University of Kent safeguarding and duty of care policy

Student Services February 2019

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# University of Kent Safeguarding and Duty of Care Policy

## **Purpose of the Policy**

The University is committed to protecting children and vulnerable adults from harm, exploitation and abuse and to ensuring that designated staff are aware of their responsibilities in relation to safeguarding. It is also committed to a legal and moral duty of care, as far as reasonably possible, in regard to the health, safety and welfare of all students; University staff; young people or vulnerable adults/adults at risk and visitors to the University.

* 1. This Policy sets out the University’s approach to safeguarding students, staff, young people, and vulnerable adults and should be read in conjunction with the Safeguarding Concerns Reporting Procedure (Appendix 4).
  2. The University also aims to ensure all current safeguarding legislation and government guidance, including the [Children’s Act (1989)](http://www.legislation.gov.uk/ukpga/1989/41/contents), [Children’s Act (2004)](http://www.legislation.gov.uk/ukpga/2004/31/contents); [Safeguarding Vulnerable Groups Act (2006)](https://www.legislation.gov.uk/ukpga/2006/47/contents); and [Working Together to Safeguard Children (2015)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/729914/Working_Together_to_Safeguard_Children-2018.pdf) are adhered to.
  3. This Policy assists the University to meet its obligations under the Prevent duty: <https://www.kent.ac.uk/prevent/>, and will also be used to fulfil the duty to have due regard to the need to prevent students, young people and vulnerable adults from being drawn into terrorism as per Section 26 of the [Counter-Terrorism and Security Act (2015)](http://www.legislation.gov.uk/ukpga/2015/6/contents/enacted).
  4. In other instances, when young people, whether accompanying staff, students or visitors are present on the University campus, they remain the responsibility of their parent, carer or legal guardian.

## **Duty of Care**

* 1. The University of Kent recognises that it has a legal and moral duty to ensure, as far as is reasonably possible, the health, safety and welfare of all students; University staff; young people or vulnerable adults/adults at risk and visitors to the University.
  2. The University’s commitment is not just about protecting young people and vulnerable adults/adults at risk from deliberate harm, neglect and a failure to act. It relates to broader aspects of duty of care and education, including:
* Learners’ health, safety and wellbeing, including their mental health
* The needs of learners with disability-related requirements, including those with long term medical conditions
* Educational visits or visits by schools/colleges for work experience
* Accommodation of students who are under the age of 18
* Attending University premises in regard to outreach, volunteering or recruitment activities
* Attending University premises for sporting or other recreational, cultural or social purposes.
* Higher and Degree apprenticeship programmes, undertaking/participating in research and placements
* Online safety and associated issues
* Appropriate arrangements to ensure learners’ security, taking into account the local context, including students on placement or year abroad
* Attendance at specific talks and lectures delivered by external speakers on campus
  1. The Policy was approved by the Student Experience Board on 20 February 2019 and will be reviewed by the Board every three years or when there is a significant change in legislation.

## **Scope**

* 1. This Policy applies to all University members and nominated partners including those that do not have a specific role in relation to safeguarding matters. It also includes sponsored visitors or contractors engaged by the University who may come into contact with University members, children, young people and vulnerable adults/adults at risk as part of their work or activities.
  2. The University recognises that it has certain legal obligations and duties to safeguard the welfare of everyone who may come into contact with its staff, students or nominated partners. The University seeks to safeguard all by recruiting staff and volunteers safely, including taking up written references and ensuring that, where appropriate, staff undertake Disclosure and Barring Services (DBS) disclosures at the appropriate level.
  3. The University also recognises that it has a duty to report the suspected abuse of any young person or vulnerable adult, for activities organised by its staff, whether or not that person is a member of the University community.

## **Kent Union and GKUnions**

* 1. For the avoidance of doubt, this Policy does not apply to activities undertaken by the Kent Union or GKUnions, which has separate safeguarding policies and procedures, although it does apply to University activities that take place on the Students’ Union premises.

## **Public Interest Disclosure (Whistleblowing)**

* 1. The University encourages a responsible and transparent approach to working and will promptly respond to all concerns raised under this Policy. There will be no repercussions where concerns or allegations are reported in good faith, and not for personal gain, via the [University’s Whistleblowing Policy and Procedure](https://www.kent.ac.uk/governance/policies-and-procedures/whistleblowing.html), but reported concerns or allegations will not be taken further by the University or external authorities if found to be vexatious in nature.

## **Other Considerations**

* 1. A member of staff concerned that a vulnerable student might be at risk of being drawn into extremism should discuss these concerns with a Designated Safeguarding Officer (DSO) in the first instance.
  2. In most cases it would be appropriate to respond to these concerns through welfare arrangements and processes within the responsibility of the Directorate of Student Services or within an Academic School. These processes include the possibility of obtaining specialist advice, where appropriate, from the University’s Centre for Child Protection.
  3. It would be open to the Senior Safeguarding Officer or appropriate delegate to consult with the Prevent Coordinator within the Office of the Vice-Chancellor, who may in turn consult informally with a Coordinator from Channel[[1]](#footnote-1) about the general circumstances of the case, but without at that stage making a formal referral to the Channel process or divulging the identity of the individual who is at risk of being drawn into extremism. Any formal referral of a vulnerable individual who is at risk of being drawn into extremism would be made only if there was a judgment that University processes were inadequate. Referral would require the concurrence of the Deputy Vice-Chancellor with responsibility for students or, in their absence, another member of the Executive Group.
  4. In exceptional circumstances, for example, in cases where there might be a risk of immediate harm to an individual(s) or a third party, it would be open to a Head of an Academic School/Director of Professional Services (or representative) or a senior member of the University Campus Security staff, to consult directly with the Prevent Coordinator, and/or a member of the Executive Group, about the need for direct contact with the Channel Coordinator.

## **Data Protection**

6.1 Data protection provisions require owning the duty of confidentiality to the University member, child, young person or vulnerable adult, and not the parents, guardians or carers. Generally, consent should be obtained from the University member, child, young person or vulnerable adult before releasing information to a parent or other third party.

6.2 If an adult is deemed as capable of giving consent, this should always be sought. Where an adult at risk with capacity who has made a decision that they do not want action to be taken and there are no public interest or vital interest considerations, their wishes will be respected.

6.3 If after a discussion with the adult at risk, who has mental capacity, regarding short- and long-term consequences, they refuse any intervention, their wishes will be respected and recorded, with the following exceptions:

There is a public interest, for example, not acting will put other adults or children at risk

There is a duty of care to intervene, for example, a crime has been or may be committed.

6.4 It may be prudent to obtain consent from all the participants for the release of specific data to specified third parties. Designated Safeguarding Officers can seek advice from the University’s Head of Data Protection.

