

Safeguarding of young people (under 18) and vulnerable adults' policy

This policy applies to: All UK colleagues and students
Policy effective from October 2020

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1. Introduction

We are committed to providing a safe and secure environment for all colleagues, students and visitors who access our services and facilities. We aim to adopt the highest possible standards and take all reasonable steps in relation to the welfare and safety of children and vulnerable adults.

We have a legal responsibility and a duty of care to take appropriate safeguarding action in relation to safeguarding children and safeguarding vulnerable adults.

All colleagues are in a position of trust, in particular those colleagues who teach, support, guide or in any way interact with students. We all need to be aware of this and to act accordingly at all times. This document sets out our policy and provides guidance in relation to our legal obligation. It also provides protection for colleagues by ensuring that appropriate processes are in place.

2. Scope

The scope of this policy is informed by the Care Act 2014, key principles. (see Appendix 1).

We are committed to taking all reasonable steps to promote and safeguard the wellbeing of all children and vulnerable adults accessing our services and facilities in-person or on-line, including:

- Prospective students engaged in Newcastle University activities, including open days, visit days and summer schools
- Current students (including those on placement in the UK or overseas)
- Vulnerable adults registered as students
- Children and vulnerable adults engaged in Newcastle University activities
- Children resident in University accommodation
- Colleagues in the course of their duties
- Colleagues and students going in to schools, colleges and community settings as part of recruitment activity or degree programmes
- Work experience/employment opportunities to under 18s and vulnerable adults

In other instances when children of colleagues, students or visitors are present on the University campus, they remain the responsibility of their parent/carer.

The Children Act 1989 states the legal definition of a child as 'a person under the age of 18'. And The Care Act 2014 definition of an adult who meets the criteria for safeguarding is any person "aged 18 years or over; who may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

3. Procedures

Appropriate safeguarding action should be taken wherever there is concern that a child or vulnerable adult has been harmed or is at risk of being harmed. The University seeks to safeguard children and vulnerable adults by:

- Recruiting colleagues and volunteers safely, including taking up references and ensuring that, where appropriate, colleagues and volunteers undertake Disclosure and Barring Services (DBS) disclosures at the appropriate level. Colleagues will be re-vetted where appropriate at the discretion of their Line Manager. Line Managers should identify which colleagues need a DBS check and inform People Services for this to take place. Colleagues are responsible for informing their line manager if there is any change to their circumstances, which may affect their clearance.
- Having in place specific procedures around managing applications from, and monitoring the wellbeing of students who are under 18 on the first day of the month in which their programme commences, sharing information with appropriate colleagues.
- Ensuring students accepted onto undergraduate and postgraduate degrees obtain a satisfactory enhanced DBS disclosure, when their course requires it.
- Producing safeguarding guidance for colleagues and volunteers visiting schools, or involved in on campus activities, as part of volunteering or widening participation projects including outreach, student recruitment, volunteering and widening participation programmes.
- Ensuring that the Degree Apprenticeship provision are covered by appropriate safeguarding procedures in order to comply with Ofsted requirements.
- Helping colleagues recognise their responsibilities and ensuring they are aware of the procedure they should follow if they suspect a child or vulnerable adult is experiencing, or is at risk of experiencing, harm.
- Where necessary, sharing information about concerns with agencies and involving parents/carers appropriately.

We are mindful of our duty of care and legal obligations, specifically those it owes under the Safeguarding Vulnerable Groups Act 2006, the Protection of Freedoms Act 2012, and the Counter Terrorism and Security Act 2015 (section 26), detailing the specific responsibilities to have due regard to the need to prevent people from being drawn into terrorism.

4. Raising and reporting concerns

The Local Safeguarding Children Board is a multi-agency group which has established a child protection policy and practice for the Newcastle area in accordance with the law and statutory regulation. The University supports its statements of belief and intentions, and will work within this policy framework and alongside other multi-agency partnership arrangements.

