



John Moores Students' Union

Safeguarding Policy & Procedures

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Contents

	Page
1. General Statement of Policy	3
2. Scope	3
3. Principles	3
4. Definitions	3
5. Duties & Responsibilities	4
6. Preventative Measures	6
7. Recognising safeguarding concern	7
8. Procedure of raising safeguarding concerns	7
9. Procedure for handling reports	7
10. Implementation	8
11. Confidentiality	8
12. Safeguarding from Extremism	9
13. Mental Health & Suicide	9
14. Photographic Protocols	9
15. Record Keeping	10
16. Training	10
17. Reporting to LJMU	10
18. Breaches of Policy	10
19. Inspection & Audit Review	11
20. Related Policy	11
21. Appendix	11
Appendix A	11
Appendix B	13
Appendix C	16
Appendix D	17
Appendix E	18
Appendix F	20
Appendix G	21
Appendix H	22

1. General Statement of Policy

JMSU believes that all persons, regardless of age and background, have at all times and in all situations, the right to access and enjoy the activities and services of the organisation in a happy, safe, and secure environment, whether they are conducted in person or online. We recognise our responsibility to develop awareness of safeguarding issues and are committed to practice which reflects the Students' Union's duty of care and protects children and vulnerable adults

This policy sets out our approach to safeguarding the welfare and wellbeing of vulnerable adults and children who visit John Moores Students' Union (JMSU) or participate in activities with us. It clarifies our ethical and legal responsibilities.

2. Scope

This policy applies to all activities of JMSU and its subsidiaries, either involving or which may involve working with children, young people, and adults at risk. This includes:

- Children, young people, and vulnerable adults who participate in or engage with any JMSU services, activities, or events.
- Any member of JMSU staff or volunteers who may come into contact with children, young people or adults at risk as part of their role.
- JMSU staff or volunteers who may be under 18 or an vulnerable adult.

JMSU may work with other organisations to deliver activities either on JMSU premises, online or at the premises of the other organisation. JMSU will ensure that appropriate safeguarding arrangements are in place for these activities and agree which organisation will take lead safeguarding responsibility.

Where external organisations working with children, young people and adults at risk are afforded access to JMSU's premises and/or facilities, JMSU will ensure that appropriate evidence is obtained relating to the fulfilment by the external organisation of its safeguarding responsibilities.

3. Principles

The general principles behind this policy are:

1. Whenever the interests of a child, young person or adult at risk are involved, their welfare must always be paramount.
2. JMSU is committed to ensuring that there are robust procedures in place to safeguard the wellbeing of any individuals participating in or benefiting from its services and activities and that there are robust procedures in place to address any concerns.
3. It is everyone's responsibility to report concerns about the safety of children and adults at risk, following the procedures laid out in this document.

4. Definitions

- 4.1 This guidance applies to all JMSU employees, students, elected officers, volunteers, and anyone else representing JMSU. The guidance applies to any activity organised and/or delivered by the JMSU or affiliated student groups.

- 4.2 For the purposes of this policy:
- 4.2.1. 'Child' is anyone under 18 (or under 16 if in employment) (Criminal Justice & Court Services Act 2000).
 - 4.2.2. 'Young person' is anyone between 16 and 18 (Churches' Child Protection Advisory Service).
 - 4.2.3. 'Adults at risk' are those people over 18 years of age who have needs for care and support or are experiencing, or are at risk of, abuse or neglect, and as a result of those needs are unable to protect himself or herself against the abuse or neglect or risk of it (Care Act 2014).
 - 4.2.4. 'staff' means any individual taking part in relevant activities on a paid basis, whether working for the Union or its subsidiary.
 - 4.2.5. 'Volunteer' includes any student or staff member taking part in relevant activities on a voluntary basis.
- 4.3 JMSU will not make assumptions about the level of need or support required for all children, young people, or adults at risk, instead we work with facts, information, and relevant stakeholders to ensure the spaces we occupy are safe, open, and accessible.

5. Duties & Responsibilities

5.1 TRUSTEES

- 5.1.1 Trustees are particularly responsible for ensuring that the SU Safeguarding Policy complies with Charity Commission requirements, including reporting of safeguarding issues, and that the policy and practice are effective, considering reports from staff.
- 5.1.2 Trustees set and monitor strategy and policy for safeguarding including monitoring safeguarding performance and seeking reassurance that performance is satisfactory.
- 5.1.3 Trustees are responsible for reporting to the Charity Commission if a serious incident happens or is suspected to have taken place in relation to JMSU.
- 5.1.4 CEO will update the Vice Chair on any safeguarding cases.
- 5.1.5 The Chair and/or Vice Chair of the Board is responsible for investigating allegations against the CEO.
- 5.1.6 If concerns are raised about a trustee themselves then an independent investigation will be appointed by the CEO.

5.2 CHIEF EXECUTIVE OFFICER (CEO)

- 5.2.1 Overall responsibility for implementation of this policy lies with the Chief Executive Officer (CEO) also known as Safeguarding Officer (Strategic).
- 5.2.2 CEO is responsible for providing adequate provisions for recruitment, selection, and ongoing supervision of staff and volunteers that comply with employment law, equality and diversity and selection guidance.

