

Safeguarding Policy

Policy Category:	General
Subject:	Safeguarding
Approving Authority:	President & Principal
Responsible Officer:	President & Principal
Responsible Office:	Students & Education Directorate
Related Procedures:	Safeguarding Procedures – Includes: (1) Specific Safeguarding Roles (2) Flowchart for Reporting a Safeguarding Concern (3) Guidance on Good Practice (4) Prevent Duty (5) Risk Assessment Template (6) Training Template (7) Reporting (8) International Protocol for Projects and Partnerships in Low- and Middle-Income Countries
Related College Policies:	See Section 15, below
Effective Date:	01 December 2018
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I. PURPOSE & SCOPE

The university aims to provide a safe environment for all students and staff whilst studying and working at King’s College London. The university is committed to providing and promoting a positive environment for all its students, staff and members of its community which is free from all forms of prejudice, discrimination, harassment and bullying.

This policy sets out the university’s duty to safeguard any child or adult at risk who either applies and is admitted as a student to King’s College London, or who comes into contact with King’s College London activity.

This policy and its related procedures apply to all university staff, students, freelance practitioners, student ambassadors, alumni, volunteers and any associated personnel representing the university.¹

The university does not act *in loco parentis* (in place of a parent) for any student or staff member; however, in legal terms we recognise the duty to safeguard the welfare of children and adults at risk, as defined in the [Safeguarding Vulnerable Groups Act 2006](#). The university recognises that some adults may have an appointed representative, e.g. mental health advocate, legal/enduring power of attorney.

This policy seeks to support activities involving children and adults at risk and to provide assurance to all students, staff, volunteers, associates and visitors that safeguarding is treated seriously by the university and the requirements of this policy and its procedures will be undertaken/discharged in an effective and timely manner.

¹ For a definition of ‘associated personnel’, please refer to section 8 of the Safeguarding Procedures: International Protocol for Projects and Partnerships in Low- and Middle-Income Countries

This policy does not cover:

- Relationships between staff
- Sexual harassment or bullying in the workplace: this is dealt with under [KCL's Dignity at Work Policy](#)

The guidance in this policy applies to any activity organised and/or delivered by King's College London, regardless of where the activity takes place and whether it is a part of collaborative provision arrangements.

II. DEFINITIONS

King's College London has a duty of care to safeguard the welfare of both children and adults at risk. These groups can be defined as:

Child/Children: A person/people under the age of 18

Young People: Children who are 16 or 17 years old

Adults at Risk: An adult is any person aged 18 or over. Some adults may be deemed at risk and, therefore, entitled to be safeguarded because they are unable to protect themselves against significant harm or exploitation. The London Safeguarding Adults Procedures state that an adult at risk may be a person who:

- Is elderly and frail due to ill health, physical disability or cognitive impairment
- Has a learning disability
- Has a physical disability and/or a sensory impairment
- Has mental health needs such that their capacity is reduced
- Has a long-term illness/condition
- Misuses substances or alcohol
- Is a carer, such as, a family member/friend who provides personal assistance and care to adults and is subject to abuse
- Is unable to demonstrate the capacity to make a decision and is in need of care and support

Age of Consent: in the UK, a person can legally consent to sexual activity if they are 16 years old or over. However, it is illegal under the Sexual Offences Act 2003 for an adult in a position of trust to engage in sexual activity with a person under the age of 18. Staff employed by the university are in a position of trust when working with Children and Young People. The [Policy for Relationships between Staff and Students](#) outlines the university's position on relationships between members of staff and students at King's College London. It is intended to ensure that the staff-student relationship is one that is founded on mutual trust and confidence.

Safeguarding: Taking all reasonable steps to prevent harm, particularly sexual exploitation, abuse and harassment from occurring; to protect people, especially adults at risk and children, from that harm; and to respond appropriately when harm does occur. Safeguarding applies consistently and without exception across

our programmes, partners, students, volunteers and staff. It requires proactively identifying, preventing and guarding against all risks of harm, exploitation and abuse and having mature, accountable and transparent systems for response, reporting and learning when risks materialise. Those systems must be survivor-centred and also protect those accused until proven guilty.

For the purpose of this document, the ‘university’ is King’s College London.

Further definitions on regulated activity and abuse/harm/exploitation can be found in Appendix 1.

III. POLICY

1. Aims

- 1.01 This policy and related procedures seek to ensure that people are safe and protected from harm. In addition, this policy aims to:
- Provide a definition of ‘children’ and ‘adult at risk’ in the context of safeguarding duty
 - Provide a clear process to follow if a safeguarding concern arises
 - Provide guidance and procedures that promote safe practice and challenge poor and unsafe practice across all university activities and premises.
- 1.02 The policy provides information to enable staff to identify instances in which there are grounds for concern about the welfare of a child or adult at risk, whether arising from home, community or the university environment, and to understand the appropriate actions to take to keep them safe.
- 1.03 This policy also supports and interacts with the university’s approach to the Prevent Duty – supporting and safeguarding students who may be at risk of being drawn into terrorism (Counter-Terrorism and Security Act 2015).²
- 1.04 This policy should be read in conjunction with the university’s policies, procedures and guidelines referred to within the policy.