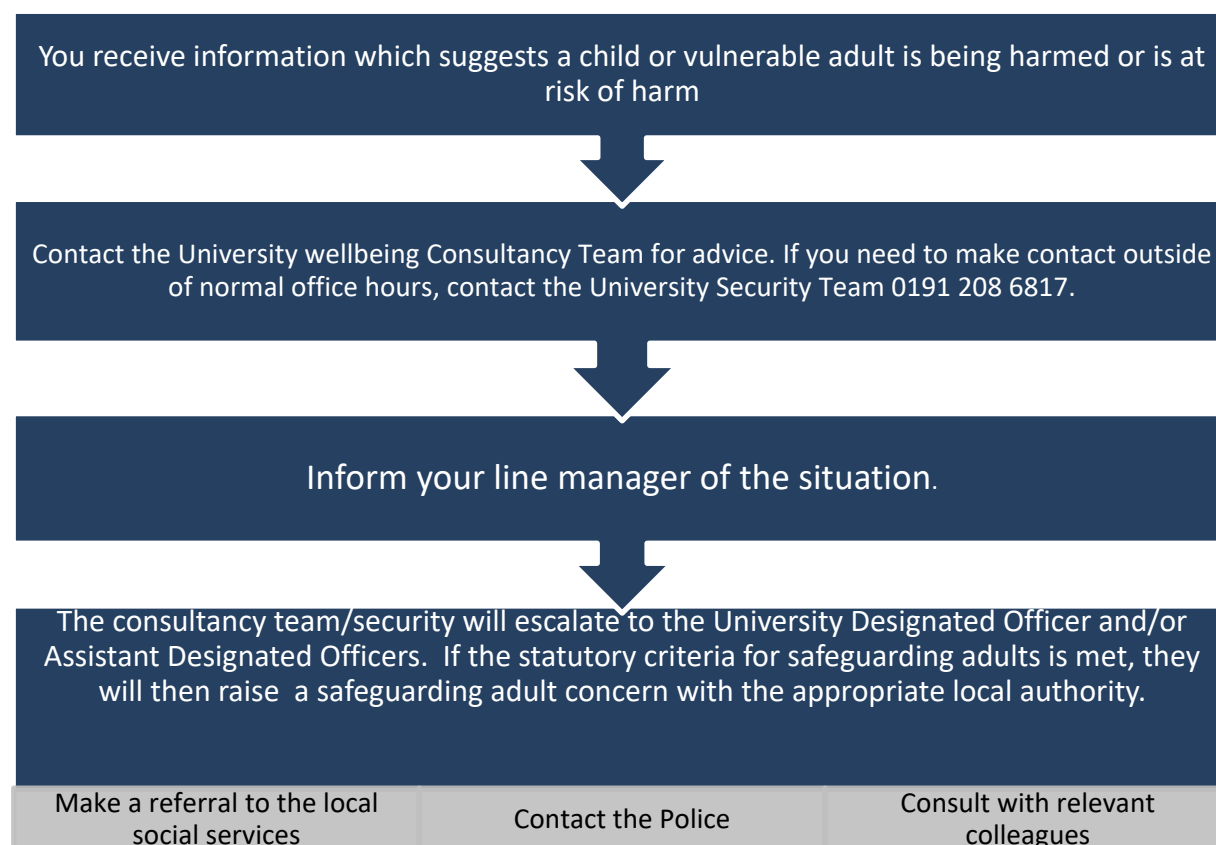
In accordance with this guidance, we have a "Designated Officer" to be the lead and coordinating person with regard to child protection issues. At Newcastle University, the Designated Officer is the Head of Student Wellbeing. There are two Assistant Designated Officers to work with the Designated Officer and to ensure that there is always a Designated Officer to act in their absence. The Assistant Designated Officers are the Assistant Director of People Services (Operations) and a Team Manager in Student Wellbeing.

Contacts are listed in Appendix 2.

