



Safeguarding Policy and Procedures

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1. Introduction

The University of Wolverhampton ('the University') believes that all individuals have a right to learn and develop within a safe environment. The University recognises our moral and statutory responsibility to safeguard and protect children, young people and adults at risk of harm whether from crime, abuse or from being drawn into terrorism related activity. It applies to all aspects of our work and to everyone working for the University, including governors, staff, students, apprentice learners, visitors and contractors engaged by the University and anyone who may come into contact with a child or adult at risk as part of their work, or associated activities.

This policy is applicable in respect of all activities, including leisure centre activities and research activities.

The University is committed to promoting the welfare of children, young people and adult(s) at risk of abuse, harm and/or neglect, who chose to study at the University either as a student or an apprentice learner.

This policy includes guidelines for all University members; who might engage with children and/or young people or an adult at risk, whether it is in a professional capacity or in conjunction with the work of the University, or in the course of other University led activities; including teaching, research, outreach, partnerships and external events.

The policy sets out the requirements of a safe and welcoming environment where all members of the University community are respected and valued. The University is alert to the signs of abuse, harm and/or neglect and the Safeguarding Policy and Procedures incorporate a wide range of risks we need to safeguard against and outlines how to escalate a concern. We will ensure that safeguarding issues are dealt with effectively and in a timely manner.

The University takes seriously its responsibility to safeguard and promote the welfare of any member of the University community and to work together with other agencies to ensure that adequate arrangements are in place within our University to identify, assess, and support any member of the University community who may be suffering from abuse, harm and/or neglect.

This policy includes guidelines for responding to a suspicion, allegation or disclosure of abuse, harm and/or neglect of a child, young person or an adult at risk and these are applicable to all members of the University community.

This policy is split into the following sections for ease of reference:

- Introduction
- Governance
- Staff
- Referrals
- Adults at Risk
- Working with Children
- Monitoring

1.1 Legislation

The University of Wolverhampton Safeguarding Policy and Procedures have been developed in accordance with the principles and guidance of the following legislation:

- The Children Acts 1989 and 2004;
- The Voyeurism Act 2019
- Education Act 2002;
- Keeping Children Safe in Education 2023
- Safeguarding Vulnerable Groups Act 2006;
- The Care Act 2014;
- Disability Discrimination Act 1995;
- Data Protection Act 1998;

- Health and Safety at Work Act 1974;
- Safeguarding Vulnerable Groups Act 2006;
- Working Together to Safeguard Children 2018;
- Children in Need Review 2019;
- The Disclosure and Barring Service (DBS);
- Prevent Duty Guidance 2015;
- Guidance for safer working practice for those working in education settings 2015;
- Safe working in education, childcare and children's social care 2020.

1.2 Safeguarding Terms

The following should be considered when working with learners and particularly if you work with children but is equally applicable to our students and apprentice learners:

- Sexual abuse or inappropriate relationships – peer on peer (or child on child) sexual abuse and harmful sexual behaviour.
- Physical and emotional abuse or neglect, including Female Genital Mutilation.
- Exploitation, including financial, sexual, forced marriage or gang related activity.
- Neglect.
- Grooming behaviour.
- Domestic violence.
- Bullying, including cyber bullying, bullying in the training centre or the workplace.
- Victimisation.
- Self-harm.
- Inappropriate taking of and/or sharing of unsolicited photographs (sharing of nude/semi-nude images and Up-Skirting)
- Unsafe activities or environments
- Crime, including knife crime and gang related activity
- Trafficking
- Modern Slavery (including Gangmasters and labour abuse)

Identifying Harm

Through our work with learners and employers, University staff are well placed to notice changes in behaviour and appearance which may be due to harm. These changes could include:

- The learner discloses that they are being harmed or are at risk of harm.
- Absence or missing from training or work.
- Behavioural problems.
- Change in dress or physical appearance.
- Rewards, including unaccounted for money, expensive clothing or footwear or devices such as mobile phones.
- Children who have contact with risky adults or environments.
- Reduced contact with, or becoming withdrawn from, friends or family.
- Substance abuse.

Identifying Radicalisation

Colleagues should be vigilant to the signs of radicalisation. Radicalisation can be difficult to spot, but signs that may indicate that a learner or colleague is being radicalised include:

- Not adhering to/upholding the British Values of; Democracy, Rule of Law, Individual Liberty and Respect, Tolerance of different faiths and beliefs, and those with none
- Isolating themselves from family and friends and learning groups
- Talking as if from a scripted speech
- Unwillingness or inability to discuss their views
- A sudden disrespectful attitude towards others
- Increased levels of anger
- Increased secretiveness, especially around the internet.

- Wanting to blame others (crisis narrative).

Further details can be found in **Part One of Keeping Children Safe in Education 2023** which can be accessed via the below link:

[Keeping Children Safe in Education 2023 Part One](#)

1.3 Definitions

Abuse – could mean neglect, physical, emotional, sexual or a combination of these. Further explanations can be found in **Appendix 1**.

An Adult at Risk – Includes those who, because of mental health difficulties and/or physical health conditions and/or personal circumstances, may be vulnerable to abuse, exploitation, or significant harm. For the University this means any learner who meets the above criteria on either our Apprenticeship Programme and/or Adult provision (Online and Pre-Employment Training).

Children or young person –applies to a person that is less than 18 years of age.

For the University this relates to any Apprentice learners that are aged between 16 – 18 and a child on campus.

Prevent Duty – in the exercising of our functions as a Higher Education provider the University of Wolverhampton will have due regard to the need to prevent people from being drawn into terrorism. The University of Wolverhampton regards the Prevent Duty as being an integral part of our Safeguarding Strategy, in line with our Prevent risk assessment and action plan. The Safeguarding Policy and procedure takes into account this as a key safeguarding concern.

CONTEST - is the UK's counter-terrorism strategy and it aims to reduce the risk from terrorism so that people can go about their lives freely and with confidence.

CONTEST has 4 strands:

- **Pursue:** investigate and disrupt terrorist attacks.
- **Prevent:** stop people from becoming terrorists or supporting terrorism
- **Protect:** improve our protective security to stop a terrorist attack.
- **Prepare:** work to minimise the impact of an attack and to recover as quickly as possible.

Radicalisation

Is the process by which a person comes to support terrorism and extremist ideologies. A vulnerable learner or colleague may be more susceptible to being drawn towards or being targeted by those involved in extremist ideology.

Safeguarding and promoting the welfare of children

Is the process of protecting vulnerable people, whether from crime, other forms of abuse or from being drawn into terrorism-related activity. This definition for safeguarding is further strengthened in Keeping Children Safe in Education (KCSIE) to explicitly state that safeguarding includes '**preventing impairment to children's mental and physical health or development**'.

If, when working with children a colleague has a mental health concern about a child that is also a safeguarding concern, immediate action should be taken by following the **Referral** process outlined in **Section 4** of this policy.

Governing bodies and proprietors should ensure they facilitate a whole group approach to safeguarding.

