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## 1. INTRODUCTION

All those who come into contact with children and families in their everyday work, including those that do not have a specific role in relation to safeguarding children, have a duty to safeguard and promote the welfare of children.

Everyone working with children should be familiar with and follow the University's procedures for promoting and safeguarding the welfare of children in their area, and know who to contact to express concerns about a child's welfare.

Members of staff should remember that an allegation/suspicion of child abuse or neglect may lead to a criminal investigation, so should not do anything that may jeopardise a police investigation.

This document has been produced by the Student Recruitment Team to provide guidance for University staff organising recruitment events on campus involving children under the age of 18, and sets out procedures to follow in line with current legislation. For the purposes of this document, a member of the University may be a member of staff or a student of the University employed at an event.

## 2. CONTEXT

The Child Protection Policy has been written to ensure the safety of children and staff involved in events on campus involving children under the age of 18. The Policy and associated procedures aim to:

- ensure the protection of children under the age of 18 who attend recruitment events on campus
- ensure that staff do not put themselves in a situation where allegations could be made against them
- sets out the procedures to follow where an incident or suspicion of abuse is report/suspected.

As such, it is vital that all staff involved in running activities should read and understand the documents. They are designed to protect those that are in a position of trust and those for whom they have responsibility.

The documents have been written with advice from the Disclosure and Barring Service (DBS) and the Senior Education Welfare Officer in Newcastle City Council. In addition, the Department of Health guidelines 'Working together to safeguard children', the National Society of Prevention of Cruelty to Children (NSPCC) 'Stopcheck: a step by step guide for organisations to safeguard children' and 'Safeguarding Children: Guidance for English Higher Education Institutions' have been consulted.

## 3. PRINCIPLES

The following general principles are those upon which University policies and procedures are based and which all staff should acknowledge and adhere to:

- 3.1. The safety and welfare of children is paramount and it is the responsibility of all members of the University to help to prevent abuse and to act on any concerns as a priority
- 3.2. The term "abuse" can take many forms: physical, emotional or bullying, sexual or neglect, and could be racist, homophobic or related to gender
- 3.3. All suspicions or allegations of abuse or inappropriate behaviour will be taken seriously by Newcastle University and responded to appropriately
- 3.4. Newcastle University has a number of Designated Safeguarding Leads in respect of its work with schools and colleges. These staff undertake child protection training on a regular basis.
- 3.5. The University's recruitment and selection process for appropriate staff will take all reasonable steps to ensure that unsuitable people are prevented from working with children, and each appointment is conditional pending enhanced disclosure from the Disclosure and Barring Service.

## **4. CODE OF BEHAVIOUR AND GOOD PRACTICE FOR ALL STAFF**

Child protection issues are to be regarded as a priority and staff are reminded that it is the welfare of the child which is of primary concern. It is best practice to have annual in-house training on Child Protection for those working regularly with children, and regular training from an external provider, such as the NSPCC.

Child protection over-rides confidentiality, relationships with the family and agency hierarchy and objectives. Staff should not collude with a parent or child to keep concerns secret in areas of child protection

- 4.1. It is important to recognise issues of confidentiality. Staff should explain to a child that only people who need to know, in order to help, will be informed of the allegation – this is known as 'extended confidentiality'. It is important that staff reassure the child that any disclosures or allegations will be taken seriously
- 4.2. If staff, in the course of their work at the University, have a child protection issue brought to their notice, observe an instance of abuse (or potential harm) themselves, or have cause for concern, they must treat this as a priority over other work and address the issue immediately
- 4.3. All members of the University have a duty to raise concerns, without prejudice to their own position, about behaviour by staff, managers, volunteers, students or others, which may be harmful to those in their care. The University will support those staff and students who, in good faith and without malicious intent, report suspicions of abuse or concerns about colleagues and their actions
- 4.4. If staff have any reason to suspect, or are party to a specific allegation, they should listen and ask only the minimum of questions as sensitively as is possible in order to establish and clarify details. Do not ask any questions that suggest particular answers - see Section 7 for further details on how to deal with a disclosure.
- 4.5. If staff wish to seek guidance with regard to a specific incident or area of concern, advice can be sought from the Designated Safeguarding Leads (DSL) – see Section 15.3
- 4.6. Staff should recognise that it is their duty to inform but not to investigate, this is the role of the Police and the appropriate Social Care Team
- 4.7. It is recognised that staff may need support after receiving a disclosure from a child and the University will endeavour to provide such support as is required.

## **5. FORMS AND INDICATORS OF ABUSE**

- 5.1. The NSPCC categorises the forms of abuse into the following four areas; physical, emotional, sexual and neglect. See Appendix 1.

## **6. RECOGNITION OF ABUSE**

- 6.1. It is not the place of Newcastle University employees to make a judgment about whether abuse has occurred. This is the remit of the appropriate Social Care Team. Each employee must be aware of the various types of abuse and also the different cultural contexts of behaviour. It is important to recognise that this policy and all subsequent guidance are based within UK culture and practice and English law.

## **7. WHAT TO DO IF ABUSE IS ALLEGED/REPORTED OR SUSPECTED**

- 7.1. Staff are required to report any incident of abuse or cause for concern which arises in the course of their work with children. This must be done immediately to a DSL who will take appropriate action (see Appendix 2 for decision-making flowchart). The following list gives examples of incidents which are required to be reported, but is not exhaustive. If:
  - a child is accidentally hurt
  - there is concern that a relationship is developing which may be an abuse of trust

- a member of staff is worried that a child is becoming attracted to them or a colleague; or a colleague is becoming attracted to someone in his/her care
- a child displays inappropriate sexually explicit behaviour or sexual awareness
- a member of staff believes a child has misinterpreted or misunderstood something that has happened or something that a colleague has done
- a member of staff notices any suspicious marks on a child or receive a report/hear of an allegation of abuse from a child regarding events outside Newcastle University
- a member of staff, or a colleague, has had to use reasonable physical restraint to prevent a child harming themselves, or another, or from causing significant damage to property
- an allegation or suspicion of abuse is made.

