Safeguarding Vulnerable Groups Policy

Purpose of this Document

This document contains guidelines and procedures for protecting the safety and welfare of children and vulnerable adults participating in university activities or visiting university premises.

Author:	Head of Student Affairs & Lead Designated Safeguarding Officer
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Safeguarding Vulnerable Groups – Policy

Contents

1.0 PURPOSE OF THIS POLICY

1.0.1.   Nottingham Trent University (NTU) and Nottingham Trent Students Union (NTSU) organise a wide range of events and activities for, or involving, vulnerable groups. Each year, thousands of individuals in the region take part in our outreach programmes and University Open Days, which attract people from across the country. Some research projects and professional training programmes necessitate staff or students working with vulnerable groups and, every year, a number of the University's students are themselves classified as vulnerable. Our facilities are also used by other organisations for events involving vulnerable groups. In all these activities and situations, the University considers the welfare of these groups to be paramount: we are committed to practice that is safe and protects individuals from harm.

1.0.2.   This policy has been informed both by this commitment and by current legal requirements. The policy establishes the principles and parameters within which we will work to ensure the safety and welfare of all vulnerable groups who visit University premises or engage in activities organised or supported by the University.

1.0.3.   This policy should be read alongside the document 'Safeguarding Vulnerable Groups Guidance for Staff' which can be accessed via the University Web site at www.ntu.ac.uk/safeguarding or via e-Central (for staff). This guidance document contains further practical information covering:

- Code of conduct for safeguarding vulnerable groups;

- Guidance for responding to an individual who may be at risk of harm or who is making a disclosure of information;

- Reporting concerns;

- Potential indicators for abuse;

- Potential indicators for radicalisation;

- Information sharing;

- Use of photography, videos and other creative arts;

- Visits to the University involving children and vulnerable adults;

- Information for visitors to the University;

1.0.4.   A number of other University policies and procedures have relevance to safeguarding vulnerable groups and should be considered alongside this policy where necessary. These include:

• Alcohol, Drug and Substance Misuse Procedure	• Equality, Diversity & Inclusion Policy
• Bring Your Own Device Policy (IT)	• Fire Safety Policy
• CCTV, Code of Practice	• First Aid Policy & Guidance
• Computer Use Regulations	• Information Systems Security Manual
• Crisis Intervention - Students Causing Concern / Students at Risk	• Personal Emergency Evacuation Plans (PEEPs) Procedure
• Data Protection Corporate Guidelines for Staff	• Personal Relationships Policy
• DBS Checks Policy	• Procurement Policy
• Dealing with Suspect Item, Postal, Substance & Telephone Bomb Threat procedures	• Quality handbook (specifically relates to academic issues)
• Employment of Ex-offenders Policy	• Records Retention Policy and Schedule
	• Social media policy
	• Disciplinary policy and procedure
	• Student Code of Behaviour
	• Student Enrolment Conditions

• Employee Volunteering & Community Engagement Policy • Health & Safety Training Policy	• Student Placement Policy • Websense Monitoring Policy

2.0 DEFINITIONS

2.1. General Definitions

2.1.1.   For the purposes of the Policy, the following words and phrases have the meanings indicated:

"Child" or "Children" means a person(s) under the age of eighteen years.

"Channel" forms a key part of the Government Prevent strategy (see below for Prevent definition). The process is a multi-agency approach to identify and provide support to individuals who are at risk of being drawn into terrorism.

"Extremism" is defined in the 2011 Prevent strategy (see below for Prevent definition) as vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. Also included in the definition are extremism calls for the death of members of UK armed forces, whether in this country or overseas.

"Prevent" refers to The Prevent strategy, published by the Government in 2011, which is part of the Government's overall counter-terrorism strategy, CONTEST. The aim of the Prevent strategy is to reduce the threat to the UK from terrorism by stopping people becoming terrorists or supporting terrorism.

"Radicalisation" refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

"Safeguarding" is the process of protecting vulnerable people, whether from crime or other forms of abuse.

"Terrorism" is given in the Terrorism Act 2000 (TACT 2000). In summary, this defines terrorism as an action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or threat must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious or ideological cause.

"University premises" means all buildings and land owned or operated by the University, Students Union and for the purposes of applying this policy shall include UPP-managed halls of residence.

"University Staff" means all University employees, Student Union employees and UPP employees in UPP-managed halls of residence, and authorised agency staff working on behalf of the University.

