

Safeguarding Guidance for Canterbury Christ Church University

Approved by:	Effective date:	Next review:
Director of Sport, Head of Business Services and Head of Safeguarding at CCCU. Head Teacher of Barton Court	1 September 2023	31 August 2024

Guidance statement

Canterbury Christ Church University is committed to promoting and safeguarding the welfare of children, young people and vulnerable adults involved in sports activities. We believe that safeguarding is everybody's responsibility and that every person involved in sports has the right to enjoy the sport in a safe and inclusive environment. As an organisation, we are committed to creating a culture that is supportive, respectful, and protective of all individuals. It extends to its teaching, research activities, recruitment, and other initiatives and outreach programmes.

Who needs to know about this Guidance?

- All staff members working or volunteering at the Sports Centre,
- Members of and visitors to the University Sports Centre
- Appropriate Partner organisations

Purpose of the Guidance

This guidance aims to:

- (a) set out the University's responsibility relating to the safeguarding of children and adults at risk.
- (b) identify the key roles and responsibilities relating to the safeguarding of children and adults at risk.

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- (c) Provide children and adults at risk with appropriate safety and protection whilst in the care of the Canterbury Christ Church University Sports Staff.
- (d) Allow all staff and volunteers to make informed and confident responses to specific child protection and safeguarding concerns.

Scope of the Guidance

This guidance is for all CCU Sport and active health staff working across a range of university and partner facilities.

Contacts

The Directorate of Student Resolution and Student Protection is responsible for:

- Providing advice and guidance on safeguarding relating to applicants for courses, students and apprentices.
- Maintaining the safeguarding guidance related to applicants for courses, students and apprentices.
- Providing safeguarding training for safeguarding leads.

The team can be contacted by emailing: safeguarding@canterbury.ac.uk

Human Resources and Organisational Development, working in conjunction with the Directorate of Student Resolution and Student Protection, is responsible for:

- Providing advice and guidance on safeguarding relating to staff.
- Maintaining the associated safeguarding guidance relating to staff. – Providing safeguarding training for staff

The team can be contacted by emailing: hr@canterbury.ac.uk

Sports and Active Health Safeguarding Team

Faculty Safeguarding Lead:

Caroline Demetriou – Head of Business Services – caroline.demetriou@canterbury.ac.uk

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Designated Safeguarding Leads:

David Wood – Facilities Manager – david.wood1@canterbury.ac.uk

Darius Ashtari – Active Health Manager – darius.ashtari@canterbury.ac.uk

Should you have a concern about a Barton Court Grammar School student this should be reported to:

Designated Safeguarding Leads: Miss Haley, Mrs Benard, Mrs Smith, Mr Lintott, or Mr White.

Telephone: 01227 464 600

Email: office@bartoncourt.org

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What happens when I submit a form through Report + Support?

Your report comes through to the Student Wellbeing Service which includes specialist support advisors.

What happens if I made an anonymous report?

The information provided is primarily used to inform the university's resources, support provision and improve training and processes for students and staff.

We will not have your contact details or be able to reach out to you from an anonymous report.

No further immediate action is taken

When we might act on an anonymous report

Anonymous information provided will be regularly reviewed. Should an area of repeated concern be identified we may then intervene.

What happens if I opted to speak to an advisor?

Completing this form in Report + Support does not immediately raise this with the Student Procedures Office, if appropriate we will be able to guide you through this process later.

A member of the Student Wellbeing Service will be in touch with you **within 3 working days** to arrange a meeting to discuss your report. The focus is to offer you **support** and to provide you with everything you need to know to make **your informed decision** if you want to pursue a formal report internally or externally.

Your wellbeing is our top priority and disclosures are confidential, confidentially will only be broken when there is an immediate risk of harm to you or others. It is important to know, that if you provide details of other CCCU staff or students, it may be that further action needs to be taken.

Support available to you

Unbiased and non-judgemental personal wellbeing and emotional support through the **Student Wellbeing Services**.

