Loughborough University Safeguarding Policy

Document Version Control

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Change History

Change Date	Changed by	Changes
25/07/16	MA	• Substantive revisions to text based on initial feedback from colleagues.
27/07/16	MA	• Addition of section on 'External Organisation Use of University Facilities' • Addition of Appendix 4
01/08/16	MA	• Amendments to the order of section 4 (transposition of paragraphs 4.2 and 4.3) • Amendments to Section 5 to clarify the limits of investigation/ information gathering from the SO.
14/09/16	MA	• Amendment to paragraph 6.1 to provide some further detail on Academic School responsibilities for under-18s. • Addition of section in Appendix relating to guidance for Academic Schools admitting an under-18 student.
02/11/16	MA	• Addition of Operations Director, London as SO. • Insertion of contact details for Newham Social Services contacts for Loughborough in London staff.
13/01/17	MA	• Insertion of 6.1 (g) stating that students under the age of 16 will not normally be housed in University halls accommodation.
03/03/17	MA	• Inclusion of 'abuse' in the definition of a vulnerable adult.
06/07/17	MA	• Insertion of new Safeguarding Officer details.
22/12/17	MA	• Insertion of details regarding forced marriage and FGM (at sections 4, 10 and Appendix 1 & 2)
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15/04/19	GR	• Updated link to Prevent Policy
12/04/21	MA	• Significant revisions to: ○ Include references to Research Participants and Apprentices ○ Include reference to ensure Research Partners are provided information on Safeguarding ○ Reflect new reporting model through the Online Incident Reporting Tool
03/06/21	MA	• Updated reference to 1998 Data Protection Act to 2018 Data Protection Act following approval of revised policy by HSE

1. **Scope**
    1.1. This policy applies to safeguarding concerns regarding any registered student, apprentice staff member, research participant, research collaborator or visitor at Loughborough University.
    1.2. The term 'safeguarding' is used to refer to a number of areas of concern relating to children or vulnerable adults, including:
        a)   Child protection issues;
        b)   (Sexual) exploitation;
        c)   Radicalisation;
        d)   Physical abuse or neglect;
        e)   Emotional abuse or neglect;
        f)   Abuse of power
        Further examples of safeguarding concerns are provided in paragraph 4.5.

2. **Introduction**
    2.1. Loughborough University is committed to ensuring the safety and physical and emotional wellbeing of its students, staff, research participants and visitors and to creating an environment conducive to study, learning and the advancement of knowledge.
    2.2. Loughborough University recognises that in the course of fulfilling their duties members of staff will come into contact with children and vulnerable adults (as defined in section 4 below).
    2.3. Loughborough University is committed to ensuring that it is able to fulfil its responsibilities in safeguarding any children or vulnerable adults who may be at risk of harm or exploitation (including radicalisation or being drawn into terrorism, as defined in the University's Prevent Policy).
    2.4. In fulfilling these responsibilities Loughborough University will remain mindful of its obligations under relevant legislation such as the Health and Safety at Work Act (1974), the Children Act (1989), the Data Protection Act (2018), the Safeguarding Vulnerable Groups Act (2006), the Protections of Freedom Act (2012) and the Counter-terrorism and Security Act (2015).
    2.5. Loughborough University recognises that it has a duty to report suspected safeguarding concerns relating to a child or vulnerable adult to relevant external agencies, regardless of whether the individual is a member of the University community, if that concern is reported to, or identified by, a member of staff in the course of their duties.
    2.6. In order to ensure it fulfils its duties, Loughborough University will ensure an appropriate member of Senior Management is designated as Lead Safeguarding Officer (LSO). The Lead Safeguarding Officer's responsibilities will include:
    2.7. Implementing and promoting this policy;
    2.8. Ensuring the policy is monitored and reviewed in accordance with changes in legislation and guidance on the protection of children and vulnerable adults;
    2.9. Appointing Safeguarding Officers (SOs) and ensuring SOs are trained in relevant safeguarding procedures and competent in fulfilling their duties;
    2.10. Ensuring appropriate and adequate resources are available in order that the University is able to meet its safeguarding responsibilities;
    2.11. Ensuring that appropriate University members and University Committees are provided with appropriate reassurance that the University is meeting its safeguarding obligations;
    2.12. Establishing and maintaining contacts with Children's and Adult Social Care Services, Police authorities and NHS Safeguarding Teams.
    2.13. Loughborough University will ensure that all relevant staff (including students employed by the University) and research partners receive information and advice on safeguarding issues as appropriate for their role within the organisation.

