



University of
Salford
MANCHESTER

Summer School Safeguarding Policy

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Marketing Recruitment & External Relations

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Author	Summary of changes	Version	Authorised & Date
CG	Update to lead staff requirements Update to the reporting procedure Updated document links	V1.1	05/07/22
AJ	Initial draft	V1.0	
Policy Management and Responsibilities:			
Owner: John McCarthy	This Policy is issued by the Executive Director, who has the authority to issue and communicate policy on safeguarding and has delegated day to day management and communication of the policy to the Outreach & Widening Participation Team Leader.		
Others with responsibilities (please specify):	All subjects of the Policy will be responsible for engaging with and adhering to this policy.		
Author to complete formal assessment with the following advisory teams:			
Equality Analysis (E&D, HR) Equality impact assessment	1. <i>This is mandatory. Specify date completed and brief outcome. Email the completed EA to Equality@salford.ac.uk</i>		
Legal implications (LPG)	2. <i>Please specify date completed and brief outcome, or N/A</i>		
Information Governance (LPG)	3. <i>Please specify date completed and brief outcome, or N/A</i>		
Student facing procedures (QEO)	4. <i>Please specify date completed and brief outcome, or N/A</i>		
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University of Salford policy pages			
The owner and author are responsible for publicising this policy document.			

1.0 Purpose

The purpose of this document is to specify University Policy for the safeguarding of children whilst participating in residential and non-residential Summer Schools delivered by University of Salford staff.

The aim of this document is to provide clarity over roles and responsibilities related to the safeguarding of children whilst attending University of Salford Summer Schools, as well as clear processes that should be followed should safeguarding issues arise.

The Policy also makes reference to directly relevant University policies and procedures (see Related Documentation). It is a subsidiary to the University's Safeguarding Policy and is intended to provide additional clarity for an area of work that has greater potential for safeguarding concerns and disclosures to arise.

2.0 Scope

2.1 To whom the policy applies

This Policy applies to all members of University staff, associates, students and volunteers who in the course of their duties, whilst on University business during a Summer School, may have contact with children (i.e. individuals under 18 years old). The people to whom this Policy applies are described collectively in the rest of this Policy as members of the University Community.

Education institutions which are partner organisations to the University will have their own safeguarding policy and reporting procedures in place. Members of those institutions are advised to consult with and follow their own organisation's safeguarding policy as the first course of action. The University expects agencies (external to the University) to be familiar with this Safeguarding Policy and to have their own policies regarding the safeguarding of children in place and implemented. Such agencies will include, but not be limited to:

- external event organisers who may run activities for children and adults on University premises;
- providers of accommodation used during Summer Schools;
- contractors/third party agencies carrying out work on behalf of the University.

2.2 Definitions

Child/Children – a person or persons under the age of 18 years.

Summer School – a residential or non-residential event taking place over a number of consecutive days. This policy focusses solely on summer schools taking place on University of Salford campuses, but further revision may be required should off-campus Summer Schools become a priority.

Student ambassador – a current university of Salford student or recent graduate, employed via unitemps to support outreach events, including Summer Schools.

3.0 Policy Statements

3.1 Guiding Principles of Safeguarding for Summer Schools

The University applies the following core principles to safeguarding.

Members of the University Community who have responsibility for delivering or contributing to on-campus Summer Schools, as part of their work or studies, with children, should:

ensure they understand the implications of this Policy (and the institution's **overarching Safeguarding Policy**) **before commencing any planning of Summer Schools** or activities delivered as part of a Summer School and should ensure appropriate risk assessments have been completed (see Related Documentation section). **Obligatory safeguarding training should be organised for all staff and students involved in delivering Summer School activities;** and

be responsible for their own actions and behaviour and avoid any conduct which would lead any reasonable person to question their motivation and intentions.

