

individuals must satisfy all reasonable requirements including Disclosure and Barring Service checks and, if appropriate, registration with the relevant external agency. Please see the Admissions Policy and General Regulations for Students, appendix Safeguarding, Suitability and Criminal Convictions Procedure).

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. All students will be made aware of the University's commitment to the safeguarding 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. The University will work in partnership with the Students' Union to promote the 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. No images in any format will be circulated or stored involving young students, school pupils, visitors under 18, or vulnerable adults without first gaining explicit written informed consent of those involved and their parents/guardians/carers.

23. Detailed and accurate written records of referrals/concerns will be kept securely and

Procedure for dealing with allegations of abuse against people who work with children or

paragraph 43 to 48)

- Subsequent action taken will be in accordance with the procedures and actions identified by the respective Safeguarding Board or Channel Panel.
- The Designated Safeguarding Officer or local Safeguarding Officer will not be part of the investigating team but s/he will be expected to contribute to discussions on how the investigation will be conducted.
- The Designated Safeguarding Officer or local Safeguarding Officer will liaise closely with the agencies to obtain information on the progress of the investigation and update the Director of HR or Dean of School /Deputy Vice-Chancellor as appropriate.

35. The University will be able to conduct an internal investigation, however, investigation by the Police or safeguarding agencies will take priority. The internal investigation will commence after the safeguarding agencies or Police have completed their investigations. The University will keep the investigation of all complaints and the records relating to the matter confidential.

36. When it is appropriate to do so, the allegation will be investigated in accordance with the pertinent University disciplinary procedure. As a precautionary measure, and without prejudice to the outcome, the Director of HR (for staff) and the Vice-Chancellor (for students) may decide to suspend the employee/student pending the outcome

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Safeguarding Officer who will inform the appropriate service and ensure that appropriate procedures are followed.

Procedure for dealing with a safeguarding concern or allegation of abuse by an individual of an external organisation using the University of Suffolk facilities

41. If an allegation of abuse is made against an employee from an external organisation using 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 against an employee or student of the University, following the immediate steps outlined in paragraphs 30 to 36, the Designated Safeguarding Officer will convene a Safeguarding Panel to carry out a risk assessment. The

APPENDIX 1

SAFEGUARDING: CODE OF CONDUCT

Introduction

1. This Code of Conduct should be considered in conjunction with the University of Suffolk's 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

Recognition of abuse

13. The University of Suffolk recognises that its staff may not be familiar with working with children, adults at risk or individuals who may be vulnerable to radicalisation and may not be in a position to recognise abuse. Mandatory Safeguarding and Prevent training (every 2 years) is available to staff at the University to equip them with basic knowledge of individuals who may be at risk of abuse, signs and symptoms and how to report a concern. and also to identify the different cultural contexts of behaviour.

14. The list below offers examples of types of abuse; abuse can intersect or include more than one form. We also recognise that online and digital platforms and social media are increasingly being used to perpetrate abuse. The list is illustrative and is not limited exclusively to the following:

- Physical abuse
- Sexual abuse
- Sexual exploitation and trafficking
- Psychological / emotional abuse
- Neglect
- Financial abuse
- Coercion / control / grooming
- Abuse that may be specific to a local area or population, for example gang activity and youth violence, criminal exploitation, including county lines
- Radicalisation and/or extremist behaviour
- Domestic Abuse
- Modern slavery
- Female Genital Mutilation (FGM)
- So called honour-based abuse
- Forced marriage
- Racist, disability and homophobic or transphobic abuse
- Gender-based violence

Fabricated or induced illness Other abuse not listed here but that pose a risk to students and at risk groups.

15. It is not the place of staff or students to make a judgement about whether abuse has occurred. This is the remit of the relevant safeguarding agencies.

16. Abuse can occur within any setting