1.4 Scope

This policy applies to all University staff, students, apprentice learners, visitors and contractors engaged by the University and anyone who may come into contact with a child or adult at risk; as part of their work; or associated activities. This policy is applicable in respect of all activities, including leisure centre activities and research activities.

1.5 Aims and objectives

Effective safeguarding practice starts with having in place effective procedures where lines of responsibility are clear, and leadership is demonstrated from the highest level. Colleagues will be involved in implementing and contributing to a culture whereby safeguarding is collaboratively and effectively managed.

The University is committed to maintaining the highest possible standards to meet its social, moral and legal responsibilities to protect and safeguard the welfare of our students and apprentice learners.

The University puts this into practice through the following actions:

- Adopting a broad approach to its safeguarding responsibilities which encompasses well recognised forms of risk and abuse, including self-harm and radicalization. This includes liaison with external agencies to support training and raise awareness.
- The Safeguarding Policy and Procedures, which include the names of the Designated Safeguarding Governor, Designated Safeguarding Lead, Deputy Designated Safeguarding Leads and Safeguarding Manager, are available on the University Safeguarding website and are clearly communicated to staff, students, apprentices, and parents/carers;
- Accessible formats of the Safeguarding Policy and Procedures are available on request to ensure this document is user friendly and accessible to all, these can be accessed via the link to the Safeguarding website below:

[Safeguarding - University of Wolverhampton \(wlv.ac.uk\)](http://wlv.ac.uk)

- Everyone that comes into contact with our students and apprentice learners are made aware of and supported to understand the Safeguarding Policy and Procedures via mandatory training.
- We will ensure that robust Safeguarding protocols are in place within Faculties and Professional Service Directorates;
- All staff, students and apprentice learners receive Safeguarding and Prevent training at induction, which is regularly updated, and they will receive updates on Safeguarding and Prevent as required but at least annually or if legislation changes;
- Members of the Board of Governors will receive mandatory annual safeguarding training;
- Enhanced Safeguarding and Prevent training are provided to all members of staff in roles that are identified as requiring additional knowledge and expertise;
- Safeguarding awareness training and Prevent awareness training are now mandatory for all staff;
- Apprenticeship employers are expected to have in place safeguarding policies and procedures (including training) in line with their own company requirements as outlined in our employer safeguarding handbook;
- The University adopts recruitment, selection and pre-employment vetting procedures in line

with legislation and best practice available;

- The University has a Disclosure and Barring Services (DBS) Policy which requires colleagues who work with children, young people or vulnerable adults to undertake DBS checks, where appropriate.
- The University ensures that information on safeguarding and good practice is shared across the university community; in addition to external agencies where appropriate;
- The University ensures that there is an effective internal process for dealing with reported concerns;
- The University aims to work in partnership with relevant agencies, to ensure that all parties recognise their responsibilities, act upon them and accept collective responsibility for safeguarding arrangements;
- The University will have Service Level Agreements in place with partners and work in accordance with these.

1.6 Purpose of the Policy

The University has adopted this policy to:

- Demonstrate its commitment with regard to safeguarding the University community;
- Reflect the current legislation and take into account relevant guidance and best practice to ensure there is a safe environment;
- Provide the University community with guidance on procedures that must be adopted to safeguard the interests of children and an adult at risk;
- Provide an environment in which the University community feel safe, secure, valued, respected and feel confident to know how to approach an individual who is experiencing difficulty;
- Provide an environment in which learners feel safe, secure, valued, respected and feel confident to and know how to, approach colleagues should they have a safeguarding concern;
- Raise awareness to all individuals, of the need to safeguard the University community by ensuring that any cases of abuse, harm and/or neglect are identified and reported;
- Provide a structured framework and procedure which will be followed by all staff in cases of suspected abuse and/or harm; ensuring consistent good practice across the University;
- Provide a systematic means of monitoring members of the University community, thought to be at risk of abuse and/or harm and ensure we, contribute to assessments of need and support packages for those individuals;
- Develop and promote effective working relationships with other agencies;

Ensure that, where required, staff, students, apprentice learners and contractors have undergone a satisfactory disclosure and barring check in accordance with the University's policy on Disclosure and Barring checks and have been checked for their suitability for their particular activity, by ensuring verification of their identity and qualification. Further information can be located within the DBS policy.

This policy does not include detailed guidance on how to support staff and students with mental health difficulties; therefore, please note that guidance and support can be located via the following link:

[Student Support and Wellbeing Advice](#)

1.7 Prevent

The University understands its responsibility set out in the Counter-Terrorism and Security act 2015, which imposes a duty to prevent people from being drawn into terrorism.

The University will ensure that there are steps in place to protect children and adults at risks from becoming involved with groups that set out to radicalise individuals. Radicalisation can be defined as the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

Further information and guidance can be located via the Prevent link below.

[Prevent Duty Guidance.](#)

1.8 Transparency

The University operates in an ethical and committed way and operates the Transparency policy and procedure, which sets out the process to follow in accordance with The Public Interest Disclosure Act 1998 whereby University members can raise issues of public concern with a measure of confidentiality.

Further details can be located via the following link:

[Transparency Policy](#)

1.9 Freedom of Speech Code of Practice

The University of Wolverhampton is committed to upholding Academic Freedom and Freedom of speech in its education and research and believes that a culture of free and open discussion is essential.

In accordance with The Education Act 1986 the University has in place a Freedom of Speech Code of Practice.

The Code of Practice sets out the procedures and conduct required of those organising or attending meetings or taking part in any other activities on University premises. The University expects all those who take part in such meetings or activities to respect its values, promote good campus relations and maintain the safety and security of members, employees, students and any visitors of the University.

Further information can be located within the [University's Freedom of Speech Code of Practice.](#)

2. Governance

2.1 Designated Roles

Designated Safeguarding Governor

The University Designated Safeguarding Governor will lead on Safeguarding and Prevent for the University's Board of Governors and will provide assurance to the Board that the University is meeting its legal and moral obligations under Safeguarding and Prevent and will act as a critical friend in establishing and embedding best practice.

Designated Safeguarding Lead

The Designated Safeguarding Lead (DSL) is a senior member of staff from the University Executive Management Team and takes lead responsibility for Safeguarding.

The Vice Chancellor will ensure that the above policies and procedures adopted by the Board, particularly concerning referrals of suspected abuse/harm and neglect, are followed by all staff. The reporting member and individual who has overall responsibility for Safeguarding at the University is Samantha Waters, Chief Operating Officer Samantha.Waters@wlv.ac.uk; 01902 321889.

Deputy Designated Safeguarding Lead

The University has several Deputy Designated Safeguarding Leads (DDSL's) who are trained to the same standard as the DSL.