2.14. Loughborough University will work in collaboration with Social Care Services, the Police and other relevant statutory and voluntary services to ensure children and vulnerable adults are safeguarded.

2.15. Loughborough University will ensure it has appropriate procedures in place to check the suitability of staff and students whose responsibilities involve close, unsupervised contact with children or vulnerable adults. These processes are detailed in paragraph 9 of this policy and in the University's Guidance on Recruiting Staff and Students to work with Children.

2.16. Loughborough University will ensure it has appropriate procedures in place to assess and mitigate any safeguarding concerns raised by research activity. These procedures are detailed in Code of Practice on Investigations Involving Human Participants and are overseen by the University's Ethic Committee.

2.17. Loughborough University will ensure it makes appropriate support available to staff who receive disclosures of safeguarding issues.

3. Key Safeguarding Principles

3.1. Loughborough University will take all safeguarding concerns relating to children and vulnerable adults seriously, will consider concerns fully and will report any such concerns in a timely manner to the relevant person or body.

3.2. Safeguarding referrals to the relevant statutory body will be made on the basis of identified and evaluated risk, as per the procedures outlined in section 5 of this policy.

3.3. Loughborough University will ensure it maintains central records of any safeguarding concerns and any referrals made as a consequence. Any records will be kept in accordance with the University's Data Protection Policy.

3.4. Loughborough University staff working with students, staff or research participants who are the subject of safeguarding concerns will consider what support may be offered to the individual and will signpost accordingly. This may include referral to internal and/or external services.

3.5. In a placement or professional work experience setting (including teaching placements), a member of staff or student should normally report any safeguarding concern to the employer's Designated Safeguarding Lead, as per the employer's policy. If this is inappropriate, or if an appropriate response is not received from the employer, the safeguarding concern may also be reported to the University as per the procedure set out in section 5 below.

3.6. Research carried out on, or with the participation of, children or vulnerable adults must comply with Loughborough University's Code of Practice on Investigations Involving Human Participants and Loughborough University's Ethical Framework.

3.7. In engaging with research partners Loughborough University will carry out due diligence checks to ensure partners have appropriate safeguarding procedures in place.

4. Definitions

Definition of a Child

4.1. For the purposes of this policy, Loughborough University defines a child as a person who is under the age of 18.

Definition of a Vulnerable Adult

4.2. In legal terms, the Safeguarding Vulnerable Groups Act (2006), as amended by the Protection of Freedoms Act (2012), defines a vulnerable adult as an individual over the age of 18 in receipt of a regulated activity. Specified regulated activity includes:
   a) Health Care provided by or under the supervision of a health care professional;
   b) Provision of Personal Care;
   c) Provision of Social Work;
   d) Assistance with general household matters;
   e) Assistance in the conduct of a person's own affairs;

     f)   Conveying (transporting from one place to another).

     g)   The definition of regulated activity does not include any such activities carried out in the course of family and personal, non-commercial relationships.

4.3. For the purposes of this policy, Loughborough University defines a vulnerable adult as:

     a)   an individual over the age of 18;

     b)   who lacks the capacity to take care of themselves (i.e. at risk of neglect); and/or

     c)   who may be unable to keep themselves safe from the risk of significant harm, abuse or exploitation, including the risk of radicalisation or being drawn into terrorism.

Examples of Potential Safeguarding Concerns

4.4. This policy sets out how Loughborough University will deal with safeguarding concerns in relation to children or vulnerable adults. For the purposes of this policy safeguarding is defined as protecting children and vulnerable adults who may be at risk of exploitation (including radicalisation), harm, neglect or abuse.

