

# Safeguarding Statement of Policy

<b>Approved by:</b>	<b>Effective date:</b>	<b>Next review:</b>
Senior Management Team	5 September 2022	31 July 2024

## Policy statement

Canterbury Christ Church University has a commitment to ensuring the safety of everyone involved in its activities. It includes safeguarding children and adults at risk during their interactions relating to its activities, irrespective of their relationship, duration or location. It extends to its teaching, research activities, recruitment, and other initiatives and outreach programmes.

## Who needs to know about the Policy?

- All staff, students, apprentices and volunteers, irrespective of whether they act in a paid or unpaid capacity
- Applicants and visitors to the University
- Partner organisations

## Purpose of the Policy

This Policy 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
- (c) facilitate the management of the risk associated with the duty to protect vulnerable groups

This Policy promotes an environment free from harm, assuring staff, students, volunteers and visitors that their experience at the University will be positive. It supports the activity that contributes to meeting [our mission and values](#).

In our safeguarding arrangements, we use the following terms

**Child:** References to "child" or "children" means anyone under 18 years of age. The definition is derived from the Children Act 1989 Section 105.

**Adult at Risk:** An "Adult at Risk" is someone over 18 years of age who

- (i) has needs for care and support; and
- (ii) is experiencing, or is at risk of, neglect, or physical, mental or emotional harm; and

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(iii) as a result of those needs are unable to protect themselves against neglect or harm or the risk of it.

The definition is derived from the Care Act 2014 Section 42(1).

## 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](mailto: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](mailto:hr@canterbury.ac.uk)

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# Safeguarding Statement of Policy

## Safeguarding Statement of Policy

### University responsibilities relating to safeguarding

1. The University regards it as unacceptable for any individual to experience any form of harm or abuse.
2. 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.
3. The University recognises its responsibility to safeguard the welfare of:
  - (a) Children and young adults under the age of 18.
  - (b) University students and apprentices are at risk of harm or exploitation relating to their physical, mental, and psychological well-being or potential to be drawn into criminality.
  - (c) Individuals at risk of radicalisation.
  - (d) Individuals at risk of exploitation in terms of modern slavery (the act of exercising control or ownership over another person and using this power to exploit them) and human trafficking (the movement of persons with the intent to exploit them).
4. Our responsibility extends to those exposed to our activities for whom the University has a duty of care.
5. We have a responsibility under the Equality Act 2010 to ensure that all individuals, regardless of protected characteristics such as age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex or sexual orientation, marriage or civil partnership (in employment only) have the right to equal protection from all types of harm or abuse.
6. The University will work in partnership with those for whom we have a duty of care. It includes working with appropriate individuals and agencies to promote safeguarding.
7. In our safeguarding arrangements, we use the following terms

Child: References to "child" or "children" means anyone under the age of 18 years of age. The definition is derived from the Children Act 1989 Section 105.

Adult at Risk: An "Adult at Risk" is someone over 18 years of age who

- (i) has needs for care and support; and
- (ii) is experiencing, or is at risk of, neglect, or physical, mental or emotional harm; and
- (iii) as a result of those needs are unable to protect themselves against neglect or harm or the risk of it.

The definition is derived from the Care Act 2014 Section 42(1).

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8. Our safeguarding responsibilities extend to:
- a. all current students and apprentices
  - b. prospective students and apprentices engaged in University activities
  - c. adults at risk who were applicants, students and apprentices
  - d. children and adults at risk engaged in University activities, whether on campus or elsewhere
  - e. children resident in University accommodation
  - f. external organisations/individuals where University activities engage children and adults at risk

## Our approach to the implementation of the Policy

9. In implementing its safeguarding duties, we will:
- (a) address legal requirements
  - (b) take account of relevant guidance and good practice relating to higher education
  - (c) provide for the protection of the children, young adults and adults at risk who interact with the University
  - (d) provide staff, students, apprentices, and volunteers with guidance on procedures that must be adopted
  - (e) set out expectations in the event an individual may be experiencing, or be at risk of, harm.
10. In implementing the Policy, we will:
- a. value the needs, views and best interests of those considered to be at risk
  - b. devise safeguarding procedures and guidelines for students and apprentices
  - c. recruit staff, students, apprentices and volunteers safely by ensuring completing all appropriate checks
  - d. share information about safeguarding good practice with staff, students, apprentices and volunteers
  - e. provide effective management for staff, students, apprentices and volunteers through supervision, support and training
  - f. share personal information about concerns with internal and external individuals appropriately and within the information-sharing protocols.
11. In following this Safeguarding Policy, staff members should consider other relevant University policies relating to safeguarding (including the Prevent duty), health and safety, data protection and equality and diversity.