2.2 Role and Responsibilities of the Designated Safeguarding Lead and Deputy Designated Safeguarding Lead(s)

The DSL and the DDSL's carry out the functions necessary to ensure the ongoing safety and protection of the University community by ensuring that:

- The Safeguarding Policy and Procedures are implemented and followed by all;
- They will be available (during University hours) for staff, students, apprentice learners and parent/carers to discuss safeguarding concerns;
- Out of hours (5pm-9am) referrals to the safeguarding inbox can be made and has an automatic reply set up with guidance and support, including emergency details;
- The DSL/DDSL's develop, implement and oversee (through Organisational Development) Safeguarding and Prevent induction training, annual updates;
- The DSL/DDSL's will undergo training for the role which will be updated every two years and will keep up with any developments relevant to the role;
- An annual report is provided to the University Executive Board and Board of Governors setting out how the University has discharged its duties.

2.3 Allegations against the Designated Safeguarding Lead

If a member of staff has an allegation against the Designated Safeguarding Lead with regards to a safeguarding concern, the Safeguarding Governor will refer directly to the Local Authority Designated Officer (known as 'The LADO'). The Governor in charge of safeguarding is Angela Spence and can be contacted confidentially via email at: A.Spence2@wlv.ac.uk.

2.4 University Safeguarding Team

The University Safeguarding Team will ensure that policy and procedures are implemented and followed by all members of the University community, including the Board of Governors and University Executive Board and will ensure they are available to discuss any safeguarding issues or concerns.

The Safeguarding Team will ensure that they undergo the relevant training as required and will keep up to date with any developments relevant to the role to enable them to cascade this knowledge, learning and best practice across the University. They will also ensure that an annual report is provided to the University Executive Board and the Board of Governors, setting out how the University has discharged its duties.

2.5 University Safeguarding Group

The University Safeguarding Group (USG) is established under the delegated authority of the Vice Chancellor with the purpose of developing and managing the University of Wolverhampton's Safeguarding and PREVENT policy and associated documents.

The University Safeguarding Group is responsible for advising the Board of Governors and the Vice-Chancellor on Safeguarding and PREVENT related matters. The University Safeguarding Group does not have executive responsibilities.

2.6 The Board of Governors

All members of the Board of Governors must understand and fulfil their responsibilities, namely:

- To comply with their applicable duties under legislation and guidance as outlined in Keeping Children Safe in Education 2023
- To ensure that policies, procedures, and training are effective and comply with the law at all times;
- To ensure there is a Safeguarding Policy which complies with statutory requirements and is reviewed annually or sooner should the need arise;
- The University operates a Safer Recruitment procedure that includes, where appropriate, statutory checks on staff suitability to work with students and apprentice learners;
- The University has procedures for dealing with allegations of abuse/harm against members of staff (including the Board of Governors) and that a referral is made to DBS if a person in a regulated activity has been dismissed or removed due to safeguarding concerns or would have been, if they had not resigned;
- Appropriate online filtering and monitoring systems are in place;
- Any weakness in Safeguarding are remedied immediately.

2.7 Safeguarding Team Key Contacts

<p>Designated Safeguarding Governor:</p> <p>Angela Spence, Chair of the Student Academic Affairs Committee</p>	<p>The University Designated Safeguarding Governor will lead on Safeguarding and Prevent for the University's Board of Governors and will provide assurance to the Board that the University is meeting its legal and moral obligations under Safeguarding and Prevent and to act as a critical friend in establishing and embedding best practice.</p>
<p>Designated Safeguarding Lead:</p> <p>Samantha Waters, Chief Operating Officer: Samantha.waters@wlv.ac.uk 07971306715</p>	<p>Takes lead responsibility for Safeguarding and Prevent.</p>
<p>Deputy Designated Safeguarding Lead:</p> <p>Leigh Clarke, Director of Corporate Compliance : L.Clarke@wlv.ac.uk</p>	<p>The Deputy Safeguarding Lead will ensure that the relevant functions are carried out to ensure the ongoing safety and protection of University community.</p>
<p>Deputy Designated Safeguarding Lead:</p> <p>Alison Hawkins, Head of Safety: A.Hawkins@wlv.ac.uk</p>	<p>The Deputy Safeguarding Lead will ensure that the relevant functions are carried out to ensure the ongoing safety and protection of University community.</p>
<p>Deputy Designated Safeguarding Lead:</p> <p>Natalie Freeman, Head of Safety : nataliefreeman@wlv.ac.uk</p>	<p>The Deputy Safeguarding Lead will ensure that the relevant functions are carried out to ensure the ongoing safety and protection of University community.</p>
<p>Deputy Designated Safeguarding Lead:</p> <p>Clare Dickens (MBE) Academic Lead - Mental Health and Wellbeing: clare.dickens@wlv.ac.uk</p>	<p>The Deputy Safeguarding Lead will ensure that the relevant functions are carried out to ensure the ongoing safety and protection of University community.</p>
<p>Safeguarding Manager:</p> <p>Donna-Louise Harvey D.Harvey5@wlv.ac.uk</p>	<p>The Safeguarding Manager will provide a source of knowledge, support and training for the escalation and resolution of safeguarding concerns at a local level and will link in with the Designated Safeguarding Lead and Deputy Designated Safeguarding Leads on matters requiring further information and/or intervention.</p>
<p>24 hour Safeguarding email address: safeguarding@wlv.ac.uk</p> <p>Safeguarding webpage details: Safeguarding - University of Wolverhampton (wlv.ac.uk)</p>	

3. Staff

It is important to understand that safeguarding is everyone's business. Everyone has the responsibility to safeguard and promote the welfare of our University community and are responsible for identifying concerns, sharing information where necessary, and taking immediate action.

3.1 Staff Responsibility

The University recognises that our staff play a significant role in the prevention of harm and/or abuse of students and apprentice learners by providing good lines of communication with trusted adults, supportive friends and an ethos of protection.

Together we can:

- Create a culture where sexual harassment and online sexual abuse are not tolerated, identify issues, and intervene early to better protect children, young people and adults at risk. All staff should be able to reassure individuals that they are being taken seriously and that they will be supported and kept safe. A victim should never be given the impression that they are creating a problem by reporting abuse, harassment, sexual violence, or sexual harassment. Nor should a victim ever be made to feel ashamed for making a report.
- Work to establish and maintain an ethos where students and apprentice learners feel secure, are encouraged to talk and are always listened to without judgement;
- Include regular consultation with students and apprentice learners e.g. through surveys and platforms such as student voice; further information on student voice can be located via the following link:

<https://www.wlv.ac.uk/current-students/student-voice/>

- Ensure that students and apprentice learners know that there is a Safeguarding Team within the University whom they can approach if they are worried or are in difficulty;
- Include safeguarding across the induction process and opportunities which equip learners with the skills they need to stay safe and know who to turn to for help.

