

Safeguarding Code of Practice

UPR HS10 Appendix II version 02.0

Policies superseded by this document

This document replaces version 01.0 of UPR HS10, Appendix II, with effect from 1 September 2023.

Summary of significant changes to the previous version

Appendices 6, 7 and 8 have been added to this policy (UPR HS10). No changes have been made to this document.

Glossary

A glossary of approved University terminology can be found in [UPR GV08](#).

The following Code of Practice applies to all University staff and students and to individuals external to the University working with children and adults at risk, whether acting in a paid or unpaid capacity.

- 1 Avoid unnecessary physical contact. Where this is not possible, ensure that there is another adult nearby.
- 2 Always work in an open environment, avoiding private or unobserved situations. If a confidential interview or a one-to-one meeting is necessary, it should be conducted in a room with an open door or visual access.
- 3 If you find you are in a situation where you are alone with a child/ adult at risk, wherever practicable make sure that others can clearly observe you.
- 4 Avoid taking a child/ adult at risk alone in a vehicle on journeys, however short.
- 5 Avoid taking a child/ adult at risk to the toilet unless another adult is present, or another adult is aware.
- 6 Avoid close personal relationships with a child/ adult at risk in relation to whom you are in a position of trust.
- 7 Do not make suggestive or inappropriate remarks to or about a child/ adult at risk, even in fun, as these could be misinterpreted.
- 8 If a child/ adult at risk accuses a student or member of staff of abuse or inappropriate behaviour you should report this immediately to the DSO/ ASO following the reporting procedure.
- 9 If you are the recipient of any complaint or allegation from a child/ adult at risk, it is important to listen without making or implying any judgement as to the truth of that complaint or allegation.
- 10 Although allegations should be reported only on a 'need to know' basis, staff and students making allegations need not be concerned that they will be breaching confidentiality or data protection legislation. If the person making the allegation feels

- they need counselling or other appropriate support from the University, they are encouraged to seek it.
- 11 Do not interact with any student (or past student) who is under the age of 18 on a social media or networking site.
 - 12 Do not 'befriend' children/ adult at risk via Social Media .
 - 13 Should any staff member, volunteer, student ambassador, mentor or external adult receive an invitation for a 'friend request' from a child or an adult at risk, they should delete the request immediately.
 - 14 Do not establish or seek to establish social contact via social media/social network/other communication technologies with children or adults at risk for the purpose of securing a friendship or to pursue or strengthen a relationship.
 - 15 Create a separate, designated Social Media account for the purposes of the event/activity taking place.
 - 16 When using Social Media, communicate using the public wall function which is the recommended method for communicating individually with children and adults at risk on Social Media and for replying to private messages which they may have sent to the staff member/employee. Where a public wall post is not appropriate for responding to a child or adults at risk then arrange a public one-to-one meeting with him or her or telephone call and/or seek further advice from the DSO.
 - 17 When sending group messages (perhaps for an event) copy another adult into this message or where this is not possible, log the message and do not remove it.
 - 18 Do not use a designated Social Media account that you have created after 22.00 hours in order to preserve an appropriate degree of separation between their professional and personal lives.
 - 19 Do not use instant chat facilities on social networking sites.

Sharon Harrison-Barker
Secretary and Registrar
Signed: **1 September 2023**

Alternative format

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