Members of the University Community should never leave a safeguarding concern unreported. The University will take all safeguarding concerns (including suspicions and allegations of harm, abuse, or exploitation, including radicalisation) seriously and will report concerns promptly. **If there is immediate risk of harm to an individual, the appropriate course of action is to ring the Police on 999.**

3.2 Pre-event processes and requirements

3.2.1 Staff and Student/Employment vetting

All University of Salford staff who support Summer Schools on a residential basis are required to undergo a Disclosure Barring Service (DBS) check. HR is responsible for managing/overseeing employee vetting as specified in the Recruitment Code of Practice.

All student ambassadors who support Summer Schools on a residential basis are required to undergo a Disclosure Barring Service (DBS) check. The Summer School lead member of staff is responsible for student ambassador vetting, recruitment and supervision for Summer Schools.

Additional staff and student ambassadors may be required to help deliver/facilitate non-residential elements of Summer Schools e.g. individual academic taster sessions. These persons do not require a DBS check, as long as they are supervised at all times by a member of staff with a DBS check.

Where contract workers supplied by a third party or partner organisation are involved and where the role requires satisfactory vetting clearance, the University will require that third party to undertake the necessary checks on the contract workers.

To check whether any activity is classed as 'regulated activity' and would therefore require a DBS check please use the flow chart in appendix C.

3.2.2 Risk Assessments

Summer School delivery staff with appropriate training will carry out comprehensive risk assessments covering areas where there is the potential for safeguarding concerns to arise e.g. use of Peel Park Quarter accommodation. Necessary steps to mitigate the risk of safeguarding concerns will be taken as appropriate and should be specified in the risk assessment for each Summer School.

Risk assessments should be shared in a timely manner with all school/college contacts responsible for booking attending children onto Summer Schools. In the event of attendees booking directly with the University rather than through a school or college contact, risk assessments should be sent directly to any named school/college contacts listed within application forms. Students should not be offered a place on the Summer School unless contact details for parents/carers, a teacher and the school safeguarding lead are provided.

3.2.3 Summer School Lead Staff Requirements

A lead member of staff should be designated during the planning of Summer School staffing. This member of staff should be:

- Designated Safeguarding Officer (DSO) trained (Request training through the Deputy Safeguarding Lead report-it@salford.ac.uk)
- Available on-campus for the duration of the Summer School
- Willing to take responsibility for the recording of all safeguarding issues that arise during the Summer School

3.2.4 Safeguarding Training for Supporting Staff

All members of staff responsible for supporting Summer Schools will be required to attend annual safeguarding awareness training, delivered by an accredited external provider, to update their knowledge and maintain high professional standards of working with children. It should usually last at least half a day. Student Ambassadors working on Summer Schools are also required to attend safeguarding awareness training and will not be allowed to work for the event if they are unable to attend. Safeguarding awareness training will also be made available to staff working in areas that support Summer Schools e.g. accommodation staff employed by Campus Living Villages. This training should cover the basic principles of safeguarding, as well as introducing the processes and expectations for staff/ambassadors when safeguarding issues arise, as set out in this Policy.

If staff or ambassadors are unavailable for training delivered by an external provider, a Designated Safeguarding Officer within the University should deliver this training, alongside the Summer School Lead and the Safeguarding Officer for the University.

Lead staff will attend DSO training (as stated above) which is usually a 1-2 day course provided by an external provider and ensures a higher level of training to enable them to carry out their duties

3.3 Reporting Safeguarding Concerns

Should any safeguarding concerns or disclosures arise during the Summer School, the Safeguarding Recording procedures should be followed (see appendix A below). These have been developed in line with the overarching Safeguarding Policy of the University.

All safeguarding concerns, incidents and disclosures, whether they are referred to external agencies or not, should be reported to the Lead member of staff who is DSO trained. If they are not available, they should be reported to another DSO (see Safeguarding Policy for details on reporting a safeguarding concern) They should then be recorded, with the support of the DSO using the online reporting platform, Report and Support. (reportandsupport.salford.ac.uk).

Any staff or student ambassadors who have safeguarding concerns, witnessed an incident or received a disclosure, should record them (there is information on how to record a concern in the appendices). It is important to emphasise that safeguarding concerns should not be investigated, only noted and reported according to the procedures.