**NB:** If there is an immediate risk of significant harm and emergency medical treatment is required, this must be arranged following normal health and safety procedures

**7.2.** React in a calm and considered way, but show concern

**7.3.** If a child reports abuse directly, tell them that it is right for them to share this information and they are not responsible for what has happened

**7.4.** Take what the child has said seriously, and allow the child to continue at his/her own pace, without interrupting

**7.5.** Do not give assurances of confidentiality but explain that the information will need to be passed on to those that need to know – this is known as ‘extended confidentiality’. Tell the child what will happen next and offer re-assurance that the issue will be taken seriously

**7.6.** Keep questions to an absolute minimum, if at all - focus more on actively listening to what is being said so you can make a detailed and accurate written report afterwards. Do not ask any questions that suggest particular answers and allow the child to freely recall significant events. See Appendix 3 for further guidance on how to show a child you are listening.

**7.7.** Do not push the child to tell you more than they wish and do not react strongly to what they are saying

**7.8.** Make a comprehensive record of what is said and done as soon as possible, and before leaving work. You should transfer all notes to the Incident Report Form (Appendix 4) as soon as possible. Keep all original notes as they may be needed as evidence, and attach to the completed Incident Report Form for safe-keeping. Pass all notes to the DSL straight away.

#### **7.8.1. Making notes/records**

The record should be:

- Legible
- Clear and Concise
- Free from jargon and abbreviations
- Precise – explain exactly what ‘timing’ words mean, just as ‘*always*’, ‘*frequently*’, ‘*never*’
- Separates fact from opinion
- Signed, dated and timed by all those contributing to the record

The record should include the following:

- A verbatim record of the child’s account of what occurred, in their own words, and should not include the assumptions or opinions of others.
- Evidence – what did you see/hear? Who said what/when/how?
- It should be noted that this record could be used later in a criminal trial and therefore needs to be as accurate as possible
- A description of any visible injury, which should be transferred to the ‘body map’ image included in the Incident Report Form (Appendix 4) NB: Children should *not* be examined by a member of the University and they should *not* be asked to show you any ‘hidden’ injury or marks

- Dates, time and places of the alleged incident, and of the conversation, and anyone else who was present
- Decisions reached with worker and DSL and next steps

Designated Safeguarding Leads should also consider the following when making notes:

- What is the exact nature of the concern and which ‘category’ of abuse does it suggest (see Appendix 5 for further details)
- State your professional opinion *if* supported by evidence

**7.9.** Designated Safeguarding Leads are responsible for making the decision about whether a referral should be made – Appendix 6 provides further information for DSL to consider before making a referral. In *all* cases, whether a referral is made or not, all notes and records and decisions should be recorded as outlined above, and stored as outlined in Section 12.

## **8. PROCEDURE FOR DEALING WITH ALLEGATIONS OR SUSPICIONS OF ABUSE AGAINST A MEMBER OF THE UNIVERSITY AT WORK (INCLUDING WHISTLE BLOWING)**

**8.1.** If a member of staff is concerned about the welfare of a child, and may be concerned that the child is being abused by a member of the University, the member of staff is required to report their concerns to one of the DSL as outlined in Section 7. This procedure should be followed in respect of all cases in which it is alleged that a person who works with children has:

- behaved in a way that has harmed a child, or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

**8.2.** The DSL who received a report of an allegation must immediately inform the relevant HR Manager of the allegation and give guidance on the action that needs to be taken.

If the allegation is related to a DSL, another DSL should handle the allegation and inform the relevant HR Manager.

**8.3.** The DSL should consult with the appropriate Social Care Team and the Local Authority Designated Officer (LADO) as part of the initial consideration to establish whether the allegation warrants further investigation, and within one working day when an allegation is made against staff and only if it meets any of the criteria set out in Section 8.1. The University will take no immediate direct action about any allegation without the advice and agreement of appropriate external investigating agencies, except where such action is necessary to protect a child (e.g. the immediate removal from duties). The DSL will complete an Incident/Disclosure Report Form and attach all related notes (see Section 7.8).

DSL: please refer to ‘Working Together to Safeguard Children – March 2015’, for more information on allegations against staff.

**8.4.** The relevant HR Manager should meet with the employee accused to inform him/her that an allegation has been made, and to explain the course of action that will be taken, as soon as possible after consulting the LADO. They should *not* be given any details of what the allegation is, or who has made the allegation. Where a strategy discussion is needed, or it is clear the Police or Social Care Team may need to be involved, that should not be done until those agencies have been consulted and have agreed what information can be disclosed to the person. It should be made clear to the employee that any initial meeting is not an investigatory meeting or disciplinary hearing, and if they are a member of a union or professional association, s/he should be advised to seek support from that organisation. The employee that is the subject of any allegations should be kept informed of the progress of the case.

**8.5.** The University has a duty of care to their employees and should ensure that they provide effective support for anyone facing an allegation and provide the employee with a named contact if they are suspended. Suspension should be carefully considered and is not automatic. The DSL who ‘instigated’ the investigation should *not* be in contact with the member of staff throughout the process. It is essential that any allegation is dealt with very quickly, in a fair and

consistent way that provides effective protection for the child and at the same time, supports the person who is the subject of the allegation.

- 8.6. Parents or carers of a child or children involved should be told about any allegation made against a member of staff as soon as possible, in most circumstances, if they do not already know of it. The DSL should discuss how and by whom they should be informed with the Local Authority Designated Officer (LADO) and confirm that letting the parents know is appropriate. However, in circumstances where a child has been injured while in the organisation's care and medical treatment has been required, the parents or carers should be informed straight away by the DSL. Parents or carers should also be kept informed about the progress of the case, and told of any outcomes, including the outcome of any disciplinary process.
- 8.7. Every effort should be made to maintain confidentiality whilst an allegation is being investigated/considered. Therefore the Line Manager of the member of staff which the allegation is made against will be notified only when necessary by the relevant HR Manager. However, when an allegation is made against a member of staff currently working on an event, or due to work on an event with children under 18, this member of staff must be removed from these duties immediately and given an alternative role, until the matter has been resolved. Parents and carers should also be made aware of the requirement to maintain confidentiality whilst investigations are ongoing.
- 8.8. All allegations should be investigated/considered even if the member of staff the allegation is against tenders his or her resignation. Similarly 'compromise agreements' by which a person agrees to resign, the University agrees not to pursue disciplinary action, and both parties agree a form of words to be used in any future reference, must not be used in these cases.
- 8.9. If an allegation is substantiated and on conclusion of the case the University dismisses the person, the University should consult the Local Authority Designated Officer about whether a referral to the Independent Safeguarding Authority and/or to a professional or regulatory body is required. If a referral is appropriate the report should be made within one month. A referral must always be made if the University thinks that the individual has harmed a child or poses a risk of harm to children.