"**University organised events"** means all activities which are arranged by University staff or students, which are on our premises or affected by our activities. Where events are organised by Nottingham Trent Students Union (NTSU) by NTSU staff or students acting on behalf of NTSU, the principles of this policy may not apply in their entirety in a limited number of circumstances.

"Vulnerable Adult" means any person aged 18 or over who is or may be in need of community care services by reason of mental or other disability, age or illness and is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation. It should be noted that the definition of a vulnerable adult means that this can be a transient category for some individuals.

2.2. Definitions of abuse

2.2.1. Abuse of children can be categorised into four areas:

"Neglect" is the persistent failure to meet basic physical and psychological needs and is likely to result in the serious impairment of health or development. This may involve factors such as providing inappropriate clothing, food, inappropriate attention, lack of supervision, lack of safety or exposure to undue cold or unnecessary risk of injury. It may also include neglect of basic emotional needs.

"Physical abuse" may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm, including by fabricating the symptoms of, or deliberately causing, ill health. This can also include giving alcohol to children, giving medication without permission, and intensity of training beyond the capacity of the individual.

"Sexual abuse" involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities such as involving children in looking at pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways. For vulnerable adults sexual abuse may include rape and sexual assault or sexual acts to which the vulnerable adult has not consented, could not consent or was pressured into consenting.

"Emotional Abuse" is the persistent emotional ill treatment such as to cause severe and persistent adverse effects on development. It may involve conveying that they are worthless or unloved, inadequate or valued only as far as they meet the needs of another person. It may involve causing individuals to frequently feel frightened or in danger (shouting, threatening or taunting, constant criticism, bullying, or unrealistic pressure to perform), or exploitation or corruption.

2.2.2. The following areas of abuse additionally relate (primarily) to vulnerable adults:

"Financial abuse" is the illegal or unauthorised theft or use of a person's property, money or other valuables. Crimes associated with this type of abuse include theft, undue influence and forgery.

"Discriminatory abuse" is treating a person less favourably, and therefore denying their human and/or civil rights, based solely on class or category, i.e. gender, disability, ethnicity, religion, preferred language, etc. Discriminatory behaviours take many forms, but they all involve some form of exclusion or rejection.

"Institutional abuse" occurs when an individual's wishes and needs are sacrificed to a smooth running of a group, service or organisation. It involves the mistreatment of people brought about by poor or inadequate care or support and is characterised by systematic poor practice including inappropriate use of rules, rituals, routines and/or restrictive practices. These may all damage a person's right to independence, respect, dignity or choice.

3.0 SCOPE OF THE POLICY

3.1. Who is subject to this policy and when does it apply?

3.1.1. This policy applies to all students of the University from enrolment (or arrival in halls of residence, if earlier) up to completion of their programme of study at the University (or departure from halls of residence, if later).

3.1.2. Students on some programmes (e.g. in Law, Education, Social Work) and some members of staff, are required to be registered with or accredited by professional bodies, which impose their own professional standards or fitness-to-practice regulations. For avoidance of doubt, this policy is complementary to, and does not replace, those standards and regulations or professional misconduct policies. Misconduct by a student on such a

programme could therefore result in disciplinary action by both the professional body and the University.

3.1.3. The policy applies to students' conduct on and off the University's premises and/or during all University-related activities.

3.1.4. The policy applies to all staff of the University (however appointed or engaged), consultants and contractors who may come into contact with vulnerable groups, whether on or away from University premises, through University organised activities.

3.1.5. The only exceptions to the scope of this is policy, are circumstances in which the University is collaborating with another organisation and explicitly working within that organisation's policy and procedures for safeguarding vulnerable groups.

4.0 WELLBEING AND SAFETY

4.0.1. The wellbeing and safety of vulnerable groups can suffer as a consequence of accident, or abuse. While accidents relate mainly to physical injury, abuse may include abusive or manipulative relationships which may be verbal, emotional, physical or (in some cases) sexual in nature, or arise from neglect.

