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OF ESTATE MANAGEMENT

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# Safeguarding

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## Procedure

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## Safeguarding Procedure

# Approval History

Version	Date	Name	Organisation
1.00	06/12/2017	Approved	Board of Trustees

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# Safeguarding Procedure

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# Safeguarding Procedure

## 1. Introduction

***The following process and procedures should be read alongside “What to do if you’re worried a child is being abused” (DfE, 2015) and UCEM Code of Practice: Safeguarding.***

The purpose of the following process and procedures is to ensure that children and vulnerable adult’s rights are protected. All staff are obligated to be aware of the types of issues which may affect our learners, and the following organisational, local and statutory guidelines in the reporting of safeguarding concerns. **All staff at UCEM are responsible for the reporting and recording of safeguarding concerns (i.e. a concern where a staff member believes a learner is at risk of significant harm, abuse or neglect). This responsibility applies to all staff, not just those working with learners under the age of 18.**

## 2. Definitions

- **Safeguarding-** The actions which we take and measures we put in place, guided by statutory obligations, to promote the welfare of learners and protect them from harm.
- **Child-** In accordance with the Children Act (1989), a child is defined as a young person under the age of 18.
- **Vulnerable adult-** For the purpose of this process document, a vulnerable adult is someone who requires community care due to reasons of mental or other disabilities, age or illness, and who may be unable to take care of themselves, or protect themselves against significant harm or exploitation.

**Please see Appendix A for examples of Safeguarding concerns and their definitions.**

## 3. Criteria

UCEM safeguards all its learners, regardless of their age or any other protected characteristic.

## 4. Guide to the Procedure

This procedure sets out how UCEM employees manage Safeguarding concerns about their learners and/or employees.

### 4.1 Timescales

**Upon receipt/suspicion of a concern-** Staff must report the concern immediately to the safeguarding team wherever possible, arranging cover where needed to facilitate this. Where not physically possible to report immediately, a phone call should be made to the Designed Safeguarding Lead (DSL) by the end of the day. If the DSL is not available by telephone, an email should be sent to [safeguarding@ucem.ac.uk](mailto:safeguarding@ucem.ac.uk), followed by a telephone call as soon as possible the next morning.

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**Upon Safeguarding team receipt of concern-** The Safeguarding team will respond to all concerns within 1 working day.

## 4.2 Support available

The Safeguarding team are available as a source of advice and guidance for staff, students and employers (of apprentices). If the Safeguarding team are unable to advise themselves, they will refer to external sources of support, which might include:

- Local authorities
- Charities
- Links to literature/resources (online or elsewhere)

Support and guidance for staff on listening to Safeguarding concerns can be found in Section 7 of this document.

## 4.3 Outcomes of the procedure

Following a referral, the safeguarding team will conduct an investigation. All stages of the case, from referral to closure, will be logged and stored within the single central record. Staff will be kept informed on a need to know basis. Possible outcomes of a safeguarding case might include:

- No action taken
- Further monitoring required
- Referral for additional support (see section 4.3 for possible sources of support), with the impact of the support tracked and monitored
- Disciplinary action or termination from programme/employment (where it is found that a learner/staff member has been found to have caused a safeguarding issue, or breached other UCEM policies/procedures)

# 5. Stages of the Procedure

## 5.1 Upon Receipt of Concerns

Any staff member who suspects or learns of abuse or risk of significant harm of a child or a vulnerable adult should report this to the safeguarding team immediately, either by telephone or in person, followed by an email to **safeguarding@ucem.ac.uk**. An email alone is not sufficient. This responsibility extends to when a staff member has heard rumours of abuse, or has suspicions with no firm evidence. This responsibility extends to all aspects of the learner's life, not just within the UCEM learning environment. For advice on recording concerns, please see section 6. The details for the Safeguarding team members can be found in Appendix B.