2. Legal Context

- 2.01 Universities have a common law duty to take reasonable and necessary steps to ensure that children and adults at risk are safe and that reasonably foreseeable harm does not occur as a result of careless acts, deliberate acts or omissions of the institution. These measures are in addition to those required under general Health and Safety requirements.
- 2.02 This policy and related King’s College London procedures are informed by a collection of legislation and guidance on the protection of children and adults at risk. This includes, but is not limited to:
- [Children Act 1989](#)
 - [Data Protection Act 1998](#)

² See Appendix 5 and the university’s approach to the duty:
<https://www.kcl.ac.uk/aboutkings/governance/preventduty.aspx>

- [Sexual Offences Act 2003](#)
- [Children Act 2004](#)
- [Safeguarding Vulnerable Groups Act 2006](#)
- [Equality Act 2010](#)
- [Protection of Freedoms Act 2012](#)
- [Counter-Terrorism and Security Act 2015](#)
- [Working together to Safeguard Children 2015](#)
- [Protecting Vulnerable Adults 2017](#)
- [Enhanced Due Diligence: Safeguarding for External Partners 2018](#)
- [Keeping Children Safe in Education 2018](#)

3. Potential Areas of Risk

3.01 King's College London is a diverse and predominantly adult learning environment. However, there are circumstances when children (including young people) and adults at risk may interact with staff and students of the university. These include, but are not limited to:

- Teaching, supervision and support of students³
- Summer schools, school visits, and other events, such as, work experience
- Outreach or widening participating activities taking place on or off campus
- Student Residences
- Research subjects
- Events and Conferences
- Placements and other professional and clinical settings
- Field trips, excursions and other volunteering activities

3.02 Specific areas of activity, for example, admission of students, clinical placements, the governance of research, and the organisation of summer schools have local procedures designed to promote safeguarding practices.

4. Specific Responsibilities

University

4.01 The university has a duty of care to its staff and students and is responsible for ensuring appropriate policy, procedures, guidance, risk assessment, action planning and training are in place to facilitate effective safeguarding of vulnerable groups. The university will take reasonable steps to ensure that our contractors understand, accept and are responsible for their, or their employees' conduct in connection with, or in the vicinity of, vulnerable groups on university premises. These steps include but are not limited to:

- Ensure all people under the scope of this document are formally provided with this document, continue to have access to it, and are familiar with their responsibilities within this policy
- Undertake due diligence on the safeguarding policies of our funding partners before engaging with them, and support them to improve those if required
- Ensure team members receive training on safeguarding at a level commensurate with their role in their organisation, as outlined in section 6 of the Procedures – Training Template

³ See [General Academic Regulations](#)

- 4.02 The university will take all reports of safeguarding concerns seriously and will follow up on them promptly and according to due process. The university will make this policy publicly available to all affected communities and commits to working with them to ensure they know how to access and use this policy.
- 4.03 Information on the support provided by the university can be found primarily on the [Student Services](#), [Health and Safety, It Stops Here](#) and [HR Staff Experience Hub](#) webpages.

All Staff

- 4.04 All university staff, students, freelance practitioners, student ambassadors, alumni, volunteers and any associated personnel who are acting as representatives or on behalf of the university are expected to:
- Be aware of, and comply with, this policy and the associated procedures and follow any local safeguarding protocols within their specific department or team;
 - Contribute to creating and maintaining an environment that prevents safeguarding violations;
 - Undertake training associated with this policy for their role (see section 9: Safeguarding in Relation to Staff);
 - Fully reflect safeguarding responsibilities in event planning and risk assessments for university activities in accordance with [Health and Safety procedures](#);
 - Bring to their project/line manager's attention any concerns or queries over whether their work activities would require them to have an appropriate level of Disclosure and Barring Service (DBS) checks that allows them to work with children and adults at risk;
 - Co-operate fully with internal or external investigations carried out into reported concerns;
 - Report any concerns, suspicions or information regarding safeguarding violations to appropriate personnel;
 - Maintain confidentiality about any suspected or actual incidents involving the university, through the university's safeguarding reporting system and whistleblowing arrangements, as required. Some staff and students may also be required to make use of the safeguarding reporting systems and whistleblowing arrangements in operation in other workplaces, placement providers and so on, where similar expectations of confidentiality would apply.
- 4.05 Activity that sits outside regular teaching and learning programmes and which involves children or adults at risk should be risk assessed. The assessment should consider how the risks identified can be minimised and should also outline the local processes for reporting concerns as well as taking account of Health and Safety considerations. This may form part of an application for research ethics approval (for further information, see section 8.04).
- 4.06 Children and adults at risk who are participating in a university activity must, as part of their induction to the activity, be given clear information about how, and to whom, they can report concerns about any member of the university with whom they will be interacting.
- 4.07 Practical guidance on working with children (including young people) and adults at risk and information about spotting the signs and symptoms of abuse or neglect are provided in Section 3 of the Procedures: Guidance on Good Practice.

Key Roles

- 4.08 The university has a Chief Safeguarding Officer (CSO), Lead Safeguarding Officers (LSOs) and Designated Safeguarding Officers (DSOs). These Officers will work with other agencies where appropriate to ensure legal and regulatory compliance and to achieve the aims of this policy. See Section 1 of the Procedures: Specific Safeguarding Roles for further information and contact details of those in position.

Non-Compliance with the Safeguarding Policy

- 4.09 The university expects all university staff, students, freelance practitioners, student ambassadors, alumni, volunteers and any associated personnel representing the university or who contribute to its activities to follow the guidance on safeguarding and to promote the welfare of children and adults at risk. Failure to follow this guidance and procedures may not necessarily constitute abuse, but it is nonetheless a matter of concern for the university and may lead to disciplinary action.
- 4.10 If members of staff, students, alumni, student ambassadors or volunteers and associated personnel of the university are concerned that another member of the King's community is not following the guidance and procedures, they should contact their own project coordinator, line manager, local Designated Safeguarding Officer or the Lead Safeguarding Officer of the appropriate area. See Section 1 of the Procedures for further information.

