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| **Safeguarding Policy** |
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| **Responsibility for Policy:** | Pro Vice Chancellor Student Experience. |
| **Relevant to:** | All LJMU Staff, Students, Governors, contractors, and visitors |
| **Approved by:****Responsibility for document review:****Date approved:** | ELTDirector, Student Advice and WellbeingJune 2023 |
| **Date(s) modified:** | Previous policy was reviewed and re-written 2023 |
| **Next Review Date:** | June 2024 |

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| **RELEVANT DOCUMENTS**  |
| * Mental health Capacity Act 2005
* Working Together to Safeguard Children 2018
* The Care Act 2014
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| **RELATED POLICIES & DOCUMENTS**  |
| * SCP 36 Children on University premises
* Data Protection Policy
* Data Retention Schedule
* Privacy Statement
* Personal Relationships Policy
* Social Media Policy
* DBS Policy
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## SAFEGUARDING POLICY

1. **Introduction**

Liverpool John Moores University (LJMU) is committed to protecting **children**and **adults at risk** from harm, exploitation, abuse and to ensuring that all staff and students are aware of their responsibilities in relation to safeguarding, are alert to safeguarding concerns and know how to respond to those concerns.

1. **Scope**

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| **2.1** This Policy sets out LJMU’s approach to safeguarding **children**and **adults at risk,** whenever they are on campus and/or engaged in university activities. It sets out the type of action that LJMU may take in response to safeguarding concerns and how it will provide support. In instances when children, whether accompanying staff, students or visitors are present on the university campus they remain the responsibility of their parent, carer, or legal guardian. Individual risk assessments will be completed for any activity involving children coming on to campus**2.2** LJMU has a responsibility to keep children and adults at risk safe and to take appropriate safeguarding action in relation to signs and symptoms of abuse or neglect, which could include: * physical
* psychological or emotional
* sexual
* domestic Violence
* financial
* neglect
* discriminatory
* institutional
* modern slavery

**2.3.** This Policy does not apply to activities undertaken by John Moores Students Union (JMSU), which has separate safeguarding policies and procedures, although it does apply to LJMU activities that take place on the JMSU’s premises. In situations where there is a legitimate concern for safety and wellbeing, LJMU will share information with JMSU. **2.4** This policy applies to all collaborative partners of the university and takes precedence over partners individual policies in cases that involve LJMU registered students. |

1. **Operating Principles**

**3.1**. LJMU is committed to taking all reasonable steps to promote and safeguard the welfare of all children and adults at risk who are accessing the institution’s activities and services and includes:

* prospective students and apprentices
* current students and apprentices
* children and adults at risk engaging in university activities, including teaching, research, and outreach activities
* where children or adults at risk engage with external partners e.g., volunteering and work experience

**3.2.** Legal safeguarding duties apply to all children and young people under 18. **Where this policy mentions young people, this should be read as individuals under the age of 18 years.**

**3.3.** Legal safeguarding duties further apply to an adult at risk. An **adult at risk** is someone aged 18 years or over *'who is, or 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 themselves or unable to protect themselves against significant harm or exploitation.' (The Care Act 2014)*

**3.4**. Safeguarding is everyone’s responsibility. All staff and students who have contact with children and adults at risk should be alert to the possibility that a child or adult at risk may experience abuse or neglect. All concerns should be raised using the procedure set out in this document, but it is not the responsibility of staff or students to investigate or establish if abuse or neglect has taken place.

**3.5**. Safeguarding referrals to the relevant statutory authority will be proportionate and made on the basis of consideration of the identified risks, including consideration of the impact of the referral on those involved.

**3.6.** Making safeguarding personal means it should be person-led and outcomes-focused. It engages the person in a conversation about how best to respond to their safeguarding situation in a way that enhances involvement, choice and control as well as improving quality of life, wellbeing, and safety. Adults with capacity (as defined by the Mental Health Capacity Act 2005) have the right to self-determination, including the right to make unwise decisions and/or not to engage with support.

**3.7.** When dealing with safeguarding concerns, confidentiality should never be guaranteed as information may need to be shared. However, confidential information will only be shared minimally or as required, where this is necessary and will only be shared with relevant third parties on a need-to-know basis.

**3.8.** When safeguarding children, the university’s approach will be informed by Working Together to Safeguard Children 2018 (including the amendments introduced in 2020), which is the statutory guidance on inter-agency working to safeguard and promote the welfare of children. In particular, it will act to promote the welfare of children and protect them from harm. Appendix 2 details the process for the admission of young people and the provision that will be in place.

**3.9.** LJMU will follow the six key principles that underpin adult safeguarding, as set out in the Care Act 2014.

**Empowerment**: People are supported and encouraged to make their own decisions and informed consent. *“I am asked what I want as the outcomes from the safeguarding process, and these directly inform what happens.”*

**Prevention**: It is better to take action before harm occurs. *“I receive clear and simple information about what abuse is, how to recognise the signs and what I can do to seek help.”*

**Proportionality**: The least intrusive response appropriate to the risk presented. *“I am sure that the professionals will work in my best interest, as I see them, and they will only get involved as much as needed.”*

**Protection**: To support and protect those in greatest need. *“I get help and support to report abuse and neglect. I get help so that I am able to take part in the safeguarding process to the extent to which I want.”*

**Partnership**: Working collaboratively with other agencies. *“I know that staff treat any personal and sensitive information in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together and with me to get the best result for me.”*

**Accountability**: To be transparent about, and responsible for, our safeguarding practices. *“I understand the role of everyone involved in my life and so do they.”*

1. **Safeguarding Structure**

**4.1** The implementation of the policy will be overseen by the Pro Vice-Chancellor for Student Experience, who will ensure that LJMU is meeting its safeguarding responsibilities.

