



Policy and Procedure for

Safeguarding: children and working with vulnerable groups

Annual Report 2014-15

**Library and Student
Services September
October 2015**

1. Introduction to the Annual Report

- 1.1 The University undertakes an annual process of monitoring and reporting in relation to its policy and procedure for Safeguarding: children and working with vulnerable groups.
- 1.2 To ensure safeguarding commitments are fulfilled each year, a Safeguarding Steering Group is in place which identifies priority actions, facilitates good practice and ensures that relevant legislation is incorporated into everyday practice.
- 1.3 The Board and Senior Management of the University receive summary reports on safeguarding and have access to the full reports.

2. Annual Review of Policy and Procedure

- 2.1 The annual review and monitoring of the Safeguarding Policy took place at the November 2014 meeting of the Safeguarding Steering Group. The Policy and Procedures document continues to be divided into the following sections: 1) The Policy, 2) The Procedures and 3) evidence of other university documentation that demonstrates how safeguarding is embedded across the institution. Chapters 1 and 2 are made available on the website and the full version is available on Staffnet as Chapter 3 is for internal use only.
- 2.2 Changes were made to reflect legislative changes and the Policy and Procedures document Chapters 1 and 2 are publically available via the University website with the full version including Chapter 3 for internal reference only available via Staffnet.
- 2.3 The Policy and Procedures document will be presented for its next formal Annual Review in November 2015. A draft of the Policy and Procedure was taken to the May 2015 Safeguarding Steering Group to consider additions and note developments of new protocols since November 2015.
- 2.4 Proposals to amend the Safeguarding Steering Group's Terms of Reference to include oversight of the development, implementation and monitoring of the PREVENT Strategy, Policy and Action plan in relation to ensuring compliance with the PREVENT Duty and associated guidance were presented to, and agreed by, the May 2015 SSG Meeting.
- 2.5 The University's academic portfolio continues to offer an extensive range of professional and vocational programmes from pre- school training and service provision, to adult health care provision and sports coaching. Where these programmes involve arranging for students to undertake placements involving regulated activity the University is classed as a "personnel supplier" by the Disclosure and Barring Service. (DBS) This places certain duties on the University to ensure that for students and staff we make safe recruitment/admissions decisions and prevent unsuitable people from working with vulnerable groups including children. The University is also required to ensure appropriate referrals are made to the DBS. The processes by which the University shows it meets this duty are evidenced by the Policies and Procedures document.
- 2.6 The University takes a wider view of safeguarding beyond its statutory duties in that it has students that it considers to be vulnerable and those who become vulnerable and it is important to ensure that policies and procedures exist alongside relevant support mechanisms with referral routes to external agencies as required to aid student retention

and achievement and to manage risk to that individual student, to those around them and to the University's reputation.

3. The Safeguarding Action Plan summary of progress against 2014-15 priorities

3.1 A number of actions were noted in the previous Annual Report for 2013-14 for completion during 2014-15 and these were facilitated by the Safeguarding Steering Group. There remains a significant need to continue to apply a comprehensive and effective Safeguarding Policy and Procedure for the University. The Action Plan has been updated and the work of the Steering Group during 2014-15 included:

- i. Formal annual review of the policy and procedure which took place at the November 2015 Safeguarding Steering Group.
- ii. The production of an Annual Report from which reports and/or Executive Summaries were submitted to Academic Board (9 December 2014) and the Board of Directors (5 March 2015). Academic Board requested further analysis of the statistics in Appendix 1 of the report in relation to the increase in casework. A further paper was presented to Academic Board on 29 April 2015 showing that many of the incidents relate to alleged behaviours out-with a student's programme.
- iii. The Single Central Register, maintained by Human Resources, was updated as new staff requiring Vetting and Barring checks and additional safeguarding training/ awareness-raising joined the University. As the University ceased to share campuses with under 18s at Brampton Road and withdrew from Newton Rigg effective August 2014, the protocols now focus on staff based at and frequently visiting and Furness and Energus.
- iv. Human Resources (HR) are charged with ensuring the Single Central Register is accurate and the HR representative on the Safeguarding Steering group is expected to report on changes at the meetings. Human Resources staff responsible for Staff Development are expected to report on safeguarding training via the Safeguarding Steering Group.