Staff must contact the DSL when they know or suspect that another staff member or student has a previous history of abuse of children and/or vulnerable adults, or has a concern of a current issue regarding a member of UCEM staff (including volunteers) or a student. All allegations against a member of staff must be escalated to the Disclosure and Barring Service (DBS)- please see Appendix C for further information.

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Staff should never try and investigate an issue on their own, as they are not equipped or qualified to do so. Contact details for the DSL can be found on the VLE, and on the UCEM website in the Safeguarding Code of Practice.

An appropriate member of the safeguarding team will investigate any safeguarding concerns, under the supervision and oversight of the DSL.

If staff have spoken to a member of the Safeguarding team and they have decided to take the matter further, staff will be asked to prepare a written report. This is essential in order to prevent misrepresentation of concerns. Staff should send their report (please see Appendix D for a suggested report structure) to the DSL within 24 hours of the suspicion arising- email is acceptable. Reports should be factual, not including opinions or personal interpretations of facts. Include as much detail as possible, including physical signs or abuse or anything else which led to suspicious, or the account from the child or vulnerable adult, as accurately as possible. Staff must sign and date the report, and store a copy in a secure place.

If staff need help writing a report, please contact [safeguarding@ucem.ac.uk](mailto:safeguarding@ucem.ac.uk).

## 5.2 Allegations Against Staff

UCEM's primary concern is to ensure the safety of its students. In each case of suspected abuse by a member of staff, action should be taken quickly and professionally. There may be cases where a student will accuse a member of staff of abusing them. On occasion these allegations may be unfounded, but they may also be true.

In the event that a UCEM employee suspects another member of staff of abusing a student, they must report these concerns to the HR DSL. The HR DSL will:

- Report the concern to the Local Authority Designated Officer (LADO), and will seek and follow their advice
- Take the necessary steps to ensure that the student is safe, as are any other students who may be at risk
- Ensure that a report is completed by the person who originally reported the concern
- Ensure that the necessary steps are in place in order to follow the advice of the LADO

If the allegation of abuse concerns the HR DSL, this matter should be discussed with the Vice Principal of Student Experience, in addition to following the normal safeguarding procedures outlined in this document.

## 5.3 Handling of Concerns

Upon receipt of a concern, a member of the safeguarding team (either the DSL or a Safeguarding Officer) will conduct an investigation. The team will decide on the next steps, with oversight of the DSL (which might include not taking action). The DSL will usually seek advice from the LADO and agree further actions. Further actions might include:

- Seeking more advice from the Local Safeguarding Children Board (LSCB)
- Conducting further investigation under LADO direction, or supporting the investigation of the LSCB
- Referring to an appropriate agency
- Reporting the incident to a social worker
- Reporting the matter to the police, if a crime is suspected

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When a referral is made, this must be confirmed in writing to the appropriate agency within 24 hours.

The DSL may decide that it is appropriate for those involved to receive counselling. When necessary, the Safeguarding team can make arrangements.

### **5.4 Whistleblowing**

Should a UCEM employee not be satisfied with the way that a Safeguarding case has been handled by the Safeguarding team, they are responsible for whistleblowing.

In the first instance, if an individual is concerned about the way that a Safeguarding case has been handled, they should discuss their concern with the SLT member with responsibility for safeguarding.

