

Policy and Procedure for

Safeguarding: children and working with vulnerable groups

Annual Report 2017-18

Directorate of

Student & Staff Services

September 2018

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/Prevent Management Group was set up during 2017-18 to replace the previous wider Safeguarding Steering Group. It was acknowledged that whilst Safeguarding and Prevent have been embedded into University processes, policies, procedures and practices, there is a need for management oversight and reporting.
- 1.3 The Board, VCE and SLT receive summary reports on safeguarding and have access to the full reports.
- 1.4 The Director of Student & Staff Services held the Strategic lead for Safeguarding and Prevent during 2017-18.

2. Annual Review of Policy and Procedure

- 2.1 The annual review and monitoring of the Safeguarding Policy took place via consideration of the draft policy and procedure at the October 2018 meeting of the Safeguarding/Prevent Management Group. The Safeguarding Policy and Procedure was delayed due to the publication of a key underpinning document “Working Together to Safeguard Children” on September 8 2018.
- 2.2 The Safeguarding/Prevent Management Group continued to oversee the development, implementation and monitoring of the PREVENT Strategy, Policy and Action plan in relation to ensuring compliance with the PREVENT Duty and previous HEFCE (now OfS) monitoring requirements
- 2.3 The University’s academic portfolio continues to offer an extensive range of professional and vocational related programmes from pre- school training and service provision, to 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.
- 2.4 The University takes a wider view of safeguarding beyond its statutory duties in that it has students that it considers to be vulnerable from their declarations to us and on entry, and those who become vulnerable whilst on programme. The University considers 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.

- 2.5 The Safeguarding Policy and Procedure has enhanced information at sections 6 and 7 of the procedures to ensure staff are aware of reporting mechanisms where they have a student declare a disability or where they are concerned about a student'

3. The Safeguarding Action Plan summary of progress against 2017-18 priorities:

- 3.1 A number of actions were noted in the previous Annual Report for completion during 2017-18. 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.

- The Safeguarding Policy and Procedure 2017-18 were published to the website.
- The production of an Annual Report from which reports and/or Executive Summaries were submitted to Academic Board in December 2016 and the Board of Directors in February 2017
- Ongoing implementation of the protocols for Under 18 students – (4 students admitted under 18 in 2017-18)
- Changes were made to the SG Officer network to reflect structural changes and additional SG Principal Officer have been identified for 2018-18 subject to training, who bring expertise in eg Domestic Violence, Female Genital Mutilation etc

- 3.2 The Lead Safeguarding Officers (Operational and Strategic) will continue to oversee the Action Plan supporting and encouraging Safeguarding/Prevent Management Group members and key identified leads in Academic Departments and Professional Services, 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 Academic and Professional Service and associated areas, (e.g. Chaplaincy and UCSU) 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 remains in operation and identifies baseline and enhanced training requirements for staff in different roles.
- 4.2 Further embedding of safeguarding awareness-raising into the Organisational 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. A total of 87 staff have taken the online Safeguarding module to 30 July 2018

- 4.3 Organisational 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.
- 4.4 The Mental Health Manager introduced staff training on Suicide Prevention for staff. 16 staff undertook this training during 2017-18.
- 4.5 The Lead Operational Safeguarding Officer has liaised with Safeguarding Officers throughout the year and meetings will be planned during 2018-19.

5 **Institute of Education Annual Report 2018-19**

- 5.1 The IoE has robust safeguarding mechanisms in place.
- 5.2 The IoE continues to focus on:
 - The training of staff across the Institute, 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
- 5.3 IoE staff receive regular updates on safeguarding and there is a full plan in place for operational delivery of safeguarding training across IOE provision.
- 5.4 Non-ITE students such as those on the Foundation Degree (Teaching and Learning Support) and Education Studies have modules dedicated to issues of safeguarding.
- 5.5 5.5 Student Safeguarding cases continued throughout the year.
- 5.6 The programme of safeguarding training for primary and secondary has continued to be developed across the IoE.
- 5.7 As a result of the scale of the work, the Principal Safeguarding role in the IoE has been allocated to Nicky Batty and Steph Evans. Nicky will maintain responsibility for the programme planning of sessions and input across the IoE and Steph will take responsibility [with the safeguarding officers on each campus] for student safeguarding issues/concerns.
- 5.8 The programme for 2018-19 has been updated to include an FGM course which is a graphic but valuable resource. (Full safeguarding plans for across IoE including Education Studies) are available on request. Resources to support the delivery of the programmes are held on Blackboard.

