

## Policy on Safeguarding Vulnerable Groups

### Introduction

1. Despite being primarily concerned with the delivery of higher education to adults, Leeds Beckett University engages on a regular basis with both children and Adults at Risk. This engagement might be through outreach activities, commercial conferencing, research projects, student placements or through the enrolment of individuals with a disability or who are under 18 as students. A list of main activities where safeguarding should be a consideration is included in Annex A.
2. In all these engagements our University considers the welfare of vulnerable groups to be paramount. We are committed to providing an environment and practice that is safe and protects individuals from harm, and to taking prompt and appropriate action in responding to suspicions or allegations of abuse, working collaboratively with other agencies, as appropriate.
3. This policy has been developed in accordance with the Safeguarding Vulnerable Groups Act 2006 (as amended by the Protection of Freedoms Act 2012).

### Scope and Definitions

4. For the purpose of this policy vulnerable groups are defined in summary as follows:
  - Children - any person under the age of 18 years
  - 'Adults at Risk' - any person aged 18 or over, who:
    - Has needs for care and support<sup>1</sup> (whether or not the local authority is meeting any of those needs); and
    - Is experiencing, or at risk of abuse or neglect; and
    - As a result of those care and support needs, is unable to protect themselves from either the risk of, or experience of abuse and neglect.

This policy applies to University staff, consultants, students and contractors who may come into contact with vulnerable groups as a result of activities organised by the University, unless the activity being undertaken is explicitly defined as falling under the jurisdiction of the safeguarding procedures of another organisation.

### Our University's Commitments

5. Our University recognises the welfare of vulnerable groups as paramount and believes that all children and Adults at Risk have the right to protection from abuse. Categories of abuse are set out in Annex B. In addition, in order to safeguard vulnerable groups with whom we engage, our University will:
  - (a) Implement a Safeguarding Code of Conduct for our University. This is set out in

---

<sup>1</sup> 'Care and support' is the term used in the Care Act 2014 to describe the help some adults need in order that they can live in the best way they can, despite any illness or disability they might have. It can include help with things like getting out of bed, washing and dressing (personal care), getting to work, cooking or eating meals.

## Annex C.

- (b) Implement a procedure for dealing with disclosures of abuse and reporting these disclosures, suspicions or allegations of abuse, or concerns about the welfare of a child or vulnerable adult. This is set out in Annex D.
- (c) Implement appropriate procedures for the recruitment and selection of staff and students for positions or activities which may entail contact with vulnerable groups. These procedures are set out, or referenced, in Annexes E and F.
- (d) Implement appropriate procedures for the admission and support of under 18s to our academic courses. This procedure is set out in Annexes G and H
- (e) Provide appropriate training, support and supervision for staff and students engaged with children and/or Adults at Risk.

## **Vulnerability to radicalisation or extreme viewpoints (Prevent)**

6. Our University recognises its duty under the Counter-Terrorism Act 2015 to “have due regard to the need to prevent people from being drawn into terrorism” by engaging with the Prevent agenda and putting reasonable measures in place to safeguard our students from indoctrination into any form of extreme ideology which may lead to the harm of self or others. Our University engages in the Prevent partnership in the City, as well as with the Regional Prevent Co-ordinator for Further and Higher Education in the sector to ensure appropriate procedures, risk assessments and staff training are in place.

