The University of Sheffield
Safeguarding
Policy and Procedures

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A. Policy and Procedures

1 Statement of intent

The University recognises that:

a. We have responsibility to safeguard the welfare of:
   - children\(^1\) within the University community
   - vulnerable adults\(^2\) within the University community
   - those children and vulnerable adults who come into contact with University activities
   - University students at risk of harm\(^3\)

b. the welfare of the child, vulnerable adult or student for whom we have duty of care is paramount

c. where we have a duty of care, all individuals, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or gender identity have the right to equal protection from all types of harm or abuse

d. we must work in partnership with those for whom we have a duty of care and with appropriate individuals and agencies is essential in promoting safeguarding.

For the purpose of this policy, TUOS has safeguarding responsibilities in relation to:

a. all current students,

b. prospective students engaged in TUOS activities,

c. vulnerable adults registered as or prospective students (as above)

d. children and vulnerable adults engaged in TUOS activities

e. children resident in University accommodation

f. staff in the course of their duties

g. external organisations/individuals where we engage [in branded activities]

2. The purpose of the policy is:

- To reflect the legislative context and also take account of relevant guidance and good practice relating to the education sector.

- To provide protection for the children, young people and vulnerable adults who come into contact with the University of Sheffield

- To provide staff, students and volunteers with guidance on procedures that must be adopted:
  - To ensure safeguarding in relation to children and vulnerable adults.
  - in the event that they suspect a child or vulnerable adult may be experiencing, or be at risk of, harm.

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\(^1\) A child is a person under the age of 18.

\(^2\) A vulnerable adult is one who"is or may be in need of community care services by reason of disability, age or illness; and is or may be unable to take care of unable to protect him or herself against significant harm or exploitation". This definition of an Adult covers all people over 18 years of age.

\(^3\) A student at risk of harm, for the purpose of this policy, one who is at risk of harm or exploitation relating to their physical, mental, psychological wellbeing or potential for being drawn into criminality.
3. The University’s policy is supported by a series of operating procedures relating to the above activities.

4. There are legal and policy requirements relating to our engagement with others (e.g. Health and Safety, Equality Act) that are not outlined in this policy but must be observed.

5. The University Secretary is the designated senior University officer with overall responsibility for this policy and for its regular review.

6. The University Safeguarding Panel is responsible for the dissemination of this policy, its related procedures and for cases and issues at institutional level.

B. Safeguarding Panel

1. Membership:
   - Head of Student Support and Wellbeing (chair)
   - Head of Outreach and Widening Participation
   - Head of Student Support and Transitions
   - Volunteering lead for Students’ Union
   - Sport Sheffield Manager
   - Other colleagues (internal or external) by invitation

2. Role:
   a. Provision of guidance and support relating to safeguarding (relating to individuals and to specific populations)
   b. Development, review, update and dissemination of over-arching policy and procedures
   c. Consideration and adoption of specific policies from individual services
   d. Delegation of responsibilities to individual services as appropriate
   e. Response to changes in legislation, regulation and guidance from appropriate external agencies
   f. Liaison with external agencies
   g. Ensuring highest level of confidentiality while ensuring that information is shared as necessary to safeguard individuals and the University’s compliance with legislation, regulation, relevant guidance and the TUOS reputation

3. Safeguarding Panel Commitments:
   a. valuing the needs, views and best interests of those considered to be at risk
   b. adopting child- and other relevant protection guidelines through procedures for staff, students and volunteers
   c. recruiting staff and volunteers safely, ensuring all appropriate checks are made
   d. sharing information about safeguarding good practice with staff, students and volunteers and with any external agencies or individuals as appropriate
   e. sharing information about concerns with agencies who need to know, and involving internal and external individuals appropriately
   f. providing effective management for staff and volunteers through supervision, support and training.

4. Information Sharing
a. Where professional requirements are an issue (e.g. Fitness to Practice), the academic department[s] will be informed and consulted.

b. Limited information may need to be shared with academic department[s] in case of:
   - reference requests relating to further training/employment in future where the safeguarding issue will need to be considered
   - departmental activity involving children and vulnerable adults etc.

c. Limited information may need to be shared with HR and Students’ Union in case the safeguarding issue is or becomes relevant in relation to employment, volunteering or other activity sharing information about safeguarding good practice with staff, students and volunteers and with any external agencies or individuals as appropriate.

d. Relevant information will be shared with external agencies as required/appropriate.
5. Referrals to Safeguarding Panel

Concerns raised/expressed

Academic Dept  
Student Support & Well-Being informed  
Other professional service  
External agency

Concern identified as possible Prevent support issue – see separate guidance

University Procedures carried out (speaking to staff who know/work with student, including SU, etc.)

University Safeguarding Panel (not always necessary for name to be shared with whole group)

Information and guidance from internal and external colleagues, Local Authority Designated Officer/Adult Safeguarding Lead (if relevant)

Information and guidance (possibly including restrictions on activity, additional support, ongoing monitoring, etc.) to be shared on a need to know/ability to support basis.

Concern is not a safeguarding issue. Other TUOS procedures as appropriate

Report to appropriate UEB colleague

Ac dept, Prof Services Prof Bodies, External Agencies, SU

Review effectiveness of procedures, decisions, outcomes
6. Prevent-Related Referrals to Safeguarding Panel

- **Concerns expressed**
- **Student Support & Well-Being informed**
- **University Procedures carried out (speaking to tutors/counselling etc.)**
  - **Concern identified as non-Prevent support issue and referred accordingly**
  - **No Prevent-related Concern**
    - **No further action required**
    - **TUOS Prevent Lead to have an informal conversation with the Police Prevent Lead if necessary**
      - **Potential Prevent concern**
        - **TUOS Prevent Lead to refer to the University Safeguarding Panel regarding sharing information (within 2 working days)**
      - **Discuss with Police Prevent Lead what further action is needed**
      - **Further action required**
        - **TUOS Safeguarding Panel to consult with Adult Safeguarding Lead in Sheffield City Council**
          - **Guidance and support offered internally by TUOS, in liaison with Channel**
          - **Case referred to Channel Panel**
C. Students under 18

1. Admissions:
   a. The University admits students of all ages who can demonstrate that they are able to benefit from the course they have chosen to study, and from the social and learning environment which the University provides.
   b. A number of students who are admitted to undergraduate courses reach the age of 18 in their first year at the University.
   c. Equality legislation establishes that there is no lower age limit for admission to University.
   d. Academic departments, residential services and Student Support and Wellbeing are informed of under-age applicants to ensure that safeguarding issues are considered.

2. Safeguarding Procedures and Requirements:
   a. Contact is made with parents and carers to make them aware of remit and boundaries of TUOS services in relation to students in this category.
   b. Information and guidance for students, parents and carers: 
      http://www.sheffield.ac.uk/ssid/student/under18
   c. AMRC have separate policy and procedures:
      www.sheffield.ac.uk/polopoly_fs/1.596556!/file/AMRC_Safeguarding_Policy_August_2016.pdf

D. Residents under 18 (including child dependants of student residents)

1. Under 18s in Residences:
   a. Under-18s generally come into University accommodation in three ways:
      - As a Resident
      - As a child of a Resident
      - As a guest of a Resident aged over 18 (e.g. younger sibling visiting alone, or with parents).

2. Safeguarding concerns:
   a) Misconduct of the under-18
   b) Welfare of the under-18 (e.g. they become ill)
   c) Abuse of under-18
   d) Duty of care

3. Resident who is under 18
   a) Misconduct by under-18
      • Refer to ACS Under 18’s Policy: 
      • Clause 1.10 of that policy requires us to promptly inform the guardian/next-of-kin if the under-18 is 'in serious breach of the Residence Contract invoking the Disciplinary Regulations.' This would include arson, violence, misconduct leading to extensive costs, harassment, damaging the University's reputation etc.
   b) Welfare of under-18
      • Refer to http://www.sheffield.ac.uk/ssid/student/under18 The Resident also must notify their guardian/parent in UK if they miss more than half a day's attendance due to ill health.
• If an under-18 becomes unwell and remains in the Residences, Residence Life will offer support as with a Resident over-18.
• If a resident under-18 is known to be buying or consuming tobacco, alcohol or other age-restricted items/substances, this will be reported through ACS disciplinary channels.

  c) Abuse of under-18
  Where allegations of abuse arise, ACS will refer to the University's Safeguarding Panel procedures.

  d) Contact with parent/guardian will not normally be made. If it is considered, there will be consultation with the safeguarding panel.

4. **Under-18 Child of Resident**
   a) Misconduct by under-18 Damage to University Property or other unacceptable behaviour by children will be the responsibility of the parent as per the Residence Contract.
   b) ACS will ensure that parents are aware of their responsibilities in that it is unlawful to leave a child where they might be at risk and will contact authorities where there is a breach. This will be reported to the Safeguarding Panel.

   c) Other safeguarding concerns will be referred to the safeguarding panel.

5. **Under-18 Guest of Resident**
   a. Misconduct - Under the terms of the Disciplinary Regulations and the Residence Contract, the Resident is responsible for the behaviour of and damage caused by the under-18 (or any other guest).

   b. Welfare - If the under-18 becomes unwell in University accommodation, the Resident has a responsibility to seek medical assistance.

E. **Non-Student Adult Residents in Residences**

1. **Eligibility**
ACS will normally provide accommodation only to partner/spouse and dependent (school-age) children.

2. **Declarations**
   a. Student residents must declare any relevant criminal convictions (as do students at TUOS) of a person sharing accommodation with them.

   b. ACS will refer such cases to the Safeguarding Panel and reserves the right to refuse accommodation to an adult on safeguarding grounds.
F. Educational and outreach activities with children

1. The Outreach Team:
The Outreach Team within the Student Services Department is responsible for a range of activities aimed at raising aspirations of young people to enter higher education and working with prospective students. The majority of these activities involve working with young people under the age of 18.

2. Safeguarding Remit:
   a. To ensure all Outreach activities are carried out in line within TUOS safeguarding policies and guidance
   b. To provide information and training to ensure that other departments outreach work is carried out within TUOS safeguarding policies and guidance

3. Procedures:
   a. Procedures relating to child protection issues are in place: [link to website]
   b. Academic departments are required to adopt these procedures to cover their own activities.

G. Criminal convictions

1. Admissions:
   a. The PVC Teaching and Learning makes decisions relating to admission of applicants declaring criminal convictions
   b. The PVC is advised by a panel that includes:
      - Chair of Safeguarding Panel
      - Head of UK Admissions
      - CiCS representative
      - Residential Services representative
      - Academic department if there is a Fitness to Practice issue
   c. The Panel will recommend any actions or issues that need to be considered to ensure the safeguarding of the community (and the applicant). This may include reference to external agencies for further guidance.
   d. Where an applicant can be made an offer and accepts it, the Admissions representative of the Panel will liaise relevant staff, including those in the academic department as appropriate/necessary.
   e. Residential services will seek information about partners/children applying for family accommodation relating to criminal convictions and refer to Safeguarding Panel in case of disclosure
   f. Safeguarding Panel will advise relevant colleagues on a need to know/need to support basis
H. Vulnerable Adults

1. Students

It is possible that a current student could be/become a vulnerable adult. In this case, the responsibility for reviewing the fitness to study and safeguarding issues is delegated to Student Support and Wellbeing.

2. Residents

a. Student Support and Wellbeing will consider Fitness to Study procedures where an applicant is “in need of community care services by reason of disability, age or illness; and is or may be unable to take care of or unable to protect him or herself”. SSW will advise as appropriate

b. ACS will seek information about partner/children for family accommodation relating to vulnerable adults and refer to Safeguarding Panel in case of disclosure

3. Visitors

Concerns around procedures and practice relating to vulnerable adult visitors will be referred to the Safeguarding Panel.

I. Safeguarding issues and staff

1. Work placements involving children

a. Guidance is available on the HR web pages:
   https://www.sheffield.ac.uk/hr/az/workexp

b. The recommended approach is to have a nominated individual in each department to undertake the role of work experience co-ordinator who will have been DBS checked to confirm that they are not disqualified from working in a regulated position. They will then be responsible for supervising the “child” for the duration of their placement.
   http://www.sheffield.ac.uk/hr/guidance/icrc

c. Where delegating the responsibility for supervision to a single individual is not practical the work experience co-ordinator should ensure that staff and under-18s are not compromised by permitting the “child” on work placement to work closely on a 1:1 basis with a single member of University staff. This may limit slightly the number or roles which could be suitable, but should not prevent the placement being undertaken.

d. If the relevant department has specific concerns relating to a particular set of circumstances (e.g. where there may be substantial unsupervised access by a single member of staff with the “child”) this should be raised with Human Resources at the earliest opportunity in order that a risk assessment may be undertaken. This will allow for the necessary checks and balances to be put in place to minimise the risk to all parties.

J. Agency, Contract and temporary staff

a. Agency workers, contract and temporary staff are obliged during their time at the University to adhere to the University’s Policy on the Recruitment and Employment of Ex-Offenders, and will be required to undergo a criminal records check if it is established that the role requires a pre-employment check.
   http://www.sheffield.ac.uk/hr/recruitment/crc/policy
   http://www.sheffield.ac.uk/hr/recruitment/crc/whennecessary

b. For agency workers the recruiting manager is responsible for identifying and communicating with the provider whether any relevant checks are required for a role. It is the agency’s responsibility to undertake and notify the recruiting manager of the outcome of the check.
   https://www.shef.ac.uk/hr/guidance/agency_workers
K. Sporting Facilities

1. Policy
   a. A comprehensive Sport Sheffield Safeguarding Policy is in place covering staff recruitment and training alongside the delivery of sports services and the appropriate response to any identified concerns:
   b. Sport Sheffield is subject to inspection by Ofsted.

2. Fitness to Study/Practice
   Where there is a concern about a student that possibly relates to fitness to study or to practice, this will be referred to Student Support and Wellbeing.

L. Research

Research projects involving children are subject to the University’s Ethics Policy Governing Research Involving Human Participants, Personal Data and Human Tissue for research. Partner agencies (e.g. NHS Trusts) also have their own ethics procedures.

M. Children’s services

This covers the University Nursery, any playschemes and International partners’ creche. It is registered with the Local Authority and subject to inspection by Ofsted. All the relevant safeguarding arrangements are in place.

N. The University of Sheffield International College

The University of Sheffield International College has a comprehensive policy for the care of students under the age of 18, including considerations relating to the appointment of a UK based guardian, and additional support from identified members of staff within the College. All College staff are subject to DBS checks.

O. AMRC

The AMRC has a comprehensive policy for the care of students under the age of 18:
www.sheffield.ac.uk/polopoly_fs/1.596556!/file/AMRC_Safeguarding_Policy_August_2016.pdf

P. Commercial Services

1. Alcohol
   a. University bar staff are trained to request I.D. where necessary and all ‘Personal License Holders’ are DRB checked.
   b. During private events such as weddings, 16 and 17 year olds may be allowed to consume alcohol where a meal is being served, under parent/guardian supervision

2. Safeguarding of under 18s events
   a. Conference organisers implement a system of accredited identification for all persons attending a conference where there are groups of under 18’s attending. Appropriate adult to under 18s ratios must be maintained to ensure adequate supervision.
   b. The safety of venues in relation to public access, other users etc. must be considered
   c. TUOS Health and Safety guidance must also be considered

3. Fitness to Study/Practice
   Where there is a concern about a student that possibly relates to fitness to study or to practice, this will be referred to Student Support and Wellbeing.
Staff employment issues

a. The University as a responsible employer ensures that it engages staff in a way that is compliant with relevant legislation.

b. All vacant positions within the University are reviewed during the recruitment process and a consideration of the risks is undertaken. Where there is the potential for regular unsupervised contact with children and vulnerable adults then a DBS check will be undertaken.

c. Offers of employment to all posts subject to a DBS check are conditional upon the individual meeting the required standard and failure to do so could result in an immediate withdrawal of the offer of employment.

d. Failure to disclose or the provision of a false statement of disclosure by a potential employee may result in disciplinary action with a potential sanction up to and including summary (instant) dismissal.

e. All DBS disclosures containing convictions are risk assessed against the job role on an individual basis by a designated senior member of Human Resources.

f. Periodically, when the role of existing member of staff changes it may be necessary to review the job role and for the existing staff member to undertake a DBS check.

g. Staff are contractually obliged to notify the University of any post-employment criminal convictions that may impact upon their future employment with the University. If the individual is found in breach of this contractual obligation then disciplinary action may be taken with a potential sanction up to and including summary dismissal.

h. If a member of staff has suspicions regarding the contact of another employee or individual engaged on University business with a child/children or a vulnerable adult, then at the earliest opportunity they should raise this with Human Resources. This is in order that any potential risk can be minimised with immediate effect and to allow an investigation into the allegations to take place.

http://www.sheffield.ac.uk/hr/recruitment/crc/processing
http://www.sheffield.ac.uk/hr/recruitment/crc/risk
http://hr.dept.shef.ac.uk/PM/DPolicy.pdf
http://hr.dept.shef.ac.uk/PM/DProcedure.pdf