**4.2** LJMU has identified clear leadership and lines of accountability to ensure the full implementation of this policy across LJMU. LJMU has designated a Senior Safeguarding Officer (SSO), two deputy safeguarding officers (DSO) and local safeguarding officers (LSOs) within faculties and professional services. (Contact details of the SSO and DSOs are available in Appendix 3, together with a list of local safeguarding officers).

**4.3** The SSO is the Director of Student Advice and Wellbeing Services. This individual is the LJMU’s strategic lead for safeguarding and will ensure that the LJMU’s policies, procedures, systems, and general activities comply with current legislation and LJMU’s Safeguarding Policy. Their key responsibilities are to develop and implement policies and procedures to safeguard children and adults at risk who are engaged in LJMU related activities and to ensure that the Safeguarding Policy is regularly reviewed and updated, when required, and to ensure consistent implementation of the Safeguarding procedure throughout LJMU. This also includes oversight of effective reporting and recording systems and overseeing relevant training needs in relation to safeguarding issues and procedures. These duties may be discharged in conjunction with other colleagues within LJMU.

**4.4** The DSOs are the Head of Student Support and Wellbeing, and the Inclusion Services Manager. They are the operational leads for safeguarding and the point of contact for communication with external agencies in relation to any safeguarding matters.

Their key responsibilities are:

* to determine if safeguarding concerns raised by someone in LJMU should be escalated to the SSO, with the potential for referral to an appropriate external authority
* to refer concerns to social services, the police, or an alternative external agency, for the purposes of ensuring the safety of a child or adult at risk
* to co-operate with other agencies to safeguard and promote the welfare of children and adults at risk
* to establish and maintain links with relevant local authority departments and education institutions
* to maintain effective reporting and recording systems

**4.5** Local safeguarding officers (LSOs) should be appointed within faculties and professional services.

Each PVC or Director should ensure that it has one LSO for each relevant service area. An LSO is a point of contact and support for staff and students to seek advice and raise concerns.

Their key responsibilities are:

* to provide first line support and advice on safeguarding issues
* to highlight and promote best practice relating to safeguarding within their area
* to oversee relevant training needs on safeguarding within their area, where required (e.g., student ambassadors)
* to establish and develop links with relevant organisations, where the faculty/service collaborates with external partners, e.g., schools, colleges, and apprenticeship student employers
* to refer cases, as appropriate, to the DSOs

**4.6** LSOs will be required to undertake training, as specified by the SSO, prior to starting their role (e.g., from the NSPCC or alternative external provider). In addition, specific training will also be provided for activities which involve a high level of engagement with children (e.g., outreach activities). The SSO, DSO and LSOs are all responsible for ensuring that they undertake appropriate training, update knowledge and skills and keep up to date with relevant developments. A framework of appropriate and relevant training will be maintained by the SSO as set out in Appendix 4.

**4.7** While the LSOs will manage initial safeguarding queries and escalate to the DSOs, the faculty PVC/Director will be responsible for ensuring that:

* sufficient resources are available to deliver safeguarding commitments within their area/service
* LSOs engage with training and refresher training, as required
* appropriate risk assessments are undertaken for relevant activities within their area/service
* appropriate DBS checks are undertaken for relevant staff/students/volunteers within their area/service. The DBS section in Appendix 5 should be used as a reference point in conjunction with the university DBS policy
* any safeguarding concerns are reported promptly to the DSOs
1. **Safeguarding Procedure**

**5.1** If staff become aware that a child or adult at risk is, or may be, experiencing abuse or neglect, they should promptly discuss this with their LSO who will advise of next steps.

If a student becomes aware of a safeguarding situation or wishes to disclose a situation known to them, they can report this to any member of staff within Student Advice and Wellbeing, to the university Police Officer or to their faculty LSO. Students may also wish to report via the online Report and Support tool.

Situations that could trigger a safeguarding concern include:

* witnessing harm/neglect
* disclosure of abuse or neglect, either current or historic
* reasonable suspicion (See Appendix 6 for further information)

**5.2** Staff should not assume that someone else will take action. Staff should be aware that early sharing of information is often vital to enable an effective intervention that might keep a child or adult at risk safe.

**5.3** In an emergency, or if a person is at risk of immediate harm, staff should contact emergency services or if on campus call Campus Security on 0151 231 2222.

**5.4** Before taking further action, the LSO will first establish that the person identified as having a safeguarding concern meets the definition of being a child or adult at risk (see 3.2 and 3.3 above). If these definitions are not met but the person identified requires support, they will be referred to the appropriate internal or external services.

**5.5** The LSO will, if required, complete a [Safeguarding Report Form](https://www.ljmu.ac.uk/discover/student-support/safeguarding-at-ljmu), a copy of which can be found in Appendix 1.