If any concerns, suspicions or allegations of harm or radicalisation are raised relating to a child or vulnerable adult, colleagues should report them immediately to the Consultancy Team who will escalate the report to the Designated Officer and both Assistant Designated Officers. You should also inform your line manager.

The safety of the child or vulnerable adult is the priority and, if there are concerns of immediate risk of harm, emergency services should be contacted on 999 or 101.

The flow chart below details the reporting procedure for a safeguarding concern and includes important factors to keep in mind when dealing with a disclosure. In cases of disclosure of abuse, we are obliged to share information in order to address the risk of harm. This may include a referral to the local authority social services or, in an emergency, the police.



It is important that if you receive a disclosure you:

- Remain calm.
- Listen carefully to what is being said.
- Explain that the information disclosed to you will only be shared with others who need to know, but never promise confidentiality.
- Act immediately but do not attempt to address the situation yourself.
- Report a disclosure of harm to your line manager or to one of the University's Designated Officers as soon as possible.

And

- Make a confidential written record including factual details about the disclosure; time, date, what was said and the names of the parties involved.

In an emergency or out of hours and the Consultancy Team cannot be contacted, then contact the relevant

child or adult social services or the police and the University Security Team.

Appendix 1 provides a reporting form, which should be used to record and report concerns.

5. Risk assessments

When working with children or vulnerable adults, there may be additional health and safety risks. Such risk assessments should be undertaken proactively when working with children, young people and vulnerable adults and should consider the following issues.

- Guidance provided in the University Health and Safety Risk Assessment procedures to ensure a careful examination of what, in your area of work, could cause harm to people so that you can assess whether you have taken enough precautions or should do more to prevent harm.
- Identify the nature, length, frequency, intensity and time of any contact with children, young people or vulnerable adults.
- Identify any situation where a Disclosure and Barring Scheme (DBS) check might be required.
- Record your findings.

A copy of the risk assessment and guidance on the use of risk assessments can be found here [Risk Assessment](#).

6. Training

We will ensure that the Designated Officer(s) and other colleagues likely to be in regular (see below) contact with under 18s and vulnerable adults receive appropriate training and awareness of the 10 categories of abuse that adults can experience, as outlined in the Care Act 2014. (see Appendix 2)

This will also include students acting as volunteers and helpers, together with those whose degree programmes involve them in working with these groups, e.g. MBBS, PGCE etc. 19.

The Disclosure and Barring Service (DBS) define regular as:

- at any time on more than three days in any period of 30-days; or
- at any time between 2am and 6am and the activity gives the person the opportunity to have face-to-face contact with the adult; or
- at least once a week on an ongoing basis.

7. Associated documents

Health & Safety Policy Colleague Recruitment Policy

Colleague Disciplinary Policy & Procedure Student Disciplinary Procedure

Data Protection Policy Student Mental Health Policy Disability Policies

Admissions Policy

Other references:

[Disclosure and barring service \(DBS\)](#)

[Care Act 2014](#)

[Safeguarding Vulnerable Groups Act 2006](#)

[Protection of Freedoms Bill 2012](#)

[Counter Terrorism and Security Act 2015 \(section 26\)](#)

<https://www.minded.org.uk/>

<http://learning.cwmt.org.uk/e-learning/higher-education/>

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Key changes as a result of Equality, Diversity and Inclusion Analysis		
Document location		

Appendix 1: Key Principles from Care Act

Key principles as set out in the [2014 Care Act](#).

There are a number of other key principles and standards which local authorities must have regard to when carrying out its activities or functions. Newcastle University works in accordance with the spirit of these principles.

- (a) The importance of beginning with the assumption that the individual is best-placed to judge the individual's wellbeing.
- (b) The individual's views, wishes, feelings and beliefs.
- (c) The importance of preventing or delaying the development of needs for care and support and the importance of reducing needs that already exist.
- (d) The need to ensure that decisions are made having regard to all the individual's circumstances.
- (e) The importance of the individual participating as fully as possible.
- (f) The importance of achieving a balance between the individual's wellbeing and that of any friends or relatives who are involved in caring for the individual.
- (g) The need to protect people from abuse and neglect.
- (h) The need to ensure that any restriction on the individual's rights or freedom of action that is involved in the exercise of the function is kept to the minimum necessary.