Support within your faculty which could include teaching and learning adjustments

Referral or signposting to **specialist external agencies**

Possible reporting options

A member of Student Wellbeing Services staff will be there to support you and provide information on any reporting process you would like to pursue.

A formal report will not be made without your consent unless there is an immediate risk of harm to you or others.

Supporting you to report to the Police.

Support to make a formal report to the university, considered under the Student Disciplinary Procedure.

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Safeguarding Guidance for Canterbury Christ Church University Sports Centre

1. Introduction

1.1. Canterbury Christ Church University Sports Centre provides many activities and facilities that engage children and adults at risk including, youth coaching, access to the health and fitness suite and access to facilities for rehabilitation and treatment such as Sports Massage.

1.2. Sporting activities involving under 18s and or adults at risk using the Canterbury Christ Church Sports Centre facilities but organised and run by an external group, club or organisation will be expected to have their own Child Protection and Adult Safeguarding Policy and their internal incidents or complaints should be dealt with through their own policy processes.

1.3. The University regards it as unacceptable for any individual to experience any form of harm or abuse.

1.4. We believe that:

- The child's welfare is, and must always be, the paramount consideration.
- All children and young people have a right to be protected from abuse regardless of their age, gender, disability, race, sexual orientation, faith, or belief.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- Working in partnership with other organisations, children and young people and their parents/carers is essential.

1.5. We recognise that:

- The welfare of the child or adult at risk is paramount.

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- All children and adults at risk, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse.
- Some children and adults are additionally at risk because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Working in partnership with children, young people, adults at risk, their parents, carers and other agencies is essential in promoting their welfare.

1.6. We will seek to keep children, young people and adults at risk safe by:

- Promoting and prioritising the safety and wellbeing of children, young people, and adults at risk.
- Ensuring everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify, and respond to signs of abuse, neglect and other safeguarding concerns relating to children, young people, and adults at risk.
- Valuing, listening to and respecting any person who raises a concern and ensuring appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raised or disclosed the concern.
- Ensuring that confidential, detailed, and accurate records of all safeguarding concerns are maintained and securely stored.
- Preventing the employment/deployment of unsuitable individuals.
- Ensuring robust safeguarding arrangements and procedures are in operation.

1.7. Safeguarding is a process of protecting children and adults at risk of being abused, neglected, or exploited. Safeguarding concerns may arise as a result of university activities.

2. Definitions

2.1. Any form of abuse, bullying, harassment, or neglect will be dealt with according to Canterbury Christ Church University's Safeguarding Policy. Brief definitions of the terms

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and indicators that may be present in such a situation for children and young people can be found here.

<https://www.nspcc.org.uk/what-is-child-abuse/>

<https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/>

<https://www.nspcc.org.uk/what-is-child-abuse/spotting-signs-child-abuse/>

2.2.2.2 In regard to adults at risk, organisations and individuals should not be constrained in their view of what constitutes abuse or neglect and should always consider the circumstances of the individual case. Abuse can include physical, sexual and/ or psychological abuse, modern slavery, domestic violence, or organisational abuse. A guide to these definitions can be found at the link below.

<https://www.england.nhs.uk/wp-content/uploads/2017/02/adult-pocket-guide.pdf>

3. Promoting Good Practice

3.1. Abuse can occur within many situations including the home, school, and the sporting environment. Some individuals will actively seek employment or voluntary work with young people or adults at risk in order to harm them. A coach, instructor, teacher, official or volunteer will have regular contact with young people or adults at risk and be an important link in identifying cases where they need protection. All suspicious cases of poor practice should be reported following the guidelines in this document.

3.2. All staff should be encouraged to demonstrate exemplary behaviour to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate. Good practice means:

- Always working in an open environment avoiding private or unobserved situations and encouraging open communication and transparency of practice.
- Treating all young people/adults at risk equally with respect and dignity.
- Always putting the welfare of each young person/adult at risk first.

