



# **Safeguarding Policy (Child Protection)**

Last Updated: February 2019 (Contacts updated)

## First Campus, Safeguarding Policy & Procedures

### Contents:

#### **Section 1, Introduction & Policy Statement**

1.1 Introduction	3
1.2 Policy Statement	4
1.3 Definition of Child Abuse and neglect	4
1.4 Recognition of abuse	5

#### **Section 2, Safeguarding Procedures**

2.1 Implementing Safeguarding Procedures	6
2.2 School based activities	7
2.3 Campus Activities	7
2.4 Contact Points	7

#### **Section 3, Recruitment Procedures**

3.1 DBS Disclosures	8
3.2 Code of Conduct for Staff	8

#### **Appendices**

<b>Appendix A, Contact details</b>	<b>9</b>
------------------------------------	----------

<b>Appendix B, Staff Code of Conduct</b>	<b>11</b>
--	-----------

## Section 1, Introduction & Policy Statement

### 1.1 Introduction

The First Campus partnership wants to ensure that it meets its responsibility to safeguard and protect the children who it works with, and ensure that the highest possible standards are maintained. It is, therefore, appropriate that First Campus has clear policies and procedures in place to refer to when there is concern for a child's welfare or the conduct of a member of staff. The First Campus Safeguarding Policy (Child Protection) sets out the process and procedures in place to ensure the appropriate level of child protection within the partnership. This policy should be read in conjunction with the each partnership HEI Safeguarding Vulnerable Groups policy, see **Appendix A** for website links. This document is the umbrella 'safeguarding policy' for the First Campus partnership.

The generic term 'a child' is taken in this policy as meaning 'Anyone who has not yet reached their 18<sup>th</sup> birthday. 'Children' therefore means 'children and young people' throughout. The fact that a child has become 16 years of age, is living independently or is in Further Education, or is a member of the armed forces, or is in hospital or is in prison or a young offenders institution does not change their status or their entitlement to services or to protection under the Children's Act 1989<sup>1</sup>.

The Welsh Government seeks to implement seven core aims in its work with children:

- Have a flying start in life;
- Have a comprehensive range of education and learning opportunities;
- Enjoy the best possible health and are free from abuse, victimisation and exploitation;
- Have access to play, leisure, sporting and cultural activities;
- Are listened to, treated with respect, and have their race and cultural identity recognised;
- Have a safe home and a community which supports physical and emotional wellbeing; and
- Are not disadvantaged by poverty<sup>1</sup> above.

The Children's Act (1989) describes individuals/organisations other than parents who are in contact with children (defined as 0- 18 years old) as having a 'Duty of Care' to those children.

Organisations offering activities for children are advised to have in place a safeguarding (child protection) policy and related procedures indicating how the policy is to be implemented. They should provide a clear policy statement and outline working practices relating to staff recruitment, training and reporting/referral that "minimise situations where abuse of children may occur" (RWCMD JMAS Policy, 2006)

### 1.2 Policy Statement

---

<sup>1</sup> 'Safeguarding Children: Working Together Under the Children Act 2004', Welsh Assembly Government

## Safeguarding Policy (Child Protection)



The First Campus partnership places paramount importance on protecting the safety and well being of the children participating in its activities, and providing a safe and secure learning environment. First Campus is committed to practices which protect children from harm, and will ensure the safety and protection of children engaged in its outreach projects on campus by adhering to the Child Protection Policy and procedures outlined in this document.

The aim of the First Campus Safeguarding Policy (Child Protection) is to provide 'children and young people' with appropriate safety and protection whilst attending and participating in activities.

As a provider of activities for children First Campus recognises that all staff has a responsibility to:

- Take reasonable steps to create a safe and supportive environment to protect the health, safety and well-being of its participants.
- Be aware of issues which could cause harm to children, including those relating to health and safety and child abuse.
- Be alert to any signs of child abuse.
- Treat seriously and report all cases of suspected child abuse.
- Comply with safeguarding policies adopted by partner HEIs, and the 'All Wales Child Protection Policy',  
<http://www.awcpp.org.uk/areasofwork/safeguardingchildren/awcpprg/index.html>

It is the First Campus partnership policy to:

- Recruit appropriately qualified and experienced staff who, if eligible, have received clearance by the 'Disclosure and Barring Service' DBS (formerly Criminal Records Bureau, CRB)
- Provide clear safeguarding guidance to its staff.
- Organise safeguarding training for staff within the First Campus partnership.