- 5.2.3 CEO is responsible for all health and safety considerations including that enhanced duty of care as required for children, young people, and adults at risk is acknowledged and incorporated into policies and risk assessment for activities and departments.

5.3 DESIGNATED SAFEGUARDING OFFICER (DSO)

- 5.3.1 The Head of Membership Engagement is the main point of contact within the SU both to respond to causes for concern and to support information and training given to staff and volunteers and is the Designated Safeguarding Officer (DSO).
- 5.3.2 In the absence of the DSO, the Head of Marketing & Communications or HR Manager shall deputise. The DSO will make the initial decision on breaking confidentiality or sharing information with other services to safeguard a child or vulnerable adult. If in doubt, this may ultimately be a decision for the Chief Executive.
- 5.3.3 Decisions on breaking confidentiality and on responding to causes for concern shall be reported to the CEO.

5.4 DEPARTMENT/LINE MANAGERS

- 5.4.1 It is the responsibility of every Line/Department Manager to implement this policy and ensure staff and volunteers in their areas are aware of and comply with this policy.
- 5.4.2 Line Managers will liaise with the DSO or deputies to respond to causes for concern.
- 5.4.3 Line managers are also responsible for considering the potential for abuse, neglect or harm by staff and volunteers they are responsible for and agreeing appropriate DBS requirements.
- 5.4.4 Line managers responsible for student-facing staff and volunteers, including student leaders, will work with the DSO to develop team-specific training relevant for the roles, supplemented with publicly available resources.

5.5 ALL STAFF

- 5.5.1 All staff have a responsibility for the safeguarding of individuals within their area of work. Staff are required to undertake available and appropriate training and updating and ensure any information relating to a potential safeguarding issue is reported to their Line Manager and/or a Designated Safeguarding Contact, in a timely fashion.
- 5.5.2 All staff and volunteers, including trustees, will adhere to the policy and guidelines. Failure to do so will have consequences for the reputation and service delivery of the Students' Union and may lead to disciplinary action.

5.6 ALL STUDENT VOLUNTEERS

- 5.6.1 All students who intend to or are in a position of working with children, young people or vulnerable adults are responsible for:
- a) ensuring they understand the implications of this policy before commencing any activity.
 - b) reporting any safeguarding concerns that arise to their Lead Staff Member and/or one of the Designated Safeguarding Contact.

5.7 STUDENTS UNDER THE AGE OF 18

- 5.7.1 There are occasions when the University admits students who are under the age of 18 years.
- 5.7.2 These students are entitled to be members of student groups/clubs, but they are unable to hold positions within the group and should not be at events/activities that involve alcohol.
- 5.7.3 Please see LJMU Policy for Students under the Age of 18 Years.

5.8 VOLUNTEER ORGANISATIONS

- 5.8.1 Volunteer opportunities involving working with children and young people provided by external organisations will be subject to the safeguarding policies and procedures of the external organisation, unless it is agreed by the Union that this policy and procedure should apply. In all other cases, this policy and procedure will apply.
- 5.8.2 Please refer to the JMSU Volunteering Policy for further guidance.

- 5.9 Please refer to Staff roles & responsibilities (**Appendix D**).

6. Preventative Measures

- 6.1 JMSU takes a number of preventative actions in order to safeguard the wellbeing of children, young people, and adults at risk. These include:

6.2 PROACTIVE POLICIES & PROCEDURES

- 6.2.1 JMSU has a number of policies and procedures which are of relevance to the implementation of the Safeguarding Policy and procedure. These include but not limited to Activities Policy, Health and Safety policies; Equality and Diversity policies; policies covering appropriate use of IT and social media; and policies and procedures for managing complaints, grievances, and disciplinary matters.
- 6.2.2 It is the duty of the person who is supervising the activity to complete a risk assessment before any new activity is embarked upon that involves any form of contact with children, young people, or vulnerable adults, or before admitting or employing any individual under 18 years of age.

6.3 RECRUITMENT, SELECTION, & ONGOING SUPERVISION OF STAFF AND VOLUNTEERS

- 6.3.1 Procedures are in place for the recruitment, selection and ongoing supervision of staff and volunteers that comply with employment law, equality and diversity policies and selection guidance. Safeguarding training should be delivered as appropriate, and DBS checks will be required for those who have substantial contact with children, young people, and adults at risk.
- 6.3.2 DBS checks will not automatically be required for staff or volunteers meeting children, young people, or adults at risk in the course of normal Union activity

6.4 STAFF & VOLUNTEER BEHAVIOUR AND CONDUCT

- 6.4.1 All staff and volunteers are required to follow Guidelines for Staff/Student Groups/Event Organisers who Work with Children, Young People or Adults (**Appendix A**) when working with children, young people, and adults at risk.

