



**Policy and Procedure for**

**Safeguarding: children and working with vulnerable groups**

**Annual Report 2016-17**

Directorate of Student and Staff Services

**August 2017**

## **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 to identify priority actions, facilitate good practice and ensure 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**

The annual review and monitoring of the Safeguarding Policy took place via consideration of the draft policy and procedure at the May 2016 meeting of SSG, followed by Chair's sign off of agreed changes to enable publication by November 2016. The Policy and Procedures document (2016-17) was formally received by the November 2016 SSG. The Policy and Procedure was divided into the following sections:

1) The Policy

2) The Procedures

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.

- 2.1. A new section was added during 2016-17 to address how safeguarding will work in relation to HLA programmes.
- 2.2. The Safeguarding Policy and Procedures document for 2017-18 was presented in draft format for approval at the July 2017 Safeguarding Steering Group and it was agreed that as safeguarding is embedded into University Policies and Procedures that Section 3 above would not be included in future Policy and Procedure documents.
- 2.3. As a result of a "lessons learned" review of an incident in the summer of 2017, the policy has been amended to make clear that it is not an emergency/incident response procedure.
- 2.4. The Safeguarding Steering 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 HEFCE monitoring requirements.
- 2.5. 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.

- 2.6. 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 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.

### **3 The Safeguarding Action Plan summary of progress against 2016-17 priorities:**

- 3.1. A number of actions were noted in the previous Annual Report for 2015-16 for completion during 2016-17 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 2016-17 has included:

- i. Formal annual review of the Safeguarding Policy and procedure which took place at the May 2016 Safeguarding Steering Group and was completed by Chair’s action for November publication 2016.
- ii. 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.
- iii. Ongoing implementation of the protocols for Under 18 students
- iv. Consideration of an alternative approach to embedding casework in safeguarding more widely was proposed to respond to casework demands and to address the UUK Task Force on Sexual Violence and presented to SSG in July 2017 for approval and implementation during 2017-18.
- v. An audit of Prevent training in the Deanery revealed a range of safeguarding input across a range of programmes.
- vi. Educate against Hate training has been included in IOE student training during 2016-17

- 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 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 is still in operation and identifies 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. A total of 63 staff have taken the online Safeguarding module to 30 July 2016.
- 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.
- 4.4. Training of IoE staff to ensure they feel equipped to deal with students presenting with a range of vulnerabilities has taken place during 2016-17 including at London. Training has also been delivered by the LOSO to UMT and to SNOROS staff.
- 4.5. The Lead Operational Safeguarding Officer attends the School Direct Stakeholder meetings to report on Safeguarding and Prevent matters and to advise on any safeguarding or Prevent issues that arise
- 4.6. The Mental Health Manager introduced staff training on Suicide Prevention for staff. Statistics to be confirmed for 2016-17. 32 staff undertook this training during 2016-17.
- 4.7. The Lead Operational Safeguarding Officer chaired 2 meetings of Safeguarding Officers to share good practice, agree terms of reference and themes for the next meeting. Those who attended agreed it was helpful to be able to support each other and acknowledge the challenges dealing with casework can bring. Two meetings will be held each year and the notes will be provided to the Safeguarding Steering Group along with any papers arising from the meetings.

#### **5. Institute of Education Annual Report 2016-17**

- 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. Nicky Batty and Jayne Metcalfe were asked to write a chapter on safeguarding for Hilary Cooper and Sally Elton-Chalcraft’s edited 3rd edition of Professional Studies in Primary Education. Their chapter was accepted and is now going to print.
- 5.6 Io E has had two safeguarding team away days this academic year. The first focused on sharing case studies, as there have been an unprecedented number of cases at the Lancaster Campus this year. The meeting focused on staff supporting each other and sharing actions to help with confidence and awareness within the team. The second day focused on updating materials and looking ahead to 2017-18.
- 5.7. Training of staff in IoE
- 5.7.1. I o E Staff attended a variety of external training events in relation to Safeguarding and Prevent.
- 5.8. Training of Students
- 5.8.1 The main focus during 2016-17 has been to continue to implement programme parity of experience across early years, primary and secondary programmes in the IoE. This has been achieved in the first instance across safeguarding and CEOP training where appropriate.
- 5.8.2. The safeguarding team provide a structure, parity and resource/material support in the training of education students. They work with programmes to communicate this so the programme leader and their team can implement it into the individual programmes and specific lectures and seminars. As an overview has now been developed with programme leaders each campus safeguarding officer will take responsibility for each campus in terms of any safeguarding issues that arise and the implementation of the overview across the programmes on their campus.