3.2 All staff should:

- Understand that it is everyone's responsibility to safeguard and promote the welfare of students and apprentice learners and that they have a role to play in identifying concerns, sharing information and taking prompt action;
- Ensure they are aware of, and adhere to, this policy and the rules and procedures relevant to them.
- Be aware of indicators of abuse and neglect as set out in Keeping Children Safe in Education 2023 (KCSIE 2023) (Appendix 1 Indicators of Abuse and Neglect and Part One of KCSIE 2023). **For colleagues working with children, you will need to be familiar with the whole of Part One of KCSIE which can be accessed via the below link:**

[Keeping Children safe in Education 2023 Part One](#)

- Know how to respond to a member of the University community who discloses abuse and maintain appropriate confidentiality;

- Never promise a member of the University community that they will not tell anyone about a report of abuse;
- Refer any safeguarding concern(s) to the Safeguarding Team through the referral process available on the safeguarding webpage: [Safeguarding - University of Wolverhampton \(wlv.ac.uk\)](http://wlv.ac.uk), and as documented in **Section 4** of this policy or if appropriate, where there is immediate risk to the learner, make immediate contact with the Police or Social Services;
- Expect to support the safeguarding team, social workers and other agencies following a referral;
- Always consider the best interest of any member of the University community;
- Provide a safe environment in which any member of the University can feel safe and learn;
- Be aware of systems within the University which support safeguarding, as explained in the staff induction and attend any further training offered;
- **Read and adhere to Keeping Children safe in education, Part One and the University Safeguarding Policy and Procedures if you work directly with children.** The statutory guidance can be accessed via the below link:

[Keeping Children Safe in Education 2023 Part One](#)

3.3 Safer Recruitment - Disclosure and Barring Service (DBS) Policy

The University is committed to developing and maintaining constructive relations with its employees. Despite being primarily concerned with the delivery of higher education to adults, the University engages on a regular basis with children, young people and vulnerable adults.

Due to our engagement with children, young people and vulnerable adults the University has a Disclosure and Barring Service (DBS) Policy in place which sets out the approach the University will take when recruiting employees and volunteers to posts involving work with children, young people and/or vulnerable adults, including our legal obligations.

An offer of employment for a post involving work with children, young people and/or vulnerable adults will be conditional on a satisfactory enhanced DBS check. Where the successful candidate refuses to agree to an application to the DBS, or a DBS check is completed but the successful candidate refuses to allow the University to see the DBS certificate, the candidate will be treated as not having satisfactorily completed the DBS check.

For posts requiring an enhanced DBS check, no candidate will be permitted to commence employment with the University until satisfactory completion.

DBS checks where required will take place at the time of appointment and will be renewed every three years, in line with Ofsted good practice requirements, unless required more frequently by external organisations, or there are particular concerns, or an employee's role changes.

A DBS check may be appropriate in situations where employees' roles change or where projects or volunteering opportunities would involve them working with children or vulnerable adults. This should be considered at an early stage. Failure to comply with a request to submit for a DBS check may disqualify an employee from the position/role.

Where a DBS check is required for a current employee, in general, that employee will not be permitted to work with children or vulnerable adults until the DBS check has been satisfactorily completed.

All those for whom a DBS check is required are obliged to inform the University of any change in their status that might affect their role at the University.

Not all criminal convictions will be a bar to employment at the University. The results of a DBS check will be considered on an individual basis and the University will seek to discuss any matters revealed on a DBS certificate with the candidate before withdrawing a conditional offer of employment.

Further advice on the University DBS process can be sought from the Human Resources Department.

3.4 Criminal Convictions

It is the University's policy to require applicants for all roles to disclose any 'unspent' criminal convictions on their application forms. Under the Rehabilitation of Offenders Act 1974 (ROA) a person over 18 convicted of a criminal offence but who does not re-offend during a specified period from the date of conviction (the rehabilitation period) is considered to be rehabilitated and their conviction becomes 'spent'. However, during the rehabilitation period, the conviction is unspent, and should be disclosed. Lengths of rehabilitation periods vary according to the nature of the conviction.

There are some exceptions to the general principle that spent convictions do not have to be declared, including those who work with children (anyone under 18), provide care services to vulnerable adults* or who provide health services. Such individuals are obliged to disclose spent convictions, in addition to any that are unspent. Further, such occupations qualify for checking by the University via the Disclosure and Barring Service (DBS), by means of a standard or enhanced DBS certificate.

*An adult (a person aged 18 or over) is classed as vulnerable when they are receiving one of the following services: healthcare, relevant personal care, social care, assistance in relation to household matters by reason of age, illness or disability, assistance in the conduct of their own affairs or conveying (due to age, illness or disability).

The University's Policy on the Recruitment of Ex-offenders is available on the University's website.

3.5 Training

The Safeguarding Team, through collaboration with Organisational Development, the Deans of Faculties and Professional Service Directors, will ensure that University members complete the mandatory annual training on Safeguarding and PREVENT and are fully aware of and/or trained (as appropriate to their role) on the implications of the University Safeguarding Policy and associated procedures. University members will be expected to observe the guidelines set out within this policy and procedures. The completion timeline for mandatory training is within 1 month of joining the organisation for new starters. For existing staff, these will be sent reminders from Organisational Development that these must be updated, and this should be monitored by local managers to ensure completion.

3.6 Use and Monitoring of IT

IT equipment provided to both colleagues and learners is subject to monitoring of its use. Filters will be applied to restrict access to harmful content and prevent people from being drawn into extremist behaviour. Inappropriate use of IT will be reported to the Designated Safeguarding Lead.

3.7 Disciplinary Policy

All incidents of alleged misconduct and/or abuse concerning a member of the University community will be taken seriously and responded to in a timely, appropriate, lawful and compliant manner. For matters relating to staff this information would be recorded within HR.

For the avoidance of doubt, the University is obliged by law to notify the statutory and professional

authorities of any such incidents.

Where appropriate, breaches of the Safeguarding Policy and Procedures and/or allegations of misconduct concerning the abuse, harm and/or neglect of any member of the University will result in the University invoking its Disciplinary Procedures.

In appropriate cases and in accordance with the law, the University has the right to report to the appropriate authorities any concerns it has that a colleague or learner ought to be included in a list of people who should be restricted from working with children and vulnerable adults.

It is vital to note that under the Sexual Offences Act 2003, it is a criminal offence for any individual over the age of 18 in a position of trust to enter into a sexual relationship with anyone under the age of 18, even if the relationship is consensual.

It is also a criminal offence for an individual over the age of 18 in a position of trust to enter into a sexual relationship with anyone over the age of 18, who is an adult at risk.

In 2023 it is likely that we will see the introduction of a 'Relationship Register' which will then become a condition of OfS registration.

4 Referrals

All University Members must be alert to the possibility that the student or apprentice learner they are teaching may have been, or may be, at risk of abuse, harm and/or neglect. Similarly in the course of their work University members may be given information from a member of staff, student or apprentice learner about abuse, harm and/or neglect of another. All concerns/allegations must be dealt with in accordance with this procedure.

If a University member has concerns or receives a disclosure from a member of staff, student or apprentice learner that they have experienced or are experiencing abuse, harm and/or neglect the University member should at the time:

- Listen carefully and stay calm;
- Ensure that they do not interview them or ask leading questions
- Clarify any information given, using open questions to avoid influencing the conversation;
- Reassure them by telling them they have done the right thing;
- Inform them that you may need to pass on certain information, but only to those that need to know (you may want to say who this will be);
- The information will need to be captured on the online safeguarding referral form which can be located via the following link: [Safeguarding - University of Wolverhampton \(wlv.ac.uk\)](https://www.wlv.ac.uk/safeguarding);
- You will also find additional guidance and support mechanisms available for various situations via the above link;
- You must ensure that you make a detailed note of:
 - the date,
 - time,
 - place that the incident took place; and
 - when the conversation took place with yourself and any information relating to all those involved.
- You must ensure that you state:
 - what the student or apprentice learner advised;
 - what action was taken and what advice was given, and
 - any other information that you feel is relevant to the referral.
- Each concern received will be reviewed and actioned on a case-by-case basis, see **Appendix 3** for key principles when handling suspicions, allegations and/or disclosures.