## **Appendices**

Appendix 1: Useful Definitions

Appendix 2: Roles and responsibilities

Appendix 3: Recommended Behaviour when Handling a Safeguarding Disclosure

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Appendix 11: External Contacts for Designated Safeguarding Officers

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# Appendix 1: Useful Definitions

**University member:** The term ‘University member’ is used to describe anyone who works (whether in a paid or unpaid capacity) with, or is otherwise engaged with University staff, students, children, young people or vulnerable adults on the University’s behalf, whether as an employee, governor, contractor volunteer, nominated partner or student.

**DBS (Disclosure and Barring Service):** This statutory body helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. It was created in 2012 out of the merger of the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA).

**Child or young person:** This applies to a person who has not yet reached their 18th birthday. In legislation and guidance ‘child’ typically refers to those under the age of eighteen who are still in full time education and ‘young person’ refers to those under the age of eighteen who have left full time education.

**Vulnerable adult/adult at risk:** The University considers any person to be vulnerable if they need additional protection or input to enable them to achieve their full potential. An individual’s vulnerability can vary depending on the activity being carried out and the people that are present. Some of the groups the University deems to be vulnerable/at risk include, but are not limited to:

* Care leavers
* Young carers
* Individuals with disabilities where they have specific support needs and as a result of those needs are unable to protect themselves against the risk of abuse or harm
* Individuals who are, or have been, subject to abuse
* Individuals who may be living in temporary accommodation
* Individuals at risk of being drawn into terrorism
* Individuals unable to look after their own well-being, property, rights or other interests
* Individuals at risk of harm (either from another person’s behaviour or from their own behaviour).

**Duty of Care:** Duty of Care is about individual wellbeing, welfare, compliance and good practice. The University has a moral and a legal obligation to ensure that everyone associated with the establishment, whether employee, volunteer, student, tradesperson or the general public, is fully protected from any personal physical and/or emotional harm, either on the premises or when engaged in activities relating to the establishment. Typical areas of concern are fire safety, health and safety, food safety, personal safety, child and adult, equality, bullying, violence, harassment, stress, or discrimination from any source.

**Safeguarding:** This is the term used to promote the welfare and protection from harm of young people or vulnerable adults/adults at risk. This term is broader than ‘child protection’ which refers to activities undertaken to prevent children suffering significant harm.

**Abuse:** This is a violation of human and civil rights by another person. It may be planned or unplanned and consist of a single act or repeated acts. Abuse can take many forms and includes but is not limited to:

* **Physical abuse:** may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise causing physical harm;
* **Neglect:** this involves continual failure to meet a person’s basic physical and emotional needs, such as providing sufficient food, clothing and a safe home; 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;
* **Self Neglect:** a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.
* **Sexual abuse:** involves forcing or persuading a person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the individual is aware of what is happening. This includes rape and sexual assault or sexual acts to which 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;
* **Organisational Abuse:** including neglect, poor care practice within an institution or specific care setting such as a hospital or care home, poor practice in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment.  It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.
* **Domestic Abuse:** including psychological abuse, physical abuse, sexual abuse, financial abuse, emotional abuse, so-called ‘honour’-based violence.
* **Modern Slavery**: including slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude, and inhumane treatment.
* **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; and
* **Discriminatory abuse:** including
* discrimination against individuals with disabilities, including those with mental health conditions, where they have specific support needs and as a result of those needs are unable to protect themselves against the risk of abuse or harm
* transgender, non-binary and gender non-conforming students to be classified as vulnerable adults
* racist, sexist, based on a person’s religion, and other forms of harassment, slurs or similar treatment

It is recognised that young people and vulnerable adults may be abused by other young people and vulnerable adults.

The University has a clear [Student Complaints Procedure](https://www.kent.ac.uk/regulations/Regulations%20Booklet/2017%20Academic%20Year%20Complaints%20Procedure%20and%20flow%20chart%20v6-%20current.pdf) and [Regulations on student discipline in relation to non-academic matters](https://www.kent.ac.uk/regulations/Regulations%20Booklet/2017%20Academic%20Year%20Regulations%20and%20flow%20chart.pdf) in the event of targeted unwarranted claims.

# Appendix 2: Roles and Responsibilities

**All members of staff**

Safeguarding is everyone’s responsibility. All University members are in a position of trust and have a duty of care to act if there is a cause for concern. All University members should:

* Understand what abuse is
* Listen carefully to students, staff, children, young people and vulnerable adults, and be aware of and act in accordance with the University’s Safeguarding and Duty of Care Policy
* Participate in appropriate safeguarding training (and, where required in the case of appropriate staff, training relating to the Prevent duty)
* Consult with and take advice from the University’s designated lead for Prevent where there is reason to believe that a student to whom this Policy applies may be at risk of being drawn into terrorism

**Position of trust**

University members must not put students, staff, children or young people at risk of harm by their own conduct. It is a criminal offence for a person who is 18 or over to engage in sexual activity with a person who is under 18, where the older person is in a position of trust. A position of trust is one where the person (who is 18 or over) ‘looks after’ persons under 18 who are receiving education at an educational establishment. ‘Looks after’ is defined as caring for, training, supervising or being in sole charge of a child or children.

**Designated Safeguarding Officers:** Academic Schools, Centres, nominated partners and Professional Service Departments are required to nominate local Safeguarding Officers, to further support regular activities taking place or organised within that Academic School, Centre, nominated partner or Professional Service Department. The Centre for Higher and Degree Apprenticeships will also have designated Apprenticeship Designated Safeguarding Officers (ADSOs). A log of designated safeguarding staff in employment units, with respect to young people and vulnerable adults on Kent’s Higher and Degree Apprenticeships, will be maintained by the Centre for Higher and Degree Apprenticeships. The Safeguarding Officer role will hereafter be referred to as the **Designated Safeguarding Officer.**

The role of these members of staff is:

* To offer an initial point of contact, should any student or staff member in the department or nominated partner have any concerns relating to safeguarding
* To highlight and champion best practice relating to safeguarding
* To undertake appropriate safeguarding training
* To ensure appropriate local procedures are in place.

An up to date list of all current Designated Safeguarding Officers, including Apprenticeship Designated Safeguarding Officers, can be found on the [Student Services webpages](https://www.kent.ac.uk/studentservices/studentservices-local/University%20of%20Kent%20-%20DSO%20staff%20list%20updated%2020092018.pdf)

It is not the responsibility of University staff or Designated Safeguarding Officers to investigate, make judgements or provide a response on safeguarding matters. It is simply their responsibility to follow the Safeguarding Concerns Reporting Procedure (see Appendix 4) if there is a cause for concern.