- 6.4.2 Staff and volunteers must also act in accordance with all other JMSU policies and procedures aimed at ensuring the health, safety and wellbeing of staff, volunteers, students, and anyone else participating in or benefitting from any of its services or activities and/or who are on its premises.

6.5 TRAINING & SUPPORT

- 6.5.1 For some roles at JMSU safeguarding training is mandatory and must be completed before undertaking work in a position of trust. Staff and volunteers will be notified if this applies to their role e.g. Volunteering & Community Co-Ordinator.
- 6.5.2 All staff, trustees, and volunteers are provided with information about JMSU's Safeguarding Policy and procedure, including how to report any concerns, as part of their induction.

6.6 SAFEGUARDING REGULARLY DISCUSSED

- 6.6.1 Safeguarding is also discussed regularly as part of 1-to-1s and team meetings by Line Managers.
- 6.6.2 Support for staff or volunteers dealing with, or affected by safeguarding issues, is generally offered through the Line Manager or Volunteer Coordinator.
- 6.6.3 Students can access specialist support from the expert teams within the University.
- 6.6.4 Staff (including student staff) can seek support from the Employee Assistance Programme (EAP).

7. Recognising safeguarding concern

- 7.1 Harm and abuse can take different forms and includes physical abuse, sexual abuse, emotional abuse, and neglect. It may be a single act or repeated behaviour and may be intentional or unintentional. Abuse may also be defined as an act of neglect or a failure to act on the part of someone who has caring responsibilities.
- 7.2 Staff and volunteers should know the signs and symptoms of harm and abuse. Signs and symptoms are not always obvious or clear. However, the more that staff and volunteers know about possible indicators, the more likely they are to recognise harm and abuse and act.
- 7.3 For information about types of abuse and possible indicators see **Appendix B**.

8. Procedure of raising safeguarding concerns

- 8.1 In line with JMSU Safeguarding Policy, all staff and volunteers have a duty to raise any safeguarding concerns with an appropriate contact. Anyone who has a safeguarding concern has a responsibility to report it. This includes staff members, volunteers, students participating in or benefitting from any JMSU services, activities or events, external organisations delivering activities either on JMSU premises or online and any visitors.
- 8.2 JMSU commits to taking all safeguarding concerns seriously, and to acting where appropriate and in line with current JMSU and LJMU policy.
- 8.3 Please refer to **Appendix C & D** for the procedure on reporting a safeguarding concern and contact information for staff and trustees with safeguarding.

9. Procedure for handling reports

- 9.1 When reporting concerns to a Safeguarding Officer this can be done via telephone, email or verbally initially. The safeguarding officer will make records to support ensuring the concerns raised are followed up.
- 9.2 Following the initial reporting of concerns a written report to Safeguarding Officers needs to be completed on the Reporting Safeguarding Concerns Form (**Appendix E**). This will be updated with any outcomes, including where no further action is taken by the safeguarding officer. If you complete this form electronically once you have submitted it to the safeguarding officer, please ensure the document is deleted from your files.
- 9.3 All safeguarding reports will be stored in the Safeguarding folder on the SU shared drive, only the Lead and Deputy Safeguarding Officers will have access to this folder.
- 9.4 Please refer to Dealing with Disclosures on **Appendix F**.

10. Implementation

- 10.1 Full copies of this document will be available with relevant appendices to all staff, students, volunteers, and others representing the organisation.
- 10.2 The guidance will be included with other JMSU policies and procedures in induction and on the JMSU webpage. Relevant staff, students and volunteers will complete a training programme to support them.
- 10.3 Issues arising from the operation of this policy should be directed in the first instance to the CEO.
- 10.4 All Line Managers are responsible for monitoring those relevant staff members in their department are aware of and follow the policy and related procedures.

11. Confidentiality

- 11.1 The need to break confidentiality is rare but there will be times when confidentiality must be breached to safeguard the wellbeing of a child, young person, or adult at risk. JMSU is subject to statutory requirements to disclose information to external agencies in specific circumstances. This may happen without the consent of the individual reporting a cause for concern.
- 11.2 JMSU treats all data in line with the obligations outlined in our Data Protection Policy and identifying personal information should not normally be given directly or indirectly to any organisation or individual external to JMSU without a persons expressed consent to disclose such information. JMSU recognises however that occasions may arise where there is a need to breach confidentiality. An example of such an occasion would be if we felt there was a serious risk of harm or abuse to a child, young person, or adult at risk.
- 11.3 Staff and volunteers should respect peoples' rights to privacy but never promise to keep something secret - there will be times when confidentiality must be breached in line with this procedure.
- 11.4 JMSU will always seek to gain the person's consent before sharing any information in relation to a safeguarding concern however information may be shared without consent if JMSU believes there is good reason to do so, and that the sharing of information will enhance the safeguarding of a child, young person or adult at risk in a timely manner.

- 11.5 Staff and volunteers should inform the person making the disclosure that the information will be passed on to the relevant Lead Safeguarding Officer, who may then have to pass this to the police or Social Services.
- 11.6 Where JMSU decides to share information without consent there will be a record kept of the discussion and decision-making process to share that information.

