Safeguarding Vulnerable Groups: Safeguarding Policy

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| **Key contacts:** | | **Clair Marlow** | **Lead Safeguarding Officer & Deputy Prevent Lead (Strategic)** |
|  | | **Tel:** | **0114 225 3625** |
|  | | **Email:** | **C.Marlow@shu.ac.uk** |
|  |  | |  |
|  | | **Alison Wells** | **Lead Safeguarding Officer & Deputy Prevent Lead (Operations)** |
|  | | **Tel:** | **0114 225 4485** |
|  | | **email:** | **A.Wells@shu.ac.uk** |
|  | |  |  |
|  | | **Safeguarding mailbox for referrals** | [**safeguarding@shu.ac.uk**](mailto:safeguarding@shu.ac.uk) |

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| **Immediate risk**  If you are concerned that someone is in immediate risk of harm, you should contact Security on 0114 225 2888. Security will co-ordinate contacting the emergency service, as appropriate.  If there is no immediate risk or you are concerned about a non-emergency safeguarding issue, inform your line manager, local Designated Safeguarding Officer, raise a concern through [report and support](mailto:https://reportandsupport.shu.ac.uk/) or contact [Hallam Help](mailto:hallamhelp@shu.ac.uk). |

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# Policy Statement

1. **University statement on safeguarding children, young people and vulnerable adults requiring additional care.**

1.1 Sheffield Hallam University (University) organises, delivers and hosts a wide range of events and activities for children, young people or involving vulnerable groups. Each year, thousands of individuals take part in our outreach and engagement activities and our University Open Days are attended by individuals from across this country and beyond. Some of our professional courses and training programmes require our staff and students to engage with children, young people and vulnerable groups, and in most cohorts, a number of our students will be classified as vulnerable. In all these activities and situations, the University considers the welfare of these groups to be paramount and the University is committed to safe practices that limit the risk of harm.

1.2 This policy sets out the University’s approach to safeguarding children, young people and vulnerable adults who come onto University premises or have contact with University staff, students (including students who might work with children and vulnerable adults as part of University courses) or contractors. This includes students who are vulnerable because they require additional care or support and/or are not in a position to protect themselves from harm. The policy establishes the principles and parameters within which we will work to ensure the safety and welfare of all vulnerable groups on campus, online, or otherwise engaged in activities organised or hosted by the University.

1.3 The University undertakes to provide an inclusive, supportive and collaborative adult learning environment. This includes providing a safe environment for study and working at the University. The University has a general duty of care to its students to deliver educational and pastoral services to the level of a reasonably competent institution. As a higher education provider, in most cases, the University’s students are adults with the mental and legal capacity to make their own decisions and look after their own financial and other affairs, and broadly, the University environment and its policies reflect this.

1.4 In applying this Policy, the University will take all reasonable steps to ensure that its processing of personal data is fair, lawful, and compliant with data protection legislation. Staff are required to comply with the University’s [Information Governance policy](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.shu.ac.uk%2Fabout-this-website%2Fprivacy-policy%2Finformation-governance-policy&data=05%7C01%7Cslsbm%40exchange.shu.ac.uk%7C97c6c2b1ba2f413050b208db7319b16e%7C8968f6a1ac13472fb899f7316e439f43%7C0%7C0%7C638230326403832985%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=R6Xf3LSQYIvNJOfGzuDJFlgVVGSKpj9knMiaYiS2HZE%3D&reserved=0) and relevant legislation.  The University’s Data Protection Officer and Information Governance team provide advice, guidance, and training in relation to data protection obligations.

# Objectives

**2. The objectives of the Safeguarding Policy are to ensure:**

2.1 that University staff work in a manner to protect children or young people (defined as individuals who are under the age of eighteen years) involved in University activities and adults (which may include students) who are vulnerable to harm and are not able to take steps themselves to prevent that harm;

2.2 that when children and vulnerable adults are engaging in University activities, they can participate in a safe and secure environment and their parents/carers can have confidence in the University;

2.3 the roles and responsibilities of University staff are clear in relation to responding to reported incidents of harm or threats of harm to children or vulnerable adults;

2.4 there are clear arrangements for reporting concerns and liaising with external authorities where action, advice or support is required to protect children and assist vulnerable adults to secure their safety;

2.5 the University is aware of and follows good practice in safeguarding children and vulnerable adults by alerting concerns, referring issues to and liaising with appropriate authorities, and recording and monitoring decisions and actions.