Appendix 2: 10 Categories of Abuse

Types of abuse

The [Care Act 2014](#) outlines ten types of abuse adults may suffer. This document aims to help you understand the definitions of abuse and gives examples of abuse in each category, with the aim of helping you to spot and safeguard adults from abuse.

The Care Act 2014 recognises 10 categories of abuse which are listed below, but many organisations recognise an additional 4 ([Cyber Bullying, Forced Marriage, Mate Crime and Radicalisation](#)).

Discriminatory Abuse Factsheet

Definitions

- Discrimination is abuse that focuses on a difference or perceived difference.
- This may involve any of the protected characteristics of the Equality Act, that is, race, gender and gender identity, age, disability, sexual orientation or religion.
- Examples of discriminatory abuse might involve harassment, slurs, or similar treatment based on the difference or perceived difference.
- Crimes committed against someone because of their disability, gender-identity, race, religion, beliefs or sexual orientation are hate crimes.

Indicators, Signs, and Symptoms of abuse

Discrimination may take on a number of forms. Here are some examples:

- **Direct Discrimination.** Treating someone with a protected characteristic less favourably than others.
- **Indirect Discrimination.** Putting rules or arrangements in place that apply to everyone, but that put someone with a protected characteristic at an unfair disadvantage.
- **Harassment.** Unwanted behaviour linked to a protected characteristic that violates someone's dignity or creates a hostile environment for them.
- **Victimisation.** Treating someone unfairly because they have complained about discrimination or harassment.

Discrimination can happen at work, on the streets, or even in an environment that is supposed to be "safe", such as University, school or a care home.

Psychological Abuse Factsheet

Definitions

This can include:

- Threats of harm or abandonment.
- Deprivation of contact or refusal of visitors.
- Humiliation.
- Restricting personal choice and refusing to respect privacy.
- Blaming, controlling, or intimidating behaviour.
- Coercion and harassment.

- Verbal abuse, or the use of infantilising language.
- Removing mobility or communication aids, or intentionally leaving someone unattended when they need assistance.
- Forced isolation, or withdrawal from services or support networks.

Indicators, Signs, and Symptoms of abuse

Signs that abuse is taking place:

- An air of silence when a particular person is present.
- Withdrawal or a change in the psychological state of the person.
- A change of appetite, unexplained weight loss or gain.
- Tears and anger.
- Low self-esteem and insomnia.

Signs that a person might be an abuser:

- Uncooperative or aggressive behaviour from a carer.
- Subtle instances when a carer might make some false claims about an individual's behaviour or condition in order to attract unnecessary treatment.

Financial Abuse Factsheet

Definitions

- Having money or other property stolen, being defrauded, being put under pressure in relation to money or other property and having money or other property misused.
- Internet defrauding and coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions.
- It can also include the misuse or misappropriation of property, possessions or benefits.

Indicators, Signs, and Symptoms of abuse

Here are some of the behaviours and signs that might suggest financial abuse could be happening:

- Unexplained money loss.
- Lack of money to pay for essentials such as rent, bills and food.
- Inability to access or check bank accounts and bank balance.
- Changes or deterioration in standards of living e.g. not having items or things they would usually have.
- Isolation and withdrawal from studies, friends and family.
- Lack of things you would expect someone to be able to afford e.g. grooming items, clothing.
- Purchase of items that individual does not require or use.
- Extraordinary interest in the vulnerable person's assets, by friend or family members.
- The main interest of the friend or family member is financial, with little regard for the health and welfare of the vulnerable adult.

Organisational Abuse Factsheet

Definitions

- This can include neglect and a poor level of care provided within an institution or specific care setting such as a hospital or care home, or in someone's own home.
- It can be through neglect or poor professional practice because of the structure, policies, or practices within an organisation.

