



BUCKINGHAMSHIRE  
NEW UNIVERSITY

EST. 1891



# SAFEGUARDING UNDER-18S AND ADULTS AT RISK

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STUDENT WELFARE

[BNU.AC.UK](https://www.bnu.ac.uk)

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This document has been designed to be accessible for readers. However, should you require the document in an alternative format please contact the Academic Registry.

## Background

- 1 Buckinghamshire New University (**BNU**) is committed to providing a safe and secure environment for all students, employees and individual visitors who access its facilities and services.
- 2 BNU acknowledges its particular responsibility to safeguard the wellbeing of Under 18s and Adults at Risk engaged in the range of the University's activities. This is achieved by ensuring that there are appropriate arrangements in place to enable it to discharge its duty to provide a safe and secure environment, and to deal with issues concerned with suspected or reported abuse of Under 18s or Adults at Risk.
- 3 The University recognises that it has a duty to help employees and students understand their responsibilities (through guidance, support and training), to minimize risk, and to avoid situations (when possible) where abuse or neglect might arise or be alleged.
- 4 If you are unsure about any aspect of this policy, you should contact the Principal Safeguarding Officer immediately (see Appendix 1 for contact details).

## Definitions

- 5 This policy adheres to and is driven by external policy and legislation.
- 6 The definition of 'a child' in child protection guidance is: - a child is anyone who has not yet reached their eighteenth birthday. Throughout this document 16-17-year-old students are referred to as 'Under 18s'.
- 7 The definition of an 'Adult at Risk' is: - an adult who needs community care services because of mental or other disability, age or illness and who is, or may be, unable to take care of themselves against significant harm or exploitation. The term replaces 'vulnerable adult'.
- 8 Employees should note that this policy only applies to those who fall into either of the above categories and does not apply to those who may require welfare support, but do not fall into these categories.
- 9 This procedure applies to all BNU students, including degree and higher degree apprentices. Where this document refers to 'students' this will include degree and higher degree apprentices unless specified otherwise.

## Scope

- 10 This policy is intended to give a framework for employees in the unlikely event that a safeguarding issue arises.
- 11 The University has a responsibility to safeguard and promote the welfare of Under 18s and Adults at Risk who participate in organised activities or services. These include registered students who are Under 18 or an Adult at Risk, and Under 18s or Adults at

Risk who come onto University premises as part of organised activities such as visits or summer schools. This responsibility extends to University employees working off campus (e.g. professional placements, widening participation and recruitment activities in local schools or FE Colleges). The University must ensure that reasonable steps to promote and safeguard the welfare of Under 18s or Adults at Risk are taken, and that the policy and procedures regarding those matters are easily accessible to all employees and students. See more information in the *Admission of Students' / Employees' Children to University Premises* policy on the University [website](#).

## General Principles

- 12 All University employees are in a position of trust; in particular those who teach, support, guide or in any way interact with students. It is incumbent on all employees to be aware of this and to act accordingly at all times. The University's responsibilities extend to safeguarding Under 18s or Adults at Risk who come into contact with its employees and students outside of the University's premises as part of work that may be conducted on professional courses or in carrying out research.
- 13 The University endeavours to have a comprehensive approach towards safeguarding, but the safeguards that are put in place are generally those appropriate for a higher education institution serving a predominantly adult community.
- 14 The University will work collaboratively, where appropriate, with employers offering work-based learning to students to safeguard Under 18s or Adults at Risk

