



**UNIVERSITY
ACADEMY 92**
MANCHESTER

Safeguarding and Prevent Policy

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1.2

<u>Document type</u>		Strategy
	✓	Policy
		Regulations
		Procedure
		Code of Practice
		Guidance
<u>Area of UA92 business</u>		Academic
		Finance
		Governance and Compliance
		Marketing and Engagement
		Operations
		People
		Registry and Quality
	✓	Student Life
		Student Recruitment and Admissions
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Students		
Employee Engagement Forum		Yes
External		Yes

REVISION HISTORY			
Version	Date	Revision description/Summary of changes	Author
1.1	28 th November 2019	Added - Lumos #HELPINGNOTHELPING	Director of Student Life

1.2	27 th July 2021	Updating job titles and area categories. Addition of 'apprentices' into policy body.	Student Administration Assistant

1. **Purpose**

1.1 University Academy 92 (UA92) is committed to protecting children and vulnerable adults from abuse. This policy has been written to guide UA92 in its statutory and moral obligation to protect children and vulnerable adults from harm, abuse, neglect, exploitation or discrimination and its statutory duty to have due regard to the need to prevent people from being drawn into terrorism.

2. **Scope**

2.1 This policy applies to all UA92 staff, students and apprentices. It also applies to contractors, volunteers and casual workers.

2.2 This policy sets out guidance on appropriate support and action to be taken by UA92 staff, students, apprentices, partners and contractors.

2.3 This policy also covers students and apprentices who are working with children and vulnerable adults, either employed by UA92, or on placement or as part of a research project (whether related to their course or as part of volunteer activity).

2.4 This policy outlines the responsibilities that employees and students and apprentices have in relation to reporting suspected concerns about children and vulnerable adults.

2.5 The Counter-Terrorism and Security Act 2015 places an obligation on the institution "in the exercise of its functions, have due regard to the need to prevent people from being drawn into terrorism." This is known as the "Prevent Duty".

3. **Policy statements**

3.1 **Equality**

3.1.1 Equality, freedom and treating all persons with dignity and respect are fundamental human rights. As such UA92 is committed to making these central in all its work. UA92 is committed to the promotion of equality and will not unlawfully discriminate, or tolerate discrimination on the grounds of age, disability, ethnicity, gender identity, marriage or civil partnership, pregnancy or

maternity, religion or belief, sex and sexual orientation. This policy will operate in accordance with this.

3.2` Overview

- 3.2.1 UA92 acknowledges that all individuals have the right to protection from abuse and a right to be safe in the activities that they participate in whilst on our campus.
- 3.2.2 UA92 recognises its general duty of care to prevent harm arising from its acts or omissions and its obligations under health and safety legislation to ensure that staff, students, apprentices and visitors are not exposed to risks resulting from the way it conducts its undertaking.
- 3.2.3 UA92 recognises that children and vulnerable adults may be particularly at risk of abuse, and this policy outlines a framework for preventing such abuse and a mechanism for reporting and dealing with suspected concerns and allegations.
- 3.2.4 UA92 recognises the need to comply with Prevent duty in order to keep staff, students and apprentices safe from being drawn into terrorism and this forms part of our obligations around safeguarding more broadly.
- 3.2.5 UA92 recognises the harm caused by institutional care for children (such as so-called 'orphanages') in a number of other countries, and the emerging evidence of children being trafficked to and from such institutions, we commit to Ensure that we do not promote or engage in volunteering and/or visits to such institutions for children. We will work to educate our students, apprentices, staff and partners about this organisational stance, and the harms of so-called 'orphanage tourism' and institutional care.

3.3 Definitions

- 3.3.1 The term "children" refers to all those under the age of 18.
- 3.3.2 The term "vulnerable adults" refers to a person 18 or over who is or may be in need of community care services by reason of mental health or other disability, age or illness, and who is or may be unable to take care of themselves; or protect themselves against significant harm or exploitation.
- 3.3.3 UA92 has a legal responsibility to take appropriate safeguarding action in circumstances where there are signs and symptoms of, but not limited to, the following:
 - Child abuse and neglect, including peer-to-peer abuse
 - Child sexual exploitation
 - Abuse of vulnerable adults
 - Female genital mutilation
 - Honour-based violence and forced marriage
 - Modern slavery

- Radicalisation

3.4 Raising Concerns

- 3.4.1 If there is a safeguarding concern as detailed in section 3.3.3 then the concern should be immediately reported to UA92's Designated Safeguarding Officer (DSO), the Director of Student Life, who will take appropriate action. The DSO will also be supported by the designated Deputy DSO (DDSO), the Registrar and Secretary, who should be contacted in the DSO's absence.
- 3.4.2 Concerns about the conduct of members of staff or students with regard to this policy should be taken to the DSO.
- 3.4.3 Any concerns about the DSO should be taken directly to the Principal and CEO.

3.5 Records

- 3.5.1 The Designated Safeguarding Officers will follow Trafford Borough Council's procedure and record the appropriate details on the Safeguarding Referral Form (see Appendix).
- 3.5.2 Accurate records are essential to informing appropriate decision making and actions. Records should follow the guidance below:
- Records should be kept factual. Staff should note that there is a possibility that the information they record could be shared with others or used as evidence in court.
 - The safeguarding file should be kept separate to any other student records. Any handwritten notes/documents should be kept in a locked cabinet.
 - All records of discussions and telephone conversations should be documented.
 - A note is required on the student records system and student support file to indicate that there is a separate confidential file.

3.6 Prevention

- 3.6.1 Where there are any organised activities on campus, UA92 will ensure that a risk assessment is carried out in order to promote the safety of vulnerable groups at risk.
- 3.6.2 Written consent will be obtained from parents/guardians/carers with regards to activities involving children in relation to:
- presence of children on campus without a responsible adult;
 - taking and publishing images of children; and/or
 - the participation of children in research.

3.6.3 UA92 also ensures when recruiting staff and volunteers, where appropriate, a Disclosure and Barring Services (DBS) check at the necessary level is undertaken.

4. **Related documentation.**

- Children's Act 1989;
- Human Rights Act 1998
- Sexual Offences Act 2003
- Safeguarding Vulnerable Groups Act 2006
- Care Act 2014; and Working Together to Safeguard Children 2015.
- Data Protection Act 2018
- The Counter-Terrorism and Security Act 2015
- Student Disciplinary Regulations and Procedure
- Lumos #HELPINGNOTHELPING

5. Appendices

5.1.1 Trafford Borough Council's Children's First Response Team(Formerly MARAT) form can be accessed via the following link:

<https://www.trafforddirectory.co.uk/kb5/trafford/fsd/service.page?id=ZCYE1Cn8vcM&familychannel=2600-4>

5.1.2 Trafford Borough Council's procedure for under 18s and adults can be accessed via the following link:

<https://www.trafforddirectory.co.uk/kb5/trafford/fsd/advice.page?id=xIKB9Y8bCol>

5.1.3 Trafford Borough Council's Children's First Response Team (Formerly MARAT) can be contacted via the following contact details

Telephone: 0161 912 5125 8.30am to 4.30pm

0161 912 2020 Out of Hours

E-mail: firstresponse@trafford.gov.uk