Indicators, Signs, and Symptoms of abuse

- An unsafe, unhygienic or overcrowded environment.
- A strict or inflexible routine.
- Lack of privacy, dignity, and respect for people as individuals.
- Withdrawing people from student, work, community or family contacts.
- No choice offered with food, drink, dress or activities.
- No respect or provisions for religion, belief, or cultural backgrounds.
- Treating adults like children, including arbitrary decision-making.

Neglect and Acts of Omission

Definitions

Everyone deserves privacy and dignity - Neglect and acts of omission means failing to ensure a vulnerable adult's privacy dignity and individuality.

Perpetrators of abuse or neglect may be committing one or more criminal offences, examples of which may include:

- Ignoring medical or physical care needs.
- Ignoring a person's cultural, religious or ethnic needs.
- Failing to provide access to appropriate health, social care, or educational services.
- Withdrawing the necessities of life, such as medication, glasses, hearing aids, dentures, adequate nutrition, and heating.
- Refusing access to visitors.
- Ignoring or isolating a person.
- Preventing people from making their own decisions.

Indicators, Signs, and Symptoms of abuse

- A dirty, cluttered or unhygienic environment.
- Pressure sores or ulcers, as well as other untreated injuries and medical problems.
- An accumulation of untaken medication.
- A generally poor physical condition or poor personal hygiene.
- Unexplained weight loss, or other signs of malnutrition.
- Inappropriate or inadequate clothing.
- Inconsistent or reluctant contact with health and social care agencies.

- Poor physical condition of vulnerable adult.

Self-Neglect

Definitions

- A wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.
- This type of neglect can be either intentional or non-intentional and can result from any mental or physical illness that has an effect on your physical abilities, energy levels, attention or organisation skills or motivation.

Indicators, Signs, and Symptoms of self-neglect

- A refusal or inability to cater for basic needs, e.g. personal hygiene or appropriate clothing.
- Neglecting to seek assistance for medical issues.
- Not attending to living conditions – letting rubbish accumulate in the garden, or dirt to accumulate in the house.
- Hoarding items or animals.
- Lack of essential food, clothing or shelter.
- Living in squalid or unsanitary conditions.
- Unkempt appearance.

Sexual Abuse

Definitions

- Sexual abuse is a serious crime. It includes a number of coerced sexual acts where the person does not consent or felt pressured into consenting.
- This form of abuse can include rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing / innuendo, sexual photography, subjected to pornography.
- Female genital mutilation (**FGM**) involves procedures that include the partial or total removal of the external female genital organs for non-medical reasons.

Indicators, Signs, and Symptoms of abuse

- Cuts, bruises and marks – particularly to the thighs, buttocks, upper arms, and neck.
- Irritation, pain or bleeding in the genital area.
- Torn, stained, or bloody underclothing.
- Unprecedented difficulty walking or sitting.
- Infections, STDs, or unexplained genital discharges.
- Pregnancy (if the woman is unable to consent to sexual intercourse).
- Incontinence that is not related to any medical diagnosis.
- Unexplained or unexpected change in behaviour.
- Starting to use explicit sexual language.

- A girl or woman who has had female genital mutilation (FGM) may have difficulty walking, standing or sitting; spend longer in the bathroom or toilet; appear withdrawn, anxious or depressed.

Modern Slavery

Definitions

- Modern Slavery is a serious crime where people are exploited, abused and treated as a commodity. Modern slavery is an umbrella term, encompassing human trafficking, slavery, servitude and forced labour.
- The victim may be physically constrained or have and be de-humanised, treated as a commodity or bought and sold as 'property'.