## **Responsibilities**

7. Our University’s responsibility is to develop policy, procedures, guidance and training to support appropriate staff and students in safeguarding the vulnerable groups with whom they engage. The Vice Chancellor will designate a senior member of staff as the Nominated Officer responsible for the strategic leadership of this policy, for its implementation and for its review and development.
8. University staff are responsible for ensuring that, through their behaviour, whether on or away from University premises, vulnerable groups are not placed at a risk of harm. This includes complying with the general expectations of behaviour set out in this policy (specifically the Safeguarding Code of Conduct set out in Annex C), any specific guidance issued by the University from time to time and the University Disclosure and Barring Service Policy and Guidelines where appropriate. In addition to ensuring that their own behaviour is consistent with safeguarding vulnerable groups, staff should report any concerns about possible abuse in accordance with this policy. Where staff bring their own children or Adults at Risk for whom they care onto University premises, they must accept responsibility for the welfare of the individual(s). Staff organising University-approved activities involving vulnerable groups must make reasonable efforts to ensure that parents/carers receive information about the activities and give permission for the individual’s participation where appropriate or that, where the activity is organised for a group of children from a school, college or other organisation, the school, college or organisation is aware of the University’s expectations.
9. Students of the University, who may come into contact with vulnerable groups on University premises or in connection with University business, must also ensure that their behaviour is

compliant with this policy and associated guidance. This applies particularly to students on programmes to whom activity-specific guidance may be issued, and to students taking part in activities for children organised by the University. In addition to ensuring that their own behaviour is consistent with safeguarding vulnerable groups, students should report any concerns about possible abuse to an appropriate point of contact in Annex A. Where students bring their own children onto University premises they must accept responsibility for their welfare.

10. Contractors must ensure that their behaviour towards vulnerable groups is at all times appropriate and does not breach any specific codes of conduct issued by the University from time to time. Contractors must ensure that their actions do not prejudice the health and safety of vulnerable groups or put them at risk of harm. Where the University lawfully requires them to do so, contractors must also comply with vetting requirements, including criminal record disclosures.
11. The Nominated Officer is responsible for the strategic leadership of our University's safeguarding practice and for creating a network of safeguarding contacts across the university who will implement this policy and related guidance. The Nominated Officer will ensure that appropriate policies and procedures are in place to ensure the safeguarding of vulnerable groups, ensure that the relevant staff have appropriate training and also create links with appropriate local safeguarding agencies. The name and contact details of the Nominated Officer are set out in Annex A, together with local points of contact.

### Reporting Concerns

12. Anyone who has concerns about a child or Adult at Risk's safety should discuss these with a local Safeguarding Point of Contact (SPoC), or one of the Designated Safeguarding Officer's (DSOs) listed in Annex A in the first instance. If the initial conversation is with a SPoC and they feel the concern may be within the scope of the Safeguarding Policy, the SPoC will discuss the concern with one of the DSOs. If the DSO feels the concern is within the scope of the Safeguarding Policy and procedure and that further action, including an external referral, may be appropriate, the DSO will escalate this to the Nominated Officer or, in the event of their unavailability, to one of the senior contacts noted in Annex A. The Nominated Officer (or deputy) will then invoke the reporting procedure as set out in Annex D.
13. It should be noted that our University's reporting obligations will override any data protection obligations; thus, if our University has concerns regarding any child or Adult at Risk, we reserve the right to make a report to the Local Safeguarding Children / Adult Partnership, Disclosure and Barring Service or other agency that includes any necessary information regarding any student or staff member involved.

### Working with External Agencies

14. Our University will not investigate concerns directly but rather will refer these concerns to relevant agencies in accordance with the reporting concerns procedures set out in Annex D. Our University will work with relevant agencies to ensure that it provides a high standard of advice, guidance and training to its staff with responsibilities for safeguarding.

## Annex A - Key Activities and Contacts

### Guidance for staff

The majority of student concerns in a Higher Education context, and where students are over the age of 18, are **wellbeing or welfare** concerns rather than safeguarding ones. These should be referred to Student Services, rather than to a Designated Safeguarding Officer or Safeguarding Point of Contact.

Contact the **Student Wellbeing Team on 0113 8125807 or email:**

[studentwellbeing@leedsbeckett.ac.uk](mailto:studentwellbeing@leedsbeckett.ac.uk) for consultancy and advice regarding any student concern.

Alternatively, contact the Director or Associate Director of Student Services, as per contact details below.

