



## Safeguarding Policies & Guidelines

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### 1. Introduction

- 1.1 The Arts University Bournemouth (AUB), as a provider of higher education, further education and extra-curricular programmes has a legal and moral duty to ensure the health, safety and welfare of students, staff and the wider community, including those who are young or vulnerable.
- 1.2 The purpose of this document is to set out AUB's policy for the safeguarding of children and adults who may be considered vulnerable. AUB aims to adopt the highest possible standards and to take all reasonable steps to secure the safety and welfare of all people in the course of its work. This policy aims to ensure that all children, young people, adult(s) at risk of harm and those who work with them are safe and supported at AUB.
- 1.3 This policy is based on and incorporates elements of the following legislation, national and local guidance documents (including but not limited to):
- Safeguarding Vulnerable Groups Act 2006
  - Protection of Freedoms Act 2012
  - Care Act 2014
  - Children Act 2004
  - Children Act 2004
  - Counter Terrorism & Security Act 2015
  - Working Together to Safeguarding Children 2018
  - Disclosure and Barring Service Guidance documents
  - Charity Commission Guidance documents
  - Pan-Dorset Safeguarding Children Partnership
  - BCP Safeguarding Adults Board
  - Safeguarding Vulnerable Groups Act 2004
  - Protection of Freedoms Act 2012

### 2. Definitions

- 2.1 Safeguarding and promoting the welfare of children is defined<sup>1</sup> as:
- protecting children from maltreatment;
  - preventing the impairment of children's mental and physical health or development;
  - ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
  - taking action to enable all children to have the best outcomes.

A child is defined as any person under 18 years of age.

- 2.2 An adult at risk of harm, is defined<sup>2</sup> as:  
a person aged 18 and over who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation.

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<sup>1</sup> Department for Education *Keeping Children Safe in Education* September 2021

<sup>2</sup> Department of Health *No secrets: Guidance on developing and implementing multi-agency policies and procedures to protect adults at risk from abuse* 2018

2.3 AUB will endeavour to identify vulnerable students deemed to be at risk and put appropriate measures into place to fully support them. In a university setting, factors which may indicate vulnerability include:

- Physical or mental disabilities;
- Language or communication difficulties;
- Social isolation;
- International or refugee status;
- Health conditions, particularly those long term;
- Drug or alcohol dependence;
- Care leavers or estrangement;
- Homelessness;
- Permanent or temporary reduction in physical, mental or emotional capacity, brought on by significant life events.

### 3. **Scope**

3.1 This policy applies to all members of AUB staff, AUB board members, third party employees, associates, students and volunteers who in the course of their duties, may have contact with children (i.e. individuals under 18 years old) or adults at risk of harm.

3.2 University work that may require contact with children, young persons and / or adults at risk of harm includes (but is not limited to):

- teaching, supervision and support of students;
- bookings for halls of residence, teaching facilities, etc;
- outreach and Access & Participation initiatives, taking place on or off campus, as well as summer schools or other events such as work experience;
- provision of counselling or other welfare services for students or staff;
- research subjects; and
- trips, volunteering and other social activities or student societies.

3.3 While some of the above scenarios may not come within the scope of required vetting for employees or students, AUB has a duty of care to ensure risks to vulnerable groups are managed. Courses or professional services should conduct risk assessments of activities and put in place appropriate mitigating actions to minimise risk.

3.4 AUB staff may become aware of safeguarding concerns relating to children or vulnerable adults external to the university. Staff have the same obligation to report these concerns to a member of the Safeguarding Team.

3.5 A general duty of care for visitors on University premises is referenced in the AUB Health & Safety Policy and subsidiary documents.

3.6 Online activities may present additional safeguarding risks such as image-based abuse, identity fraud and exploitation; safeguarding duties apply equally to online and virtual activities.