12. Safeguarding from Extremism

- 12.1 As an independent charity, and not a Higher Education Institution, the SU does not carry the wider legal responsibilities that LJMU does, however as we are based on University premises, we adhere to the University Safeguarding Policy held on University Premises We also owe a duty of care to our members and legal responsibilities to the Charity Commission as a registered charity to mitigate against risk.
- 12.2 In general, our approach with a student at risk of radicalisation is to treat them as an adult at risk, but we will also bear in mind risks posed to other students in considering appropriate responses. We will consider involving the Chaplaincy Team as well as tutors and staff at the University responsible for safeguarding, alongside any action we may need to take to safeguard the student at risk and the wider community.
- 12.3 'Designated persons' cannot be appointed as JMSU trustees. If a trustee is subsequently designated, they must resign as a trustee, or they will be in breach of charity law.
- 12.4 Staff and trustees must not engage in conduct or activities which would lead a reasonable member of the public to conclude that the SU is associated with a proscribed organisation or with terrorism or extremism generally.
- 12.5 JMSU will dissociate itself from activities in which an SU representative has given or has appeared to give support to terrorist or extremist activity, and if appropriate, report to relevant authorities.
- 12.6 JMSU staff, trustees and members who give or appear to give support to terrorism or extremist activity may be subject to disciplinary procedures, which will be reported to the Trustees.
- 12.7 Concerns about individuals, activities or groups at risk of abuse from extremist individuals or groups shall be reported to the SU Designated Safeguarding Officer and the University. Allegations and action taken will be reported to the Chief Executive, to report to Trustees.

13. Mental Health & Suicide

- 13.1 DSO is responsible for making a decision on whether confidentiality should be breached in the circumstances and should take written note of this decision. The immediacy of a suicide risk, for example, will be affected by the degree of planning a person has done, the type of suicide method planned or already attempted, and circumstances such as being left alone, refusing treatment, drinking heavily, or drug use.
- 13.2 JMSU will work with LJMU to share information and provide support to any adults at risk.

14. Photographic Protocols

- 14.1 If student groups are inviting children or young people onto campus to participate in an activity or event it needs to be clear who holds responsibility for them prior to agreeing the event/activity can take place. If students/staff wish to take photos or videos of children/young people, then they must ensure they

have signed parental consent prior to the activity/event. Please refer to LJMU Safeguarding Policy for the relevant forms and procedure.

15. Record Keeping

- 15.1 JMSU will keep records of safeguarding concerns or allegations including details of decisions reached and how those decisions were arrived at. These records will be kept securely for at least 6 years and will only be shared with the appropriate staff.

16. Training

16.1 STAFF & TRUSTEES

- 16.1.1 Safeguarding Officers and a Lay Trustee will receive a full day Safeguarding Awareness Course, this should be refreshed every 2 years.
- 16.1.2 Staff who have regular contact with children or adults at risk will receive training on this safeguarding policy and on best practice for working with these groups.
- 16.1.3 All staff, as part of the induction process, will receive basic training on this safeguarding policy, how to identify issues and what to do if they have a concern.
- 16.1.4 It is recommended that staff attend a refresher training session every 2 years.

16.2 STUDENT LEADERS/STUDENT GROUPS

- 16.2.1 All student groups and leaders through the Student Leader Training will receive training on the safeguarding policy and best practice guidelines for working with children or adults at risk.
- 16.2.2 Where student groups are working with children or adults at risk on a regular basis additional training can be sourced, please speak to a member of the Opportunities team to explore this.
- 16.2.3 Please refer to Children/Young People Participating in Student Group Activities/Events (**Appendix G**).

17. Reporting to LJMU

- 17.1 JMSU recognises that sharing of information may be necessary for safeguarding.
- 17.2 JMSU has an information Sharing Agreement in Safeguarding cases with LJMU, see **Appendix H** for the full agreement.

18. Breaches to the Policy

- 18.1 JMSU expects all staff and students to behave responsibly, abide by this Policy and follow good practice in the procedure under this Policy.
- 18.2 Failure to uphold good practice will be considered a breach of this Policy and referred to JMSU HR Manager.
- 18.3 Any breaches may result in serious consequences. For students, this may include referral to Liverpool John Moores University for disciplinary action.

19. Inspection & Audit Review

- 19.1 The DSO will ensure all incidents are logged in accordance with GDPR and information shared with the CEO to be flagged in the Trustee Board cycle.