#### Nominated Officer:

Caroline Thomas  
University Secretary  
0113 81 27007  
[C.M.Thomas@leedsbeckett.ac.uk](mailto:C.M.Thomas@leedsbeckett.ac.uk)

#### Designated Safeguarding Officers:

Jan Daley 0113 81 25773 <a href="mailto:j.daley@leedsbeckett.ac.uk">j.daley@leedsbeckett.ac.uk</a>	Associate Director, Student Services
Lorraine Foster, Security Manager 0113 81 23263 <a href="mailto:l.foster@leedsbeckett.ac.uk">l.foster@leedsbeckett.ac.uk</a>	Security Manager, CARES
Vikki Hassett 0113 812 7404 <a href="mailto:v.hassett@leedsbeckett.ac.uk">v.hassett@leedsbeckett.ac.uk</a>	Academic Services Manager Carnegie School of Education
Vicki Johnson 0113 81 23278 <a href="mailto:V.J.Johnson@leedsbeckett.ac.uk">V.J.Johnson@leedsbeckett.ac.uk</a>	Head of Operations, CARES Administration
Sally Nickson 0113 81 25118 <a href="mailto:s.nickson@leedsbeckett.ac.uk">s.nickson@leedsbeckett.ac.uk</a>	Head of Sport & Active Lifestyles
Priscilla Preston 0113 81 23949 <a href="mailto:p.p.preston@leedsbeckett.ac.uk">p.p.preston@leedsbeckett.ac.uk</a>	Director of Student Services
Charlotte Renwick 0113 81 23882 <a href="mailto:c.j.renwick@leedsbeckett.ac.uk">c.j.renwick@leedsbeckett.ac.uk</a>	Associate Director, Marketing & UK Student Recruitment
Mark Robinson 0113 81 28625 <a href="mailto:M.C.Robinson@leedsbeckett.ac.uk">M.C.Robinson@leedsbeckett.ac.uk</a>	Director, Carnegie Great Outdoors

## Local Safeguarding Point of Contacts (SPoCs):

<b>School-based Activity</b>	
including field trips, residentials, course placements, enrolment of under- 18s, and research projects	
School of Art, Architecture and Design	Frazer Shelton, Academic Services Manager 0113 81 21900 <a href="mailto:F.Shelton@leedsbeckett.ac.uk">F.Shelton@leedsbeckett.ac.uk</a>
School of Built Environment and Engineering	David Haigh, Head of Subject 0113 81 27624 <a href="mailto:d.p.haigh@leedsbeckett.ac.uk">d.p.haigh@leedsbeckett.ac.uk</a>
Leeds Business School	Joanna Smith, Head of Subject 0113 81 26588 <a href="mailto:j.a.smith@leedsbeckett.ac.uk">j.a.smith@leedsbeckett.ac.uk</a>
School of Clinical and Applied Sciences	Helen White, Head of Subject 0113 81 24994 <a href="mailto:h.white@leedsbeckett.ac.uk">h.white@leedsbeckett.ac.uk</a>
School of Computing, Creative Technologies and Engineering	TBC
School of Cultural Studies and Humanities	Tina Rawcliffe, Academic Services Manager 0113 81 25983 <a href="mailto:t.rawcliffe@leedsbeckett.ac.uk">t.rawcliffe@leedsbeckett.ac.uk</a>
Carnegie School of Education	Vikki Hassett, Academic Services Manager 0113 812 7404 <a href="mailto:v.hassett@leedsbeckett.ac.uk">v.hassett@leedsbeckett.ac.uk</a>
School of Events, Tourism and Hospitality Management	Faye Thompson, Academic Services Manager 0113 81 23581 <a href="mailto:f.thompson@leedsbeckett.ac.uk">f.thompson@leedsbeckett.ac.uk</a>
School of Film, Music and Performing Arts	Steph Lapidus, Academic Services Manager 0113 812 3661 <a href="mailto:s.lapidus@leedsbeckett.ac.uk">s.lapidus@leedsbeckett.ac.uk</a>
School of Health and Community Studies	Tracey Race, Course Director 0113 81 24345 <a href="mailto:t.race@leedsbeckett.ac.uk">t.race@leedsbeckett.ac.uk</a>
Leeds Law School	Melissa Askew, Head of Subject 0113 81 26422 <a href="mailto:m.askew@leedsbeckett.ac.uk">m.askew@leedsbeckett.ac.uk</a>
School of Social Sciences	Lizzi Kijewski, Academic Services Manager 0113 81 25288 <a href="mailto:E.Kijewski@leedsbeckett.ac.uk">E.Kijewski@leedsbeckett.ac.uk</a>
Carnegie School of Sport	Chris Wolsey, Principal Lecturer 0113 81 23674 <a href="mailto:c.wolsey@leedsbeckett.ac.uk">c.wolsey@leedsbeckett.ac.uk</a>
Department of Languages	Stuart Morris, Languages Administration Manager 0113 81 24791 <a href="mailto:S.S.Morris@leedsbeckett.ac.uk">S.S.Morris@leedsbeckett.ac.uk</a>