5. Organisations with links to the University

- 5.01 King's College London has partnerships and strong external links with a range of organisations. Such organisations will have their own policies, structures and reporting procedures for managing safeguarding issues. For example, the King's College London Mathematics School is covered by its own Safeguarding Policy.⁴
- 5.02 For matters relating to activity led by the King's College London Students' Union (KCLSU), the key contact is their Designated Safeguarding Officer who is the Community Engagement Director. Where issues arise that are relevant to the Students' Union and the university, the organisations will work together to address these issues.

Clinical and Workplace Settings

- 5.03 King's College London staff, students and volunteers may come into contact with children or adults at risk whilst undertaking a professional or clinical placement or volunteering.
- 5.04 All staff, students and volunteers are responsible for familiarising themselves with the safeguarding policy of the organisation. Where a concern arises in such a setting, the member of staff or student should normally report any safeguarding concerns in the first instance to the Safeguarding Officer of the provider or employer.
- 5.05 If the student or staff member feels it is inappropriate to make a referral to the provider/employer Safeguarding Officer, or they do not feel they have had a satisfactory response, they should refer directly to the appropriate Lead Safeguarding Officer of the university.
- 5.06 Students on some programmes (e.g. in Law, Health, Social Work) and some members of staff, are required to be registered with or accredited by professional bodies, which impose

⁴ <https://www.kcl.ac.uk/mathsschool/about/KCLMS-Safeguarding-Policy.pdf>

their own professional standards or fitness-to-practice regulations. For avoidance of doubt, this policy is complementary to, and does not replace, those standards and regulations.

Contractors' Staff Working on University Premises

- 5.07 It is the responsibility of the contractor as the employer of staff working on the university's premises to ensure that each individual has been recruited appropriately to the role they are undertaking, and that Disclosure and Barring Service (DBS) checks have been acquired for all appropriate roles in accordance with the eligibility criteria. In line with the university's duty of care, King's College London will request confirmation from the employer that each worker requiring a DBS check has had a check at the appropriate level.
- 5.08 Any staff of a contractor whose roles give them contact with children or adults at risk in the course of their duties for the university will abide by the safeguarding policy and procedures of the university and may be required to attend appropriate training.

6. Safeguarding in relation to Students

- 6.01 The university takes a risk management approach to safeguarding in organising learning and teaching and delivery of services to students and the public. Professional Services, Institutes, Centres, Faculties and Departments are required to carry out risk assessments in respect of activities that involve children or adults at risk and make reasonable, proportionate adaptations to those activities. See Section 5 of the Procedures: Risk Assessment.
- 6.02 Although in terms of Local Authority and legal definitions of vulnerability, the majority of students will not meet the formal safeguarding threshold, the university takes a broader duty of care to all of its students.
- 6.03 The university believes that individuals have a right to learn and develop within a safe environment. The university also understands that some students will encounter difficulties during their time at King's. The problems may be academic, personal or practical and difficulties in one area can often have an impact on other areas of the student's life.
- 6.04 The university encourages a culture of openness where people feel able to speak up about their concerns knowing that support will be forthcoming. The university expects that its staff team will ensure that any student experiencing difficulty will be guided to appropriate support services in order that their case can be managed appropriately. This includes but is not limited to: [King's Student Services](#) and [KCLSU Advice](#) and [KCLSU Wellbeing](#) webpages.
- 6.05 The university reserves the right to refuse to admit a child or adult at risk to a programme of study, or other university managed activities, if it judges that the adaptations necessary to safeguard that individual's wellbeing go beyond what is reasonable and proportionate.

Outreach and Widening Participation

- 6.06 The safeguarding and conduct policies of King's College London apply to staff, students and associated personnel of the university as a minimum standard, wherever and whenever they are acting on behalf of the university (this includes student ambassadors and alumni).
- 6.07 When visiting schools and colleges, staff and representatives of the university should ensure they are aware of local safeguarding policies and procedures for the premises and the point of contact for raising safeguarding concerns within the setting. In England, social services offer a point of contact in the Local Authority Designated Officer (LADO) for each county/region for this purpose, should it be necessary to report beyond the specific school.

- 6.08 University staff are not expected to take responsibility for students in other educational establishments. Students remain the responsibility of their regular staff members. University staff should avoid situations where they might be left alone with students from other establishments, should ensure that the room/space is appropriate to the situation, and should always offer the student the choice to be accompanied by a person of their choosing.

Students Under the Age of 18

- 6.09 An application to study at the university from applicants who will be aged under 18 years before the commencement of their programme of study will trigger the U18 admittance process. The Young Applicants –Undergraduate/Postgraduate Process flowcharts detail the requirements that need to be satisfied in order for an offer to be made.
- 6.10 If staff are interviewing and/or enrolling students aged under 17, they can receive advice and resources from the Admissions team and the Student Support & Wellbeing Services team.
- 6.11 If the prospective student is under the age of 16, the university has an enhanced duty of care and legal obligations to consider when making an offer to a programme of study. The applicant must fulfil the additional conditions of their offer to the university's satisfaction before admission.
- 6.12 The university will provide particular guidance for applicants who will be aged under 18 years at the commencement of their programme of study about the nature of the university environment, which will include links to the university's broader safeguarding policy and procedural guidance.
- 6.13 Where students are under the age of 18 years when they begin a course of study provided by the university, appropriate safeguards will be applied.
- 6.14 In line with the oversight of this policy, some areas of the university have developed specific procedural guidance for safeguarding the welfare of people aged under 18.