20. Related Policy

- 20.1 This policy should be read in conjunction with:

- a) LJMU Safeguarding Policy
- b) LJMU Freedom of Speech External Speaker Policy
- c) JMSU Events, External Speaker, and Visitor Policy
- d) JMSU Volunteering Policy
- e) JMSU Student Activities Policy
- f) JMSU Data Protection Policy
- g) LJMU and JMSU Data Sharing Policy
- h) JMSU Whistleblowing Policy
- i) For JMSU employees, the Staff Handbook
- j) JMSU Health, Wellbeing, & Risk Policy
- k) LJMU Health and Safety Policy

- 20.2 JMSU Policies can be found at <https://www.jmsu.co.uk/what-we-do-how-we-work/our-policies>

21. Appendix A - Guidelines for Staff/Student Groups/Event Organisers who Work with Children, Young People or Adults at risk

These guidelines are aimed to support a 'good sense' approach when relating with children, young people, and adults at risk within Students' Union activities. Volunteering your time to benefit community members/others can be a valuable and rewarding experience, so it is worth taking time to consider how you will ensure you create and maintain a safe & caring environment.

The general guidelines below will not cover every possible situation within the wide range of activities undertaken as part of Students' Union activity. Remember your actions should always be in the best interest of the child, young person, or adult at risk.

Do: -

- Avoid one-to-one situations; if you are alone then where possible you should be clearly observed.
- Challenge activities that are abusive i.e., bullying, sexism, racism, and homophobia
- Ensure safeguarding i.e., creating and maintaining a safe & caring environment, respecting the dignity of other's is considered within your risk assessments for events/activities.
- Where an activity takes place in partnership with another organisation be familiar with their safeguarding procedures, and ensure they are aware you will follow the Student's Union's.
- Where you are delivering an activity for another organisation you need to follow their safeguarding procedures.
- Use the questions overleaf to explore as a group what you might need to consider, to keep yourself and others safe.
- Treat all children or adults at risk with respect and fairness, regardless of gender, race, colour, nationality, ethnic or national origin, age, socio-economic background, disability, religious or political beliefs, trade union membership, family circumstance, sexual orientation, or other irrelevant distinction.
- Remember that representatives of the JMSU serve as role models and must act in a responsible manner.

Don't: -

- Arrange to meet or have contact outside of SU activity with children/young person/adult at risk, including via the internet/social media or sharing personal contact details.
- Forget that physical and verbal contact can be misinterpreted. If a children/young person/adult at risk is distressed or emotional DO consider that any physical touch should be appropriate & initiated by the children/young person/adult.
- Promise to keep secrets, DO consider confidentiality.
- Leave a group of young or at-risk people unsupervised.
- Take photographs or videos of children/young people unless you have parental consent
- There may be times when you are worried about a children/young people/adult at risk, or they make tell you something which makes you concerned for theirs/others safety. The SU policy provides further information on how to deal with this, the flow chart details actions to be taken. Where there is imminent danger or an emergency; if you are on campus contact Security 8888, if you are in a community setting contact the police 999.
- Always report any concerns, unacceptable behaviour, allegations, or suspicion of abuse to an SU Safeguarding Officer and the lead person for the activity.

Please refer to [LJMU Safeguarding Policy](#) for additional points to consider.

Safeguarding Action Plan

Staff/student completing this form		Date	
SU Department		Group Name (If applicable)	

Name and brief details of Activity/event (including date/time)					
Participants Total		Children/Young People Total		Adults at Risk Total	

Who is the Lead person for this activity?	
Who holds supervision responsibility for children/young people? (Name, role, and contact details)	

What and when are the key possible situations of concern for our group/event/activities? (For example, volunteers dealing with lost children at a community event).
What actions will we take in these situations?

Who could we talk to if we don't know what action to take?
How will we ensure that all our members are aware of these guidelines and action plan?

OFFICE ONLY	
Staff Member Name & Position	
Staff Member Signed	
Date	

Student Groups - This form should be submitted through the events process for one off events/activities and a copy held by the lead person for the activity. For regular activities undertaken within your group please complete relevant sections within the Risk Assessment submitted to the Opportunities Team.

22. Appendix B - Types of abuse and possible indicators

Abuse can be defined as cruel and/or violent treatment that causes harm and distress.

Harm and abuse can take different forms and includes physical abuse, sexual abuse, emotional abuse, and neglect. It may be a single act or repeated behaviour and it may also be intentional or unintentional. It can occur in someone's home, a care home, hospital, or a public place. Abuse may also be peer on peer, carried out by children, young people, and adults at risk.

Abuse may also be defined as an act of neglect or a failure to act on the part of someone who has caring responsibilities.

Patterns of abuse vary and include:

- Serial abuse in which the perpetrator seeks out and 'grooms' individuals.
- Long-term abuse in the context of an ongoing family relationship such as domestic violence between spouses or generations or persistent psychological abuse
- Opportunistic abuse such as theft where money or jewellery has been left out

Types of abuse and possible indicators

The information below aims to help people who come into contact with children, young people, and adults at risk to identify abuse and recognise potential indicators (signs and symptoms). This is not an extensive list and further types are listed at [Safeguarding adults: Types and indicators of abuse \(scie.org.uk\)](https://www.scie.org.uk).

Definition	Sign/Symptoms
Physical abuse Physical harm to an individual's body from, for example, hitting restrictive practises and medication.	Untreated or explained injuries, including cur, bruises, burns, bites, hair loss etc.
Domestic abuse Threats, violence, and abuse between individuals that are family members or in an intimate relationship.	Domestic abuse can be recognised by the signs of one or more of the other types of abuse or neglect.