<b>Corporate Services</b>	
Admission of students	Denise Dixon-Smith, Head of Admissions 0113 81 21007 <a href="mailto:d.dixon-smith@leedsbeckett.ac.uk">d.dixon-smith@leedsbeckett.ac.uk</a>
Accommodation Services	Hannah Buschini, Accommodation & Residential Services Manager 0113 81 27350 <a href="mailto:h.buschini@leedsbeckett.ac.uk">h.buschini@leedsbeckett.ac.uk</a>
Collaborative Provision	Lee Jones, Associate Director 0113 81 23611 <a href="mailto:L.G.Jones@leedsbeckett.ac.uk">L.G.Jones@leedsbeckett.ac.uk</a>

Human Resources	Sarah Churchill, HR Officer 0113 81 26305 <a href="mailto:S.H.Churchill@leedsbeckett.ac.uk">S.H.Churchill@leedsbeckett.ac.uk</a>
International recruitment and partnerships	Chloe Hudson, Head of Exchanges, Study Abroad and Volunteering 0113 81 23039 <a href="mailto:c.hudson@leedsbeckett.ac.uk">c.hudson@leedsbeckett.ac.uk</a>
Libraries and Learning Innovation	Russ Jones, Advice Services Manager 0113 81 23488 <a href="mailto:R.A.Jones@leedsbeckett.ac.uk">R.A.Jones@leedsbeckett.ac.uk</a>
Outreach Activity	Sarah Derbyshire-Thomas, Access and Widening Participation Manager 0113 81 24933 <a href="mailto:s.derbyshire@leedsbeckett.ac.uk">s.derbyshire@leedsbeckett.ac.uk</a>
Sport and Active Lifestyles	Mark Dunstan, Assistant Head of Sport. <a href="mailto:M.Dunstan@leedsbeckett.ac.uk">M.Dunstan@leedsbeckett.ac.uk</a>

## Annex B – Categories of Abuse

### Children

The national guidance set out in *Working Together to Safeguard Children* sets out four categories of abuse of children:

#### Neglect

Neglect is the persistent failure to meet basic physical and psychological needs and is likely to result in the serious impairment health or development. This may involve factors such as providing inappropriate clothing, food, inappropriate attention, lack of supervision, lack of safety or exposure to undue cold or unnecessary risk of injury. It may also include neglect of basic emotional needs.

#### Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm, including by fabricating the symptoms of, or deliberately causing, ill health. This can also include giving alcohol to children, giving medication without permission, and intensity of training beyond the capacity of the individual.

#### Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include exploitative, non-contact activities such as involving children in looking at pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways. For Adults at Risk, sexual abuse may include rape and sexual assault or sexual acts/exploitation to which the vulnerable adult has not consented, could not consent or was pressured into consenting.

