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1.   Purpose/Abstract

The University is committed to protecting children and vulnerable adults from abuse and neglect and ensuring that all staff and students are aware of their responsibilities in relation to safeguarding, are alert to safeguarding concerns and know how to respond to concerns.

Safeguarding is the responsibility of everyone in the University community. We all have a role to play in keeping ourselves and each other safe and have a duty to act if we are concerned for the wellbeing of another.

This policy sets out the University of Derby's (UOD) approach to safeguarding Children and Adults at Risk within the University. It also demonstrates how the university will deal with concerns raised that indicate that a member of our staff or student body may be at risk of abuse or neglect, and the type of action that the University may take to manage such matters and provide support.

2.   Scope

This policy applies to all university activities, undertaken at any UoD campus in the UK, including DSRL (Derbyshire Student Residences Ltd) Halls of Residence within Derby. This policy applies to all staff and students of the university, including those that do not have a specific role in relation to safeguarding matters, and visitors or contractors engaged by the University who may come into contact with a child or adult at risk as part of their work or activities.

Staff and students on work-based placement learning in clinical settings, health care, and social care may come into regular contact with children and Adults at Risk. Students on work-based placement learning are encouraged to invoke the safeguarding policy and procedures of the organisation in which they are carrying out their placement. However, if this is not appropriate or if no action is taken, students are encouraged (with the support of their Personal Academic Tutor) to follow this safeguarding policy for reporting of safeguarding concerns.

For the purposes of this policy this includes the Union of Students. The University and the Union of Students are committed to working together and sharing information in order to safeguard the interests and wellbeing of children and adults at risk, e.g. in relation to individuals and activities with student societies and volunteering.

The University reserves the right to request appropriate safeguarding policies and assurances from contractors and placement providers. The University expects organisers bringing under-18s onto its premises, e.g. for conferences, summer schools or school visits, to ensure they have local safeguarding procedures and are familiar with relevant UOD policies.

Out of Scope: Safeguarding issues that arise as a result of private agreements made outside the University by students, e.g. with private halls of residence, private landlords or private counselling. In such cases, the University may facilitate a referral or a discussion, but the student is expected to follow the procedures of the appropriate private organisation or the professional body. However, the University may consider using this policy when both parties (the reporter and reported) are UoD students or involve UoD staff.

In addition, Derby Theatre is out of scope for the purposes of this policy as a subsidiary to the university. It has in place a separate safeguarding policy and procedure. [Safeguarding – Derby Theatre]

3.   Definitions

The term **"safeguarding"** is defined as actions taken to promote the wellbeing of children and adults with care and support needs and protect them from harm. Safeguarding is everyone's responsibility. Safeguarding applies if a child or an adult with care and support needs is experiencing or at risk of abuse and neglect.

The term "**staff**" will be used to describe those people employed on a contract of employment at UOD, as well as those contracted through an agency, working on consultancy agreements, as contractors, on a voluntary or unpaid basis, or otherwise working for or on behalf of UOD. This Policy details the legal requirements, organisational procedures and best practice applicable to all staff.

The term "**student**" will be used to describe any student registered with UOD on a programme of study.

The legal definition of a **"child"** is a person under the age of 18[1]. The fact that a child has reached 16 years of age, is living independently and/or is in higher education does not change his or her status or entitlement to services or protection. For the purpose of this Policy, the terms **"child"** and **"children"** will be used to describe all children and young people under the age of 18 participating in activities led by University of the Derby **("UOD"** or "**the University").** The University is not however 'in loco parentis' (having the legal status of a parent) and cannot accept the responsibilities of guardian to any member of its community.

When it comes to safeguarding adults, there are two significant categories defined in legislation – a **"vulnerable adult"** and an **"adult at risk".**

The legal definition of a **vulnerable adult** is complex and depends not just on the characteristics of the individual in question but the context in which they are interacting with others1A vulnerable adult is a person who is eighteen years or older and is the subject of regulated activity, which can be summarised as follows and excludes family/personal arrangements:

- Providing healthcare;
- Providing personal care;
- Providing social work;
- Assisting with cash, bills and/or shopping;
- Assistance with the conduct of a person's own affairs; and
- Conveying.

