



- Selection and recruitment of staff
- Tutor-student interactions including face-to-face tutorials
- Communications, including electronic communications
- Student residential accommodation
- Placements and field trips
- Examination arrangements
- Student-student interactions



16. All students who are employed and undertake regulated activities with at risk individuals on University of Suffolk activities are required to undertake a Disclosure and Barring Service check. It is noted that students employed by the University are employees of the University of Suffolk.

17. and protection of at risk individuals and the Safeguarding Code of Conduct, and understand that any legitimate suspicions or concerns will be reported to appropriate agencies. Breaches of the Code of Conduct may lead to disciplinary action under the Student Disciplinary Policy. Students studying health, social work or other professional programmes are in a position of trust and as such, any breach may be reported to the professional/regulatory body.

18. The Admissions Office at the point of admission to a programme of study will ensure that the parents or guardians of students who are under the age of 18 are aware that their child is studying alongside adults in a higher education environment which is not as regulated and supervised as a school or Further Education (FE) College environment.

19. All students under the age of 18 enrolling with the University will be given guidance and pastoral support by Student Life and their course team. Please see the Under 18 Policy for more information.

20. safeguarding and protection of at risk groups.

21. The University will work closely with schools and parents to ensure confidence that the organisation is providing a safe environment for their children under the age of 18.

22.

**Action when work or study involves contact with at risk groups and conditions or circumstances present an unacceptable risk**

24. There are occasions where a circumstance or a condition applied to an individual may prevent them from being a member of an organisation such as the University of Suffolk. Examples may include but are not limited to:

- Information shared through DBS vetting and barring procedures
- Information shared by a Local Authority Designated Officer (LADO), Position of Trust Team, Police or Public Protection Unit
- Conditions applied through a Public Protection Order
- Certain criminal convictions and sentences

25. Circumstances or conditions applied to a person that prevent them from being a member of the University or from having contact with at risk individuals, must be referred to a Designated or Local Safeguarding Officer.

**Action on occurrence or suspicion of abuse**

26. Abuse can take different forms and includes physical abuse, sexual abuse, emotional abuse as well as neglect and bullying. Abuse can have serious and long term effects in terms of development, health and wellbeing including to self-esteem and self-image.

27.

for reporting any suspicions or concerns of abuse and for ensuring that concerns are taken seriously.

28. The University is committed to cooperating closely with appropriate external agencies.

29. Those reporting suspicions or concerns must follow the protocols set out below, the most  
s or  
local School/Department/Partner College Safeguarding Officer as soon as possible.

**Procedure for dealing with allegations of abuse against people who work with children or those who are in a position of trust or suspicions of abuse against an employee of the University of Suffolk at work (Ipswich campus) or against a student of the University of Suffolk**

30. The Designated Safeguarding Officer or local Safeguarding Officer who receives a report





the University of Suffolk facilities, a referral must be made as above in 28. Additionally, if a safeguarding concern is raised under the remit of the CTSA 2015 and Prevent Duty guidance, a referral must be made as above in 28.

42. The Designated Safeguarding Officer or local Safeguarding Officer will consider in consultation with the Vice-Chancellor or relevant Principal whether the external organisation will be permitted to continue to use the University of Suffolk premises or facilities.

### **Procedure for interim risk assessment and identifying action to minimise risk**

43. Where an allegation or concern has been raised regarding an employee or student of the University, a Designated Safeguarding Officer, with relevant staff members and the individual of concern, where it is appropriate, will aim to assess risk, identify support or safety strategies and establish potential routes of referral. It may be necessary to convene a panel to review specific cases. A safeguarding panel will be comprised of a Designated Safeguarding Officer, the Dean of School/line manager or representative, and a representative from the POD (for employees) or a member of the Office for Student Appeals, Complaints and Conduct, OSACC (for students).