Students – Criminal Convictions and Risk

- 6.15 The university acknowledges that some applicants may have criminal conviction(s) or be subject to police investigation prior to making an application to the university. Equally, students may be subject to a criminal investigation, charged with an offence or convicted of a criminal offence during their time at university.
- 6.16 The university recognises its duty to protect the King's community and the communities around us, and that information regarding an individual's criminal convictions may need to be taken into account when deciding whether that individual may begin or continue their studies. The College also notes the specific duties which it holds in relation to certain careers or professions, which graduates of our programmes may enter.
- 6.17 The university requires offer holders to declare all relevant criminal convictions or conditional cautions, pending police investigations or charges on application. If an applicant is convicted of a relevant criminal offence after submission of their application, they must inform the university at the earliest opportunity.⁵
- 6.18 If the programme or module requires contact with children or adults at risk, then applicants and students are required to declare **all** unprotected convictions and cautions and a

⁵ <https://www.kcl.ac.uk/governancezone/students/criminal-convictions-declarations.aspx><https://www.kcl.ac.uk/governancezone/Assets/Students/Criminal%20Conviction%20Declarations.pdf>

disclosure may be required from the Disclosure and Barring Service (DBS). Such programmes would include for example, nursing, midwifery, dentistry, medicine and other courses involving work with children and adults at risk. Further advice can be sought from the university's [Admission Office](#).

- 6.19 Any information provided will be treated in line with university Policy and the Data Protection Act 2018, or any subsequent legislation.
- 6.20 Where a conviction is disclosed which indicates that the individual poses a risk to children or adults at risk, the university has the right to deny admission to a student.

7. Safeguarding in relation to International Projects and Partnerships in Low- and Middle-Income Countries

- 7.01 King's College London's international programmes and projects have a substantially wider scope of contact and interaction with affected populations than the university's local activities. The Safeguarding protocol⁶ for international activity in low- and middle-income countries covers:
- All staff contracted by KCL or subsidiary organisations working on international projects
 - All volunteers engaged on these international projects under the direction of KCL
 - Associated personnel engaged on work or visits related to our international projects, including but not limited to: consultants; contractors; programme visitors including journalists, celebrities and politicians
- 7.02 In each setting they visit, university representatives should make themselves aware of the local safeguarding policies, procedures and point of contact for raising concerns.
- 7.03 The overarching Safeguarding Code of Conduct for international activity is referenced in all international team member agreements. By signing those agreements, team members agree to the Code of Conduct in addition to other codes specific to individual projects.
- 7.04 The university recognises its need to comply with all six standard areas of the Department for International Development's [Enhanced Due Diligence – Safeguarding for External Partners 2018](#) through a risk-based approach and has produced the Safeguarding Protocol for Projects and Partnerships in Low- and Middle-Income Countries to address these expectations.

8. Safeguarding – Other Groups

- 8.01 The university recognises that there may be other groups not explicitly discussed in this policy.
- 8.02 Where children of students, staff or visitors are present on the university estate or premises used by the university, they remain the responsibility of their parent/guardian, teachers or organiser of the activity, unless they are enrolled as students, or are otherwise involved in a university-managed activity, such as, research.

⁶ See Section 8 of the Procedures: International Protocol for Projects and Partnerships in Low- and Middle-Income Countries

Working with Vulnerable Groups in Research

- 8.03 The university is committed to the advancement of high-quality academic research and to ensuring that all research activities undertaken by staff and students involving human subjects are undertaken in a way that safeguards the dignity, rights, health, safety, and privacy of those involved.
- 8.04 Ethical clearance is required for all primary data collection involving human participants and certain types of research involving pre-existing human data/tissues. For all research involving children and young people, please refer to the College Research Ethics Committee (CREC) Guidance document.⁷
- 8.05 There are important issues to consider when working with vulnerable groups on a research project:
- The CREC and its sub-committees, with the Lead DBS Counter signatory, must consider whether anyone working with vulnerable groups as part of a research project (staff or student within the university requires a DBS disclosure. The Research Passport: Algorithm of Research Activity and Pre-Engagement Checks provides guidance on the pre-engagement check requirements for researchers undertaking their activities in the NHS.
 - All research involving vulnerable groups must obtain approval from one of the three Research Ethics Sub-committees of CREC and be consistent with the university's policy on research ethics and the university's Research Integrity Statement⁸ and Governance Code of Practice.⁹
 - Unless otherwise approved by CREC, the researcher should ensure that informed consent has been obtained from parents of children under 18. Children should be given the opportunity also to consent to participation, but parental consent is essential.
 - Any research activity will respect the person's right to confidentiality and comply with any relevant code of ethics applicable to the type of research being conducted.
 - Wherever possible, a same-sex chaperone should always be present during research.
 - Further information and detailed guidance can be found in research Ethics on the King's College London Intranet: <https://internal.kcl.ac.uk/innovation/research/ethics/index.aspx>

Staff who fall into the vulnerable group category

- 8.06 The university is committed to supporting and promoting the welfare of all its staff. The university is also committed to seeking to ensure that staff are in a safe environment conducive to work and the enjoyment of a positive staff experience.
- 8.07 It is the general policy of the university to ensure that all employees who may be potentially vulnerable (e.g. victim survivors of violence or abuse or individuals with a mental health diagnosis such that capacity is diminished) are given an appropriate level of support in our working environment.
- 8.08 Any staff member who considers that they have been subject to inappropriate behaviour or abuse will also have access to the [Dignity at Work: Statement of Commitment](#) and can seek additional guidance on the [Health and Wellbeing, HR Portal](#), [Employee Assistance Programme](#), [Diversity & Inclusion](#) and [It Stops Here](#) webpages.