#### Emotional Abuse

Emotional Abuse is the persistent emotional ill treatment such as to cause severe and persistent adverse effects on development. It may involve conveying to the child, young person or vulnerable adult that they are worthless or unloved, inadequate or valued only in so far as they meet the needs of another person. It may involve causing individuals to frequently feel frightened or in danger (shouting, threatening or taunting, constant criticism, bullying, or unrealistic pressure to perform), or exploitation, corruption or radicalisation. Emotional Abuse may occur in person or, with increasing regularity, on online and social media platforms.

### Adults at Risk

The following categories of abuse are derived from national guidance and good practice. Paragraph 4 of the Policy contains a definition of Adults at Risk.

#### Physical abuse

This includes assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

#### Domestic abuse

Domestic abuse, also called domestic violence, is usually about one person's desire to control their partner, even if they are not aware of this themselves. The government defines domestic violence as 'Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless

of gender or sexuality.' This includes psychological, physical, sexual, financial, emotional abuse or so called 'honour' based abuse, including Forced Marriage and Female Genital Mutilation

### **Sexual abuse**

This includes rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

### **Psychological abuse**

This includes emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

### **Financial or material abuse**

This includes theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

### **Modern slavery**

This includes slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

### **Discriminatory abuse**

This includes harassment, slurs or similar treatment because of race, gender and gender identity, age, disability, sexual orientation or religion.

### **Organisational abuse**

This includes neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

### **Neglect and acts of omission**

This includes ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating

### **Self-neglect**

This covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.



## Annex C – Safeguarding Code of Conduct

All staff are required to demonstrate exemplary behaviour in order to maintain high professional standards and act as role models. Such behaviour also has the advantage of protecting staff from allegations of misconduct. Similarly, students of our University and volunteers are expected to conduct and protect themselves properly and effectively when they are in the presence of children or Adults at Risk.

Good practice in this regard is demonstrated by:

- treating all children and Adults at Risk equally and with respect and dignity
- conducting yourself in a manner that sets a good example to vulnerable groups
- trying to work in an open environment and avoiding being alone with a child or vulnerable adult
- maintaining a safe and appropriate distance with children and Adults at Risk, avoiding physical contact which, however well-intentioned, may be misinterpreted
- Maintaining appropriate professional boundaries with children and Adults at Risk, e.g. in terms of communication via social media platforms and personal phone numbers .
- never using physical force against a child or Adults at Risk unless it constitutes reasonable restraint to protect her/him or another person or to protect property
- never using physical punishment
- keeping a written record of any incident or injury sustained by a child or Adult at Risk
- referring any problems or concerns to a local Safeguarding point of contact or a Designated Safeguarding Officer
- questioning any unknown adult who attempts to engage with a child or Adult at Risk on our University premises or in our off-campus University activities
- never making sexually suggestive comments to a child or Adult at Risk even in fun
- never allowing allegations made by a child or Adult at Risk to go unrecorded or not acted upon
- avoiding taking responsibility for tasks for which you are not trained or which a child or Adult at Risk can do for themselves

## Annex D –Dealing with Disclosures of Abuse and Reporting Concerns

### Dealing with Disclosure

If a child or Adult at Risk tells a member of staff (or a student or a volunteer) about possible abuse:

- listen carefully and stay calm;
- make sure you have understood the matter under discussion, clarifying points if necessary;
- reassure the individual that by telling you, they have done the right thing;
- inform the individual that you must pass on the information now but only to those who need to know; inform them who you are going to tell;
- take a note of the main points of conversation including names, times, dates, etc, together with any injuries observed;
- report the conversation immediately to a local Safeguarding Point of Contact (SpOC) or a Designated Safeguarding Officer (listed in Annex A).