The term **'Adult at Risk'** is detailed in the Care Act 2014 and focuses on the situation causing the risk, rather than the characteristics of the adult concerned. An Adult at Risk is an adult who:

- has needs for care and support (whether or not the local authority is meeting any of those needs);
- is experiencing, or is at risk of, abuse or neglect; and
- as a result of those needs, is unable to protect himself or herself against the abuse or neglect or the risk of it[2].

While under-18s cease to be children when they turn 18, adults may move in and out of the scope of the vulnerable adult and Adult at Risk definitions.
UOD will not always know when an adult is facing the types of health and personal issues which would render them vulnerable or at risk, and to an extent will always be dependent on those individuals, or a third party, notifying the University. Generally speaking, if staff are concerned that an adult may be unable to take care of themselves or protect themselves from significant harm or exploitation, or if an adult is in need of community care services because of disability, age or illness, then it is sensible to proceed on the basis that they may be an adult at risk.

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[1] Section 60(1) Safeguarding Vulnerable Groups Act 2006
2 Section 42(1) Care Act 2014

Throughout this policy the term **"Adults at Risk"** is used to refer to adults who are (or are likely to be) either a vulnerable adult or an adult at risk.

Children and vulnerable adults or adults at risk may be perpetrators as well as victims of abuse and neglect.

Care and support needs: Where because of mental or physical illness, physical or intellectual disability or frailty, practical support, also known as social care services, is needed. This support might be living in a nursing or residential home, living in a supported living placement, receiving help in their own home to carry out personal care or daily living tasks, or help to access the community.

Abuse or neglect: could include:
- **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'. This includes child on child sexual violence and harassment
- **psychological or emotional: threats**, intimidation, undermining, insulting, harassment, humiliation, bullying, cyber-bullying, denying opportunity, over-protection, witnessing domestic violence, coercion, being drawn into criminal activity including county-lines
- **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)
- **institutional:** repeated poor care and treatment of vulnerable adults, and unsatisfactory professional practice
- **modern slavery:** slavery, human trafficking, forced labour and domestic servitude
- **self-neglect (adults only):** not caring for personal hygiene, health or surroundings, including behaviour like hoarding which puts the person, or others, at risk

Further details and other examples can be viewed on the [Social Care Institute for Excellence (SCIE) website](#)

4.   Responsibilities

Safeguarding is the responsibility of everyone in the University community. We all have a role to play in keeping ourselves and each other safe and have a duty to act if we are concerned for the wellbeing of another.

The following structures are in place to support the university community with this responsibility. Unless stated otherwise, an individual with a particular responsibility may devolve the tasks associated with this responsibility to another.

Governing Council is UOD's governing body. The University Executive Board is responsible for the executive management of UOD. The University Executive member with overall responsibility for ensuring that this Policy is implemented, upheld and regularly reviewed, is the University Secretary and Registrar. The University Secretary and Registrar should work with the Safeguarding Officers and governance structures to ensure effective implementation of safeguarding policies and procedures.

The Designated Safeguarding Lead ("DSL") is responsible for responding to safeguarding concerns, allegations or incidents, as well as managing contact with external agencies including referrals to adult or children's social care, the LADO (Local Authority Designated Officer), the police and/or the DBS (Disclosure and Barring Service), as appropriate.

The DSL is assisted by Deputy Designated Safeguarding Lead ("DDSLs"). Relevant staff members will become DDSLs, responsible for receiving and responding to safeguarding concerns within the University, forming a safeguarding panel when required to discuss safeguarding concerns, and acting as a point of contact for queries or concerns on safeguarding matters. In the absence of the DSL, the DDSLs will fulfil those DSL duties.

The DSL and DDSLs will undergo relevant safeguarding training and refresher training as appropriate. (see appendix 1)

In addition to the DSL and DDSL, the university operates a Local Safeguarding Officer (LoSO) model. Each College and Professional Service Team has a nominated LoSO who will ensure that good safeguarding practice is embedded and active within their area, provide information, advice and guidance to staff and students about safeguarding and disseminate updates, news and training relating to safeguarding within their area.

Please see Appendix 6 for contact details for Safeguarding Leads, Deputies and Officers at UOD.

Governance UOD has an established Safeguarding Committee within its formal governance and committee structure. The DSL, the DDSLs and other key individuals at UOD (including Student Services representation and Prevent lead), meet quarterly to receive safeguarding reports and to monitor this Policy regularly (for example, following a safeguarding incident or a change in relevant regulations).

An annual report will be shared with the University Executive. Such reporting will be subject to confidentiality requirements (i.e., all personal details will be omitted from any documents shared).