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- Maintaining a safe and appropriate distance with users of the sports centre, it is not appropriate for any staff member or volunteer to have an intimate relationship with a person under the age of 18 or an adult at risk.
- Not sharing personal contact details with any child or adult at risk.
- Building balanced relationships based on mutual trust and empowering children and adults to share in decision making.
- Making sports fun, enjoyable and promoting fair play.
- Ensuring that if any form of manual/physical support is required, it should be provided openly and according to the safe touch guidance. If it is difficult to maintain hand positions when the child or adult is constantly moving, young people or adults at risk should always be consulted and their agreement gained. Some parents/carers are becoming increasingly sensitive about manual support and their views should always be carefully considered.
- Keeping up to date with technical skills, qualifications, and insurance.
- Involving parents/carers wherever possible. For example, encouraging them to take responsibility for their children or adult at risk in the changing rooms. If groups have to be supervised in the changing rooms, always ensure parents, teachers, coaches, or officials work in pairs.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of young people and adults at risk – avoiding excessive training or competition and not pushing them against their will.
- Securing parental/carer consent in writing to act in loco parentis if the need arises to administer emergency first aid and/or other medical treatment.
- Keeping a written record of any injury that occurs, along with the details of any treatment given.

4. Positive Touch

4.1. There may be occasions, for a variety of reasons, when sports staff will have cause to make physical contact with a child or adult at risk. When physical contact is made with a child or adult at risk this should be in response to their needs at the time, of limited duration and appropriate given their age, stage of development, gender, ethnicity, and

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background. It is important to ensure a consistent approach in understanding and practice when having direct physical contact with children and adults at risk.

4.2. When working with children or adults at risk and needing to use physical touch the following principals should be used:

- Motivation – What is the required motivation for touching the child or adult at risk? For example:
 - Educational To demonstrate a physical motion or activity.
 - Safeguarding To prevent the student from injury or harm or to give physical care if a child needs first aid.
- Duration – Consider the length of time you have physical contact with a student. Do not touch a student for longer than is necessary within the context of your motivation for touch.
- Perception – The perception of all physical contact is that it is professional and unambiguous. Any touching that occurs is clear, direct, and necessary and could not be misinterpreted if viewed by another adult.

5. Concerns about a Child or Adult at Risk

5.1. It is not the responsibility of anyone working in the Department of Sports and Active Health, in a paid or unpaid capacity, to decide whether abuse has taken place or not. The primary responsibility of the Sports and Active Health team is to ensure that concerns and any relevant information is passed to the University's Faculty Safeguarding Lead or one of the Sports and Active Health Designated Safeguarding Officers who, where appropriate, will liaise with the University's Head of Safeguarding.

5.2. Although all staff are bound to report any suspected cases abuse or neglect, every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need-to-know basis only.

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- If an individual reports a concern to you:
 - React calmly so as not to worry, alarm, or deter them.
 - Reassure them that you are glad that they told you.
 - Don't promise to keep it to yourself – explain that you need to make sure that they will be safe and may have to pass on the information to someone trusted to deal with it appropriately.
 - Listen to what the child, young person or adult says and take it seriously.
 - Only ask questions if you need to clarify what the individual is telling you – don't ask the individual about explicit details.
 - Don't ask leading questions – a leading question is one that pre-supposes the answer, e.g., “Sam hit you, didn't he?”
 - Make a detailed record of what the individual has told you using the University's Raising a Concern online form: [Raising a concern](#)
 -
- Your report should include:
 - The nature of the concern, suspicion, or allegation.
 - A description of any visible injury or other physical or behavioural indicators, taking care to be as accurate as you can, e.g., is the bruise on the right- or left-hand side?
 - The individual's account of what has happened to include:
 - whether they are the person to whom it happened or the person reporting it.
 - dates, times, and any other information.
 - Details (if known) of the person suspected or alleged to have harmed the individual.
 - whether the individual or alleged perpetrator is aware that the concern may be reported.