The First Campus Safeguarding Policy (Child Protection) will provide a clear procedures and set out:

- What constitutes child abuse.
- How a member of staff should raise concerns they may have about a First Campus participant, ambassador, mentor, or a colleague
- How a member of staff should report any information they may receive about a participant who may be suffering abuse.

### 1.3 Definition of Child Abuse and neglect

A child is abused or neglected when somebody inflicts harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. A child or young person up to the age of 18 years can suffer abuse or neglect and require protection via an inter-agency Child Protection Plan.

#### 1.3.1 Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates or induces illness in a child whom they are looking after. (See All Wales Child Protection Procedures 2008, Part 5 for further details about Fabricated Illness).

### 1.3.2 Emotional Abuse

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child though it may occur alone<sup>1, 2</sup>.

### 1.3.3 Sexual Abuse

Sexual abuse involves forcing or enticing a child or a young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.<sup>1, 2</sup>

### 1.3.4 Neglect

Neglect is the persistent failure to meet a child's basic physical and/ or psychological likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment need.

### 1.3.5 Online Abuse

Online abuse is any type of abuse that happens on the web, whether through social networks, playing online games or using mobile phones. Children, young people and vulnerable adults may experience cyberbullying, grooming, sexual abuse, sexual exploitation or emotional abuse. Children and vulnerable adults can be at risk of online abuse from people they know, as well as from strangers. Online abuse may be part of abuse that is taking place in the real world (for example bullying or grooming). Or it may be that the abuse only happens online (for example persuading children to take part in sexual activity online). Children and vulnerable adults can feel like there is no escape from online abuse – abusers can contact them at any time of the day or night, the abuse can come into safe places like their bedrooms, and images and videos can be stored and shared with other people.

---

<sup>2</sup> Working together to safeguard Children, National Assembly for Wales 2000

## 1.4 Recognition of abuse

How abuse may come to your attention:

- A young person might make a direct disclosure to you,
- You may observe bruises/burns for which the explanation given is not plausible,
- Another pupil/parent may tell you something that causes you concern,
- You may observe changes in behaviour that worry you,
- You may instinctively feel that something is wrong.<sup>3</sup>

## Section 2, Safeguarding Procedures

### 2.1 Implementing Safeguarding Procedures

The following is guidance on dealing with concerns, adapted from the All Wales Child Protection Procedures.

What to do if a child tells you that they or another young person is being abused;

- Show the child that you have heard what they are saying, and that you take their allegations seriously.
- Encourage the child to talk, but do not prompt or ask leading questions. Don't interrupt when the child is recalling significant events. Don't make the child repeat their account.
- Explain what actions you must take, in a way that is appropriate to the age and understanding of the child.
- Do not promise to keep what you have been told a secret or confidential, as you have a responsibility to disclose information to those who need to know. Reporting concerns is not a betrayal of trust.
- Write down as soon as you can and no later than 24hours what you have been told, using the exact words is possible.
- Report your concerns to the senior member of staff in the department with designated responsibility for child protection.
- Ensure that your concerns are immediately reported to the duty social worker at the local office, or if the gravity of the case warrants, the Police. Do not delay.
- Do not confront the alleged abuser.
- Do not worry that you may be mistaken. You will always be taken seriously by social services. It is better to have discussed it with somebody with the experience and responsibility to make an assessment.
- Make another note, time, place and people who were present at the discussion.

What to do if the behaviour of a colleague or any other adult (including members of the public) towards children, young people and vulnerable adults or young people causes you concern;

- Do not dismiss your concerns
- Do not confront the person about whom you have concerns
- It is very important that you do not ignore or dismiss suspicions about another professional.