⁷ <https://internal.kcl.ac.uk/innovation/research/ethics/stored-documents/4trainingadvice/3ChildrenYoungPeople/researchinvolvingchildrenandyoungpeoplemay18.pdf>

⁸ <https://www.kcl.ac.uk/research/support/integrity-good-conduct/research-integrity-statement.aspx>

⁹ King's has adopted the UKRIO Code of Practice for Research: <http://ukrio.org/publications/code-of-practice-for-research/>

9. Safeguarding in relation to Staff

Recruitment and selection of staff and volunteers

- 9.01 The university obtains appropriate DBS disclosures for all staff, students or volunteers working in ‘regulated activity’.¹⁰ The appropriate level of check is applied according to the requirements of the role and the environment they are based within. The university will evaluate information about an individual’s criminal record, and make sensible, fair and consistent judgements about whether the individual is safe to engage (or remain engaged) in the employment, role or office.
- 9.02 The Human Resources Directorate is responsible for maintaining dedicated procedures for ensuring that relevant staff have the appropriate level of DBS check in place.¹¹
- 9.03 Many staff, students and volunteers are engaged in roles that are not ‘regulated activity’ yet are involved in activities that may also involve children or adults at risk. As outlined above, the university takes a risk management approach to the delivery of learning and teaching and university-managed activities involving the wider public. All staff, students and volunteers are expected to follow the code of practice and maintain standards of conduct befitting those who are role models and influential figures in the lives of others. A Code of Practice is available on the Personal Tutor intranet pages.¹²
- 9.04 Due to the nature of some College activities, for example, international project work in low- and middle-income countries and teaching students under the age of 18 in the English Language Centre, additional recruitment processes are used to ensure stringent safeguarding measures are deployed. This includes a collection of the following dependent on the project risk assessment:
- including references to safeguarding procedures on recruitment documents
 - obtaining and storing references
 - police or similar disclosure checks where available
 - ensuring all team members sign up to codes of conduct as part of their onboarding
- 9.05 All staff, students, and volunteers are reminded of the offence of abuse of positions of trust under sections 16 to 19 of the Sexual Offences Act 2003. This makes it an offence for a person aged 18 or over intentionally to behave in certain sexual ways in relation to a child aged under 18, where the person aged 18 or over is in a position of trust (defined as looking after a child aged under 18 who is receiving education at an educational institution).

Training

- 9.06 Safeguarding responsibilities are part of the university’s recruitment and induction processes for all staff.
- 9.07 All staff, including postgraduate research tutors, are required to complete an online module on Supporting Students at King’s, which covers safeguarding responsibilities and the Students at Risk Procedure.
- 9.08 In addition:

¹⁰ A definition of ‘regulated activity’ can be found in Appendix 1.

¹¹ <https://internal.kcl.ac.uk/hr/recruit/DBS-Policy-2016.pdf>

¹² <https://internal.kcl.ac.uk/staff/help/personaltutors/atkins/code.aspx>

- All Safeguarding officers as well as departmental staff who are likely to specifically work with Children or Young People (for example, the Widening Participation team and staff from the English Language Centre) will be subject to Disclosure and Barring Service (DBS) checks and will receive enhanced Child Protection training.
- Designated Safeguarding Officers are recommended to attend [NSPCC training](#).
- Personal tutors are provided with an online resource, which is useful for all student-facing staff, to enable skilful referral to internal specialist support for students. This includes clear guidance on how to follow the Students at Risk Procedure. Personal tutoring is also supported by a Senior Tutor Network and face-to-face training sessions.
- Staff at King's College London will also receive localised briefings delivered by their local Designated Safeguarding Officer to help them fulfil their safeguarding responsibilities, particularly in those areas that have frequent contact with under 18-year olds.
- Students working to support activities with children (including young people) and adults at risk, for example as university ambassadors, will receive training in safeguarding responsibilities and good practice.
- Any member of the university who will be planning activities with/for children or adults at risk is required to undertake appropriate training. See section 6 of the Procedures for the training template.

Staff – Criminal Convictions

- 9.09 The university reserves the right, in accordance with its employment procedures, to suspend and/or dismiss staff members from employment or from undertaking a specific role with respect to that employment (e.g. academic staff acting as personal tutor). This may be in circumstances where the individual acquires or extends a relevant criminal record, or where they have withheld information about their criminal records at the point of employment.
- 9.10 Disciplinary action may also be taken against staff, in accordance with the university's employment procedures, for a failure to comply with the requirement to declare criminal convictions.

10. Procedure for Raising Concerns

- 10.01 The university is committed to ensuring that safe, appropriate, accessible means of reporting safeguarding concerns are made available to team members and all the communities we work with.
- 10.02 This policy recognises that reports can be made in a variety of ways and may not be related to our student community. Advice on how to report a safeguarding concern of an individual who is not part of the student or staff community at King's, along with the Safeguarding Incident Report Form, can be found in Section 7 of the Procedures: Reporting.
- 10.03 The aim of the Students at Risk (SAR) procedure is to provide consistency in how students are supported and have a robust process in place for identifying students at risk and providing support.
- 10.04 The indicators of abuse or harm or the risk of being drawn into terrorism can be very difficult to recognise and it is not a staff member's responsibility to decide whether a child or adult at risk has been abused or harmed or subjected to abuse or harm, but only to raise concerns that they may have.