**Senior Safeguarding Officer**

The University has designated the Director of Student Services as the Senior Safeguarding Officer. The Senior Safeguarding Officer should be contacted by members of staff who need advice or have any safeguarding concerns. Their contact details are as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Email address** | **Telephone number** |
| Jane Glew | Interim Director of Student Services | [Directorofstudentservices@kent.ac.uk](mailto:Directorofstudentservices@kent.ac.uk) | 01227 824130 |

**Deputy Safeguarding Officer**

The University has designated the Master of Medway and the Master of Eliot as Deputy Senior Safeguarding Officers. The Deputy Senior Safeguarding Officers will assume the responsibilities of the Senior Safeguarding Officer in the absence of the Director of Student Services. Their contact details are as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Email address** | **Telephone number** |
| TBC | Master of Medway | [MedwayMastersOffice@kent.ac.uk](mailto:MedwayMastersOffice@kent.ac.uk) | 01634 (88)8807 |
| Stephen Burke | Master of Eliot | [EliotMastersOffice@kent.ac.uk](mailto:EliotMastersOffice@kent.ac.uk) | 01227 (82)*3320* |

**Strategic Sponsor for Safeguarding**

The University has designated the Deputy Vice-Chancellor, Education with responsibility for students as the University’s strategic sponsor for safeguarding.

**Prevent**

The University’s designated leads for safeguarding issues in relation to Prevent are David Powell (Policy Advisor to the Vice-Chancellor) and Jess Sutherland (PA to the Deputy Vice-Chancellor (Education) and Prevent Officer). They can be contacted via [prevent@kent.ac.uk](mailto:prevent@kent.ac.uk).

**Notes**

* In instances where the concern relates to possible radicalisation and/or extremism as defined by the Prevent duty, the Senior Safeguarding Officer will consult with the Prevent Officer, who will consider what action is necessary (including referral to external bodies).
* Where safeguarding incidents occur within a nominated partner setting (e.g. a placement) the partner’s safeguarding policy and reporting procedure should be followed.
* Where safeguarding incidents occur regarding apprenticeships the procedures set out in Appendix 6 should be followed.

# Appendix 3: Recommended Behaviour when Handling a Safeguarding Disclosure

|  |  |
| --- | --- |
| **WHAT TO DO** | **WHAT NOT TO DO** |
| * Stay calm * Listen, hear and take the allegations or concerns seriously * Give time to allow the young person or vulnerable adult/adult at risk to say what they want * Reassure and explain that they have done the right thing in sharing their comments with someone * Act immediately in accordance with the procedure in this Policy * Make a written record of what was said as soon and as accurately as possible; complete the Incident Report Form in full; a copy can be obtained from the University web site at: [http://www.kent.ac.uk/studentservices/](http://www.kent.ac.uk/studentservices/policies.html) [policies.html](http://www.kent.ac.uk/studentservices/policies.html) * Report to the Designated Safeguarding Officer | * Don’t panic or over-react * Don’t assume that it is unlikely the young person or vulnerable adult is in immediate danger * Don’t probe for more information, as inappropriate questioning may affect how the young person’s/vulnerable adult’s disclosure is received at a later date * Don’t make assumptions, don’t paraphrase or offer alternative explanations or phrases * Don’t promise confidentiality, to keep secrets, or that everything will be OK (it may not be possible) * Don’t try to deal with the matter yourself * Don’t make negative comments about any alleged abuser * Don’t “gossip” with colleagues about what has been said to you * Don’t make a young person or vulnerable adult repeat a story unnecessarily. |

# Appendix 4: Safeguarding Concerns Reporting Procedure

The University expects all University members to be alert to any concerns about the welfare of individuals and to report any such concerns they may have, however apparently trivial, to a Designated Safeguarding Officer. They are also expected to co-operate fully with any police or social services enquiries that may arise into an allegation of abuse.

The specific course of action will be dependent upon the situation and while individual members of the University have the right to report incidents direct to social services they should, where possible, consult first with the local Designated Safeguarding Officer.

Anonymous concerns should not be ignored and should be dealt with, as far as possible, using the procedure below.

**Reporting Procedure**

If a person discloses, the person whom the disclosure has been made to should make a full note of the facts that gave rise to their concern and notify the local Designated Safeguarding Officer as soon as is practically possible.

The Designated Safeguarding Officer will complete an Incident Report Form, a copy of which can be found in Appendix 9 or on the University web site at: <http://www.kent.ac.uk/studentservices/policies.html>

The Designated Safeguarding Officer will provide a copy of the completed Incident Report Form to the Senior Safeguarding Officer, who will keep a record centrally of all reported concerns and outcomes on a secure SharePoint site in line with the [University’s Document Retention and Archiving Policy](https://www.kent.ac.uk/teaching/documents/quality-assurance/guidance/pdf/qa_retention_policy.pdf)

Concerns **must** be reported as soon as possible and where there may be an immediate risk of harm or abuse, the Designated Safeguarding Officer or Senior Safeguarding Officer must be notified verbally straight away, and an Incident Report Form completed as soon as reasonably possible thereafter.

It is the responsibility of the Designated Safeguarding Officer, when notified of a concern, to consider the seriousness of the incident and, if they deem it appropriate, contact the relevant Safeguarding Children’s Board or the police. This should be done in consultation with the Senior Safeguarding Officer.

Whether or not notification to the relevant Safeguarding Children’s Board is deemed necessary, the Designated Safeguarding Officer shall also provide the Senior Safeguarding Officer with a risk assessment (Appendix 10) which will include a summary of the immediate risk, and any other action taken or proposed to be taken arising out of the incident (for example the provision of specific training). The risk assessment should be submitted with any supporting evidence to [directorofstudentservices@kent.ac.uk](mailto:directorofstudentservices@kent.ac.uk)

The Designated Safeguarding Officer will be responsible for ensuring the individual(s) is/are in a safe environment until the appropriate local agencies, if required, have become involved.

Where appropriate the Designated Safeguarding Officer will reassure the individual(s) concerned of the process underway, and if appropriate ascertain any relevant factual information. However, the Designated Safeguarding Officer should only ask questions of the individual(s) that are necessary to clarify whether there is an allegation of abuse. **It is not the responsibility of the Designated Safeguarding Officer to investigate the allegation(s) made. The Designated Safeguarding Officer’s role is to listen, gather the relevant information and report the matter to the appropriate University staff member and/or local agency.**

**Reporting procedure for dealing with a suspicion or allegation of abuse involving a University member**

If a University member has a suspicion that an individual, in particular a child, young adult or vulnerable adult that they are working with outside of the University in a third-party organisation is being abused or is at risk of significant harm by a University member, they should report this via the third-party’s safeguarding procedures. The matter should also be reported (for information) to the University’s Senior Safeguarding Officer, using the Incident reporting form (Appendix 9).

If a University member has the suspicion that an individual, in particular a child, young adult or vulnerable adult is at risk from another member of the University, they should seek advice and assistance from the Senior Safeguarding Officer, setting out the suspicion as clearly as possible.

Where an allegation involves a University employee, the University has a duty of care to both the individual and the University member to whom the allegation relates. The Senior Safeguarding Officer will involve the University’s Human Resources department at the earliest viable opportunity. If appropriate, the staff disciplinary procedure will be involved.