44. The role of the Panel is to take a reasonable view of the risk the employee or student poses to the University and those with whom they will come into contact as part of their University activities, including external stakeholders (such as placement providers) and service users. The panel will reasonably identify any transferable risk to others, mitigating conditions and consider referral into other internal and external processes.

45. The Panel will consider all the evidence available to assess the risk, taking into account:

- 
- the nature of the allegation/concern
- the seriousness of the allegation/concern
- the circumstances surrounding the allegation/concern
- any additional relevant information provided by external agencies such as the LADO, POT and/or Police

46. The Panel may decide:

- a) that the employee or student be allowed to continue with their University activities;
- b) that the employee or student be allowed to continue with their University activities with certain conditions and/or restrictions pending the outcome of any investigations;
- c) that a recommendation is made to the Director of POD (for staff) or Vice-Chancellor (for



- students) to suspend the employee or student pending the outcome of any investigations.
- d) Referral of concerns to another university procedure for consideration e.g. Disciplinary or Fitness to Practices.
  - e) Referral of concerns to an external agency for consideration e.g. Disclosure and Barring Service.

47. The Panel will make a record of the reasons for their decision to be retained in accordance with paragraph 48 to 50 below.

### **Record keeping**

48. All documents relating to an allegation against an employee will be returned to the Department of POD

If the allegation was found to be false or without foundation, no record will be kept in the

49. All records relating to an allegation against a student will be returned to the Academic Registrar when the case has been concluded. If the allegation was found to be false or without  
e student requests this.

54. A Safeguarding Group will meet not less than once a year, chaired by the Designated Safeguarding Officer. The Group will report annually to the University of Suffolk Executive. The Group will include the following membership:

- Academic Registrar/ Director of Student Life (Designated Safeguarding Officer), Chair
- Director of People and Organisational Development
- Deputy Vice-Chancellor
- Assistant Director of Student Life
- Head of Safeguarding and DBS
- Deans of School Local Safeguarding Officers including representative/s from the
- 
- Schools Recruitment Officer
- Representative from Business Engagement and Entrepreneurship Representative/s from Suffolk
- Safeguarding Partnership Safeguarding Board
- Representative/s from Suffolk Constabulary
- Representative from Prevent

55. The remit of the Group will be:

- To have oversight of all safeguarding matters and issues relating to protection within the responsibilities as outlined in this policy.
- To ensure and quality assure the implementation of this Group will be:

and that they are coordinated and implemented consistently across the University, in a way which anticipates and responds to external and internal developments and ensures that the University can be accountable for safeguarding individuals at risk. To ensure a clear organisational focus on risk management.

- To ensure appropriate and proportionate action is taken in respect of identified risks or concerns and to ensure any learning is shared from matters arising.
- To receive and review the annual report on activity and training undertaken.

## **APPENDIX 1**

### **SAFEGUARDING: CODE OF CONDUCT**

#### **Introduction**

1.

Safeguarding Policy and reflects the importance the University attaches to the safety and protection of children, young people and vulnerable adults.

#### **Code of behaviour and good practice**

2. All children and adults at risk should be treated with respect.

3. All activities with children and adults at risk should have more than one adult present or at least one that is within sight or hearing of others.

4. All activities should respect the right to personal privacy.

5. In all activities, staff are required to be aware that physical contact with a child or adult at risk may be misinterpreted.

6. In all activities, staff should recognise that special caution is required when discussing sensitive issues with children or adults at risk.

7. Any physical or manual touching required should be provided openly and if this is in a sporting situation, it should be in accordance with the guidelines provided by the appropriate National Governing Body.

8. In activities, feedback should be constructive rather than negative.

9. In all activities, staff are required to challenge unacceptable behaviour.

10. Any allegations or suspicions of abuse should be reported immediately to the relevant Local Safeguarding Officer or the Designated Safeguarding Officer.