### Reporting Concerns

Designated Safeguarding Officers should report any concerns/suspicions/disclosures to the Nominated Officer, using the online form on the [Safeguarding](#) section of the staff website.

The Nominated Officer is responsible for reporting concerns/suspicions/disclosures to the appropriate investigating agency and agree any further action which may be necessary. If it is agreed with the investigating agency that a formal referral should be made, this will be followed up in writing within 24 hours, using the agency's pro forma where available.

In the event of the unavailability of the Nominated Officer, one of Designated Safeguarding Officers may report to the appropriate investigating agency.

The appropriate investigating agency will be, in the first instance, the local authority responsible for the area where the individual lives, or in the case of potential radicalisation, the local Prevent Officer. Contact details are set out in Annex I.

### Dealing with Allegations of Abuse Against University Staff

Our University recognises that an allegation of abuse made against a member of staff may be made for a variety of reasons and that the facts of the allegation may or may not be true. It is imperative that those dealing with an allegation maintain an open mind and that those investigations are thorough and not subject to delay.

The University takes a 'zero tolerance' approach to sexual misconduct and will use policies and procedures developed for this purpose to manage any allegations made in this regard.

A member of staff who receives an allegation about another member of staff should follow the guidelines above for dealing with disclosure.

The Nominated Officer will make an initial assessment of the matter, consulting with the local authority designated officer (LADO), as appropriate. If this consultation results in a formal referral then the matter will be investigated by the appropriate local agency and our University shall hold in abeyance its own internal enquiries while the formal police or social services investigations proceed. To do otherwise may prejudice the investigation. Any internal enquiries shall comply with our

University's Staff Disciplinary Procedure.

The Nominated Officer will consult with the police or other investigating agency and shall inform the following parties of the investigation:

- The individual who made the disclosure and their parent/guardian (if appropriate)
- Via the Director of HR, the member of staff against whom the allegation has been made (if appropriate)
- The Chair of the Board of Governors (if appropriate)

The Nominated Officer shall keep a written record of the action taken in connection with the allegation and inform the Vice Chancellor of relevant matters relating to the case.

Suspension of the member of staff concerned may be considered at any stage of the investigation but should not be automatic. Prior to making the decision to suspend, the Vice Chancellor or nominee should interview the member of staff. This should take place with the approval of the appropriate investigating agency. Where a member of staff is suspended, the Vice-Chancellor shall inform the Chair of Governors, the parents/guardian of the individual who has made the allegations, senior staff on a "need to know" basis. Consideration shall be given to informing the individual who made the allegation. The suspension shall remain under review in accordance with our University's Staff Disciplinary Procedure.

Following the outcome of the external agency investigation the University may instigate its Staff Disciplinary Procedure if appropriate. If a member of staff is dismissed or resigns before the disciplinary process is completed, she/he should be informed about our University's duty to inform the Disclosure and Barring Service or other agency of any concerns.

Where an allegation has been made against a member of staff, the Nominated Officer shall, at the conclusion of the disciplinary process, consider whether there are any matters arising from it that could lead to the improvement of the University's procedures and/or policies which should be drawn to the attention of the relevant local authority. Consideration shall also be given to the training needs of staff.

## **Dealing with Allegations of Abuse Against University Students**

The provisions of Annex D of this policy shall also apply to students of our University. This shall include student volunteers. The relevant disciplinary procedure shall be the Student Code of Discipline. Students against whom allegations have been made will be advised to contact the Students' Union Advice Service for advice/representation. On the question of suspension, the Vice-Chancellor shall consider whether it is necessary to suspend the student from all or a specific set of our University activities (e.g. placement).

The University takes a 'zero tolerance' approach to sexual misconduct and will use policies and procedures developed for this purpose to manage any allegations made in this regard.