Where the allegation involves a student, the University will consider invoking either the [Regulations on student discipline in relation to non-academic matters](https://www.kent.ac.uk/regulations/Regulations%20Booklet/2017%20Academic%20Year%20Regulations%20and%20flow%20chart.pdf), [Fitness to Practise Procedures](https://www.kent.ac.uk/teaching/qa/regulations/taught/fitnesstopractice.html) or in relation to [Social Work, Professional Suitability Procedures](https://www.kent.ac.uk/teaching/qa/regulations/taught/social-work-prof-suitability-proc.html). (It is important to note that the procedures can run in parallel to one another).

Whatever the outcome, upon completion of the appropriate University member disciplinary (or other appropriate) procedure, the Senior Safeguarding Officer (or Deputies) may make a referral to the Disclosure and Barring Service.

**Reporting procedure for dealing with a suspicion or allegation of abuse involving a non-University member**

If a University member has a suspicion that an individual, in particular a child, young adult or vulnerable adult that they are working with outside of the University in a third-party organisation is being abused by family, friends or others outside of the University they should report this via the third party’s safeguarding procedures.

If a University member has a suspicion that an individual, in particular a child, young adult or vulnerable adult within the University is being abused by family, friends or others inside of the University, they should seek the advice of the Senior Safeguarding Officer (or deputies as appropriate).

This flowchart shows the steps that should be taken if a Designated Safeguarding Officer has a concern(s) that a member of University staff, student, child, young person or vulnerable adult is experiencing, or at risk of experiencing harm.

A disclosure is made, which suggests a member of University staff, student, child, young person or vulnerable adult is being harmed or is at risk of harm.

You should write down all the details relating to the concern. If applicable, this should include the date, time and place the conversation took place and what was said in as much detail as possible using the Designated Safeguarding Officers Reporting Form and provide a copy of it to the Senior Safeguarding Officer.

You should inform the individual that you need to pass the information on but that only those that need to know about it will be told.

Where appropriate, the Senior Safeguarding Officer will then:

* Make a referral to the local social care services
* Contact the police
* Take steps to initiate the appropriate staff or student disciplinary procedure
* Consult with relevant colleagues

You should ensure the immediate safety of the individual(s) in question (e.g. is emergency accommodation needed?). A risk assessment form should be completed if required.

# Appendix 5: Safeguarding Responsibilities

1. **Senior and Deputy Safeguarding Officer will:**

* Develop and implement policy and procedure to safeguard University members, young people and vulnerable adults;
* Be accountable for the University’s safeguarding practice, ensuring that safeguarding is afforded the utmost priority within the University;
* Ensure that the Executive Group is made aware of the necessary funding and resources for the University to fulfil its safeguarding responsibilities;
* Effectively manage safeguarding concerns within the University;
* Maintain an up-to-date register of Designated Safeguarding Officers. The register is available on the [Student Services webpages](https://www.kent.ac.uk/studentservices/studentservices-local/University%20of%20Kent%20-%20DSO%20staff%20list%20updated%2020092018.pdf).
* Liaise with the Head of School or Department responsible for notifying the Senior Safeguarding Officer of Deputy Safeguarding Officers of any changes within their Academic School/Professional Services Department;
* Keep a secure central record of all reported safeguarding concerns in line with the University’s [Document Retention and Archiving Policy](https://www.kent.ac.uk/teaching/documents/quality-assurance/guidance/pdf/qa_retention_policy.pdf).
* Ensure that Designated Safeguarding Officers receive advice, training and support;
* Create a network of Safeguarding Officers (the Kent Safeguarding Network).

1. **Designated Safeguarding Officer:**

* May be required to undergo a Disclosure and Barring Scheme (DBS) check (formerly known as a Criminal Records Bureau check) in-line with in line with [gov.uk DBS eligibility guidance](https://www.gov.uk/government/collections/dbs-eligibility-guidance).
* Will act as the point of contact for a University member with respect to any event or activity involving young people;
* Will ensure all risk assessments are completed by the organisers of any activity specifically intended for young people which brings them onto University premises or into contact with University members;
* Has specific responsibility for responding to safeguarding concerns raised within, or in connection with, the University. Designated Safeguarding Officers will be trained and provided with guidance appropriate for this role and be required to attend the necessary training and development activities that are specifically designed to support the development of the skills and knowledge. The training will also give particular guidance regarding liaison contacts with the police, the local authority and other relevant local agencies.
* Designated Safeguarding Officers will also have the following responsibilities regarding the coordination and management of safeguarding issues:
  + Receive concerns and disclosures made to University members and decide upon the appropriate course of action, keeping a record of the decisions made.
  + In exceptional circumstances, for example, in cases where there might be a note of immediate harm to an individual(s) or a third party, it would be appropriate to make a referral to the relevant Safeguarding Children’s Board and/or police. The list of key organisations is available on the University website at <http://www.kent.ac.uk/studentservices/policies.html>. Wherever possible they should first consult with the Senior/Deputy Safeguarding Officer.
  + Not to investigate allegations themselves or compromise the investigations of other agencies
  + If appropriate, liaise with other agencies and professionals in adherence with Data Protection and GDPR requirements
  + Support and debrief relevant University members and keep them updated with appropriate information on a ‘need to know’ basis
  + Complete the University’s Incident Report Form, ensuring records are completed appropriately, filed confidentially and managed in accordance with institutional and national requirements
  + Provide or source appropriate and up-to-date training for specific staff, volunteers and ambassadors within the Department or School
  + Keep the Senior Safeguarding Officer informed of any safeguarding issues and liaise with the Senior Safeguarding Officer with regard to any specific concerns
  + Become a member of the Kent Safeguarding Network, to share good practice, discuss issues of concern, assess and advise on training requirements and to review the University’s Safeguarding Students: Policy and Procedure on an annual basis
  + The Master for the Medway campus and Master of Eliot, who are the Deputy Senior Safeguarding Officers, will also act as a key point of contact for all Designated Safeguarding Officers at Medway and Canterbury respectively.

1. **Duty of Care and Risk Assessments for Organised Activities**

A duty of care requires that the organisers of any University activity undertake a risk assessment specifically intended for children, young people and vulnerable adults/adults at risk which brings them onto University premises or into contact with University members. Once completed, the risk assessment documentation must be approved by a member of the Safety, Health and Environment Unit. Guidance on completion of the risk assessment is available from the University’s Health and Safety Unit and can be found on the University website at: <https://www.kent.ac.uk/safety/hs/pages/Riskassessment/risk-assessment.html>.

The organisers must also ensure that the University’s insurers have been adequately informed about the activity and any potential risks, before the activity takes place.

It is expected that for visits by schools or other organisations where members of staff of that school/organisation are in attendance, the school/organisation will complete its own risk assessment and take its own safeguarding measures, in accordance with local education authority guidelines, where relevant. The host University School/Department must ensure that the visiting school/organisation has in place a safeguarding policy and procedure.