11. In all dealings with children or adults at risk, staff should never:

- Play rough physical games or sexually provocative games
- Share a room with a child or adult at risk
- Enter a private room (e.g. bedroom) unless it is absolutely necessary, and if entering a







- A description of any injury; please note that you must not remove clothing to inspect any injuries

20. The incident, allegation or concern should be reported immediately to your Local Safeguarding Officer or the Designated Safeguarding Officer (email: [safeguarding@uos.ac.uk](mailto:safeguarding@uos.ac.uk) or telephone: 01473 338400) for appropriate action to be taken. If the concerns relate to the Safeguarding Officers themselves then a concern must be referred directly to the Police or Local Authority Designated Safeguarding Officer (LADO), as appropriate.

21. It is the remit of the Local Authorities and/or the Police and not anyone connected with the University of Suffolk to investigate allegations or suspicions of abuse.







integrity. For some courses, this may require further disclosure of whether the applicant/ student is both indirectly or directly subject to any safeguarding investigations or inquiries that relate to safeguarding children or adults at risk. This includes immediate family members (including children of) and/or person(s) with who they have an intimate relationship. Details of the disclosure will be further anonymised and shared with members of the Safeguarding, Suitability and Criminal Convictions panel.

12. Applicants and students in roles requiring regulated activity must complete an enhanced Disclosure & Barring Service Certificate (DBS) alongside any self-declaration documentation as part of the annual online enrolment process as detailed in the University of Suffolk Fitness to Practice Procedures. Any applicants that are barred from regulated activity (subject to the Disclosure and Barring Service Barred List) should be aware that it is an offence to apply for a programme of study where regulated activity is a course requirement.

13. Existing students are required to notify the University immediately of any new criminal convictions or changes that may affect their ongoing suitability on a programme requiring regulated activity. For both applicants and students, declarations made early in the criminal convictions process allow situation and greater transparency of the process.

14. enrolment at any time if it determines that an applicant or student has made any misleading, false or fraudulent application or statement to the institution, or has produced falsified documents, regarding any relevant criminal convictions, whether as part of their application or whilst on their course. Where the student is enrolled on a professional course, it may also be necessary for the matter to be referred to the relevant PSRB.

**Professional courses with module options/ pathways which require undertaking regulated activity**

15. Disclosures of criminal convictions and a DBS Certificate may be required and further risk assessed for courses where a professional placement and/or module requires regulated activity as a potential pathway on their chosen programme of study. Inclusive of this rule may occur where an applicant or student is subject to any license condition or monitoring restrictions that could affect ability to successfully complete a module or programme of study.

16. Where an applicant or student is prohibited from taking an optional module or placement, they will be required to select from the other options available to ensure that a programme of study



23. For a number of professional courses, students will be required to pay and subscribe to the Annual Online DBS Update Service as a requirement of their course. This includes students currently intercalating that are required to complete a new DBS certificate on return. Failure to comply with this may result:

- in a breach of policy and/or;
- delay in placement start date;
-



34. Failure on the part of an applicant to provide the documentation within the specified period will result in a rejection of their application. For undergraduate applications, the reject decision will be through UCAS.

35. The University of Suffolk reserves the right to offer deferred entry to applicants where appropriate adjustments can be made to support study, but where there is not sufficient time to put in place agreed adjustments for the next programme intake.

**Process for students disclosing criminal convictions and/or suitability concerns**

36. Where a student indicates that they have been convicted of a relevant criminal offence or change in their suitability status since their last enrolment, the conviction or concern will be referred to be reviewed by The Office for Student Appeals, Complaints and Conduct (OSACC) under the University Fitness en-GB Complaints an DET 60.003(t)-4( )n-14(a)13( 2 11./F2 ce14(r)-(f)-4(o).4(or)9( )D14( )i11.0g

**Failure to disclose a criminal conviction or suitability concern**



assessment taking into account:

- the relevance of the offence(s) and/or disclosure to the course of study;
- the seriousness of the offence (s) and/or disclosure;
- the length of time since the offence(s) and/or disclosure;
- whether there is an established pattern, history of concerns;
- committed;
- the circumstances surrounding the offence(s) and/or disclosure;
- the
- the requirements of the various Professional, Statutory and Regulatory Bodies (PSRBs) and requirements of the law to protect special categories' of people (children and vulnerable adults);
- evidence submitted of their good character, conduct and/ or any mitigating factors relating to broader safeguarding concerns that may affect ability to practice safely, respectfully and with personal integrity (e.g. engagement with statutory services).