- 5.8.3. It has been actioned by the safeguarding team and programme leaders that all QTS students have Channel, Lancashire, Cumbria or Tower Hamlets level 1 safeguarding and CEOP certificates checked at pre placement tutorials.
- 5.8.4. Students have been made aware of the 'Educate against hate' website  
<http://educateagainsthate.com>
- 5.8.5. All finalists were asked this summer to complete this online course on Female Genital Mutilation [FGM].

<http://www.safeguardingchildren.co.uk/resources/female-genital-mutilation-recognising-preventing-fgm-free-online-training>

- 5.9. Development of materials to support staff:

A Blackboard site of materials for tutors on all programmes has been developed during 2016-17 and will be made available to programme leaders to disseminate to cohort leaders and PATs for 2017-18. It consists of: level 1 and level 2 safeguarding folders with seminar and lecture materials and a CEOP folder with additional materials for use after the CEOP training session. This has been very well received in its pilot year and will become active throughout the next academic year. It will be updated each year by the safeguarding team

- 5.10. Casework

IoE Safeguarding Leads continue to work with the Lead Operational Safeguarding Officer and other agencies as required. There has been an increase in students suffering stress and anxiety and staff continue to monitor these students and an increase in the complexity of presentation of students.

- 5.11. Student Satisfaction with IOE Safeguarding Training is captured via the Exit Surveys and shows improvements in student satisfaction across all areas of safeguarding training.

## **6.0. Safeguarding Report: Other academic areas**

- 6.1. Professional and vocationally focused areas across the Deanery 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. An audit of training for safeguarding and Prevent was identified as an action from the Prevent Action Plan this was completed during 2016-17. Further follow up work needs to be undertaken to ensure consistency of approach.

- 6.2. Casework is managed effectively involving internal specialists and external agencies as appropriate.

## **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 due to changes in residential accommodation meaning a mixed setting of under and over 18s and for a residential for Care Leavers which took place at Brathay Hall. Training was provided to the staff and ambassadors in by the LOSO.

## **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 2016-17. 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's Data Protection procedures (2016-17) were reviewed, in particular and due to the nature of some UCSU activity during this year, guidance around working with children (e.g. the use of photography in schools) was made more explicit within UCSU's DP policy and procedures to further support UCSU staff engaged in any activity relating to children or schools. All staff are aware of the policy which is available on the UCSU shared drive. It is also available via the UCSU website (UCSU staff and officers also undertake annual Data Protection Training from Helen Linsley).
- 9.3. 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.
- 9.4. 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.

- 9.5. Various UCSU staff undertook Third Party Hate Crime reporting Centre training. UCSU are currently updating their communications strategy and the website to promote this agenda more widely amongst students.
- 9.6. All UCSU staff undertook PREVENT awareness training delivered via UoC.
- 9.7. 2 UCSU student support staff undertook Suicide Awareness Training delivered by University of Salford.
- 9.8. All UCSU staff undertake annual mental health and suicide awareness training delivered by the University's Mental Health Manager.
- 9.10. Actions identified for UCSU for (2016-17):
  - Key UCSU staff will undertake accredited suicide and self-harm awareness training delivered by MIND
  - UCSU are actively promoting/ referring students to the MINDLINE Cumbria service via our website and in the course who are experiencing mental health issues.
  - UCSU are reviewing its student support communications strategy and schedule to include key and timely messages, information and support around student health and wellbeing and observing events such as anti-bullying week.

## **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 the annual update for 2017 camps was presented to Safeguarding Steering Group in July 2017.

## **11. PREVENT**

- 11.1. In support of the PREVENT agenda, the Lead Strategic and Operational Safeguarding Officers have continued to work closely with the Regional BIS Coordinator for the North West and also with those in London Tower Hamlets. A new contact has been established for Cumbria, based with Cumbria Constabulary at Penrith.
- 11.2. The November 2016 and July 2017 SSG meetings received updates on the University's response to Prevent including the submission of the first Prevent Annual Report to HEFCE in December 2016.
- 11.3. The University Registrar and Secretary has attended external events for HEIs covering the Prevent Duty.



- 11.4. The Lead Operational Safeguarding/Prevent Officer attended 2 Lancashire Prevent Board meetings during 2015-16.
- 11.5. Prevent Training: at June 30 2017 64 staff have passed the online Prevent Training Module and 105 gave attended face to face training which has been delivered at Lancaster, Fusehill Street, Brampton Road and London campuses.
- 11.6. The University Board has continued to receive briefings on Prevent and have received the Prevent training.
- 11.7. Prevent Casework is captured in the Safeguarding Statistics below
- 11.8. The Prevent Annual report gives specific details of actions taken to demonstrate how the University discharges its duty under the Prevent.