- 5.9 Highlights of the safeguarding input include: CEOP updated materials, run as modules which look to and delivered as 2 half days or one full day to the students.
- 5.10 Six members of the IoE safeguarding team attended 'Keeping Children Safe in Education: Safeguarding and Online Safety' in London. This provided updates on the new government publications and had keynotes from Headteachers and the DfE. One persons attended a 'Signs of Safety' briefly and is working with Kathryn Fox and Steph Evans on this to take this forward.

6.0 Safeguarding Report: Other academic areas

- 6.1 Professional and vocationally focused areas across the Academic Departments continue to deliver Safeguarding as relevant to their programmes and to the work settings in which students undertake formal placements or experiential learning.
- 6.2 Casework is managed effectively involving internal specialists and external agencies as appropriate.
- 6.3 Jeanne Landon-Campbell, SL in Nursing, is working with the National FGM Forum. She liaising with and Cumbria Constabulary to help develop a Cumbrian FGM Strategy. Jeanne has been asked to join the WHO Collaborating Centre for Public Health and Nursing and Midwifery to share her expertise.

7 Outreach/Student Ambassador Team Safeguarding Report

- 7.1 Student Ambassadors receive safeguarding training and those delivering summer schools receive a second round of refresher training from their managers.
- 7.2 Risk assessments for summer schools were updated and enhanced and formal meetings held with Health and Safety and Safeguarding Colleagues.

8 Chaplaincy Safeguarding Report

- 8.1 The Chaplaincy safeguarding documentation is now published on both the Chaplaincy and university websites and the Chaplaincy Coordinator has been involved in liaison around the implementation of Prevent within the University.
- 8.2 All the Honorary Chaplains and volunteers are processed through the Chaplaincy safeguarding procedures.
- 8.3 There have been no safeguarding issues with regards to prayer/faith spaces since the last report.

9 UCSU Safeguarding Report

- 9.1 UCSU undertook a major review of its Safeguarding policy and procedures for 2015-16 and has continued to keep the policy under review in 2017-18 All staff are aware of the policy and this is saved internally on our shared drive. It is also available via the UCSU website. As

part of this, staff and volunteers complete incident report forms for the University when required.

- 9.2 UCSU operates a Student Support service (advice service) to support students across a range of academic and welfare issues. Any safeguarding issues that arise as a result of students accessing this service are dealt with in accordance with the services terms and conditions and also in line with UCSU's safeguarding policy – issues have been shared with, and guidance has been sought from UoC and other external authorities where appropriate and reports maintained.
- 9.3 UCSU regularly uses social media channels to deliver information and guidance about specific safeguarding related issues brought to its attention (e.g. via the police or other Student Unions) and also other messages throughout the year to raise awareness around personal safety, health and well-being.
- 9.4 UCSU have had an Officer led "Nightwise Campaign" to raise awareness of personal safety and night-time culture linked to sexual health and wellbeing.
- 9.5 The UCSU "Know The Rules" campaign links to safeguarding as it raises awareness of the student code of conduct, bullying and harassment and social media use/misuse.

9.10 Actions identified for UCSU for 2018-19

- Safeguarding and Prevent Training for SU Managers and Officers
- Review and update of SU Safeguarding Policy including re FGM

10 Sports Centre Safeguarding Update

- 10.1 The Sports Centre has appropriate safeguarding mechanisms in place. These include staff training, regular risk assessment for activities involving under 18s and an annual update on arrangements for summer camps.