## **9. PROCEDURE FOR DEALING WITH CONCERNS OF POSSIBLE ABUSE IDENTIFIED AS TAKING PLACE OUTSIDE THE UNIVERSITY**

- 9.1. If a member of staff is concerned about the welfare of a child, and may be concerned that the child is being abused by someone unconnected with the University, or by a member of the University in their private capacity, the member of staff is required to report their concerns to one of the DSL as outlined in Section 7. The DSL will follow the procedure as outlined in Section 8.3.

## **10. PROCEDURE FOR DEALING WITH ALLEGATIONS OF ABUSE ABOUT A MEMBER OF STAFF FROM AN EXTERNAL ORGANISATION**

- 10.1. If an allegation of abuse is made about an employee from an external organisation, or a member of staff is concerned that abuse may have occurred/be occurring, the member of staff is required to inform a DSL as outlined in Section 7. The DSL will report the allegation to the external organisation and will notify Senior Management at the University of their action. The University expects the organisation to follow its own child protection policy and will require confirmation that appropriate action has been taken. Where the organisation does not have a suitable child protection policy/procedure, the DSL should follow the procedure as outlined in Section 8.3. Appropriate support should be offered to the child and liaison with their parents as appropriate.
- 10.2. In addition, the DSL, in consultation with Senior Management, will consider whether it is permissible to allow the organisation to visit/work on campus during the investigation period and beyond.
- 10.3. Where University facilities are hired by external organisations, and the University has no control over the conduct of individuals, the University is not liable for their actions. All external

organisations requesting the use of University facilities for activities with children should be asked to sign a declaration. This will confirm that the organisation has obtained the appropriate checks on their staff and volunteers and have a child protection policy in place.

## **11. PROCEDURE FOR DEALING WITH ALLEGATIONS OR SUSPICIONS OF ABUSE BY ANOTHER CHILD**

- 11.1.** If an allegation of abuse is made about another child, or a member of staff is concerned that abuse may have occurred/be occurring, the member of staff is required to inform a DSL as outlined in Section 7. The DSL will follow the procedure as outlined in Section 8.3.

## **12. RECORD KEEPING AND DATA PROTECTION**

### **12.1. DBS Enhanced Disclosures**

- 12.1.1.** Records of all staff, indicating all appropriate checks, should be retained in a secure place. Records are kept electronically within the DBS system and can only be accessed by a restricted login. The University no longer receives a copy of the DBS Certificate for individuals
- 12.1.2.** The University will not accept a DBS Certificate from another employer/voluntary organisation, even if individuals have signed up to the DBS Update Service to allow status checks to be made.
- 12.1.3.** Where an appointment is made following information received from the DBS and discussion with the individual concerned, a record must be kept of the decision to appoint and why, but not refer directly to the disclosure. Sight of the Certificate must be sought from the individual during any discussion in order to see the details of the disclosure.

### **12.2. Child Protection Disclosures**

- 12.2.1.** Any information regarding Child Protection issues will be stored in a secure place – electronically and hard copies. Access will be limited to the DSL and the nominated HR Manager.
- 12.2.2.** Information relating to any disclosures will be passed to the appropriate Social Care Team, the DBS Barring Service, the Police Authority or other relevant agency only. Concerns relating to child protection which have not been referred to an external body will be retained in a secure location by the DSL for a period of one year.

## **13. MONITORING AND EVALUATION**

- 13.1.** All policies and procedures will be reviewed annually, in accordance with the latest guidelines and in consultation with the NSPCC.
- 13.2.** All DSL will undergo externally-provided training every 3-4 years and make the necessary changes to all policies and procedures as a result.

## **14. GUIDANCE FOR EVENT ORGANISERS**

### **14.1. BEFORE THE EVENT**

#### **14.1.1. Named contact for child safeguarding issues**

A named contact should be identified to take responsibility for dealing with any Child Protection issues that arise during a particular event. In the case of Student Recruitment organised recruitment events (including Faculty-organised events), the contacts are listed in Section 15.

For all other events, the named contact would normally be the individual responsible for organising and running the event. It is the responsibility of the named contact to understand and implement the procedures and recommendations set out in this document.

#### **14.1.2. Health, safety and risk assessment**

A Risk Assessment document must be completed prior to each event on campus. This should set out potential hazards and the measures taken to ensure the safety of participants, and is available from the Student Recruitment Team. The event organiser is responsible for ensuring that all items in the document have been considered and acted upon as appropriate. Staff must note that all activities including children must have more than one adult/staff member present, residential events should be staffed on a 1:10 ratio.

#### **14.1.3. DBS checking of staff/student helpers**

Disclosure and Barring Service (DBS) checks are designed primarily for people entering a new position of employment that will involve “substantial unsupervised access” to the under 18s or “vulnerable adults”. It is clearly appropriate in some cases for this to occur (for example, for Student Recruitment staff) but it is impractical to suggest that all members of University staff should be checked. Detailed guidelines on DBS checking are given at [www.gov.uk/dbs-update-service](http://www.gov.uk/dbs-update-service).

In the case of all recruitment events, all Student Recruitment staff with substantial unsupervised access to children must be in receipt of DBS enhanced disclosure. For residential events, this must also include all student representatives. Academic colleagues do not need to go through this process, unless they will be in one-to-one contact with any child. General advice for University staff working with children under the age of 18 can be found in our Code of Practice for Academic Staff. This advice, together with information provided in this Policy, should offer protection for staff in the case of an allegation against an individual.