## Responsibilities

- 15 The University have appointed a Principal Safeguarding Officer (**PSO**) and a Deputy Safeguarding Officer (**DSO**) See Appendix 1 for contact details.
- 16 Employees and students working in direct contact with Under 18s or Adults at Risk on a day-to-day basis, e.g. employees involving in teaching and providing pastoral guidance to students, may come across signs of harm and/or abuse. Employees should note that it is not their responsibility to try to resolve the issues, but they may be asked to help with student liaison in some circumstances. Employees must ensure that significant concerns for the wellbeing of an Under 18 or Adult at Risk are reported to the PSO, as quickly as possible, see appendix 1 for contact details. Please refer to paragraphs 29-40 for more information on why it is important to report matters to the PSO.
- 17 The Prevent duty, introduced as part of the Counter Terrorism and Security Act 2015 means that Universities and Colleges are legally required to take steps to prevent students from being drawn into terrorism. The University recognises the positive contribution it can make towards protecting members of its community from radicalisation and extremism and has developed a PREVENT Policy and Action Plan.. That document includes a reporting mechanism for such cases, more information is available in paragraph 28.
- 18 It is the role of the PSO to invoke the appropriate procedures to protect the Under 18 or Adult at Risk, involving appropriate local social care teams and police as soon as a cause for concern is raised.

- 19 If an allegation of abuse or inappropriate behaviour is made against an employee, and relates to their actions as a member of the University, in addition to actions set out in paragraphs 41-42 below, Human Resources (HR) will advise and guide the line manager of the employee, and the employee against whom allegations have been made, in relation to employment issues.
- 20 Where an allegation of abuse or inappropriate behaviour is made against a student and relates to their actions as a member of the University, in addition to actions set out in paragraphs 29-40 below, the Director for Student Success (or nominee) will offer advice and guidance in relation to student discipline issues.
- 21 The exception to the above may be in rare instances the Counselling Service will make a direct referral, rather than via the PSO, however the PSO must be informed for reporting and monitoring purposes

### **Principles – Guidance to employees**

The following general principles should be adhered to by all employees

- 22 Safeguarding issues are to be regarded as everyone's responsibility and employees are reminded that it is the welfare of the Under 18 or Adult at Risk that is of a primary concern, and it is their duty to report any concerns to the PSO.
- 23 If employees, in the course of their work at the University, have an Under 18 or Adult at Risk protection issue brought to their notice, observe an incident of abuse, or have cause for concern, they must treat this as a priority over other work and address the issue immediately.
- 24 If employees wish to seek guidance with regard to a specific incident or area of concern, confidential advice should be sought from the PSO.

### **Code of Behaviour and good practice**

- 25 Employees and partners of the University, including Security and Bucks Students' Union, should be encouraged to demonstrate exemplary behaviour when working with Under 18s or Adults at Risk in order to protect the Under 18 or Adult at Risk from abuse, and themselves from false allegations. The following are common sense examples of how to create a positive culture and climate.
  - Always put the welfare of the Under 18 or Adult at Risk first.
  - Wherever possible, maintain a register of Under 18s or Adults at Risk working with you at any given time.
  - Work in an open environment, avoiding private or unobserved situations and encouraging open communication.
  - Avoid spending time alone with Under 18s or Adults at Risk away from others. Personal tutors should ensure they meet their Under 18s or Adult at Risk tutees either in a public place (e.g. Beats) or in an office with other employees within sight and hearing.



- All Under 18s or Adults at Risk, regardless of any protected characteristic<sup>2</sup> under the Equality Act 2010, must be treated with respect and dignity and provided with the same equality of opportunity.
- Maintain a professional relationship with Under 18s or Adults at Risk. It is not appropriate for employees, or volunteers to have a sexual relationship with an Under 18 or Adult at Risk.
- Ensure that if any form of manual/physical touching is required as an element of a seminar, workshop or similar, it is provided openly and with the persons explicit consent. It is better to ask and risk embarrassment than to not ask and risk a serious misunderstanding.
- At certain events (e.g. Open Days, visits, etc.) involve parents/carers/teachers wherever possible, e.g. by ensuring they take responsibility for the Under 18s or Adults at Risk in their care, especially in areas such as changing rooms. See the Admission of Children to University Premises Policy for more information.
- Be an excellent role model.
- Where required give enthusiastic and constructive feedback rather than negative criticism.
- Keep a written record of any injury that occurs, along with the details of any treatment given, *following the Accident and Dangerous Occurrence Policy*
- Attend relevant training courses that the University provides.
- Ensure that consent has been obtained to allow Under 18s or Adults at Risk to take part in organised trips or activities outside the normal place of study.