Chief People Officer is responsible for
- ensuring overall responsibility for staff safeguarding.
- the provision of policies and procedures to ensure staff are aware of and carry out

their roles and responsibilities in regards to safeguarding.

Head of Admissions is responsible for:
- Advising on the admission and support of students who are aged under 18.
- Providing details of students who are under the age of 18 to the College and relevant support services.

Head of Student Experience is responsible for
- Providing advice and guidance about risk assessments for activities with groups of young people on or off campus in relation to transition work and work with local Schools and Colleges under the widening access work.

PVC Deans/ Directors and Heads of Department are responsible for:
- Ensuring appropriate risk assessments are carried out for relevant activities.
- Identifying staff, students and volunteers who may require a DBS check due to the nature of their role/activities.
- Liaising with their People, Experience and Culture Business Partner (PEC) to ensure that appropriate DBS checks take place.
- Where relevant, monitoring the welfare of staff who are aged under 18 (in conjunction with PEC)
- Ensuring safeguarding concerns within the department are reported in accordance with this policy.

Head of Security
- Manages the university Incident Responder Network and these are promoted widely for disclosures, reporting, support, or guidance relating to a safeguarding incident for any member of the University community.
- Ensuring that suitable visitor management policies and procedures are in place.
- Acts as a key liaison with local police force(s) to ensure ongoing safety across our campuses.

All Staff acting on behalf of UoD have a responsibility to safeguard children and adults at risk including;
- familiarising themselves with this policy and undertake training relevant to their role or professional activities (see Appendix 1)
- being vigilant of the signs that may indicate a child or adult at risk is being abused, or is at risk of being abused (see Appendices 5)
- immediately reporting any safeguarding concerns via the safeguarding referral form found on our webpages
- if a child or Adult at Risk makes a disclosure, following the reporting guidelines in Appendix 2

5.   Policy Statement

Local authorities have the responsibility to lead in investigating safeguarding concerns, but every organisation and everyone who comes into contact with a child or adult at risk has a responsibility to help keep them safe.

Staff and students who have contact with children or adults at risk directly, or with those who have caring responsibility for children or adults at risk, have a responsibility to be alert to the possibility that an individual may be at risk of, or has experienced abuse or neglect.

Anyone may witness or become aware of information suggesting that abuse and neglect is or is at risk of occurring and it must not be assumed that someone else will share the information. It is not everyone's responsibility to investigate concerns but it is everyone's responsibility to share concerns appropriately. Early sharing of information is key to providing an effective response to concerns.

The University will refer when necessary (and ideally, with the involved person/s consent), to statutory services. Safeguarding referrals to the relevant statutory authority will be proportionate and made on the basis of identified and considered risk, including consideration of the impact of the referral on all involved. Staff dealing with safeguarding concerns should never promise confidentiality as information may need to be shared.

Good safeguarding practice takes account of the wellbeing of all of those involved. Students or staff who are affected by safeguarding concerns will be offered support from within the University or signposted to support externally. All staff and students whose roles and responsibilities include regular contact with children and potentially vulnerable individuals will receive training and guidance appropriate to their role. All staff will be made aware of this policy and procedure and related guidance.

5.1 Consent and Confidentiality

It is preferable for the person involved in a safeguarding referral to be engaged with it being made, so we must seek their consent before onward referral, except where doing so may place them or others at greater risk, such as in the case of radicalisation concerns where consent would not be sought.

Prior to any external referral, the University will carry out a risk assessment to ensure that the individual's rights to privacy, and the University's obligations under relevant data protection legislation, are considered alongside risks to the welfare of all those involved. In some case, the University will, having completed a risk assessment, make a referral regardless of consent and as such staff cannot give an assurance of confidentiality. Confidentiality is necessarily limited by the law and by some university policies.

Where appropriate staff should normally inform the person making the disclosure that the information will be passed on to the DSL, who may then have to pass this to the Police or Social Services.
The need to break confidentiality is rare but it most certainly applies in relation to some safeguarding issues. These may include but are not limited to:
- where the welfare of a child or adults at risk is at risk
- where a student is at risk of being drawn into terrorism or ideologies that support terrorism.
- discussions where an intention to harm oneself or someone else are expressed
- discussions where involvement in; or intention to become involved in; terrorism, or support for terrorism or extremist ideologies is expressed.