#### **14.1.4. Recruitment and selection of student representatives to work at residential events**

The following issues must be considered when recruiting student representatives for residential events:

- Define the role: for example, provide a written job description. Include that the role involves working with children under the age of 18
- Selection criteria: develop a person specification that includes a list of essential and desirable qualifications, skills and experience, and shortlist against this criteria
- Written applications: ask candidates to include personal details, past and current work/volunteering experience, including two referees, one of which should have known the candidate for five years or more
- Written declaration: request that candidates sign a statement prior to employment to self-certify that they have no past convictions, cautions or bind-overs and no pending cases that may affect their suitability to work with children
- Identification: ask for photographic evidence to confirm identity (passport or current driving licence)
- Assessment Centre: representatives from the organisation should meet with applicants in small groups to explore their attitudes towards working with children and look for appropriate responses to example scenarios (taken from real situations in previous summer schools).

#### **14.1.5. Staff training and information**

Designated Safeguarding Leads must ensure that members of staff and student representatives who come into contact with children at an event:

- are aware of the possibilities of abuse
- are familiar with the Child Protection Policy
- will receive annual training on all issues included in the Policy

All academic staff involved in running events at the University will be given access to the Code of Practice for Academic Staff and a copy of the Child Protection Policy prior to the start of the event.

#### **14.1.6. Information for parents and carers**

Parents/carers of children attending events at the University must be given access to the following documents prior to the event:

- Child Protection Statement
- Risk Assessment
- Child Protection Policy (upon request).

#### **14.1.7. Guidance on technology safety**

Where an event involves children's use of technology, (such as the internet), guidance should be given to children by event leaders or staff overseeing the session. Any risks associated with the use of technology must be clearly identified in the Risk Assessment document for the event, which must also detail measures taken to ensure the safety of children. Organisers wishing to take photographs or video footage at an event which involves children under 18 years, must first seek consent from the child's parent or carer. It is also good practice to ensure the information for parents, children and schools includes a statement clarifying that the University is not responsible for any photography/filming taken on individual mobile phones or digital cameras.

#### **14.1.8. Information about each child**

Full information should be gathered and recorded about the child at first point of contact, including name, address, gender, date of birth, name and contact details of parent/carer for consent purposes and any individual requirements pertaining to the event. For residential events, this will also include emergency contact details and detailed health and allergy information. A code of conduct, detailing all rules and regulations, must be signed by all children attending a residential event.

#### **14.1.9. Focus groups and evaluation**

If you are planning focus groups with participants, or are planning to gather evaluation which includes quotes you would like to accredit to individuals, it is best practise to gain parental consent for this.

#### **14.1.10. DBS reference numbers**

If you are attending a recruitment event or delivering a presentation in a school or college, you may be asked to provide your enhanced DBS disclosure reference number. All staff and Student Ambassadors should make a note of their reference number, and date of issue, prior to attending such an event. Under no circumstances are staff in schools and colleges entitled to see a copy of an individual's DBS form; they should be informed of the University's practice for safe selection and recruitment and be assured that these meet Child Protection requirements. Any further queries from the school should be passed to a Designated Safeguarding Lead (see Section 15).

### **14.2. DURING THE EVENT**

#### **14.2.1. Guidelines for staff**

In order that behaviour is not misinterpreted, staff should always work to the following guidelines:

- Conduct all conversations with children in a public place
- Avoid one-to-one situations with children at all times
- Avoid all physical contact with children unless restraint is necessary (If physical restraint is required for a child's own safety then the minimum force should be used for as short a time as possible. An Incident Report Form should be completed and the names of any witnesses recorded).
- Any behaviour that causes concern should be reported to a DSL as soon as possible.

#### **14.2.2. Health and Safety, and administering first aid**

All health and safety information, including emergency contact details, detailed health and allergy information and details of individual requirements, should be held by appropriate staff at all events, and easily accessible by all relevant staff and student helpers.

If first aid is required this should be done by a trained first aider. If physical contact is necessary, steps should be taken to ensure that another person is present. However, health and safety and the need for medical treatment must be a priority

In the event of any accident, even if first aid is not required, an Accident Report Form (available online from the Health and Safety Office [https://newcastle.sharepoint.com/hub/orghas/Pages/safety\\_reporting.aspx](https://newcastle.sharepoint.com/hub/orghas/Pages/safety_reporting.aspx)) should be completed and the names of any witnesses recorded.

#### **14.2.3. Student helpers**

At the start of every recruitment event involving the use of student helpers, identification should always be verified by the event organiser using Smart Cards, or another form of photographic identification. This is to ensure that those in attendance are those that were expected and as such, have appropriate DBS disclosure.

#### **14.2.4. Bullying or bad/difficult behaviour**

The University will not tolerate bullying and/or discrimination of any sort. This message should be made clear prior to and/or during the Induction session of the event. Children should be given the name of an individual that they can go to if they have any concerns relating to bullying.

#### **14.2.5. University Accommodation**

Event organisers should ensure:

- In Halls of Residence, a staff: child ratio of one responsible adult to every 10 children must be established
- A Security member of staff should be on duty at all times in Halls of Residence.
- Floors/flats must be single-gender occupancy. In the case of transgender and non-binary students, they are to be asked which gender accommodation they would prefer and private bathroom facilities must be provided.
- Trained supervisors of both genders and a range of cultural backgrounds (or briefed on cultural sensitivities) are available on each floor to ensure appropriate conduct
- Security staff should be made aware that no child is to leave the Halls unaccompanied without prior permission, or leave the Halls of Residence after the designated time. For residential events, this is 10.30pm.

No visits should be made to a child's accommodation by individual members of staff. If a visit is necessary, the staff member should be accompanied by another member of staff. If the situation is urgent, another child should be present and/or the door to the child's room should be left open.

#### **14.2.6. What to do if a child goes missing during an event**

**14.2.6.1. One-day campus events:** where children are attending an event within a school group, the teacher accompanying the children will be informed and be responsible for locating the child, and keeping event staff informed. Where a child is attending individually, personal phone numbers will be collected prior to the event and used in this instance. If a child cannot be located through this phone call, the school will be informed and asked to inform the child's emergency contact.

