

# Corporate Compliance Directorate

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## Safeguarding Children and Young Persons on Campus Procedures

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### CONTENTS

### PAGE NO

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1.	Introduction	2
2.	Scope of this Procedure	2
3.	Areas of Potential Risk	3
4.	Child Safeguarding Process	3
5.	Guidelines for University Members Working with Children and Young People	4
6.	Involvement of Parents	4
7.	Criminal Records	4
8.	Health and Safety	5
9.	Responsibilities for Risk Assessing Planned and Permissible Activities	5
10.	Students aged under 18	5

<b>Appendix 1</b>	Definitions of Abuse
<b>Appendix 2</b>	Safeguarding Process (escalating a concern) Flow Chart
<b>Appendix 3</b>	Principles for reacting to suspicions, allegations and/or disclosures
<b>Appendix 4</b>	Guidelines for University Members working with children and young people
<b>Appendix 5</b>	Frequently Asked Questions – <i>Safeguarding Children/Young People on Campus</i>

## Safeguarding Children and Young Persons on Campus Procedures

### 1. Introduction

- 1.1 The University is committed to providing a safe environment for all children and young persons (a person who has not reached their 18 birthday) from abuse and or neglect (definitions of types of abuse can be found in (appendix 1). The University may encounter children through its teaching, research, outreach, partnerships, or other University activities. This procedure seeks to support activities involving children and young persons to ensure that safeguarding issues will be dealt with effectively and in a timely manner.
- 1.2 This Procedure sets out the University's approach to safeguard children and young people within the University. It is however expected that Faculties and Service Directorates who deal frequently with children/young persons will have in place their own local procedures relevant to their particular activities such as staff who regularly interact with children/young persons whilst on campus should have and enhanced child DBS certificate and have read part one of Keeping Children Safe in Education 2022. <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>. It is the responsibility of the relevant Dean or Service Director to ensure that local procedures are in place and align with this procedure as well as any external requirements including associated risk assessments related to the activity taking place.
- 1.3 Under this Procedure, child safeguarding is also intended to cover:
- Any concerns about a child being the subject of significant harm.
  - Any situation in which a child is making allegations of significant harm; and
  - Any knowledge or concerns about an adult who may present a risk of harm towards a child, including anyone known or suspected to have committed offences involving children.

### 2. Scope of this Procedure

- 2.1 This Procedure, which aligns with the University Safeguarding Policy and respective Procedures, applies to all staff, students, and apprentice learners of the University and to contractors engaged by the University who may come into contact with children/young persons as part of their work; this may be on university premises or not. This Procedure applies to all activities, hereafter referred to as 'planned and permissible activities' involving children and young people under the age of 18.
- 2.2 Where it is necessary in this procedure to make the distinction (including in relation to students under 18 years of age), the expression "young people" or "young person" refers to children aged 16 or 17 years old.

### **3. Areas of Potential Risk**

- 3.1 There are a number of activities undertaken or facilitated by the University which bring children/young persons into contact with university staff, students, apprentice learners, contractors and/or onto university premises.

These 'Planned and Permissible' activities can include:

- Organised visits, summer schools and other outreach activities on university premises.
- Outreach activities undertaken in schools and other venues away from university premises.
- Children staying in university managed halls of residence.
- Children attending University premises for sporting or other recreational or social purposes.
- Children being the subjects of research by university staff or students.
- Young people registered as students of the University.
- Young people employed by the University.
- Approved research projects involving under 18's;
- Children carrying out work experience at the University.
- Children attending school holiday clubs.
- Children visiting any family learning zones (under parental supervision);
- Children of Staff or Students accompanying their parent in an 'incidental manner' e.g., to hand-in an assignment visit colleagues whilst on parental leave. For further examples of what might be deemed to be an 'incidental manner' (see Appendix 5); and
- Children of students accompanying their parent/guardian to seek advice or attend an appointment e.g., tutorial at the University/Students Union, as appropriate. This must be pre agreed with the relevant member of staff.
- Children attending a graduation ceremony.

*This is not an exhaustive list but all activities involving children on campus should be suitably and sufficiently risk assessed and appropriate control measures put in place.*

- 3.2 For visits of an 'incidental manner' (this includes staff, students, apprentice learners and visitors) it is incumbent upon the parents to supervise children at all times.

### **4. Child Safeguarding Process**

- 4.1 The University recognises its responsibility to safeguard the welfare of children, to ensure that children are not put at risk of harm or abuse. The University recognises that abuse can take many forms and may be physical, sexual, or emotional and/or may arise through neglect (see Appendix 1 for definitions of abuse and neglect).

- 4.2 The overarching University Safeguarding Policy identifies key roles within the University which are responsible for responding to child safeguarding concerns and liaising with the appropriate agencies.

<https://www.wlv.ac.uk/about-us/corporate-information/safeguarding/>

- 4.3 The process by which University staff or students can escalate concerns about a child's/young person's welfare is summarised as a flow chart (see Appendix 2).

4.4 The University has also developed a set of principles for reacting to suspicions, allegations and/or disclosures by children (see Appendix 3).

## **5. Guidelines for University Members Working with Children and Young People**

5.1 The University has produced a brief guide for staff students and apprentice learners who come into contact with children as part of their work for the University. The guidance (see Appendix 4) sets out examples of behaviour towards children which may be regarded as appropriate and inappropriate.

5.2 The principles in the guidance are intended not only to safeguard children from harm but also to ensure that staff students and apprentice learners are not put in a position where their conduct or integrity can be questioned.

## **6. Involvement of Parents**

6.1 The University recognises the importance of ensuring that parents or guardians are aware of the activities and risks that their children may encounter in university activities. Parental consent should always be obtained (either via the child's or young person's school or the member of staff coordinating the event as part of the risk assessment process). This should be before the Faculty or Directorate organising the event undertakes a 'planned and permissible' activity involving children, whether on or away from university premises.

6.2 The University cannot take responsibility for ensuring the welfare of children who are present on university premises without its knowledge. Parents or guardians, who bring their children onto the University campus for what is termed 'an incidental manner', or to make use of any family learning zones, must take total responsibility for them. The University will not act in loco parentis on these occasions.

6.3 The University does not allow children to be brought onto University premises for anything which is not deemed part of either a 'planned or permissible' activity or what would be classed as in 'an incidental manner', however whilst the latter does allow for some flexibility in parents bringing their children onto campus, this does not include bringing children into lectures or into the workplace due to failures in childcare provision (see FAQs in Appendix 5 for more information).

## **7. Criminal Records**

7.1 The University has a responsibility to take reasonable steps to ensure that its staff, student, apprentice learners and contractors do not present a risk of harm to children. The University is registered with the Disclosure and Barring Service and will ensure that, where any staff who are involved in any regulated activity (see KCSiE 2022 part one) have an enhanced child DBS certificate. Further advice on the DBS process can be sought from the University Human Resources Department.

7.2 Where University premises have been hired by an external agency, they should ensure that appropriate DBS checks have been undertaken for their own staff and contractors where regulated activity with children will be taking place; the University will take no responsibility for these checks.

## **8. Health and Safety**

- 8.1 The University seeks to ensure that it provides a safe physical working environment for all its staff, students apprentice learners and visitors. However, some of the University's premises will present additional hazards and risks to children. Any 'planned or permissible' activities involving children should always be supported by a suitable and sufficient risk assessment. Where the 'planned or permissible' activity is interpreted as an "event", as defined by the University's "H&S Guidance for Events" document; a risk assessment template is provided as part of the guidance and for this purpose. <https://www.wlv.ac.uk/staff/services/hsd/policies-procedures--forms/>
- 8.2 Any accident on university premises involving a child must be reported to the University's Health and Safety Department, using the online accident reporting system available via their Department web pages:

<https://www.wlv.ac.uk/staff/services/hsd/accident-reporting/>

## **9. Responsibilities for Risk Assessing Planned and Permissible Activities**

- 9.1 It is the responsibility of the event/activity coordinator or family learning zone lead whether a member of the University or an external body or individual, to make all the necessary arrangements including:
- Undertaking a suitable and sufficient risk assessment which is reviewed annually as a minimum.
  - Ensuring that all staff, where appropriate, are trained and briefed, including on procedures for dealing with concerns about child safeguarding (see appendix 3);
  - Seeking appropriate levels of DBS checks for all staff involved in any regulated activities involving children; and
  - Ensuring that appropriate insurance arrangements are in place.
- 9.2 It is expected that for visits by schools where members of staff of that school are in attendance, the school will complete its own risk assessment and take its own child safeguarding steps in accordance with local education authority guidelines. Any significant findings from these risk assessments must also be shared with the event organiser(s).

## **10. Students aged under-18**

- 10.1 The University on some occasions may admit a young person as a student. This is anyone who is under the age of 18.
- 10.2 The suitability of a potential student aged under-18 at the point of admission is a matter to be determined by the relevant Faculty Admissions Team, but once admitted as a student, the University has responsibilities to safeguard that student's welfare. These responsibilities will be set out in local protocols which should consider any regulated activities that could be taking place and detail the arrangements to mitigate against the potential for harm, including the need for enhanced child DBS certificates.

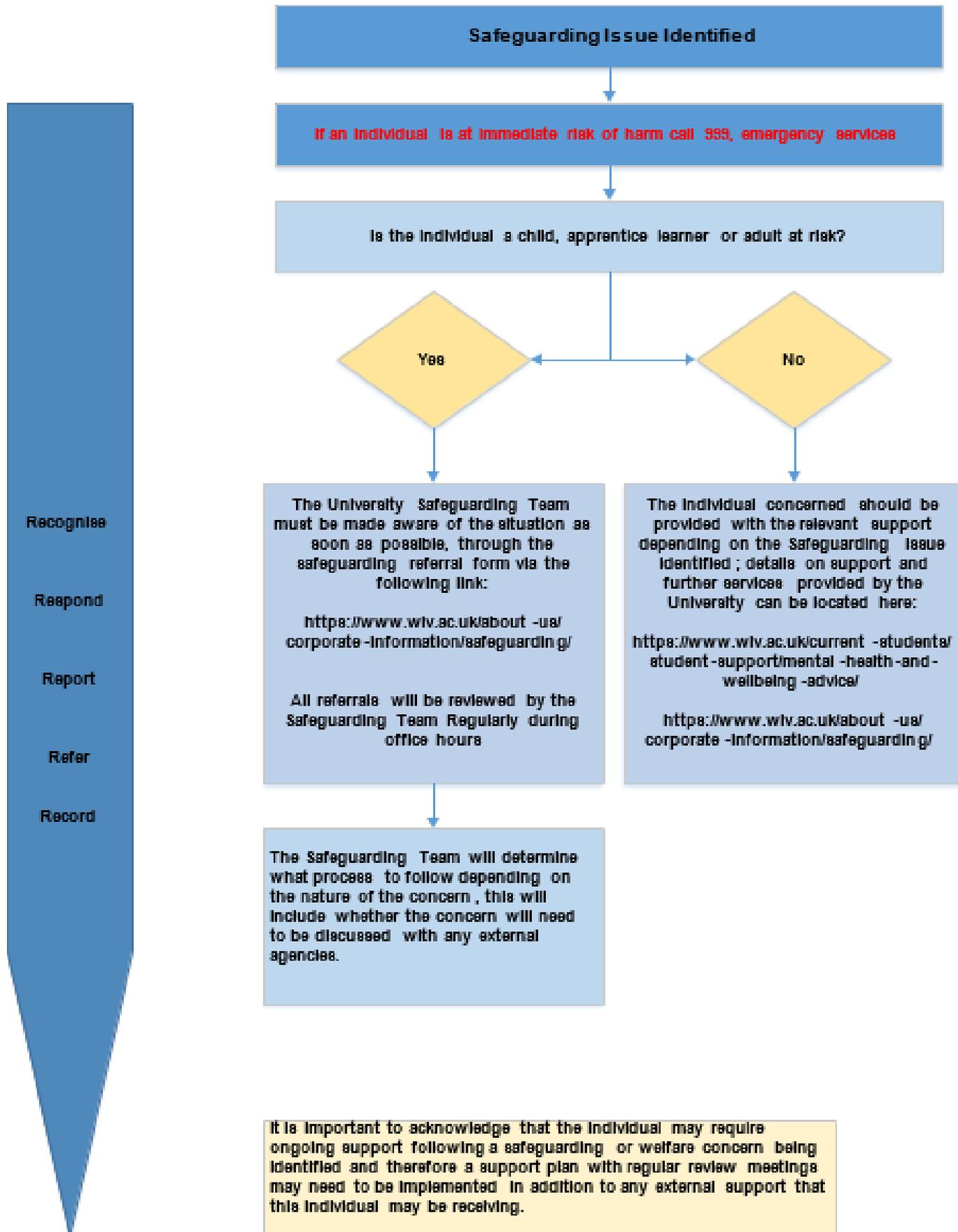
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## Appendix 1: Definitions of Abuse

A child or adult at risk may be abused or neglected by parents, cohabitees, stepparents, substitute parents, siblings, relatives, friends, neighbours, partners and strangers (third party). A child or adult at risk may be abused at home, at school, in an institutional or community setting and may be subject to more than one type of abuse.

- **Physical:** Including assault, hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate physical sanctions.
- **Domestic:** Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members, regardless of gender or sexuality. This includes psychological, physical, sexual, financial and emotional abuse or 'honour'-based violence.
- **Sexual:** Including rape, indecent exposure, sexual harassment or assault, inappropriate looking or touching, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure or sexual acts to which the adult at risk has not consented or was pressured into consenting.
- **Psychological:** Including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal from services or supportive networks.
- **Financial or material:** Including theft, fraud, internet scamming, pressure in connection with wills, property or inheritance or financial transactions, the misappropriation or misuse of property, possessions or benefits.
- **Modern Slavery:** Including slavery, human trafficking, forced labour and domestic servitude, or traffickers and slave masters coercing, deceiving and forcing individuals into a life of abuse, servitude and inhumane treatment.
- **Discriminatory:** Including racist or sexist behaviour, slurs and harassment based on a person's ethnicity, race, culture, religion, gender, sexual orientation, age or disability.
- **Organisational abuse:** Including neglect, poor care practice or ill-treatment within an institution or specific care setting such as a hospital or care home for example. This might be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.
- **Neglect or acts of omission:** Including ignoring medical, emotional, or physical care needs, failure to provide access to appropriate health care, care and support or education services, or withholding necessities of life such as medication, adequate nutrition and heating.
- **Self-neglect:** Neglecting to care for one's personal hygiene, health or surroundings.

## Appendix 2: Safeguarding Process (escalating a concern) Flowchart



### Appendix 3: Principles for reacting to suspicions, allegations and/or disclosures

Do's	Don'ts
<p>Wherever possible work in an open environment with children/young people.</p> <p>Listen carefully and stay calm during any conversations involving disclosure of abuse and or neglect.</p> <p>Clarify any information given, using open questions and without putting words into their mouths.</p> <p>Reassure the child/young person by telling them they have done the right thing.</p> <p>Inform the child/young person that you may need to pass on certain information, but only to those that need to know (you may want to say who this will be).</p> <p>Recognise, respond, refer and record allegations/reports of abuse and or neglect made by children/young people.</p> <p>Make a detailed note of the date, time, place, what the child/young person said and did, the questions asked, and any advice given.</p> <p>Keep all data related to children/young people secure, subject to the provisions of the General Data Protection Regulations (GDPR).</p> <p>Seek further support/advice from your line manager if required.</p> <p>Send any details of disclosures of abuse and or neglect involving a child to the Universities dedicated safeguarding reporting via <a href="https://www.wlv.ac.uk/about-us/corporate-information/safeguarding/">https://www.wlv.ac.uk/about-us/corporate-information/safeguarding/</a></p>	<p>Do not have unnecessary physical contact with children/young people.</p> <p>Do not so far as is reasonably practicable have unaccompanied contact with a child/young people.</p> <p>Do not transport children/young people in your own vehicle.</p> <p>Do not have inappropriate familiarity with children/young people, this includes contact via social media platforms.</p> <p>Do not invite or allow children/young people to socialise with you and/or to visit you at home.</p> <p>Do not interview the child/young person as part of any conversations involving disclosure of abuse and or neglect.</p> <p>Do not promise that you will not tell anyone about the information they have shared.</p> <p>Do not bring your own views or opinions into the conversation.</p> <p>Don't delay if this places the child/young person is in imminent danger; call 999.</p>

**IT IS THE DUTY OF ANYONE WHO WORKS WITH CHILDREN/YOUNG PEOPLE TO REPORT DISCLOSURES OF ABUSE AND OR NEGLECT. IT IS NOT FOR STAFF TO DECIDE WHETHER OR NOT AN ALLEGATION IS TRUE. ALL SUSPICIONS OR ALLEGATIONS MUST BE TAKEN SERIOUSLY AND DEALT WITH IN LINE WITH THIS PROCEDURE.**

#### **Appendix 4: Guidelines for University Members working with children and young people**

The University recommends that all University Members take steps to ensure that they do not put themselves in a position where an allegation of abuse can be made against them.

The University supports all University Members working with children and adults at risk. Staff should ensure that (as a minimum) they:

- Ensure that a suitable and sufficient risk assessment has been carried out for the activity involving children or adults at risk.
- Maintain a register of children/adults at risk they are working with.
- Wherever possible work in an open environment with children/adults at risk.
- Avoid unnecessary physical contact with children/adults at risk.
- Avoid so far as is reasonably practicable unaccompanied contact with a child/adult at risk.
- Always use the pre agreed mode of transport for the event.
- Avoid inappropriate familiarity with children/adults at risk, this includes contact via social media platforms.
- Avoid inviting or allowing children/adults at risk to socialise with them and/or to visit them at home.
- Always recognise, respond, refer and record allegations/reports of abuse and or neglect made by children/adults at risk.
- Always report potential concerns/allegations/reports of abuse and or neglect made by children/adults at risk to the Designated Safeguarding inbox: [Safeguarding@wlv.ac.uk](mailto:Safeguarding@wlv.ac.uk). However, if any delay places the child or adult at risk in imminent danger an emergency 999 call should be placed.
- Keep all data related to children or adults at risk secure, subject to the provisions of the General Data Protection Regulations (GDPR).
- Seek support from their line manager if required.

## Appendix 5: Safeguarding Children/Young People on Campus – (FAQs)

### Questions and Answers (for all):

\* Lecture – for the purpose of these FAQs, a lecture could also mean any of the following: seminar, workshop, tutorial, etc.

- Q. I have heard that children are no longer permitted on University premises?**
- A. *Children are permitted; however, it must be part of a ‘planned and permissible’ activity for example, summer schools, work experience, school holiday clubs or family learning zones For more examples, see section 3.1 of this document.*
- Q. The Procedure refers to children accompanying their parents in an ‘incidental manner’ – what does this mean?**
- A. *The Procedure has attempted to acknowledge that there are occasions where the children of staff or students may need to accompany their parents onto the premises. Examples of this includes, a member of staff popping in to show colleagues their new-born baby, or a student briefly attending the library to return a book. In both scenarios the child must be under the supervision of the parent at all times. There are further examples of these later in this document.*
- Q. I am a breast-feeding mother; can my child come onto the premises?**
- A. *The University will endeavour to ensure that staff and students who legitimately need to bring their children onto Campus will be provided with reasonably accessible facilities or suitable rest facilities for this purpose. Refer to the ‘New and Expectant Mothers Policy’ available on the University H&S Dept. web pages for further information.*
- Q. I am coming to the University to take part in a sports related activity e.g. going to the gym, playing 5 a side football , can I leave my child(ren) unsupervised or with University staff whilst I am taking part?**
- A. *University staff are not responsible for supervising your children whilst you are on university premises. Children should not be brought into the University as an alternative to childcare arrangements.*
- Q. I am coming into the University to watch a sporting event e.g., Judo tournament, basketball match, etc. Can I bring my child into the University to watch the event with me?**
- A. *Yes, this is considered to be a ‘permissible activity’, however the child remains supervised by you at all times.*

**Questions and Answers (Students):**

- Q. I want to bring my child to my graduation, am I still allowed to do this?**
- A. *Yes, this is considered to be a 'permissible activity', however the child must remain supervised at all times and must not cause disturbance or disruption to any ceremony.*
- Q. What if I need to get into the Library to pick up some books, can I bring my child with me?**
- A. *Yes, this would be considered to be in an 'incidental manner' and would be permissible, however the child must remain under your supervision at all times.*
- Q. I want to get some support from the Directorate of Students and Education 'Help Zones'; can I bring my children with me?**
- A. *Yes, LIS allows students who are seeking support from the 'Help Zones' to have their children present, however the child must remain supervised at all times.*
- Q. I need to study in the Learning Centre with my child present?**
- A. *Learning Centres do allow students to undertake prolonged study with their children present, however, this is restricted to the designated family learning zones*
- Q. My childcare arrangements have let me down at the last minute, am I able to bring my child into a lecture\* with me?**
- A. *Children should not be brought into the University due to failures in your childcare provision.*
- Q. If I cannot bring my child into a lecture\*, can I leave them with a member of staff to supervise while I am away?**
- A. *No. University staff are not responsible for supervising your children whilst you are in lectures\*.*

## Questions and Answers (Staff):

- Q. I am working in my own office and my children are well behaved, can I bring them in to work with me?**
- A. *Members of staff are not permitted to bring children onto the University premises whilst they are deemed to be working/at work.*
- Q. I have students turning up to lectures\* with children, what do I do?**
- A. *Children are not permitted into lectures\*, no matter how low the risk. All Deans and Directors are fully aware of this arrangement. If a student comes with their child to a lecture you will need to ask them to leave, if they refuse to leave, please refer them to the Dean of Faculty or the Directorate of Students and Education.*
- Q. I just want to briefly visit the University to show my colleagues my new-born baby, can I still do this?**
- A. *Yes, this would be considered to be in an 'incidental manner' and would be permissible, however the child must remain under your supervision at all times.*
- Q. My childcare arrangements have let me down at the last minute, am I able to bring my child in to work with me?**
- A. *Children should not be brought into the workplace due to failures in childcare provision. If staff cannot find alternative arrangements they should consider, with the prior approval of their line manager, either working from home, or the taking of flexi/annual leave as appropriate.*