**5.6** The LSO will provide a copy of the completed Safeguarding Report Form to the DSO(s), who will keep a record centrally of all reported concerns and outcomes on a secure site in line with the LJMU’s data retention and privacy policies. It should be assumed that such records may later be used in formal/legal proceedings.

**5.7** If there are immediate concerns of risk of harm or abuse, the LSO or DSO must be notified verbally straight away, and a Safeguarding Report Form completed as soon as reasonably possible thereafter.

**5.8** Any concerns about the behaviour by a member of staff against a child or an adult at risk should be reported directly to the DSO, via the LSO, if available, and referred to [Human Resources](https://www.ljmu.ac.uk/staff/hr/about-us/meet-the-team).

**5.9** Any safeguarding concerns involving the SSO, or DSOs should be taken to the Pro Vice Chancellor for Student Experience. Safeguarding concerns involving the Pro Vice Chancellor for Student Experience should be raised with the Vice-Chancellor. Safeguarding concerns involving the Vice Chancellor should be taken directly to the Chair of the Board of Governors.

**5.10** If the person identified as having a safeguarding concern meets the definition of being an adult at risk, the principles set out in 3.9 above will be followed.

**5.11** The DSO will take appropriate steps in relation to the safeguarding concern which could include one or more of the following:

* to consult with relevant colleagues to ensure all relevant facts have been gathered.
* to liaise with appropriate external partners e.g., appropriate staff in a school within which outreach activities are happening, a placement provider, an apprenticeship student’s employer and when required co-ordinate contact with the Local Authority Designated Officer (LADO)
* to arrange for the individual to be given appropriate support via internal or external services
* to make a referral to the SSO who may refer to local social services
* to contact the police

**5.12** It is important that accurate records are kept in relation to all safeguarding concerns that are raised.

Where it is necessary to share information with other agencies in order to address the risk of harm, this will normally be done by the DSO or SSO, using the Safeguarding Reporting Form in Appendix 1.

However, in an emergency, where risk is imminent, any member of staff can call campus security or emergency services.

All records relating to safeguarding will be kept securely and retained only as long as necessary, in line with LJMU’s retention schedule.

**6.     The Prevent Duty**

**6.1** The Prevent Duty forms Section 26 of the Counterterrorism and Security Act (2015), which places a statutory duty on ‘specified authorities’, including universities, to have ‘due regard to prevent people from being drawn into terrorism’.

**6.2** LJMU regards its Prevent Duty as part of its community safeguarding responsibilities to protect the welfare and safety of our students. LJMU provides pastoral and wellbeing support for students through the Student Advice and Wellbeing team.

**6.3** Should any member of staff become concerned that a student is exhibiting extremist beliefs or behaviours and/or that they are at potential risk of exploitation by radicalisers they must share these concerns with their LSO or one of the DSO’s.

**6.4** In exceptional circumstances, for example, in cases where there might be a risk of immediate harm to an individual(s) or a third party, it would be open to the LSO, DSO or a senior member of LJMU’s Campus Security staff, to consult directly with the SSO or PVC Student Experience about the need for direct contact with other external authorities. The SSO is the designated single point of contact (SPOC) for concerns in relation to the Prevent Duty internally and externally.

**7.     Prevention**

**7.1**. DBS checks will be carried out for appropriate members of university staff and students, in line with the university’s DBS policy.

**7.2**. Risk assessments will be carried out for organised activities on campus to ensure the safety of children and adults at risk.

**7.3**. Participation in research will be conducted in accordance with approval from relevant ethics committee.

**7.4.** Where relevant, written consent will be obtained from parents/carers (or another adult acting in loco parentis) with regards to activities involving children and young people, in particular:

* presence of children on campus without a responsible adult
* taking and publishing images of children (see Appendix 7)

**8. Training**

LJMU will ensure that appropriate resource and time is available to key safeguarding contacts, ensuring that training and knowledge is kept up to date and relevant. The requirements for training are detailed in Appendix 4. Undertaking this training will ensure that all colleagues required to respond to safeguarding issues are skilled to do so.

**9. Monitoring and review**

This Safeguarding Policy will be reviewed at the end of the first 12 months of operation and then every three years moving forward or when there is a significant change in legislation or regulated activity. Monitoring of the work of the Safeguarding Board will be formally reported through to Board of Governors, via ELT, on an annual basis.

**10. Sources of help:**

Within LJMU:

* [Student Advice and Wellbeing](https://www.ljmu.ac.uk/discover/student-support)
* [Human Resources](https://www.ljmu.ac.uk/staff/hr)

Externally:

* [Liverpool Careline](https://liverpool.gov.uk/children-and-families/childrens-social-care/keeping-children-safe/children-at-risk/)
* [NSPCC](https://learning.nspcc.org.uk/safeguarding-child-protection#:~:text=Safeguarding%20is%20the%20action%20that,of%20safe%20and%20effective%20care)

**List of Appendices**

1. Safeguarding Reporting Form

2. Admission of Young People

3.  Safeguarding Contact Details

4. Framework of training requirements and frequency

5. DBS Policy Position

6. Signs of Abuse and Neglect

7. Example Photograph/Video/Social Media consent form

8. Template Risk Assessment Form

**Appendix 1 : Safeguarding Reporting Form**

This form is to be used by Local Safeguarding Officers to record and report a concern to the University’s Deputy/Senior Safeguarding Officer.