47. If during the commencement of a Panel the situation should arise where the need to inform

study. The University is unable to adequately safeguard the needs of students, staff, visitors and external parties. Subsequently the decision will be made not to make an offer, to withdraw an offer or to make a recommendation to the Vice-Chancellor or relevant

49. The Panel shall make a formal record of the reasons for their decision to be retained by the Admissions Office/Safeguarding Team.

50. The Admissions Officer/Safeguarding Team shall advise the applicant/student of the possible, and no longer than five working days after the decision is made. If the Panel has decided not to make a formal offer of a place, to suggest an alternative applicant/student shall also be informed by the Admissions Officer/Safeguarding Team of the Appeals Process (see paragraphs 52 to 74).

### **Safeguarding, Suitability and Criminal Conviction Appeals Process**

51. A student may appeal against a decision of the Criminal Convictions Panel on one or more of the following grounds:

- procedural irregularity, where it is alleged that the University did not adhere to its procedures;
- prejudice or bias, where it is alleged that members of the Panel involved in making the

be submitted to Safeguarding by the given deadline. Should it not be received by this date, the appeal will be assessed on the evidence provided with the original submission.

55. As part of the initial assessment, the Academic Registrar or nominee shall ask the appropriate Admissions Officer or Safeguarding Officer for the decision of the original Panel and the evidence and reasons on which the decision was based.

56. Following the initial assessment, the Academic Registrar or nominee will determine whether the appeal should be reconsidered by the Panel, be rejected, or proceed to an appeal hearing.

### **Reconsideration by the Safeguarding, Suitability and Criminal Convictions Panel**

57. If the Academic Registrar or nominee determines that the case should be reconsidered by the Criminal Convictions Panel, for example if new information has been provided, a panel will be convened in accordance with paragraphs 44 to 46.

58. The Panel will inform the Academic Registrar or nominee of the outcome of their reconsideration.

59. If the Panel has revised its original decision, the Academic Registrar or nominee, via Safeguarding, will inform the appellant of this decision in writing through the issue of a Completion of Procedures letter, normally no longer than five working days after the Panel has met.

60. If there is no change to the original decision, the Academic Registrar or nominee will consult with a senior representative of the awarding institution to determine whether the appeal should be rejected or warrants further consideration by an appeals panel.

### **Rejection of Criminal Conviction Appeal**

61. If the Academic Registrar or nominee determines that the appeal should be rejected, the matter shall be referred to a senior representative of the awarding institution for consideration. If the senior representative agrees that the appeal should be rejected, the appellant will be notified of the decision in writing, normally within ten working days of receipt of their appeal.

62. This decision is final and there is no further right of appeal within the University of Suffolk. Students may be able to seek a review by the Office of the Independent Adjudicator (OIA) (see paragraph 70). Applicants have no right of appeal to the OIA.

**Consideration by the Safeguarding, Suitability and Criminal Convictions Appeals Panel**

63. If the Academic Registrar or nominee, in consultation with a senior representative of the awarding institution decides that the appeal warrants further considerations, they will appoint an Appeals Panel.

64. Membership will be of mixed gender where possible and shall comprise:

-Chancellor or nominee (Chair)

courses, is a registrant of the relevant PSRB)

65. A representative from OSAC will be appointed as Secretary to the Appeals Panel and

66. The Appeals Panel shall carry out a review of all documents considered by the