## **12. Other activity completed during 2016-17 to date**

- 12.1. Under 18 protocols are now well established and relevant risk assessments were completed for under 18s entering UoC during 2016-17.
- 12.2. Under 18s constitute a small number within our student body (9 in 2016 -17). The University continues to take a risk based approach when identifying and supporting them, considering such factors as the nature of their programme and its activities, whether they are in University halls, whether they have additional vulnerabilities such as a disability etc.
- 12.3. 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.

## **13. Key action identified for 2017-18**

- Implementation of (then) Deanery Action Plan to address inclusion of Prevent in safeguarding training after audit
- Refresh of Safeguarding Officer Network post UoC review.

## **14. 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.

## **15. Summary of safeguarding incidents August 1 2016 interim to 30 June 2017**

- 15.1. Key trends are outlined below. The tracker relates to incidents logged by the Lead Operational Safeguarding Officer. It does not include bereavements or statistics from the Psychological Wellbeing Team including the Mental Health Manager.
- 15.2. The total number of logged incidents to date is 83 compared to 85 at July 31 2016.
- 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
- 15.5. Safeguarding had 85 cases logged during 2015-16 against the same number 85 at July 31 2017. However, cases are increasingly complex requiring multiple agencies, both internal and external, being involved and 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 our court interventions required.
- 15.6. Cases referred into the University to date have decreased during 2016-17 to 5 to date from 15 in 2015-16. The number of cases requiring ongoing external liaison with the authorities remains steady.
- 15.7. 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 2015-16.
- 15.8. 7 cases were carried into 2016 17 and of those 3 remain to be carried forward into 2017 -18. 11 additional cases remained unresolved at the end of this reporting period and have been carried forward into 2017-18. These are complex cases involving either ongoing internal monitoring or the involvement of outside agencies where it can take many months to reach an outcome.
- 15.9. 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.
- 15.10. 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 the Deanery 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.

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

15.12. Any Human Resources incidences are not reported due to small numbers.

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

July 31 2017

**Appendix 1: Summary of safeguarding casework logged with/by Lead Operational Safeguarding Officer 1 August 2016 to 30 June 2017**

<b>Total SG incidents logged by Lead SG Officer Operational</b>	<b>2016-17</b>	<b>2015-16</b>	<b>2014-15</b>	<b>2013-14</b>	<b>2012-13</b>	<b>2011-12</b>	<b>2010-11</b>	<b>Comments/explanation</b>
<b>Interim June 30 2016</b>	<b>80</b>	<b>85</b>	<b>82</b>	<b>79</b>	<b>47</b>	<b>26</b>	<b>19</b>	It is likely that by the July 31 2016 will reach the same numbers as 2015-16
FE related incidents	0	0	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	79	75	78	75	42	25	12	This is a small increase over 2015-16 but the complexity of the cases has increased.
Incidents relating to former students /members of the public/other	1	5	4	3	5	No data	No Data	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.
Human Resources Incidents relating to UoC staff	N/A	N/A	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.

<b>Further analysis of the HE cases (multiple categories may apply to one case log)</b>	<b>2016-17</b>	<b>2015-16</b>	<b>2014-15</b>	<b>2013-14</b>	<b>2012-13</b>	<b>2011-12</b>	<b>Comments/explanation</b>
Referral into UOC from external agencies	5	15	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	26	26	22	14	5	6	The number of cases requiring ongoing work with external agencies has nearly doubled.

and/or Deanery staff or reported by UoC to externals							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 crisis intervention by Crisis MH teams, Early Intervention in Psychosis teams or A and E	10	6	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. The Mental Health Manager intervenes regularly to intervene with students before actual crisis support is required.
Incidents involved risk to self	15	16	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	8	10	11	12	Not previously recorded	Not previously recorded	There
Incidents involving risk to others	11	8	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	8 (3 cyber bullying)	5 (none cyberbullying)	4	12	Not previously recorded	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 (students or external)	2	1	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 closed from 2015-16 carried into 2016-17 on-going from previous year	2	5	12	3	3	5	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
Cases being carried forward into 2016-17	11	6	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	6	2	Not previously recorded	Not previously recorded		There have been no referrals to the Channel panel. The statistics reflect cases which have required external advice including from Prevent specialists