1. **Areas of Risk**

There are a wide range of activities undertaken or facilitated by the University which may bring an individual into contact with University members, or onto University premises. The following are identified as examples of such activities which may present key areas of risk. This list is not exhaustive:

* + Organised visits, summer schools and other outreach activities on University premises;
  + Outreach activities undertaken in schools and other venues away from University premises;
  + Staying in University or nominated partners managed halls of residence;
  + Attending University premises for sporting or other recreational, cultural or social purposes;
  + Being the subjects of research conducted by University staff or students either on campus or elsewhere;
  + Registered as students of the University; including students registered as learners on higher or degree apprenticeships
  + Employed by the University;
  + Carrying out work experience at the University;
  + Attending school holiday clubs;
  + Attendance at the day nursery on campus will come under Kent Union’s Safeguarding Policy.

If any staff member is unsure as to whether the nature of any activity may pose a risk to the safeguarding of young people or vulnerable adults/adults at risk, they should seek advice or guidance from the local Designated Safeguarding Officer, who may refer the matter to the Senior Safeguarding Officer.

The University recognises that not all University members are expected to be experts in the field of safeguarding. However, they do have a duty to:

* + Be alert and responsive to problems and the potential indicators of physical, mental or emotional abuse or neglect;
  + Be alert and responsive to the risks which individual abusers or potential abusers may pose, in particular, to young people or vulnerable adults/adults at risk;
  + Be alert and responsive to situations and activities during which young people or vulnerable adults/adults at risk may place themselves at risk of abuse, neglect or other harm;
  + Be alert and responsive to situations and activities which may pose a more general risk to health and safety.

# Appendix 6: Safeguarding Guide - Keeping Apprentices Safe

To be read in conjunction with the University of Kent’s Safeguarding and Duty of Care Policy.

<https://www.kent.ac.uk/studentservices/policies.html>

**University of Kent’s commitment**

At the University of Kent, Safeguarding and Duty of Care responsibilities are taken very seriously, and are overseen by Designated Safeguarding Officers (DSO), including Apprenticeship Designated Safeguarding Officers (ADSOs). They implement the University’s Safeguarding and Duty of Care Policy, and actively participate in its promotion and review.

We are committed to ensuring the highest levels of safety and wellbeing for all apprentices, and this is achieved by working in partnership with employers and host-employers (collectively referred to as ‘employers’ from here on).

All of the University of Kent’s ADSOs and DSOs working with apprentices are trained in safeguarding.

The University of Kent recognises that it has a legal and moral duty to ensure, as far as is reasonably possible, the health, safety and welfare of all students; University staff; young people or vulnerable adults/adults at risk and visitors to the University.

The University’s commitment is not just about protecting young people and vulnerable people/adults at risk from deliberate harm, neglect and a failure to act. It relates to broader aspects of duty of care and education, including:

* Learners’ health, safety and wellbeing, including their mental health
* The needs of learners with disability-related requirements, including those with long term medical conditions
* Educational visits or visits by schools/colleges for work experience
* Accommodation of students who are under the age of 18
* Attending campus in regard to outreach, volunteering or recruitment activities
* Attending campus in regard to sport and arts related activities
* Degree apprenticeship programmes, undertaking/participating in research and placements
* Online safety and associated issues
* Appropriate arrangements to ensure learners’ security, taking into account the local context, including students on placement or year abroad
* Attendance at specific talks and lectures delivered by external speakers on campus.

**Employers’ responsibilities**

All employers taking part in the apprenticeship scheme have a duty to comply with current UK legislation and statutory responsibilities. Employers are expected to take responsibility for an apprentice’s welfare in the workplace, and to seek appropriate advice should there be concerns that an apprentice may be at risk in their personal lives.

All parties involved in an apprenticeship have to take reasonable action to minimise risks to apprentices.

The subsequent pages in this guide explain how the University of Kent supports apprentices and highlights ways employers may wish to include safeguarding practices into their current internal procedures.

**Definition of safeguarding in relation to this guide**

Safeguarding children is defined in [Working Together to Safeguard Children](https://www.gov.uk/government/publications/working-together-to-safeguard-children--2) as:

* 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

Safeguarding vulnerable adults is defined in the [Care and support statutory guidance](https://www.gov.uk/government/publications/care-act-statutory-guidance) issued under the [Care Act 2014](http://www.legislation.gov.uk/ukpga/2014/23/contents) as:

* protecting the rights of adults to live in safety, free from abuse and neglect
* people and organisations working together to prevent and stop both the risks and experience of abuse or neglect
* people and organisations making sure that the adult’s wellbeing is promoted including, where appropriate, taking fully into account their views, wishes, feelings and beliefs in deciding on any action
* recognising that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances and therefore potential risks to their safety or well-being

**The University of Kent’s role**

* Ensuring the highest levels of safety and wellbeing for all apprentices
* Ensure employers are aware of current UK legislation and statutory responsibilities
* Ensure all apprentices are aware of safeguarding and duty of care and understand how to access university support services
* Provide safeguarding training to all of the University’s ADSOs working with apprentices
* ADSO’s working with young and/or vulnerable people/adults at risk may be subject to an enhanced Disclosure and Barring Service (DBS), if appropriate, which may be checked in-line with [gov.uk DBS eligibility guidance](https://www.gov.uk/government/collections/dbs-eligibility-guidance)
* Ensure open communication exists with employers

**The Employer’s role**

* Understand and comply with current UK legislation and statutory responsibilities
* Ensure people working with apprentices are appropriate for the role and, if working with young and/or vulnerable people/adults at risk, are subject to an enhanced DBS check where appropriate. This should be checked in line with [gov.uk DBS eligibility guidance](https://www.gov.uk/government/collections/dbs-eligibility-guidance)

**Prevent:**

In line with the [Counter-terrorism and Security Act of 2015](http://www.legislation.gov.uk/ukpga/2015/6/contents), The University of Kent pays ‘due regard to the need to prevent individuals from being drawn into terrorism’.

There are numerous ways in which an individual may be exposed to extremist ideology, including being influenced by family, friends or relationships they make online.

The Prevent duty has three main objectives:

* Respond to the ideological challenge of terrorism and the threat faced from those who promote it
* Prevent people from being drawn into terrorism and give them advice and support
* Work with sectors and institutions where there are risks of radicalisation

**The University of Kent’s role**

* Prevent duty is considered mainly in the context of our [Safeguarding and Duty of Care Policy.](https://www.kent.ac.uk/governance/policies-and-procedures/Safeguarding-Students-May-2016v2.pdf)
* We have systems for assessing and mitigating risks around [external speakers](https://www.kent.ac.uk/governance/policies-and-procedures/documents/freedom-of-speech-code-2016.pdf) and events on campus, while maintaining the existing duty to promote freedom of speech
* The University of Kent’s Prevent Steering Group is responsible for overseeing the University’s response to its obligations under the Counter Terrorism and Security Act 2015
* We have a risk assessment and action plan in place which is updated annually
* We provide in-house training sessions to increase staff awareness of Prevent
* Maintain an up-to-date register of the ADSO’s and other members of University staff who have undertaken Prevent training. In the event that an individual was considered to be at risk a [Designated Safeguarding Officer](https://www.kent.ac.uk/studentservices/studentservices-local/University%20of%20Kent%20-%20DSO%20staff%20list%20updated%2020092018.pdf) would be the first point of contact

**The Employer’s role**

* Understand the principles underpinning the Prevent Duty
* Be alert to any changes that give you cause for concern
* Provide opportunities for employees to discuss their own concerns about extremism, events in the news and British values
* Seek specialist support, including support from The University of Kent, if any concerns are raised

**British Values in relation to the Centre for Higher and Degree Apprenticeships:**

In line with the [Counter-terrorism and Security Act of 2015](http://www.legislation.gov.uk/ukpga/2015/6/contents), the Centre of Higher Degree Apprenticeships promotes British values. These are values that shape our society and are protected by law, through legislation including the [Equality Act of 2010](http://www.legislation.gov.uk/ukpga/2010/15/contents).