---

<sup>3</sup> Aberdare Girl's School – Child Protection Awareness in Education – Inset Day Notes 5<sup>th</sup> September 2005

If it's a person with a professional responsibility for children, young people and vulnerable adults, discuss your concerns with that person's line manager

What to do if abuse is reported or suspected;

- All staff/students/contractors are encouraged to share concerns regarding any child's safety and welfare immediately, as outlined in the Staff Code of Conduct (see Appendix One).
- Each HEI has their own Whistle blowing Procedures and these must apply to staff from that institution.

### 2.2 School based activities

For First Campus activities based in school the Child Protection responsibility lies with the school; therefore, any issues should be reported to the Head Teacher, or the teacher responsible for the group. It is unlikely that during an individual school workshop a child will develop a relationship with a member of staff that would lead to them confiding in the member of staff, however, staff must still be aware of the issues surrounding child protection in this context.

### 2.3 Campus Activities

First Campus activities for schools based at HEI campuses require a teacher to accompany pupils; however, this is not always the case.

- Under no circumstances should any member of First Campus staff/students attempt to carry out any investigations into allegations or suspicions of abuse. It is the task of Social Services to investigate the matter under section 47 of the Children's Act 1989.
- Concerns should be reported immediately to the senior member of First Campus staff on duty, and the teacher. Concerns should then be referred on to the **Principal Safeguarding Officer** at the accommodating HEI.
- Allegations must not be discussed with anyone else.
- Issues raised will be dealt with according to the host institution's Safeguarding Vulnerable groups Policy in discussion with the child's school.
- It is helpful to keep notes of observation/conversations in clear unemotive language, including times and dates. These should remain highly confidential and should be handed over to the **Principal Safeguarding Officer** if required, or destroyed if no further action is to be taken.
- If you do not feel that your concerns have been taken seriously contact Social Services.
- Allegations or suspicions of abuse against a member of staff/student representative of First Campus should be dealt with according to the host institutions complaints procedures.

### 2.4 Contact Points

Within each institution in the First Campus partnership there will be a Safeguarding structure and appointed designated members of staff responsible for safeguarding. This will not necessarily be a member of First Campus staff. The nature of First

Campus activities, however, means that there are a large number of tutors/students working on behalf of First Campus; it is vital that they have a clear point of contact in relation to child protection issues, the First Campus Co-ordinator in the first instance, who should then forward any concerns according to institutional practice. **Please refer to Appendix A for HEI Designated Safeguarding Officers, and First Campus staff.**

### 3. Recruitment Procedures

#### 3.1 DBS Disclosures

The Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) have merged to become the Disclosure and Barring Service (DBS). CRB checks are now called DBS checks.

3.1.1 Disclosure Barring Service (DBS) checks and Recruitment Procedures - First Campus requires DBS enhanced disclosures from all people who undertake regulated activity as part of its programme of activities or who are the line managers of people undertaking activity, which if unsupervised, would be regulated. Regulated activity in summary is defined as:

- 1) Unsupervised activities: teach, train, instruct, care for or supervise children, or provide advice/guidance on well being; or drive a vehicle only for children;
- 2) Work for a limited number of establishments (specified places) e.g. schools FE Colleges

Work under 1 or 2 above is regulated activity only if done regularly i.e. at least once per week or 4 times in a 30 day period or overnight

In addition to gaining DBS checks, all staff and students should be provided with a copy of the First Campus Code of Conduct, see Appendix B, and should sign to state that they have received this document.

3.1.2 Due to the large number of staff employed by First Campus on a part-time basis, it will not always be practicable to see DBS checks for all staff, e.g. a tutor who will be taking a single session at short notice would need to sign a declaration/receive a copy of the code of conduct and, in this case the tutor would have to be supervised by someone who is DBS checked

3.1.3 It may well be that not everyone is eligible for a DBS check who will come into contact with young people. For example, some guest speakers or DJs will not have DBS disclosures but will have access to participants and opportunities to take advantage of their positions of trust. Issuing codes of conduct with copies of the child protection policy statement and procedures represents an additional safeguard for both adults and participants. Compliance with the code of conduct can be included in contracts as a condition of employment. Once activities and staffing have been established, it is then necessary to scope who will have contact with young people

and to what extent, ensuring those people supervising the young people are DBS checked

- 3.1.4 DBS no longer automatically sends a copy of the certificate to a registered organisation. The employing Institution has to ask the applicant to see the certificate. It will be a contractual requirement to register with the DBS update service to enable DBS status to be checked on line.