3.2 The Lead Safeguarding Officers Operational and Strategic will continue to oversee the Action Plan supporting and encouraging Safeguarding Steering Group members to take forward work to embed safeguarding including the PREVENT agenda into local policies, procedures and practices.

3.3 It is the role of all Safeguarding Steering Group members to represent their faculty and service areas, to take safeguarding matters into their own areas and to feedback safeguarding issues and responses to the Steering Group.

4. Training and awareness-raising

4.1 A Safeguarding Training and Development Plan was approved by the November 2014 Safeguarding Steering Group identifying baseline and enhanced training requirements for staff in different roles.

- 4.2 Further embedding of safeguarding awareness-raising into the Staff Development programme at induction has taken place throughout the year as necessary and an electronic briefing document is used to ensure staff have basic Safeguarding awareness. All new staff are provided with this briefing. 166 staff engaged in safeguarding training during this reporting period.
- 4.3 Staff Development within Human Resources maintains a record of all staff induction and safeguarding training identified on the Single Central Register, and provides statistics on those staff who undertake the online safeguarding training. Further work to capture centralised recording of training eg for student ambassadors and any other identified local training remains a target for 2014-15.
- 4.4 Within the Institute of Education (I o E), all staff were asked to complete the online safeguarding training module. As part of I o E training days, the Lead Operational Safeguarding Officer with the Principal Safeguarding Officer leading within the Institute delivered tailored safeguarding and equality and diversity training sessions on January 29 and May 5 2015 in Lancaster and on March 10 at EIDR.
- 4.5 The Lead Operational Safeguarding Officer delivered Safeguarding Training in relation to Schools Direct and the handling of incidents during 2014-15.
- 4.6 The Outreach Team requested training so it can update the training it delivers to its student ambassadors. A meeting took place on Wednesday May 20 2015 between the WP Access Operations Manager and the Lead Operational Safeguarding to agree content for both sets of training and a further training session was held with staff.

5. Faculty of Education, Arts and Business Report

- 5.1 Following proposals by the Principal Safeguarding Officer within EAB in relation to the Safeguarding agenda within the Institute of Education, the Lead Operational Safeguarding Officer met with the Associate Dean of EAB.
- 5.2 It was agreed that there will be Safeguarding Officers for all sites where ITE is delivered and at Brampton Road. Responsibility for reviewing safeguarding for the Institute of Education was delegated by the Associate Dean to Ruth Harrison-Palmer (Head of Department, PG Programmes and Partnership).
- 5.3 The Faculty continues to focus on:
- * The training of staff across the Faculty including those delivering safeguarding in programmes
 - * The training of students to ensure they are prepared for placement and the world of work and to respond appropriately when safeguarding issues arise
 - * The safeguarding of those we consider to be vulnerable – both students and staff
 - * The University's wider public protection duty
- 5.4 To date, the Institute has reviewed its provision and determined a level of baseline training in safeguarding and e-safety which will form a core part of training for all ITE students and which will be provided by four designated campus based officers who share a vision and are led by a Principal Safeguarding Officer.

- 5.5 All students will have CEOP training and between 4 and 6 hours of specific training in safeguarding in addition to any programme based enhancements.
- 5.6 Non-ITE students such as those on the Foundation Degree (Teaching and Learning Support) and Education Studies have modules dedicated to issues of safeguarding.
- 5.7 An approach to staff training in safeguarding has been agreed as identified in 4.3 above and final numbers of those trained will be included in the final annual report.
- 5.8 The Self-Evaluation Document (required by OFSTED) has been written including a section on Safeguarding and was presented to the May 2015 Safeguarding Steering Group.
- 5.9 New Principal and other Safeguarding Officers are now in post.

6 Faculty of Health and Science Report

6.1 The Safeguarding Children and Working with Vulnerable Groups Policy is a key working practice for the staff and students in the Faculty and it is a subject that is taught on many of the courses listed above. In addition all students who are going into the workplace have to have an extended DBS check to ensure the safety of children and vulnerable people whom students in the Faculty will come into contact with.

6.2 Current Issues

The year has been categorised by an increase in referrals made to the Safeguarding Lead Officer concerning individuals who had increased vulnerability because of specific circumstances or issues. Such a rise in numbers has meant that it has been more important than ever to keep staff informed. To this end a presentation was made at the Faculty Away Day in December 2014 where it was made clear what actions they should take and the policies that should be adhered to through if an issue arose.

6.3 In addition the staff have also been briefed about the numbers of under 18's recruited to courses starting in September and the guidelines relating; in particular, to placements. In all cases this year these guidelines have been adhered to. Awareness has also been raised about International Students, especially as some of these are also under 18, and it is clear that tutors are working closely with Learning Support and administration staff to ensure their wellbeing.

6.4 Future Plans

With the move away from the Faculty structure to Departments within a Deanery comes a new set of challenges. The representation on the Safeguarding Committee will need to be looked at and proposals made about how we can best help and support the staff who are dealing with issues on the frontline. A review of the existing arrangements will need to take place and proposals made for a revised structure. As part of this review the role of the Faculty Representatives on the Safeguarding Committee will become redundant, so alongside changing the practical arrangements concerning the location of Safeguarding Officers, reporting duties to the committee itself will have to change too. Therefore this will be the last report from the Faculty of Health and Science as the Faculty has now been disbanded.

6.5 It will be important in the future to continue promoting the online training that is available to all staff and ensure that all staff who act as mentors to new staff members are aware of the training and the importance of this being completed. It will also be important to maintain the focus not

only on Child Protection but also the Safeguarding of students with mental health issues as it is clear from the statistics that this group has increased and we need to be mindful of the support and protection we need to give this group of Vulnerable Adults.

6.6 Conclusion

The Safeguarding Children and Working with Vulnerable Adults Policy is being implemented well by the Faculty and mostly staff are aware of the guidance and who to contact for help. Although the Faculty has been disbanded it will be important to reinforce messages about actions to take and training to complete this year using various means of communication to both new and established members of staff so that everyone remains informed, vigilant and able to act appropriately should the need arise.

7 PREVENT

- 7.1 In support of the PREVENT agenda, further meetings have been held with the Regional Coordinators for the North West and Cumbria. The November 2014 Safeguarding Steering Group received a summary paper on the headlines from a UUK survey on HEI's approach to the PREVENT agenda.
- 7.2 The May 2015 Safeguarding Steering Group received an update on how the University is preparing for compliance with the PREVENT Duty.
- 7.3 The May 2015 Safeguarding Steering Group approved an amendment to its Terms of Reference to include oversight of the PREVENT Duty as indicated in 2.4 on page 2 of this report.
- 7.4 Guidance has been produced by the Government in regards to the duty under the Counter-Terrorism and Security Act 2015 for HEIs to have "*due regard to the need to prevent people from being drawn into terrorism.*" The University has identified the need for a Risk Assessment, Prevent Action Plan and Training Plan and for the review and amended of key policies as required by the PREVENT Duty.
- 7.5 The University Registrar and Secretary attended an UUK event focusing on the PREVENT Duty in June 2015.
- 7.6 An initial meeting of the PREVENT Task and Finish group was held in June 2015.
- 7.7 The Board were briefed on the PREVENT Duty and the University's response by the University Registrar in July 2015.

8 Other activity completed during 2014-15 to date

- 8.1 November 2014 SSG received an update on the University's approach to both home and international students who are under 18 on entry. Although the numbers are small (8 on entry to 2014-15) some are involved in programmes where consideration does need to be given to the implications eg for placement, programme content, activity etc. Risk assessments have been implemented in IDO for current under 18 students. A report on the final agreed checklists for implementation for 2015-16 will be included in the final annual report.

- 8.2 The Chaplaincy Coordinator working with the LOSO, developed Safeguarding Protocols for the Chaplaincy which were presented to Safeguarding Steering Group in May 2015 and approved by the Steering Group.
- 8.3 The Safeguarding Steering Group members continued the practice seen in services and faculties in taking the lead in safeguarding activities in their respective areas. Members reported to the Group on a regular basis and updated their own area(s) of the Action Plan on shared drive. As protocols are developed they are added to Chapter 3 of the Policies and Procedures document.

8.4 Actions identified for 2014-15 but pending completion at July 2015

- Development of protocols for Forced Marriage
- Development of Safeguarding Training Tracker

8.5 New actions added for 2015-16

- Response to changes to Childcare Disqualification Requirements
- Development of material to support the University's response to PREVENT
- Review approach to references in relation to requests for comments on safeguarding
- SSG to receive reports on impact of proposed changes to funding for Disabled Students
Review of impact of Deanery structure on Operational Safeguarding

9 Ofsted

9.1 The Lead Operational Safeguarding Officer continues and work closely with Institute of Education colleagues to support OFSTED related work.

9.2 The Lead Operational Safeguarding Officer assisted a Children's Home in Lancaster, located close to the campus, with a safeguarding risk assessment of the Home's environment as required by OFSTED.

10.0 Summary of safeguarding incidents August 1 2014 to 31 July 2015

- 10.1 Key trends are outlined below. The tracker related to incidents logged by the Lead Operational Safeguarding Officer. They do not include bereavements or statistics from the Psychological Wellbeing Team including the Mental Health Manager.
- 10.2 The total number of logged incidents at 31 July 2015 was 82 compared to 79 at 31 July 2014 May – a small increase.
- 10.3 The Lead Operational Officer continues to work closely with a range of external agencies, receiving referrals and seeking advice on cases as appropriate.

11 Analysis of Cases

11.1 Safeguarding casework has remained relatively stable with only a small increase from 79 cases in 2013-14 to 82 cases in 2014-15. 48 related to the Faculty of Education, Arts and Business and 34 to the Faculty of Health and Science.

11.2 The number of cases requiring ongoing external liaison with the authorities almost doubled from 14 cases in 2013-14 to 22 in 2014-15.

11.3 Cases may fall into more than one category but Appendix 1 shows that many categories have remained relatively stable in terms of numbers compared to 2013-14.

11.4 Given the number of cases, there remains a clear need to maintain oversight of Safeguarding at an appropriate level within the University, given our widening participation commitment and the nature of our courses. Our robust approach to safeguarding reflects our commitment to the WP agenda, our support for students and their retention and achievement and our desire to assist them in their transition into Higher Education and their journey through it. Safeguarding interventions assist in managing risk for the University.

11.5 Although the number of safeguarding incidents may appear small compared to the overall student population, the complexity and the impact is considerable often involving rapid response for risk management by a range of individuals in Faculties and Professional Services and from other agencies such as external professional bodies and organisations such as schools and hospitals especially where there is a fitness to practice issue or the student is or is due to be on placement.

11.6 Benchmarking data against other Universities remains difficult. Attempts have been made by the Lead Safeguarding Officer Operational but data is not readily available.

11.7 Academic Board requested further analysis of the statistics against Widening Participation criteria. Looking at trends by eg financial income, disability etc did not reveal any links between the safeguarding cases logged here and particular groups of students.

11.8 Human Resources incidences remain small in number at 2 for the year 2014-15.

Honor Rhodes, Lead Strategic Safeguarding Officer and Head of Learning Services, LISS
September 2015

Appendix 1: Summary of safeguarding casework logged with/by Lead Operational Safeguarding Officer 1 August 2014 to 31 July 2015

| Total SG incidents logged by Lead SG Officer Operational | 2014-15 | 2013-14 | 2012-13 | 2011-12 | 2010-11 | Comments/explanation |
|--|----------------|----------------|----------------|----------------|----------------|--|
| Final 31 July 2015 | 82 | 79 | 47 | 26 | 19 | This is a small increase over 2013-14 |
| FE related incidents | 0 | 1 | 1 | 1 | 7 | We continue to operate within an FE environment at Furness so this category will be retained. |
| HE student related incidents | 78 | 75 | 42 | 25 | 12 | This is a small increase over 2013-14 but the complexity of the cases has increased. |
| Incidents relating to former students /members of the public/other | 4 | 3 | 5 | No data | No Data | The University is at times contacted to provide information on former students by a range of agencies. This year 2 enquiries have been made on the assumption teachers had trained with us, but they had not. 2 were concerns raised by the Police in relation to missing person enquiries re former students. |
| Human Resources Incidents relating to UoC staff | 2 | N/A | N/A | N/A | N/A | Some incidents may not be able to be captured as they are under investigation and may or may not be reportable. |

| Further analysis of the HE cases (multiple categories may apply to one case log) | 2014-15 | 2013-14 | 2012-13 | 2011-12 | Comments/explanation |
|---|----------------|----------------|----------------|----------------|---|
| Referral into UOC from external agencies | 15 | 16 | 5 | 3 | Referral agencies include Local Authority Designated Officers, the Police, Children's and Adult Services, placement providers and MH NHS teams and the Disclosure and Barring Service |
| Cases requiring further external liaison by LOSO and/or Faculty staff or reported by UoC to externals | 22 | 14 | 5 | 6 | The number of cases requiring ongoing work with external agencies has nearly doubled. Agencies include Local Authority Designated Officers, the Police, Children's and Adult Social Services, placement providers and MH NHS teams and the Disclosure and Barring Service |

| | | | | | |
|---|------------------------|----|-------------------------|-------------------------|--|
| Cases requiring intervention by Crisis MH teams, Early Intervention in Psychosis teams or A and E | 10 | 7 | 9 | 10 | Some students are under the ongoing care of NHS MH teams and some become ill for the first time whilst at UoC and are referred to specialist teams. Teams often have criteria for access which our students though of concern to us, do not meet. For professional courses Occupational Health referrals are commonly used to assess fitness to practice. |
| Incidents involved risk to self | 34 | 33 | 15 | 7 | We continue to have students who self-harm in different ways from cutting to attempts to take their own life. |
| Incidents where student has been victim of alleged assault/threat of violence etc including sexual violence/domestic violence | 11 | 12 | Not previously recorded | Not previously recorded | There are proportionately fewer occasions to date where we have needed to ensure the safety and wellbeing of students who have been subject to assaults or threats of violence this academic year |
| Incidents involving risk to others | 10 | 27 | 9 | 8 | There continue to be cases where students have either allegedly been involved in inappropriate behaviour towards others including towards under 18s and vulnerable adults but also in relation to assault on others eg in a social setting |
| Bullying and harassment cases including cyberbullying and sexual harassment(students as alleged perpetrators or victims) | 5 (none cyberbullying) | 4 | 12 | Not previously recorded | The University has a no tolerance approach to bullying and harassment. A new Student Anti-harassment and bullying protocol was approved via AB and EDSG during 2013-14. The University and UCSU continue to alert students to the need to be mindful of the social media policy via induction, Help is at Hand material and sessions and in ongoing publicity campaigns. Where appropriate the Student Code of Conduct, Student Complaint Policy and Procedure and Staff Disciplinary Policy are used to address allegations of bullying and harassment. |
| Active reporting of/seeking advice in relation to safeguarding concerns by students/public about other parties (students or external) | 1 | 6 | 5 | Not previously recorded | It is encouraging that students seek advice in relation to situations they believe may be inappropriate in relation to safeguarding or seek advice for themselves eg to ascertain if they might put themselves at risk by engaging in certain situations/activities |
| Cases carried from 13-14 on- | 12 | 3 | 3 | 5 | The high number of cases carried forward reflected the timing of |

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|--|---|-------------------------|-------------------------|--|--|
| going from previous year | | | | | disclosure of the cases to the University and the length of time required for Police and other external agency processes to be concluded plus the time in processing through the UoC Student Code of Conduct |
| Cases being carried forward into 2015-16 | 6 | | | | Of these cases, one student is in psychiatric care, 2 remain suspended, one has been deregistered and 2 remain intercalated |
| PREVENT related cases not included above | 2 | Not previously recorded | Not previously recorded | | |