Summer School Lead Staff should always be informed and are responsible for any further action taken, including referral to local authority Multi Agency Service Hubs (M.A.S.H).

3.4 Referral to External Agencies

All safeguarding incidents and concerns should be discussed with the Summer School Lead, who is a Designated Safeguarding Officer, who will determine whether a referral to an external agency is required.

The DSO may wish to consult the Deputy Designated Safeguarding Lead before making the decision around referral and should do so in all serious but non-urgent safeguarding concerns. The Deputy Designated Safeguarding Lead can be contacted by emailing report-it@salford.ac.uk. In the event the Deputy is not available, they can contact the Designated Safeguarding Lead (see Safeguarding Policy).

The DSO should involve the Deputy Designated Safeguarding Lead for the University in any safeguarding concerns involving terrorism and concerns involving terrorism or radicalisation, or where we are made aware that a student may be engaged with Channel due to such concerns.

3.5 During Event

The Summer School Lead should include safeguarding in the event induction for attendees. This should include notifying attendees of any risks, setting ground rules and expectations and explaining what will happen if those ground rules are not obeyed. Students should also be made aware of the process for raising a safety or safeguarding concern with a member of staff.

3.6 Post Event

Summer School Lead Staff should follow up any concerns or disclosures following the end of the Summer School with the following parties.

3.6.1 Attendees

Where there has been a safeguarding concern, incident or disclosure around an attendee, the Summer School Lead should contact the safeguarding lead at the school or college which the young person attends in order to inform them of the nature of the concern. This will allow the school/college to monitor the young person's wellbeing once the Summer School has finished. In the event of referral to an external agency, such as social services, by the Summer School

Lead, the Summer School Lead should follow up within a week to ensure that the referral has been actioned.

3.6.2 Student Ambassadors

Where a safeguarding concern, incident or disclosure has been relayed to staff by a student ambassador, the Summer School Lead should ensure that the ambassador feels able to continue working at the event. Signposting to further support services, such as Counselling & Wellbeing, should be made and the Summer School Lead should check on the ambassador's wellbeing within a week of the end of the Summer School.

3.6.3 Staff

The Summer School Lead should follow up with all staff involved in any safeguarding concern, incident or disclosure. Signposting to further support services, such as Counselling & Wellbeing should be made and the Summer School Lead should check on the member of staff's wellbeing within a week of the end of the Summer School.

3.7 Records

Records of all safeguarding concerns, incidents or disclosures should be kept in hard copy format by the Summer School Lead. Such records should be included on the electronic report made through report and support, as this information may provide important evidence of what has taken place and any action taken since the incident. Once information has been uploaded to the report, hard copies should be destroyed carefully in line with GDPR.

3.8 Review / Debrief

Following any safeguarding concerns, incidents or disclosures, the Summer School Lead should, in conjunction with their line manager and the Deputy Designated Safeguarding Lead for the University, review the situation to determine whether any adjustments should be made for future Summer Schools to help mitigate further safeguarding issues. Reviews should take place in a timely manner as soon as is practicably possible following the Summer School.

4.0 What happens when the policy is not followed

Student ambassadors who do not follow this policy will be asked to leave the Summer School, at the discretion of the Summer School Lead. On their judgement, this may instead translate into a 'one strike' action for the student ambassador. In this case additional safeguarding training should be implemented before the ambassador undertakes any further work with young people.

Staff members who do not follow this policy should be invited to a review meeting with the Summer School Lead and their line manager, to examine the circumstances of any particular safeguarding issue and discuss the correct course of action. Further safeguarding training should then be scheduled before working again with young people.

The above is in addition to all points set out in section 4.0 of the University's overarching Safeguarding Policy, which sets out the serious treatment of failure to report a safeguarding concern.