### 4. **Principles**

4.1 This policy is based upon the following principles:

- The welfare of young and vulnerable people is paramount;
- All young and vulnerable people, regardless of gender, gender reassignment, ethnicity, disability, sexuality or beliefs, should be treated with respect and dignity, and protected from harm or abuse;
- All staff should understand their responsibilities to safeguard and promote the welfare of young and vulnerable people;

- Any suspected or alleged safeguarding issue should be reported promptly to an AUB Safeguarding Officer. Members of the AUB community should never leave a safeguarding concern unreported. AUB will take all safeguarding concerns (including suspicions and allegations of harm, abuse, or exploitation, including radicalisation) seriously and will report concerns promptly.
  - AUB will share information with relevant external agencies as appropriate, to safeguard young and vulnerable people.
- 4.2 Any information relating to safeguarding concerns will be handled in accordance with General Data Protection Regulations (GDPR). All information relating to any safeguarding issue should be managed confidentially. Information should only be disseminated on a “need to know” basis, and should be stored securely, in accordance with GDPR.
- 5. Safeguarding responsibilities**
- 5.1 Safeguarding is the responsibility of ALL University staff, including casual staff and those undertaking voluntary work at AUB. All staff must maintain an awareness of safeguarding policies and procedures and undertake relevant training where required. It is the responsibility of all staff to help foster a safe and inclusive community for all adults and young people.
- 5.2 Members of the AUB community who have regular contact, as part of their work or studies, with children or adults who may be vulnerable, should:
- ensure they understand the implications of this policy before commencing any event or activity and should ensure appropriate risk assessments have been completed;
  - incorporate safeguarding training into relevant programmes of study and / or briefings for students undertaking activities or research which may involve children or adults at risk;
  - be responsible for their own actions and behaviour and avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- 5.3 Staff are responsible for the behaviour of their students undertaking projects. Students should be inducted at a relevant point into issues like consent (especially for those covered by safeguarding), and if a project or learning agreement suggests engagement with at-risk groups, this should be discussed in detail and appropriate risk assessments undertaken. If a student fails to comply, the staff member will need to demonstrate that appropriate advice was given.
- 5.4 Course Leaders are informed of any student who is under the age of 18 on the date of enrolment. It is for the Course Leader to determine and assess any additional risk this may pose.

## **6. AUB Safeguarding team**

- 6.1 Whilst safeguarding is the responsibility of all members of University staff, AUB has a specific team in place for managing the safeguarding of the young and vulnerable:
- 6.2 The Designated Safeguarding Lead is accountable for all safeguarding and Prevent concerns at AUB, and responsible for overseeing the management of safeguarding issues within AUB.  
Named Person: Heidi Cooper-Hind, Director of Student Experience and Employability.

The Deputy Designated Safeguarding Lead is responsible for supporting operational safeguarding and Prevent provision at the University, including supporting nominated safeguarding officers.

Named Person: Kerry Sheehan, Director of People, Inclusion and Organisational Development.

- 6.3 A team of nominated Safeguarding Officers act as a source of support, advice and expertise in any safeguarding issues, and receive and respond appropriately to safeguarding concerns within the University.  
The names and contact details of staff members who are nominated Safeguarding Officers are included at the start of this policy.
- 6.4 The President of the Students' Union, or nominee, attends regular Safeguarding team meetings but is not a nominated safeguarding officer.
- 6.5 The Safeguarding Team will meet at least three times per year to review processes and policy and develop good practice around safeguarding. An annual safeguarding report will be sent to the Governing Board.
- 6.6 The Safeguarding Team will undergo regular safeguarding training and attend refresher training as appropriate. Awareness training in Safeguarding will be offered to all AUB staff.

## 7. Reporting incidents and raising concerns

- 7.1 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 to 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.
- 7.2 It is important to note that whilst the following characteristics may be evident (see below), it does not prove that a young or vulnerable person is 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.
- 7.3 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.
- 7.4 All staff have a responsibility to report any concerns regarding the safety and welfare of young or vulnerable people and to raise a concern if an individual may be or may have been harmed or exploited. If, in the course of their work, staff become aware of a potential safeguarding issue, this must be treated as an **absolute priority**.
- 7.5 Any safeguarding concerns should be communicated to either the Designated Safeguarding Lead or one of the Safeguarding Officers at the earliest opportunity on [safeguarding@aub.ac.uk](mailto:safeguarding@aub.ac.uk). All concerns, allegations or complaints will be taken seriously.
- 7.6 Staff should make a factual recording of any concerns but under no circumstances should staff begin an investigation into a safeguarding issue before reporting concerns to the Safeguarding Team.

## 8. Responding to safeguarding disclosures

- 8.1 If you are approached by an individual with a disclosure that they are being, or have 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.