For further details on the processes and procedures for the Disclosure Barring Service (DBS) checks, please refer to the government website, <https://www.gov.uk/disclosure-barring-service-check>

### 3.2 Code of Conduct for Staff

The First Campus Staff Code of Conduct provides good practice guidelines for all Mentors, Student Ambassadors, Employees, External Facilitators, Contractors, etc. It is given to all staff members involved in activities as part of their contracts, and must be followed as a condition of employment (please refer to Appendix B).

*As stated in the introduction, the First Campus Safeguarding Policy (Child Protection) sets out the process and procedures in place to ensure the appropriate level of child protection within the partnership; it should be read in conjunction with the partnership HEI Safeguarding Vulnerable Groups policy, see **Appendix A** for website links. **This document is the umbrella 'safeguarding policy' for the First Campus partnership.***

**Contact details**

**HEI Safeguarding Vulnerable Groups policies.**

Please use the following links to the HEI Safeguarding Vulnerable groups policies

<b>Higher Education Institution</b>	<b>Web links to HEI Safeguarding Vulnerable groups</b>
University of South Wales	<a href="https://www.southwales.ac.uk/about/policies/safeguarding-policy/">https://www.southwales.ac.uk/about/policies/safeguarding-policy/</a>
Cardiff Metropolitan	<a href="https://www.cardiffmet.ac.uk/study/studentservices/Pages/Student-Services-Policies-and-Procedures.aspx">https://www.cardiffmet.ac.uk/study/studentservices/Pages/Student-Services-Policies-and-Procedures.aspx</a>
Cardiff University	<a href="https://www.cardiff.ac.uk/public-information/policies-and-procedures/safeguarding">https://www.cardiff.ac.uk/public-information/policies-and-procedures/safeguarding</a>
Royal Welsh College of Music & Drama	<a href="http://www.rwcmd.ac.uk/junior_conservatoire/important_course_information/policies_procedures.aspx">http://www.rwcmd.ac.uk/junior_conservatoire/important_course_information/policies_procedures.aspx</a>

In relation to child protection issues, the First Campus Coordinator is the first point of contact, who should then forward any concerns according to the institutional practice.

**First Campus staff**

<b>Name</b>	<b>Role</b>	<b>HEI</b>	<b>Contact details</b>
Scott McKenzie	First Campus Partnership Manager	University of South Wales	Tel: 01443 483266
Chris Webb	First Campus Assistant Manager	University of South Wales	Tel: 01443 482701
Jane Ellis	Senior First Campus Officer (Funding & Adult)	University of South Wales	Tel: 01443 482912
Teresa Perry	Senior First Campus Officer	University of South Wales	Tel: 01633 432992
Liz Trigg	Senior First Campus Officer	University of South Wales	Tel: 01633 432151

## Safeguarding Policy (Child Protection)



Claire Turner	First Campus Coordinator	University of South Wales	Tel: 01633 432518
Annie Davies	First Campus Mentoring Programme Leader	Cardiff Metropolitan University	Tel: 02920 416796
Linda Smith	First Campus Coordinator	Cardiff Metropolitan University	Tel: 02920 417095
Natalie Lambert	First Campus Coordinator	Cardiff Metropolitan University	Tel: 02920 416337
Sian Catley	Senior First Campus Officer	Cardiff University	Tel : 02920 876760
Rosalind Davis	First Campus Officer	Cardiff University	Tel : 02920 870816
Victoria Woods	First Campus Officer	Cardiff University	Tel : 02920 874276
Helena Fern	First Campus Coordinator	Cardiff University	Tel : 02920 870020
Ffiona Mills	First Campus Coordinator	Cardiff University	Tel : 02922 510729
Gareth Buchaillard-Davies	Pre College Administrative Assistant	Royal Welsh College of Music and Drama	Tel: 02920 391430

### Designated Safeguarding Officers within each Institution

<b>HEI</b>	<b>Contact name</b>	<b>Role</b>
Cardiff Metropolitan University	Ben Hughes, Deputy Head of Student Recruitment	Designated Safeguarding Officer
Cardiff University	Scott McKenzie	Designated Safeguarding Officer
University of South Wales	Sharon Jones, Director of Student Services	Principal Safeguarding Officer
Royal Welsh College of Music & Drama	Scott Allin, Vice-Principal (Resources)	Lead Safeguarding Officer

### First Campus Staff Code of Conduct

*(Mentors, Student Couriers, Employees, External Facilitators, Contractors, etc)*

First Campus wishes to ensure that everyone who takes part in activities, as staff or participants, understands the boundaries of appropriate behaviour.