**British values:**

* **Democracy**
* The rule of **law**
* Individual **liberty**
* Mutual **respect**
* **Tolerance** for those with different faiths and beliefs

**The University of Kent’s role**

* Ensure British values are promoted throughout the apprenticeship programme.
* Encourage apprentices to respect others and their differences, including protected characteristics outlined in the [Equality Act of 2010](http://www.legislation.gov.uk/ukpga/2010/15/contents):
  + Gender
  + Age
  + Ethnic origin
  + Disability
  + Sexual orientation
  + Religion or Belief
  + Gender identity
  + Marriage or civil partnership
  + Pregnancy and maternity

**The Employer’s role**

* Demonstrate, where possible, a commitment to British Values
* Adhere to the Equality Act of 2010

**Staying Safe Online:**

Use of the internet and digital technology is part of most people’s everyday lives. Kent uses the internet to support its provision of apprenticeships. It is essential that apprentices have the knowledge and skills to use the internet safely and appropriately.

Staying safe online includes ensuring the security of personal and employers’ data and also being aware of the dangers of:

* Bullying
* Harassment
* Grooming
* Revenge porn
* Identity theft
* Viruses

**The University of Kent’s role**

* Provide apprentices with guidance on what is and is not an acceptable use of the internet at their place of work and University
* Ensure relevant University staff, are familiar with the University’s [stay safe online guidance](https://www.kent.ac.uk/sspssr/ccp/game/SID2017.html) to ensure they understand how apprentices may be at risk using the internet
* Ensure University of Kent staff know how to manage concerns raised regarding the use of University IT systems in-line with the University’s [Regulations for IT and Library use at Kent](https://www.kent.ac.uk/is/regulations/?)
* Provide a contact(s) for further information and guidance on Staying Safe Online (currently the ADSOs)
* Ensure apprentices develop an objective attitude to online information and critically appraise its authenticity

**The Employer’s role**

* Ensure apprentices are aware of organisational policies relating to internet use at work
* Seek internal specialist IT support or support from The University of Kent, (see apprenticeship contacts below) if any safeguarding or duty of care concerns are identified or raised

**Safeguarding Warning Signs:**

An apprentice may not always choose to seek help over an issue that would be considered under safeguarding, but there are common characteristics which may help identify a concern:

* **Absence** from work or reluctance to study/go online
* Changes in **physical appearance**
* Changes in **behaviour**/character (quiet, loud, aggressive, withdrawn)
* Changes in **emotional health** (crying, low mood, anxiety)
* Excessive **alcohol consumption**
* Use of controlled/illegal psychoactive substances
* Physical **injuries** (cuts, bruises) and **self-harm**

It is important to stress that this list of examples is not exhaustive, and existence of these signs is not a definitive indicator of a safeguarding concern. However, if an employer suspects an issue, we recommend making urgent contact:

**Who to contact**

**General Support**

*[Apprenticeships@kent.ac.uk](mailto:Apprenticeships@kent.ac.uk)*

01634 88 8459

**Apprenticeship Designated Safeguarding Officer (ADSO)**

**Centre Administration and Quality Manager**

Email: [apprenticeshipsDSO@kent.ac.uk](mailto:apprenticeshipsDSO@kent.ac.uk) Telephone: 01634 888459

**Apprenticeship Designated Safeguarding Officer (ADSO)**

**Apprenticeship Advisor**

Email: [apprenticeshipsDSO@kent.ac.uk](mailto:apprenticeshipsDSO@kent.ac.uk) Telephone: 01634 888123, 07725 745 656

**Prevent**

**Centre Administration and Quality Manager**

Email: [apprenticeshipsDSO@kent.ac.uk](mailto:apprenticeshipsDSO@kent.ac.uk) Telephone: 01634 888459

**Apprenticeship Advisor**

Email: [apprenticeshipsDSO@kent.ac.uk](mailto:apprenticeshipsDSO@kent.ac.uk) Telephone: 01634 888123, 07725 745 656

If you have any other questions or concerns around Prevent, please contact the Policy Advisor to the Vice-Chancellor and/or the PA to the Deputy Vice-Chancellor (Education) and Prevent Officer via [prevent@kent.ac.uk](mailto:prevent@kent.ac.uk)

**Director Centre for Higher and Degree Apprenticeships**

Dr Scott Wildman

[*s.s.wildman@kent.ac.uk*](mailto:s.s.wildman@kent.ac.uk)Telephone: 01634 20 2974

# Appendix 7: Admissions

The University is only to make offers of admission to students who will be under 18 at registration when satisfied the student is equipped to study within a mainly adult, independent learning environment. The University is to notify applicants of the Safeguarding and Duty of Care Policy and the expectation that there will be compliance with any arrangements to support and safeguard under-18s (for example relating to licensed premises on campus and providing emergency contacts in event of welfare concerns).

It is the responsibility of the relevant Head of School/Department or person responsible for recruitment and admissions for a specific programme or activity to engage in the early identification of children and young people, and to notify the appropriate members of staff of these students.

Students under the age of 18 are admitted on the basis of those individuals and their carers/legal guardians accepting that they have the capacity to be here independently and that the University are not acting in loco parentis.

# Appendix 8: Photographs, Videos, Websites and Webcams

**Introduction**

In the main, photographs for University and personal use, and those that appear in the media, are a source of pleasure, pride and enhanced self-esteem for University members, children, young people, vulnerable adults and their families.

Although digital technology has vastly increased potential misuse of photography, it is possible to minimise this risk by taking reasonable steps to ensure the appropriateness of the photograph and protect the identity of the individual.

The following guidelines are based on those issued by Act Now, which is based on work undertaken by Hampshire County Council.

The guidelines seek to raise awareness of the potential dangers while offering practical advice that is reasonable and proportionate.

University and third-party CCTV will capture images. Such images are subject to separate University and third parties’ policies.

**Consent**

General Data Protection Regulation and the [Data Protection Act 2018](http://www.legislation.gov.uk/ukpga/2018/12/contents) affects the use of photography, since an image is personal data for the purpose of the legislation.