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5.3. In the unlikely event that both the University Head of Safeguarding, the Faculty Safeguarding Lead and the Designated Safeguarding Officer are unavailable, staff may contact Kent Social Services on:

- call 03000 41 11 11
- email social.services@kent.gov.uk
- text relay 18001 03000 41 11 11.

5.4. If it is an emergency, contact the University's security team or the police (999).

5.5. If you are unsure of what to do you can obtain advice from the NSPCC 24hr Child Helpline (0800 800 500) or Child Line on 0800 1111.

6. Prevent

6.1. One aspect of the Prevent Duty, as it applies to Higher Education institutions, is to safeguard and support vulnerable people to stop them from becoming terrorists or supporting terrorism. All Sports and Active Health staff are expected to complete annual mandatory Prevent Training, be it online via [Prevent training](#) or a face-to-face briefing

6.2. If you are worried about anybody who is vulnerable to being drawn into terrorism use this form [Raising a concern](#) to report it.

6.3. For further information about how the safeguarding aspects of Prevent are handled at Canterbury Christ Church University, can be found at: [Prevent Duty Policy](#)

7. Harassment

7.1. Everyone using the University's sports facilities has the right to be respected and treated equally. Harassment is unwanted and unwelcome words, conduct, or behaviour of a sexual or non-sexual nature that has the purpose or effect of creating an intimidating, embarrassing, hostile, degrading, humiliating or offensive environment for the recipient.

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It is a misuse of personal or institutional power and is often based on a person's gender, although it is rarely about sexual desire.

- 7.2. Whether or not the harasser intended to be offensive is irrelevant. The limit of acceptable behaviour as described is up to the recipient to decide. A single incident or persistent behaviour can amount to harassment. Harassment in all its forms is not tolerated within our organisation.
- 7.3. If a student reports that they are experiencing harassment, they should be reassured and supported to complete a Report and Support form, where they will be supported to explore reporting options and access appropriate support. [Report + Support – Canterbury Christ Church University](#).
- 7.4. Should a member of the public report experiencing harassment they should be directed to Report and Support where they can complete a named or anonymous submission. If they choose to complete a named report, they will be contacted by the Community Liaison Manager.

8. Training

- 8.1. The University will train Safeguarding Leads and Officers at all levels and will raise awareness of safeguarding by promoting this policy and associated guidance to all staff through various media. This guidance and associated policies will be reviewed regularly and will be available online for the easy access of all the University community. The University will also provide safeguarding and Prevent Duty training to all staff who are likely to come into regular contact with children and adults at risk. Records of all such training will be kept by Organisational Development.
- 8.2. Links to training can be found here:
- [Safeguarding](#)
 - [Working with the Prevent Duty](#)

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9. Use of Mobile Devices and Cameras

The use of mobile phones, smartphones and tablets and use of the internet and social media is part of everyday life for most adults and children. There are many positive benefits such as easy access to information, however there are also inherent risks.

9.1. It is our intention to provide an environment in which children, parents and colleagues are safe from images being recorded and inappropriately used, in turn eliminating the following concerns.

9.2. Mobile phones should primarily be used for work-related communication, emergencies, and accessing necessary information. Their use should not compromise the safety or privacy of individuals, and personal use should be limited during working hours.

9.3. Mobile phone use is strictly prohibited in areas where participants are changing, showering, or engaged in sensitive activities. Staff members should refrain from using mobile phones in restrooms, locker rooms, and areas where privacy is expected.

9.4. Staff should obtain explicit consent from participants or their guardians before taking any photographs or recording videos during sports activities.

9.5. Capture and storage of any images or videos that could be considered compromising or inappropriate are strictly prohibited.

9.6. Social Media and Online Interaction:

- Staff should avoid connecting with participants on personal social media accounts.
- Posting images or videos of participants on personal accounts requires prior consent from participants or their guardians.
- Negative, offensive, or discriminatory content related to participants, colleagues, or the organization must not be shared on personal or organizational social media.

