the University's students is maintained. If you become concerned about a student's behaviour, wellbeing or safety, you should use the 'Reporting Safeguarding Concerns Form' at **Appendix C** to raise those concerns.

- Behaviours and Vulnerability Factors

With increased teaching delivered online there are less opportunities to see students face to face on a regular basis. As a result, it can be more difficult to ascertain whether students are interacting with the University and their studies in the usual manner or whether they may be in a situation that is a cause for concern. However, it is important that staff maintain an awareness and understanding of some of the behaviours and vulnerabilities that may indicate a concerning situation.

These behaviours and vulnerability factors are summarised below. However, this is not an exhaustive list and it may be unlikely that one of these behaviours on their own would be a cause for concern. It is likely that staff will build up a picture of their concerns through a selection of the behaviours or vulnerabilities below, in relation to the relevant context and situation of a particular student. It is important to use professional judgement and appropriate understanding of your students.

Behaviours

- Using angry or argumentative language in interactions

- Acting in a difficult or uncooperative manner either in group discussions, team projects or one to one meetings
- Asking inappropriate questions to peers or staff
- A lack of engagement, such as not logging into online teaching, not responding to correspondence, not participating in online discussions or not submitting work
- A sudden change in their typical behaviour
- Becoming more active on social media and perhaps sharing inappropriate or controversial content
- Showing an interest in conspiracy theories and sharing them with their peers
- Unusual interaction with their peers such as being rude, inappropriate, over familiar or not contacting those who they would normally speak to on a regular basis

Vulnerability Factors

- Becoming isolated from their friends and family
- Lacking a sense of community or belonging
- Spending more time on social media and online groups
- Feeling under threat
- Seeking a sense of understanding or acknowledgement

The above behaviours and vulnerability factors may indicate or lead to many different wellbeing, welfare or safety issues. However, they can also be an indication of concerns that may be related to our Prevent duty. Please see Paragraph 6 of the Policy.

Acting on Concerns

Staff may want to check in with students more regularly online than when teaching face to face.

If staff notice any or a combination of the above behaviours or vulnerabilities, it is important to check in with someone about your concerns. This could be catching up with the student to find out more or speaking with a colleague about your concerns. Professional judgement and appropriate consideration should be taken when deciding who is best to speak to.

If after checking, you still feel that there is a genuine cause for concern, it is important to share those concerns. This should be done through the Reporting Safeguarding Concerns Form.