4.5. Examples of types of situations which may present a safeguarding concern and which may result in implementation of the procedure detailed in Section 5 are provided below. This list is not exhaustive and staff will need to exercise professional judgement in determining whether there are safeguarding concerns which need to be considered. Advice can also be sought from the Duty Assessment and Inclusion Team:

4.6. A child or adult raises an allegation of current abuse, harm, neglect or other inappropriate behaviour;

4.7. A student, staff member, visitor or research participant discloses information involving themselves, family members or any other child or adult which gives rise to concerns that an individual may be harming or abusing a child or vulnerable adult;

4.8. There are suspicions or indications that a child or vulnerable adult is being abused or harmed, or is at risk of exploitation (including radicalisation), harm, neglect or abuse. The indicators of abuse or harm can be difficult to recognise, but advice is given on the University's Safeguarding pages.

4.9. There are observable changes in a child or vulnerable adult's appearance or behaviour that may be related to exploitation, harm or abuse, including radicalisation. The indicators of abuse or harm can be difficult to recognise, but advice is given on the University's Safeguarding pages.

4.10. A concern is raised that an individual presents a risk of abuse or harm towards a child or vulnerable adult. If there is a concern that a member of staff or student may present such a risk the University will carry out a risk assessment and, if appropriate, invoke other appropriate policies, including disciplinary procedures, the Fitness to Study policy or the appropriate Procedure for Applicants who declare a Criminal Conviction.

4.11. Concerns arise that an individual may be subject to a forced marriage. A forced marriage is defined as one in which one or both individuals do not (or because an individual's vulnerability or mental capacity cannot) consent to marriage. In the UK forced marriage is regarded as an issue of domestic/ child abuse.

4.12. Concerns arise that an individual may be subject to Female Genital Mutilation (FGM). FGM (also sometimes known as cutting) is a procedure in which the female genitals are deliberately cut, injured or changed without a medical reason.

4.13. Concerns arise that a student or member of staff is vulnerable to radicalisation and there is an identifiable risk of the individual being drawn into terrorism.

4.14. A historic disclosure of sexual or physical abuse is made, where the perpetrator still has access to children or vulnerable adults.

4.15. The following incidents MUST always be reported to via the University's Online Incident Reporting Tool:

     a)   If a child or vulnerable adult is accidentally hurt;

     b)   If you are concerned that a relationship is developing with a child or vulnerable adult, which could represent an abuse of trust;

c) If you are concerned that a child or vulnerable adult is becoming attracted to you;

d) If you are concerned that a colleague is becoming attracted to a child or vulnerable adult;

e) If a child or vulnerable adult misunderstands or misinterprets something you have done in a way which could be construed to be abusive or harmful;

f) If you have to use reasonable physical restraint to prevent a child or vulnerable adult from harming themselves or another, or from causing significant damage to property;

g) If a child or vulnerable adult reports an allegation of abuse regarding a member of an external organisation using University facilities or in partnership with the University.

h) If a child or vulnerable adult reports concerns regarding a forced marriage or FGM.

5. Reporting a Safeguarding Concern

Making the Report

5.1. This section describes the process for reporting a safeguarding concern. Further information can be found on the University's Safeguarding pages.

5.2. The duty to investigate suspected abuse or harm rests with statutory services; primarily Social Care Services and the Police. Staff who become aware of a safeguarding matter, whether from a victim or from a third party, should follow these steps:

a) Listen carefully and stay calm;

b) Reassure the individual that what they have reported will be dealt with;

c) Keep questions to an absolute minimum, do not interrogate the individual. Any questions should be about any immediate health and safety concerns;

d) Explain to the individual that you will need to report the matter to a University and explain the University's internal process as outlined below.

5.3. Complete a report through the University's Online Incident Reporting Tool. Provide as much detail as you are able to.

5.4. If a student or staff member has an **immediate and significant** concern for a child or vulnerable adult's **immediate safety**, they may refer the matter directly to the Police or Social Care Services. Contact details are provided on the University's Safeguarding pages. After they have done so they should also complete a report through the Online Incident Reporting Tool.