- 10.05 The flowchart in Section 2 of the Procedures summarises the procedure to be followed by anyone who has a concern about a child or adult at risk. It is a requirement that staff report any safeguarding-related concern that they have about any individual connected with the university; in the first instance, this should be reported to the staff member's line-manager. Departments will ensure that staff reporting such incidents are given confidentially and will suffer no penalty for following their duty report (see section 11). The person raising the concern should not investigate the alleged or suspected abuse under any circumstances but should obtain sufficient information to refer the matter to one of the university's Lead Safeguarding Officers or Designated Safeguarding Officers. The person raising the concern should use the Safeguarding Incident Report Form in Section 7 of the Procedures to include as much relevant information to the concern as possible.
- 10.06 It is important that a report is made even if some of the information above cannot be obtained or is uncertain to the reporter.
- 10.07 The SAR procedure is also the primary reporting route for staff to report concerns on the following: Female Genital Mutilation (FGM) as a suspected crime (it is a legal requirement for adults to report this if they become aware of it), forced marriage and any student who is at potential risk of being drawn into terrorism (in line with the university's obligations under the Prevent Duty).¹³
- 10.08 Allegations against members of staff will be considered in accordance with the university's Disciplinary Procedure. In the case of serious allegations, initial duties of the staff member may be curtailed while an investigation is underway. Allegations against students will be considered in accordance with the university's relevant student conduct regulations. Where a crime is suspected of being committed, the university will involve the police.
- 10.09 All reports will be escalated to the College Council, as Trustees of the university.

Reporting to Statutory Bodies and Other Organisations

- 10.10 In line with the Charity Commission Guidance on Reporting Serious Incidents, the university has a duty to report incidents of abuse or mistreatment of vulnerable beneficiaries to the Charity Commission. As the university is an exempt charity, these reports must be made in the first instance to the university's principal regulator. The principal regulator for the university is the Office for Students.
- 10.11 The Office of Students and any funder of a King's College London project (e.g. Department for International Development and other UK government bodies) will be notified if there has been any safeguarding allegation or any breach of policies that puts beneficiaries at risk as well as an explanation of next steps.
- 10.12 The UK local authorities, including the police, will be notified if there are any incidences of child sexual exploitation, wherever it takes place.

11. Allegations

- 11.01 Staff, students and volunteers working in direct contact with children or adults at risk may come across possible signs of harm and/or abuse. In each circumstance, the individual needs to ensure that any concerns for the wellbeing of a child or adult at risk are reported to the

¹³https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/445977/3799_Revised_Prevent_Duty_Guidance__England_Wales_V2-Interactive.pdf

appropriate person as quickly as possible and within 24 hours. Refer to the Reporting a Safeguarding Concern flowchart in in Section 2 of the Procedures.

- 11.02 The university recognises its duty of care to victims and survivors and will provide appropriate support to those individuals during and following the outcome of the investigation.
- 11.03 The university has a duty of care to its staff as an employer, to its students and to those engaged in a voluntary capacity and will seek to manage and minimise the stress inherent in circumstances where an allegation is made against a member of staff, student or volunteer. It is essential that any allegation of abuse made against a member of staff, student or volunteer is dealt with fairly, quickly and consistently, in a way that provides effective protection for the child/adult at risk, and at the same time supports the person who is the subject of the allegation.
- 11.04 The university recognises its responsibility for the wellbeing of staff. Any employee who considers that they themselves may be an adult at risk, can seek support from line management. The staff member may also seek additional help and guidance from their trade union. These sources of support are available equally to a member of staff who faces allegations of inappropriate behaviour, abuse and/or neglect.

Whistleblowing

- 11.05 Whistleblowing is an important aspect of a safeguarded institution, whereby staff, students and volunteers are encouraged to share genuine concerns about a colleague's behaviour, in confidence, with the relevant Lead Safeguarding Officer. Section 7 of the Procedures: Reporting, outlines the steps that are taken when an allegation is made, how the report will be assessed and the management of the case.
- 11.06 There may be situations whereby staff, students or volunteers have genuine concerns about the conduct of a colleague towards a child or adult. All members of the university have the right and the responsibility to raise concerns, without prejudice to their own position, about the behaviour of staff, students, volunteers, or others, which, may be harmful to those in their care and will receive appropriate support when doing so.
- 11.07 In accordance with legislation and its policy¹⁴, the university will support and protect the individuals who, in good faith and without malicious intent, report suspicions of abuse or concerns about colleagues and their actions. Whistleblowing should be part of transparent work practices and is not intended to set up mistrust or suspicion among staff and volunteers.
- 11.08 Staff who want access to free confidential advice about whistleblowing can contact [Public Concern at Work](#).