4.0.2. In order to safeguard vulnerable groups with whom we have contact, the University will:

- Implement guidelines through the code of conduct for safeguarding vulnerable groups for our staff, students and contractors;

- Share information about our policy and about good practice with staff, students, contractors, schools and other partner organisations, parents/carers and vulnerable groups;

- Maintain strong relationships, clear channels of communication and the development and sharing of good practice with a range of partners which includes (but is not limited to):

  o Local community leaders;

  o Student groups;

  o Relevant higher education networks such as the Association of University Chief Security Officers (AUCSO) and AMOSSHE (The Student Services Organisation);

  o Local authorities;

  o The Police;

  o The NHS;

  o The Probation Service;

  o Nottinghamshire Police Prevent Delivery Team

  o Department for Business, Innovation and Skills (BIS) Prevent Coordinator

- Ensure risks to vulnerable groups are assessed and that appropriate control measures are implemented, in order to reduce the risk to an acceptable level;

- Implement appropriate procedures for responding to accidents, incidents, alleged or suspected harm, alleged or suspected incidents of extremist or terrorist behaviour;

- Inform relevant agencies of concerns about the welfare of any child, vulnerable adult or individual at risk of radicalisation, extremist or terrorist activity involving parents/carers and the individuals themselves, where appropriate;

- Implement well considered procedures for the recruitment and careful selection of staff and students for positions or activities which may entail contact with vulnerable groups;

- Provide effective training, support and supervision for staff (and where appropriate, students) engaged with vulnerable groups.

5.0 KEY ACTIVITIES

5.0.1. The main activities, to which this policy is relevant, but not limited to, are:

- Engaging with University students who are themselves children, vulnerable adults or individuals at risk of at risk of radicalisation, or involvement in extremist or terrorist activity;

- The work of Student Services;

- The work of Wardens and Resident Assistants;

- Outreach activities;

- Volunteering placements;

- University open days;

- Research projects;

- Student placements;

- University field trips;

- School initiatives e.g. master classes and activity days;

- External speakers visiting the University;

- The use of worship facilities;

- The use of University premises or facilities by other organisations for events involving vulnerable groups;

- Engaging with University staff, students or visitors who bring their children onto University premises;

- Services provided by security staff.

6.0 GENERAL RESPONSIBILITIES

6.0.1. As part of its commitment to safeguarding vulnerable groups, the University expects all its staff, students and contractors to:

- Behave in an acceptable manner;

- Report any concerns they may have about children or vulnerable adults suffering harm or at risk of suffering harm, in line with the guidance provided in point 6.3;

- Report any concerns regarding individuals believed to be at risk of radicalisation or involvement in extremist or terrorist activity in line with the guidance provided in point 6.3 and as detailed in the document 'Safeguarding Vulnerable Groups Guidance for Staff'.

6.1. Acceptable behaviour

6.1.1. The University expects that everyone acting on its behalf will ensure that their behaviour towards vulnerable groups is at all times exemplary, beyond suspicion or reproach and

consistent with safeguarding their wellbeing. Those leading or co-ordinating such activities are expected to understand that they occupy a particular position of trust, which must not be abused.

6.1.2.   The University's general 'Code of conduct for safeguarding vulnerable groups' provides guidance on acceptable and appropriate behaviour. In addition, the University may from time to time issue further guidance, which may be general in nature or relate to particular situations or types of activity, on the kinds of behaviour towards vulnerable groups that will be encouraged as good practice, and on what will be regarded as inappropriate. Staff, students and contractors are expected to act in accordance with such guidance and to adhere to codes of conduct. Failure to do so may result in disciplinary action.

6.1.3.   The University expects everybody who undertakes activities covered by this policy to act as a good role model, to act in a way that is not discriminatory, hostile or bullying and to recognise that individuals have the same rights of privacy and respect as anyone else. Equally, we expect that everyone will recognise that children and vulnerable adults are by their nature, in a position of vulnerability, that abuse or risk of harm can take a number of forms and that we all have a responsibility not only for our own behaviour but also for reporting any concerns about possible abuse.

6.1.4.   A copy of the code of conduct for safeguarding vulnerable groups can be found in the supporting document, 'Safeguarding Vulnerable Groups Guidance for Staff'.

6.2.   Responding to concerns

6.2.1.   Guidance for responding to an individual who may be at risk of harm or who is making a disclosure of information is contained in the document, 'Safeguarding Vulnerable Groups Guidance for Staff'.

6.3.   Reporting concerns

6.3.1.   In emergencies, the police should be contacted by calling (9)999.

6.3.2.   In non-emergency situation, the University has a number of staff to act as the key points of contact for reporting concerns, who are listed overleaf.

6.3.3.   Concerns relating to **safeguarding children and vulnerable adults** should be discussed with the Lead Designated Safeguarding Officer as soon as possible. Where contact with the Lead Designated Safeguarding Officer is not possible, the Deputy Designated Safeguarding Officer or another Designated Safeguarding Officers should be contacted.