2.6 the University complies with statutory and regulatory requirements, including Section 26 of the Counterterrorism and Security Act 2015 (Prevent Duty). Notifications of potential Prevent-related serious incidents or material changes requiring regulatory reporting[[1]](#footnote-2) follows the University’s reportable events protocols.

# Purpose

**3. The purpose of the University's Safeguarding framework is to provide arrangements that ensure:**

3.1 the University will take all safeguarding concerns including suspicions and allegations of exploitation, harm or abuse (including radicalisation and technology-facilitated abuse) seriously and will report concerns promptly.

3.2 the University has robust processes in place to check the suitability of staff and students whose duties and responsibilities involve regular contact or supervision of children or adults who may be vulnerable. The University is committed to seeking to ensure that appropriate suitability checks are carried out in relation to staff including criminal record checks and other checks where appropriate.

3.3 safeguarding referrals to the relevant statutory authority will be made on the basis of identified and considered risk.

3.4 University staff dealing with students or staff who are subject to safeguarding concerns will consider what support may be offered to them both from within the University and externally and encourage them to seek support, as appropriate.

3.5 there are appropriate arrangements for staff and students in a placement or work-based learning environment (such as a professional or clinical setting) to report any safeguarding concerns. Ordinarily concerns would be reported to the Safeguarding Officer of the provider, or employer in the first instance. If the student or staff member feels it is inappropriate to make a referral to the provider/employer, or they do not feel they have had a satisfactory response, they should refer directly to the appropriate University Designated Safeguarding Officers (DSOs).

3.6 research with children or vulnerable adults complies with the University’s [Code of Practice for Researchers Working with Vulnerable Populations](https://sheffieldhallam.sharepoint.com/sites/3007/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2F3007%2FShared%20Documents%2FSafeguarding%2FLocal%20Risk%20Area%20Documents%2FCode%2Dof%2DPractice%2Dfor%2DResearchers%2DWorking%2Dwith%2DVulnerable%2DPopulations%2Epdf&parent=%2Fsites%2F3007%2FShared%20Documents%2FSafeguarding%2FLocal%20Risk%20Area%20Documents) and [Safeguarding Children in Research Contexts](https://sheffieldhallam.sharepoint.com/sites/3007/Shared%20Documents/Forms/AllItems.aspx?sortField=Modified&isAscending=false&id=%2Fsites%2F3007%2FShared%20Documents%2FSafeguarding%2FLocal%20Risk%20Area%20Documents%2FSafeguarding%2DChildren%2Din%2DResearch%2DContexts%2Epdf&viewid=cc5a7871%2D999b%2D4b07%2Db638%2D1451a142a423&parent=%2Fsites%2F3007%2FShared%20Documents%2FSafeguarding%2FLocal%20Risk%20Area%20Documents) guidance.

3.7 the University has reporting and monitoring processes for staff and students working and undertaking placements overseas.

# Scope

**4. The policy will apply:**

4.1 to all employees and students of the University and all University activities. This applies to all activities controlled or managed by the University that are aimed at children or vulnerable adults, whether they take place on University premises or elsewhere.

4.2 where activities are not aimed at children or vulnerable adults, staff may not have made specific provision for safeguarding but should nonetheless be aware of this policy. In these circumstances they should make themselves particularly aware of the reporting procedures associated with this policy. Staff members are obliged to raise and escalate any concerns that arise about the well-being of children or vulnerable adults in the course of University activities.

4.3 where staff or students undertake University activities with third parties who provide services for children or vulnerable adults, they shall have due regard to the safeguarding policies of the third-party provider. For official University activities (such as placements or events) the University staff supervising the University’s involvement in the activity should satisfy themselves that the safeguarding arrangements are adequate for the activity, utilising the appropriate placement audit or risk assessment process.

4.4. Sheffield Hallam Students’ Union (SHSU) as an independent body has its own Safeguarding policies.

**Definitions and abbreviations**

**5.** **Definitions and abbreviations set out in this policy document are as follows:**

5.1 "Child" or "Children" means a person or persons under the age of eighteen.

“Criminal records checks” means UK Disclosure and Barring Service checks and/or overseas criminal records checks

"Safeguarding" is the process of protecting vulnerable people from harm, distress, crime or other forms of abuse.

‘’Students’’ means all students registered with the University, including those based in partner organisations who are registered with the University.

‘’Technology-facilitated abuse’’ refers to controlling behaviour that involves the use of technology as a means to coerce, stalk or harass another person.

"University premises" means all buildings and land that is owned, operated or controlled by the University.

"University organised events" means all activities which are arranged by University staff or students, which are on premises, online or affected by our activities. Where events are organised by SHSU the basic principles of the policy will apply, although, as the SHSU is independently managed and controlled, there may be bespoke supporting procedures and differences in application.

"University staff" means all employees of the University and authorised agency staff working on the University’s behalf on the premises.

"Vulnerable adult" means any person aged 18 or over who is or may be in need of community care services by reason of mental or other disability, age or illness and is or may be unable to care of themselves, or unable to protect themselves against harm or exploitation.

“Young people” means any person aged between 16 and 18.

# Policy details

**5. The details of the policy's provisions are as follows:**

5.1 The University is an adult learning environment and adopts the principles of Adult Safeguarding, suitably adapted to the needs of children depending on their age and understanding:

5.2 Empowerment – people, including young people, being supported and encouraged to make their own decisions and informed consent. The University aims to ensure that children have information appropriate to their age and understanding.

5.3 Prevention – having procedures that recognise that it is better to take action before harm occurs. This is supported by providing training to relevant staff so that staff involved in activities with children and adults in vulnerable situations receive clear and simple information about what abuse is, how to recognise the signs and what they can do to help.

5.4 Risk Assessment - the University requires proactive risk assessment of on-going University activities to identify those activities where participants are or are likely to be vulnerable and therefore safeguarding requirements need to be anticipated and considered. Areas of risk identified, summaries in appendix 4

5.5 Proportionality – For adults in vulnerable situations, the least intrusive response appropriate to the risk presented. For children, safeguarding procedures need to be proportionate to the risks and take account of the age and understanding of the child. The measures taken to protect young people, will take account of their growing autonomy and recognise that they are already in a position to take decisions about some aspects of their lives.

5.6 External Safeguarding Partners – by working with the Safeguarding Boards for adults and children in the University’s region and with our placement partners in health and education in the region and in other regions in which we operate, to do what is within our control to prevent, detect and report neglect and abuse. Information sharing with partners will be in accordance with section 1.7 of this policy.

5.7 Accountability – ensuring accountability and transparency in delivering safeguarding, so that everyone understands the roles including the children and adults that the policy is aiming to protect.

# Roles and Responsibilities

6.1 The University has designated the following roles for coordinating the implementation of the Safeguarding Policy and procedures including ensuring that staff and relevant students understand their role and limitations.

6.2 The Lead Safeguarding Officer (Strategic) is the University Secretary, who is responsible for the University strategy on Safeguarding and oversight of the Policy and is accountable for the University’s safeguarding practice.

The responsibilities of the Lead Safeguarding Officer (Strategic) are to ensure that:

i an appropriate governance structure is in place which enables compliance with and has oversight of safeguarding responsibilities;

ii safeguarding is prioritised at the most senior level within the University;

iii procedures are in place for: managing breach of safeguarding allegations against students and staff; whistle-blowing and safer recruitment practices;

iv monitoring review systems are in place to incorporate new guidance and legislation into University policy and to test out existing systems;

6.3 The Lead Safeguarding Officer (Operational) is the Group Director, Student and Academic Services who leads on implementation of approaches to safeguarding across the University, working through the network of DSOs.

The responsibilities of the Lead Safeguarding Officer (Operational) are to:

i oversee a network of DSOs who together will form a standing Safeguarding Delivery Group;

ii oversee the training of the DSOs;

iii develop and implement procedures, practice and guidance for safeguarding that address the areas of risk and are fit for purpose;

iv secure records concerning safeguarding are stored and shared appropriately;

v. implement the monitoring review systems;

vi help create links with relevant community services for safeguarding children and vulnerable adults;

vii have a working knowledge of how local Safeguarding Children Partnership’s operate, the conduct of a Child in Need of Protection Case Conference and/or Strategy meeting and be able to attend and contribute to these effectively when required to do so;

viii support staff who make a referral to the Channel programme.

6.4 Designated Safeguarding Officers – a network of DSOs covers the risk areas identified across the University, each risk area having at least one DSOs, who may have deputies proportionate to the scale and volume of work in that area. DSOs ensure the effective implementation of the University’s safeguarding systems and procedures. Specific responsibilities are to:

1. be a contact point for staff and students to raise issues about possible safeguarding risk or harm to the Lead Safeguarding Officer (Operational);
2. manage and escalate referrals, liaising with the Lead Safeguarding Officer (Operational) regarding on-going investigations where necessary;
3. provide support, advice and expertise on safeguarding issues relevant to the activities in their area;
4. undertake and refresh training;
5. support the delivery of a staff awareness raising programme, ensuring staff in their area are aware of the policy and procedure relevant to their services;
6. keep detailed, accurate, secure and written records of any concerns raised and their outcomes if known.

On behalf of the Lead Safeguarding Officer (Operational), identified DSOs are expected to refer cases as appropriate to the relevant external bodies i.e., Local Authority Designated Officer, Police, Disclosure and Barring Service (DBS), Channel Programme.

# 7. Safer Recruitment

7.1 In relation to staff safer recruitment, it is the recruiting manager’s responsible to determine which staff roles require suitability and barring checks, with support from the Resourcing & Reward Team. DBS screening requirements form part of the pre-recruitment conversation between the recruiting manager and Resourcing & Reward Advisor responsible for each vacancy.

7.2 The University Human Resources and Organisation Development (HROD) Directorate is responsible for ensuring that safe staff recruitment procedures are followed. All external applicants for jobs at the University are required to disclose relevant unspent convictions as part of the application process.

7.3 Some Professional, Statutory and Regulatory bodies place responsibility on the University to ensure a staff, student or applicants’ character is sufficient to enable safe and effective practice. Where this is stipulated, criminal record checks and local assessment tools will be utilised to guide suitability decisions.

7.4 The University undertakes criminal record checks on all roles that require criminal record screening, which are re-submitted every three years provided there is ongoing access to regulated activity or where stipulated by Professional, Statutory and Regulatory bodies.

7.5 Staff will not be left unsupervised with children or vulnerable adults until the disclosure has been returned from the DBS or from the relevant overseas authority, and suitability processes completed. Similarly, for students on placement, their placement provider will be notified and asked to reflect the practice adopted for University staff in restricting regulated activity until the disclosure has been returned from the DBS or from the relevant overseas authority, and suitability processes completed.

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| **Approval History:** | | | |
| **Approved by** | | University Executive Board | |
| **Monitored by** | | University Safeguarding Board | |
| **Executive Owner** | | University Secretary | |
| **Operational Owner** | | Governance Services | |
| **Review** | | This policy will be reviewed every three years or sooner in the event of legislative or regulatory changes, revised policies, and best practice | |
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| **Version** | **Details of Revision** | | **Date approved/updated** |
| 1.0 | This is the original version. | | January 2018 |
| 1.1 | Updated to reflect the changes of personnel and roles | | 30 September 2019 |
| 2.0 | Terminology and alignment with current processes | | 21 August 2023 |
| 2.1 | Personnel update | | 4 April 2024 |

# Appendix 1: Associated documents

Documents **that support the University’s commitment to safeguarding our community are listed below.**

**Local Risk Area Codes of Practice**

1. Code of Practice for Researchers Working with Vulnerable Populations
2. Higher and Degree Apprenticeships on Programme – Safeguarding and Prevent Practice Statement
3. Higher Education Progression Partnership (HEPP) – Local Safeguarding Arrangements
4. HEPP Safeguarding Code of Conduct
5. Safeguarding Children in Research Contexts
6. Student Recruitment and Access Development – Local Safeguarding Arrangements

**Associated regulations, policies, and procedures**

1. [Children on Campus Policy Statement](https://students.shu.ac.uk/regulations/equality_and_diversity/Children_on_Campus_Position_Statement.pdf)
2. Disciplinary Regulations for Students
3. Disclosure and Barring Service (DBS) Handling Policy
4. Health and Safety Policy
5. Problem Resolution Framework
6. Public Interest Disclosure Policy
7. Safeguarding Vulnerable Groups: Procedure for Reporting Concerns
8. Student Behaviour Risk Assessment Form
9. [Student Charter](https://www.shu.ac.uk/study-here/terms-and-conditions-and-student-regulations)
10. [Student Complaints Policy and Procedure](mailto:https://www.shu.ac.uk/study-here/terms-and-conditions-and-student-regulations)
11. [Student Fitness to Practise Regulations](mailto:https://www.shu.ac.uk/study-here/terms-and-conditions-and-student-regulations)
12. Student Mental Health Policy

# Appendix 2 – Risk Assessment

The areas of risk identified in the risk assessment are summarised as follows:

1 **Placing an unsuitable person in "Regulated Activity":** when the University places students in training placements in schools, hospitals and other care activities that are defined in law as Regulated Activity, the University is deemed to be acting as a Personnel Supplier/employer. The University has a legal duty to ensure that the people it places in Regulated Activity are likely to be suitable for the role. It is a criminal offence for a Personnel Supplier/Employer to provide a person to work in Regulated Activity who has been barred from further working with that identified group of children and/or vulnerable adults, even when this has been done inadvertently. The Colleges involved in selecting students for undertaking courses which involve training in Regulated Activity have procedures for disclosing criminal convictions and assessing students' suitability for working with children and vulnerable people. Where concerns about safeguarding arise, there are protocols for working with the placement setting to address the matter and internal procedures for reviewing students' fitness to practise.

2 **Young students i.e. those aged 16 – 17 years:** the University is an adult learning and research environment and does not act in loco parentis for young students. The benefit of accepting younger students who have the academic requirements to enter higher education and are almost adults is that they do not have to wait until they reach 18 years old to make academic progress. The risks include that parents may not understand that their child is moving to an adult environment; parents may assume a level of supervision and guardianship that the University does not provide; and that the young student is not sufficiently mature to cope with the amount of liberty and responsibility that comes with university life. The University’s Under-18s Policy and procedures seek to reduce and manage these risks by ensuring that there are proportionate oversight and support mechanisms for the small number of young students.

3 **Young staff or trainees - apprentices and placement students:** the University currently has very few workers under the age of 18 but occasionally will accept students from schools and colleges on short work experience or shadowing placements. There are benefits to the trainee, the University and the wider community in the University engaging with local schools and colleges in this way. There is a risk that staff not used to working with children may not take account of their inexperience or try to exploit it. These risks can be mitigated by ensuring that placements are only arranged with the approval and cooperation of the trainee’s school or college. The member of staff who has agreed to supervise the placement is responsible for conducting a Health and Safety risk assessment of the activities in which the child will engage, including the work environment, equipment and work methods. Supervisors should also make themselves aware of the school or college’s safeguarding procedures and reporting routes. Details of relevant contacts at both organisations, to whom reports should be made of any incidents or concerns, should be included in the written placement letter/agreement between the University and the school/college. Should the University decide to develop apprenticeship opportunities for younger people, then the HR arrangements for supervising young trainees would need to be developed appropriate to the risks and needs of the trainees.

4 **Students with additional needs for care or support:** some students need to access additional advice and support, for example, to transition from local authority care or to adjust for long term health conditions or disabilities. The University does not automatically assume that such students are any less able than other students to make their own decisions. The University’s Safeguarding Delivery Group has procedures to ensure that staff work to the adult safeguarding principles, are aware of relevant safeguarding risks and have reporting arrangements should any concerns arise.

5 **Students in distress:** the University’s object is to provide education and advance knowledge. Its welfare services are targeted at providing information and advice to help its students make the best of the education opportunities available. This advice and support are intended to help students cope with the challenges of university life and make their own decisions. The University recognises that some students are living independently for the first time but that, as adults, students are primarily responsible for taking care of their own welfare. Occasionally, a student's mental or physical health means that they do not have capacity to take adequate care of their own welfare. The University provides protocols for referring students to specialist staff within the University who can contact health professionals in the community and/or the student’s ‘trusted contacts’. To manage the risks, the University has a Supporting Students in Distress guide which links to University procedures such as the Sheffield Hallam at Risk Pathway (SHARP), Cause for Concern procedure and the Information Sharing and Confidentiality Policy. The Supporting Students in Distress guide provides staff with advice on what to do if they encounter a student in distress, whether or not those staff have a specific responsibility for pastoral support or work with students in the course of their job. The guidance covers non-emergency situations, the difference between an emergency and a crisis, and at what point to escalate and refer to emergency services.

6 **Outreach work with children:** the University organises engagement activities with children and young people in schools and colleges to raise awareness of, and encourage them to progress to, higher education. They come from a wide range of backgrounds and include students from vulnerable groups. Staff organising these activities have access to children and young people and supervise colleagues, University students and volunteers working with these groups. The nature of the engagement activities means that the risk of University staff posing a threat or identifying a safeguarding risk to the children is low. Risk assessments are in place to ensure that the risk of harm to children and young people is minimised and that staff are aware of appropriate action to be taken to address child welfare concerns or disclosures that may arise during activities. An agreed safeguarding scheme is in place to minimise the risk of unsuitable staff and volunteers working with children and young people and a separate, but complementary, safeguarding scheme has been developed by the Director of HEPP for delivery of partnership activities. Where Colleges and Professional Services teams support these centrally organised activities (e.g. subject based outreach, taster sessions), the activity lead will liaise with the Head of Access Development to ensure that robust arrangements are in place for staff checks, safeguarding training and safe operation. Where Colleges or Professional Services Teams engage in their own outreach activity with children and young people, they will work with their respective Designated Safeguarding Officer to ensure robust training and safeguarding schemes are in place.

7 **Students undertaking in-curriculum placements and/or work experiences and/or Work-Integrated Learning and/or Sandwich Placements with children and vulnerable adults:** in addition to students who are training to work with children and vulnerable adults, some students undertake activities with children/vulnerable adults in connection with the course to enhance their employability including Sandwich Placements, Consultancy and Research Projects, Applied Projects, or Work-Integrated Learning. Each module has an associated Risk Assessment completed by the Module Leader and submitted for approval by their line manager (or equivalent designated academic colleagues in Department), a copy of which is held locally or uploaded to the University’s Health and Safety Service. If experiences, workplace settings or individual student risks are outside of the standard module Risk Assessment, for example, specific forms of Work-Integrated Learning (i.e. those which are considered ‘short placements’), Sandwich Placements etc., the Work Experience Team (BESE) deliver a rigorous institutional, multi-stakeholder, student-led process to facilitate a collective understanding of associated risks, providing guidelines on student Health and Safety, wellbeing and conduct, to minimise the risk of unwarranted allegations to students, employers and academics.

The University’s Health and Safety service sets expectations specific to Student Placements; this includes the expectation that Employers are responsible for the completion of a risk assessment to meet their legal obligations in the UK – a copy of which may be requested by the student as part of the mandatory pre-work expected of them, which is to discuss specific risks relating to them and the workplace setting in which they will work on the module or Sandwich Placement. Where the experience is expected to take place outside the UK, equivalent questions are asked of Employers regarding risks and compliance with local laws. However, these are out of scope of University staff expertise and typically only relevant to Sandwich Placements rather than in-curriculum experiences, and safeguarding processes including pre-employment checks are dealt with directly by the overseas employer.

8 **Research involving young or vulnerable research subjects:** some University staff engage in research involving children or vulnerable adults. The nature of the researcher's access to children, and if and how the access is supervised, will vary depending on the nature of the research. To manage this risk, the University Research Ethics Committee has established guidelines for conducting safe research involving children and vulnerable adults. The safeguarding arrangements are assessed for each proposal as part of the University Research Ethics approval which will also determine what level of checks, supervision, participant and parental consent is required for the research.

9 **Applicants, students, or staff with relevant criminal convictions:** the University is responsible for providing its students, staff and other visitors with a reasonably safe environment in which to work and study. A previous criminal conviction will not necessarily bar an applicant from being offered a place or job at the University but applicants, staff and continuing students are required to disclose relevant spent or unspent cautions or convictions so that the University can assess:

a. the extent to which the individual may pose a threat to the safety of others in the University community and

b. whether there are legal or professional issues arising by employing the individual in a particular role or admitting the applicant to a particular course.

9.1 For staff, the University's Directorate of Human Resources and Organisational Development has procedures requiring taking up of references and disclosure of relevant spent or unspent cautions or convictions by applicants for employment, and for assessing the risk of harm of any positive disclosures and making decisions about suitability for employment.

9.2 For applicants to professional regulated courses, the Admissions process includes a legally based requirement to disclose relevant spent or unspent cautions or convictions, and there are arrangements for considering and making decisions about such disclosure through a University Criminal Convictions Panel.

9.3 Applicants to non-professional regulated courses are invited to voluntarily disclose any unspent cautions or convictions when accepting their offer of a place. Responses are triaged by the Student Policy, Casework and Compliance team and, where appropriate, escalated to a University Criminal Convictions Panel.

9.4 Where the University becomes aware of an existing student receiving a criminal conviction, the Student Policy, Casework and Compliance team will consider whether it is appropriate to consider the offence under the Student Disciplinary Regulations, depending on the circumstances of the offence.

10 **A child or vulnerable student deemed to be at risk of being drawn into terrorism:** the Counter-Terrorism and Security Act 2015 requires the University to have due regard to preventing people being drawn into terrorism. The University’s Prevent procedures include reporting routes for concerns to be escalated to the University’s Prevent Lead who will liaise with the relevant safeguarding officer where it is identified that a child or vulnerable adult may be at risk of being drawn into terrorism.

11 **Members of the public using University facilities:** the University is an open campus in the city centre. Its location near the bus and train stations mean that it is a space that members of the public may well use as an access route or to visit facilities. Some University services such as catering outlets and sports facilities accept external bookings. Where facilities accept bookings for service users who are under 18 years-old, they have procedures requiring the booker to make arrangements for the supervision and safeguarding of children in their group. Directorates that regularly provide events or activities for children have designated staff and local procedures for risk-assessing arrangements to ensure that the risk of harm to children is minimised and for taking appropriate action to address concerns about child welfare that may arise during activities.

12 **Safe Places initiative:** the University participates in the Sheffield Safe Places scheme. The scheme provides places that people with health or learning difficulties can go if they become lost, confused or feel threatened while in the city centre. University staff providing reception and facilities management services may find that they are approached by people visiting the University as a Safe Place. Sometimes staff are involved in assisting other members of the public who are vulnerable or unsupervised children who visit the premises uninvited. For people using the University as a Safe Place there are protocols for contacting relevant services to refer the person. For other uninvited visitors who may be vulnerable, the University does not assume a duty of care to safeguard them and will seek to refer them to the Police or contact an appropriate adult where this can be ascertained or relevant services if they appear to be at risk of harm.

1. ‘Office for Students’ [Regulatory advice 16’ details](chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https:/www.officeforstudents.org.uk/media/2d8c85eb-98ad-4039-bd98-f19f0bfff303/ra16-reportable-events-october2021.pdf) the matters which the University is required to report with further information on Prevent specific monitoring included in the ‘[Office for Students’: Framework for monitoring in Higher Education](https://www.officeforstudents.org.uk/publications/prevent-duty-framework-for-monitoring-in-higher-education-in-england-2018-19-onwards/)’. [↑](#footnote-ref-2)