12. Information Sharing and Confidentiality

- 12.01 A general principle for processing information is that information is only shared with the consent of the subject of the information. However, in some circumstances, it will not be

¹⁴[https://www.kcl.ac.uk/governancezone/Assets/InformationPolicies/Information%20Disclosure%20\(Whistleblowing\),%20Policy%20on.pdf](https://www.kcl.ac.uk/governancezone/Assets/InformationPolicies/Information%20Disclosure%20(Whistleblowing),%20Policy%20on.pdf)

appropriate to seek consent before sharing information with others and/or information can be shared where consent has been refused. The exception to this is where to do so would:

- Place the child, an adult or others at increased risk of Significant Harm; or
- Undermine the prevention, detection or prosecution of a serious crime (i.e. any crime which causes or is likely to cause significant harm to a child or to an adult) including where seeking consent might lead to interference with any potential investigation.

12.02 Further information and advice on sharing information within a safeguarding context can be found in the [Information Sharing: Advice for Practitioners providing Safeguarding Services](#).

13. Policy Implementation and Review

13.01 This policy document constitutes the general policy that applies to all areas of activity in the university.

13.02 It is the responsibility of the Safeguarding Oversight Group to review this policy annually. All versions will be dated, and approved versions signed by the Co-Chairs of the Safeguarding Oversight Group.

13.03 The university will further develop the policy where necessary in line with the changes in legislation and best practice guidance and following internal review of the effectiveness of existing procedures.

14. Developing Local Procedures

14.01 Any local procedures and codes of practice developed by a specific research group, Department, Faculty or Service will be subject to approval by the Safeguarding Oversight Group

15. Links to related Policies and Procedures

- [Criminal Convictions Declarations \(Student Applications\)](#)
- [Data Protection Policy](#)
- [English Language Centre Supplement to the College Safeguarding Policy](#)
- [Equality and Diversity Statement](#)
- [Freedom of Information Policy](#)
- [Harassment and Bullying Webpages and Guidance](#)
- [Health and Safety Policy Statement](#)
- [Information Disclosure \(whistleblowing\) Policy](#)
- International Safeguarding Protocol (see Section 8 of the Procedures)
- [KCLSU Policy zone](#)
- [King's College London's Approach to the Prevent Duty](#)
- [Policy on Relationships between Staff and Students](#)
- [Residences Policy](#)
- [Risk Management Policy](#)
- [Room Bookings: External Speaker\(s\) Policy](#)
- [Room Bookings: It's My Campus! Policy](#)
- [Students at Risk Procedure](#)
- [Terms of Conditions for Students](#)

Appendix 1 - Definitions

For the purposes of this policy and related procedures, the following definitions will apply:

1. Definitions of “child” and “adult at risk”

Child/Children: A person/people under the age of 18

Young People: Children who are 16 or 17 years old

Adult at Risk: An adult is any person aged 18 or over. Some adults may be deemed at risk and, therefore, entitled to be safeguarded because they are unable to protect themselves against significant harm or exploitation. The London Safeguarding Adults Procedures state that an adult at risk may be a person who:

- Is elderly and frail due to ill health, physical disability or cognitive impairment
- Has a learning disability
- Has a physical disability and/or a sensory impairment
- Has mental health needs such that their capacity is reduced
- Has a long-term illness/condition
- Misuses substances or alcohol
- Is a carer, such as, a family member/friend who provides personal assistance and care to adults and is subject to abuse
- Is unable to demonstrate the capacity to make a decision and is in need of care and support

An adult may be temporarily or permanently at risk due to a specific situation or context. This may include care-experienced people under the age of 25, young adult carers, refugee and asylum-seekers, and people estranged from their family.

In law, an adult is deemed to have capacity to give or withhold consent to social services referrals, medical examinations, etc. If it is believed that an adult is at risk of harm and may need protection, a responsible person must consider if the individual is capable of giving consent.¹⁵ If this is so determined, a professional acting on behalf of the organisation must seek the individual’s consent before taking any action, such as, a referral to social services or the police.

There are some exceptions to this rule where consent is not required. These are:

- Where there is a duty to act (e.g. a crime may have taken place); or
- When it is in the public interest to act (e.g. another person or people, child or adult, is/are put at risk); or
- When it is suspected that the individual may be under the undue influence of someone else.

Age of Consent: In the UK, a person can legally consent to sexual activity if they are 16 years old or over. However, it is illegal under the Sexual

¹⁵ Under the Mental Capacity Act 2005: <https://www.legislation.gov.uk/ukpga/2005/9/contents>

Offences Act 2003 for an adult in a position of trust to engage in sexual activity with a person under the age of 18. Staff employed by the university are in a position of trust when working with Children and Young People.

2. Definitions of Regulated Activity

Regulated activity with a child includes:

- Unsupervised teaching, training or instruction of children (teaching/training provided wholly or mainly for children not courses aimed at/delivered to students who are mainly over the age of 18), carried out by the same person frequently (once a week or more often), or on 4 or more days in a 30-day period, or overnight (2am - 6am);
- Care (personal and health care) or supervision of children;
- Advice or guidance provided wholly or mainly for children relating to their physical, emotional or educational wellbeing if carried out by the same person frequently (as above);
- Moderating a public electronic interactive communication service likely to be used wholly or mainly by children, carried out by the same person frequently (as above);
- Driving a vehicle being used to convey children.

Regulated activity with adults at risk includes:

- Personal care (physical assistance with eating or drinking, toileting, washing or bathing, dressing, oral care or care of the skin, hair or nails provided for reasons of age, illness or disability),
- Healthcare (by a health care professional or a person acting under the direction or supervision of a healthcare professional),
- Social work,
- Assistance in day-to-day matters including handling cash,
- driving the adult to appointments for the purposes of: health care, personal care or social work required due to age, illness or disability,
- People who hold a lasting or enduring power of attorney under the Mental Capacity Act 2005 (MCA), a deputy under the MCA, an Independent Mental Health/Capacity Advocate in respect of the individual.