6.3.4.   Concerns relating to **potential radicalisation, extremist or terrorist activity** should be reported to the Prevent NTU contacts as soon as possible. In circumstances where neither of these staff members are available, contact should be made with a Designated Safeguarding Officer.

6.3.5.   Should concerns relate to one of the designated members of staff detailed in 6.3. these concerns should be discussed with the relevant strategic lead. Where concerns relate to the strategic lead, concerns should be raised with the most senior designated member of staff detailed.

Strategic Lead for Safeguarding

Name:	Professor Eunice Simmons
Title	Deputy Vice Chancellor
Email:	eunice.simmons@ntu.ac.uk
Tel:	0115 84 82594
Personal Assistant:	0115 84 86574
Area:	Directorate

Lead Designated Safeguarding Officer

Name:	Sarah Bustard
Title:	Student Health & Wellbeing Manager
Email:	sarah bustard@ntu.ac.uk
Tel:	0115 848 6345
Area:	Student Support Services

Designated Safeguarding Officers

Name:	Martyn East
Title:	Deputy Head of Further Education
Email:	martyn.east@ntu.ac.uk
Tel:	0115 848 5374
Area:	ARE Further Education

Name:	Pamela Ellis
Title:	Head of Further Education
Email:	pamela.ellis@ntu.ac.uk
Tel:	0115 848 5297
Area:	ARE Further Education

Name:	Sarah Hindmarsh
Title:	Principal Lecturer
Email:	sarah.hindmarsh@ntu.ac.uk
Tel:	0115 848 8998
Area:	School of Education

Name:	Sukhjit Kaur
Title:	Information and Advice Service Manager
Email:	sukhjit.kaur@su.ntu.ac.uk
Tel:	0115 848 4539
Area:	Nottingham Trent Students' Union

Name:	Miriam Selby-Shaw
Title:	Duty Manager
Email:	miriam.selby-shaw@ntu.ac.uk
Tel:	0115 848 3953
Area:	NTU Sport

Name:	Mhairi Bowe
Title:	Senior Lecturer
Email:	mhairi.bowe@ntu.ac.uk
Tel:	0115 848 2654
Area:	Psychology Division

Name:	Stacey Trainer
Title:	Sports Volunteering Co-Ordinator
Email:	stacey.trainer@ntu.ac.uk
Tel:	0115 848 3214
Area:	NTU Sport

Name:	Andy Coppins
Title:	Volunteering Manager
Email:	Andy.coppins@ntu.ac.uk
Tel:	0115 848 2509
Area:	Schools, Colleges & Community Outreach

Name: Mike Ratcliffe
Title: Academic Registrar
Email: mike.ratcliffe@ntu.ac.uk
Tel: 0115 848 5622
Area: Academic Registry

Name: Sarah Bustard
Title: Student Health & Wellbeing Manager
Email: sarah.bustard@ntu.ac.uk
Tel: 0115 848 6345
Area: Student Support Services

For Prevent issues out of normal working hours, please contact the University Switchboard on 0115 941 8418 and ask for the Prevent Contact to be notified.

6.3.6.   For safeguarding children or vulnerable adults, in circumstances where there are immediate (but not emergency) concerns and it is not possible to report concerns in the manner stated above, support should be sought from outside agencies as appropriate. Guidance for referring information to outside agencies can be found in the document, 'Safeguarding Vulnerable Groups Guidance for Staff'. Details of outside agencies who may offer support and guidance include:

- **The Police** - If you feel a child or vulnerable adult is a risk of abuse or neglect, but not in immediate need of protection, you may call the Police on 101.

- **NSPCC Helpline** - If you are an adult who wants to speak to someone because you are worried about a child's safety or wellbeing but are not sure what to do, you can phone the NSPCC Free Helpline on 0808 800 5000 or email help@nspcc.org.uk

- Local Authority Social Care –Contact details for Local Authority Social Care can be found in Appendix 1.

6.3.7.   Should a referral of information be made to an outside agency regarding children or vulnerable adults, the Lead Designated Safeguarding Officer (or, if unavailable, a Designated Safeguarding Officer) should be informed as soon as possible and before the end of the next working day.