Local Safeguarding Officers should complete the form and sent it to the appropriate safeguarding contact (see contact list at Appendix 3).  Referrals can also be taken over the phone.  Information that identifies the personal details of staff/students should (if possible) be sent via a secure email or as a password protected document.

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| **Local Safeguarding Officer’s name:**   |   |
| Job Title:   |   |
| Contact details (address, email and contact number):  |   |

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| **Name of individual affected:**   |   |
| Age (delete as necessary: Under 18  / 18 years or over  | LJMU ID number:  |
| Home Address:    Postcode:  | Term time address:    Postcode:  |
| Course/ activity:   |   |

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| Alleged incident / concern  |
| Date reported:  |
| Name and job title of reporting individual if different from above:   |
| Details of the incident/concern (what the individual said, what someone told you, physical signs, or behavioural indicators):        |
| Details of any immediate action taken (the response, what was said to the individual, who else has been told etc):        |

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| Declaration (Local Safeguarding Officer to sign and date)  |
| Signature:     |
| Print name:   |
| Date:   |

Please email this the same day to Safeguarding@ljmu.ac.uk marked ‘Confidential Safeguarding matter’.  In case of out of hours urgency, please call Security on 0151 231 2222 and ask them to alert the Out of Hours Duty Manager to the incident.

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| **To be completed by the Senior/Deputy Safeguarding Officer**  |
| Referral to external agency                                                 Yes / No   |
| If yes, details of the agency including contact name, title, contact details:     |
| Date and time of referral:   |
|  Further action taken / agreed:    |
| Signature: Print name: Date:   |

**Appendix 2 – Admission of Children**

**1.0** **Context**

LJMU (along with all UK HEIs) admits students to courses based on meeting a minimum academic achievement.  This is laid out in the online and hardcopy prospectus that is provided to potential applicants.  As a UK university, LJMU is required to abide by the legislation of the country and in this instance by the Equality Act 2010, which makes discrimination on the basis of age illegal. Should we refuse to admit a student who has met the academic requirements solely on the basis of them not being 18, then this could/would be classed as age discrimination.

For the safety and wellbeing of those students admitted under the age of 18 years, LJMU is required, due to safeguarding legislation, to put an appropriate mechanism in place for those individuals.  These mechanisms are incorporated for any student arriving at LJMU who is under the age of 18 and are detailed within the LJMU’s Safeguarding Policy.  A dynamic web hub report is generated on a monthly basis and used to identify all those who are admitted to LJMU who are under the age of 18. Contact is made with the student (via admissions), with the parent/guardian/carer by Student Advice and Wellbeing (SAW), and with the relevant School Director by SAW

Consideration should be given to the arrangements in place for other types of students which are associated with LJMU, for example:

* International Study Group (ISG) – ISG is a collaborative partner who provides opportunities for international students to join LJMU. ISG admit students under the age of 18 and have their own safeguarding policies.  They also work closely with LJMU to ensure anyone under the age of 18 at entry to LJMU is supported.
* Collaborative partners based in the UK –UK legislation applies to these partners. These partners should have their own safeguarding policies, which should be aligned to LJMU’s policies. LJMU would offer support if required.
* Collaborative partners outside the UK -  These partners would be required to work within the host country’s legislative framework and provide reassurance and evidence, as required, to LJMU to demonstrate compliance with local legislation.
* International students – currently international students who are under 18 are not admitted to LJMU based on the requirement to have a UK based guarantor if under 18 and also any Confirmation of Acceptance of Studies (CAS) restrictions.
* Apprenticeship learners – LJMU should comply with any professional requirements relating to the apprenticeship in relation to students who are under 18.

**2.0** **Implications for those students under the age of 18**

Each year LJMU considers a small number of applications for admission to courses from those who will not reach the age of18 at the time of enrolment.  This will include applications from international students.  All applications from students who will be under the age of 18 as enrolled students at LJMU will be dealt with on an individual basis, taking into account the academic and social development needs of the individual.

LJMU’s academic entry requirements are such that they usually apply to those in full-time compulsory education who will be 18 years of age, and 17.5 years of age for some nursing courses.    When a young person is accepted to join LJMU as a student the following should be considered:

* **Parental Responsibilities**

LJMU is not able to take on the rights, responsibilities, and authority that parents have in relation to a child, and it will not act in *loco parentis* in relation to students who are under 18 years of age.

* **Contracts**

A person aged 16 or 17 has the status to enter into necessary contracts for education and accommodation but until their 18th birthday will not have full capacity to enter into all legal contracts.  In circumstances where a person must be 18 or over to have full capacity to enter into a contract, LJMU requires a student’s parents to honour all obligations (under any contracts with the LJMU) that the student enters into prior to their 18th birthday.

* **Student Accommodation**

It should be recognised that accommodation offered by and through LJMU is intended for the use of adults and that special arrangements cannot be made for students who are under the age of 18 years.

* **Field trips**

Many courses at LJMU have compulsory or optional field trips, excursions, or other periods of study away from LJMU.  Where an event of this nature will involve an individual under the age of 18 years, a risk assessment will be carried out (see Appendix 8 for a templated risk assessment).  LJMU is unable to take any additional responsibility for a student who is under 18 years of age in relation to such activities.