Note - If any delay places the child, young person or adult at risk of imminent danger an emergency 999 call should be placed immediately and reported to the Safeguarding Inbox within 24 hours.

4.1 Safeguarding Reporting Process

If a University member receives a disclosure from a member of the University community that they have experienced or are experiencing abuse, harm and/or neglect the University member should follow the below relevant process:

Is the person of concern at immediate risk			
Yes	No		
<p>If the individual is at immediate risk of harm and/or abuse a 999 call should be made immediately and any action(s) discussed should be followed.</p> <p>The University Safeguarding Team must be made aware of the situation within 24 hours where possible, through the safeguarding form located via the following link: Safeguarding - University of Wolverhampton (wlv.ac.uk)</p> <p>This form will then be reviewed by the Safeguarding Manager through the safeguarding inbox, which is monitored daily (safeguarding@wlv.ac.uk).</p> <p>The Safeguarding Team will determine what process to follow depending on the nature of the concern and the mental health stability and welfare of the individual concerned; this will include whether the concern will need to be discussed with the appropriate local authority / agency / parent/guardian or carer.</p>	<p>Ensure a discussion takes place in a suitable place and establish if this is a safeguarding concern and/or an unrelated welfare issue.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Safeguarding concern identified:</p> <p>Safeguarding issue identified through initial discussion.</p> <p>The safeguarding process should be followed in line with the policy, the on-line referral form should be completed and can be located via the following link:</p> <p>Safeguarding - University of Wolverhampton (wlv.ac.uk)</p> <p>This will then be picked up by the Safeguarding Manager via the safeguarding email address.</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Welfare concern identified:</p> <p>Welfare issue identified through initial discussion.</p> <p>The individual concerned should be provided with the relevant support according to the situation which has been discussed; details on support and further services provided by the University can be located here:</p> <p>https://www.wlv.ac.uk/current-students/student-support/student-support-and-wellbeing-ssw/</p> </td> </tr> </table>	<p>Safeguarding concern identified:</p> <p>Safeguarding issue identified through initial discussion.</p> <p>The safeguarding process should be followed in line with the policy, the on-line referral form should be completed and can be located via the following link:</p> <p>Safeguarding - University of Wolverhampton (wlv.ac.uk)</p> <p>This will then be picked up by the Safeguarding Manager via the safeguarding email address.</p>	<p>Welfare concern identified:</p> <p>Welfare issue identified through initial discussion.</p> <p>The individual concerned should be provided with the relevant support according to the situation which has been discussed; details on support and further services provided by the University can be located here:</p> <p>https://www.wlv.ac.uk/current-students/student-support/student-support-and-wellbeing-ssw/</p>
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<p>It is important to acknowledge that the person of concern may require ongoing support following a safeguarding or welfare referral and therefore a support plan with regular review meetings may need to be implemented in addition to any external support that this individual may be receiving.</p>			

The safeguarding process is set out in the process flow diagram available in **Appendix 4**.

Each concern raised will consider factors such as:

- Whether the concern/incident is relating to a child, young person, apprentice learner or adult at risk;
- Whether parents/guardians/carers need to be notified;
- Whether the local authority and/or agencies need to be notified;
- Whether consent will need to be obtained for the referral;
- Whether the individual concerned is mentally stable to understand the situation of concern;
- Whether there is a welfare concern for the individual concerned;
- Whether the concern/incident should be aligned to the safeguarding process or alternative support is required;
- Whether ongoing support will need to be provided following disclosure or identification of a concern or incident.

4.2 Referrals relating to Children

Where the University has a student or apprentice learner who is classed as a child then the following process and procedures outlined below will be adhered to.

4.3 Referring Concerns Outside of the University

The Designated Safeguarding Lead or Deputy has a legal duty to:

- Make a referral to Children's Social Care, in accordance with Local Safeguarding Boards procedures whenever there is reason to suspect that a child is suffering or likely to suffer significant harm.
- Where a professional disagreement occurs between workers when working with children and families, local Escalation Policies should be referred to.

Parents/carers should be informed that a referral to Children's Social Care is going to be made, unless informing them may itself place the child, professionals or others at risk e.g. where:

- Where sexual abuse is suspected or disclosed;
- Where fabricated or induced illness is suspected;
- Where there are fears for the safety of a child, or others when informing parents, carers or others;
- Where it is not possible to contact immediately the parents/carers and promptly;
- Action is required to establish or ensure the child's safety;
- If young people under 18 years old are not competent to consent to their own treatment, consent should be sought from a person with "parental responsibility", although it is good practice to involve all those close to the young person in the decision-making process;
- Any decision not to inform parents/carers should be recorded on the Children's Social Care referral form with the reasons for such a decision and a copy should be kept in the safeguarding

file for that learner, held by the Designated Safeguarding Lead/ Deputy dealing with the case.

4.4 Child External links

The Designated Safeguarding Lead / Deputy Designated Safeguarding Leads have a duty to seek advice from Children's Social Care if unsure as to whether a referral meets the referral thresholds.

- The welfare of the child/children concerned, including the welfare of any other children who may be at risk, must always take precedence over confidentiality. Therefore, these procedures must be followed irrespective of any request to maintain confidentiality.
- The Designated Safeguarding Lead will make every effort to attend any strategy or professionals' meetings to which the Provider is invited or may ask an appropriate colleague to attend on their behalf.

The Designated Safeguarding Lead/ Deputy Designated Leads are responsible for ensuring that any actions agreed at such meetings are progressed and followed.

4.5 Role and Responsibilities of Designated Safeguarding Lead/Deputy Designated Safeguarding Lead where there is a safeguarding concern

- The DSL/DDSL will consider the wishes and feelings of the member of the University community when determining what action to take and what services to provide;
- Any disclosures or suspicion of abuse are reported to the appropriate agency, including the police, where a crime may have been committed;
- They will liaise with local authorities and work with other agencies and professionals in line with Working Together to Safeguard Children;
- They, or another staff member, will attend case conferences, core groups, or other multiagency planning meetings, contribute to assessments, and provide a report where required;
- The DSL/DDSL understands locally agreed processes for providing early help and interventions and will support members of staff where early help is appropriate;
- The DSL/DDSL will ensure that there are detailed, accurate records of all concerns about a member of the University community, even if there is no need to make an immediate referral;
- In certain legal circumstances such records will be retained confidentially, stored securely and kept separate from their student records so people cannot see it;
- These records will be kept until any student, including apprentice learner's, 25th birthday.