Consequently, it is necessary to obtain written consent from the parent, guardian or carer for any photographs or video recordings for purposes beyond the University’s core educational functions where the individuals are children under 16 years of age, and from the young person themselves where the individuals are over 16 years of age. The GDPR is clear that an indication of consent must be unambiguous and involve a clear affirmative action (an opt-in). It specifically bans pre-ticked opt-in boxes. It also requires distinct (‘granular’) consent options for distinct processing operations. Consent should be separate from other terms and conditions and should not be a precondition of signing up to a service. Consent can be withdrawn at any time.

Media opportunities can sometimes present themselves at short notice and it is helpful to have consent confirmed/refused in readiness. Therefore, if photographs are likely to be taken during the programme or activity, it may be convenient for the director of the programme or activity to seek consent before its commencement. If the intention is to seek publicity for the programme or activity, via either the media or University publications, it is vital to obtain consent.

A signed consent form should be obtained and kept on file, covering all cases where images of individuals may be used for publication outside the University.

Consent gained for photographs or videos may not extend to website or webcam use. Therefore, if the intended use of photographic images is for this purpose, it is important to gain specific consent, which may be obtained as part of the consent in relation to photographs or videos.

Where the individual is under 16 years of age, it is important to draw the attention to the importance of ascertaining the views of the individual during the process of giving consent.

The individual (or the parent, guardian or carer in the case of a child) retains the right to withdraw consent at any stage, but they need to do so in writing.

**Planning Photographs**

Images and details of individuals published together present the remote possibility that people outside the University could identify, and then attempt to contact, the individual directly. The measures described below should minimise the risk of such unsolicited attention.

1. Where possible, use general shots of classrooms or group activities rather than close up pictures of individuals. Consider the camera angle; photographs taken over the shoulder, or from behind are less identifiable.
2. Use images in suitable dress, and take care when photographing sporting activities to maintain modesty. It may be appropriate, for instance, to photograph a group in tracksuits.
3. Consider alternatives. For instance, could a photograph of work produced by the individual be used instead?

It is helpful, wherever possible, to include images of individuals from different ethnic backgrounds, and positive images of those with disabilities to promote the University as an inclusive community.

In situations where consent is unclear, the advice is:

* If the individual is named, avoid using the photograph.
* If the photograph is used, avoid naming the individual.

It is advisable to:

* Use the minimum information. Ask whether it is necessary to accompany a picture with the title of the programme or activity at the University, rather than the names.
* Avoid using a photograph when fully naming an individual in any published text, whether in University publications, website, or in the local press.

**Using Photographs Supplied by a Third Party**

Copyright does not apply to images for private family use. However, copyright does exist in commercial photographs and it rests with the photographer.

Copyright is a right that the photographer automatically enjoys as the creator of the work to prevent other people exploiting the work and to control how other people use it.

Before using a photograph supplied by a third party, it is important to check that the third party owns the copyright in the photograph and obtain written permission to use it. To use a photograph without the copyright owner’s permission could lead to an action for copyright infringement.

Images downloaded from the Internet are subject to copyright.

Third Parties will generally be under the same obligations as the University to obtain consent to the use and distribution of photographs. It is important to ask the third party to guarantee that all relevant consents were given and that the third party is entitled to provide the image.

**Use of Images by the Press**

There are occasions when the press takes photographs. Individuals, parents, guardians and carers need to be aware of the potential risks, so they can make an informed decision about whether to agree to being featured in the press and whether their full name should accompany the photograph.

The way the press use images is controlled through relevant industry codes of practice as well as the law. However, if appropriate it may be sensible to check politely that broadcasters and press photographers are aware of the sensitivity involved in detailed captioning, one-to-one interviews, and close or sports photography.

**Videos**

Specific consent needs to be obtained before an individual appears in a video. Therefore, if the intended use of photographic images is for this purpose, it is important to gain specific consent, which may be obtained as part of the consent in relation to photographs.

**Websites**

The use of photographic images on websites is an area giving rise to particular concern because of the potential misuse of images. With digital photography, there is the remote possibility that images could be produced, manipulated, and circulated without knowledge. There is also a risk that the individual might be exploited, and a University might be criticised or face action.

It is important to take care with identification, and to respect parental views on the use of any photography of children on a website.

**Webcams**

The regulations for using webcams are similar to those for CCTV (closed circuit television). This means that the area in which there is use of the webcam must be well signposted and people must know that the webcam is there before they enter the area, in order to consent to being viewed in this way. If the activity relates to children and young people or vulnerable adults, they need to give consent, as well as the parents, guardians or carers of all the affected children and young people.

In gaining consent, it is important to explain why the webcam is there, the use to which the images will be put, who might want to look at the pictures and what security measures are in place to protect access.

Webcams may pose particular risks, and these need to be taken into consideration when planning activities.

**Parental Photography**

Parents, guardians and carers may take photographs or make a video recording for their own private use. This includes any University events. They may not take photographs or to make a video recording for anything other than their own personal use (e.g. with a view to selling videos of a University event) without the explicit consent of the other parents whose children may be captured on film. Without this consent, the General Data Protection Regulation may be breached.

**Photographs taken by Other Third Parties**

It is important to ensure that people with no connection with the University do not have any opportunity to film covertly. Members of staff and volunteers should challenge anyone they do not recognise who is using a camera or video recorder during the programme or activity.

**The Storage of Photographs**

Photographs need treating in the same way as any other data. It is important to maintain securely any photographs retained for University use, and disposed of them securely when no longer required.

**Official University Photographs**

On occasions, an official photographer from outside the University may take photographs. If this is the case, it is vital to assess the validity of the photographer or agency involved, and establish what checks or vetting has been undertaken. There need to be appropriate levels of supervision to safeguard the welfare of children and young people at all times when visitors are present on the University site.

# Appendix 9: Incident Reporting Form

|  |  |  |
| --- | --- | --- |
|  | Designated Safeguarding Officer Incident Reporting Form | V:\50th Anniversary\Programme Documents\Floating Streams\Communications Brand and Reputation and Publications\Brand\Logo and Images\Anniversary_MasterBrand.jpg |

This form is to be used by Designated Safeguarding Officers to record a safeguarding incident and to report a safeguarding concern.

Designated Safeguarding Officer to complete the form and send to the appropriate safeguarding contact (see contact list). Referrals can also be taken over the phone. Information that identifies the personal details of staff/students should (if possible) be sent via a secure email or as a password protected document.