**9. Safeguarding referrals to external agencies**

- 9.1 The Designated Safeguarding Lead or a nominated Safeguarding Officer will usually be responsible for making referrals to external agencies. The decision to refer will be discussed with at least two members of the safeguarding team, unless immediate action is needed.
- 9.2 Any member of staff may make a referral direct to external agencies. If you have concerns about the immediate safety of someone and you are unable to contact a Safeguarding Officer, staff should contact the Police (non-emergency) or local authority, using the contact numbers at the end of this policy. In an emergency, where there is an imminent threat to someone's safety, call 999.
- 9.3 Informed consent should be obtained from the individual concerned before making the referral wherever possible. It is therefore expected that staff discuss their intentions to refer a safeguarding concern to an external agency and gain consent to do so.
- 9.4 However, there will be occasions where consent cannot be obtained, or it is not safe to discuss the intention to refer. Scenarios may include:
- Where the person making the referral believes that the individual is suffering, or is likely to suffer, significant harm;
  - Where obtaining consent would put the individual at risk of significant harm;

- Where obtaining consent would put the person making the referral at risk of harm;
  - Where obtaining consent could lead to a loss of evidence, such as forced marriage/honour based violence etc.
- 9.5 Where consent has been overridden, the reasons should be clearly documented in the safeguarding case notes. Where there is a significant risk of harm, an external referral must be made as a matter of urgency.
- 9.6 Designated Safeguarding Officers are available for support from Monday to Friday 9am-5pm. Outside of these hours, staff should use the contacts at the end of this policy.
- 10. Support**
- 10.1 Any student who is the subject of a safeguarding referral should be offered ongoing support by the university's Wellbeing service.
- 10.3 Staff who may be involved in managing disclosures are encouraged to consider their own needs for support. Staff can access counselling through AUB's staff counsellor (email [staffcounsellor@aub.ac.uk](mailto:staffcounsellor@aub.ac.uk)) or via the free, confidential telephone support helpline in the Employee Assistance Programme: call 0800 072 7072 anytime.
- 10.4 AUB's Human Resources will consider appropriate support for vulnerable adults who are staff members and are the subject of safeguarding concerns, or for staff members who may be the subject of allegations of safeguarding concerns, abuse or inappropriate behaviour.
- 10.5 Where an allegation of inappropriate behaviour, abuse or neglect is made against a member of staff (occurring in the course of their work), AUB's Safeguarding Team will prioritise support for the individual who is the subject of concern. In accordance with its employment procedures, AUB reserves the right to suspend and / or dismiss staff from employment or from undertaking a specific role with respect to that employment.
- 10.6 Disciplinary action may be taken against staff, in accordance with the University's Disciplinary and Dismissal Procedure, for a failure to comply with this policy.
- 10.7 Following any safeguarding incidents or disclosures the Designated Safeguarding Lead and any nominated safeguarding officers involved in the referral will debrief and review to identify any further actions or need to amend safeguarding procedures.
- 10.8 Requests for information made by external agencies should be passed to the Designated Safeguarding Lead.

## Prevent Policy

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### 1. Introduction

- 1.1 The Prevent strategy is part of the Government's counter-terrorism strategy, and aims to reduce the threat to the UK from terrorist attacks by stopping people from being drawn into terrorism. This Policy responds to the University's obligations under the Counter-Terrorism and Security Act 2015 (hereafter the Act), noting also the provisions of the Terrorism Act 2000.
- 1.2 Young people make up a disproportionately high number of those arrested in the UK for terrorist-related offences, and the Act places responsibilities on universities to have due regard to the need to prevent people from being drawn into terrorism. The Act also notes that Universities must seek to balance this duty with their commitment to freedom of speech and the importance of academic freedom.
- 1.3 This policy sets out how AUB responds to its legal duties with regard to the Prevent duty, including partnership with other agencies, and engagement with the Channel process (a supportive cross-agency intervention to support those who are vulnerable to radicalisation), and balances this against its commitment to freedom of speech.
- 1.4 Prevent duties are a form of safeguarding and are therefore included within AUB's Safeguarding Policies. AUB's Safeguarding Team has responsibility for ensuring that all Prevent duties are met, and for promoting good practice in relation to Prevent.

### 2. Principles

- 2.1 The Arts University Bournemouth is committed to ensuring that young and vulnerable people are safeguarded from being drawn into terrorism. As such, all staff should understand their responsibilities to safeguard and promote the welfare of young and vulnerable people, including the duty to prevent young people from being drawn into terrorism and to challenge extremist ideas that support or are shared by terrorist groups.
- 2.2 In consideration of its Prevent duties the University has particular regard to the duty to ensure freedom of speech, and to the importance of academic freedom.
- 2.3 Any student or staff member may conduct legitimate research into sensitive or extremism-related subjects; all research should comply with the processes set out in the AUB Research Ethics Policy.