5.0 Related Documentation

A. Documents available via the [HR document library](#) :

- Personal relationships Policy
- Disciplinary Policy

B. Documents Available via the [Health and Safety document library](#):

- Health and Safety Policy
- Limitations on Bringing Children onto University Premises Policy
- Risk Assessment Code of Practice
- First Aid Policy

C. Documents Available via the [Safeguarding Hub](#) :

- Admission of Students Under 18 policy
- Report and Support
- Prevent

D. University advice pages

[Safeguarding](#)

[AskUs \(including student wellbeing and counselling\)](#)

Employee Assistance Programme

The Employee Assistance Programme is the University external provider and offers a 24-hour telephone service which is free, confidential and independent offering advice, guidance and structured counselling (telephone or face-to-face). Colleagues can contact the service directly by contacting: [Carefirst Lifestyle](#) (Username: salford and Password: university)

Telephone Counselling & Information Line: +44 (0)808 168 2143

E. Salford Social Services Child Safeguarding Pages

Salford City Council and their partners have a multi agency hub called the Bridge Partnership that screen all contacts concerning the welfare or safety of a child to children's services. **Under no circumstances should you begin an investigation into the safeguarding issue yourself.** Please note facts using Report and Support and refer to the safeguarding recording procedures (appendix A). **Please note that only a Designated Safeguarding Officer should make a referral, unless in an emergency situation.**

The Bridge can be contacted via +44 (0)161 603 4500 between 08:00 and 16:30. If you need to speak to somebody about your referral of concern outside these hours, please call the Emergency Duty Team on +44 (0)161 794 8888.

An online referral for The Bridge is available via the [Salford City Council website](#)

Safeguarding referrals need to be made to the equivalent service within the local authority for the attendee's home address, so if the child lives outside of Salford you will need to find out the equivalent service.

6.0 Appendices

Appendix A: Safeguarding Recording Procedures

Appendix B: Checklist for Staff Making a Written Statement

Appendix C: DBS Flowchart to Determine 'Regulated Activity'

Appendix A: Safeguarding Recording procedures

Principles

- All safeguarding concerns, incidents and disclosures should be recorded, regardless of whether they are then referred on to external agencies.
- Any staff or student ambassadors who have safeguarding concerns, witnessed an incident or received a disclosure, can record them.
- The lead member of staff for the event should always be informed and are responsible for any further action taken.

Procedures

Where a member of staff or student ambassador has a safeguarding concern, has witnessed an incident that gives them cause for concern in respect to safeguarding, or receives a disclosure, they should as soon as is practicably possible inform the lead member of staff for the event.

A. Immediate Risk of Harm

If there is an immediate risk or harm to an attendee, a student ambassador or member of staff, anyone who has undertaken safeguarding training should act to **try and mitigate this risk, which can include calling emergency services and university security teams**. This can take place before the lead member of staff for the event is informed only if there is an immediate risk of harm to anyone. **Dial 999 and notify security via +44 (0)161 295 3333**

B. Disclosures to Student Ambassadors or members of staff

Where attendees make safeguarding disclosures, staff or ambassadors should as soon as practicably possible pass on this information to the lead member of staff for the event.

Once informed, the lead member of staff for the event who is DSO trained should report the concern through Report and Support as soon as is practicably possible. Attention should be paid to the **Checklist for staff making a written statement**, which is included with the proforma and as an appendix to the Safeguarding Policy.

DSOs can make a decision on whether referral to an external agency is advised. At this point, staff should refer to the University's Safeguarding Policy and follow the procedures for reporting to an external agency.

C. Witnessing an incident

If a student ambassador or member of staff witnesses an incident which gives them cause for concern in regards to safeguarding, they should follow the above procedures in relation to immediate risk of harm first, then in relation to disclosures.

Action following a safeguarding concern, incident or disclosure

The lead member of staff for the event should decide whether any adjustments need to be made to the event if it is still ongoing. This can include removal of attendees, student ambassadors or members of staff in order to mitigate safeguarding risks. Where attendees are

removed from events, emergency contacts should be informed and appropriate arrangements made for them to be collected. Safeguarding Leads within schools and colleges should also then be contacted to discuss the nature of the safeguarding report and any action taken, so that this can be followed up by the school/college.

