



## **Safeguarding Good Practice Guidelines**

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Arts University Bournemouth (AUB), as a provider of both higher education, further education and extra curricular programmes, has a legal duty to ensure the health, safety and welfare of all students including the young and vulnerable when studying, working, or engaging in activities or events at AUB or externally supported by AUB.

These guidelines should be read in conjunction with AUB's Safeguarding Policy.

### **As a member of AUB staff you should:**

- Treat all students with respect and dignity
- Always put the welfare of students first, before competition or achieving goals
- Maintain a safe and professional relationship with students. (e.g.: it is illegal to have an intimate relationship with a child – Sexual Offences Act 2000)
- Build balanced relationships based on mutual trust and empower students to share in decision-making
- Avoid manual/physical support and touching; if it is vital, ask for consent from the student and provide it openly with an observer present
- Recognise the developmental needs and capacity of students; do not push them beyond their abilities or against their will
- Keep a written record of any injury or incident that occurs, and always ask for First-Aider assistance if needed
- Be aware of students' disclosed medical conditions, disabilities, additional learning needs or other special requirements; treat this information confidentially
- Maintain professional behaviour at all times

### **As a member of AUB staff you should never:**

- Spend unnecessary amounts of time alone with a student away from others
- Take students in your car or to your home where they will be alone with you
- Engage in or allow others to engage in rough, physical or sexually provocative games, including horseplay
- Allow or engage in any form of inappropriate touching
- Allow students to use inappropriate language unchallenged
- Make sexually suggestive comments to a student, even in fun
- Exploit your authority over a student unnecessarily or reduce them to tears as a form of control
- Allow allegations made by a student to go unchallenged, unrecorded or not acted upon
- Provide personal or intimate care for a student unless specifically employed to do so
- Give any medication to a student (prescribed or otherwise) unless you are trained to do so and / or a full risk assessment has been undertaken

## Use of Photographs and Video

- Staff, students or visitors should not take photographs of children for any purpose or use names or identities in the replication of images without obtaining written permission from a person with parental responsibility for the child
- Where permission is given, AUB will only use images for the purposes stated when obtaining permission and where possible will not use precise images
- Any images involving students should be stored and destroyed securely, in line with data protection guidelines, and should be retained only for as long as their original purpose requires.

## Recognising poor practice, abuse and bullying

AUB staff are **not** experts at recognising abuse and it is not your responsibility to decide whether abuse has occurred. However, you do have a responsibility report any concerns about the behaviour of an adult or a young person towards young or vulnerable people, and to follow the procedures in this document.

It is important to note that whilst the following characteristics may be evident (see below), it does not prove that the young or vulnerable are being harmed or abused, nor does the absence of these examples mean that there is no cause for concern. You can consult a Safeguarding Officer for advice and guidance.

Examples of when concerns may arise include:

- Abuse or harm is disclosed by any individual: a child, adult, student, staff member, or other person.
- There are observable changes in the behaviour of an individual that may be related to abuse.
- The behaviour of an adult towards a child or another adult causes concern or there is a concern that an adult is harming a child or another adult.
- Awareness that someone has looked at/searched for child pornography and/or literature.

**If you are approached by an individual with a disclosure that s/he is being, or has been harmed or abused, or you are informed of such a disclosure by a staff member, student or member of the public, remember the “4 Rs”**

### RECEIVE REASSURE RESPOND RECORD

**Do:**

- React calmly and tell the individual s/he was right to tell
- Pay attention and take what the individual says seriously, recognising the difficulties inherent in interpreting what is said by an individual who may be under emotional stress, have a speech disability and/or differences in language
- Keep any questions to the absolute minimum, aiming for a clear, accurate understanding of what the individual has said
- Reassure the individual but do not make promises of confidentiality which might not be feasible in the light of subsequent developments
- Report the disclosure immediately to a Safeguarding Officer or, if the incident occurs out of hours you may seek advice from the local Social Services or Police or the NSPCC Helpline or Childline

- Record the information in writing as soon as possible after the disclosure, using the same vocabulary as the child / adult (do not interpret or adapt what they have said) and pass this on to a Safeguarding Officer.
- It can also be helpful to remember to use the following approach when receiving information, 'T.E.D.', i.e. ask the person informing you of their concern to: **Tell, Explain, Describe** their concern, and note this down using their own vocabulary.

**Don't:**

- Panic or allow your shock or distaste to show
- Ask questions other than to clarify that you have enough information to act
- Speculate or make assumptions
- Make negative comments about the alleged abuser or approach him/her
- Make promises or agree to keep secrets. Make it clear that you have a duty to refer the matter on
- Make the individual tell anyone else. S/he may have to be formally interviewed later and it is important to minimise the number of times information is repeated
- Make any suggestions to the individual about how the incident may have happened
- Discuss the information with anyone other than a Safeguarding Officer or an appropriate external agency.

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**To contact a member of the AUB Prevent Implementation /  
Safeguarding Team email: [safeguarding @aub.ac.uk](mailto:safeguarding@aub.ac.uk)**

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**Designated Safeguarding Lead:**

Jon Renyard, University Secretary and Registrar  
Email: [jrenyard@aub.ac.uk](mailto:jrenyard@aub.ac.uk) Tel: 01202 363328

**Nominated Safeguarding Officer and Prevent Lead:**

Heidi Cooper-Hind  
Head of Student Services  
Email: [hcooperhind@aub.ac.uk](mailto:hcooperhind@aub.ac.uk) Tel: 01202 363220

**Nominated Safeguarding Officers:**

Tim Edgar  
Head of Preparation for HE  
Email: [tedgar@aub.ac.uk](mailto:tedgar@aub.ac.uk) Tel: 01202 363278

Kerry Sheehan  
Head of HR  
Email: [ksheehan@aub.ac.uk](mailto:ksheehan@aub.ac.uk) Tel 01202 363133

Pauline Smith  
Widening Participation Manager  
Email: [paulinesmith@aub.ac.uk](mailto:paulinesmith@aub.ac.uk) Tel: 01202 363282

**Community contact numbers:**

MASH (multi-agency safeguarding hub)	Tel: 01202 228866 Email: mash@dorsetcc.gcsx.gov.uk
Bournemouth Borough Council	Tel: 01202 458102 Email: mash@bournemouth.gov.uk
Borough of Poole	Tel: 01202 735046 Email: mash@poole.gov.uk
Bournemouth & Poole Out of Hours Team	Tel: 01202 657279
Dorset police (non-emergency):	Tel: 101
Universities Police Team:	Tel: 07554 439650
NSPCC Helpline 24/7	Tel: 0808 800 5000
Childline:	Tel: 0800 1111