



ORLANDO VILLAGE SAFEGUARDING POLICY AND PROCEDURES: CHILDREN AND VULNERABLE ADULTS

SAFEGUARDING

1. Introduction

1.1 Safeguarding is about protecting children and vulnerable adults from the risk of harm. It includes preventing those who are deemed unsuitable to work with them from doing so and being alert to and acting upon situations where they may be caused harm. Orlando Village has a zero-tolerance approach to any forms of potentially harmful behaviour.

1.2 The purpose of this Policy is to minimise the risk of harm to children and vulnerable adults and to ensure that where Orlando Village staff, students or visitors have concerns about the welfare of children or vulnerable adults, they know what to do about those concerns.

1.3 All incidents of alleged misconduct concerning safeguarding will be taken seriously and may lead to disciplinary action against those involved.

1.4 Orlando Village is the only recommended and approved student accommodation provider of the University of Bolton which is primarily a Higher Education Institution. However, there are situations when Orlando Village Staff and Students have direct contact with children such as providing accommodation for students under the age of 18 and attending Open Days.

2. Definitions

2.1 There are various definitions used in this Policy as follows:

2.2 "Abuse" - definitions of the four categories of abuse are as follows:

2.2.1 Physical abuse which may involve: (i) beating; (ii) hitting; (iii) pushing; (iv) shaking; (v) kicking; (vi) throwing; (vii) pinching; (viii) biting; (ix) choking; (x) hair-pulling; (xi) burning with cigarettes, scalding water or other hot objects; or (xii) severe physical punishment. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

2.2.2 Sexual abuse which may involve: (i) Fondling, touching or kissing a child's genitals or making a child fondle an adult's genitals; (ii) violations of bodily privacy, such as forcing the child to undress or spying on a child in the bathroom or bedroom; (iii) using a child in the production of pornography, such as a film or magazine or exposing children to pornography; (iv) luring a child for sexual liaisons, through the internet or by any other means; or (v) sexual exploitation such as using a child to perform sex with others or sexual acts with a child, penetration, intercourse, incest, rape, oral sex.

2.2.3 Neglect which may involve: (i) failing to provide adequate food or clothing; (ii) failing to protect a child from physical and emotional harm or danger; (iii) failing to ensure adequate supervision,

including using inadequate people to provide care; (iv) failing to ensure access to appropriate medical care or treatment; or (v) being unresponsive to a child's emotional needs.

2.2.4 Emotional abuse which may involve: (i) ignoring; (ii) withdrawal of attention; (iii) rejection; (iv) threatening or frightening; (v) belittling such as telling the child he or she is “no good”, “worthless”, “bad”, or “a mistake”; (vi) using extreme forms of punishment, such as confinement to a closet or dark room; or (vii) witnessing the physical abuse of others.

The above definitions, provided for guidance purposes only, indicate acts (or omissions) which may constitute abuse. They are as relevant in the context of vulnerable adults as they are with children. They should not be considered exhaustive and if any member of Orlando Village staff, student or visitor to Orlando Village has any concerns about a child or vulnerable adult they should raise these concerns with the appropriate individual in accordance with these procedures.

2.3 “Child” or “children” includes all those who are under the age of 18 years.

2.4 “Regulated activity relating to vulnerable adults” is defined in the SVGA 2006 and includes (this is not an exhaustive list): the provision of health care treatment in any setting by a health care professional, or by a person acting under the direction or supervision of a health care professional, the provision of certain types of personal care to a person who needs it because of age, illness or disability, the provision of prescribed social work by a social worker to clients or potential clients’ the provision of assistance, in relation to general household matters, to a person who requires it because of age, illness or disability, transportation provided because of a person's age, illness or disability.

2.5 “regulated activity relating to children” is defined in the SVGA 2006 and includes (this is not an exhaustive list):

2.5.1 specified unsupervised activities relating to children (e.g. teaching, training, instruction, care or supervision) which are carried out on a frequent (as a general rule at least once a week), or intensive (more than three days in any 30 day period) basis, or overnight (between 2am and 6am where the activity gives the person the opportunity to have face-to-face contact with children)

2.5.2 certain work in a specified place which provides the opportunity for frequent contact with children

2.6 “Vulnerable adult” - means a person aged 18 or over whose ability to protect himself or herself from violence, abuse or neglect is significantly impaired through physical or mental disability or illness, through old age or otherwise and to whom a “regulated activity relating to vulnerable adults” is provided.

2.7 “Orlando Village staff or Team member” is used to describe anyone at Orlando Village who is engaged in working with children or vulnerable adults on the Orlando Village’s behalf, whether as an employee, volunteer, apprentice or student.

3. Safeguarding Officer

3.1 All of Orlando Village’s staff, students and visitors should know who to go to report a concern around safeguarding.

3.2 Orlando Village will therefore appoint a “Safeguarding Officer” and a “Deputy Safeguarding Officer” who will take a lead on safeguarding in Orlando Village. The Safeguarding Officers will be:

3.2.1 implementing this Policy.

3.2.2 on a regular basis the Safeguarding Officer will report to The Director all issues that arise in relation to this policy and will, on an annual basis necessarily amend this policy in accordance with changes in legislation and guidance on the safeguarding of children and vulnerable adults. This being a person aged 18 or over whose ability to protect himself or herself from violence, abuse or neglect is significantly impaired through physical or mental disability or illness, through old age or otherwise and to whom a “regulated activity relating to vulnerable adults” is provided.