26 **The following should never be sanctioned.** When undertaking business for the University you should never:

- Allow allegations made by an Under 18 or Adult at Risk to go unchallenged, unrecorded or not acted upon (this applies to any form of abuse and bullying);
- Reduce an Under 18 or Adult at Risk to tears;
- Engage in rough, physical or sexually provocative games, including inappropriate horseplay;
- Share a bedroom with an Under 18 or Adult at Risk;
- Allow or engage in any form of inappropriate (i.e. sexualised) touching with an Under 18 or Adult at Risk;
- Allow an Under 18 or Adult at Risk to use inappropriate language unchallenged;
- Allow an Under 18 or Adult at Risk to become verbally or physically aggressive with others unchallenged;
- Make aggressive or sexually suggestive comments to an Under 18 or Adult at Risk, even in fun;
- Engage in any non-professional form of relationship, sexual or otherwise, with a young person in your care, even if the Under 18s or Adult at Risk is over the age of consent (this is an abuse of a position of trust);
- Do things of a personal nature for an Under 18 or Adult at Risk that they can do for themselves;
- Invite or allow an Under 18 or Adult at Risk to stay with you at your home;

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<sup>2</sup> See the link for a full list of protected characteristics:

<https://www.equalityhumanrights.com/en/equality-act/protected-characteristics>

- Give an Under 18 or Adult at Risk personal details such as your phone number, email or home address [if it is essential to disclose any such details please ensure that a Designated Safeguarding Officer is aware of this BEFORE you do so];
- Take photographs or videos of an Under 18 or Adult at Risk unless consent has been obtained [this includes the use of camera phones];
  - N.B. - taking photographs or videos of Adult at Risk is more problematic even if consent has been obtained, in such circumstances you should ensure that a Designated Safeguarding Officer is aware of this BEFORE you do so and that they are aware of what the photo/video is being used for;
- Give or receive gifts from an Under 18 or Adult at Risk.

27 It may sometimes be necessary for employees or volunteers to do things of a personal nature for Under 18s or Adults at Risk, particularly if they are young or are disabled. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

### How to recognise forms of abuse

- 28 There are six main forms of abuse, although there are variations within these. Abuse or neglect of an Under 18 or Adult at Risk is caused by inflicting harm, or by failing to act to prevent harm. Under 18s or Adults at Risk could be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger.
- a **Physical abuse** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to an Under 18 or Adult at Risk, including by fabricating the symptoms of, or deliberately causing, ill health to an Under 18 or Adult at Risk.
  - b **Emotional abuse** is the persistent emotional ill-treatment of an Under 18 or Adult at Risk such as to cause severe and persistent adverse effects on the Under 18 or Adult at Risk's 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. This may cause fright and lead to exploitation or corruption.
  - c **Sexual abuse** involves forcing or enticing an Under 18 or Adult at Risk to take part in sexual activities, whether or not the Under 18 or Adult at Risk is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include involving an Under 18 or Adult at Risk in looking at, or in the production of, pornographic material, or encouraging them to behave in sexually inappropriate ways.
  - d **Neglect** is the persistent failure to meet an Under 18 or Adult at Risk's basic physical and/or psychological needs, likely to result in the serious impairment of health or development, such as failing to provide adequate food, shelter and clothing, or neglect of, or unresponsiveness to basic emotional needs.
  - e **Bullying** is the deliberate, hurtful behaviour, direct or indirect, usually repeated over a period of time where it is difficult for those being bullied to defend themselves. Bullying can be verbal, written or physical. Harassment and bullying is not always open, direct and simple to identify. It can be covert and very subtle. Perpetrators may not always be aware that their action(s) have been perceived to be offensive.