Sexual abuse/violence Sexual relationships or activities that an individual does not or cannot consent to.	Pain or bruising around the inner thigh, anal, or breast areas. Pain/discomfort when walking or sitting. Bloodstained underwear. Unexplained STIs/pregnancy.
Emotional/psychological abuse Threats, humiliation, controlling behaviour, blaming, verbal abuse, harassment, intimidation.	Anxiety, depression, lack of sleep, poor self-esteem, and self-confidence.
Financial/material abuse Use of an individual's money or possessions without permission. Includes theft, fraud, scamming, coercion, self-serving involvement in an individual's financial affairs.	Not having enough money for bills or food. Expenditure appearing unusually high. Missing possessions or monies. Poor living conditions.
Modern slavery Individuals being forced into a life of slavery, human trafficking, domestic servitude, or forced labour.	Signs or other abuse (e.g., physical psychological etc) Unable or unwilling to interact with others. Seemingly always in the company of others. Appearing to not know their surroundings. Having no (or very few) personal possessions.
Discriminatory abuse Individuals being treated differently due to personal traits such as age, gender, race, sexual orientation etc.	Verbal abuse or harassment, disrespect, lack of person-centred approach, exclusion.
Institutional/organisation abuse When an organisation's needs are put above an individual's needs e.g., telling an individual that they have to go to bed at a certain time.	Inflexibility, poor staff knowledge and training, non-person-centred approaches, poor standards
Self-Neglect An individual being unable to see to their own basic needs, such as nutrition or hygiene.	Malnutrition, dehydration, dirty clothing or bedding, poor hygiene, taking medication incorrectly, bedsores
Neglect by others People responsible for an individual not seeing to their basic needs such as nutrition or hygiene either deliberately or inadvertently.	Malnutrition, dehydration, dirty clothing or bedding, poor hygiene, taking medication incorrectly, bedsores
Extremism Defined by the UK Government as "the vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist."	Change in behaviour, changing their circle of friends, isolating themselves from family and friends, talking as if from a scripted speech, unwillingness or inability to discuss their views, a sudden disrespectful attitude towards others, and increased levels of anger.
A proscribed organisation Is an organisation that the Home Secretary believes to be concerned with terrorism, as defined by the Terrorism Act 2000. It is a criminal offense for a person to be a member of, invite support for, or arrange a meeting for, a proscribed organisation. The Home Office maintains a list of groups defined as terrorist and other banned organisations on its website. The current list is available at: https://www.gov.uk/government/publications/proscribed-terror-groups-ororganisations--2	
Designated persons or entities are individuals or groups facing financial restrictions in the UK. HM Treasury maintains the Consolidated List of designated bodies on its website. The current list is available at:	

https://www.gov.uk/government/publications/financial-sanctions-consolidatedlist-of-targets/consolidated-list-of-targets	
Radicalisation Refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism.	Change in behaviour, changing their circle of friends, isolating themselves from family and friends, talking as if from a scripted speech, unwillingness or inability to discuss their views, a sudden disrespectful attitude towards others, and increased levels of anger.

23. Appendix C - Reporting a safeguarding concern

In the case of suspected or alleged abuse of children or adults at risk, or non-compliance with the guidance. It is possible that staff and students working with children or adults at risk may suspect that abuse is taking place, have

concerns about the welfare of an individual or may receive a disclosure of abuse from a child or vulnerable adult (for definitions of abuse see appendix B).

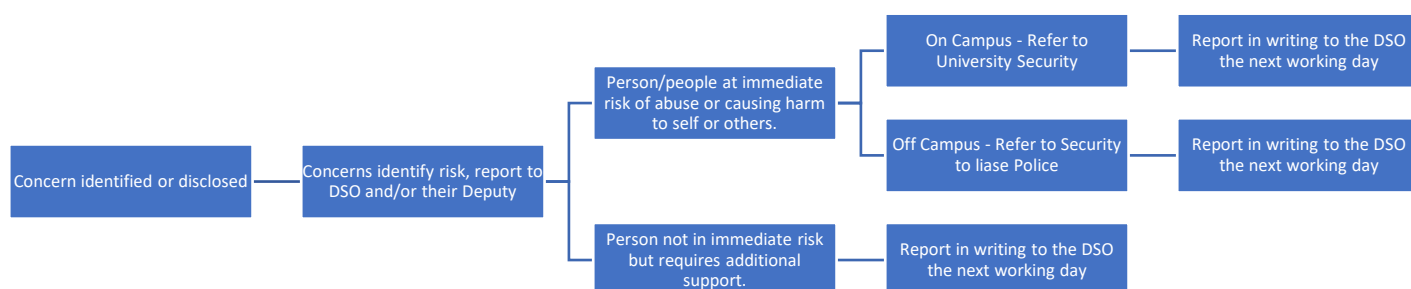
In these circumstances it is important that the following procedures are followed:

- Never agree to keep information relating to abuse or potential abuse confidential.
- Make notes of what they have told you or your observations as close as possible to the incident occurring. Keep this information confidentially in line with the Data Protection Act (1998).
- Complete the Children and Adult at Risk Safeguarding Incident Form (**Appendix E**) within 24 hours.
- As soon as possible, share the information with a JMSU Safeguarding Officer. The Safeguarding Officers (see **Appendix D** for roles and responsibilities).
- In an emergency where you believe a child or vulnerable adult is in immediate danger you should contact the Police via Liverpool John Moores University Security.