5.5. Where the situation is not urgent, any safeguarding concern should be reported through the University's Online Incident Reporting Tool. Before referring to Social Care Services, the Police or any other external agency, the University will undertake a risk assessment. This will be carried out by a member of the Duty Assessment and Inclusion Team in consultation with a Safeguarding Officer (SO).

5.6. On receipt of a referral the Duty Assessment and Inclusion Team will limit their enquiries to that necessary to undertake a risk assessment and:

a) Address any serious and immediate risk to the child, vulnerable adult or any other party.

b) Preserve any evidence likely to be lost before external agencies can respond.

c) Determine the appropriateness of a referral to Social Care Services, the Police or another appropriate agency and provide sufficient information to the relevant external agency to enable an effective response.

d) Determine any further University procedures which should be invoked.

e) Identify any internal support required by the child or vulnerable adult.

5.7. If a referral to an external agency is deemed appropriate the Safeguarding Officer or their nominee will make the referral.

5.8. If a member of staff wishes to discuss a potential referral before completing the form they may contact the Duty Assessment and Inclusion Team to discuss the referral in principle without providing any names or identifying details. Contact can be made either by email dai@lboro.ac.uk or by calling Student Services on 01509 222765.

5.9. Where the suspected abuse is alleged to have been carried out by a staff member, the University will work alongside external agencies during any investigations. If necessary, the appropriate disciplinary procedures may be invoked.

Record keeping

5.10. The Safeguarding Officer will be responsible for ensuring that a full record is kept of the risk assessment process and of any action taken subsequently. This will be done in accordance with the University's Data Protection Policy.

6. **Admission of students under 18 years of age**

6.1. In admitting students under the age of 18 Loughborough University acknowledges that it will have an enhanced duty towards these individuals as they are children. The following steps will be taken to ensure that the University meets its obligations to safeguard students under the age of 18:

6.2. As per the process set out in our Admissions Policy (section I), the University will require the student's parent/ guardian to sign a Consent Form confirming that they have understood that the University is not *in loco parentis*. Where the child is looked after away from home, appropriate contact will be made with their Local Authority, including with their Social Worker.

6.3. The University will ensure that it holds a list of the student's emergency contact details, in particular those of parents/ guardians.

6.4. The University will ensure that a DBS disclosure has been obtained for the student's personal tutor, hall warden, sub-wardens and anyone else who the University considers will have close, unsupervised contact with the student.

6.5. Academic Schools will ensure that any staff members acting as personal tutor to under-18 students have an appropriate DBS disclosure and are made aware of the University's Safeguarding Policy and the information available on the University's Safeguarding pages.

6.6. The University will inform Loughborough Students' Union of any student under the age of 18 to ensure that their access to the licensed premises can be monitored.

6.7. The University will ensure that hall wardens, the Director of Student Services and relevant contacts in Academic Schools are provided with a list of students under 18 years of age.

6.8. The University will not normally allow students under the age of 16 to live in University Hall accommodation.

7. **External Organisations' Use of University Facilities**

7.1. A number of the University's facilities, most notably sporting facilities, are hired by external organisations for use in events involving children or vulnerable adults. In such cases the University has no control over, and assumes no liability for, the conduct of individuals from these organisations. However, the University wishes to ensure that safeguarding risks are mitigated as far as possible for such external events.

7.2. In organising any event the University and the external organisation will comply with the University Events Safety Policy.

7.3. All external organisations requesting the use of University facilities for activities involving children or vulnerable adults will be asked to sign a declaration confirming that they have obtained appropriate checks on their staff and volunteers before they are permitted to use University facilities. A copy of the declaration form can be found in Appendix 2 of this policy. The organisation will also be asked to confirm they have a Safeguarding Policy in place.

7.4. If an organisation that works with children or vulnerable adults does not have a Safeguarding Policy in place they will not be permitted to use University facilities.

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8. Monitoring of Safeguarding Concerns and Review of this Policy.

8.1. The Health, Safety and Environment Committee is responsible for the review of this policy and the associated procedures.

8.2. The policy will be reviewed on a two-yearly basis or more often if there are any changes in legislation or the statutory duties which fall on the University.