Where there are grounds for believing that a member of the University community could be at risk of abuse, harm and/or neglect and consent for disclosure is not appropriate, the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA), makes provision for the sharing of data with the relevant authorities/agencies where:

- It would be in the vital interests of the data subject or another individual, or
- Where there is an overriding public interest.

If a University member is in doubt then advice can be sought from the University Data Protection Officer. A referral can be made via the following link:

[Data Protection Referral](#)

If you are unsure whether an issue/concern should be reported via the safeguarding process, please refer to **Appendix 2** for further guidance; or contact the Safeguarding Team for advice and support.

Any disclosure which does not fall within the scope of this Safeguarding Policy and Procedures; should be considered; and if mental health difficulties are apparent; the below link can provide guidance and support in the first instance.

For student support access:

[Student Health and Wellbeing Advice](#)

For staff support access:

[Staff Health and Wellbeing Advice](#)

4.6 Allegations of Abuse against a Member of the University Community

It is vital that any allegation of abuse made against any member of the University community, which consists of staff, students, apprentice learners, visitors and contractors, is dealt with quickly, fairly and consistently to ensure the necessary protection is provided for the individual who is raising the allegation.

It is essential to acknowledge that the individual raising concerns will need the appropriate support as outlined within this policy and related procedures.

Safeguarding concerns raised may consist of a member of the University community:

- Behaving in a way that has harmed, or may have caused harm to a child, young person or adult at risk;
- Committing a criminal offence against, or related to a child, young person or adult at risk.

It is vital to note that under the Sexual Offences Act 2003, it is a criminal offence for any individual over the age of 18 in a position of trust to enter into a sexual relationship with anyone under the age of 18, even if the relationship is consensual.

It is also a criminal offence for an individual over the age of 18 in a position of trust to enter into a sexual relationship with anyone over the age of 18, who is an adult at risk.

It will be the responsibility of the Safeguarding Team to ensure that any such matters are fully reviewed and escalated as appropriate.

4.7 Out of Hours process

Out of hours (5pm-9am) the safeguarding mailbox can be accessed and has an automatic reply set up with guidance and support, including emergency details. For additional support and guidance please visit the safeguarding webpage:

[Safeguarding - University of Wolverhampton \(wlv.ac.uk\)](http://wlv.ac.uk).

4.8 Record Keeping

All causes for concern received by the Safeguarding Team will be recorded within a case management system, as well as on the Safeguarding Register. The Safeguarding Register is owned by the Designated Safeguarding Lead for audit and reporting purposes and managed by the Safeguarding Manager. This does not include matters that are passed to the University 'Cause for concern Group' who will receive and record this information separately as part of their protocols,

The records will include:

- A clear and comprehensive summary of the concern;
- Details of how the concern was followed up and resolved;
- A note of any action taken, decisions reached and the outcome.

Information pertaining to any concern which is dealt with under this Safeguarding Policy should be provided to the Safeguarding Team.

The Safeguarding Team will ensure that secure and detailed records are kept in line with Data Protection Legislation. The information of any referrals to external agencies and related documentation will be maintained as part of the escalation process

It is the responsibility of the Safeguarding Team to maintain records of all concerns raised and actions taken, even if there is no need to make an immediate referral.

4.9 GDPR

In accordance with GDPR, information contained within the case management system, related forms and the Safeguarding Register will only be accessible to those individuals actively involved with the Safeguarding Team operations, or with Governance over Safeguarding.

GDPR/Data Protection Act places duties on organisations and individuals to process information, fairly and lawfully, and to keep the information they hold safe and secure. However, this is not a barrier to sharing information, where to not do so, would result in a learner being placed at risk of harm.

Information sharing is vital in identifying and tackling all forms of abuse. All colleagues must be aware that they cannot promise to keep a learner's secrets which might compromise their safety or well-being. Fears about sharing information cannot be allowed to stand in the way of promoting the welfare and protecting the safety of learner.

The University recognises that matters relating to safeguarding are personal and will respect confidentiality. The Safeguarding Team will only disclose information about a learner to other members of staff on a need-to-know basis.

However, this data is also handled with Keeping Children Safe in Education guidance which stipulates that 'Fears about sharing information **must not** be allowed to stand in the way of the need to promote the welfare and protect the safety of children'. Therefore, should we be required to do so, the data referenced within this documentation will be shared with relevant parties such as Local Authority Designated Safeguarding Officer (LADO), Prevent Channel, the Policy and any other organisations/parties that we are duty bound to report to in light of Safeguarding and Prevent.

5. Adults at Risk

If a member of the University believes or becomes aware that an adult is at risk of harm and/or abuse then a referral should be made through the on-line referral form on the Safeguarding webpage ([Safeguarding - University of Wolverhampton \(wlv.ac.uk\)](http://Safeguarding - University of Wolverhampton (wlv.ac.uk))).

The Safeguarding Team will ensure that a referral is made to adult social care, in accordance with the relevant local authority/agency procedure, where there is reason to suspect that an adult at risk is suffering from or likely to be suffering from harm or abuse.

The Safeguarding Team will ensure that a relevant person(s) attends any professional meeting, which the University is invited to and that any agreed action(s) discussed in such meetings are minuted, progressed and followed up as necessary.

If an allegation of abuse or harm is made by an adult at risk with mental capacity, they must be informed that confidentiality cannot be assured if this could place others at risk for example, if the alleged abuser is in a position of trust. If others are not at risk and the incident relates solely to the individual raising concerns, consent must be obtained from this individual to ensure that this can be reported to the local authority/agency.

Where an adult at risk may lack the mental capacity to understand the concerns being raised; or concerns which have been identified by another; the Safeguarding Team will inform the local authority to seek additional guidance and support.

Advice will be sought from social care by the Safeguarding Team if it is uncertain whether a referral should be made.

5.1 Adults who are Particularly Vulnerable

It is important to understand that additional support and consideration may be required for particularly vulnerable categories including:

- Adults at risk in care;
- Asylum seekers;
- Individuals studying and/or living away from home
- Adults at risk in court systems.

5.2 Adult at risk and Apprenticeship Placements

If an Adult at risk commences as an apprentice an individual risk assessment detailing any risks associated with the employment must be carried out.

Any controls identified to mitigate any of these risks must be clearly noted and actioned. A copy of this risk assessment should be provided to the employer in addition to the Adult at risk.

5.3 Engaging with adults at risk

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

- A suitable and sufficient risk assessment has been carried out for the activity involving adults at risk;
- Records are held identifying the names of adults who may be at risk
- Wherever possible you work in an open environment with adults at risk;
- Avoid any unnecessary physical contact with adults at risk;
- Avoid so far as is reasonably practicable unaccompanied contact with an adult at risk;
- Always use the pre-agreed mode of transport for any event and avoid unaccompanied journeys;
- Avoid inappropriate familiarity with adults at risk, this includes contact via social media platforms;

- Do not invite adults at risk to socialise with you or visit you at home;

Always recognise, respond, refer and record allegations/reports of abuse, harm and/or neglect made by adults at risk.