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9.7. If staff members notice any inappropriate use of mobile phones by colleagues that may compromise safeguarding, they should report their concerns to the Safeguarding Lead or designated safeguarding officer.

10. Online Safety

10.1. Online safety is as an umbrella term for promoting the safeguarding of children and young people when using any device over the internet.

10.2. Online abuse is any type of abuse that happens on the internet. It can happen across any device that is connected to the web, like computers, tablets and mobile phones.

10.3. The number of issues that could be regarded as harmful online is considerable, but they can be categorised into four areas of risk:

- being exposed to illegal, inappropriate or harmful content, e.g., pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation and extremism (Even pre-school children may come across such content – especially on devices with voice-activated search enabled.)
- being subjected to harmful online contact with other users, e.g., peer pressure, adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes.
- personal online conduct that increases the likelihood of/causes harm, e.g., making, sending and receiving consensual and non-consensual sharing of nudes and semi-nudes and/or pornography, sharing other explicit images, online bullying, allowing apps/websites to access location, younger children sending (including inappropriate/indecent) images/information to a device's contact list (e.g., their parent's)

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- commerce-based risks (both as victims and perpetrators), e.g., online gambling, inappropriate advertising, phishing and/or financial scams.

10.4. Many adults believe that young people know more about technology than them, but there's is more to technology that than the technology itself. The internet, now more than ever, is about relationships, choices and respect. Its proper usage requires wisdom, positive personal values, emotional intelligence and self-reflection, and this is where all settings working with children and young people, regardless of age, can take a lead. If you are concerned that a child, young person or vulnerable adult is experiencing online abuse please report this using the Raising a concern form.

11. Disclosure and Barring Service (DBS)

- 11.1. The University will ensure that necessary DBS checks on staff and students are carried out where "regulated activities," as defined under the Safeguarding Vulnerable Groups Act 2006 (SVGA), are undertaken. University staff or students engaged in these activities may be eligible for a DBS check. Whether or not a particular role should be subject to a DBS check will depend on the specific nature of the role itself and the type of support provided and the level and frequency of the support.
- 11.2. Human Resources will be responsible for the ongoing review of all support roles to ensure that DBS requirements are adhered to in response to changes in job descriptions and changes in the student population. The DBS guidance for managers is available online to assist with assessing job roles for DBS requirements.
- 11.3. Human Resources will also determine the level of DBS check required, the frequency with which they should be performed and ensure that these are kept up to date. DBS certificates will be retained on HR files and retained until renewal or until a post-holder leaves the University.

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12. Supporting the Distressed Student

- 12.1. When a student is distressed and needing support, but the matter does not relate to a safeguarding or Prevent Matter further advice and guidance can be found at: [Reporting concerns for students](#)

13. Visitors and Contractors on Site

- 13.1. Wherever possible, visits, including those of contractors, to the Sports and Active Health Centre must be pre-arranged and the relevant personnel made aware.
- 13.2. All visitors must report to the main reception first and not enter the site via any other entrance. Once at Reception the following procedures must be followed:
- At reception, all visitors should explain the purpose of their visit and who has invited them. They should be ready to produce formal identification.
 - If there are any concerns in relation to the validity of this identification Sports Centre staff should seek guidance from their line manager
 - All visitors will be asked to sign the visitors' record book.
 - If the visitor is part of a large group of visitors a separate register may be utilised
 - A visitor's badge should be worn and displayed prominently at all times whilst on site within the University's sports facilities.
 - Visitors should wait in the reception area until they are met by an appropriate member of staff to be escorted to their destination.
 - All visitors should be accompanied by a member of staff. Visitors should not be alone with young people under the age of 18 unless this is a legitimate part of their role, or they hold a valid DBS.

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- On departing the site, visitors should leave via reception, sign out of the building, return their visitor badge and be seen to leave the premises. Reception staff should check the 'in - out' records regularly to monitor compliance with these procedures.