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## Safeguarding responsibilities under the Prevent duty

12. The University has safeguarding responsibilities under the Prevent duty. We regard this as part of our safeguarding arrangements in meeting our responsibilities relating to individuals.
13. Any behaviour which suggests an individual might be at risk of being drawn into terrorism needs addressing in line with our Prevent arrangements to evaluate the matter and put appropriate support in place.
14. As with other types of safeguarding, the threshold for consideration is low. Prevent is concerned with early intervention to safeguard and divert people away from the risk they face.

## Safeguarding Roles and Responsibilities

### Safeguarding is everyone's responsibility

15. Safeguarding is everyone's responsibility. It includes students and apprentices as well as members of staff.
16. Whilst specific lead responsibilities are identified within the University, it is everyone's responsibility to safeguard and protect children, young people and adults at risk.
17. Everyone who comes into contact with children and adults at risk has a role in taking prompt action by identifying and sharing concerns.

### The Vice-Chancellor

18. The Vice-Chancellor oversees the implementation of this Policy and reports to the Governing Body on its implementation.
19. The Vice-Chancellor delegated responsibility for safeguarding to the Director of Student Resolution and Student Protection.

### Director of Student Resolution and Student Protection

20. The Director of Student Resolution and Student Protection is the designated senior University officer responsible for this Policy and its regular review. The Director of Student Resolution and Student Protection is to
  - a. develop, disseminate, monitor, review, update and evaluate over-arching Policy and procedures
  - b. advise the University on changes in legislation, regulation and guidance from appropriate external agencies

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- c. coordinate the network of Faculty/ Professional Service Department Safeguarding Leads and their training
- d. liaise with external agencies where individual cases require
- e. delegate responsibilities to individual services as appropriate

## Head of Safeguarding

21. The Director of Student Resolution and Student Protection has the support of the Head of Safeguarding, who:

- a. oversees the handling of individual cases
- b. provides guidance and support relating to safeguarding
- c. advises on specific procedures for individual services
- d. ensures the highest level of confidentiality while ensuring that information is shared as necessary to safeguard individuals
- e. ensures the University's compliance with legislation, regulation, relevant guidance and the protection of the University's reputation

## Heads of School and Professional Services

22. Heads of School and Professional Services are responsible for ensuring:

- a. the completion of appropriate risk assessments for relevant activities within their area of responsibility that takes account of any children and adults at risk
- b. the undertaking of appropriate DBS checks for relevant staff, students, apprentices and volunteers within their area of responsibility;
- c. staff understand the implications of recruiting under 18 students
- d. the monitoring of the welfare of under 18 students
- e. any safeguarding concerns are reported promptly to either a Designated Safeguarding Officer or Student Wellbeing

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## Faculty/ Professional Service Department Safeguarding Lead

23. The Safeguarding Lead is responsible for safeguarding within the Faculty and Professional Support areas. Each Faculty has a Safeguarding Lead.
24. There is one lead for each of the relevant Professional Support areas. Where appropriate, Professional Support areas can be grouped in terms of commonality of activity and share a safeguarding lead.
25. The Safeguarding Lead works closely with the Director of Student Resolution and Student Protection. Together they would be responsible for ensuring a coordinated strategic approach to safeguarding across the University. It includes:
- participating in preparing and reviewing the University's Safeguarding Policy and procedures
  - implementing the University's Safeguarding Policy and related procedures within the Faculty or Department
  - ensuring staff are provided with appropriate training and updating opportunities, maintaining proper records
  - ensuring the appropriate response to allegations against students and staff involving safeguarding matters
  - overseeing the arrangements for information sharing
  - overseeing the arrangements for safe recruitment practices for programmes requiring regulated activity
  - where necessary, acting as a Chair of panels that review Disclosure & Barring Service (DBS) checks and direct disclosures by students on regulated programmes
  - keeping up to date with developments within the University and the broader policy environment
  - ensuring monitoring and evaluation systems are in place and producing an annual report
  - supporting the Designated Safeguarding Officers.

## Designated Safeguarding Officers

26. Designated Safeguarding Officers (DSOs) are at a Faculty or Department level. The basis of determining the number of Designated Safeguarding Officers is an analysis of need. There will be a

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variation in the number of DSOs between Faculties and Departments. The number is likely to vary over time.