### 3. Definitions

- 3.1 Terrorism:

The Terrorism Act 2000 defines terrorism as: "The use or threat of action designed to influence the government or an international governmental organisation or to intimidate the public, or a section of the public; made for the purposes of advancing a political, religious, racial or ideological cause; and it involves or causes:

- serious violence against a person;
- serious damage to a property;
- a threat to a person's life;
- a serious risk to the health and safety of the public; or
- serious interference with or disruption to an electronic system."

- 3.2 Extremism: Extremist beliefs are those which directly contravene values which are fundamental to British culture and society.
- 3.3 Radicalisation: A process whereby someone has their vulnerabilities or susceptibilities exploited towards terrorism or crime – most often by a third party with their own agenda.

#### **4. Prevent responsibilities and training**

- 4.1 Prevent is the responsibility of all members of University staff. All staff must maintain an awareness of Prevent duties and undertake relevant training where required.
- 4.2 Prevent is a form of safeguarding – any concerns should be referred to the University's Safeguarding Team. The Director of Student Experience and Employability acts as the AUB's Prevent Lead and point of contact.
- 4.3 All AUB staff who are required to undergo an enhanced DBS check will undertake training in the Prevent agenda. Additional staff may also be required to undertake training, as identified by the Safeguarding Team or line managers.

#### **5. Reporting issues and raising concerns**

- 5.1 Potential factors which are considered when determining whether an individual may be vulnerable to involvement with terrorism are:
- Engagement with an extremist group, cause or ideology;
  - Intent to cause harm;
  - Capability to cause harm.
- 5.2 Changes in behaviour, regular appearance or dress may indicate a concern. However, there are many reasons for these changes which may not indicate a concern. This is why a safeguarding approach should be adopted which enables AUB to identify an individual's needs and vulnerabilities.
- 5.3 The University recognises that reporting concerns about students can be difficult. AUB staff are not expected to be experts in recognising radicalisation, and staff are reminded that the Prevent duty is concerned with pre-criminal activity. It is therefore important to act if there are any concerns regarding the safety and welfare of students, including concerns about potential extremist views.
- 5.4 Any Prevent concerns should be communicated to either the AUB Prevent Lead, or one of the nominated Safeguarding Officers at the earliest opportunity, by emailing [safeguarding@aub.ac.uk](mailto:safeguarding@aub.ac.uk). All concerns, allegations or complaints will be taken seriously and the Safeguarding Team will implement actions as appropriate, including referral to the local Counter-Terrorism police team via <https://www.dorset.police.uk/help-advice-crime-prevention/personal-safety/major-terror-incidents/prevent/>
- 5.5 AUB will support any student or member of staff referred to a Channel panel (for example, in providing time off to attend meetings). Any arrangement would be subject to review after 6 months to ensure that support is relevant and appropriate.
- 5.6 All information relating to any Prevent issue should be managed confidentially. Information should only be disseminated on a "need to know" basis, and should be stored securely, in accordance with data protection laws.
- #### **6. External speakers and events on campus**
- 6.1 The University is legally obliged to ensure that speakers or events taking place on any AUB premises, or within any AUB activities, are not encouraging terrorism.