Indicators, Signs, and Symptoms of abuse

- **Physical Appearance** - may look malnourished / unkempt / anxious / agitated / withdrawn or neglected.
- **Isolation** - Rarely allowed to travel alone / Relationships, which do not seem to have a fair power balance right e.g. younger person appearing to be boyfriend / girlfriend of someone much older.
- **Poor Living Conditions** - Dirty, cramped, overcrowded living conditions or living and working at the same address.
- **Restricted Freedom of Movement** - No identification / wearing the same clothes everyday / little opportunity to move freely.
- **Reluctant to seek help** – Avoid eye contact / frightened to talk to strangers / authority figures.

Physical Abuse

Definitions

- Physical Abuse includes hitting, slapping, pushing, kicking, restraint and misuse of medication.
- It may also involve improper use of sanctions, particularly those that involve physical restraint.

Indicators, Signs, and Symptoms of abuse

There are a number of physical and behavioural signs to look out for:

- Cuts; bruises; burns; black eyes.
- Restraint or grip markings.
- Weight-loss, malnutrition and dehydration, pressure ulcers.
- Unusual behaviour, such as repeated trips to the hospital.

Many victims of physical abuse may feel responsible for their abuse. They may fear the shame of discovery, or further attacks from their abuser. As such, they may do the following:

- Attempt to cover up the marks left by the abuse, so you should also be on the lookout for signs that the person has something they are trying to hide. For example, they may wear more makeup than usual to cover a bruise, or they may take to wearing long-sleeved tops, even in warm weather.
- Not engage with people, display passive or aggressive behaviour, mood changes, body language i.e. eye contact and body behaviour may change.

Domestic Abuse

Definitions

- An incident or pattern of incidents of controlling, coercive, threatening, degrading and violent behaviour, including sexual violence, in the majority of cases by a partner or ex-partner, but also by a family member or carer.
- Domestic Abuse includes: psychological, physical, sexual, financial, emotional and so-called honour based violence.

Indicators and Signs and Symptoms of abuse

- **Psychological** – e.g. belittling you, isolating you from friends and family, controlling where you go and whom you talk to. This could result in a person being extremely apologetic or meek, changes in sleep habits, loss of interest in daily activities, agitation, anxiety or constant apprehension.
- **Threats and Intimidation** – e.g. threatening to hurt/kill you, harassing or following you.
- **Physical** – e.g. hitting you, shoving you, throwing things at you, choking you which could result in black eyes, busted lips, bruising on arms, sprained wrists, red or purple marks on the neck.
- **Sexual** – e.g. pressures you into having sex, touches you in a way that you do not want to be touched.
- **Financial** – e.g. controlling your use of money, not giving you enough money to survive.

Appendix 3: Reporting Form

STRICTLY CONFIDENTIAL: RECORD OF ALLEGATION OF SUSPICION OF ABUSE

Date and Time of Initial Report:

To Safeguarding Officer (Name):

Name of person reporting concerns	Name and contact details of child / young person / vulnerable adult	Place of alleged abuse

Name(s) of people present:

Details of allegation or suspicion:

Please give as much information about the allegations or suspicion as possible. Including if you suspect abuse, what alerted your attention to the situation. Please include all names of people involved.

Name of person reporting incident:

Signed:

Date:

Please send to the Consultancy Team at wellbeingconsultancy@newcastle.ac.uk

Appendix 4: Contacts

Student Wellbeing Consultancy team webpage:

<https://www.ncl.ac.uk/wellbeing/urgenthelpt/#wellbeingconsultancyservice>

To contact the Consultancy Team, call the main Student Services number on 0191 208 3333 or email wellbeingconsultancy@newcastle.ac.uk.

For out of hours support, call University Security on 0191 208 6817.

Title	Name	Email
Designated Officer	Sally Ingram, Head of Student Wellbeing	Sally.Ingram@newcastle.ac.uk
Assistant Designated Officer	Jackie Scott, Assistant Director of People Services (Operations)	Jacqueline.scott@newcastle.ac.uk
Assistant Designated Officer	Kate Aitchison, Team Manager Student Wellbeing	Kate.Aitchison@newcastle.ac.uk