* **Placements**

Students undertaking a work placement, should ensure appropriate disclosure of age on the risk assessment form (Appendix 3 of the Placement Learning Code of Practice [Placement Code of Practice](https://policies.ljmu.ac.uk/UserHome/Policies/PolicyDisplay.aspx?&id=113&l=1) ).

* **Holding Office**

Students who are under 18 years of age are not allowed to hold office, for example, they may not be a secretary or treasurer to a sports club or other student society.

* **Relationships with staff**

Under the Sexual Offences (Amendment) Act 2000, it is a criminal offence for any person in a position of trust (which may include members of university staff) to engage in sexual activity with someone who is under 18 years of age.

* **Parental Involvement**

It is LJMU’s usual policy to deal only with enrolled students (with whom it has the contractual agreement) and not with parents.  This approach will also apply to students under the age of 18 years.

* **Emergency/Trusted contact**

Students aged under 18 years can have their refusal to receive medical treatment overridden by parents and therefore emergency contact details must be provided by students prior to their arrival at LJMU.  However, please note that a child from the age of 16 is entitled to consent to medical treatment and that such consent cannot be overruled by parents.

* **International Students**

LJMU is an adult environment, and our students are normally 18 or above at the time they start their course. The university will admit students who are under the age of 18 years.  In most cases this will be a very temporary situation, as the student will be approaching their eighteenth birthday and must have turned 18 one month following enrolment.

The university treats all its students, regardless of age on entry, as independent, mature individuals. However, under 18s living in England are considered by law to be children, which means the university has additional responsibilities towards students it admits who are under the age of 18 prior to the start of their course until the date at which they turn 18, even if this period is brief.  Students who are under 18 should be aware that they are applying to study in an adult environment and there may be a small number of limitations for them at the university while they are under 18.

Immigration regulations require an English-speaking UK Guardian to be nominated if the parent/guardian of a student under the age of 18 resides outside of the UK.  The UK Guardian should be someone who can be contacted quickly in an emergency situation and cannot be a member of staff or student at the university. LJMU recognises the importance in working with international students both in terms of helping an individual international student to understand their rights but also in terms of briefing international students going into placements which involve working with children or the vulnerable about differences in legislation.

**3.** **Protocol for the admissions of Students under the age of 18 at LJMU**

LJMU (in common with all UK HEIs) admits students based on their academic abilities and on the basis that they have met the minimum academic threshold as advertised on our online and hardcopy recruitment materials. Discrimination on the basis of age is not permissible under the Equality Act 2010 and therefore there will be occasions when individuals under the age of 18 are admitted to the university.

To ensure an appropriate and safeguarded experience for these students a safety net of provision is put in place around individuals – and this is done at the commencement of their education for any students arriving at LJMU who are under the age of 18.  The steps below details the process:

**Admissions process:**

**Step 1** - SiS will flag any applicants who will be under the age of 18 on the start date for their course. (This is reliant on the start date being entered for home students)

**Step 2** – At the point of a flag being placed on the record, a standard communication will be sent to the applicant advising them of their status and outlining how LJMU will proceed (see below)

**Step 3** – Once the initial communication has been issued, a service indicator will be present on the record.

**Step 4** – At the point of confirmation of a place at LJMU or the issuing of a CAS (for international students), the service indicator will be used to generate weekly reports to be sent to the Lead Safeguarding officer (LSO).  The LSO will issue, in hard copy, a letter to the parents/guardians of the young person outlining the safeguarding responsibilities of the university.  (As set out in 3.1 below).

**Step 5** – Enrolment lists issued to each programme will highlight any students who will be under 18 at the time of enrolment.  Academic colleagues and personal tutors should ensure that they are aware of good practice in terms of supporting students who will be under 18, and the additional requirements in place.  The LSO will ensure that all relevant School Directors are aware of students under the age of 18 starting a programme (email template is set out in 3.1 below).

**3.1 Communications linked to this process:**

* **Email to students:**

Email sent to all students under the age of 18 on entry to LJMU

Dear (first name),

Liverpool John Moores University is committed to keeping you safe whilst you study with us.  As an individual who will be under 18 on enrolment, we will need to contact your parent/guardian/carer prior to the start of your course.  This email is to let you know about this communication and ensure that you are aware of the university’s enhanced responsibilities until such time as you reach 18.

If you have any concerns, please contact our Safeguarding lead, Yvonne Turnbull at y.turnbull@ljmu.ac.uk

Kind regards

Student Recruitment Marketing and Admissions

* **Hard copy letter to parents/guardians/carers**

*For the attention of the Parent/Guardian/Carer of:*

Dear Sir/Madam,

**Students under the age of 18**

As you are a parent/guardian of a new student to Liverpool John Moores University (LJMU), who is under 18 at the start of their programme, I am writing to you to highlight some important points concerning their welfare at university. UK law defines people under the age of 18 as children and although not specifically covered by the legislation, universities have an enhanced implied duty of care towards students who are legally children.  In order to enable us to properly fulfil this duty of care I would like to mention a number of points in relation to your child’s time at university.

You need to be aware that LJMU is not “in loco parentis”.  This means that LJMU will not act in a parental capacity towards your child, unlike the secondary school system.  Students are encouraged to be independent both with regard to their learning and their living. LJMU ensures that staff with relevant responsibilities for students have an appropriate Disclosure Barring Service (DBS) check.  However, you need to be aware that your child may come into contact with some staff at LJMU who have not been DBS checked.

**If your child is moving into accommodation in Liverpool**, it is important that, as a parent, you are aware that LJMU does not own and operate any of the city centre accommodation.  Staff within Student Advice and Wellbeing services work very closely with our accommodation Partners to ensure that they meet the standards for DBS checks that we would expect of our own staff – i.e., checks for all those with regular and one-to-one contact with students.  However, there may be staff within our recommended accommodation who have not been DBS checked and who may have contact with your child.

Students are not supervised in accommodation and are free to come and go as they please.  All accommodation recommended by the university is self-catered, although there are a number of catering outlets on campus.  Further details can be found on the university’s website ([www.ljmu.ac.uk/accommodation](http://www.ljmu.ac.uk/accommodation)).

Within LJMU and the surrounding areas of the city, there are many licensed premises.  You may wish to advise your child that they would be breaking the law should they consume or purchase alcohol from these outlets whilst under the age of 18.

Although informing you of these points is necessarily formal, I do want to reassure you that LJMU and the city of Liverpool are considered safe places in which to study and live.  If students do get into any difficulties, LJMU has a high quality and well-coordinated support network with which to resolve issues, including 24/7 campus support, and a range of professional support services and residential assistants within all our accommodation.

Please note that it is LJMU’s policy to communicate only with students at LJMU, and not with parents/guardians/carers, as this would result in data protection breaches as detailed within the General Date Protection Regulation 2018.

If you have any questions regarding any of the information within this letter or in other information sent to you by LJMU, then please do not hesitate to contact me.

Yours faithfully,

xxxxx

* **Email sent to Directors of School where a student under the age of 18 is admitted**

Dear xxxxxx

I have been made aware of students who are under the age of 18 at the start of their programme and who therefore are deemed to be children in the eyes of the law. We are required to deliver an enhanced duty of care to those individuals who are under 18, and I have some practical guidance below for you and colleagues within the school.

In most cases, the students will turn 18 at some point in semester one, and therefore this is not a long-term arrangement but simply put in place to protect these individuals until their 18th birthday. In addition, I have also written to the parents/guardians/supporters of these students to advise them of the environment that their child is entering into and what support they can expect to receive.

The following students are currently under 18 within your school:

|  |  |  |  |
| --- | --- | --- | --- |
| Name   | ID   | Date of birth   | Course   |
|    |    |    |    |
|   |    |    |    |

In terms of good practice, it is advisable to have increased personal tutoring sessions with  individuals who are under the age of 18 and to identify a key contact for the student should they encounter any issues. Any off-campus activities would need to have a specific risk assessment carried out for the individual who is under 18, and this should include any events on licensed premises or where alcohol will be present.

Any problems or concerns , please let me know and we can talk in detail.

Kind regards

xxxxx

**Appendix 3 - Safeguarding Contact Details**

**Strategic responsibility**

Responsibility for safeguarding on a strategic level is the responsibility of the Pro-Vice Chancellor (Student Experience). Contact can be made in the following ways:

* + Prof Phil Vickerman
	+ p.vickerman@ljmu.ac.uk
	+ 0151 231 5750
	+ 07968 422606

**Operational responsibility**

| Safeguarding role | Institutional role and contact details |
| --- | --- |
| Senior Safeguarding Officer (SSO) | Director, Student Advice and WellbeingYvonne Turnbully.turnbull@ljmu.ac.uk0151 231 310807968 422637 |
| Deputy Safeguarding Officers (DSO) | Head of Student Support and WellbeingRob Michael-Phillipsr.i.michaelphillips@ljmu.ac.uk0151 231 312507890 057125Student Inclusion ManagerJo Bleasdalej.c.bleasdale@ljmu.ac.uk0151 231 316207989 500554 |

| Local Safeguarding Officers | Contact details (name, email address, contact numbers) |
| --- | --- |
|  |  |
| APSS | Lyndsey PhilipL.A.Philip@ljmu.ac.uk 0151 231 4874Karen Davies (School of Education only)K.Davies@ljmu.ac.uk 0151 231 5239 |
| Bus & Law | Amanda Stewart-Reilly a.j.stewart-reilly@ljmu.ac.uk, 0151 231 3285 |
| Science | Aly LeighA.J.Leigh@ljmu.ac.uk0151 231 2242 |
| FET | Sara RiouxS.Rioux@ljmu.ac.uk 0151 231 2435 |
| Health | James EvansJ.C.Evans@ljmu.ac.uk0151 231 4069 |
|  |  |
| Libraries | Paul Reecep.g.reece@ljmu.ac.uk0151 231 2439 |
| Student Futures | Danielle AndersonD.M.Anderson@ljmu.ac.uk 0151 231 2498 |
| Teaching and Learning Academy | Rachel BoulterR.M.Boulter@ljmu.ac.uk 0151 231 8666 |
| IT services | Louise de la RosaL.De-La-Rosa@ljmu.ac.uk 0151 231 5585 |
| Academic Registry | Louise MedlamL.Medlam@ljmu.ac.uk  |
| Doctoral Academy | Jo McKeonJ.M.McKeon@ljmu.ac.uk0151 904 6375 |
| Safety, Health and Environment | John GillinJ.P.Gillin@ljmu.ac.uk 0151 231 5635 |
| Sports | Anna-Marie Browna.brown@ljmu.ac.uk0151 904 612607815 481367 |
| HR | Amanda MannionA.J.Mannion@ljmu.ac.uk0151 231 8027 |
| Finance | Philip MurrayP.Murray1@ljmu.ac.uk  |
| Estates | Maria McShane m.mcshane@ljmu.ac.uk0151 231 4164 |
| Legal & Governance | Lois Wiegandl.m.wiegand@ljmu.ac.uk 0151 904 6365 |
| Student Recruitment, Admissions and Marketing | Peter Dolanp.j.dolan@ljmu.ac.uk 0151 904 6362 |
| Corporate Communications and Stakeholder Engagement | Colette QuailC.Quail@ljmu.ac.uk0151 231 3292 |
|  |  |
| JMSU | Sarah LathamS.Latham@ljmu.ac.uk 0151 231 4932 |
|  |  |