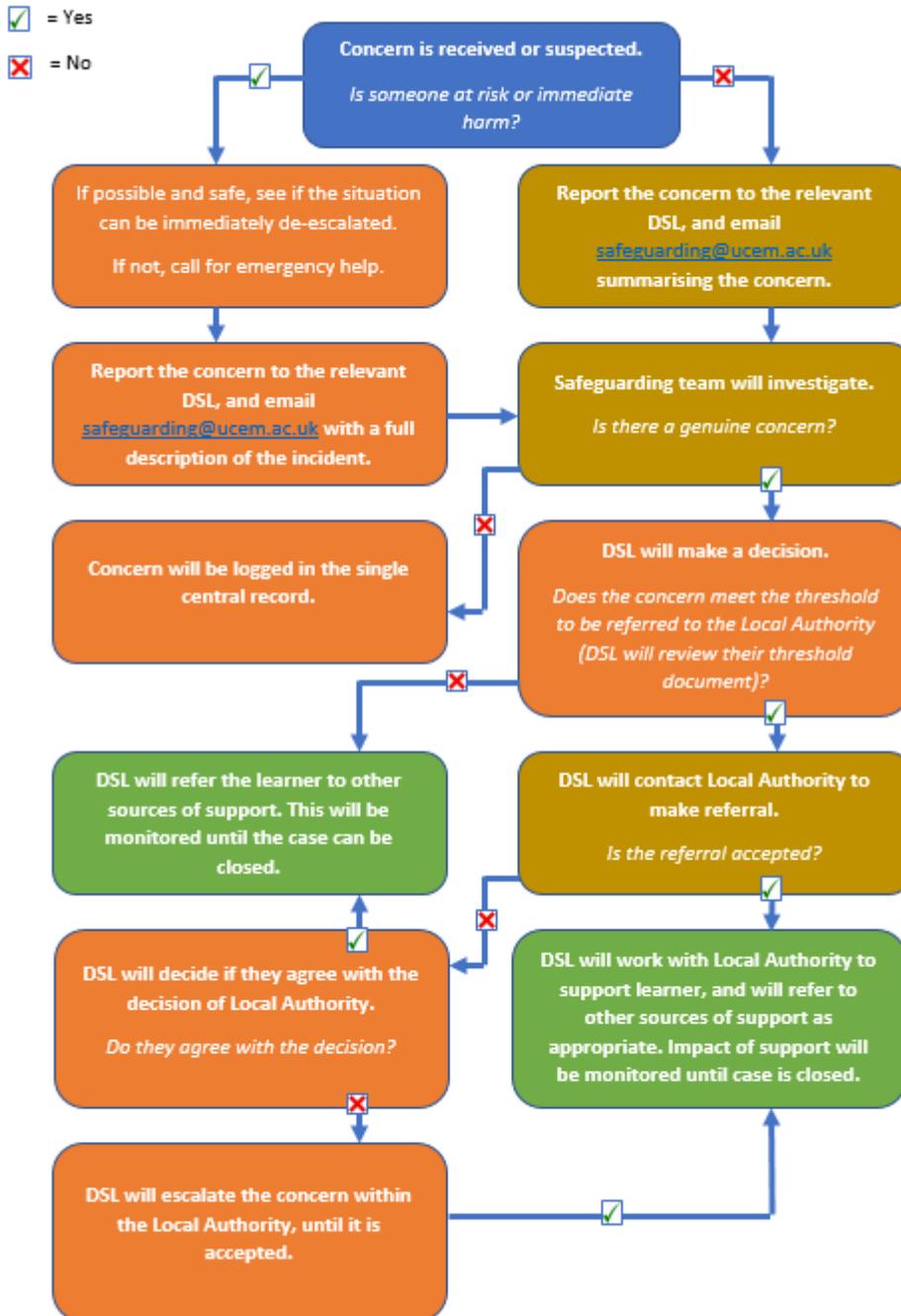
In the second instance, if an individual is still concerned there are two options:

**Employees-** Employees of UCEM can raise a concern following the procedures set out in the UCEM whistleblowing policy. If they are not satisfied, they can raise their concern initially to the Board of Trustee member with responsibility for Safeguarding. If still not satisfied, concerns can be raised to the NSPCC whistleblowing service or directly to the Local Authority.

**Students-** Students can raise whistleblowing concerns to the NSPCC whistleblowing service or directly to the Local Authority.

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## 5.5 Flowchart explaining Safeguarding referral procedure



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## 6. Training

Staff with responsibilities in relation to safeguarding will receive appropriate training in relation to their role(s), and all staff will be made aware of UCEM's Safeguarding Policy and Procedures. Training will be updated at recommended intervals, with DSL's and Safeguarding Officers receiving training at least every two years and other relevant staff receiving training at least every three years. All staff will be expected to engage with updates and bulletins at least annually, to keep their knowledge up to date.