**14.2.6.2. Residential events:** mobile phone numbers and full emergency contact details will be collected for each child prior to the event. Children also sign a code of conduct agreeing to abide by a formal curfew and sign-in/sign-out procedure for health and safety purposes. During the event, all children are accompanied by Student Representatives/staff between sessions and have regular meeting points throughout each day with their designated Representatives. In instances where a child goes missing, an initial call will be made to their personal mobile, followed by a room check by appropriate staff and search of the immediate area. If the

child is still missing, staff must call their parent/carer/emergency contact as a priority.

#### **14.2.7. Late collection of children**

The University accepts responsibility and has a duty of care for children once they arrive at an event, and until the advertised event finish time. The parents/carer/school has responsibility for the child as they travel to the event, and for their return journey.

On occasion, it is necessary for children to leave an event through ill health, for behavioural reasons or for pre-arranged appointments. In these circumstances, the University will cease to hold responsibility prior to the scheduled end of the event and this should be clearly communicated to parents/carers in advance of the event taking place. In the event of a child leaving an event early/returning to an event, every effort should be made to ensure clear collection/drop-off plans are made with event staff and parents/carers/schools, and that these plans are communicated to all appropriate staff and student representatives

#### **14.2.8. The use of social media**

The use of social media prior to, during, or following an event should only be used where appropriate. Members of staff (including student representatives) should not communicate with young people via their personal social media accounts. If you require further information regarding the use of social media, please contact one of the Designated Safeguarding Leads as outlined in Section 7.

## 15. CONTACTS

### 15.1. Useful Contacts

ORGANISATIONS/ LEGISLATION	CONTACT DETAILS	NOTES
Newcastle Safeguarding Children's Board	<a href="http://www.nscb.org.uk">www.nscb.org.uk</a>	Information of the procedures relating to Newcastle
The Department of Education	<a href="http://www.gov.uk/childrens-services/safeguarding-children">www.gov.uk/childrens-services/safeguarding-children</a>	Safeguarding information from the Department of Education
The Disclosure and Barring Service (DBS)	<a href="http://www.gov.uk/government/organisations/disclosure-and-barring-service">www.gov.uk/government/organisations/disclosure-and-barring-service</a>	The DBS merges the functions previously carried out by the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA).
NSPCC	Tel: 0808 800 5000 E-mail: <a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a> Web: <a href="http://www.nspcc.org.uk">www.nspcc.org.uk</a> Post: NSPCC Helpline, Weston House, 42 Curtain Road, London, EC2A 3NH.	Information on child protection and working with children
ChildLine	Tel: 0800 11 11 Web: <a href="http://www.childline.org.uk">www.childline.org.uk</a>	Free and confidential service for children provided by the NSPCC

### 15.2. Social Care Teams

For information, advice and guidance, or to make a referral, please contact the appropriate Social Care Team.

NEWCASTLE	
<b>Initial Response Service</b> The first point of contact for anyone who is worried about a child's safety or welfare.	0191 277 2500
<b>Newcastle Emergency Duty Team</b> For social work emergencies outside office hours	0191 2787878 (ask for Emergency Duty Social Worker)
<b>Newcastle Children Standards and Safeguarding Unit</b>	0191 277 4636

BRADFORD	
Children's Social Care Initial Contact Point	01274 437 500
Social Services Emergency Duty Team	01274 431 010
CALDERDALE	
First Response Team	01422 393 336
Emergency Duty Team	01422 288000
CUMBRI	
Carlisle and Eden Areas Children's Services Teams 1 & 2	01228 227 018
Allerdale and Copeland Area Children's Services Team 1	01900 706 325
Allerdale and Copeland Area Children's Services Team 2	01900 706 435
Barrow-in-Furness and South Lakeland Areas Children's Services	01229 408 100
Social Care Out of Hours Team (Safeguarding Hub)	0333 240 1727
DURHAM	
Initial Response Service (24 hours)	03000 267 979
DARLINGTON	
Children and Young People Duty Team	01325 742 020
Emergency Duty Team	01642 524 552

<b>GATESHEAD</b>		
Referral and Assessment Team		0191 433 2653
Emergency Duty Team		0191 477 0844
<b>HARTLEPOOL</b>		
Duty Team		01429 284 284
Emergency Duty Team		01642 524 552
<b>KIRKLEES</b>		
Kirklees Duty and Assessment Service		01484 414 960
Emergency Duty Service		01484 414 933
<b>LEEDS</b>		
Children's Social Work Services		0113 222 4403
Emergency Duty Team		0113 535 0600
<b>MIDDLESBROUGH</b>		
Children, Families and Learning Customer Services		01642 726 004
Out of Hours Emergency Duty Team		01642 524 552
<b>NORTH TYNESIDE</b>		
First Call		03452 000 109
Emergency Duty Team		0191 200 6800
<b>NORTHUMBERLAND</b>		
Children's Social Care Monitoring and Review Team		01670 714 411
Out of Hours		0845 600 5252
<b>NORTH YORKSHIRE</b>		
Children's Social Care and Out of Hours Support		01609 780 780
<b>REDCAR &amp; CLEVELAND</b>		
The Access Team		01642 771 500
Out of Hours Emergency Duty Team		01642 552 552
<b>STOCKTON</b>		
First Contact Team (Children's Hub)		01642 130 080
Emergency Social Work Services		01642 524 552
<b>SOUTH TYNESIDE</b>		
Social Care Team		0191 424 5010
Emergency Duty Team		0191 456 2093
<b>SUNDERLAND</b>		
Initial Response Team		03031 231 145
Emergency Out of Hours Team		0191 523 7894
<b>WAKEFIELD</b>		
Social Care Direct and Out of Hours		03458 503 503