When it is considered necessary to break confidentiality, staff are advised to first discuss the issues with the DSL, DDSL or senior colleague (if possible) in Student Services and to do so on what is called a 'need to know' basis only.

There may be exceptional circumstances where it is not possible to inform the person making the disclosure that the information will be passed on: e.g. if this would be likely to impede the investigation of a crime or the arrest of an offender or put the safety of others at risk – this should be discussed immediately with the DSL or senior member of Student Services staff if possible.

Any discussions and decisions around confidentiality and disclosures will also include the University Data Protection Officer.

Staff can raise a concern anonymously (not revealing the name of the person about whom they are concerned) via the online reporting tool or with the DSL to seek advice about next steps.

Only those who need to know, from a professional perspective, will be informed or receive written information about allegations, in accordance with legislative requirements.

5.2 Record Keeping

It is the responsibility of the DSL to maintain records of all concerns raised and actions taken. Such records are held centrally and securely within Student Services, separate from an employee or student's personal records.

All records created in accordance with this policy are managed in accordance with the University's policies that apply to the retention and destruction of records.

Information about any allegations or suspicions of abuse must be shared on a need-to-know basis only.
Details of completed risk assessments relating to activities involving Children or Adults at Risk must be retained by the relevant department (Student Services) whilst an activity or event is ongoing and for a minimum of seven years after it has ceased (or the risk assessment has been superseded).

The University will undertake a regular review of this policy and the University's safeguarding procedures, including an update and review of the effectiveness of procedures and their implementation and the effectiveness of inter-agency working.

5.3 Admission of students under 18 years

The University has in place specific policies and procedures around managing applications from students who are under 18 years of age. See webpages

5.4 Children on the premises

The University has in place specific policies and procedures around children on the premises. See webpages

5.5 Online safeguarding

5.5.1 Online and/or remote learning - There are different risks presented by the internet in relation to safeguarding vulnerable people from harm, abuse and exploitation. Harm and abuse can be very easy to carry out over the internet and can be difficult to track.

We encourage people to talk about their online activity particularly if they have questions about the reliability of sources or are concerned about something they have seen/received.

Anyone with a concern that they or someone else may be at risk of online harm, abuse or exploitation should report this via our online reporting tool or speak directly with the DSL.

The UoD will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

All staff are expected to adhere to IT-related policies including Acceptable Use Policy (see webpages), and the 'how we work' (see webpages) document.

See Appendix 4 for guidance in relation to online sessions including children

5.5.2 Indecent Images of Children - If a member of staff or a student becomes concerned that an adult or child connected with UOD has or may have indecent images of children in their possession, the person who has concerns should report these as soon as possible via the online reporting tool or directly to the DSL. Concerns should be reported even when the person who has or may have possession of the indecent image is under 18 (and even if the image is of themselves).

A member of staff or a student who is concerned about the possession by another person of indecent images of children should not:
   a. discuss their concerns with the individual in question;
   b. ask them questions about the images;
   c. forward the images to themselves or any other individual or copy or print them; or
   d. try to confiscate the images or any device on which they are stored, as these actions may jeopardise any subsequent UOD and/or criminal investigation.

It is important not to view the images, or if they are viewed inadvertently to cease viewing them immediately.

5.6 Placements and partner institutions

5.6.1 Partner institutions - Partner institutions are expected to investigate concerns relating to partnership students and to have appropriate policies for ensuring the safeguarding of partnership students, subject to the agreement between the partner and the University.

5.6.2 Placement settings - Where a safeguarding related incident occurs in a placement setting, involving a UoD member of staff or student, the placement involved should

implement its own safeguarding policy and procedure, liaising with external agencies as appropriate to ensure the immediate safeguarding of individuals concerned. The placement should as part of its procedures, inform the UoD DSL immediately so any parallel action required can be taken by the University as appropriate.

Placement settings should provide suitable induction programs to make this reporting route and any placement specific policies, procedures and guidance clear to placement students and staff at UoD.

5.6.3 Partnerships with Others - The university recognises that it is essential to establish positive and effective working relationships with other agencies e.g. Local Authority, Multi-Agency Safeguarding Hub (MASH), Police, Health, National Youth Advocacy Service, Youth Agencies, Local counselling agencies, CAMHS, Local Safeguarding Boards etc.

5.7 Concerns that relate to criminal matters

The University reserves the right to report to the Police any incident which it believes may constitute a criminal offence.