- 6.2 Any event taking place on any AUB premises, or within any AUB activities, is subject to the *AUB Code on Freedom of Speech (incorporating External Speakers Policy)*. The policy includes the premises occupied by the Arts University Students' Union (AUBSU).
- 7. Use of University computing and networking facilities**
- 7.1 The *AUB Acceptable Use Policy* sets out the University's expectations relating to the use of all computing and networking facilities provided by the University, and explicitly notes that the University network and computing facilities should not be used to access or distribute material which may encourage terrorism.
- 7.2 AUB networks are monitored for access to extremist material and monthly reports of access to blacklisted sites are received by AUB's Prevent lead.
- 7.3 Any member of staff or student who may require access to sensitive or terrorism-related material for academic purposes should contact AUB's Prevent Lead prior to accessing it from the University network to ensure that this access is known to be legitimate research.
- 8. Welfare and Faith & Reflection**
- 8.1 AUB recognises that implementing the Prevent duty is a responsibility that applies to all staff. Nevertheless, some roles have a greater responsibility for the pastoral care of students, and may involve working with students who are young and vulnerable. All AUB staff who are required to undergo an enhanced DBS check will undertake training in the Prevent agenda. Additional staff may also be required to undertake training, as identified by the Safeguarding Team or line managers.
- 8.2 The AUB Faith and Reflection Centre is shared with Bournemouth University, and is an inclusive chaplaincy, open to people of all faiths, or none. The Lead Chaplain will ensure that all associate chaplains and faith advisors undertake training in the Prevent agenda and will support both Universities in complying with their Prevent duties.
- 9. Partnership**
- 9.1 In implementing its Prevent duty, the University will actively engage with regional and national partners, including police and Counter Terrorism Intelligence Unit representatives.
- 9.2 AUB's Prevent Lead is a member of the Pan Dorset Prevent Partnership.
- 10. Risk assessment**
- 10.1 In order to comply with the Prevent Duty, AUB has undertaken a risk assessment to assess where and how students might be at risk of being drawn into terrorism, including non-violent extremism which may popularise views which terrorists may exploit.
- 10.2 A corresponding Action Plan forms part of the Risk Assessment, and is reviewed termly as part of regular Safeguarding Team meetings.

## **Safeguarding Good Practice Guidelines**

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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.

### **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.
- Comply with AUB's Code of Conduct.

### **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.

## **Types of Abuse**

Abuse is a violation of a person's human and civil rights by another. There is no exhaustive list of what may constitute abuse or exploitation, but it includes:

- A single or repeated act of any scale which causes harm;
- Neglect or omission on part of someone with caring responsibilities

### Types of Abuse:

**Physical Abuse:** includes hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions, or otherwise causing physical harm.

**Bullying, Harassment or Discrimination:** includes direct or indirect discrimination on the grounds of race, sex, sexual orientation, transgender status, religion or disability.

**Emotional Abuse:** includes intimidation and threats, continuous criticism, controlling behaviour, emotional blackmail.

**Sexual Abuse:** includes both physical and non-physical components. It can involve rape, inappropriate touching, forcing or grooming someone.

**Economic or Financial Abuse:** includes controlling money and budgets, preventing someone from getting a job, running up debts in that person's name.

**Institutional Abuse:** maltreatment of a person brought about by poor or inadequate care or support.

**Online / Electronic Abuse:** the use of communication technologies (e.g. internet, text or video messaging, e-mail, chatrooms, social media such as Snapchat or Instagram) to embarrass, humiliate, threaten, intimidate or bully an individual in an attempt to gain power and control over them or to influence towards particular views about people or society. Often closely linked with child sexual exploitation and the posting of illegal images but can be relevant generally to 'grooming' or drawing people towards extreme views or actions. Online abuse may include image-based abuse, identity fraud, or exploitation.

**Child Sexual Exploitation:** a form of sexual abuse against children. This occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. This does not always involve physical contact; it can occur through the use of technology.

**Criminal Exploitation:** occurs where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child, young person or vulnerable adult. The victim may have been criminally exploited even if the activity appears consensual. Age is most often a factor in the imbalance of power, but other factors can also create vulnerability to exploitation including gender, cognitive ability, physical strength, status, and access to economic or other resources.

**Domestic Abuse/ Violence:** an incident or pattern of incidents of controlling, coercive, threatening, degrading and violent behaviour, including sexual violence by a partner or ex-partner.

**Female Genital Mutilation (FGM):** a procedure where a female's genitals are deliberately cut, injured or changed without medical reason. This can include partial or total removal of external female genitalia. It is also known as 'female circumcision', 'cutting' or by local terms such as sunna, guniin, halalays, tahir, megrez, khitan and others.

**Forced Marriage:** a marriage where one or both parties do not consent to the marriage, with pressure or abuse being used.

**Honour Based Violence:** a form of domestic abuse where women are often punished for bringing 'shame' on a family. Honour based violence can exist in any culture or community, and males can also be victims.

**Human Trafficking:** involves the recruitment, harbouring or transporting individuals into a situation of exploitation through the use of violence, deception or coercion and forced to work against their will. This can include forced prostitution, forced labour, forced begging, forced criminality and forced marriage.

**Modern/ Domestic Slavery:** the illegal exploitation of people for private or commercial gain. Individuals are trapped in servitude, which they were deceived or coerced into, and are unable to leave.