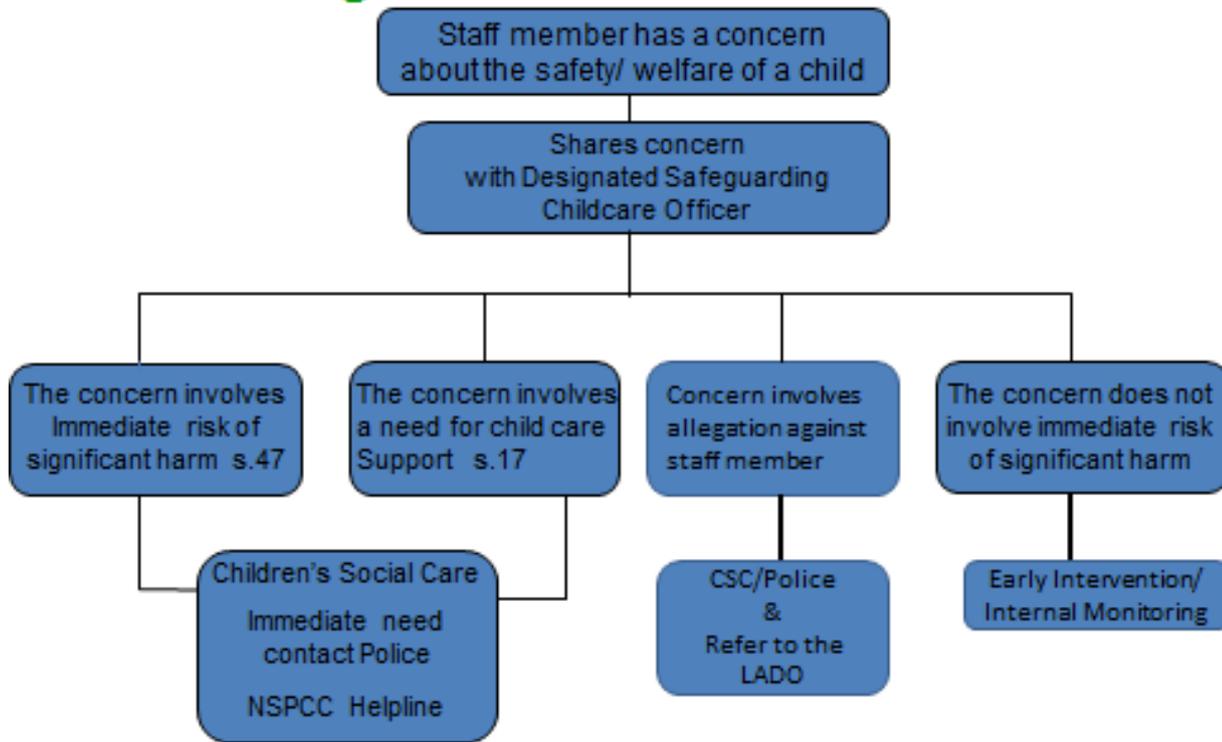
### 15.3. Designated Safeguarding Leads (DSL)

For advice and information from a Designated Safeguarding Lead, or if you have any questions or concerns about the information contained in the Child Protection Policy, please contact the relevant member of staff below:

Emma Reay	Head of UG Recruitment and Widening Participation Student Recruitment Team (central)	0191 208 8324
Anna Jenner	Student Recruitment Manager Student Recruitment Team	0191 208 6148
Gemma Kirkbride	Student Recruitment Manager and Child Protection Lead Student Recruitment Team	0191 208 8855
Catherine Moat	Student Recruitment Manager (until August 2018) Student Recruitment Team	0191 208 8739
Felicity Stephenson	Faculty Recruitment Officer Faculty of Medical Sciences	0191 208 5464
Roy Bearpark	Outreach Manager Science, Agriculture and Engineering Faculty	0191 208 4950
Barbara Herring	Senior Project Manager	0191 208 8015

	Realising Opportunities	
Hilary Wilkinson	Project Manager Realising Opportunities	0191 208 8063
Amy O'Brien	Project Manager: Marketing and Engagement North East Collaborative Outreach Programme	0191 208 3538
Lisa Clear	Project Manager: Monitoring and Finance North East Collaborative Outreach Programme	0191 208 3161
Tanya Harrison	Project Manager: Schools North East Collaborative Outreach Programme (based at Teesside University)	01642 738119

## Making a Child Protection Decision



 <b>Newcastle University</b>	<b>INCIDENT/DISCLOSURE REPORT FORM</b>	
<b>DETAILS OF DISCLOSURE</b>		
Date of disclosure:	Time of disclosure:	
Where did the disclosure occur?		
<b>DETAILS OF CHILD or VULNERABLE ADULT</b>		
Surname:	Address:	
Forename(s):		
Gender:	Home telephone number:	
DOB:	Mobile telephone number:	
Religion:	Ethnic Origin:	
Address of parent/carer:	First language:	
Telephone number (if different from above):	Name and Address of GP:	
Are they aware of the disclosure/referral?	Telephone number:	
Briefly describe the circumstances of the disclosure (continue on a separate sheet if necessary):		

Explanation given by the child/vulnerable adult including any **key phrases** they used.  
(Make sure you record exactly what was said by them and details of any questions/remarks from yourself):

Facts established during the disclosure:

Name and contact details of all witness:

**YOUR NAME AND CONTACT DETAILS**

Name of the person completing this form:

Position:

Are you a Designated Safeguarding Lead?

Contact number:

YES/NO (delete as appropriate)

Initial action taken, when and by whom:

If a referral is made, is the child/vulnerable adult aware of the referral?

Your observations, including information on body language, any visible marks (indicate on body map, attached), emotional state of child/vulnerable adult and your professional judgement:

**EXTERNAL AGENCIES CONTACTED (for completion by a Designated Safeguarding Lead only)**

Name and address of Agency:	Name of person spoken to:  Position:  Contact number:
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Details of advice received:
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Name and address of Agency:	Name of person spoken to:  Position:  Contact number:
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Details of advice received:
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Name and address of Agency:	Name of person spoken to:  Position:  Contact number:
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Details of advice received:

Please submit this form to a Designated Safeguarding Lead who will then retain this on confidential file.

Signature: ..... Print name: ..... Date: .....