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14. Concern About a Child Flowchart

If you have a concern about a child or young person under the age of 18, DON'T IGNORE IT
- REPORT IT

WHAT TO DO IF YOU HAVE A

You have a concern about a child under 18

If there is an immediate risk* call site security or 999
Speak to the Head of Safeguarding or Safeguarding

Complete a safeguarding referral form.
Inform Safeguarding Lead

Complete a Cause for Concern form. If the child is a visitor to the site, where safe and possible, inform an accompanying adult.

*Immediate risk – means when a child is at imminent risk of experiencing physical harm.

All disclosures must be reported via:
<https://forms.office.com/e/fKAYkWk45p>
Remember: Confidentiality must never be

When no member of the University Safeguarding team can be contacted, any

Allegations or concerns regarding staff members must be reported directly to the CCCU Human Resources Team and Head of

Safeguarding Contacts:
Head of Safeguarding: :
safeguarding@canterbury.ac.uk

Children's Social Care: 03000 41 11 11 email: social.services@kent.gov.uk Text Relay: 1800103000 41 11 11
NSPCC: 0808 800 5000 Childline: 0800 1111

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15. Concern about an Adult Flowchart

If you have a concern that an adult might be at risk **DON'T IGNORE IT - REPORT IT**
Safeguarding at Canterbury Christ Church University is everyone's responsibility.

WHAT TO DO IF YOU HAVE A CONCERN that there is imminent



Take action immediately - Call Campus Security or if necessary 999. Once the immediate risk has been managed complete a Cause for Concern form and inform the

Non urgent safeguarding concerns



Discuss with your Safeguarding Lead. If it is felt that a concern remains complete a Cause for Concern form. If possible and safe to do so, make the



The Head of Safeguarding will determine if a referral to an external agency, including Social Services should be made. You will be informed of the outcome as

Any member of staff can contact Social Services directly in an emergency where no member of the safeguarding team can be contacted.

Allegations or concerns regarding staff members must be reported directly to the Human Resources Team hr@canterbury.ac.uk and the Head of Safeguarding: safeguarding@canterbury.ac.uk

All disclosures must be reported via:
<https://forms.office.com/e/fKAYkWk45p>

PREVENT DUTY - To raise a concern about a person who might be vulnerable to radicalisation or Extremism, complete a Safeguarding Referral

Safeguarding Contacts:

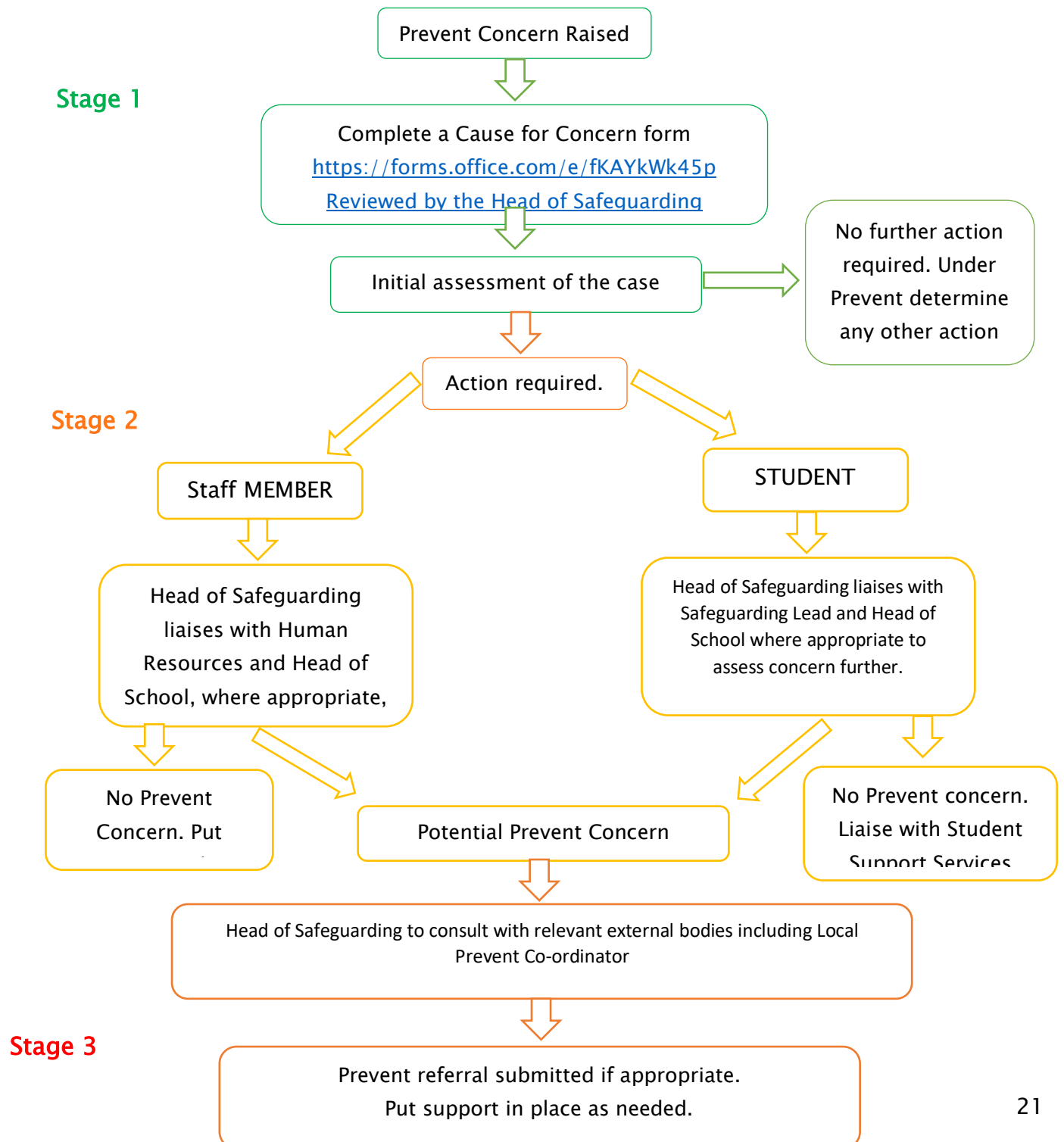
Head of Safeguarding:
Safeguarding@canterbury.ac.uk
Safeguarding Lead:
caroline.demetriou@canterbury.ac.uk

Social Services: 03000 41 61 61 email: social.services@kent.gov.uk Text Relay:
1800103000 41 61 61

Out of Hours; 0300041 91 91

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16. Prevent Duty Flowchart

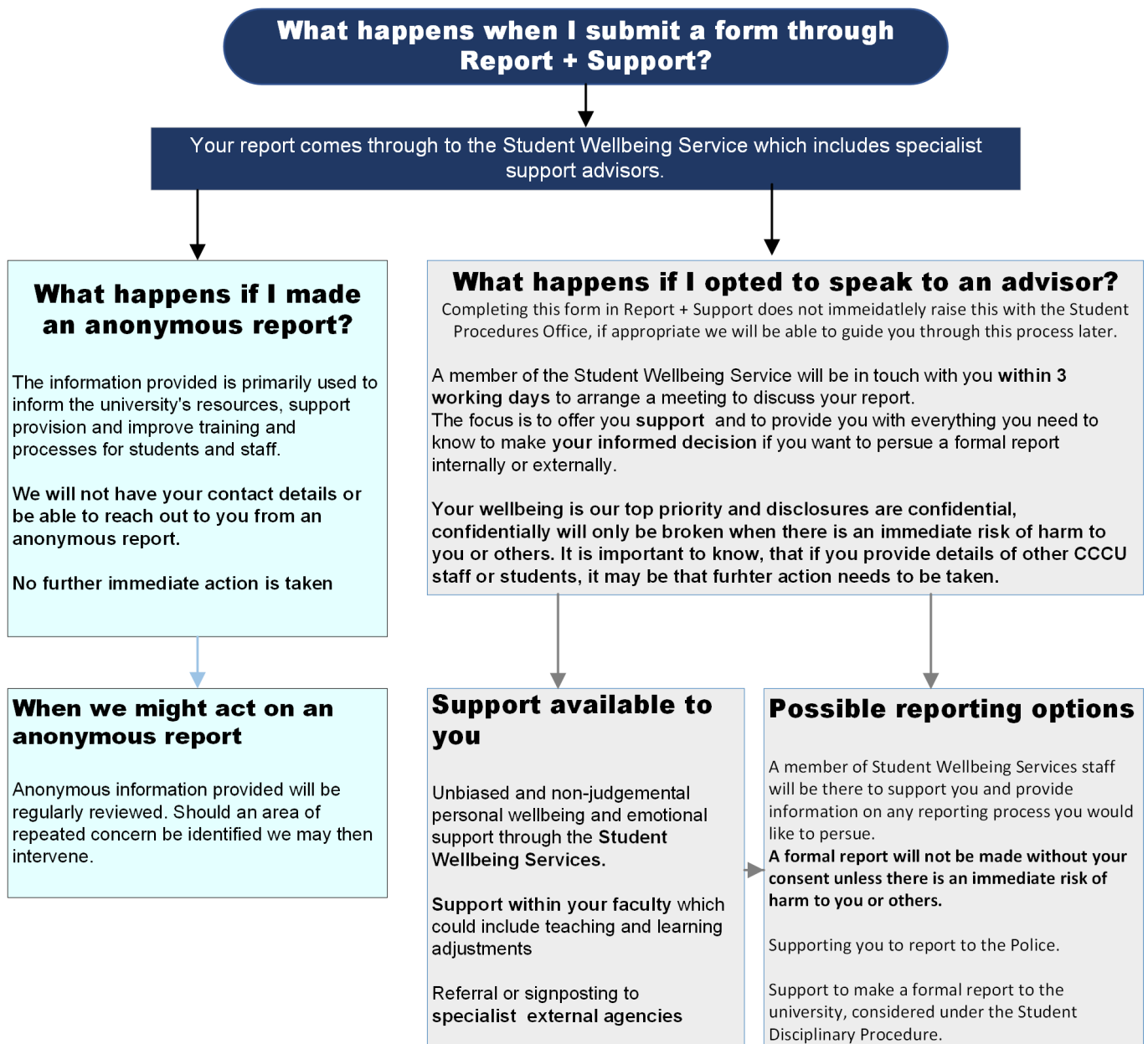


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Notes: 1) Stage 2 will take no longer than 24 hours during the working week. ii) In some cases, it may be necessary to progress from Stage 1 directly to Stage 3. The Head of Safeguarding will feedback to the Safeguarding Lead at the end of each phase.

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17. Report Support Flowchart



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Document Information	Description of Document Information
Document Title	Safeguarding Guidance for Canterbury Christ Church University Sports Centre
Department Owner	Sport & Active Health
Document Category	<p>Ethics and Compliance – Documents concerning appropriate conduct or compliance with legal or regulatory requirements.</p> <p>Governance – Documents relating to the governance of the University.</p> <p>Health, Safety and Environmental – Documents relating to the health, security and safety of staff, students, and visitors.</p>
Document Owner	Head of Safeguarding
Document Manager	Head of Business Services Sport and Active Health
Related University Policies	<p>Policy statement on the use of DBS Disclosures and job applicants with convictions</p> <p>Under 18s Safeguarding Policy</p> <p>Prevent Duty</p>
Related University Procedures	<p>Under 18s on University Award Bearing Programmes: Safeguarding Procedure</p> <p>Sexual Harassment procedures</p>
Approved by	Director of Sport and Active Health
Date Approved	1 st September 2023

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Document Information	Description of Document Information
Date of Commencement	1 st September 2023
Review Date	31 st August 2024
Version	Version 1
History of revisions of the Document	Version 1