- f **Radicalisation.** Indicators that a person is being drawn into violent extremism or crime may include:
- The use of inappropriate language
  - Possession of violent and /or extremist literature
  - Behavioural changes
  - Expression of extremist views
  - Advocating violent action
  - Association with known extremists

In most cases it would not be appropriate to respond to these concerns through welfare arrangements and processes. In cases such as this the University Prevent Coordinator must be informed to assess whether a Prevent referral is required. Contact details of the Prevent Coordinator are provided in Appendix 1.

### Information for employees

- 29 Recognition of abuse is not always easy and the University acknowledges that its employees and students may not be experienced in this area and indeed, that it is not the place of University employees to make such a judgement. It is however the responsibility of all members of the University to act on concerns in order to safeguard Under 18s or Adults at Risk.
- 30 The following may indicate that an Under 18 or Adult at Risk is being, or has been, abused:
- Unexplained or suspicious injuries, particularly if the injury is unlikely to have occurred accidentally.
  - An injury where the explanation from the Under 18 or Adult at Risk appears contradictory.
  - The Under 18 or Adult at Risk describes an abusive act or situation.
  - Unexplained changes in behaviour.
  - The Under 18 or Adult at Risk appears distrustful of adults.
  - The Under 18 or Adult at Risk behaves in an inappropriate way or sexually explicit way.
  - The Under 18 or Adult at Risk is withdrawn.
  - The Under 18 or Adult at Risk becomes increasingly dirty or shabbily dressed.

### Incidents that must be reported or recorded

- 31 If any of the following occur you should report this immediately to the PSO:
- If an Under 18 or Adult at Risk reports an allegation of abuse involving a member of their family or someone involved in their home, school or social life.
  - If an Under 18 or Adult at Risk has an accident.
  - If you accidentally hurt an Under 18 or Adult at Risk.
  - If an Under 18 or Adult at Risk reports an allegation of abuse regarding a member of either the University or an external organisation using University facilities.
  - If an Under 18 or Adult at Risk appears to be sexually aroused by your actions.
  - If you are concerned that a relationship is developing that could represent an abuse of trust.



- If you are concerned that the Under 18 or Adult at Risk is becoming attracted to you.
- If you are concerned that a colleague is becoming attracted to someone in his/her care.
- If an Under 18 or Adult at Risk seriously misunderstands or misinterprets something you have done.
- If you have had to use reasonable physical restraint to prevent an Under 18 or Adult at Risk harming themselves, or another, or from causing significant damage to property.

This list is not exhaustive but provides some examples of incidents that must be reported. **If in doubt contact the PSO for a confidential discussion of your concerns.**

### **Dealing with allegations or suspicions of abuse**

What to do if you think abuse might be or is taking place

- 32 No member of BNU, in a paid or unpaid capacity, should take responsibility to decide whether or not abuse has taken place. However, there is a requirement to act on any concerns.
- 33 Before completing a referral to the PSO, you should inform the student in question that you will be forwarding a concern through this university process. If the student does not want to allow a referral, you should explain that you need to do so given the concerns, and are unable to support them personally. You may discuss this with the PSO in confidence by speaking about the case without using student name or identifying characteristics to ascertain whether a referral is needed. It is advised if you have questions about a case to contact the PSO to discuss.
- 34 The problem should be reported **IMMEDIATELY** to the University's PSO who will take the appropriate action. If the PSO cannot be contacted and it is clear that the abuse has occurred or there is any suspicion of abuse or concern, contact should be made with the local social care team.
- 35 If the concerns relate to the PSO, then the matter should be referred to the Deputy Safeguarding Officer, who will in turn refer the matter to the local Social Care team.
- 36 It is important to maintain confidentiality. **Suspicions must not be discussed with anyone other than the above mentioned employees.** If none of the above mentioned are available the person with the concerns must not delay, and should contact the Director for Student Success
- 37 If an Under 18 or Adult at Risk says something or acts in such a way that abuse is suspected, the person receiving the information should:
  - Not give assurances of confidentiality which cannot be kept but should reassure the Under 18 or Adult at Risk that the information will only be passed on to those people who need to know.
  - React in a calm but concerned manner.
  - Tell the Under 18 or Adult at Risk that s/he is right to share what has happened; and that s/he is not responsible for what has happened.
  - Take what the Under 18 or Adult at Risk says seriously.