### **Annex E – Recruitment and Selection of Staff - Vetting & Barring Procedures**

Our University has in place a formal policy and procedure for the recruitment and selection of staff, supported by our University's Disclosure and Barring Service (DBS) Policy and Guidelines and Recruitment of Ex-Offenders Policy. These policies are available on the University webpages:

[https://www.leedsbeckett.ac.uk/staff/files/NN\\_Disclosure\\_and\\_Barring\\_Service\\_Policy\\_and\\_Guidelines.pdf](https://www.leedsbeckett.ac.uk/staff/files/NN_Disclosure_and_Barring_Service_Policy_and_Guidelines.pdf)

[https://www.leedsbeckett.ac.uk/-/media/files/recruitment-site/nn\\_recruitment-of-exoffenders-policy-statement.pdf](https://www.leedsbeckett.ac.uk/-/media/files/recruitment-site/nn_recruitment-of-exoffenders-policy-statement.pdf)

In particular, the Disclosure and Barring Service Policy and Guidelines provide information on the identification of posts where the employee will work with vulnerable groups in regulated activity and the recruitment process for such posts.



## Annex F – DBS Checks for New Students

*N.B. This process applies only to courses where the need for a DBS check has been approved by the Dean of School and communicated ahead of the application cycle to the Head of Admissions*



NOTE: Although a DBS check may not be necessary for admission to some courses, the choice of particular optional modules may necessitate a DBS check where the placement includes regulated activity. In such cases, the safeguarding point of contact in the relevant School is responsible for ensuring placement does not commence before DBS check is received.

## Annex G – Admission of Students Under 18 years of age

### Introduction

Each year, a small number of students under the age of 18 apply to join our University. This policy sets out our approach on the admission of such students.

### 16/17 year olds

Our general approach<sup>2</sup> in considering the admission of students aged 16 or 17 is not to refuse entry on the grounds of age unless the appropriate safeguards cannot be put in place. The Admissions team will be authorised to make offers to these students subject to confirmation that sufficient safeguards can be put in place. Such offers are conditional and may be revoked if the necessary safeguards are not available, pursuant to our Safeguarding Policy.

The University Secretary or nominee will take the decision whether to admit any student aged under 18 at 1 September prior to the course starting (or 1 January for Semester 2 courses), acting on a recommendation from the Head of Admissions.

### Applicants aged under 16

There are a number of important legal distinctions that apply at the age of 16, and therefore we would not normally enter into direct contractual relationships with anyone under that age.

Consideration will be given on a case-by-case basis with a final decision made by the University Secretary. Circumstances to be taken into account in reaching such a decision will include frequency and method of delivery. Offers would not be made to students aged under 16 until approval was received from the University Secretary.

### Parental consent

For all students aged under 18 at the point of enrolment parental consent will be sought, and must be forthcoming before enrolment can be permitted. Such parental consent will not negate the student's right to privacy under, inter alia, the Data Protection laws (nor will it reduce our university's burdens and responsibilities under law).

In some cases, we may require a parent or guardian to act as guarantor to any contractual or other arrangements entered into by a student who will be aged under 18 at the point of admission.

### Treatment of students aged under 18 after enrolment

The university will not accept parental responsibility for any child enrolled on any course at the university.

The Safeguarding Policy will apply whilst any student is studying at our university below the age of 18, although the university will not actively seek to treat such students differently from the rest of the student population. In any event, particular consideration must be given with regard to university residential accommodation, the sale or consumption of alcohol under English Law, etc.

---

<sup>2</sup> NB: Physiotherapy, Dietetics, Speech & Language Therapy, Adult Nursing, Mental Health Nursing and Social Work are excluded, as these courses cannot admit students under the age of 18 due to placement restrictions. Checks will include whether the course has a residential trip during the period where the student is aged under 18, whether Academic Advisers and/or other key staff have a DBS check in place, etc. Consultation to take place with Student Services, Accommodation and Course team, as appropriate.