## **Guidelines for Working in Schools, Colleges and Alternative Educational Settings**

AUB staff or students undertaking regulated work in schools require an enhanced DBS check, or must be accompanied by an AUB representative with an Enhanced DBS check at all times. Staff who hold an enhanced DBS certificate should bring a printed copy with them during attendance at any school visit.

### **Safeguarding practice in schools, colleges, and alternative educational settings:**

- On arrival, sign in at the main reception desk
- Read the institutional safeguarding policy, abiding by the outlined procedures at all times
- Wear your named visitor badge as directed by staff at the institution
- During visits to external educational settings, you are an ambassador for AUB and a role model for young people. Everything you do should reflect this
- Do not smoke anywhere on the school premises including inside your vehicle
- Alcohol and recreational drugs should never be consumed before, or taken onto school premises under any circumstances
- Prescribed drugs should be kept hidden and out of reach of young people e.g. in the locked vehicle
- Language used in an educational setting should be professional, and appropriate to the age of the audience
- Always use toilets and facilities which are specifically designated for staff
- Photographs and videos should never be taken without explicit prior written permission from the school and/or young person's parent/guardian
- Use of videos and photographs taken within an educational setting should never be accompanied by the young person's name, or other identifiable information unless explicit consent has been provided by the young person and parent/guardian
- Personal contact details should never be shared with a young person
- Safeguarding is everybody's responsibility. Should staff have a concern whilst visiting a school, college, or alternative educational provider, it should be raised in accordance with the institution's safeguarding policy and reported to the AUB Designated Safeguarding Lead.

## **Disclosure and Barring Service (DBS) Checks**

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### **1. Introduction**

- 1.1 AUB complies with safeguarding and DBS legislation in undertaking Disclosure and Barring Service (DBS) checks. In legal terms<sup>3</sup>, AUB is not a 'regulated work establishment' which would automatically mean that all employees would have to be DBS checked. However, some posts still require a DBS check, due to the type of activity undertaken by the post; AUB may also undertake additional DBS checks to comply with the requirements of Ofsted.
- 1.2 The recruitment of volunteer staff does not follow formal recruitment and selection procedures; however, should the volunteer be undertaking a regulated activity with young or vulnerable people, they will be required to undertake a DBS check.
- 1.3 AUB has a responsibility for the safety of the learning community and therefore reserves the right to deny employment to individuals where permitted checks suggest that the individual might pose a danger to that community.
- 1.4 AUB does not routinely DBS-check staff or students who are going into schools or colleges on an occasional basis, who may be meeting with groups of under-18s or even advising some on an individual basis; this is the responsibility of the school. Schools may undertake DBS checks, including those relating to disqualification by association (where an individual is disqualified if they share a home with someone who has a previous conviction). AUB notes the difficulties for students, in particular, knowing if anyone in their household has a prior conviction, and supports a process which requires declaration "to the best of their knowledge".
- 1.5 AUB considers that the process outlined here demonstrates how it meets the relevant Ofsted criteria whilst ensuring compliance with relevant legislation – in particular, the Protection of Freedoms Act and GDPR.

### **2. Regulated activity**

- 2.1 It is a criminal offence for an organisation to:
- Engage in regulated activity someone whom it knows, or has reason to believe, has been barred from that activity, or
  - Fail to refer to the Disclosure and Barring Service (DBS) or provide a response to a request from the DBS.
- 2.2 Employers must seek enhanced DBS checks for individuals working in regulated activity.
- 2.3 Frequency of regulated activity:
- Activity is considered to be regulated if it is done:
- by the same person once a week or more
  - or on 4 or more occasions in a 30 day period
  - or at any time between 2am and 6am

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<sup>3</sup> Protection of Freedoms Act 2012

2.4 Regulated activity relating to adults:

This is activity which is specifically to provide:

- healthcare
- relevant personal care
- social work
- assistance with cash, bills and / or shopping
- assistance in conduct of own affairs
- conveying (transporting for reasons of age, illness, disability)

The only activity which relates to AUB posts is 'providing healthcare' as this would include mental healthcare (such as counselling or wellbeing).

2.5 Regulated activity relating to under 18s:

- teaching, training or instruction of under 18s;
- caring for or supervision of children;
- providing advice or guidance on well-being;
- driving a vehicle used only to convey children
- relevant personal care
- healthcare by, or supervised by, a professional

2.6 The activities which relate to AUB posts are 'teaching, training or instruction of under 18s'; 'caring for or supervision of children'; 'providing advice or guidance on well-being', and providing 'healthcare'.