- Keep questions to an absolute minimum only to clarify what the Under 18 or Adult at Risk is saying, not to interrogate.
- Not interrupt the Under 18 or Adult at Risk when they are recalling significant events.
- Make a full written record of what is said and done, though this should not result in delay in reporting the problem.

The written record should include:

- The Under 18 or Adult at Risk's disclosure. This may be used later in a criminal trial and it is vital that what the Under 18 or Adult at Risk discloses is recorded as accurately as possible. Therefore, the record must be drafted in the Under 18 or Adult at Risk's words and should not include the assumptions or opinions of others.
- The nature of the allegation or concern.
- A description of any visible physical injury (clothing should not be removed to inspect the Under 18 or Adult at Risk).
- A description of the situation, what the discloser was wearing, where the disclosure took place, what time, who else was present, what prompted the disclosure (e.g. if a particular topic was being discussed).
- The Under 18 or Adult at Risk's account of what has occurred.
- Any dates, times or places or any other potentially useful information, particularly including phone numbers or addresses to which the University has access.

- 38 A template form is attached at Appendix 2 and should be given to the PSO when completed and signed by the student.
- 39 The PSO has the responsibility to act on behalf of the University in dealing with allegations or suspicion of abuse or neglect. This will include collating details of the allegation or suspicion and referring the matter to the appropriate statutory authorities. It is the task of the local Social Care team, not the University, to investigate the matter under section 47 of the Children Act 1989 or Safeguarding Vulnerable Groups Act 2006. Normally the PSO will make the referral within 24 hours of notification being received, although this may not be possible on certain occasions.
- 40 Under no circumstances should a member of the University carry out their own investigation into suspicions or allegations of abuse, neither should they question the Under 18 or Adult at Risk closely, as to do so may interfere with any investigation that may be undertaken subsequently by the Police or local Social Care team.

### **Procedure for dealing with allegations or suspicions of abuse against an employee of the University at work**

- 41 These situations can be extremely difficult to deal with. It can be difficult to accept that a colleague may have harmed an Under 18 or Adult at Risk. It may also be that the behaviour that causes concern is bad practice rather than abuse. When a concern arises, there are three processes that may need to take place. These are:
- An Under 18 or Adult at Risk protection investigation.
  - A criminal investigation.
  - Action by the University under the Employee Disciplinary Procedure.

- 42 It is important that the above actions are properly co-ordinated and that events are managed in the right order. For this reason, the University will take no direct action against an employee of the University without the advice and agreement of the investigating agencies (e.g. the police or local social care team), except where such action is immediately necessary to protect an Under 18 or Adult at Risk.

N.B. If, following consideration and any consultation, the concern is clearly about bad practice rather than abuse, the University's PSO and HR will take the necessary action to advise on, manage, or instigate disciplinary action against the member of the University about whom the allegation has been made.

## **Procedure for Dealing with Concerns of Possible Abuse Outside of the University**

- 43 As a result of their contact with an Under 18 or Adult at Risk, members of the University may become concerned about the welfare of the Under 18 or Adult at Risk and may be concerned that abuse is being perpetrated by someone unconnected with the University.
- 44 In these circumstances the individual should report their concerns to the PSO as outlined. in paragraphs 29-40.
- 45 Similarly, if members of the University are concerned that abuse is being perpetrated by a student or University employee against someone unconnected with the University, the individual should report their concerns to the PSO.
- 46 In the former circumstances there may be implications as to whether or not a student can continue on their course – generally those students on professional courses (i.e. Social Work, Nursing, Policing etc.). The PSO must discuss the issues with the appropriate course leader, and the matter may be referred to the Fitness to Practise Procedure. The PSO will take appropriate action as previously outlined.