Recognise it is a criminal offence for an individual over the age of 18 in a position of trust to enter into a sexual relationship with anyone over the age of 18, who is an adult at risk.

In appropriate cases and in accordance with the law, the University has the right to report to the appropriate authorities any concerns it has that a colleague or learner ought to be included in a list of people who should be restricted from working with children and vulnerable adults.

6. Working with Children

The University supports all University members working with children. Staff who work with children must read **Keeping Children Safe in Education Part One** our Safeguarding Policy and Procedures. **Staff should ensure (as a minimum) that:**

- A suitable and sufficient risk assessment has been carried out for the activity involving children at risk;
- Records are held identifying the names of children who may be at risk
- Wherever possible you work in an open environment with children at risk;
- Avoid any unnecessary physical contact with children at risk;
- Avoid so far as is reasonably practicable unaccompanied contact with a child at risk;
- Always use the pre-agreed mode of transport for any event and avoid unaccompanied journeys;
- Avoid inappropriate familiarity with children at risk; this includes contact via social media platforms;
- Do not invite or allow children at risk to socialise with you or visit you at home;
- Always recognise, respond, refer and record allegations/reports of abuse, harm and/or neglect made by children at risk.

Part One of KCSIE can be accessed via the following link:

[Keeping Children Safe in Education 2023 Part One](#)

Recognise that it is a criminal offence to engage in sexual activity with a person under the age of 18 when in a position of trust.

In appropriate cases and in accordance with the law, the University has the right to report to the appropriate authorities any concerns it has that a colleague or learner ought to be included in a list of people who should be restricted from working with children and vulnerable adults.

Please note that **Appendix 3** provides guidance on the principles that 'should' and 'should not' be followed when a concern has been raised or identified.

Always follow the reporting procedure if you have potential concerns/allegations/reports of abuse, harm and/or neglect made by children and adults at risk.

Colleagues must complete the online referral form when making a safeguarding referral, which is available via the following link: <https://www.wlv.ac.uk/safeguarding>; and must provide as much information as possible regarding the situation and circumstances involved. This will enable them to determine which process needs to be followed.

Note - if any delay places the child or adult at risk in immediate risk of harm; an emergency 999 call should be placed immediately and report to the Safeguarding Inbox within 24 hours.

6.1 Children who are Particularly Vulnerable

It is important to understand that additional support and consideration may be required for particularly vulnerable categories including:

- Children at risk in care;
- Asylum seekers;
- Individuals studying and/or living away from home;
- Young carers;
- Children at risk in court systems.
-

6.2 Admission of Students under the Age of 18 and Looked after Children

A looked after child refers to a child who has been in the care of their local authority for more than 24 hours and is often referred to a child in care.

The University will take advice from their Local Authority on supporting any identified Looked after Children throughout their academic journey.

The current admissions procedure for under 18's ensures that the University will contact the parents/guardians/carers of any applicants who will be under the age of 18 by the time they commence their studies.

Parents/guardians/carers are required to support the application in writing and agree to retain legal responsibility for the applicant until the age of 18 including accepting full liability for debts incurred to the University. Further details are available from the Admissions Office.

The Safeguarding Team will ensure that a referral is made to children's social care, in accordance with the relevant process and procedures where, there is a reason to suspect that a child is suffering or likely to be suffering from harm, or when a professional disagreement occurs between University members when working with children and their families.

Parents/guardians/carers will be informed that a referral to children's social care will be made, except in instances where informing them may place the child, professionals or others at risk.

The Safeguarding Team will ensure that where relevant, University members are aware of a looked after child and will ensure that they engage with the appropriate local authorities as and when required.

6.3 Organising Activities for Children (under 18 years of age)

The University does not seek to discourage such activities and understands that the engagement of children aligns to the University's commitment to broadening participation. However, the University does seek to protect children and to keep them safe from harm when in contact with a member of the University community.

It is the responsibility of all members of staff and/or students to understand the implications of this policy before commencing any activity including an event or visit. A risk assessment must be carried out and completed before any such activity can take place. It is the responsibility of the activity lead to ensure that this risk assessment is completed.

A risk assessment should be completed not only to mitigate or remove any potential risk(s); but also to enable alternative working practices to be considered. Further advice on risk assessments and children on campus can be found on the Health and Safety webpage:

[Risk Assessment Advice](#)

Any activities taking place in conjunction with other organisations will require a risk assessment to be carried out by both the University and the external organisation. A copy of each risk assessment should be exchanged prior to any activity, event or visit taking place.

It is the responsibility of each Faculty and Professional Services Directorate to record the name and employer of any external visitor or contractor who enters site to assist with the set up or delivery of any activity or event, in addition to any tasks undertaken and dates of entry and completion.

Please note that **Section 4** provides further information on referrals relating to children.

6.4 Work Experience

- Where the University offers work experience to an individual a risk assessment detailing any risks associated with the role will be carried out.

- Any controls identified to mitigate any of risks identified must be clearly noted and actioned and shared with any relevant stakeholders.

[Policies, Procedures & Forms - University of Wolverhampton \(wlv.ac.uk\)](http://wlv.ac.uk)

Always recognise, respond, refer and record allegations/reports of abuse, harm and/or neglect made by children and young adults.

7. Monitoring

The Office of the University Secretary will maintain a Safeguarding Register of referrals to effectively engage in prevention and response initiatives. The Safeguarding Manager will keep statistics of incidents for trend monitoring purposes and outline these in regular safeguarding reports. The Designated Safeguarding Lead will ensure that the University Executive Board, Student Affairs Committee and Board of Governors are regularly provided with anonymised data concerning the cases that are dealt with under this procedure.

The University Safeguarding Team will review these procedures on an annual basis as a minimum, or before, as a result of any changes identified to legislation, government codes of practice or best practice in relation to Safeguarding. This information will be reported to the Board of Governors and University Executive Board on an annual basis.

7.1 Related Policies and Procedures:

This policy should be read in conjunction with:

- [SSW Guidance](#)
- [Disciplinary Policy](#)
- [Capability Policy](#)
- [Prevent Guidance](#)
- [DBS Policy](#)
- [Corporate Policies](#)
- [Health and Safety Guidance for Events](#)
- [Freedom of Speech Policy](#)
- [Children on Campus Procedures](#)

This Policy was originally approved by the University's Executive Board on 8 November 2021. The University may change this Policy at any time, and where appropriate. Where a policy is not due for review, but is found to require updating, it will remain published, unless the reasons for review render it obsolete.

VERSION	3	AUTHOR/OWNER	Samantha Waters, Chief Operating Officer
Approved Date	8 November 2021	Approved By	University Executive Board
Amendments	25 October 2023		
Review Date	September 2024		

Appendix 1: Indicators of Abuse and Neglect

The Safeguarding and the promotion of the welfare of children and adults at risk can be defined as:

Ensuring the protection of children and adult at risk from maltreatment, preventing the impairment of a child, or adult at risk's health or development; ensuring that children and Adult's at risk are surrounded by safe provisions and have effective care; to ensure the prevention of the impairment of mental and physical health.