6.4.   Reporting concerns: further guidance

6.4.1.   Further details of how concerns raised may be considered for further action can be found in the document 'Safeguarding Vulnerable Groups Guidance for Staff'. This includes:

- Allegations of historic abuse;

- Concerns regarding staff or students involved in work, placements or volunteering with children or vulnerable adults;

- Potential indicators of abuse;

- Potential indicators of radicalisation;

- Referrals to outside agencies;

- Staff and student disciplinary action;

- Recording and storing information;

- Sharing information.

7.0 SPECIFIC RESPONSIBILITIES

7.1. The University

7.1.1. The University's responsibility is to ensure appropriate policy, procedures, guidance, risk assessment, action planning and training are in place to facilitate effective safeguarding of vulnerable groups. We will also take reasonable steps to ensure that our contractors understand, accept and are responsible for their, or their employees', conduct in connection with, or in the vicinity of, vulnerable groups on University premises.

7.1.2. The Vice Chancellor has designated a member of the University's Executive Team as being responsible for the strategic leadership of this policy, for its implementation and for its review and development.

7.2. University staff

7.2.1. University staff are responsible for ensuring that, through their behaviour, whether on or away from University premises, vulnerable groups are not placed at a risk of harm. This includes complying with the general expectations of behaviour set out in this policy and in any activity specific guidance issued by the University from time to time. Staff must acknowledge that, where their post involves close working with vulnerable groups, the University may require them to undertake training and vetting and barring procedures to assure their suitability, which may include undertaking Disclosure and Barring Service (DBS) applications and other enquiries.

7.2.2. University staff are also expected to be proactive in identifying situations in which vulnerable groups may be placed at risk of harm, and in reporting any concerns about welfare promptly, in accordance with the procedures established under this policy.

7.2.3. Where staff bring children or vulnerable adults for whom they care, onto University premises, they must seek their line manager's permission, further accept, and comply with their responsibilities, as in point 7.4.

7.2.4. Staff organising University approved activities involving vulnerable groups must make reasonable efforts to ensure that participants' parents/carers receive information about the activities and give permission for the individual's participation where appropriate. Where activity is organised for a group of children from a school, college or other organisation, the school, college or organisation must be made aware of the University's expectations.

7.2.5. Further guidance relating to the organisation of visits to the University can be found in the document, 'Safeguarding Vulnerable Groups Guidance for Staff'.

7.3. Students

7.3.1. Students of the University, who may come into contact with vulnerable groups on University premises or in connection with University business, must ensure that their behaviour is exemplary and that they comply with any policies and procedures issued by the University. This applies particularly to students on programmes to whom activity specific guidance may be issued, and to students taking part in activities for children organised by the University.

7.3.2. In addition to ensuring that their own behaviour is consistent with safeguarding vulnerable groups, students should report any concerns about possible abuse or risk of harm in accordance with the guidance provided to them.

7.3.3. Where students bring their own children onto University premises they must accept and comply with their responsibilities as parents, as outlined below (7.4).

7.4. Parents/carers

7.4.1. If a parent or carer brings a child or vulnerable adult onto University premises (other than as part of a University-organised visit or activity in which a member of University staff accepts responsibility), the parent/carer must accept sole responsibility for supervision of the individual while on University premises. Parents/carers must keep within close proximity of the child/vulnerable adult so that they are able to prevent accidents and, in particular, should be careful to protect children when negotiating steep stairways or other physical hazards.

7.4.2. Staff should ensure that they have permission from their line manager (or another staff member with appropriate managerial authority if their line manager is unavailable), before bringing children into University work areas. Permission can be granted at the manager's discretion, where the presence of children is appropriate for the environment in which they are present and does not cause disruption to other staff or students.

7.4.3. Students should ensure that they have permission from an appropriate member of staff (for example an academic delivering a teaching session or a member of professional services staff in other study areas) before bringing children into university study areas. Permission can be granted at the staff member's discretion, where the presence of children is appropriate for the environment in which they are present and does not cause disruption to other students or staff.

7.5. Contractors

7.5.1. Contractors must ensure that their behaviour towards vulnerable groups is at all times appropriate and does not breach any specific codes of conduct issued by the University from time to time. Contractors must ensure that their actions do not prejudice the health and safety of vulnerable groups or put them at risk of harm. Where the University lawfully requires them to do so, contractors must also comply with vetting requirements, including criminal record disclosures.

7.6. Vetting Procedures

7.6.1. In this Policy, "vetting" refers to the process by which an assessment is made of a person's suitability to work with, or have unsupervised access to, children and/or vulnerable adults. This assessment must be informed, to the extent that the law allows, by obtaining criminal records disclosures, by checking against The Secretary of State for Education's Barred List, seeking of references and use of other relevant information as appropriate.