First Campus has produced a code of conduct for staff to provide guidance about acceptable and unacceptable behaviour when working with children and young people.

It is not always appropriate to conduct DBS checks on everyone who will come into contact with young people. Issuing codes of conduct with copies of the child protection policy statement and procedures represents an additional safeguard for both adults and participants.

First Campus would like all staff to;

- Treat everyone with fairness and respect.
- Act as a good role model.
- Challenge any unacceptable behaviour.
- Report all allegations or suspicions of abuse.
- Avoid situations where there is only one adult/staff member present; leave the door open if you find yourself in a room alone with a young person/staff member.
- Do not show favouritism to any participant.
- Give a clear message that bullying will not be tolerated.
- Respect each individual's right to privacy. Do not enter anyone else's bedroom except in an emergency.
- Avoid the use of bad language.
- First Campus expect all staff to work towards what is best for each child whatever their race, religion, abilities; whatever they think or say, whatever their background.
- First Campus should be respectful of participants' culture, sexual orientation and religion and encourage respect between all participants on a First Campus activity.

Please note that;

- Relationships between student mentors and participants are strictly forbidden (during or after the project) and may be an abuse of trust which may constitute a criminal offence.
- Sexual relationships between participants and those in a position of trust are forbidden even if it is an existing relationship.
- Student mentors and staff are not allowed to give out personal phone numbers, email or home addresses.
- Photographs or videos must not include any participant unless authorised by the appropriate member of staff. This includes the use of camera phones.

## Safeguarding Policy (Child Protection)



- Smoking is not allowed during any activity. Smoking during free periods and only in designated areas. No alcohol or illegal substances are to be consumed by staff during working hours. Staff should 'not work under the influence' of alcohol or illegal substances.
- All staff working with young people should be aware that some young people behave inappropriately as a bid for adult attention. Staff must also be aware that how they respond to the situation could reinforce the behaviour.

First Campus staff must not;

- Engage in any rough physical games/horseplay.
- Make any sexual / inappropriate suggestions.
- Allow or engage in inappropriate touching of any kind.
- Physically restrain a participant unless the restraint is to:
  - Prevent physical injury of the participant/other participants/visitors or staff/yourself.
  - Prevent damage to any property.
  - Prevent or stop the commission of a criminal offence.

*Ensure that you have read and understood your institution's Child Protection Policy or Safeguarding Vulnerable groups policy. Follow the guidelines at all times.*

### **Breaches in the code of conduct**

- If the First Campus manager has concerns about a possible breach of the code of conduct there must be an immediate assessment of whether the alleged breach constitutes:
  - a threat to a child.
  - an abuse of trust.
  - a threat to the good name of the institution.
- Any of the above must be referred to HR and senior management of the employing institution for advice. They will be party to subsequent decisions about referring to Social Services and/or the police and suspension under the institution's disciplinary code
- If there is police and/or Social Services involvement, any internal investigation must be conducted in consultation with the police so as not to prejudice any criminal inquiry
- If the alleged breach is not thought to represent any immediate threat, recourse to the institution's disciplinary code should be considered.
- The Manager must also consider whether the member of staff lacks awareness of appropriate behaviour and can be put forward for training or mentoring to address any deficit.



- Members of First Campus staff will be subject to the disciplinary procedure of their employing institution.

### External contractors and facilitators

- For any breach of the code, the contractor or facilitator's employer must be notified (if applicable).
- A decision must be made (depending on the gravity of the breach) whether to terminate or not renew the contract.
- A record must be kept of any terminations of contract in case of future changes in staffing.

---

Please sign and detach this slip and return to First Campus

I have read and understood the conditions in the code of conduct.

Signed: ..... Date: .....