3. Definitions of Abuse/Harm¹⁶

Abuse: A form of maltreatment of a child or adults at risk. Somebody may abuse or neglect an individual by inflicting harm, or by failing to act to prevent harm. Individuals may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children. The abuse of children and adults at risk can be categorised into four areas.

Emotional Abuse: A form of abuse which may involve the persistent emotional maltreatment of an individual, such as, to cause severe and

¹⁶ Definitions taken from [Working Together to Safeguard Children 2018](#)

persistent adverse effects on emotional development. It may involve conveying that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving a child or adult at risk the opportunity to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child or adult at risk's developmental capability as well as overprotection and limitation of exploration and learning or preventing the individual participating in normal social interaction. It may involve serious bullying (including cyber bullying), causing individuals to frequently feel frightened or in danger, or the exploitation or corruption.

Neglect: The persistent failure to meet basic physical and psychological needs is likely to result in the serious impairment of health or development. This may involve factors, such as, inappropriate clothing, food, inappropriate attention, lack of supervision, lack of safety or exposure to undue cold or unnecessary risk of injury. It may also include neglect of basic emotional needs.

Physical Abuse: A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to an individual. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Sexual Abuse: A form of abuse involving forcing or enticing a child, young person or adult at risk to take part in sexual activities, not necessarily involving a high level of violence, whether the individual is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at pornographic material or watching sexual activities or encouraging children to behave in sexually inappropriate ways. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

The following areas of abuse additionally relate (primarily) to adults at risk:

Financial Abuse: The illegal or unauthorised theft or use of a person's property, money or other valuables. Crimes associated with this type of abuse include theft, undue influence and forgery.

Discriminatory Abuse: Treating a person less favourably, and therefore denying their human and/or civil rights, based solely on class or category, i.e. gender, disability, ethnicity, religion, preferred language, etc. Discriminatory behaviours take many forms, but they all involve some form of exclusion or rejection.

Institutional Abuse: Occurs when an individual's wishes and needs are sacrificed to a smooth running of a group, service or organisation. It involves the mistreatment of people brought about by poor or inadequate care or support and is characterised by systematic poor practice including inappropriate use of rules, rituals, routines and/or restrictive practices. These may all damage a person's right to independence, respect, dignity or choice.

Additional Terminology:

Bullying and Harassment: The terms 'bullying' and 'harassment' are often used interchangeably, and bullying may be seen as a form of harassment. Bullying and harassment can take place in relation to any individual, who may not necessarily be a child or adult at risk. Bullying and harassment can take place through 'actively' harmful behaviour (such as name calling) or through passive behaviour (such as intentionally excluding someone). The behaviour is unwarranted and unwelcome and generally has the purpose or effect of, "violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual. Bullying may be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient." (Equality Act, 2010).

Domestic Violence: The Domestic Violence, Crime and Victims Act 2004 closed a loophole for murder/manslaughter and the 2012 Amendment includes "causing child or adult at risk to suffer physical harm".

Extremism: Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society. Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including 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.

Female Genital Mutilation: FGM is a procedure where the female genitals are deliberately cut, injured or changed, but where there's no medical reason for this to be done. FGM is usually carried out on young girls between infancy and the age of 15, most commonly before puberty starts. It is illegal in the UK and is child abuse.

Forced/Arranged Marriages: A forced marriage is one in which one or both parties are married without their consent, unlike an arranged marriage where both parties consent to third party assistance in identifying a spouse. An arranged marriage becomes a safeguarding issue where the person concerned is a child or is an adult who lacks mental capacity. Adults with learning disabilities have the right to get married but must have capacity to consent. No one can consent to marriage on behalf of someone else.

- Hate Crimes:** Hate crimes are crimes motivated by prejudice, hatred or intolerance that intentionally demean or harm individuals and groups, defined by their actual (or perceived): ethnicity, race, religion and belief, sexuality, gender, conscience, disability, age or lawful working practices. They create an environment in which people experience or could reasonably fear, harassment, intimidation or violence. Hate crime is unlawful and the university will treat it as a form of harassment under this Policy. The university reserves the right to report to the Police any incident which it believes may constitute a criminal offence.¹⁷
- Modern Slavery:** This encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
- Online Abuse:** Online abuse is any type of abuse that happens on the web, whether through social networks, playing online games or using mobile phones. Children and adults at risk may experience cyberbullying, grooming, sexual abuse, sexual exploitation or emotional abuse. Children and adults at risk can be at risk of online abuse from people they know, as well as from strangers. Online abuse may be part of abuse that is taking place in the real world (for example bullying or grooming) or it may be that the abuse only happens online (for example persuading children or adults at risk to take part in sexual activity online).
- Terrorism:** The current UK definition of terrorism is given in the Terrorism Act 2000. This defines terrorism as an action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or threat must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious or ideological cause. The terrorist 'action' can be that of individuals acting alone or as part of organised or well-trained groups. Four domains are identified: (a) International terrorism, (b) Northern Ireland related terrorism, (c) Extreme Right-Wing terrorism and (d) other forms of both secular and religious terrorism (Prevent: Section 5).¹⁸

¹⁷ Please refer to the university's [Harassment and Bullying](#) webpages as well as our collaborative campaign with KCLSU, [It Stops Here](#).

¹⁸ For further information, please refer to the [Counter-Terrorism and Security Act 2015](#).