Where members of staff have been asked to leave the event, follow up conversations should take place with line managers of the concerned staff as soon as is practicably possible.

Other reasonable adjustments can be made at the discretion of the lead member of staff for the event, such as moving attendees into different groups, reassigning ambassadors or staff to work with different groups of attendees or making adjustments to the activities to mitigate further harm or distress.

Sometimes no action may need to be taken, but all safeguarding concerns, incidents and disclosures should be recorded, regardless of whether they are then referred on to external agencies. These records should be passed on to DSOs and hard copies should be kept in locked facilities, as per the University's Safeguarding policy.

Safeguarding is the **responsibility of all members of staff**. Staff should review the Summer School safeguarding policy to ensure that all actions taken are compliant and sufficiently recorded.

Appendix B: Checklist for staff making a written statement

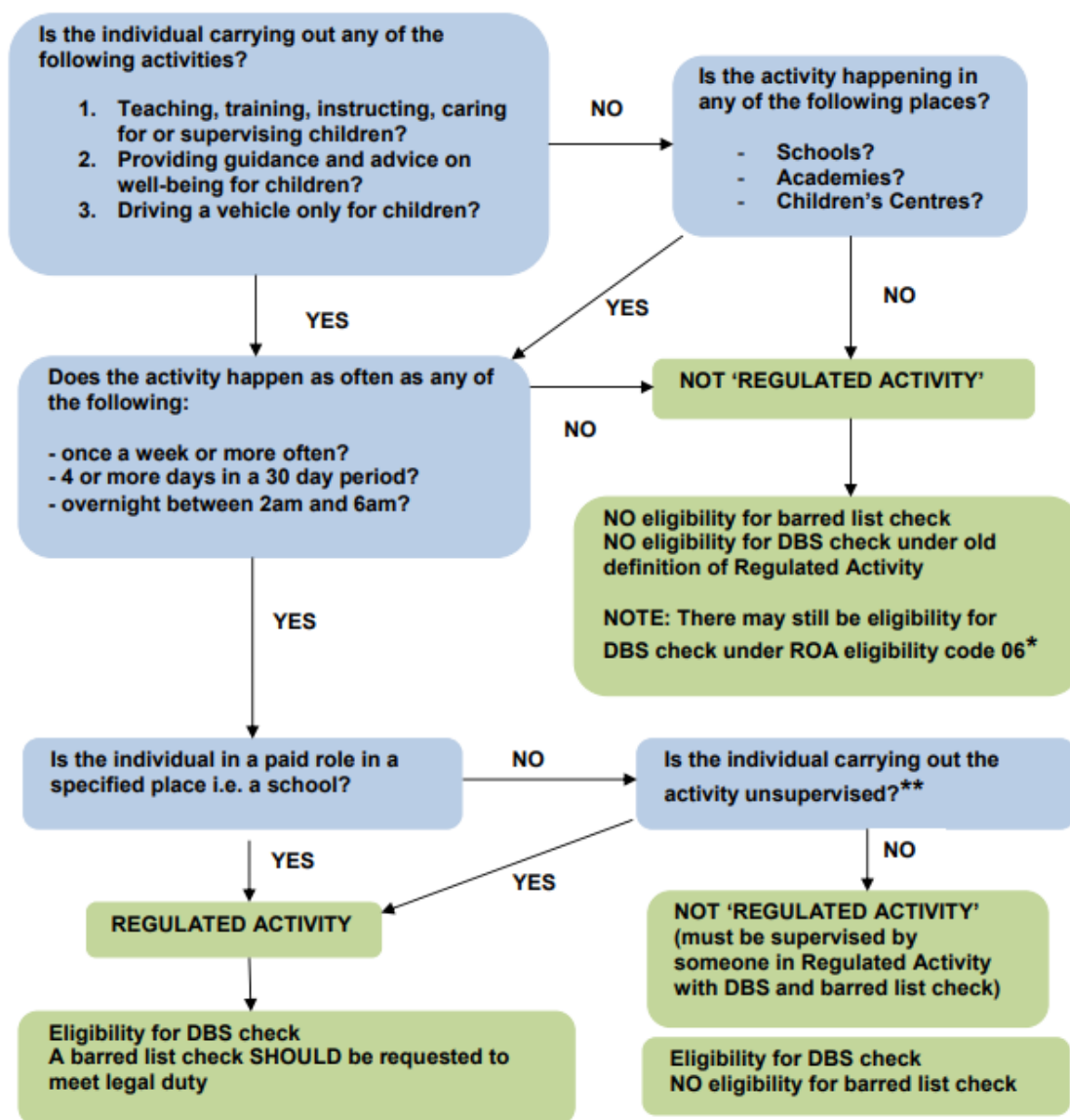
As part of a Safeguarding Referral to Social Services or the Police you (and / or the Designated Safeguarding Officer) may be required to make a statement about what happened. A written statement is intended to inform other people about what exactly happened that might have harmed the child or adult at risk. This checklist is intended to help you to make a statement (written record) covering the main issues.