9. Disclosure and Barring Service (DBS) Checks

9.1. The University will ensure that any staff or students working with children or vulnerable adults on a substantial basis, or having close, unsupervised contact with children or vulnerable adults, will have an appropriate DBS check carried out. This will usually be an enhanced check. Responsibility for ensuring such checks are conducted rests with the line manager.

9.2. Students enrolled on a PGCE at the University will be required to have an enhanced DBS check as a matter of course.

9.3. The procedure for carrying out DBS checks is outlined in the University's Guidance on the Disclosure and Barring Service (DBS).

10. Key Contacts

Lead Safeguarding Officer
Richard Taylor, Chief Operating Officer
t. (01509) 222223
e. r.taylor@lboro.ac.uk

Safeguarding Officers

Name	Email Address	Phone Number
Manuel Alonso (Director of Student Services)	m.alonso@lboro.ac.uk	(01509) 222050 or 07535 122962
Chris Euden (Operations Director, Loughborough University London)	c.euden@lboro.ac.uk	020 3805 1300

Duty Assessment and Inclusion Team
e. dai@lboro.ac.uk
t. 01509 222765

Security
888 (internal and emergency), Gatehouse - (01509) 222141

11. Links to other Relevant University Policies and External Guidance
Harassment and Bullying Policy
Loughborough University Sexual Assault and Sexual Harassment Policy
Loughborough University Prevent Policy
Loughborough University Data Protection Policy
Code of Practice on Investigations Involving Human Participants
Additional Guidance and Procedure for Applicants who declare a Criminal Conviction
Guidance on the Disclosure and Barring Service (DBS)
Loughborough University Admissions Policy
Whistleblowing Policy and Procedure
University Events Safety Policy
Loughborough University Research Integrity Statement

12. Links to other External Agencies and Resources

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[Leicestershire and Rutland Safeguarding Children Board](#)
[Leicestershire and Rutland Safeguarding Adults Board](#)
[Department of Health Guidance on *Regulated Activity (adults*)](#)

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Appendix 1: Guidance for Staff on Safeguarding Children and Vulnerable Adults

1. **Introduction and Definitions**
   This guidance should be read in conjunction with Loughborough University's Safeguarding Policy.

   For the purposes of this guidance and of its Safeguarding Policy, Loughborough University defines a child as a person who is under the age of 18 and defines a vulnerable adult as an individual who:
   1.1. Is over the age of 18;
   1.2. lacks the capacity to take care of him or herself (i.e. at risk of neglect); and/or
   1.3. may be unable to keep him or herself safe from the risk of significant harm, abuse or exploitation, including the risk of radicalisation or being drawn into terrorism.

2. **Principles**
   These guidelines reflect the following principles:
   - The welfare of vulnerable groups, including children and vulnerable adults, is paramount and the University has a duty to take all reasonable steps to ensure the safety of vulnerable groups.
   - Vulnerable individuals should be treated with respect and dignity.
   - Staff should understand their responsibility in safeguarding vulnerable groups.
   - Staff should demonstrate the highest standards of professionalism when working with children and vulnerable adults to protect them from abuse and to protect themselves from false allegations.
   - Staff should discuss and/ or take advice promptly from a Safeguarding Officer (SO) about any incident or behaviour which may give rise to a safeguarding concern.
   - Any allegations or suspicions of abuse of a child or a vulnerable adult disclosed to a member of staff in the course of their duties, whether or not that person is a member of the University community, should be reported immediately to a Safeguarding Officer (SO).
   - Staff should be aware that breaches of professional standards may result in disciplinary action being taken against them.
   - Staff should know the procedures for handling allegations against staff and to whom they should report concerns. This is outlined in Section 5 below.

