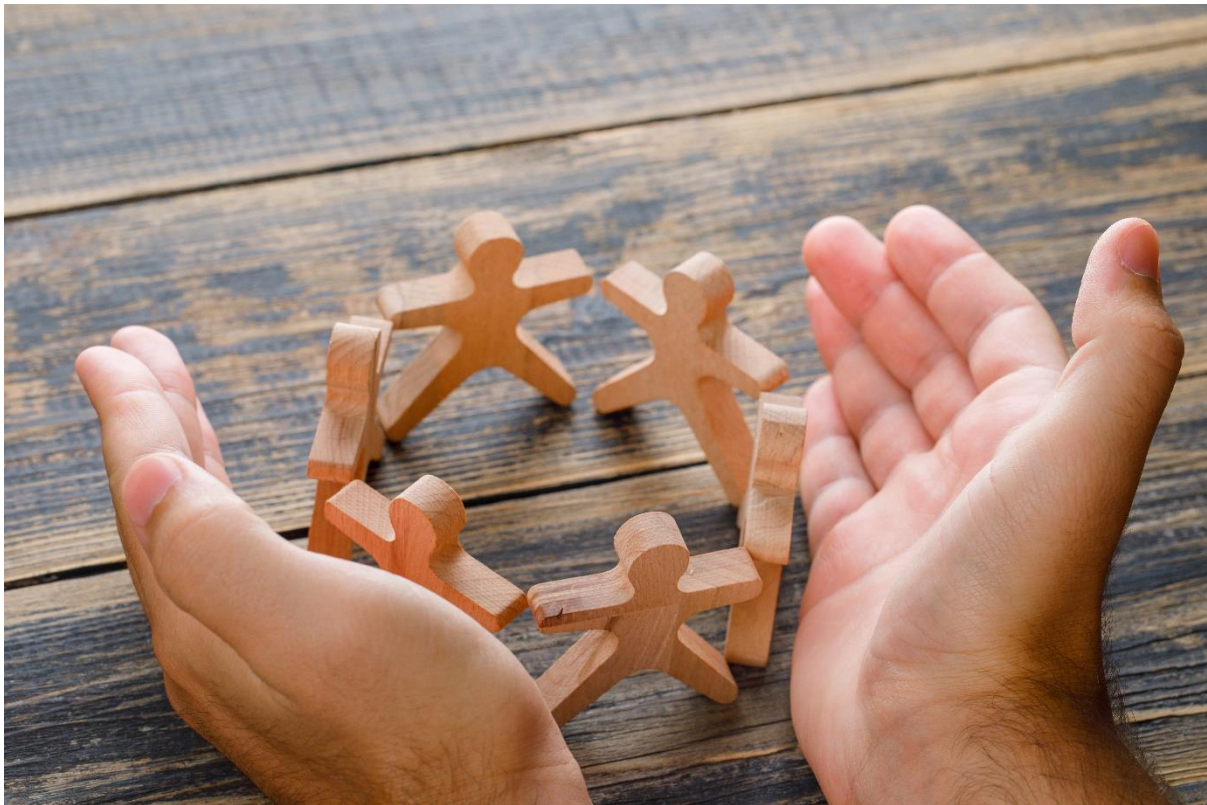




# LEAP Online

Learning Excellence Achievement Pathway Online Tutorial

## Safeguarding



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## Safeguarding

### What is safeguarding?

Pause here for a moment and ask yourself what safeguarding means to you.

Did you think of phrases, such as “to keep people safe” or “protection of people”? If you did, then well done- you’re on the right track.

Safeguarding is the protection people from the risk of harm. It includes the protection of children and adults at risk of harm and the prevention of those who are deemed unsuitable to work with them from doing so.

It is also acting upon situations where children and adults at risk may be caused harm.

### Legislation

The University of Bolton has a zero-tolerance approach to any forms of potential harmful behaviour. The University’s latest version of the Safeguarding Policy and Procedure (2022-23) is available on the Student Policy Zone. This policy takes into consideration other relevant safeguarding legislation, including:

- Children Act (1989 and 2004)
- Keeping Children Safe in Higher Education (2021)
- The DfE revised Statutory Framework for Early Years Foundation Stage (2017)
- Working Together to Safeguard Children (2018)
- The Care Act (2014)
- Safeguarding Vulnerable Group Act 2006 (SVGA, 2006) now the Protection of Freedoms Act (2012)
- Prevent Duty under the Counter-Terrorism and Security Act (2015)

Details of all these policies can be found under additional resources of this LEAP Online section.