Please note that all Local Authority Designated Safeguarding Officers referrals should be reported within 1 day of the incident (preferably same day if possible).

|  |  |
| --- | --- |
| **1. Designated Safeguarding Officer’s first name:** | **Designated Safeguarding Officer’s surname:** |
| **Job Title:** | **Contact details (address, email and contact number):** |

|  |  |
| --- | --- |
| **2. First name of individual:** | **Surname of individual:** |
| **Date of Birth:** | **First Language:** |
| **Home Address:**  **Postcode:**  **Telephone Number/s:** | **Term addresses:**  **Postcode:** |

|  |
| --- |
| **3. Have you spoken to the Parent, Carer or legal guardian, if required, about making this referral? If not, please explain why not?** |
|  |

|  |  |  |
| --- | --- | --- |
| **4. Date of alleged incident/concern:** | | |
| **Who reported it?** | | |
| **Name:** | **Job Title/Role:** | **Contact details:** |
| **Nature of allegation/concern (what the individual said, what someone told you, physical signs or behavioural indicators):** | | |
| **Details about what happened and where (continue on a separate sheet if necessary):** | | |
| **Details about any immediate action taken (the response, what was said to the individual, who else has been told):** | | |
| **Name and address of alleged abuser (if known):** | | |

|  |
| --- |
| **5. Supporting information (for example, statements from other students/colleagues who may have witnessed what happened or had spoken to the individual):** |
| **Please briefly summarise any written information being submitted with this form and attach copies.** |
| *A: Supporting information* |
| *B: Supporting information* |
| *C. Supporting information* |
| *D. Supporting information* |

|  |
| --- |
| **6. Has anything been said to the individual about confidentiality?** |

|  |  |  |
| --- | --- | --- |
| **7. Declaration (Designated Safeguarding Officer to sign and date the incident form)** | | |
| Print name |  | |
| Sign | | Date |

# Appendix 10: Safeguarding Risk Assessment and Management Plan

**Introduction**

1. This form is designed to identify if a student’s current or anticipated behaviour is considered a risk to University staff/property, students or themselves.
2. This form should be completed by the Designated Safeguarding Officer and returned to the Senior Safeguarding Officer at [Directorstudentservices@kent.ac.uk](mailto:Directorstudentservices@kent.ac.uk) with any supporting documentation. Any incomplete forms will be returned to the Designated Safeguarding Officer.
3. The cause for concern should contain as much factual information as possible including specific details of the incident and risks identified.
4. The Senior Safeguarding Officer will review the form. If the Senior Safeguarding Officer is in agreement with the Designated Safeguarding Officer’s recommendation, then the form will be signed. If the form is not signed the Senior Safeguarding Officer will return the unsigned form to the Designated Safeguarding Officer for review.
5. The Senior Safeguarding Officer will, if required, provide the signed form to a Deputy Vice-Chancellor for consideration along with any supporting documentation provided by the Designated Safeguarding Officer.
6. The Senior Safeguarding Officer will then inform the student, in accordance with Data Protection or GDPR requirements, Designated Safeguarding Officer and Head of School and if required, Campus Security of the final decision made. For example, temporary exclusion, monitoring.

**Risk Assessment Form**

To be completed by the Designated Safeguarding Officer.

|  |  |
| --- | --- |
| **Date of Risk Assessment** |  |
| **Student ID** |  |
| **Name of Student** |  |
| **Date of Birth** |  |
| **College (if appropriate)** |  |
| **Programme of Study** |  |
| **Year of study e.g. first year, undergraduate/post-graduate** |  |
| **Academic School** |  |

|  |
| --- |
| **Current cause for concern** |

|  |  |
| --- | --- |
| **Action Plan** | **Further details** |
| **Residential Accommodation**  *For example, removal from accommodation, request for accommodation agreement to be terminated.* |  |
| **Exclusion or suspension of attendance in any academic or other activities**  *Please specify any conditions if not a full temporary exclusion from campus.* |  |
| **Action to safeguard other students or staff** |  |
| **Support for the student(s)** |  |
| **Other** |  |
| **Signoff on Risk Assessment**  **Signed Designated Safeguarding Officer …………………………………………………….**  **Date…………………………………………**  **Signed Head of School…………………………………………………..**  **Date…………………………………………**  **Agreed by the Senior Safeguarding Officer (or Deputy) (YES/NO)**  **Signed Senior Safeguarding Officer or Deputy…………………………………**  **Date…………………………………………**  **If the request is for an exclusion (partial/full/temporary/permanent)**  **Agreed by the Deputy Vice-Chancellor or nominated representative (YES/NO)**  **Signed Deputy Vice-Chancellor…………………………………………………..**  **Date…………………………………………**  **Senior Safeguarding Officer advised the Student**  **Date…………………………………………….**  **Date of Review of Risk Assessment ….…………………………………………………………………………………………….** | |
| **Recommendation**  Support to Study Yes/No  Fitness to Practice Yes/No  Professional Suitability Procedure Yes/No  Disciplinary Panel Yes/No  No action at this time due to police action Yes/No | |
| ***Office Use only***  ***No further action required……………………………………………………***  ***Date Head of School informed…………………………………………………………………….***  ***Date School Administration Manager informed……………………………………………….***  ***Date Campus Security informed (if appropriate)……………………………………………..***  ***Date Corporate Communications informed (if appropriate)………………………………..***  ***Date student has to appeal…………………………………………………………………………***  ***Date and details of final action including police action***  **Updated By…………………………………………………………………………………….** | |

# Appendix 11: External Contacts for Designated Safeguarding Officers

**Local Authority Designated Officer contacts (LADO)**

LADO Officers provide advice and guidance to employers and voluntary organisations that have safeguarding concerns about a person working or volunteering with children and young people who may have behaved inappropriately or if information has been received that may constitute an allegation.

For Canterbury - Kent Safeguarding Children’s Board:

Becky Cooper, LADO Team Manager

Telephone: 03000 410888

Email: [becky.cooper@kent.ac.uk](mailto:becky.cooper@kent.ac.uk)

Emma Cumberbatch PA to Becky Cooper

Telephone: 03000 410888

Email: [kentchildrensLADO@kent.gov.uk](mailto:kentchildrensLADO@kent.gov.uk)

LADO Generic Number: 03000 410888

LADO Generic Email: [kentchildrensLADO@kent.gov.uk](mailto:kentchildrensLADO@kent.gov.uk)

**Referrals can be taken over the phone.**

For Medway - Medway Safeguarding Children’s Board:

Local Authority Designated Officer (LADO) Clare Wilkes

Telephone: 01634 331229

Email: [clare.wilkes@medway.gov.uk](mailto:clare.wilkes@medway.gov.uk)

LADO Team administration number is 01634 331910.

Office hours are 08.30 – 17.15.

They can direct enquiries through to the LADO member on duty.

In urgent situations, where a child is at immediate risk or a criminal offence needs to be reported, the Kent and Medway Out of hours’ service can be contacted on 03000 419191.

Referrals can be taken over the phone and confirmed in writing.

Either telephone the LADO team for details of who to send it to or email to [ssaccess&info@medway.gov.uk](mailto:ssaccess&info@medway.gov.uk) clearly marked for the attention of the LADO team.

1. 1. Channel is an early intervention multi-agency process designed to safeguard vulnerable people from being drawn into violent extremism. Channel works in a similar way to existing safeguarding partnerships aimed at protecting vulnerable people.

   [↑](#footnote-ref-1)