The following diagram outlines the procedures that will be followed in any of these circumstances during working hours:



Where a staff member or student group is operating outside of working hours the following diagram outlines the procedures that will be followed in these circumstances:

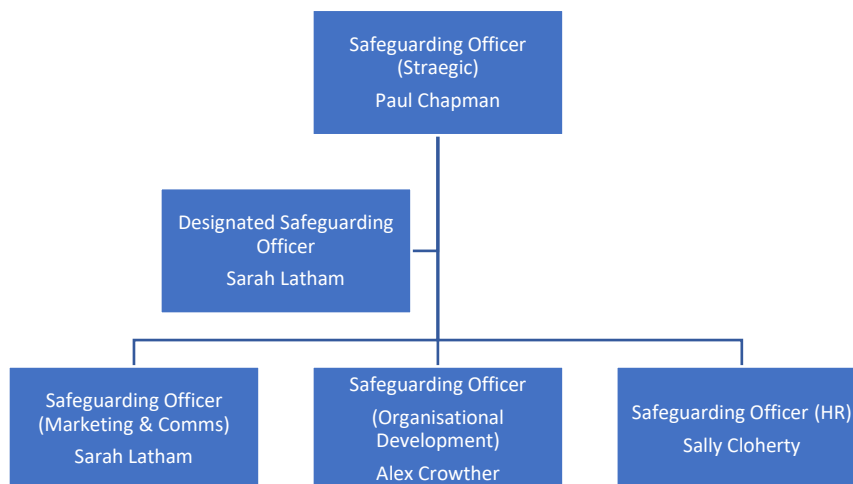


24. Appendix D - Staff roles & responsibilities

Role	Contact Details
Safeguarding Officer (Strategic)	Paul Chapman

Accountable for the institution's safeguarding policy and procedures.	Chief Executive Officer p.chapman@ljmu.ac.uk
Designated Safeguarding Officer Responsible for the operational implementation of JMSU's Safeguarding Policy and procedure.	Sarah Latham Head of Membership Engagement s.latham@ljmu.ac.uk
Lead Safeguarding Officer (LeSO) for the University Overall responsibility for the strategic and operational implementation of the University's Safeguarding policy and guidelines relating to children and vulnerable Adults.	Yvonne Turnbull Director, Student Advice and Wellbeing Services y.turnbull@ljmu.ac.uk
Local Safeguarding Officers (LoSO) for the University Each School and Professional Service Department within the University has an officer responsible for providing immediate support, and for liaising with the University's Lead Safeguarding Officer and a reserve in case of absence.	https://www.ljmu.ac.uk/-/media/sample-sharepoint-libraries/policy-documents/23.pdf
Safeguarding Officers	<ul style="list-style-type: none"> Sally Cloherty, HR Manager (Deputy) Alex Crowther, Head of Organisation Development (Deputy) <p>If neither is available, anyone wishing to report a concern can find a list of other Local Safeguarding Officers within the University https://www.ljmu.ac.uk/-/media/sample-sharepoint-libraries/policy-documents/23.pdf</p>

The chart below identifies the Safeguarding Team: -



25. Appendix E - Reporting Safeguarding Concerns Form

Details of child and parents/carers

Name of child/young person/ vulnerable adult:		
Reason for reporting a concern. (Delete as appropriate). This person is a child / young person/ vulnerable adult. This person is at risk of harm / at risk of harming others/ at risk of involvement in extremist activity		
Gender:	Age:	Date of Birth:
Ethnicity:	Language:	Additional Needs:
Individual's status with the University: (delete as appropriate) Student (Please Provide Student Number) Staff Member (Please Provide Staff Number) Outreach/WP activity Summer school Work Experience Sports events Other (Please specify)		
Name(s) of parent(s)/carer(s):		
Address of child/ young person/ vulnerable adult. If a student please include term time and home address.		
Address of parent(s) / carers		

Person reporting incident

Name:	Position:	Contact Details	Date and time of incident (if applicable)

Report

Are you reporting your own concerns or responding to concerns raised by someone else? (delete as appropriate)
Report own concerns
Responding to concerns raised by someone else

If you are responding to concerns raised by someone else, please provide their name and position within the organisation:

Please provide details of the incident or concerns you have, including times, dates, description of any injuries, whether information is first hand or the accounts of others, including any other relevant details:

The child's account/perspective:

Please provide details of anyone alleged to have caused the incident or to be the source of any concerns:

Provide details of anyone who has witnessed the incident or who shares the concerns:

Are you aware of any previous incidents or concerns relating to this child and of any current risk management plan/support plan? If so, please provide details:

Summary of discussion with supervisor/manager:

Signed	Dated	Name and position

Referred to Designated Safeguarding Lead	Date

26. Appendix F - Dealing with Disclosures

- **Receive Listen.**

If you are shocked by what they tell you, try not to show it. Take what they say seriously. Children/adults rarely lie about abuse and to be disbelieved adds to the traumatic nature of disclosing. Children/adults may retract what they have said if they meet with revulsion or disbelief.