11 Other Safeguarding Changes 2017-18

- 11.1 The "Disqualification under the Childcare Act" legislation remains in place but the DBS Team have amended the declaration form to reflect the removal of the "Disqualified by Association" element.

12 PREVENT Duty Highlights

- 12.1 In support of discharging the University's Prevent Duty, the Lead Strategic and Operational Safeguarding Officers have continued to work closely with the Regional DfE Coordinator for the North West and for Cumbria. Contacts have been challenging in Tower Hamlets but a new DfE contact has now been appointed and working to input Prevent training at our London campus is an Action Plan priority for 2018-19.
- 12.2 The University submitted its second annual report to HEFCE in December 2017 after sign off by the Chair of the Board and ARC.

- 12.3 The Lead Operational Safeguarding/Prevent Officer attended 2 meetings with NW Regional HEI coordinators.
- 12.4 Prevent Training: 124 staff have passed the online Prevent Training and 136 have attended face to face training which has been delivered at Lancaster, Fusehill Street, Brampton Road campuses.
- a) The University Board has continued to receive briefings on Prevent and have received the Prevent training.
 - b) Prevent Casework is captured in the Safeguarding Statistics below
 - c) The Prevent Annual report gives specific details of actions taken to demonstrate how the University discharges its duty under the Prevent.

12.13 Key action identified for 2018-19 in relation to Prevent Duty

* Submission of OfS Accountability Return by December 3 2018

13 Ofsted

The Lead Operational Safeguarding Officer continues and work closely with Institute of Education colleagues to support OFSTED related work and met with Kath Norris, OFSTED lead, to brief her on how the University addresses Safeguarding and the Prevent Duty.

There has been no OFSTED inspection activity during the reporting period. None is anticipated during 2018-19 due to consideration of a new inspection framework

14 HLA audit

An HLA audit, anticipated for August 2018 has not yet taken place. Safeguarding was addressed in the preparation for audit.

15 Summary of safeguarding incidents August 1 2017 to 31 July 2018

- 15.1 Key trends are outlined below. The tracker relates to incidents logged by the Lead Operational Safeguarding Officer. It does not include student or staff deaths, but does include the highest risk cases escalated to the Head of Student Support/LOSO by the Mental Health Manager.
- 15.2 The total number of logged incidents 100 plus 2 Prevent related cases.
- 15.3 The Lead Operational Officer continues to work closely with a range of external agencies, receiving referrals and seeking advice on cases as appropriate.

15.4 Analysis of Cases/Key Trends

- 15.5 100 Safeguarding cases were logged during 2017-18 against 83 at July 31 2017. However, cases are increasingly complex, requiring multiple agencies, both internal and external, being involved. Some are ongoing and recurring throughout the year in terms of repeated support interventions in relation to wellbeing or due to lengthy external organization timescales before an outcome eg if police and or court interventions required.
- 15.6 Cases may fall into more than one category .
- 15.7 Increases have been noted in numbers reporting:
- * Risk to self
 - * Risk to others
 - * Allegations of sexual assault or violence as victim

This may partly be due to increased awareness of eg mental health matters due to our own internal awareness raising and frequent press coverage of mental health and eg domestic violence etc.

- 15.8 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 Widening Participation 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.
- 15.9 Although the number of safeguarding incidents may appear small compared to the overall student population, the complexity and the impact is considerable. Cases often involve rapid response for risk management by a range of individuals in Academic Departments 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.
- 15.10 Benchmarking data against other Universities remains difficult. Attempts have been made by the Lead Safeguarding Officer Operational but data is not readily available.
- 15.11 Despite the need for complex interventions, most students are able to remain on programme.
- 15.12 There were no staff related cases involving Statutory Safeguarding.