1. A statement should be written in black ink as it photocopies better (or typed and printed). Include your name and date you wrote the statement.
2. Use paper with the University logo and do not use your home address, telephone number etc.
3. Use handwriting where possible and make the statement as soon after the event as possible.
4. Write in the first person 'I saw.....'
5. Number the pages if more than one i.e. 1 of 3; 2 of 3; 3 of 3 etc.
6. A statement should not express opinions, especially about matters outside your expertise. Keep to the facts.
7. Head the statement with a reference to the nature of the incident or situation, the date of the incident and the vulnerable adults name and date of birth.
8. Clearly state your name, designation, place of work, your duties and responsibilities.
9. Give accurate details of time, date and place of the incident.
10. Give accurate details of where the incident occurred – you might need a sketch plan i.e. the address, the room, the layout of the room etc.
11. Set out the sequence of events in a time ordered way, saying only what your involvement was.
12. State clearly what you saw happen. If this was reported to you say so and record what was told to you.
13. Where a conversation took place record what was said, by whom, and what questions were asked, as far as you can remember.
14. If you cannot be sure about a certain aspect of the incident then say so.
15. If you acted with someone else state 'and I agreed that I should do this with....' (Give their name, designation etc.)
16. If other documents (e.g. user records, accident report forms, day books etc.) are relevant, refer to them in your statement.
17. When referring to any person identify them by their full name and designation (job) as they may be easily identified if they need to be contacted.
18. Make a statement about what effect you think the incident had on the victim – were they harmed in any way. Say what you base this judgement on.
19. Make a statement of any background information you think may help others understand what had occurred – the victim had behaviour that could be challenging; you were the only member of staff on duty; how the service usually runs, etc.
20. Say who you contacted at the time, your line manager, CQC, Social Worker etc.
21. Where alterations are made date and sign the changes you made – put a single line through the part you want to alter, do not cover the original text with white covering such as Tipp-Ex.
22. Always give the time and date when you wrote the statement and sign it.

Remember that any hard copy information you use or refer to, should be locked in a cupboard as it is very sensitive information. Alternatively the information should be scanned ('Scan to You' via University Multi-Function Printers), and save the information to your F drive (accessible only to you - using your username and password)

Appendix C: Flow Chart to determine 'Regulated Activity'

Flow chart to determine if an individual is in 'Regulated Activity':



* Rehabilitation of Offenders Act eligibility code 06 'Any position which otherwise involves regularly caring for, training, supervising or being solely in charge of children' is still available for sport to use. The word 'regularly' in this eligibility code is not linked to the requirements in the definition of 'Regulated Activity' – it is open to define by the organisation. It is suggested annually is not enough but an argument could be made for eligibility if an individual does an activity 8 times over the summer period or once a month for example. Appendix B lists all eligibility codes.

** To answer 'No' to this question the individual carrying out the activity must be supervised by an individual who is in 'Regulated Activity' themselves.