Accept what the child/adult says. Be careful not to burden them with guilt by asking 'Why didn't you tell me before?'

- **Reassure**

Stay calm and reassure that they have done the right thing in talking to you. It's essential to be honest, so don't make promises you may not be able to keep, like 'I'll stay with you' or 'Everything will be all right now.'

- **React**

React to the child/adult only as far as is necessary for you to establish whether or not you need to refer this matter; but do not 'interrogate' them for full details.

Do not ask 'leading' questions such as: 'What did he do next?' (This assumes that he did!) or 'Did he touch your private parts?' Such questions may invalidate your evidence (and the child's/adult's) in any later prosecution in court.

Instead ask open questions like 'Anything else to tell me?', 'Yes?' or 'And...?' Explain what you have to do next and to whom you have to talk.

- **Record**

Make some very brief notes at the time on any paper which comes to hand and write them up as soon as possible.

Do not destroy your original notes in case they are required by a court. Record the date, time, place, any noticeable non-verbal behaviour, and the words used by the child/adult.

Record the actual words used, rather than translating them into 'proper' words. Draw a diagram to indicate the position of any bruising/marks.

Be objective in your recording: include statements and observable things, rather than your interpretations or assumptions.

- **Report**

Complete the Reporting form whilst it's fresh in your memory and follow the reporting flowchart.

27. Appendix G – Children/Young People Participating in Student Group Activities/Events (Considerations)

If student groups are inviting children or young people onto campus to participate in an activity or event it needs to be clear who holds responsibility for them prior to agreeing the event/activity can take place.

Leaders/Teachers

If responsibility lies with leaders/teachers, ensure you are aware of requirements set out by their institutions for trips, this includes staff ratios for supervision of children, adequate insurance cover, policy, and procedure for storing and giving a child medicine, parental consent

Make sure they have adequate supervision, most institutions will have ratios set out for their organisation, and they should be something similar to below.

0-2 years = 1 adult to 3 children

2-3 years = 1 adult to 4 children

3-7 years = 1 adult to 8 children

7 years + = 2 adults (preferably one of each gender)

for up to 20 children/young people and one additional staff member for every additional 10 children/young people thereafter.

Make sure the group have communicated to the leader/teacher what to do in the case of an accident or lost child. Parents/carers Clear communication to the parents/carers should include:

- Reinforcing that the parent/carer hold full responsibility for their child/ren whilst participating in the activity/event.
- Ensuring parents/carers are advised they should not leave their child/ren unsupervised at any time.
- Make sure the group have communicated to the parent/carer what to do in the case of an accident or lost child.
- Events/activities open to children/young people should not involve the consumption or sales of alcohol.

28. Appendix H - Information Sharing Agreement in Safeguarding cases – Liverpool John Moores University and John Moores Students' Union

The safeguarding policies published by the University and the Students' Union outline legislative and statutory obligations, as well as internal requirements governed by the organisation's policies, guidance, and codes of practice.

Within these policies, the organisations will ensure that they take reasonable steps to:

- Promote and safeguard the welfare of children and adults at risk from abuse or neglect;
- Safeguard those vulnerable to being drawn into terrorism;
- Ensure that relevant legislation and government guidance, and local guidelines and processes are followed. The University and the Students' Union recognise that appropriate sharing of information in relation to specific cases is intrinsic to safeguarding those most vulnerable. Consideration should be given to whether the sharing of information can support the duty of care and the organisation's safeguarding obligations.

Such considerations should include:

- Whether the information to be shared is necessary and proportionate;
- That the information is relevant, adequate and accurate, and shared in a timely manner – cases involving children and young people must be given priority and treated as a matter of urgency;
- That any information sharing, and associated record-keeping, is conducted securely and safely.

For the purposes of this agreement, the University's Guidance for Responding to Concerns about a Missing Person is associated with the University's Policy on Safeguarding Children and Adults at Risk and therefore includes considerations around sharing information in these cases.

A decision to share information should only be taken after discussion with one or more Safeguarding Officers or a relevant senior manager. Accurate records must be kept of the justification of the decision to share. This agreement sits outside existing Confidentiality Policies associated with University and Students' Union support services. Discussions relating to sharing of information must take these policies into account.

Where a member of the University or the Students' Union believes that there is malpractice in relation to sharing of information in safeguarding context it is important that they have the opportunity to raise concerns or disclose information at a higher level. The organisations' whistleblowing policies are designed to enable individuals to do so and are separate to this Information Sharing Agreement.