2.7 Teaching, training or instruction of under 18s on an occasional basis:

Teaching, training or instruction of under 18s on an occasional basis is not considered to be regulated activity. "Occasional" means less than the frequency of activity outlined in 3.2 (above). However, any individual who is involved in teaching, training or instruction of under 18s on an occasional basis must be under reasonable day to day supervision by another person engaging in regulated activity. Supervision must take place "on a regular basis" - supervision must not, for example, be concentrated during the first few weeks of an activity and then tail off thereafter, becoming the exception not the rule.

2.8 Some line managers will also require an enhanced DBS check because the frequency of the teaching, training or instruction of under 18s is on an occasional basis. This satisfies the legal requirement to ensure that a person who manages someone who is not in regulated activity, but would be except for the fact that they are supervised, is themselves considered to be engaged in regulated activity.

2.9 In accordance with the Protection of Freedoms Act 2012 (para 2 (2) of Schedule 4), where activity relating to a child is incidental to the activity relating to adults (i.e. the course is aimed at adults but a child joins the course) AUB is not obliged to ensure that the staff leading the course are DBS checked. However, additional measures to safeguard under 18s may still be required and a standard AUB risk assessment should be undertaken to identify potential risks and mitigating actions.

### 3. Disclosure and Barring Service (DBS) Checks

3.1 There are three types of DBS check:

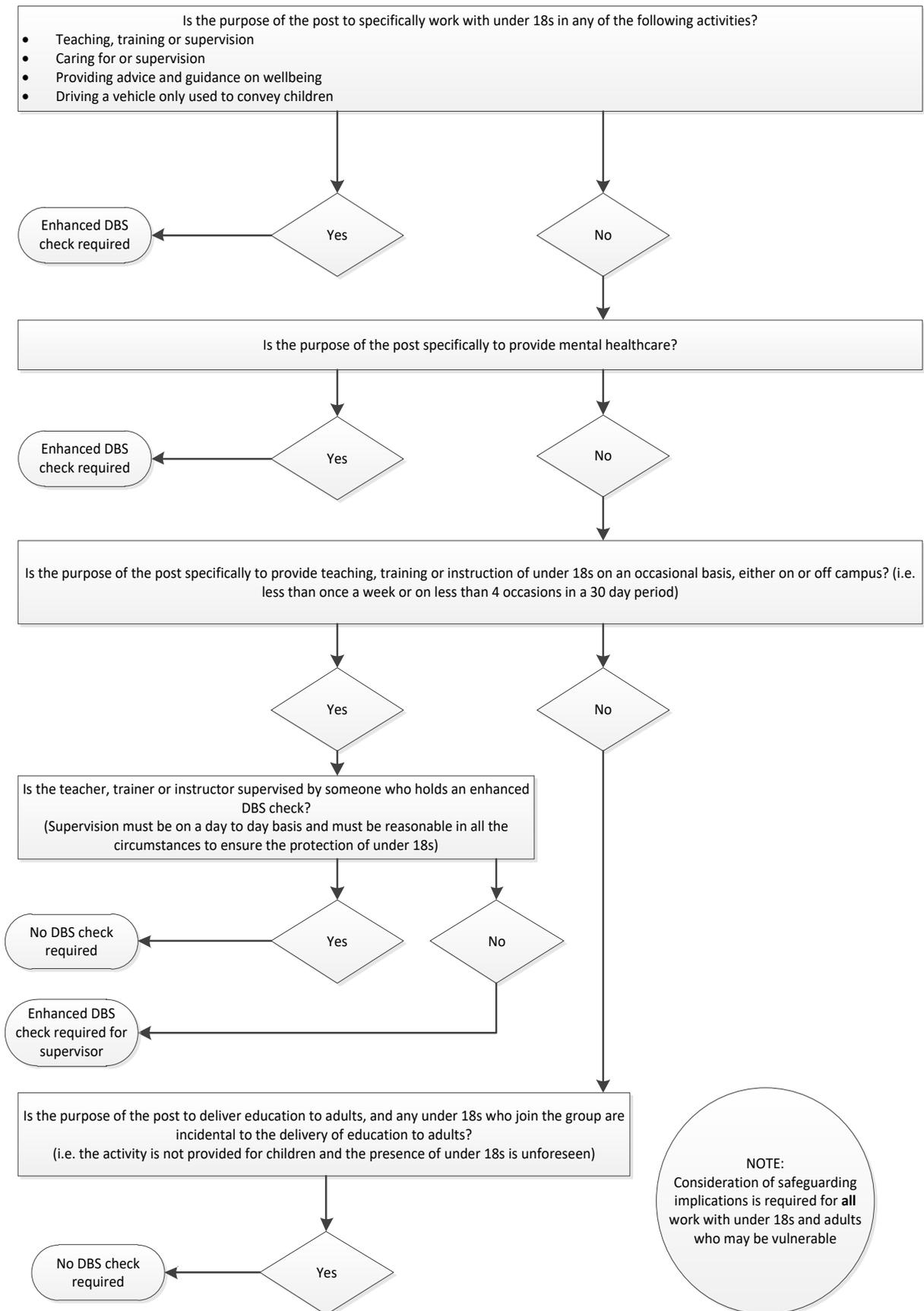
<i>Type of check</i>	<i>What it will check for</i>	<i>How long it normally takes</i>
Standard	Spent and unspent convictions, cautions, reprimands, final warnings	About 2 weeks
Enhanced	As above - plus any additional information held locally by police forces that is reasonably considered relevant to the post applied for	About 4 weeks
Enhanced with list checks	As above - plus a check of the appropriate DBS barred lists	About 4 weeks