## 7. Guidelines for Members of Staff

### 7.1 Listening to Concerns

Children or vulnerable adults may approach staff members to disclose apparent abuse or other safeguarding concerns. Staff must listen carefully and follow these guidelines:

- Do not promise confidentiality. If the learner does not wish to talk if you cannot promise confidentiality, reassure them that you are there if they wish to speak to you later.
- Allow the person to talk without interruption
- Do not trivialise or exaggerate the issue
- Do not make suggestions
- Reassure them, and let them know you are glad they have spoken to you, and that this is the right thing to do
- Ask enough questions to clarify understanding, but never interrogate, coach or probe. Do not ask leading questions
- Be honest, and let the person know that you cannot keep the information secret
- Remain calm- this is not easy for the student
- Do not show emotions, this may discourage a student from talking
- Let them know the matter will be taken seriously
- Make sure that the student feels as safe and secure as possible

The concern should be reported as soon as possible to the Safeguarding Team by calling the DSL, or another team member if they are not available (see Appendix B) and emailing [safeguarding@ucem.ac.uk](mailto:safeguarding@ucem.ac.uk). Cover for staff should be found to facilitate this if required.

Upon receipt of an allegation, the DSL may liaise with external agencies, and will record information about cases, collecting reports and notes as appropriate. Detailed information about a case will be confined to the safeguarding team and any external agencies the DSL determines to engage. Staff will be kept informed on a 'need to know' basis of the progress of a case.

### 7.2 Expected Conduct

UCEM sets out a standard of behaviour for all employees, which can be found in the Staff Code of Conduct. This includes a section on Safeguarding expectations, which can be found in Appendix E.

# 8. Monitoring and Review

This document will be fully reviewed every 4 years as is UCEM's procedure. The Safeguarding team will also review the document at least annually to ensure compliance with legislation and other requirements, and the document will be approved by QSEC in this period if required.

# 9. Benchmarking/References

This policy should be read in conjunction with the following policies, procedures and guidance documents, which set out details that relate to key aspects of UCEM's approach to safeguarding:

- UCEM Code of Practice: Safeguarding and Prevent
- Staff Safeguarding Code of Conduct;
- Anti-Bullying and Harassment Procedure;
- Online Safety Guidance;
- Prevent Procedure;
- [IT Acceptable Use Policy \(staff\)](#);
- [Student Online Protocol \(A guide to using the VLE\)](#);
- Recruitment Policy (staff) [Part 1](#) and [Part 2](#);
- UCEM Code of Practice Chapter: Admissions and Recognition of Prior Learning (relating to the recruitment of students with criminal convictions)- [Higher Education Programmes](#) and [Further Education Programmes](#);
- [Complaints Policy and Procedures](#);
- Prevent Guidance Notes- [Staff](#) and [Students](#);
- [UCEM Code of Practice Chapter: Disability and Additional Needs](#);
- [Privacy Policy and Data Protection Policy and Procedures, including Retention Schedule](#);
- [Information Security Policy and Procedures](#);
- [Whistleblowing Policy \(staff\)](#);
- [Freedom of Speech Policy](#);
- [External Speakers Policy](#);

Relevant for face-to-face sessions (on or off-site)

- [Health and Safety Policy and Procedures](#);

This policy has also been benchmarked against relevant statutory frameworks, which can be found in Appendix F.

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## Appendices

[Appendix A- Safeguarding Example Concerns and their Definitions](#)

[Appendix B- Staff Responsibilities](#)

[Appendix C- DBS Disclosures](#)

[Appendix D- Safeguarding Referral Form](#)

[Appendix E- Staff Safeguarding Code of Conduct](#)

[Appendix F- Statutory Frameworks](#)