**Appendix 4 – Framework of training requirements and frequency**

LJMU will ensure that all staff required to undertake a safeguarding role within the institution are appropriately trained and kept up to date with relevant information.

The following is intended to provide a framework of required safeguarding training for specific roles and follows the guidance available from the Liverpool Safeguarding Children Partnership (LSCP) and as set out in the [LSCP Safeguarding Competency Framework.](https://liverpoolscp.org.uk/scp/training-courses/which-training-course)

**All Local Safeguarding Officers** Basic Safeguarding Awareness Every 3 years

Prevent awareness including MUU Annually

Internal referral processes Annually

Bespoke HE training Annually

**SSO and DSOs only**

**(Additional to the above)** Multi-agency safeguarding training Every 3 years

Targeted training e.g., CSE. as applicable

**Appendix 5 – Disclosure and Barring Service (DBS) policy position**

LJMU has a responsibility to safeguard students and staff in all aspects of the work they undertake as part of their studies and/or employment.  The use of the Disclosure and Barring Service (DBS) check is essential in ensuring that staff and students are cleared to perform relevant tasks and duties. The university has a DBS policy that covers both staff and students.

**Staff**

From a staff perspective, the university will require DBS checks for all staff members, including those with professional placement responsibilities, who are regularly or frequently in a one-to-one environment with children or adults at risk, including regulated activity.  Some appointments will be subject to a satisfactory DBS check.  Where a DBS check is required, this should be identified at the start of the recruitment process and be included in the person specification and advert for the post.

**Students**

For students, DBS checks are required as part of the professional practice requirements for certain courses and for some placement opportunities.  Students will be advised of the need for a DBS check on application to the programme of their choice.

**Single Central Record**

The Senior Safeguarding officer will maintain oversight of a functional Single Central Record (SCR) of all DBS checks undertaken within LJMU.  The SCR will be maintained by heads of operations for students and by HR for staff.  This will enable ease of consultation and will ensure that staff and student records are maintained separately.

**Useful Links:**

[DBS website](https://www.gov.uk/government/collections/dbs-checking-service-guidance--2)

[Documents required for DBS Checks](https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-standardenhanced-dbs-check-applications-from-1-july-2021)

[Lost or out of date driving licence](https://www.gov.uk/browse/driving/driving-licences)

[Lost or expired passport](https://www.gov.uk/browse/abroad/passports)

[Criminal Records Checks for Overseas Applicants](https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants)

**Appendix 6 – Types of Abuse or Neglect**

Abuse and neglect can be difficult to detect as they can come in many forms and many victims/survivors may try to hide the effects.  The following list provides several types of abuse commonly experienced:

* discriminatory abuse
* domestic violence or abuse
* financial or material abuse
* modern slavery
* neglect or acts of omission
* organisational or institutional abuse
* physical abuse
* psychological or emotional abuse
* sexual abuse
* self-neglect

All these forms of abuse or neglect can take many forms/indicators.  The following link provides further detail on what to look for when abuse or neglect is suspected; [Safeguarding adults: Types and indicators of abuse (scie.org.uk)](https://www.scie.org.uk/publications/ataglance/ataglance69-adult-safeguarding-types-and-indicators-of-abuse.pdf?res=true)

**Appendix 7 - Example Photograph/Video/Social media consent form**

Please use BLOCK CAPITALS

Photographer’s details:

Name:

Address:

Postcode:

Relationship between the photographer and the subject(s) in the photographs:

(e.g., father of birthday child, team coach)

Date on which photographs/video are to be taken: / /

Facility where photographs/video are to be taken:

Reason for photographs/video being taken and the intended use of the stored images: (e.g., family record, promotional material, newspaper)

I agree that the information provided above is valid and that the images will only be used for the reasons given. I also understand that if any individual complains or expresses concern whilst taking the photographs/video or if asked to by appropriate university staff, I will stop taking photographs/video immediately.

Signed: Date: / /

**Example Individual Consent Letter** :

Dear Parent / Guardian / Carer

Liverpool John Moores University has been contacted by ………………… to take photographs or video of …………………….on ………………………………….  The photographer has stated that they wish to use the materials produced for ……………………………

To comply with the General data Protection Regulations and the university’s Safeguarding policy, they need your permission before they can photograph or make recordings of you/your child for the stated purposes.

Please indicate, on the tear off sheet below, whether you do or do not give your consent for you/your child to be photographed.  The tear off section below should be returned to the event organiser.

If you wish to discuss this matter further, please do not hesitate to contact ………………….. on …………………………………..