## Process flow for admission of Students under 18 years of age



## Annex H – Support of Students Under 18 years of age

Our University will not accept parental responsibility for any student under the age of 18 enrolled on any course and will not actively seek to treat such students differently from the rest of the student population. However, our University recognises its enhanced duty of care for this student group and set out the following guidelines regarding the support of students who are under 18.

### Consent Form

A consent form signed by parent / guardian must be in place before enrolment can take place, confirming their acceptance of the arrangements in place for under 18s. Once the student reaches the age of 18, these accepted terms will automatically be regarded as agreed by the student.

### Accommodation

All students who are under the age of 18 at the start of their course, and are not planning to reside at their family home, should be advised to apply for a place in accommodation owned or managed by Leeds Beckett University, for whom a parent or guardian must sign the tenancy agreement. Wherever possible, students who are under 18 will be housed together in shared accommodation; however, some facilities, e.g. kitchen areas, may be shared with adults. Residential Officers must be notified of under-18s in their residences and should meet with these students regularly (normally at least weekly) to check on their welfare.

### Disclosure and Barring Service (DBS) checks

The University will take all reasonable steps to ensure that persons who are unsuitable to work with children, young persons and adults in vulnerable circumstances are prevented from doing so. The University is registered with the DBS and will conduct checks as appropriate in accordance with relevant legislation and the University's procedures published on its website.

### Support

All students who are under 18 must have a named contact in the School who will take particular responsibility for monitoring their well-being; this will normally be their Academic Adviser. Under 18s can access the full range of support from Student Services, as all staff who work on a one-to-one basis with students are subject to an enhanced Disclosure and Barring Service check. Course Directors with a number of under 18 students in their entry cohorts are asked to complete a risk assessment in advance of the commencement of the course.

### Safety and Security

Student safety considerations are paramount for all Leeds Beckett students. However, it is recognised that under-18s, and especially international students who are under 18, have additional levels of vulnerability for which our University has a duty of care. Orientation/induction sessions for under 18s, with the Safer Student Police Officer assigned to Leeds Beckett will be arranged at the start of all programmes which have a high proportion of under-18s. These sessions will cover aspects of personal safety and security, as well as key aspects of UK law and culture. The Officer is also available to speak to individuals or groups where there are safety / security concerns. Under 18 students are all given details of the 24-hour emergency contact number.

<http://www.leedsbeckett.ac.uk/studenthub/security/>

### Health

All students should be actively encouraged to register with a local GP. Further information is available on the [Student Wellbeing](#) pages.



## **Emergency Contact details**

All under 18s, as all Leeds Beckett students, must provide emergency contact details; it is particularly important that these are provided and updated as necessary for this age group.

## **Residential**

In most instances, students will not be able to participate in any residential component to their course until they are 18, unless explicit consent is given by parents / guardians.

## **Social events / interaction**

Staff with under 18s in their cohort should be mindful of social interactions and activities as part of the course may engender more risks for this age group, e.g. meetings in licensed establishments and the risks associated with the mixing of younger students with adults.

## Annex I – External Agencies

**NSPCC** 0808 800 5000  
(for advice, guidance and training on safeguarding matters)

**Social Care Duty and Advice Team**  
(for Nominated Officer to report concerns)

Leeds – Children’s

Office Hours 0113 222 4403

Out of hours Emergency 0113 240 9536

Leeds – Adults

Office Hours 0113 222 4401

Out of hours emergency 07712106378

Bradford – Children’s

Office Hours 01274 437500

Out of hours Emergency 01274 431010

Bradford – Adults 01274 431077

[www.bradford.gov.uk/makeanalert](http://www.bradford.gov.uk/makeanalert)

**Police** 999

(for urgent action if a child or adult at risk is at immediate risk from any form of abuse)

**Prevent Leeds** 0113 535 0810

(for discussion of non-emergency concerns of radicalisation)

Nadeem Siddique, Prevent Co-ordinator, Leeds City Council [prevent@leeds.gov.uk](mailto:prevent@leeds.gov.uk)