## 27. Designated Safeguarding Officers will:

- take responsibility at the Faculty or Department level for ensuring safeguarding policies and procedures within their respective areas reflect the safeguarding requirements
- oversee the arrangements for addressing the Prevent duty in a proportionate way
- provide expertise where appropriate on relevant professional and statutory body requirements
- act as a point of contact for any individual who may wish to seek advice on Policy and procedure, discuss a safeguarding concern, including referrals under the cause for care and concern procedure, or make an allegation
- undertake training to identify safeguarding concerns and when it is appropriate to make a referral or use internal processes and procedures
- act as members of panels that review Disclosure & Barring Service and direct disclosures by students on regulated programmes
- provide expertise on relevant professional and statutory body requirements regarding safeguarding
- identify staff who require safeguarding training and arrange for its delivery in collaboration with the Safeguarding Lead and the Director of Student Resolution and Student Protection
- review existing procedures within their area and update them to reflect changing safeguarding requirements
- in Faculties, act as personal academic tutors for those students and apprentices under 18 years of age
- in Faculties, ensure students, apprentices or trainees undertaking regulated activities receive appropriate training through the curriculum
- in Faculties, ensure placement providers receive information on University policy and procedures in respect of safeguarding

## University Safeguarding Panel

28. The University Safeguarding Panel oversees the implementation of the Safeguarding Statement of Policy.

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29. The Director of Student Resolution and Student Protection chairs the Panel. The membership includes the Directorate of Student Wellbeing, and the Faculty/ Professional Service Department Safeguarding Leads.
30. Other staff with relevant expertise or specific interest in safeguarding may join the Safeguarding Panel from time to time.

## Information Sharing

31. Information sharing within the University concerning an individual will be limited to the minimum required and will take place
  - a. Where professional requirements relating to Fitness to Practice or Professional Suitability become an issue
  - b. There is an activity in a Faculty, School or Department that involves individuals covered by the Policy
  - c. Where a safeguarding issue is or becomes relevant to learning, teaching, placements, employment, volunteering or other activity directly affecting the work of the University
  - d. References requested by the student, directly or indirectly, relating to further education, volunteering, or employment where safeguarding is relevant to the role sought
32. There will be sharing of relevant information concerning safeguarding individuals with external agencies where lawful, and through the processes authorised by the Director of Student Wellbeing.

## Training

33. Safeguarding Leads and Designated Safeguarding Officers will receive appropriate training. There will be the provision of refresher training.
34. Those staff and volunteers whose roles and responsibilities include regular contact with children and adults at risk will receive training and guidance most appropriate to their role.
35. Relevant staff will undertake training in the Prevent duty.
36. All University staff, including relevant volunteers, will be made aware of this Policy and related guidance.

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## Recruitment processes

37. The University's recruitment processes ensure appropriate background checks for all job roles, including volunteers, with known, direct contact with vulnerable groups. The definition of vulnerable groups is that made under the Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012.
38. The University will take appropriate steps to prevent unsuitable people from working with vulnerable groups.
39. Separate procedures exist to undertake DBS checks and need reading in conjunction with the [Policy statement on the use of DBS Disclosures and job applicants with convictions](#).
40. Human Resources and Organisational Development will identify job roles that require a DBS check.
41. Line managers must inform Human Resources and Organisational Development, where job roles change, to include contact with vulnerable groups and discuss new requirements for appropriate DBS checks.

## Research

42. The safeguarding of children and adults at risk involved in research is the responsibility of the relevant ethics committees in terms of its approval processes.
43. This Policy, and attendant procedures, apply if anyone becomes aware of safeguarding concerns within any research activity context.

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Policy Information	Description of Policy Information
<b>Policy Title</b>	Safeguarding Statement of Policy
<b>Department Owner</b>	Directorate of Student Resolution and Student Protection
<b>Policy Category</b>	Students, Human Resources, Health, Safety and Environmental
<b>Policy Owner</b>	Vice-Chancellor
<b>Policy Manager</b>	Director of Student Resolution and Student Protection
<b>Related University Policies</b>	<a href="#">Policy statement on the use of DBS Disclosures and job applicants with convictions</a>  <a href="#">Under 18s Safeguarding Policy</a>
<b>Related University Procedures</b>	<a href="#">Under 18s on University Award Bearing Programmes: Safeguarding Procedure</a>  <a href="#">Prevent Duty</a>
<b>Approved by</b>	Senior Management Team
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<b>Review Date</b>	31 July 2024
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<b>History of revisions of the Policy</b>	1.0 approved by Academic Board December 2016 2.0 approved by Senior Management Team 2 November 2020 2.1 reapproved by the Deputy Vice-Chancellor on behalf of the Senior Management Team January 2022 2.2 approved by Senior Management Team 5 September 2022 to take account of organisational changes
<b>Website Address</b>	<a href="https://www.canterbury.ac.uk/students/docs/policy-zone/Safeguarding-Statement-of-Policy.docx">https://www.canterbury.ac.uk/students/docs/policy-zone/Safeguarding-Statement-of-Policy.docx</a>