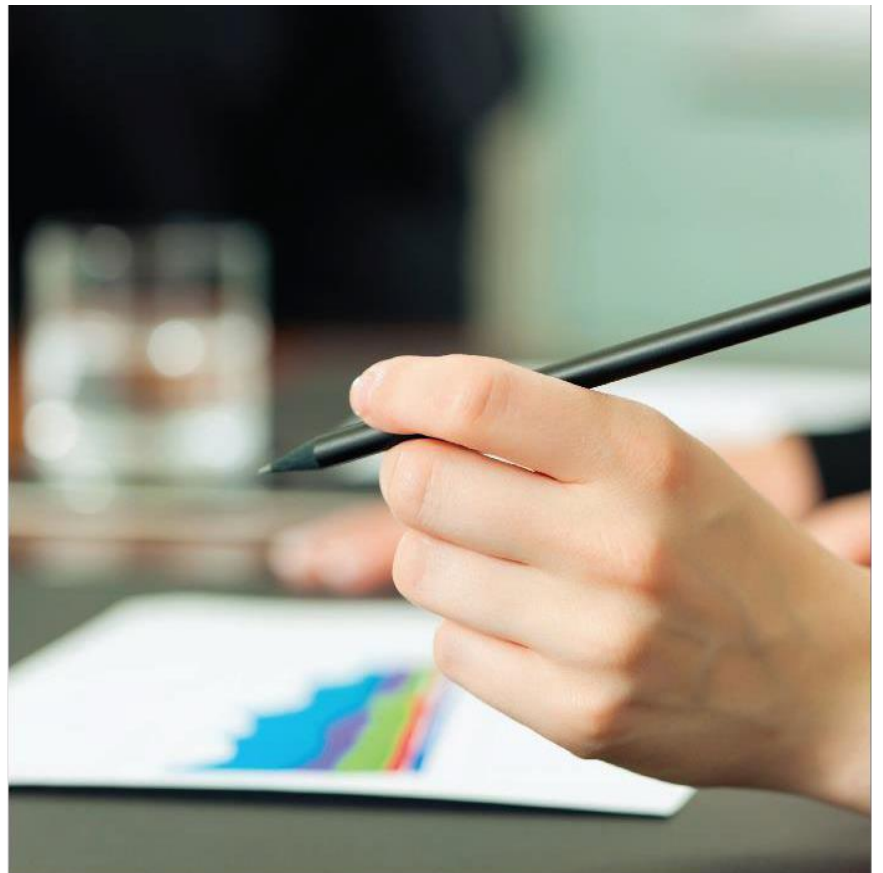


Safeguarding Policy and Procedures



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1 Introduction

- 1.1 The University of Bradford is committed to safeguarding the welfare of all children, young people aged under 18 and adults at risk who access its activities, facilities and services. The University recognises its obligations to promote the welfare of children, young people and adult at risk, and its responsibility to take reasonable steps to ensure their safety. The University has an obligation to protect its staff, students and volunteers against unfounded allegations of abuse. The University also has an obligation to protect all its members from the risk of radicalisation.
- 1.2 This policy sets out the University's approach to safeguarding children and adult at risk, and to prevent students and staff from being drawn into terrorism. The terminology used in the policy reflects the legislative environment and relevant statutory duties.
- 1.3 This policy is one component of the University's overall approach to providing a safe and secure environment and supporting student welfare and wellbeing. The University provides holistic student support that prioritises student wellbeing and success through a range of academic and student support services and initiatives via central professional services and Faculties.

2 Scope

- 2.1 This policy and procedures sets out the University's approach to safeguarding the following groups:
- Children and Young People
 - Adults at risk
 - All students and staff for the purposes of the Prevent Duty
- 2.2 This policy and procedures covers the following activities:
- Admission of, teaching, supervision and support of students who are under 18 years of age or who are adults at risk;
 - Summer schools, school visits, and other events such as work experience;
 - Apprenticeships;
 - On-site nursery (which has its own safeguarding policies in place);
 - The Eye Clinic (which has its own safeguarding policy and procedures in place);
 - The Physiotherapy Clinic (which has its own safeguarding policy and procedures in place);
 - University of Bradford International College (UBIC) (which has its own safeguarding policy and procedures in place);
 - Unique Fitness (which has its own safeguarding policy and procedures in place);

- Research activity that takes place on and off campus (This policy and procedures should be read in conjunction with the [Code of Practice for Research](#));
- Outreach or widening participation activities taking place on or off campus;
- Placements in professional and clinical settings;
- Field trips, excursions and other activities such as volunteering and other social activities;
- The activities of student societies and networks; and
- All activities in relation to the Prevent Duty.

3 Definitions

3.1.1 The University recognizes the following definitions in relation to Safeguarding:

3.1.2 Children and Young People

The University defines a child or young person as a person who is under the age of 18. The fact that a Child or Young Person has reached 16 years of age, is living independently or is in Further/Higher education does not change his or her status for the purpose of this Policy.

3.1.3 Adult at Risk

The University defines an ‘Adult at Risk’ as a person aged 18 or over who is, or may be, in need of services by reason of mental or other disability, age or illness (including an addiction to alcohol or drugs) or is living in a sheltered or residential care home 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 being drawn into terrorism.

In a university setting, factors which may indicate vulnerability include: physical or mental disabilities, language or community difficulties, learning differences, social isolation; international or refugee status, health conditions (particularly those long term), drug or alcohol dependence, care leavers or estrangement, homelessness, permanent or temporary reduction in physical, mental or emotional capacity, brought on by significant life events.

3.1.4 The Prevent Duty

The University defines Prevent Duty as set out in section 26 of the Counter-Terrorism and Security Act (2015), which requires specified authorities (of which the University of Bradford is one such authority) in the exercise of their functions to have due regard to the need to prevent people from being drawn into terrorism. Accordingly, the University defines the Prevent Duty as the need to prevent students and staff from being drawn into terrorism.

3.1.5 Types of Harm, Abuse, Neglect and Exploitation

Include, but are not limited to:

- Physical: causing non-accidental injury or trauma, over-medication, unnecessary restraint, careless manual handling, Female Genital Mutilation (FGM)
- Sexual: any sexual act towards a child or any sexual act that an adult didn't consent to or couldn't understand. This includes non-contact sexual abuse, such as exposing to pornography, encouraging to watch or hear sexual acts, not taking proper measures to prevent exposure to sexual activities by others, grooming, exploitation, persuading to perform sexual acts over the internet and 'flashing'
- Domestic Abuse: includes psychological, physical, sexual, financial, and emotional abuse perpetrated by anyone within a person's family. It also includes so-called "honour" based violence
- Psychological or emotional: threats, intimidation, undermining, insulting, harassment, bullying, denying opportunity, over-protection, witnessing domestic violence
- Financial: theft, borrowing money and not repaying it, obtaining money by deception, misappropriating benefits, putting on pressure about wills, cash, property, possessions
- Neglect: ignoring/not identifying medical, physical or emotional needs, not providing access to care, not providing adequate supervision, withholding essentials such as medication, food, water and heating
- Discriminatory: all forms of harassment and unequal treatment based on age, disability, gender reassignment, ethnicity, pregnancy and maternity, race, religion and belief, sex or sexual orientation (protected characteristics under the Equality Act 2010)
- Organisational or Institutional: repeated poor care and treatment of adults at risk, and unsatisfactory professional practice
- Modern slavery: slavery, human trafficking, forced labour and domestic servitude
- Self-neglect: not caring for personal hygiene, health or surroundings, including behaviour like hoarding which puts the person, or others, at risk

4 Safeguarding Policy

- 4.1 The University of Bradford is committed to safeguarding the welfare of all children and young people aged under 18 and adults at risk who access its activities, facilities, services and/or participate in its research. The University recognises its obligations to promote the welfare of children, young people and adults at risk, and its responsibility to take reasonable steps to ensure their safety. The University has an obligation to protect its staff, students and volunteers against

unfounded allegations of abuse. The University also has an obligation to protect all its members from the risk of radicalisation.

4.2 The University is an adult environment. However, children, young people and adults at risk may access the University's activities and services in the following ways:

- As a registered student;
- Visiting campus (for example on an open day or school visit);
- Using the University nursery;
- Through engagement in off campus activities in which University staff and / or students are engaged, for example widening participation activities in local schools, volunteering activities;
- Through research;
- Through placements;
- Through Unique Fitness;
- Through the eye clinic;
- Through the physiotherapy clinic; and
- Through field trips, excursions and other activities such as volunteering and other social activities

4.3 As part of its commitment to equality, diversity and inclusivity and the provision of a safe working environment, the University has put in place policy and procedures designed to protect children, young people and adults at risk. This policy and its associated procedures provide guidance to all staff, students and contractors and volunteers working on behalf of the University on the expected standards of behaviour when working with children, young people and adults at risk, and sets out the responsibilities and processes for reporting concerns. This policy and procedures should be read in conjunction with the University's [Dignity and Respect Policy](#).

5 General Principles

5.1 The University of Bradford:

- Is committed to providing a safe environment for all its employees, students and people who access its activities, facilities and services, and/or participate in its research.
- Recognises that children, young people and adults at risk may require additional protection in accordance with its statutory duties and common law duty of care
- Recognises its responsibility to have due regard to prevent people from being drawn into terrorism, in accordance with the Counter Terrorism and Security Act and associated statutory guidance.
- Recognises its responsibility to raise awareness of staff and students of this policy and the relevant procedures.

- Will provide adequate training and guidance on its policy and procedures to protect children, young people and adults at risk.
- Will ensure that appropriate procedures are in place to enable it to discharge its duties and to ensure that cases of suspected abuse or neglect of children, young people or adults at risk are dealt with sensitively and effectively in accordance with the law and relevant guidance.
- Will ensure that investigations into reports of suspected abuse or neglect are carried out in a fair and timely manner.
- Will work in conjunction with other agencies (for example, social services, the Police and health services) and any other bodies to safeguard children, young people and adults at risk in the implementation and monitoring of this Policy and its associated procedures.
- Will ensure that all allegations of abuse or neglect of children, young people or adults at risk are reported.

6 The Prevent Duty

- 6.1 The University of Bradford recognises its duty under the Counter-Terrorism and Security Act 2015 to engage with the Prevent Agenda and put reasonable measures in place to safeguard all staff and students from the risks of radicalisation, including through an institutional Prevent Risk Assessment.
- 6.2 The University complies with the statutory guidance for Universities which accompanies the Act to provide an environment in which staff and students are supported to challenge and debate ideas and concepts, and in which extreme ideologies and narratives cannot go uncontested. The University works closely with local safeguarding partnerships to ensure that appropriate procedures, risk assessments and training are in place.

7 Safeguarding Procedures

- 7.1 The University will take all safeguarding concerns including suspicions and allegations of exploitation, harm or abuse (including radicalisation) seriously and will report concerns promptly.
- 7.2 In support of this commitment, the University will:
- Implement a Safeguarding Code of Conduct. This is set out at Appendix A;
 - Implement procedures for dealing with abuse and for reporting and referral of these disclosures, suspicions or allegations of abuse and reporting concerns about the welfare of a child, young person or adult at risk. These procedures are set out in Appendix C.
 - Implement procedures for reporting concerns that a member of

the University is vulnerable to the risk of radicalisation. These procedures are set out in Appendix C.

- Implement specific procedures relating to the activities of those aged under 18 within the University, including the admission and care of students who will be aged under 18 at the point of enrolment. These procedures are set out in Appendix D.
- Implement procedures for the recruitment and selection of staff for positions or activities which may entail contact with children, young people and adults at risk. These procedures are contained within the [Recruitment and Selection Guidelines](#).
- Implement procedures for the admission of students to programmes which may entail contact with children, young people and adults at risk. These procedures are contained within the [Admissions Policy](#) and at Appendix D.
- Provide training, support and supervision for staff and students engaged with children, young people and adults at risk. This training will include training on child protection (including what constitutes abuse, how to spot it and how to respond).
- Operate a Safeguarding Board, which will make an annual report on the operation of the Safeguarding Policy and Procedures to the University's Executive Board, Senate and Council. Quarterly reports on the implementation of the Prevent Duty will be made to Executive Board, Senate and Council.

8 Appendices

- Appendix A: Safeguarding Code of Conduct
- Appendix B: Safeguarding Contacts
- Appendix C: Safeguarding Referral Procedures
- Appendix D: Procedures for University Staff, Students and Visitors Who are Under 18
- Appendix E: University of Bradford Nursery Safeguarding and Child Protection Policy
- Appendix F: University of Bradford Eye Clinic Safeguarding Policy and Procedures
- Appendix G: University of Bradford Physiotherapy Clinic Safeguarding Policy and Procedures
- Appendix H: University of Bradford International College (UBIC) Safeguarding Policy and Procedures
- Appendix I: Unique Fitness Safeguarding and Child Protection Policy