7.6.2. There are strict legal rules determining the nature of information that can be obtained when vetting an individual as to their suitability to work with children. Therefore, the statements made in this policy should be regarded as indicative only of all the steps that need to be taken to ensure vetting is both lawful and adequate.

7.6.3. The NTU and NTSU Human Resources Departments, taking account of legal advice from time to time, shall have overall responsibility for all vetting of University and Students Union staff respectively, undertaken in accordance with this policy.

7.6.4. Responsibility for ensuring that all appropriate contractors and consultants have been vetted rests with the Purchasing Department or the person responsible for letting the contract, although in practical terms, the organisation with which the University is contracting should be required to demonstrate that all relevant staff have been adequately vetted.

7.6.5. Responsibility for vetting students of the University identified pre-entry as likely to come into contact with vulnerable groups by virtue of their academic studies, rests with Admissions.

7.6.6. For some courses, usually in the areas of health, teaching and social work, prospective students will be required to undertake an Enhanced Disclosure and Barring Service (DBS)

check at confirmation but before commencement on their course. This process is detailed in the NTU Quality Handbook Section 12: Admissions.

7.6.7.   Some students, who are not studying courses that require a DBS check before commencement on their course, may choose to undertake placements or research involving children or vulnerable adults, partway through their studies. In these circumstances, a request for a mid-course DBS application should be made using the guidance detailed at www.ntu.ac.uk/safeguarding. The process for decision-making regarding self-declared criminal convictions and those revealed as part of the DBS process, mirrors processes detailed in the Nottingham Trent University Quality Handbook, Section 12: Admissions.

8.0 HEALTH AND SAFETY

8.1.   Basic safety precautions

8.1.1.   When it is known that a child or vulnerable adult will be present in an area of University premises, basic safety precautions should be taken by the person responsible. This is particularly important in the case of very young children or particularly vulnerable adults. Dangerous articles should be kept out of reach. Other staff working in the same area should be made aware that a child or vulnerable adult is present so that they can take any safety precautions that may be appropriate.

8.2.   Risk assessments

8.2.1.   Responsibility for assessing the safety of University premises lies with the Health and Safety Office, which will be responsible for undertaking risk assessments of University premises in respect of access by vulnerable groups. Risk assessments will focus on identifying physical hazards, although attention will also be given to identifying wider environmental factors that may expose vulnerable groups to risk of harm.

8.2.2.   Risk assessments should be undertaken for University outreach activity by the activity organiser, whether it is taking place on or away from University premises, to identify any areas of risk or circumstances that may require specific insurance arrangements.

8.2.3.   Responsibility for implementing any recommendations of a risk assessment report lies with the activity organiser.

8.3.   Responding to and reporting accidents

8.3.1.   Any accidents or near misses involving vulnerable groups on University premises, or connected to University business, must be dealt with in accordance with the University Health and Safety policy. Where an accident results in a child or vulnerable adult requiring hospital treatment, the Health and Safety Office must be informed immediately, so that the event can be reported to the Health and Safety Executive, as required by law. The activity organiser or leader must take immediate steps to ensure that the parent/carer of the individual requiring hospital treatment will be informed.

8.4.   Dealing with Suspect Items, Postal, Substance and Telephone Bomb Threats

8.4.1.   Concerns regarding suspect items, postal, substance and telephone bomb threats should be reported in line with the Health and Safety Procedure: 'Dealing with Suspect Item, Postal, Substance & Telephone Bomb Threat'. This guidance is available through the Health, Safety and Wellbeing section of the NTU Web site.

9.0 E-SAFETY

9.1.   Safeguards in place

9.1.1.   The University has a number of safeguards in place to ensure that students and staff are protected and safe online.   These safeguards include a number of policies and procedures, which indicate the responsibilities of staff, students, and the University as an organisation

(detailed in 1.04).It is important that staff are aware of their content to enable effective support of students, particularly those studying in Further Education.

9.1.2.   Firewall software that enables monitoring and filtering of all web traffic through University networks, whether this is a wired connection or Wi-Fi enables certain categories of web site to be blocked and a notification page displayed on the user's screen. The intention is to prevent inadvertent viewing of potentially distressing material without blocking users from accessing material related to their jobs or study.

9.1.3.   Content which is filtered includes all sites on the Internet Watch Foundation list of individual web pages with child sexual abuse content, plus:

- Adult content – Sex;

- Abused drugs and marijuana;

- Violence;

- Racism and hate;

- Weapons;

- Illegal or questionable material;

9.1.4.   Staff and students who require access to sites that are blocked must submit a request to the ITS Service Desk and exceptional access may be granted. For staff, such requests must be authorised by the individual's line manager.   For students, such requests must be authorised by the academic team leader for the individual's course of study.

9.1.5.   Access to the Internet Watch Foundation related material requires a Home Office license before legal access can be granted.

10.0 FURTHER GUIDANCE

10.1.   Use of Photography, video and other creative arts

10.1.1. Detailed guidance for the use of photography, video and other creative arts, which involve vulnerable groups, can be found in the document 'Safeguarding Vulnerable Groups Guidance for Staff' that can be accessed via the University Web site at www.ntu.ac.uk/safeguarding or via e-Central (for NTU staff).

10.2.   Visits to NTU

10.2.1. The University has a 'duty of care', so far as reasonably practicable, to ensure the health, safety and welfare of people, while they are on our premises or affected by our activities.

10.2.2. When planning events or activities to be attended by children or vulnerable adults, it is important that staff give due consideration to the practicalities of the visit so that it runs as smoothly and safely as possible.

10.2.3. Where events involve presentations, discussion or debate regarding potentially sensitive, controversial, unpopular or complex subject matter, careful consideration must be given to the appropriateness of allowing attendance of vulnerable groups. This may be particularly relevant where events are aimed primarily at adults, but there is the possibility of children attending e.g. children accompanying NTU students, staff or visitors. Where this is the case, the final decision regarding attendance of vulnerable groups rests with the Vice Chancellor or an appointed member of staff and/or Head of the Students Union. In such situations, decisions will be made on a case-by-case basis taking into account the principles laid out in the NTU Code of Practice on Freedom of Speech and the Universities UK document 'External Speakers in Higher Education'. Other relevant guidance, statutory responsibilities and principles of law will be taken into account as necessary.

10.2.4.   Detailed guidance regarding visits to NTU which involve vulnerable groups, can be found in the document 'Safeguarding Vulnerable Groups Guidance for Staff' that can be accessed via the University Web site at www.ntu.ac.uk/safeguarding or via e-Central (for NTU staff).

11.0 TRAINING AND DISSEMINATION

11.1.   Training and dissemination

11.1.1.   This policy will be disseminated to all staff. It will also be drawn to the attention of contractors and students where they are likely to come into contact with vulnerable groups, in connection with University business, whether on or away from University premises. In addition, the University will implement training and issue guidance materials as appropriate; in order to support staff and students specifically engaged in activities with vulnerable groups.

12.0 MONITORING AND REVIEW

12.1.   Monitoring and review

12.1.1.   The designated senior manager will be responsible for monitoring the operation of this policy, for undertaking an annual review, for initiating appropriate amendments and, at the start of each academic year, for reporting to the Vice Chancellor on its operation in the preceding year.

APPENDIX 1

Local Authority Social Care Contact Information

Local Authority Social Care can offer advice and guidance in relation to both children and vulnerable adults. If you make the decision to contact Social Care, you should contact the Local Authority for the area in which the individual lives. Local Authorities in the region include:

	Children's Social Care	**Adult Social Care**
Nottingham City	Multi Agency Support Team: 0115 876 4800	0300 300 3333 Out of hours emergency contact: 0115 876 1000
Nottinghamshire	Multi Agency Support Team: 0300 500 80 90 Out of hours emergency contact: 0300 456 4546	Multi Agency Support Team: 0300 500 80 90 Out of hours emergency contact: 0300 456 4546
Derby City	01332 641172 Out of hours emergency contact: 01332 786968	01332 717777 Out of hours emergency contact: 01332 786968
Derbyshire County	08456 058 058	08456 058 058
Leicester	0116 454 1004	0116 454 1004
Leicestershire & Rutland	0116 305 0005 (Leics) 01572 722577 (Rutland) Out of hours emergency contact: 0116 305 0005 (Leics & Rutland)	0116 305 0004 (Leics) 01572 758 341 (Rutland) Out of hours emergency contact: 0116 255 1606
Lincolnshire	01522 782111 Out of hours emergency contact: 01522 782333	01522 782155 Out of hours emergency contact: 01522 782333