3. **Working with Children and Vulnerable Adults**
   3.1. As a matter of good practice, staff should observe the following when working with children and vulnerable adults:
      a) Work in an open environment avoiding private or unobserved situations. Avoid spending time alone with children or vulnerable adults away from others.
      b) Treat all children and vulnerable adults with respect and dignity.
      c) Always put the welfare of the child or vulnerable adult first.
      d) Maintain a safe and appropriate distance. It is not appropriate for staff, students or volunteers to have an intimate relationship with a child or vulnerable adult.
      e) Ensure that if any form of physical contact is required, it is provided openly.
      f) Involve parents/ carers/ teachers wherever possible, for example by encouraging them to take responsibility for the children/ vulnerable adults in their care.
      g) Keep a written record of any injury that occurs, along with details of any treatment given.
      h) Attend any relevant courses provided by the University.
   3.2. You should never do any of the following:
      a) Engage in rough physical or sexually provocative games with a child or vulnerable adult.
      b) Share a room overnight with a child or vulnerable adult.

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c) Go into a child or vulnerable adult's room unless absolutely necessary. Where this is necessary two members of staff should enter.
d) Allow or engage in any form of inappropriate touching.
e) Allow children to use inappropriate language unchallenged.
f) Make sexually suggestive comments.
g) Deliberately reduce a child to tears as a form of control.
h) Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
i) Invite or allow children to stay with you at your home unsupervised.
j) Develop a social media friendship with a child or vulnerable adult, this includes being a Facebook friend with a child or vulnerable adult.
k) Do things of a personal nature for a child or vulnerable adult which they can do for themselves. If any support with personal care is required (for example if the individual is disabled) this should only be provided by appropriately trained staff following protocols provided by their manager/ supervisor.
l) Transport children or vulnerable adults on your own in a vehicle, except in emergency situations.

4. Recognising Abuse

4.1. The University recognises that some members of staff will have only very limited contact with children and vulnerable adults and consequently may not be in a position to recognise abuse.

4.2. Abuse can and does occur both within families and in institutional or community settings. The University acknowledges that some individuals seek to use voluntary and community organisations to gain access to vulnerable groups. The University also acknowledges that there may be some instances in which a University staff member may be suspected of abuse or inappropriate activity.

4.3. The following may indicate that abuse is taking place:
a) Unexplained or suspicious injuries, particularly if such an injury is unlikely to have occurred accidentally.
b) An injury for which the individual's explanation appears inconsistent.
c) The individual describes an abusive act or situation.
d) Unexplained changes in behaviour, including withdrawal from social or academic engagement.
e) Inappropriate sexual awareness or sexually explicit behaviour, including sharing personal, sexualised images.
f) The child or vulnerable adult appears distrustful of adults.
g) The child or vulnerable adult is prevented from engagement with normal social activities.
h) The child or vulnerable adult appears unkempt or dishevelled on a regular basis.
i) Self-harm/increased self-harming behaviour.

4.4. The recognition of abuse is not straightforward and the University acknowledges that staff may not always know whether or not abuse is taking place. The safeguarding processes outlined in the University's Safeguarding Policy are designed to allow staff to consult with trained colleagues where they may have suspicions of abuse. Staff have a responsibility to act on concerns to ensure that children and vulnerable adults are safeguarded.

4.5. The following incidents MUST always be reported using the Online Incident Reporting Tool:
- If a child or vulnerable adult is accidentally hurt.
- If you are concerned that a relationship is developing with a child or vulnerable adult, which could represent an abuse of trust.
- If you are concerned that a child or vulnerable adult is becoming attracted to you.
- If you are concerned that a colleague is becoming attracted to a child or vulnerable adult.

- If a child or vulnerable adult misunderstands or misinterprets something you have done in a way which could be construed to be abusive or harmful.
- If you have to use reasonable physical restraint to prevent a child or vulnerable adult from harming themselves or another, or from causing significant damage to property.
- If a child or vulnerable adult reports an allegation of abuse regarding a member of an external organisation using University facilities.
- If a child or vulnerable adult reports concerns regarding a forced marriage or FGM.

5. Reporting Concerns

5.1. If a staff member becomes aware of abuse of a child or vulnerable adult he/she has a duty to report this as per the procedure outlined in Section 5 of the University's Safeguarding Policy.

5.2. The duty to investigate suspected abuse or harm rests with statutory services; primarily Social Care Services and the Police. Under no circumstances should a member of University staff attempt to investigate suspected abuse or harm. Before referring to Social Care Services, the Police or any other external agency, the University will undertake a risk assessment.