Definitions of Abuse

A child and/or Adult at risk may be abused or neglected by parents, cohabitees, step- parents, substitute parents, siblings, relatives, friends, neighbor's, partners and strangers (third party). A child and/or Adult at risk may be abused at home, at school, in an institutional or community setting and may be subject to more than one type of abuse:

Abuse: a form of maltreatment of a child. Someone may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.

Physical: a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Domestic: Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members, regardless of gender or sexuality. This includes psychological, physical, sexual, financial and emotional abuse or 'honor'-based violence.

Discriminatory: Including racist or sexist behaviour, slurs and harassment based on a person's ethnicity, race, culture, religion, gender, sexual orientation, age or disability.

Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's development capability as well as overprotection and limitation of exploration and learning or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Financial or material: Including theft, fraud, internet scamming, pressure in connection with wills, property or inheritance or financial transactions, the misappropriation or misuse of property, possessions or benefits.

Modern Slavery: Including slavery, human trafficking, forced labour and domestic servitude, or traffickers and slave masters coercing, deceiving and forcing individuals into a life of abuse, servitude and inhumane treatment.

Neglect or acts of omission: the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur

during pregnancy, for example as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); to protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Organisational abuse: Including neglect, poor care practice or ill-treatment within an institution or specific care setting such as a hospital or care home for example. This might be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Psychological: Including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal from services or supportive networks.

Self-neglect: Neglecting to care for one's personal hygiene, health or surroundings.

Sexual: involves forcing a child or young person to take part in sexual activities, not necessarily involving violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by children is a specific safeguarding issue (also known as peer on peer abuse) in education and all staff should be aware of it.

Appendix 2: Types of Safeguarding Issues to Report

The below indicates the types of safeguarding issues that should be referred to the safeguarding team in the first instance to identify the support and service required (please note that this is not a conclusive list):

The University of Wolverhampton is committed to providing a safe and positive working environment and understands it is vital to promote the health, safety and well-being of its entire University community; it therefore takes any type of safeguarding issue; or suspected safeguarding issue very seriously and will ensure there is relevant guidance and support in place for concerns such as:

Sexual exploitation: Occurs where an individual or group take advantage of an imbalance of power to coerce, manipulate or deceive a child and/or Adult at risk into sexual activity. The victim may have been sexually exploited even if the sexual activity appears consensual. This can occur through the use of technology and not just through physical contact.

Further information and guidance on sexual exploitation can be located here:
<https://learning.nspcc.org.uk/child-abuse-and-neglect/child-sexual-exploitation>

Criminal exploitation: Occurs where an individual or group take advantage of an imbalance of power to coerce, manipulate or deceive a child and/or Adult at risk into criminal activity.

Further information and guidance on Criminal exploitation can be located here:
<https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/gangs-criminal-exploitation/>

Domestic abuse/violence: Domestic violence also called domestic abuse includes physical, emotional, psychological, financial and sexual abuse in a couple relationship or between family members.

Children and/or Adult's at risk may witness and be affected by domestic abuse/violence in their home life; exposure to domestic abuse/violence can have a serious, long lasting emotional and psychological impact on an individual.

Further information and guidance on domestic abuse/violence can be located here:
<https://www.gov.uk/guidance/domestic-abuse-how-to-get-help#recognise-domestic-abuse>

<https://www.nhs.uk/live-well/healthy-body/getting-help-for-domestic-violence/>

Forced marriage: this is where one or both people do not; or in cases where people with learning disabilities or reduced capacity; cannot consent to marriage; but are pressurised and/or abused and forced to do so. It is recognised in the UK as a form of domestic or child abuse and a serious abuse of human rights.

Further information and guidance on forced marriage can be located here:
<https://www.gov.uk/guidance/forced-marriage>

Faith abuse: this is where concern for a child's and/or Adult at risk's welfare has been identified due to a belief in elements such as; spirits, witchcraft, demonic possession which can result in the harming of an individual.

Abuse can take place against those who are seen as being a witch or have been possessed by an evil spirit; significant harm can occur in the effort to remove evil from a child and/or Adult at risk.

Further information and guidance on faith abuse can be located here:

<https://www.gov.uk/government/publications/national-action-plan-to-tackle-child-abuse-linked-to-faith-or-belief>

Radicalisation: children and/or Adult's at risk are susceptible to extremist ideology and radicalisation.

Extremism is the vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs.

Further information and guidance on Radicalisation/Prevent can be located here:

<https://www.wlv.ac.uk/media/departments/health-and-safety/documents/how-to-guides/Prevent-guidance-v.2-Nov-2022-final-vers.pdf>

Modern Slavery and Trafficking: Modern slavery is a crime and a violation of fundamental human rights. It takes various forms, such as slavery, servitude, forced and compulsory labor and human trafficking, all of which have in common the deprivation of a person's liberty by another in order to exploit them for personal or commercial gain.

Further information and guidance on Modern Slavery and Trafficking can be located here:

<https://www.gov.uk/government/publications/modern-slavery-how-to-identify-and-support-victims>

Sharing nudes and semi-nudes: sharing nudes and semi-nudes' to mean the sending or posting of nude or semi-nude images, videos or live streams by young people under the age of 18 online. This could be via social media, gaming platforms, chat apps or forums. It could also involve sharing between devices via services like Apple's AirDrop which works offline.

Further information and guidance on Sharing nudes and semi-nudes can be located here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1008443/UKCIS_sharing_nudes_and_semi_nudes_advice_for_education_settings_Web_accessible_.pdf

Cybercrime: Cybercrime is criminal activity committed using computers and/or the internet. It is broadly categorised as either 'cyber-enabled' (crimes that can happen off-line but are enabled at scale and at speed on-line) or 'cyber dependent' (crimes that can be committed only by using a computer). Cyber-dependent crimes include:

- unauthorised access to computers (illegal 'hacking'), for example accessing a school's computer network to look for test paper answers or change grades awarded
- 'Denial of Service' (Dos or DDoS) attacks or 'booting'. These are attempts to make a computer, network or website unavailable by overwhelming it with internet traffic from multiple sources, and,
- making, supplying or obtaining malware (malicious software) such as viruses, spyware, ransomware, botnets and Remote Access Trojans with the intent to commit further offence, including those above.

Further information and guidance can be found at: <http://www.cyberchoices.uk/> NPCC -When to call the Police National Cyber Security Centre.

Appendix 3: Key Principles when handling Safeguarding Concerns

Principles for reacting to suspicions, allegations and/or disclosures for children and/or Adults at risk

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

IT IS THE DUTY OF ANYONE WHO WORKS WITH CHILDREN AND/OR ADULT'S AT RISK TO REPORT DISCLOSURES OF ABUSE AND OR NEGLECT.

IT IS NOT FOR STAFF TO DECIDE WHETHER OR NOT AN ALLEGATION IS TRUE.

ALL SUSPICIONS OR ALLEGATIONS MUST BE TAKEN SERIOUSLY AND DEALT WITH IN LINE WITH THIS PROCEDU

Appendix 4: Process Flow Diagram