Yours sincerely

**Please circle the appropriate statement:**

* I give my consent for photographs to be taken of me/my child
* I do not give consent for photographs to be taken of me/my child

Name of Child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian/Carer of child

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Post code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**Appendix 8 – Template Risk Assessment Form**

**Safety, Health, and Environment Department  (Editable template)**

**Risk assessment** This risk assessment is to highlight the main actions and controls required for activities that involve working with either students or members of the public who are under the age of 18 and thus classed as children.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Building (if applicable) and location in building, and date(s) of the activity:    | School/Service Department overseeing the activity  | Brief description of activity, to include the purpose and necessity for permitting children onto university premises. To include contact details of the organisation bringing children on site.   | Date of risk assessment:   | People consulted during the assessment: It is important to consult in good time  | Assessment carried out by:   | Signed:   |
|   |   |   |   |   |   |   |
| What are the hazards?   | Who might be harmed and how?   | What are you already doing?   | Do you need to do anything else to control this risk?   | Who will put the control(s) into action? Remember to complete this column for the actions you are already taking, and for additional actions required.   | When will the action(s) be closed?            | Date(s) that the action(s) have been closed.                   |
| Examples of hazards that could affect children may include:  * Physical characteristics of the building, such as potential falls from height and potential of items in communal areas to cause harm. Staircases should be considered as potentially hazardous

 * Prohibited areas (these may include science laboratories, hazardous storage areas, workshops and plant rooms and will always include radiation laboratories and biological laboratories above containment level 1). An exception would be made in the case of  laboratories in the School of Sport and Exercise Science where, subject to risk assessment and Research Ethics approval, children may be tested

 * Construction/demolition/refurbishment taking place

 * Child protection issues relating to wellbeing of children unaccompanied on campus

 * Unacceptable behaviour

 * Supervision shortfalls

 * Moving around university

* Injury whilst in university, e.g., slips, trips, and falls

* Loss of valuables

 * Fire hazards and fire evacuation

 * Allergies/health requirements

 * Children getting lost, e.g., while visiting toilets, potential abduction

 * Accident in free time

  * Behaviour in vehicles

  * Injury due to vehicle failure

  * Injury due to driver error

 * Injury whilst getting on/off coach

 * Misuse of equipment.

 * Trigger of medical condition e.g., Asthma attacks, diabetes, epilepsy, allergic reaction to stings/food/plants, etc.

  * Conflict between children

 * Collisions between children running

  | Children, who may be injured or suffer ill health, or emotional effects.   | Examples of control measures may include (please note these do not match against the hazards in the first column):  * The circumstances where children may be permitted within building(s)
* The level of adult supervision, to include their experience and capabilities
* Numbers of children to be permitted
* Adult/child ratios, to reflect the level of assistance necessary to safely evacuate and control children in the event of an emergency as well as for the visit/activity and for safeguarding purposes, for example in research environments
* The organisation of processes and activities where children may be affected
* The fitting-out and layout of the area or workplace to include consideration of children
* The extent of the health and safety information provided, or to be provided, to the children concerned and/or their supervisors
* First aid arrangements, to include names and locations of first Aiders and nearest defibrillators
* Emergency arrangements and evacuation procedures in the event of fire and other emergencies
* All staff/students taking part are instructed not to share personal details (personal mobile phone number, social media accounts) with young people they interact with
* All staff/students taking part are made aware of child protection matters and asked to familiarise themselves with the [University’s Safeguarding Policy](https://policies.ljmu.ac.uk/UserHome/Policies/PolicyView.aspx?c=10) and Safeguarding reporting procedures
* Any issues experienced will be initially discussed with the university safeguarding officer
* All staff/students will be reminded about appropriate language and always acting as a professional role
* All LJMU staff/students will ensure that they are never alone with a young person (less than 18 years of age). They will ensure there is always another member of staff or adult present
* Staff involved in outreach will make themselves familiar with the location where the outreach is taking place
* Children will be made aware of expected behaviour from the outset.        School staff are responsible for the    overall discipline of their pupils (if present)
* A list of pupils will be held by school staff and attendance is monitored at the start of the event, at breaks, and lunchtime
* All staff working with children must be CRB checked
* Supervision will be provided while walking to and from workshops and activities, and when using lifts
* Pedestrian crossings will be used when crossing roads
* University reception staff must be made aware of the visit
* All activities and workshops will be fully supervised, and risks minimised.
* Children will be advised that they are responsible for their own possessions, and not to bring valuables e.g., mobile phones, IPods
* No fire drill planned for event day.

 Evacuation route and fire action will be explained to children.  Fire exits are clearly marked, and children will be led to the nearest exit by a member of staff * Schools required to indicate which children have food allergies or health requirements that organisers should be aware of. The Catering Manager will be made aware of food/refreshment requirements.
* Supervision when moving to and from sessions. Base Camp arranged; pupils made aware of where it is. university/reception staff aware of children on site
* School Staff to supervise children while on journey (if present)
* Seatbelts to be worn by children
* Reputable coach/taxi firm used
* Staff supervision to get on and off coach to count pupils on and off (if present)

  |   |   |   |   |

**Review:** this risk assessment requires a review every twelve months - less than this if there is a significant change or if there is an accident. Make a copy available of each reviewed (and updated, if required) version of this risk assessment.