5.3. If a student or staff member has an **immediate and significant** concern for a child or vulnerable adult's **immediate safety**, they may refer the matter directly to the Police or Social Care Services. Contact details are provided in the Useful Contacts section below. After they have done so they should report the incident to a Safeguarding Officer using the Online Incident Reporting Tool.

5.4. Where the situation is not urgent, any safeguarding concern should be reported using the Online Incident Reporting Tool. The process is outlined in Section 5 above.

6. Support for staff receiving disclosures

6.1. The University recognises that staff may need support after receiving a disclosure. The Safeguarding Officer will discuss this with the staff member and will ensure that they are made aware of support available, including support provide through the Employee Assistance Programme.

7. Whistleblowing

7.1. Whistleblowing forms part of any safeguarding approach at an institution. Staff, students and third parties are encouraged to share concerns about the conduct of staff which may constitute malpractice, wrongdoing or a criminal offence but which may not be covered by the University's Safeguarding Policy or procedures. Details of how to raise concerns can be found in the University's Whistleblowing Policy and Procedure.

8. Useful Contacts

Lead Safeguarding Officer
Richard Taylor, Chief Operating Officer
t. (01509) 222223
e. r.taylor@lboro.ac.uk

Safeguarding Officers

Name	Email Address	Phone Number
Manuel Alonso (Director of Student Services)	m.alonso@lboro.ac.uk	(01509) 222050 or 07535122962
Chris Euden (Operations Director, Loughborough University London)	c.euden@lboro.ac.uk	020 3805 1300

Security
888 (internal and emergency), Gatehouse - (01509) 222141

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Duty Assessment and Inclusion Team
e. dai@lboro.ac.uk
t. 01509 222765

Leicestershire Children's Social Care Services
t. 0116 305 0005 (24 hours)

Leicestershire Adult Social Care Services
t. 0116 305 0004 (8.30am – 5pm Mon-Fri, 8.30am – 4.30pm Fri and Bank Holidays)
t. 0116 255 1606 (out of hours) Emergency Duty Team
e. adultsandcommunitiesCSC@leics.gov.uk

Leicestershire Police
t. 0116 2222222

Newham Local Children Safeguarding Board
t. 020 3373 4600

Newham Safeguarding Adults Board
t. 020 3373 0440

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Appendix 2: Declaration Form for External Organisations bringing children or vulnerable adults onto University premises

Context

The University's Safeguarding Policy states that any external organisation whose membership includes children or vulnerable adults, that wishes to use University facilities, must confirm that they have a Safeguarding Policy and that they have conducted the appropriate checks on their staff. Below is a form of wording to be used when entering into an agreement with such an organisation. It is imperative that this document is signed by the external organisation in order to make it clear that they are responsible for any child protection issues that occur while they are on campus.

Agreement

It is the responsibility of all groups and voluntary organisations accompanying children (i.e. persons under 18) and vulnerable adults using the University's facilities to comply with legislation governing the protection of such persons. It is the policy of Loughborough University to seek assurances of such compliance and accordingly it requires confirmation of the following:

(a)   that the organisation has a safeguarding policy;

(b)   that appropriate DBS checks have been conducted in relation to all staff and/or volunteers accompanying children or vulnerable adults while on University premises; and

(c)   no person whose checks indicate that he/she is unsuitable to work with children or vulnerable adults will be included in any activities taking place on the University's premises.

The University cannot be held responsible for the death or personal injury of anyone attending events, unless such death or personal injury occurs as a result of the University's negligence or breach of statutory duty. The University is not responsible for any other loss or damage that may occur to while attending the University's premises unless it occurs as a result of the University's negligence or its wilful damage.   Groups/voluntary organisations are responsible for the security of all property/valuable possessions brought onto University premises and are advised to arrange separate insurance for such property/valuable possessions.

I/we confirm that that I/we have complied with (a) and (b) above and agree to (c) above.

I confirm that I have authority to sign on behalf of that group/organisation (where this form is signed by an individual on behalf of a group/organisation).

Signed:

On Behalf of:

Dated: