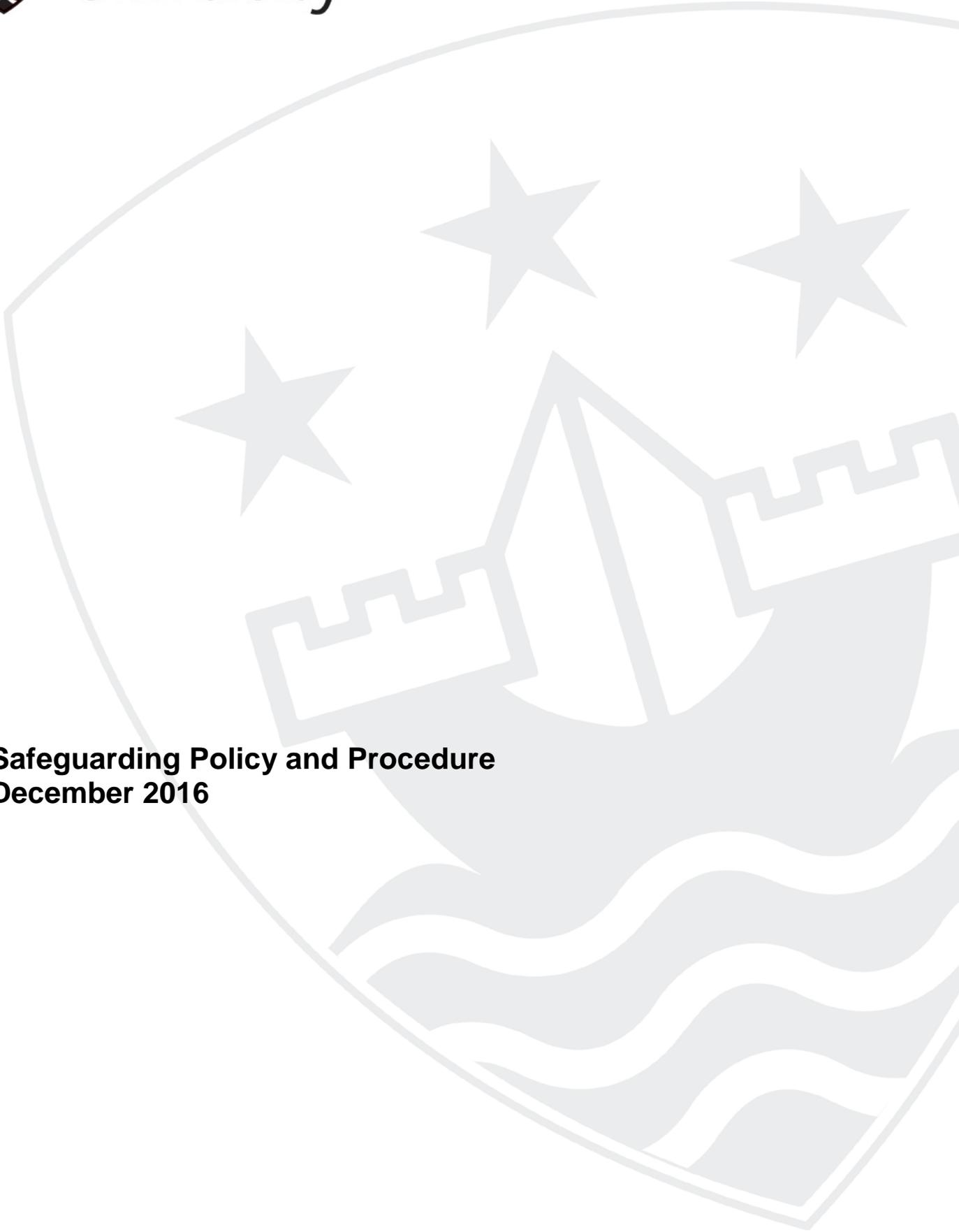




Leeds Trinity
University

**Safeguarding Policy and Procedure
December 2016**



Policy statement

Leeds Trinity University is fully committed to safeguarding the welfare of all young people and vulnerable adults by taking all reasonable steps to protect them from neglect, physical, emotional and sexual harm.

Leeds Trinity University acknowledges that safeguarding and protecting the welfare of all children, young people and vulnerable adults we work with is the responsibility of everyone - paid staff (full and part-time), voluntary staff, sessional or contractual staff, the governing body, and young people.

At all times Leeds Trinity University staff and volunteers must show respect and understanding for the rights of children, young people and vulnerable adults, their safety and welfare and conduct themselves in a way that reflects this.

Leeds Trinity University will support anyone who raises any concerns regarding the welfare or protection of children, young people and vulnerable adults. Any concerns raised will be taken seriously.

The best interests of the child, young person or vulnerable adult must be paramount when considering any action concerning matters of child protection and safeguarding the welfare of young people.

The primary function of Leeds Trinity University is the education of adults. However, Leeds Trinity University recognises that safeguarding could apply to its activities as follows:

- Children involved in campus activities or through outreach work;
- Students working with children off campus as part of school-based training or professional placements;
- Registered students (who may or may not be resident) considered to be vulnerable adults;
- Students who register before their eighteenth birthday;
- Contractual relationships with other organisations, or individuals, who may use the campus and facilities; and
- Any other organised events that involve children and vulnerable adults.

If any member of staff has concerns about a safeguarding matter (especially disclosed, reported or suspected abuse) they should contact the appropriate safeguarding officer as soon as possible. Doubting or disregarding evidence or testimony of abuse is not an acceptable response. The ultimate aim of reporting evidence or testimony is to place information at the disposal of external expert agencies.

The University will review this policy and the relevant procedures regularly, together with all other policies and procedures the University has in place.

Policies and procedures that the University has established for general use will also assist in the implementation of this policy.

Leeds Trinity University Definitions:

- **Young people/person:** all safeguarding and child protection legislation and guidance recognises a child or young person as anyone up to the age of 18. This policy is in place to safeguard all the young people that the University works with. Some aspects of this policy, such as code of conduct, will be in place to protect all young people, regardless of age.
- **Vulnerable adult:** is someone over the age of 18 who is considered 'vulnerable' for one reason or another. However, there is no simple definition based on age or disability; not all those with a physical or other disability should be classed as 'vulnerable', some young people may experience periods of vulnerability.
- **Leeds Trinity University staff:** this policy applies to all full and part-time paid staff, as well as volunteers at the University, any contract or sessional paid staff or volunteers, all governing body members and young people. For the purpose of this document, any reference to Leeds Trinity University staff will include all those mentioned above.

Leeds Trinity University will endeavor to safeguard vulnerable adults and children by:

- Ensuring that all our staff and volunteers are carefully selected, trained and supervised.
- Assessing all risk carefully and taking all necessary steps to minimise and manage the risk.
- Letting vulnerable adults, young people, children, parents and key workers know how to voice concerns or complaints about anything that they may not be happy with.
- Giving vulnerable adults, young people, children, parents and key workers information about what we do and what can be expected from us.
- Adopting vulnerable adults and child protection guidelines through procedures and a code of conduct for employees and volunteers.

Safeguarding Procedures

These procedures seek to ensure that all employees and volunteers have a clear understanding of their responsibilities when working with children and young people.

The aim of these procedures is to ensure that employees:

- Recognise the signs of abuse and what appropriate course of action should be taken in such circumstances.
- Understand the potential risks to themselves and ensure that good practice is adhered to at all times.
- Recognise signs of improper behaviour from other employees, adults and young people and take appropriate action should this occur.

What is Abuse?

There are four main forms of abuse:

Physical Abuse

Physical abuse may involve actions such as hitting, shaking and burning, as well as giving alcohol, inappropriate drugs or poison. Physical abuse, as well as being a deliberate act, can be caused by an omission or failure to act to protect.

Emotional Abuse

Emotional abuse is a persistent lack of love and affection. A child or vulnerable adult may be constantly shouted at, threatened or taunted. This can make the person nervous and withdrawn. Other forms of emotional abuse include excessive overprotection and unrealistic pressure to succeed. Some level of emotional abuse is involved in all types of ill treatment of children or vulnerable adults, although it may occur alone.

Sexual Abuse

Sexual abuse involves forcing or enticing the child, young person or vulnerable adult to take part in sexual activities, whether or not the child is aware of, or consents to what is happening. Sexual abuse can involve penetrative acts such as rape, buggery or oral sex or non-penetrative acts such as fondling. It may also involve non-contact activities such as showing pornographic material or involvement in producing such material or encouraging children, young people or vulnerable adults to behave in sexually inappropriate ways.

Neglect

Neglect is the persistent failure to meet a person's basic physical and or psychological needs. These needs include, for example, adequate food and warm clothing and also medical care. Children, young people or vulnerable adults may be left alone unsupervised.

Recognising Abuse

Recognising abuse is not easy and it is not the responsibility of employees or volunteers to decide whether or not abuse has taken place or if a child, young person or vulnerable adult is at significant risk. However, employees and volunteers do have a responsibility to act if they have any concerns.

Indications that a child, young person or vulnerable adult is being abused:

- Unexplained or suspicious injuries, such as bruises, cuts and burns, particularly if situated on parts of the body not normally prone to such injuries
- Injuries for which an explanation seems inconsistent
- Fear of parents being approached about such injuries
- Reluctance to get changed, e.g. wearing long sleeves in hot weather
- Flinching when touched or approached
- A failure to thrive or grow
- Sudden speech disorders
- Difficulties in making friends
- The child, young person or vulnerable adult is prevented from socialising.
- Sudden or unexplained changes in behaviour
- Fear of being left with a specific person
- Sexually explicit behaviour
- Sexual knowledge beyond their age and developmental level
- A distrust of adults, particularly those with whom a close relationship would normally be expected
- Constant hunger, sometimes stealing food
- The child, young person or vulnerable adult being dirty/smelly and unkempt
- Loss of weight
- Inappropriate dress for the conditions

This list is by no means definitive and it is important to remember that many children, young people or vulnerable adults will exhibit some of these indicators at some time and the presence of one or more should **not** be taken as proof that abuse is occurring. There may be other reasons for changes in behaviour such as a death in the family or the birth of a new baby.

It is crucial that this is only a process of observation and that at no point in time should a Leeds Trinity University staff member feel that they should be actively seeking out abuse or an abuser.

The responsibility of staff is to ensure that if they have concerns about the welfare of a child, young person or vulnerable adult, they must report it and must never assume that others will do it.

Responding to allegations and suspicions of abuse

1. Responding to a child, young person or vulnerable adult making an allegation of abuse

- Stay calm, don't panic and don't show disapproval
- Listen carefully.
- Observe their presentation and behavior as they tell you their story
- Find an appropriate, early opportunity to explain that it is likely that the information will need to be shared. Do not promise to keep secrets
- Allow the child, young person or vulnerable adult to continue at their own pace
- Ask questions for clarification only and at all times avoid asking questions that suggest a particular answer
- Reassure the child, young person or vulnerable adult that they have done the right thing in telling you
- Tell them what you will do next and with whom the information will be shared
- Record in writing what was said using the child's, young person's or vulnerable adult's own words as soon as possible. Note the date and time, any names mentioned and to whom the information was given. Ensure that this record is signed and dated by the author of it
- Report this information as soon as possible to a Safeguarding Officer at the University;
- Remember that it is important that everyone is aware that the person who first encounters a case of alleged or suspected abuse is not responsible for deciding whether or not abuse has occurred. This is the task of the professional child protection agencies following a referral to them of concern about a child.

2. Responding to signs of suspicions of abuse.

Anyone who is concerned about an individual child, young person or vulnerable adult should record these concerns and raise them at the earliest opportunity with a designated Safeguarding Officer.

These are:

Lead Safeguarding Officer

Denise McConnell, Chief Operating Officer, x106,
d.mcconnell@leedstrinity.ac.uk, AM8

Student Services

Tim Leadbeater, Director of Student Services, x195, t.leadbeater@leedstrinity.ac.uk,
AG17

Student Administration

Emma Murphy, Head of Student Administration, x376, e.murphy@leedstrinity.ac.uk,
AM36

Marketing, Communications and Recruitment

Julie Dodd, Director of Marketing, Communications and Recruitment, x275,
j.dodd@leedstrinity.ac.uk, AF13

School Based Training

Paul Dickinson, Director of Institute of Childhood and Education, x176
p.dickinson@leedstrinity.ac.uk, S43

Partnerships, Placements and Employment

Jess Sewter, Head of Partnerships, Placements and Employment, x182,
k.howden@leedstrinity.ac.uk, AG11C

Private and Commercial Bookings

Damon Shaw, Commercial Services Manager, x240, d.shaw@leedstrinity.ac.uk, W10

Human Resources

John Hawksworth, Director of Human Resources, x131,
j.hawksworth@leedstrinity.ac.uk, AM18

If the designated officer is not available, speak to a senior member of staff.

In an emergency situation, contact Social Services or the Police directly:

In office hours, either: Local Authority Designated Officer (LADO)
Tel 01133950722

or: Children's Social Services
Tel: 0113 222 4403

Out of office hours: The Emergency Duty Team
0113 240 9536

Leeds Police Child Protection Unit
01132413535, cuppuleeds@westyorkshire.pnn.police.uk

To ensure we safeguard the child/young person/vulnerable adult in the most effective way there are two forms to complete depending on the severity of the circumstance:

- Safeguarding Concern form
- Making a referral to Social Care

If you are unsure which form to complete, please speak to your Child Safeguarding Officer.

LEEDS TRINITY UNIVERSITY SAFEGUARDING CONCERN FORM

If you have any concerns in relation to the welfare or safeguarding of any individuals, e.g. a young person who starts to behave in a different manner or becomes withdrawn, possibly alarm bells may be raised over a situation or a warning sign. You must complete a Concern Form including as much detail as possible.

All concerns/referral are to be stored centrally with the Lead Safeguarding Officer.

Any concerns must be reported to the relevant Safeguarding Officer within 24 hours. All managers need to ensure that information is added and updated centrally within 48 hours of the concern.

Date of Concern/Incident:	
Name of child/young person:	
Present Address:	
Postcode:	
Date Of Birth:	
Ethnicity:	
Gender:	
School Name:	
Name of worker: (if appropriate)	
Background Information	

Known to Social Services? Yes / No / Don't know

Other key names relevant to this concern e.g.: extended family, neighbour, friend etc.

.....
.....
.....

Parent/Guardian Name

Nature of concern. Please add as much detail as possible about your concern, including time and dates) and highlight points where possible.

.....
.....
.....
.....
.....

Please tick as appropriate

Physical	Emotional	Sexual	Neglect	Multiple Concerns

Why are you concerned?

Keep your answers factual e.g. what you heard/saw/said /did?

.....
.....
.....
.....
.....

Did you speak to the child/young person/vulnerable adult? Please give details?

.....
.....
.....

Did you receive any information from other people or sources?

.....
.....
.....
.....

**At this present time, how vulnerable do you think this child/adult is at risk?
Please circle 0 being low risk and 5 being high risk.**

Scale 0 1 2 3 4 5

Signed by Worker

Date of Concern

This section is to be completed by the Safeguarding Officer only

Name of Manager.....

Date received

Action to be taken/agreed

Signed

Making a referral to the Social Care Department

All concerns/referral are to be stored centrally in order to eliminate duplicate concerns on independent sites.

Any concerns must be reported to your Safeguarding Officer within 24 hours. All Managers need to ensure that information is added and updated centrally within 48 hours of the concern.

In accordance with Leeds Safeguarding Children Board procedures please complete the following:

Date of completion of form:

Name of child/young person/vulnerable adult:

Address:

.....

Date of Birth:

Parent/carer name:.....

Parent/carer date of birth:.....

Other family members in the household:

.....

Family GP:

Child/Young Person/Vulnerable adult language and dialect:

.....

Family's language and dialect (if appropriate):

Child's School:

What type of concern do you have? Tick more than one if appropriate.

Physical

Sexual

Emotional

Neglect

Details of alleged abuse:

Please be as factual as possible, e.g. what you saw/heard and said/did.

Did you speak to the child/young person/vulnerable adult involved? If yes, what did they tell you, what did you say? Please attach statement if appropriate.

Is the child/young person/vulnerable adult aware a referral is being made?

Care network of the child/young person/vulnerable adult:

Child/young person/vulnerable adult wider background:

Any disability the child/young person/vulnerable adult may have, implications:

Other known agency involvement. Please include names of any workers involved.

Contact details for the referrer:

Name: _____

Telephone: _____

Role within organisation: _____

Action Taken:

Referrer

Line Manager/Safeguarding Officer

Print Name:

Print Name:

Signed:

Signed:

Date:

Date:

Please note: in accordance with Leeds Trinity University Safeguarding Policy, a copy of this form needs to be kept centrally by the Lead Safeguarding Officer.

Responding to suspicions that a colleague may be abusing a young person, vulnerable adult or not following the code of good practice

Any employee or volunteer who suspects that a colleague may be abusing children/young people/vulnerable adults should act on their suspicions. Action should also be taken if it is felt that colleagues are not following the codes of conduct set out in this document. This action will serve not only to protect children, but also colleagues from false accusations.

- Write down the details of the incident following the guidelines in the section on recording set out in these procedures.
- Pass this report to your line manager or Safeguarding Officer at the earliest opportunity.
- The manager should then take appropriate action to ensure the safety of the child, young person or vulnerable adult and of any other children who may be at risk.
- The matter should then be discussed with Human Resources and if necessary, the Lead Safeguarding Officer who will then consider whether the matter is an issue relating to poor practice or to abuse.
- If the matter relates to poor practice, procedures relating to misconduct should be followed. If the matter relates to abuse, the matter should be referred to Social Services who may involve the Police and the employee suspended pending the outcome of an internal investigation into the allegations.

Leeds Trinity University acknowledges that this is an extremely sensitive issue for employees and assures all employees and persons working on its behalf that it will fully support and protect anyone, who in good faith, reports a concern that a colleague is, or may be, abusing a child, young person or vulnerable adult or behaving inappropriately.

Confidentiality

The legal principle that “the welfare of the child/young person or vulnerable adult is paramount” means that the considerations of confidentiality that might apply to other situations within the organisation should not be allowed to override the right of the child/young person/vulnerable adult to be protected from harm. Whilst Leeds Trinity University staff will ensure that a child/young person/vulnerable adult rights to privacy and confidence is respected, there may be times when this confidence is breached. If a child/young person/vulnerable adult discloses information about him/herself or another person which raises child protection concerns, then these concerns must be reported. Leeds Trinity University will ensure that the child/young person/vulnerable adult is involved, consulted and kept informed about what action, if any, is to be taken and during each step of the reporting procedure.

- Any personal information gathered about a child/young person/vulnerable adult will be stored in a safe and confidential place.
- All documentation should be stored centrally in order to eliminate duplicate concerns on independent sites.

Only those who need to know will have access to this information, e.g. designated Safeguarding Officer and Line Manager. It may be necessary to pass this information on to the relevant authorities such as social services, the Police, NSPCC, and either parents/guardians or carers (if appropriate). When doing so, Leeds Trinity University will ensure that the child/young person/vulnerable adult is involved and gives consent in making that decision. The only situation when a referral can and will be made without the consent of the child/young person/vulnerable adult will be if that child/young person/vulnerable adult is at serious risk of harm, e.g. life threatening, abuse.

Recording

In all situations, including those in which the cause for concern arises from a disclosure made in confidence, it is vitally important to record the details of an allegation or reported incident, regardless of **whether** or **not** the concerns are shared with a statutory agency.

An accurate note should be made of:

- The date and time of the incident and disclosure.
- The parties who were involved, including the child/young person/vulnerable adult name.
- What was said and done by whom.
- Any further action taken by Leeds Trinity University to investigate the matter.
- Any further action, e.g. the suspension of a worker.
- Where relevant, reasons why there was no referral to a statutory agency
- The full name of the person/s reporting and to who reported.

This record should be stored securely and shared only with those who need to know.

All recorded concerns are required to be stored for 7 years. In addition, all referral details are required to be kept for 35 years. These procedures not only serve to protect children, but also protect staff and the organisation itself.

The importance of good record keeping in this area cannot be overstressed.

Code of Conduct and Good Practice

These guidelines are designed not only to protect children, young people and vulnerable adults, but also to protect staff from positions where false allegations may occur.

Good practice

1. Contact with children/young people/vulnerable adults

- Do not spend excessive amounts of time alone with children, young people or vulnerable adults away from others.
- Children, young people or vulnerable adults should only be taken alone on a vehicle journey in an emergency or with parental consent.
- Do not take children/young people/vulnerable adults to your home.
- Never meet up with children/young people/vulnerable adults outside of your work for the University unless it is with the full consent and knowledge of the child's/young person's/vulnerable adult's parents / carers and your manager.
- Never enter a house when a child/young person/vulnerable adult is on their own.
- Do not share personal or sensitive information with children, young people or vulnerable adults unless appropriate to the situation.

2. Relationships

All staff should be aware that they should never:

- Engage in rough physical games, including horseplay.
- Engage in sexually provocative games.
- Allow or engage in inappropriate touching of any form.
- Allow children/young people/vulnerable adults to use inappropriate language unchallenged.
- Make sexually suggestive comments about or to a child/young person/vulnerable adult, even in fun.
- Let allegations a child/young person/vulnerable adult makes be ignored or go unrecorded.
- Do things of a personal nature for children/young people/vulnerable adult that they can do themselves.
- Tolerate oppressive or bullying behaviour.
- Answer inappropriate questions about the staff member's personal life or situation, no matter how it is framed or how persistent the enquiry.

3. Intimate Care

It may sometimes be necessary for staff to do things of a personal nature for children, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of the parents and when adequate training has taken place. If an emergency situation arises that requires this type of help, then parents should be fully informed as soon as is reasonably possible.

4. Restraint

Restraint is where a child/young person/vulnerable adult is being held, moved or prevented from moving, against their will because not to do so would result in injury to themselves, or to others or would cause significant damage to property. Restraint must always be used as a last resort when all other methods of controlling a situation have been tried and failed. Restraint should never be used as a punishment or to bring about compliance (except where there is a risk of injury).

Only staff who are properly trained in restraint techniques should carry it out. A young person should be restrained for the shortest period necessary to bring the situation under control.

All such incidents should be recorded, detailing the facts of the behaviour, witnesses, who restrained the young person and how, what other methods had been tried and what other follow up action took place. This record should then be passed to the designated Safeguarding Officer. Parents/carers should be informed fully if restraint measures were used.

Code of Conduct

Staff must:

- Treat all children, young people and vulnerable adults and their possessions with respect.
- Provide an example of good conduct you wish others to follow.
- Ensure that whenever possible there is more than one adult present during activities with children, young people and vulnerable adults, or at least that you are within the sight or hearing of others.
- Respect a child's/young person's/vulnerable adult's right to personal privacy and encourages children/young people/vulnerable adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like.
- Remember that someone else might misinterpret your actions, no matter how well intentioned.
- Be aware that physical contact with a child, young person or vulnerable adult may be misinterpreted and be mindful of how and where you touch young people.
- Recognise that special caution is required when discussing sensitive issues.
- Challenge unacceptable behaviour and report all allegations/suspensions of abuse.
- Keep the child's/young person's/vulnerable adult's needs first and performing outcomes second.
- Be aware of the local fire evacuation procedures and routes, nearby first aiders and the nearest telephone in case of emergency when supervising or working with groups of children, young people or vulnerable adults.

Staff must not:

- Have inappropriate physical or verbal contact with children, young people or vulnerable adults.
- Make sexually suggestive comments, even in fun.
- Make derogatory remarks or gestures in front of children, young people and vulnerable adults.
- Jump to conclusions about others without checking the facts.
- Exaggerate or trivialise abuse issues.
- Show favouritism to individuals.
- Ask children, young people or vulnerable adults to do things that are potentially dangerous, illegal or otherwise unreasonable.
- Allow bullying.
- Believe that "it could never happen to me".
- Take chances when commonsense, policy or practice suggests a more prudent approach.

Planned activities

When you organise journeys or visits:

- You should undertake all relevant pre-site visits and complete appropriate risk assessments and trip consent forms.
- You should plan and prepare a detailed programme of activities for the children/young people/vulnerable adults who are involved.

- You are responsible for the childrens'/young persons'/vulnerable adults' welfare and safety for the whole time they are away from home.
- You should not leave children/young people/vulnerable adults to their own devices, e.g. in a town for the evening or on shopping expeditions, unless clear approval has been sought from parents/carers and a full risk assessment has been undertaken relating to age and behaviour of group.
- You should ensure that all children, young people, vulnerable adults are adequately supervised and engaged in suitable activities at all times unless the conditions above are fulfilled.
- When your planned activities are disrupted, e.g. because of weather conditions, you should have alternative activities planned.
- You should get written parental consent for any children/young people/vulnerable adults to join an organised trip.
- Parents will be given full information about the trip, including details of the programme of events, the planned activities and the supervision ratios (i.e, how many children/young people/vulnerable adults to each supervising adult).

Supervising children

- If you are a leader in charge, you must be satisfied that the workers and adults who accompany group parties are fully competent to do so.

How to react and what to do

- Children/young people/vulnerable adults must be supervised at all times.
- Children/young people/vulnerable adults must not be left unsupervised at any venue, whether it is indoors or outdoors.
- You and the other workers should know at all times where children/young people/vulnerable adults are, and what they are doing.
- Any activity using potentially dangerous equipment should have constant adult supervision.
- Children/young people/vulnerable adults will be safer if supervised by two or more adults.
- Dangerous behaviour by children/young people/vulnerable adults should not be allowed.

Complaints Procedure

It is important to maintain an open culture where all staff, children, young people, vulnerable adults or parents feel able to express concerns both about protection issues and issues of poor practice when dealing with children, young people and vulnerable adults.

Leeds Trinity University staff and users of its services can make complaints by following the Grievance Procedure or Complaints Procedure. Those entitled to complain are the child, young person, vulnerable adults, parents/carers, guardians, anyone else with parental responsibility and any other person that Leeds Trinity University considers has sufficient interest in the child's/young person's/vulnerable adult's welfare to warrant being heard. The process should include an independent element, i.e. someone who is not an employee or an officer of the organisation in question.

An easy to follow complaints procedure and statement for members of the public, including partners, volunteers and young people is displayed and made available from all Leeds Trinity University offices.

Recruitment and Training

Recruitment and selection guidelines for employing staff who have unavoidable substantial access to children or vulnerable adults:

- Our Human Resources Department manages recruitment on behalf of all departments. Before we advertise a position (paid or volunteer posts), we will review the job description. We will decide at this stage if the new recruit will have unavoidable substantial access to children, young people, vulnerable adults (i.e. anyone under 18).
- If the post contains unavoidable substantial access to children, young people, vulnerable adults – whether permanent, temporary (for more than 10 days), full time or part time - applicants must complete a special application form which does the following:
 - a) Draws attention to the Rehabilitation of Offenders (Exceptions) (Amendments) Order (NI) 1979 as amended by the Rehabilitation of Offenders (NI) 1987). This Order states that convictions that are 'spent' under the terms of the Rehabilitation of Offenders (NI) Order 1978 must be revealed by an individual if he or she will be working with children or young people. This allows employers to take spent convictions into account in deciding whether to employ the applicant.
 - b) Asks applicants to list any convictions, cautions, etc., they may have.
 - c) Asks for the applicant's written consent for the Police to check the existence and content of any criminal record they may have through an enhanced DBS check to ensure an individual's suitability to work with children, young people or vulnerable adults.
 - d) Points out that if an applicant refuses to grant consent for such checks, this would be sufficient grounds for us not to consider their application any further.
- Once we have completed the interviews, we will make the relevant checks after the applicants have been recommended for appointment, but before they are appointed to post.

References

We should ask for at least two referees who are not family members. Referees should be informed that the post entails access to children, young people or vulnerable adults and should be asked directly about the applicant's suitability for work with children, young people or vulnerable adults.

Identification

We should ask all those applicants who have to complete the DBS check to produce evidence of their identity; e.g. passport, photo ID or a full birth certificate and evidence of current address. This is important as DBS can only make thorough checks if the person's identity is confirmed.

Agency staff

Any employment agency supplying us with temporary staff to cover posts with unavoidable substantial access to children, must carry out the necessary DBS checks on our behalf to ensure their suitability for working with children, young people or vulnerable adults.

Volunteers

Where we employ individuals as volunteers to work unpaid in our premises, where there is access to children, young people and vulnerable adults we should adopt the following procedures:

- Consider the skills needed for the job - is the person suited to the task?
- Ask all volunteers to complete a short application form.
- Confirm their identity, e.g. with passport/photo ID or birth certificate.
- Ask all volunteers for written references.
- Interview the volunteer, go through the information on their application form, and make sure they are aware of our Safeguarding Policy and other induction materials.
- Complete the necessary DBS checks.
- Carry out training and reviews in the same way as we do for paid members of staff.

Work placements

All students being allocated a work placement within Leeds Trinity University must be 16 years of age or above. All placements that involve students from schools must be conducted in accordance with Education Leeds Guidelines.

Recruitment

Through its recruitment procedures for all employees and volunteers who work directly with children, young people and vulnerable adults Leeds Trinity University will:

- Check for convictions for criminal offences against children, young people or vulnerable adults in accordance with current legislation.
- Explore each applicant's experience of working or contact with children, young people and vulnerable adults prior to an appointment being made.
- Obtain two references from people who have had experience of the applicants work with children, young people and vulnerable adults, (either on a paid or a voluntary basis).
- Train employees and volunteers, their line managers and supervisors, in the detection of abuse and in good working practice.

Providing effective management for staff and volunteers through supervision, support and training

Working with children, young people and vulnerable adults is both worthwhile and fulfilling, but it is also challenging.

Once we have recruited our staff and volunteers, we need to ensure that they are all well informed, trained, supervised and supported, so that they are less likely to become involved in actions that can cause harm or be misunderstood. This process should include the following:

- **Induction:** Our staff and volunteers need clear instructions on the tasks and limits that apply to them as newcomers. They need to be familiar with our Safeguarding Policy and Code of Behaviour, as well as other policies such as on health and safety.
- **Probationary or trial period:** We aim to review the development and suitability of new staff and volunteers within six months of their taking up the post. For seasonal posts and short-term contracts, this period is usually reduced.
- **Supervision and support:** This focuses on the work that new staff and volunteers need to do and how they should do it. Leaders and managers can also comment on any good work that the new recruits have done. Supervision provides an opportunity for new staff and volunteers to share concerns about their working environment. This supervision and support may be on a one-to-one basis, or in a group setting. It may be a regular formal meeting, or an informal discussion, as the need arises. It should provide an opportunity for both parties to discuss issues of importance and identify training needs. We recommend that everyone involved keeps a note of any agreed action points.
- **Training:** As an Investor in People, we recognise the importance of excellent training and development practice. It is our management's responsibility to identify both the individual and common training needs of our staff and volunteers. Training should be an ongoing process, and relevant to the roles that people play in our organisation. All staff and volunteers who work with children, young people and vulnerable adults will participate in safeguarding training, which should include:
 - Awareness of abuse
 - Organisational policy and procedures
 - Skills training
 - Health and safety.
- **Performance review:** All our staff will have the opportunity, once a year, to participate in our annual staff review scheme. For seasonal employees, we will complete a review report at the end of their employment period.

Leeds Trinity University recognises that it has a commitment to ensure that all employees have a clear understanding of their roles and responsibilities when working with children, young people and vulnerable adults. Leeds Trinity University training process will help employees to:

- Be able to recognise the different signs of abuse and what appropriate course of action should be taken in such circumstances.
- Have an understanding of the potential risks to themselves and ensure that good practice is adhered to at all time.
- Recognise signs of improper behaviour from other employees and take appropriate action should this occur.

All employees and members who work directly or indirectly with children, young people and vulnerable adults will be required to attend training in the above areas.

Leeds Trinity Safeguarding Officer

The Safeguarding Officer has the following responsibilities:

- To ensure that this policy and procedures are disseminated, implemented and adhered to at all times.
- To be familiar with and have an understanding of all legislation and guidance relating to safeguarding and child protection.
- To receive all information from staff, young people, parents or carers about any safeguarding concern or issue, to assess this information promptly and take any appropriate actions and maintain records.
- To liaise with and be familiar with relevant staff in external safeguarding agencies and to make referrals as and when necessary. When making a referral to do so having spoken to the relevant member of Leeds Trinity University staff and the child, young person or vulnerable adult involved.
- To arrange appropriate training and support for all relevant staff.
- To provide support during and after incidents involving safeguarding matters.
- To monitor and maintain records to provide feedback to Leeds Trinity University on the number of safeguarding concerns and incidents, and the outcomes of these.

Leeds Trinity University Safeguarding Officers are:

<p><u>Lead Safeguarding Officer</u></p> <p>Denise McConnell, Chief Operating Officer, Ext. 106 d.mcconnell@leedstrinity.ac.uk, AM8</p>	<p><u>Student Services</u></p> <p>Tim Leadbeater, Director of Student Support, Ext. 195 t.leadbeater@leedstrinity.ac.uk, AG17</p>
<p><u>Student Administration</u></p> <p>Emma Murphy, Head of Student Administration, Ext. 376, e.murphy@leedstrinity.ac.uk, AM36</p>	<p><u>Marketing, Communications & Recruitment</u></p> <p>Julie Dodd, Director of Marketing, Communications & Recruitment Ext. 275, j.dodd@leedstrinity.ac.uk, AF13</p>
<p><u>School Based Training</u></p> <p>Paul Dickinson, Director of Institute of Childhood and Education, Ext. 176 p.dickinson@leedstrinity.ac.uk, S43</p>	<p><u>Partnerships, Placements and Employment</u></p> <p>Jess Sewter, Head of Partnerships, Placements and Employment, Ext. 207, j.sewter@leedstrinity.ac.uk, AG11C</p>
<p><u>Private and Commercial Bookings</u></p> <p>Damon Shaw, Commercial Services Manager, Ext. 240, d.shaw@leedstrinity.ac.uk, W10</p>	<p><u>Human Resources</u></p> <p>John Hawksworth, Director of Human Resources, Ext. 131, j.hawksworth@leedstrinity.ac.uk, AM18</p>