## Safeguarding

### Who is responsible for safeguarding?

The University of Bolton takes safeguarding seriously and staff undertake regular training to help minimise the risk to children and adults at risk. However, safeguarding is everyone's responsibility, including yours!

If you're a student that attends a placement, such as a trainee teacher, apprentice, sports student, health and social care student, psychology or nursing student you may have contact with people under 18 years old or adults at risk.

### Who is considered an 'Adult at Risk'?

An adult at risk (previously "vulnerable adult") is a person aged over 18 years old or 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 regulated activity relating to vulnerable adults is provided.

There are students enrolled at the University who are regarded as adults at risk.

It's not always easy to identify an adult at risk. Therefore, if you have concerns, you should always raise these with the Designated Safeguarding Champion ("DSC"), which we'll look at later on in this tutorial.

### Safeguarding Adults at Risk

This section aims to provide guidance on the types of harm people need to be safeguarded from. This is not an exhaustive list; if you have concerns you should always raise these. There are 10 categories of abuse, which are relevant for the purpose of adults at risk. These are:

## Safeguarding

### **1. Physical abuse (may involve):**

- Assault
- Hitting
- Punching
- Slapping
- Kicking
- Throwing
- Pinching
- Biting
- Choking
- Hair-pulling
- Burning with cigarettes, scalding water or other hot objects
- Severe physical punishment
- Making someone purposefully uncomfortable
- Involuntary isolation or confinement
- Misuse of medication
- Forcible feeding or withholding food
- Unauthorised restraint

### **2. Domestic Violence (may involve):**

- Psychological
- Physical
- Sexual
- Financial
- Emotional

**3. Sexual abuse (may involve):**

- Rape (attempted or sexual assault)
- Inappropriate touching (anywhere)
- Non-consensual masturbation of either or both persons
- Non-consensual sexual penetration or attempted penetration of the vagina, anus or mouth
- Any sexual activity that the person lacks capacity to
- Inappropriate looking, sexual teasing or innuendo or sexual harassment
- Sexual photography or forced use of pornography or witnessing of sexual acts
- Indecent exposure

**4. Psychological or emotional abuse (may involve):**

- Enforced social isolation – preventing someone accessing services, educational and social opportunities and seeing friends
- Removing mobility or communication aids or intentionally leaving someone unattended when they need assistance
- Preventing someone from meeting their religious and cultural needs
- Preventing the expression of choice and opinion
- Failure to respect privacy
- Preventing stimulation, meaningful occupation or activities
- Intimidation, coercion, harassment, use of threats, humiliation, bullying, swearing or verbal abuse
- Addressing a person in a patronising or infantilising way
- Threats of harm or abandonment
- Cyber bullying

### **5. Financial or material abuse (may involve)**

- Theft of money or possessions
  - Fraud, scamming
  - Preventing a person from accessing their own money, benefits or assets
  - Employees taking a loan from a person using the service
  - Undue pressure, duress, threat or undue influence put on the person in connection with loans, wills, property, inheritance or financial transactions
- Safeguarding Policy and Procedures
- Arranging less care than is needed to save money to maximise inheritance
  - Denying assistance to manage/monitor financial affairs
  - Denying assistance to access benefits
  - Misuse of personal allowance in a care home
  - Misuse of benefits or direct payments in a family home
  - Someone moving into a person's home and living rent free without agreement or under duress
  - False representation, using another person's bank account, cards or documents
  - Exploitation of a person's money or assets, e.g. unauthorised use of a car
  - Misuse of a power of attorney, deputy, appointeeship or other legal authority
  - Rogue trading – e.g. unnecessary or overpriced property repairs and failure to carry out agreed repairs or poor workmanship

### **6. Modern slavery (may involve)**

- Human trafficking
- Forced labour
- Domestic servitude
- Sexual exploitation (such as escort work, prostitution and pornography)
- Debt bondage (forced to work to pay off debts that realistically they will never will be able to)
- Either opportunistically or premediated, unfairly manipulating someone for profit or personal gain