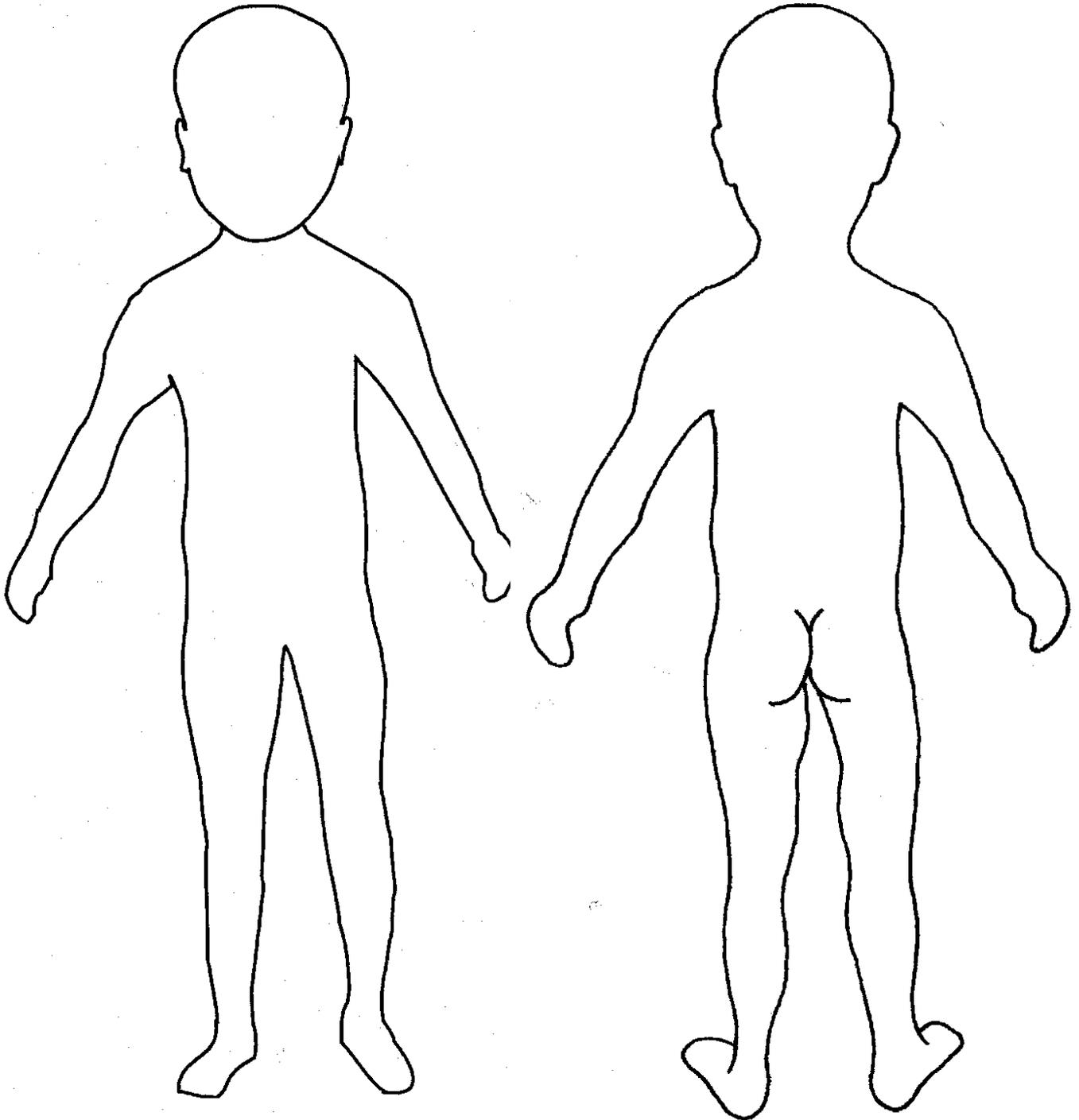
## Body Map

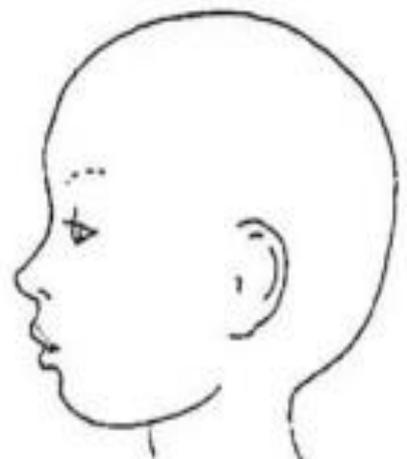
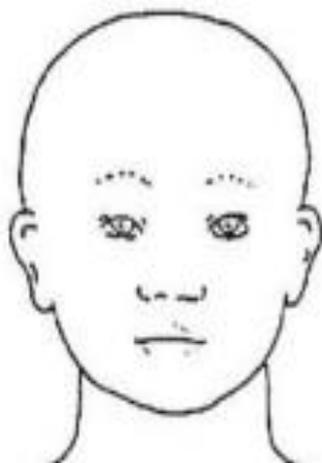
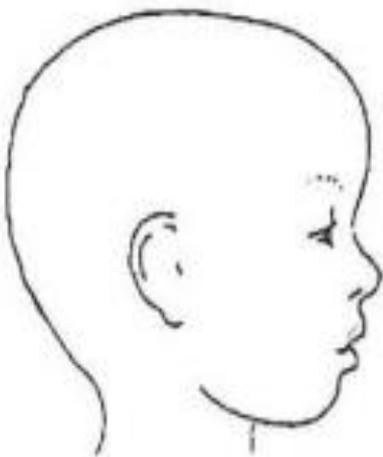
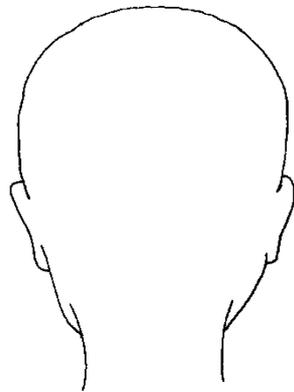
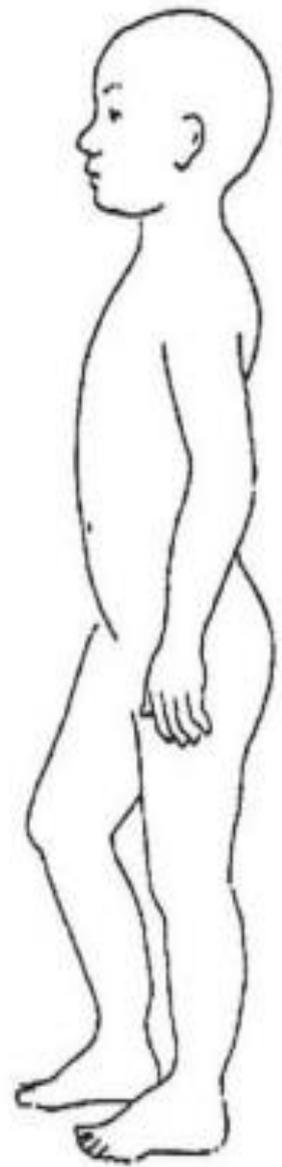
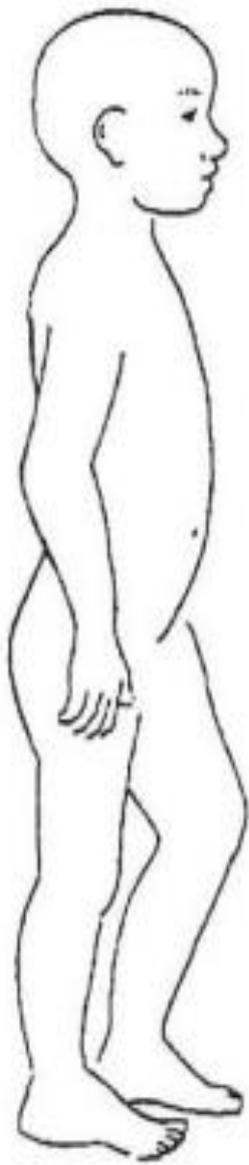
(This must be completed at time of observation)