It should be noted that the University does not undertake criminal investigations and individuals who believe that they are a victim of crime should report this to the police or other relevant authority.

5.8 Malicious allegations

The University will seek to ensure that this Policy is not used in a way which causes unwarranted detriment to others. The University will act when vexatious or malicious allegations are made or when deliberately false information is provided. In such circumstances, disciplinary action may be taken, and any investigation based upon those allegations may be terminated.

5.9 Safeguarding and Staff

5.9.1 Allegations against staff - The university has in place a 'how we work' (see webpages) document which sets out clearly its expectations in terms of staff behaviours. Nevertheless, allegations against staff may occur. All allegations and concerns will be taken seriously and dealt with according to the relevant statutory guidance.

Where an allegation of abuse is made against a member of staff, the relevant staff disciplinary procedures may be invoked as well as potential reporting of the case to the appropriate authorities, normally the Local Authority Designated Officer (LADO). Following this, any investigation taken under Local Safeguarding Children's Board procedures or by the Police may take precedence over internal university procedures. The University will always manage such matters in a manner which does not prejudice or compromise any criminal or regulatory investigation.

Any such allegations must be reported to the DSL or via the online reporting tool, as soon as possible. The DSL will consult on the matter with PEC and will, if appropriate, report it to the LADO.

Where an allegation is made by a student, the allegation may be investigated through internal university procedures. If it is subsequently found that a student has made an allegation that is malicious or vexatious, or that the allegation was prompted by the student's inappropriate behaviour, the alleged breach to the student code of conduct may be investigated via Student Conduct Procedures. (see webpages)

If you work in 'regulated activity' (as defined by the Safeguarding Vulnerable Groups Act 2006 and as amended by the Protection of Freedoms Act 2012), you are obliged to report any change in your circumstances that impacts or might impact your suitability to work in that role, either to your PVC, Director or Head of Department, or other senior leader for FE and apprentices as outlined in the University 'How We Work Policy' (see webpages)

5.9.2 Recruitment, selection and employment procedures

The University's Guidelines on recruitment, selection and employment procedures can be found on our webpages

The University will take all appropriate steps during the recruitment and selection process to ensure that unsuitable people are prevented from working with Children and Adults at Risk. The University has robust recruitment processes in place to deter and prevent people who are unsuitable to work with children and vulnerable adults from securing employment (see webpages)

6. Sanctions

All members of the University community have the right to freedom from harm and / or abuse. Any action(s) or omission(s) by any member of the university community that fails to appropriately safeguard a member of our community may result in disciplinary action. This is in line with our How We Work Policy

6.1 If an employee breaches the standards outlined in this document it may lead to action under the disciplinary procedure and in serious cases, it may result in dismissal.

6.2 If you are working for us but are not directly employed e.g. contractors, agency workers, volunteers, etc. you are also expected to comply with the standards when working for us. A failure to do so may result in the termination of your contract or engagement and render you unsuitable for consideration for future work opportunities with us.

6.3 For members of the GC, including members of sub-committees of the GC, you are also expected to comply with the standards (in particular section 2, how we work) when carrying out your duties as a member of the GC or when representing UoD, whether that is in an official or a personal capacity. Any breach of the standards may lead to removal from office under our Instrument and Articles and the Ordinances. In some cases, we may need to report allegations of improper behaviour to the Office for Students (OfS) or other relevant bodies in line with our regulatory duties as an FE and HE provider and our conditions of registration.

7. Equality Analysis

An equality analysis (EA) has been conducted in relation to this policy. It is not expected that this policy will have adverse impact on a specific group or individuals. The EA will be regularly revisited, in line with any Policy review, or sooner if required.

Appendix 1: Safeguarding Training Plan

Level	Target Audience	Staff Group	Training	Frequency
1	Staff who have occasional contact with children or adults at risk, who may become aware of possible abuse, neglect or other safeguarding-related concerns including radicalisation. This group identifies staff who are deemed key to the delivery of the Prevent Duty. Staff need to understand: ✓ What is abuse? ✓ Signs and indicators of harm, abuse and radicalisation ✓ What to do in response to concerns (how to notice, check and share)	**All Staff**	Safeguarding (including Prevent) e-Learning Supplemented by regular updates via the staff bulletin regarding safeguarding	Completed during induction and thereafter two yearly, plus annual updates.
2	Staff who regularly interact with children or adults at risk, who may be able to identify concerns about abuse, harm or radicalisation. Staff need to understand: ✓ How to record information ✓ How to share information ✓ Safeguarding roles and responsibilities	**Local Safeguarding Leads** **Member of UEB** **Members of Board of Governors**	Safeguarding (including Prevent) eLearning **and** Safeguarding: Prevent training for University staff	As above supplemented with annual updates/face to face sessions
3	Staff who work predominantly with children or adults at risk, who could potentially contribute to assessing, planning, intervening and reviewing the needs of a child or adult at risk. Staff need to understand: ✓ How agencies work together to identify, assess and respond to safeguarding concerns ✓ Impact of issues such as domestic abuse, substance misuse and mental health ✓ Working with complex family dynamics ✓ Lessons from serious case reviews ✓ Current policy, research and practice developments ✓ Trauma-informed responses	**Designated Safeguarding Lead** **Deputy Designated Safeguarding Lead** **Complex Case and Safeguarding Officer**	Child Protection Training (via the NSPCC or DDSCP) **and** Adult Safeguarding Training (via the NSPCC or DDSCP) **And** Safeguarding: Prevent training for university staff	As above plus Induction training (by completing the two courses listed here) Two-yearly update training (in a relevant safeguarding subject)

Appendix 2: Reporting and Responding to a Safeguarding Concern

Safeguarding is everybody's concern. If you have a concern about a member of our University community you must report this using the **Safeguarding Concern Reporting Form**. Even if you are not sure if the concern constitutes safeguarding, please report it.

Raise all concerns, no matter how small you think it might be, no concern is too small to share.

Your role is never to decide whether there is enough evidence or if the allegation is supported by evidence. Your only responsibility is to raise the concern, to allow that person to be protected. The Designated Safeguarding Lead (DSL) will determine what action(s) will be taken.

In an emergency

In an emergency (for example, where there is an immediate and significant danger or a criminal act has been witnessed), call emergency services directly on 999.

If this is an emergency on campus, please also call Security on 01332 597 77 so that Security can support the response. The Designated Safeguarding Lead or Deputy Designated Safeguarding Lead should be informed as soon as possible followed by completing the reporting form.


For non-emergency concerns

Your concern is about an apprentice or an FE student at BLC - Contact 01298 330 414 (x4414) or report via My Concern

Your concern is about a student or someone connected to a student or staff at UoD – report this using the **Safeguarding Concern Reporting Form** or contact the DSL or DDSL via 01332 593000

The DSL will assess and either:
- Provide advice to you
- Make a referral to the relevant external body
- Contact the individual of concern to provide support, advice and guidance

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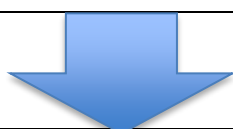
> The information about your concern will be recorded securely, and you will be emailed to confirm receipt of your concern, including advising you of the action taken (where appropriate)

Safeguarding Officer response

If the concerns received by the DSL/DDSL are that a Child or Adult at Risk is in immediate danger the DSL/DDSL should call the police on 999.

All concerns reported to the DSL/DDSL will be considered. It is the responsibility of the DSL/DDSL to reach a decision as to whether a referral needs to be made to external agencies (including adult or children's social care, the LADO, the police and/or the Police/DBS) and to make any such referral.
The DSL and DDSL's general approach to external referrals should be as follows:

- reporting to the resident local authority's children's social care department where an allegation involves a child (under the age of 18); or to the resident local authority's adult social care department where an allegation involves an Adult at Risk;
- reporting to the LADO (Local Authority Designated Officer) and seeking advice in situations where a safeguarding allegation is made against a member of staff; and
- Contacting the police where there is concern a crime may have been committed.

If the DSL/DDSL is in any doubt as to whether a referral should be made to any external agency, advice should be sought directly from the external agency or in the case of a child safeguarding concern, from the NSPCC Helpline (0808 800 5000) in the first instance.

UOD adopts a policy of "**no delay**". UOD will endeavour to make all referrals within 24 hours (one working day) of a serious concern or disclosure coming to light. When a referral is made, the DSL/DDSL making the referral will record the name and role of the member of staff or police officer to whom the concerns were passed, together with the time and date of the call/referral, and a summary of the concern.

If a concern is allayed and a decision is made not to make a referral, UOD is still required to record details of the concern and reasons why a referral was not made. This information may become relevant later if further concerns emerge.

Appendix 3: Guidance for receiving a disclosure of abuse

There are lots of reasons why someone might share that they are being abused including realising the abuse is wrong, not being able to cope anymore, wanting to protect others, trusting someone enough to tell them, or being asked directly. It can be very hard for them to open up about what's happened to them. They might be worried about the consequences or that nobody will believe them. They might've told someone before and nothing was done to help them. Sometimes they might not know what's happening to them is abuse and struggle to share what they're feeling. Some people don't reveal they're being abused for a long time, some never tell anyone.

What to do and how to respond if someone discloses abuse to you:

It's important to remember that it is not your job to investigate. You should avoid asking leading or probing questions.

Receive Listen carefully to what they're saying: be patient and focus on what you're being told without interrupting. Try not to express your own views and feelings. If you appear shocked or as if you don't believe them, it could make them stop talking and take back what they've said.

Reassure Let them know they've done the right thing by telling you: reassurance can make a big impact. If they've kept the abuse a secret it can have a big impact knowing they've shared what's happened. Tell them it's not their fault: abuse is never the fault of the person being abused. It's important they hear, and know, this.

React Say you'll take them seriously: they may have kept the abuse secret because they were scared they wouldn't be believed. Make sure they know they can trust you and you'll listen and support them. Don't confront the alleged abuser or tell them about the disclosure: confronting the alleged abuser could make the situation worse. Explain what you'll do next: for younger children, explain you're going to speak to someone who will be able to help. For older children or Adults at Risk, explain you'll need to report the abuse to someone who can help. Don't promise confidentiality.

Record and report Report what the Child or Adult at Risk has told you as soon as possible: report as soon after you've been told about the abuse so the details are fresh in your mind and action can be taken quickly. It can be helpful to take notes as soon after the disclosure. Keep these factual and as accurate as possible and be specific when noting the words used by the child or Adult at Risk, using their own words where you can. Record statements and observable things, not your interpretations or assumptions. Ensure that all the detail is recorded on the reporting form.

Don't discuss the disclosure with people who do not need to know.

What will happen next? The DSL or DDSL's will take the matter forward, including deciding upon next steps such as seeking further advice, informing external agencies, and coordinating communication and support for the Child or Adult at Risk as appropriate.

Appendix 4: Guidance for delivering organised online activities for children

A risk assessment should be carried out for any online activity involving children. Any online activity should take place on approved online platforms only. These platforms will need to have the following features:

- Access to the platform is enabled only for the intended participants.
- Personal information (including names, contact details and email addresses) is only accessible to those with the right permissions and is not publicly viewable.
- Staff are able to remove people from the platform if necessary.

Types of Online Activity

Non-Interactive Livestreaming
This section refers to live streaming video, online lectures, or webinars where participant video/audio is not enabled. The platform must:

- Be appropriate for the participants' age group.
- Enable you to restrict the audience to just the intended participants.
- Ensure that participants' personal information (e.g. contact information) is not visible to anybody else presenting or viewing the stream.
- Enable you to reject or force somebody to leave the session if necessary.
- Enable you to control whether participants are able to have their videos/microphones on.
- You must make sure that you comply with any safeguarding policies belonging to the platform.

Prior to running a live session, you should:

- Familiarise yourself with the University's safeguarding policy.
- Ensure you have the contact details of your Designated Safeguarding Lead and Local Safeguarding Officer on hand and they are aware the session is taking place.
- Ensure you have enough staff to support the event. At least two members of staff should be present to supervise the activity (for example one member of staff presenting and the other member being present and monitoring any messages on the platform), and where an activity is being delivered for a partner school or college, a member of that school should be present at all times.
- Familiarise yourself with the platform privacy settings and know how to report offensive and abusive content.
- Make sure you are using an institutional account (not a personal account) • Ensure that all staff supervising the activity are familiar with the platform and understand how participants will be using it.
- Plan the structure and content of the activity carefully to ensure that discussions remain on topic.
- Define a clear time and space for the webinar to take place. (e.g. participants should only be able to contact the speakers/contributors and vice versa during the webinar on the agreed platform)

You should also ensure that the participants:
- Do not share private information about themselves.
- Do not respond to contact requests from people they do not know.
- Understand who they should contact if they hear anything upsetting or inappropriate