### **7. Discriminatory abuse (may involve)**

- Unequal treatment based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation (Protected characteristics)
- Verbal abuse due, derogatory remarks or inappropriate use of language related to a protected characteristic
- Denying basic rights to healthcare, education, employment and criminal justice relating to a protected characteristic.
- Harassment or deliberate exclusion on the grounds of a protected characteristic
- Denying basic rights to healthcare, education, employment and criminal justice relating to a protected characteristic
- Substandard service provision relating to a protected characteristic

### **8. Organisational abuse (may involve)**

- Discouraging visits or the involvement of relatives or friends
- Run-down or overcrowded establishment
- Authoritarian management or rigid regimes
- Lack of leadership and supervision
- Insufficient staff or high turnover resulting in poor quality care
- Abusive and disrespectful attitudes towards people using the service
- Inappropriate use of restraints
- Lack of respect for dignity and privacy
- Failure to manage residents with abusive behaviour
- Not providing adequate food and drink, or assistance with eating
- Not offering choice or promoting independence
- Misuse of medication
- Failure to provide care with dentures, spectacles or hearing aids
- Not taking account of individuals' cultural, religious or ethnic needs
- Failure to respond to abuse appropriately
- Interference with personal correspondence or communication
- Failure to respond to complaints



**9. Neglect and acts of omission (may involve)**

- Failure to provide or allow access to food, shelter, clothing, heating, stimulation and activity, personal or medical care
- Providing care in a way that the person dislikes
- Failure to administer medication as prescribed
- Refusal of access to visitors
- Not taking account of individuals' cultural, religious or ethnic needs
- Not taking account of educational, social and recreational needs
- Ignoring or isolating the person
- Preventing the person from making their own decisions
- Preventing access to glasses, hearing aids, dentures, etc.
- Failure to ensure privacy and dignity

**10. Self-Neglect (may involve)**

- Lack of self-care to an extent it threatens personal health and safety
- Neglecting to care for one's personal hygiene, health or surroundings
- Inability to avoid self-harm
- Failure to seek help or access services to meet health and social care needs
- Inability or unwillingness to manage one's personal affairs

## Safeguarding

### Who is considered a child?

In relation to children, this is anyone under the age of 18 years old. Students that at the University are primarily adults. However, there are also students enrolled at the University who are under the age of 18 years old.

### Safeguarding Children – Abuse

There are four categories of abuse when considering children

#### **1. Physical abuse (may involve):**

- Beating
- Hitting
- Pushing
- Shaking
- Kicking
- Throwing
- Pinching
- Biting
- Choking
- Hair-pulling
- Burning with cigarettes, scalding water or other hot objects
- Severe physical punishment

#### **2. Sexual abuse (may involve)**

- Fondling, touching or kissing a child's genitals or making a child fondle an adult's genitals
- Violations of bodily privacy, such as forcing the child to undress or spying on a child in the bathroom or bedroom
- Using a child in the production of pornography, such as a film or magazine or exposing children to pornography
- Luring a child for sexual liaisons, through the internet or by any other means
- Sexual exploitation such as using a child to perform sex with others or sexual acts with a child, penetration, intercourse, incest, rape, oral sex

### **3. Neglect (may involve)**

- Failing to provide adequate food or clothing
- Failing to protect a child from physical and emotional harm or danger
- Failing to ensure adequate supervision, including using inadequate people to provide care
- Failing to ensure access to appropriate medical care or treatment
- Being unresponsive to a child's emotional needs

### **4. Emotional abuse (may involve)**

- Ignoring
- Withdrawal of attention
- Rejection
- Threatening or frightening
- Serious bullying (including cyberbullying)
- Belittling such as telling the child he or she is “no good”, “worthless”, “bad”, or “a mistake”; using extreme forms of punishment, such as confinement to a closet or dark room
- Using extreme forms of punishment, such as confinement to a closet or dark room
- Witnessing the physical abuse of others

## Safeguarding

### How do I report a safeguarding concern?

Below is a list of examples of incidents you may come across, which should be reported. This list is not to be considered exhaustive; if you have concerns you should always raise these. Examples include:

- A child or adult at risk is accidentally hurt
- There is a concern that a relationship is developing based on abuse of trust
- You're worried a child or adult at risk is becoming attracted to you or a colleague
- A child or adult at risk alleges abuse
- You see suspicious marks on a child or adult at risk
- You hear of any allegations made by a child or adult at risk of events outside the University
- You have been provided with information that suggests a student or staff member is putting a child or adult at risk outside of the University i.e. a student through their actions or lack of is putting their child at risk
- You are concerned that a member of the University community is being drawn into terrorism or extremist groups/ activities

## Safeguarding

### How do I respond to an allegation?

No one should have to live with abuse. By reporting abuse, you can help bring it to an end. Remember, we all have a responsibility to safeguard others from abuse or neglect. Doing nothing is not an option!

<b>Do</b>	<b>Don't</b>
Be supportive	Panic
Take the person seriously	Delay
Remain Calm	Promise to keep secrets
Reassure the individual	Ask leading questions
Use appropriate language	Ask the individual to repeat the story unnecessarily
Explain what will happen next	Give your opinion
Write down immediately afterwards what was said, including the time, place and any other observations: sign and date the record.	Allow allegations made by a child or adult at risk to go unrecorded / not acted upon.  Discuss the disclosure with another other than the DSC and other relevant personnel
Any incidents should be reported immediately to your relevant Designated Safeguarding Champion. For further information or to identify who your Designated Safeguarding Champion is, contact: Life Lounge: T2 Eagle Tower, Chancellors Mall Tel: 01204 903 566 E: <a href="mailto:lifelounge@bolton.ac.uk">lifelounge@bolton.ac.uk</a>	Start to Investigate
Remember that you need support. Seek advice and support for yourself.	

A pocket guide to Safeguarding is available from the Life Lounge and Student Centre. Why not pick up a copy and keep it with you so that you always have this to refer to?

Remember, if you're currently engaging in a placement outside of the University, you should use the safeguarding arrangements applicable to that provider and pass a copy of your written record to the Designated Safeguarding Officer of that organisation.

## Safeguarding

### What happens after I report a concern?

- The Deputy Safeguarding Officer (DSC) will complete the Safeguarding Referral Form Online and if appropriate, will inform the Safeguarding Officer or Deputy Safeguarding Officer
- People will listen to you and take your concerns seriously
- Respond sensitively
- Make enquires about the concerns
- Consider the wishes of the person at risk
- Talk to the police if it is a criminal matter
- Support the Adult at Risk to achieve the changes they want, wherever possible
- Consider if anyone else is at risk

### Summary

Remember, Safeguarding is everyone's responsibility – doing nothing is not an option. If you are concerned about someone, you do not need to deal with this alone – get others involved and seek help. You may also find it useful to discuss how these issues may have affected you. See key contact information for more details.

Safeguarding

Key contact information

**Student Advisors**

Tel: 01204 903733 or by email: [studentadvisors@bolton.ac.uk](mailto:studentadvisors@bolton.ac.uk)

**Wellbeing Team (Life Lounge)**

Tel: 01204 903566 or by email: [lifelounge@bolton.ac.uk](mailto:lifelounge@bolton.ac.uk)

**Police**

In the event of an emergency i.e. someone is at immediate risk of harm, please contact the Police using 999 (Emergency) or 101 (non-emergency).

**Child Line**

Help for children and young people – Tel: 0800 1111 or visit:

<https://www.childline.org.uk>

**NSPCC**

Help for adults concerned about a child – Tel: 0808 800 5000 or visit:

<https://www.nspcc.org.uk>

**Suspicious Activity**

If you are concerned about someone being drawn in to terrorism and you wish to talk to the Police, please use 0800 789 321 or 101. Likewise, to report suspicious activity please contact 0800 789 321 or visit <https://act.campaign.gov.uk>

Reference list

University of Bolton. (2022-23) *Safeguarding Policy and Procedure*. [Online]

Available from: <https://www.bolton.ac.uk/assets/Student-Policy-Zone-2022-23/Student-Services/Safeguarding-Policy-and-Procedure-v-4-2022-23.pdf>.

[Accessed 7 March 2022].

Access LEAP Online at: [www.bolton.ac.uk/leaponline](http://www.bolton.ac.uk/leaponline)