- 3.2 Checks for eligible volunteers are free of charge. This includes anyone who spends time helping people and is not paid (apart from travel and other approved out of pocket expenses).
- 3.3 A DBS check has no official expiry date. Any information included will be accurate at the time the check was carried out. It is up to an employer to decide if they think a new check is needed. All posts subject to DBS checks will be re-checked every 3 years.
- 3.4 Changes to the service mean that employers no longer have a copy of the DBS certificate sent to them at the same time as the employee. The DBS certificate will only be sent to the employee, who should then provide it to AUB Human Resources.

#### **4. DBS check for AUB posts**

- 4.1 AUB posts which require an enhanced DBS check are assessed using the following flowchart. This includes for VT and casual posts
- .
- 4.2 Further guidance on eligibility for a DBS check can be found at <https://www.gov.uk/find-out-dbs-check>

**Flowchart for identifying the need for DBS checks:**



## Community contact numbers:

BCP Children's First Response Multi-Agency Safeguarding Hub (MASH)  
Tel: 01202 123334 Email: [childrensfirstresponse@bcpcouncil.gov.uk](mailto:childrensfirstresponse@bcpcouncil.gov.uk)

BCP Children's Social Care Out of Hours Service  
Tel: 01202 738256 Email: [ChildrensOOHS@bcpcouncil.gov.uk](mailto:ChildrensOOHS@bcpcouncil.gov.uk)

BCP Adult Social Care Contact Centre  
Tel: 01202 123654 Email: [asc.contactcentre@bcpcouncil.gov.uk](mailto:asc.contactcentre@bcpcouncil.gov.uk)

BCP Adult Social Care Out of Hours Service  
Tel: 03001 239895

Dorset Child Advice and Duty Service  
Tel: 01305 228558 Email: [childrensadvicelandduty@dorsetcouncil.gov.uk](mailto:childrensadvicelandduty@dorsetcouncil.gov.uk)

Dorset Adult Social Care Service  
Tel: 01305 221016 Email: [adultaccess@dorsetcouncil.gov.uk](mailto:adultaccess@dorsetcouncil.gov.uk)

Dorset Adult Social Care Out of Hours Service  
Tel: 01305 858250

Police (non-emergency): Tel: 101

NSPCC Helpline Tel: 0800 800 5000

Childline Tel: 0800 1111

Dorset Police Prevent Referral  
Email: [PreventReferrals@Dorset.pnn.police.uk](mailto:PreventReferrals@Dorset.pnn.police.uk)  
<https://www.dorset.police.uk/help-advice-crime-prevention/personal-safety/major-terror-incidents/prevent/>

National police Prevent advice line  
Tel: 0800 011 3764

## Related policies:

- AUB Fitness to Study policy
- AUB Codes of Conduct for students and staff
- AUB Dignity at Work
- AUB Equality at Work
- AUB staff Disciplinary Procedure
- AUB student Disciplinary Policy
- AUB Communication Protocols and the Web Guidelines.
- AUB Whistleblowing (Public Interest Disclosure) Policy
- AUB Code on Freedom of Speech