During the live session:
- Ensure that the session is taking place in a neutral area where nothing personal can be seen and there is nothing inappropriate in the background - use a neutral platform background if necessary.
- Supervising staff should monitor interactions (verbal and in live chats) to check they are appropriate and relevant and manage any which are not.
- If one staff member leaves the session for any reason (e.g. connection issues), they should get in contact with the other staff member as soon as possible (by phone if necessary) and attempt to re-join the session if possible.
- If re-joining is not possible, then a back-up staff member should be contacted and they should try to join the session as soon as possible to maintain the supervision ratio
- If it is not possible to have two members of staff present, then the event should be ended as soon as reasonably possible, and this should be communicated to all participants.
- At the start, the main speaker should remind participants how to keep themselves safe (as outlined above) in addition to reminding them of the ground rules.
- If staff share their screens at any point, they must ensure that there is nothing inappropriate on the screens/internet pages/browser history.
- Challenging behaviour or inappropriate comments should be dealt with immediately, which may involve muting or removing the particular participant from the platform.
- If a participant raises a safeguarding concern, or if a member of staff is concerned about a participant, the procedures for reporting a safeguarding concern should be followed.

Interactive Livestreaming
This section refers to live streaming video or webinars where participant video/audio is enabled.
If live video and audio is being used, there should be careful consideration of the location that everyone uses. It is possible that participating children may be in their homes or bedrooms, and this may not be appropriate. You should choose a platform that allows you to disable users' microphone and video cameras. If the nature of the activity requires interactive livestreaming, all of the above guidance on non-interactive livestreaming applies. However, in addition to this, you should also:

- Seek advice from the DSL or DDSL while completing a risk assessment and well in advance of the planned activity.
- Ensure that participants understand the delivery methods of online sessions and are clear of the purpose for this particular activity.
- Remind participants not to take photographs of the screens or share any images of the online session.

Staff should not be in a private chat/video call 1-2-1 with a participant unless this was arranged in advance with manager approval. If this happens by accident (someone else loses signal etc.) the staff member should immediately come out of the breakout room/chat and end the session.

Appendix 5: Types of abuse and how to spot the signs

Abuse can happen anywhere, in any situation. It can come in many forms, sometimes visible, many times not, it can be very good at disguising itself. It does not just occur in underprivileged situations, and it does not discriminate.

Staff and students alike have a duty to be alert to the possible signs of abuse and then act on those concerns.

Adults
1. The Care and support statutory guidance identifies ten types of abuse, these are: Physical abuse
2. Domestic violence or abuse
3. Sexual abuse
4. Psychological or emotional abuse
5. Financial or material abuse
6. Modern slavery
7. Discriminatory abuse
8. Organisational or institutional abuse
9. Neglect or acts of omission
10. Self-neglect

The Social Care Institute for Excellence provide guidance on circumstances that make an adult 'at risk' of abuse: https://www.scie.org.uk/care-act-2014/assessment-andeligibility/eligibility/criteria-adults-care.asp

The signs that an Adult at Risk is being abused may depend on the type of abuse. For example, the signs of financial abuse may be different from the signs of physical abuse. Signs of abuse may include changes in behaviour, absence from lectures or social groups, physical marks or bruising, lack of personal care, missing personal possessions, an unexplained lack of money.

For further information on the types of abuse and spotting the signs please see these guides from The Social Care Institute for Excellence:
https://www.scie.org.uk/safeguarding/adults/introduction/types-and-indicators-of-abuse, and
The Ann Craft Trust: https://www.anncrafttrust.org/resources/types-of-harm/.

Remember, you can report anything that is making you feel concerned without needing to identify the type of abuse or harm that is taking place. You just need to explain what you have seen or heard that is worrying you.

Appendix 6: Safeguarding Contact Details

Designated Safeguarding Lead ("**DSL**") University of Derby	Head of Student Services s.richardson@derby.ac.uk
Designated Safeguarding Lead ("**DSL**") Buxton and Leek & Apprenticeship	Operations Manager – Learner Journey a.bradley@blc.ac.uk
Designated Deputy Safeguarding **Leads ("DDSL")**	Deputy Head of Student Services (Disability) c.ross2@derby.ac.uk Deputy Head of Student Services (Counselling & Mental Health) v.McCann@erby.ac.uk Student Life Manager c.tabberer@derby.ac.uk Student Support Manager BLC e.kilbane@blc.ac.uk NSA Centre Manager j.pimborough@derby.ac.uk