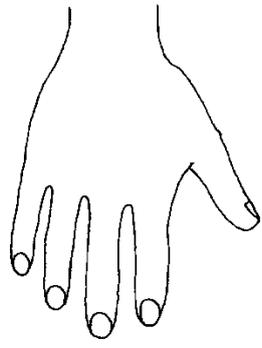
Name of Child: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name of Staff: \_\_\_\_\_ Agency: \_\_\_\_\_

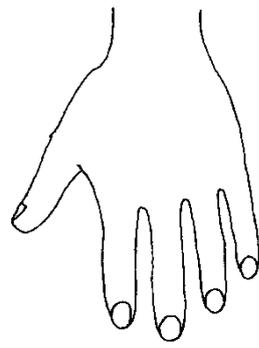
Date and time of observation: \_\_\_\_\_





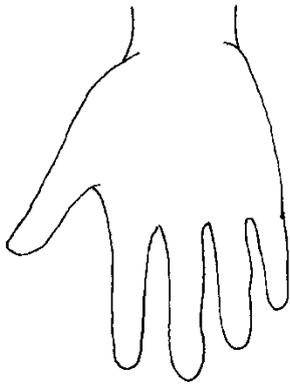


**R**



**L**

**BACK**

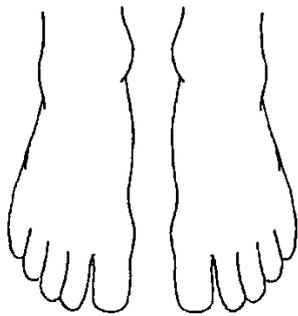


**R**



**L**

**PALM**



**R**

**TOP**

**L**



**R**

**BOTTOM**

**L**



**R**

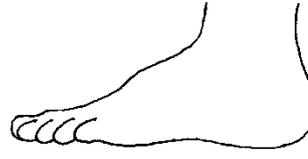


**L**

**INNER**



**R**



**L**

**OUTER**

### The Children Act (1989)

This is the key piece of legislation governing child protection in England and Wales. The Children's Act (2004) supplemented the 1989 Act and reinforced the message that all organisations working with children have a duty in helping safeguard and promote the welfare of children.

#### Principles

1. **'Paramount'** – the child's welfare is paramount, i.e. the most important consideration
2. **Parental Responsibility** – parents have a duty to care for their child and meet their needs
3. **Partnership** – professionals and families are to work together for the welfare of children
4. **Participation** – children's wishes and feelings should be ascertained so that they contribute appropriately
5. **Prevention and Provision of Service** – services may be necessary to safeguard and promote the welfare of a **'Child in Need'**
6. **Protection** – a child must be protected from serious harm. The Local Authority has a duty to investigate any report that a child is suffering, or likely to suffer, **'Significant Harm'**

#### Section 17 – Child in Need

Under the Children Act (1989) a child is considered to be in need if:

- He or she is unlikely to achieve or maintain, or to have the opportunity to achieve or maintain, a reasonable standard of health or development without provision of services from the Local Authority;
- His or her health or development is likely to be significantly impaired, or further impaired, without the provision of such services; or
- He or she is a disabled child

#### Section 47 – Child at Risk of Significant/In Need of Protection

Places a statutory duty on the local authority:

Where a local authority have *reasonable cause to suspect* that a child who lives, or is found, in their area is suffering, or is likely to suffer, significant harm, the authority shall make, or cause to be made, such enquiries as they consider necessary to enable them to decide whether they should take action to safeguard or promote the child's welfare.

#### Significant Harm

- Harm means ill-treatment or the impairment of health or development, including for example, impairment suffered from seeing or hearing the ill-treatment of another;
- Development means physical, intellectual, emotional, social or behavioural development;
- Health means physical or mental health;
- Ill-treatment includes physical and sexual abuse and forms of ill treatment which are not physical

s. 31 (9) Children Act (1989) as amended by the Adoption and Children Act 2002

### Making a Referral

When contemplating making a referral to children's social care, Designated Safeguarding Leads should consider the following:

- Do you have sufficient information about the child if a referral is to be made?
- What other information do you need to make an informed decision and how should you go about obtaining it?
- Is there reason to have concerns about the child's immediate safety?
- Are there issues of consent and/or confidentiality in respect of sharing information (common law duty of confidence, Human Rights Act 1998, GDPR 2018)?
- Who else should you share the information with, and when and how should this be done?
- Have you and/or other staff written a report of the concerns, ensuring this accurately reflects anything a child has said and distinguishes clearly between fact and opinion?
- Have you taken account of the child's right to know what action, if any, will be taken? Have you ascertained their wishes and feelings?
- Have you provided for the child's immediate support needs? Have you considered any support needs of the person reporting the concerns?