3.2.3 acting as the main contacts within Orlando Village for the safeguarding of children and vulnerable adults.

3.2.4 providing Orlando Village staff and Team Members with information, advice and coordinating training on the safeguarding of children and vulnerable adults.

3.2.5 referring concerns that a child might be at risk of significant harm to the local children’s social care services and/or the Police.

3.2.6 establishing and maintaining contacts with the local children’s social care services departments and Police.

3.2.7 ensuring that concerns are logged and stored securely.

3.2.8 maintaining confidential records of reported concerns and action taken.

3.3 It is not the role of the Safeguarding Officer(s) to decide whether a child/ vulnerable adult has been abused or not - that is the responsibility of investigative statutory agencies such as Children’s Social Work Services or the Police.

3.4 All personal data will be processed in accordance with the requirements of the Data Protection Act 1998.

4 Training

4.1 Training will be arranged for the Safeguarding Officer and Deputy Safeguarding Officer to ensure that they are aware of issues, policies and procedures.

4.2 The Safeguarding Officer, DSC and all members of Orlando Village staff who work directly with children and/ or vulnerable adults shall undertake training, to ensure that:

4.2.1 They are made aware of this Policy and the procedures and protocols for promoting and safeguarding the welfare of children and vulnerable adults.

4.2.2 They learn how to recognise their responsibilities with regard to their own good practice and the reporting of suspected poor practice/ concerns of possible abuse.

4.2.3 They are familiar with, and should know whom to contact, to express concerns about a child's welfare or vulnerable adult’s, health and/or development.

4.2.4 Training will be delivered to all new staff who work directly with children and/or vulnerable adults during their induction.

5. Reporting a concern

5.1 Any incidents which cause concern in respect of a child or vulnerable adult are required to be reported immediately to your relevant Designated Safeguarding officer or Deputy Safeguarding officer, your Safeguarding officer(s) will complete the report if appropriate and will inform the relevant external organisation.

5.2 Only the Safeguarding Officer and/or Deputy Safeguarding Officer will report concerns raised/share data with any relevant external organisation.

6. Recruitment

6.1 Orlando Village will take all appropriate steps to ensure unsuitable people are prevented from working with children or vulnerable adults. Orlando Village will undertake appropriate checks with the DBS, in respect of Orlando Village staff who will be engaging in "regulated activity relating to children" or "regulated activity relating to vulnerable adults".

6.2 For positions that involve "regulated activity relating to children" or "regulated activity relating to vulnerable adults", the following procedures will be completed:

6.2.1 All applicants will be required to complete an application and as part of this application in accordance with the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and/or the Police Act 1997 (Criminal Records) Regulations 2002 will be required to disclose any convictions, cautions, reprimands or final warnings which would not be filtered. Therefore, applicants are required to disclose information in relation to any past criminal behaviour that is relevant to the position.

6.2.2 References will be sought from all staff applicants and from prospective students to specific programmes of study.

6.2.3 If the applicant or an existing Orlando Village staff member who has not previously been required to work with children or vulnerable adults in their position has no experience of working with children or vulnerable adults Orlando Village will agree specific training requirements with them before appointment.

6.2.4 Orlando Village will request an Enhanced Disclosure with a check of the DBS barred lists in respect of all applicants who will engage in such activity. Any such disclosures will be stored securely and confidentially and only used for the purposes of the applicant's application and otherwise in accordance with the Policy and Guidance Notes on the use of the Disclose and Barring Service (DBS) and Employment Contract, the University's Data Protection Policy and the Data Protection Act 1998.

7. Activities or events run by the University where children or vulnerable adults are to be present.

7.1 University staff or students organising activities at the University involving children and/or vulnerable adults must ensure that:

7.1.1 The individuals involved in the activity are aware of and understand the Policy and these procedures.

7.1.2 Private or unobserved contact with children is avoided wherever possible.

7.1.3 If first aid is required, where possible, it is administered in the presence of another adult and the Designated Safeguarding Office or Deputy is informed.

7.1.4 Parental consent is obtained for the use of any photographs, film or videos.

8. External organisations visiting the University

8.1 External organisations working with children or vulnerable adults and using Orlando Village facilities will be required to provide a written statement stating that their staff, and/or volunteers, where appropriate have had the necessary checks and that the organisation has its own policy and procedure and nominated safeguarding officer. The written statement must identify who the organisation has nominated as a safeguarding officer.

9. Prevent Duty

9.1 Under the Prevent duty introduced by the Counter-Terrorism and Security Act 2015, Orlando Village will need to assess the risks of people being drawn into terrorism and ensure that it has plans in place for mitigating these risks.

9.2 Orlando Village will have due regard to the need to prevent people from being drawn into terrorism and will have regard to the Government's Prevent Duty Guidance: for England and Wales.

9.3 Staff who have concerns relating to students or colleagues being drawn into terrorism should contact the relevant Designated Safeguarding officer or Deputy.

10 Channel

10.1 Channel forms a key part of the Prevent strategy. It is a local way of various agencies acting to identify and support individuals and support individuals to prevent them from moving into terrorism.

10.2 Bolton Metropolitan Borough Council is required by law to establish a “Channel Panel” to assess whether a person is at risk of being drawn into terrorism and if he/she is then supported in reducing that risk.

10.3 In co-operating with the Channel Panel and the Police and Orlando Village obligations under the Data Protection Act 1998, Orlando Village will share information with the Channel Panel.