Honor Rhodes, Lead Strategic Safeguarding Officer and Head of Student Support (Directorate of Student & Staff Services) October 2018

Appendix 1: Summary of safeguarding casework logged by Lead Operational Safeguarding Officer 1 August 2017 to 31 July 2018

	2017-18	2016-17	2015-16	2014-15	2013-14	2012-13	Comments/explanation
Total SG incidents logged by Lead SG Officer Operational	100	83	85	82	79	47	20% increase in logged cases. Increased numbers reflect the number of complex/high risk cases coming through but this can be attributed to improved reporting and case work management
FE/Under 18 UOC related incidents	2	0	0	0	1	1	We continue to operate within an FE environment at Furness, to have under 18s on campus eg for Summer Schools and Visits etc.
HE student related incidents	96	79	75	78	75	42	22% increase. The complexity of the cases has increased as has those posing high risk on identification.
Incidents relating to former students /members of the public/other	2	1	5	4	3	5	The University is, at times, contacted to provide information on former students or those believed to be students but who then are not, by a range of agencies. University students raise concerns about members of the public etc.
Human Resources Incidents relating to UoC staff	0	NA	N/A	2	N/A	N/A	No incidents relating to Safeguarding were reported in relation to UoC staff.

Further analysis of the HE cases (multiple categories may apply to one case log)	2017-18	2016-17	2015-16	2014-15	2013-14	2012-13	Comments/explanation
Referral into UOC from external agencies	11	5	15	15	16	5	120% increase 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 Deanery staff or reported by UoC to externals	18	26	26	22	14	5	The number of cases requiring ongoing work with external agencies fallen. Agencies include Local Authority Designated Officers, the Police, Children's and Adult Social Services, placement providers teams and the Disclosure and Barring Service
Cases requiring crisis intervention by Crisis MH teams, Early Intervention in Psychosis teams or A and E	15	10	6	10	7	9	Cases in this category have increased by 50%. 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.

							<p>For professional courses Occupational Health referrals are commonly used to assess fitness to practice.</p> <p>The Mental Health Manager intervenes regularly to intervene with students before actual crisis support is required. 2 o the 15 were medically related</p>
Incidents involved risk to self	54	15	16	34	33	15	This increased by 260% from the previous year – but were picked up and managed by the MH and wellbeing team. 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	14	8	10	11	12	Not previously recorded	75% increase which is a concern, but also reflects great awareness of and support for reporting.
Incidents involving risk to others	16	11	8	10	27	9	63% increase. 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 - these are escalated as appropriate and involve Police and statutory Child Protection Agencies and invoking of the Student Code of Conduct including suspension without prejudice where appropriate.
Bullying and harassment cases including cyberbullying and sexual harassment(students as alleged perpetrators or victims)	1	5	8 (3 cyber bullying)	5 (none cyberbullying)	4	12	The number has fallen. The University has a no tolerance approach to bullying and harassment. 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	3	2	1	1	6	5	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

(students or external)							
Cases closed from 2016-17 or before on-going from previous year	10	2	5	12	3	3	All bar 1 of the 11 cases carried into 2017-18 from previous years were closed during 2017-18. One remains pending external outcomes and the student remains suspended without prejudice.
Cases being carried forward into 2018-19	14	11	6	6			27 % increase. The cases carried forward reflect the timing of 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 Of these cases, one student is in psychiatric care 3 are intercalating but open due to external processes pending and the rest remain on programme Also carrying over complex high risk Mental Health cases to ensure continuity.
PREVENT related cases not included above	2	2	6	2	Not previously recorded	Not previously recorded	There has been one referral to the new reporting procedure via Lancashire Cause for Concern form. The other case was dealt with internally. The statistics reflect cases which have required external advice including from Prevent specialists

HE 96 cases broken down by Campus/Location:

Ambleside	Barrow	Brampton Road	Fusehill Street	Lancaster	London
9 (10%)	1 (1%)	23 (24%)	23 (24%)	37 (39%)	2 (2%)

Of the HE cases:

- 2 withdrew
- 2 suspended without prejudice
- 3 are intercalating – mostly on health grounds
- 89 on programme