### **If a referral has taken place, who should be informed**

- 47 It is important that when a referral has taken place, careful consideration is given to whom should be informed, as the matter must be treated with sensitivity and confidentiality.

### **Other (less serious) incidents**

e.g. – any incident of an Under 18 acting illegally. This includes drinking or purchasing alcohol.

- 48 Any incident of an Under 18 acting illegally must be reported to their parent or legal guardian. If a student persists in acting in such a way, they may be subject to disciplinary action under the *Student Disciplinary Procedures*, or *Fitness to Practise Procedure*.

## **Accommodation Service – Under 18s policy for resident students**

The Accommodation Service use best practice as follows:

- 49 The Accommodation Manager runs a report from MIS at the start of each academic year to identify Under 18s in University Accommodation. Any such students are made

known to the halls Senior Residents, who meet with the student/s on a fortnightly basis to check they do not have any issues.

N.B. Adults at Risk would be those students who identify themselves as such, and who apply for accommodation through the Disability Service. Such students are given priority for accommodation which is allocated on a needs basis. Generally, this means that the Adult at Risk will be placed in a flat share with the Senior Resident.

Appropriate training is given to Senior Residents on dealing with Under 18s and Adults at Risk. All Senior Residents undergo an enhanced DBS check.

### **DBS Certificates – which employees should have them**

- 50 All employees who are expected to have individual responsibility at any point for any Under 18 or Adult at Risk will be required to have a DBS. This is managed through Human Resources under the *DBS Policy*.

### **The Students' Union**

- 51 The Bucks Students' Union operates both recreational and competitive sports programmes and Under 18s are able to participate across the entire breadth of the recreational sporting programme. However, the Bucks Students' Union is affiliated to British Universities and Colleges Sport (BUCS) which is the governing body under which the majority of their competitive sport is played. BUCS do not allow Under 18s to play in any competitive games. Under 18s are able to compete for Cheer and Dance clubs because while they enter competitive tournaments, they are not governed by BUCS.
- 52 The Bucks Students' Union operates a fully inclusive and student focused social space, running a broad range of events to suit all demographics and interests. They offer events that students and customers below the age of 18 can attend and these include comedy, quiz, film and live music nights. The Students' Union do not admit students under the age of 18 to their club nights or certain special events throughout the year due to the supply of alcohol at these events.

### **Admissions policy on Under 18s and Adults at Risk**

- 53 Parents and guardians of Under 18s and Adults at Risk will be required to sign a consent form for parents/guardians at the admission stage. The form makes it clear we will not be acting *in loco parentis* but will take reasonable steps to ensure an appropriate environment. The form requires a primary contact in case of emergency. An MIS report will identify Under 18s to appropriate key staff at the beginning of each academic year.

### **The Sports & Fitness Service**

- 54 The Sports & Fitness Centre Manager runs a report from MIS monthly to identify Under 18s who are current Gym members. The Gym member application form contains a question relating to disability. When applying to join the Gym, individuals with a disability are encouraged to speak with the Sports & Fitness Centre Manager so that efforts can be made to help ensure, so far as is reasonably practicable, that adjustments are made to enable any individual with a disability to make safe use of the services and facilities. Both of these checkpoints also serve as opportunities to make these individuals known to the Sports & Fitness Team personnel who will, so far as is

reasonably practicable, make efforts to check that these individuals do not have any issues when they are identified as being engaged in Sports & Fitness Service activities.

### **External organisations using BNU facilities**

- 55 All external organisations that use our facilities must have their own Safeguarding policy. It is the responsibility of the department which confirms the booking to ensure they do, and to have a point of contact in case of any concerns or problems. External organisations must ensure that all Under 18s are appropriately supervised at all times while on campus.

### **Monitoring and reporting**

- 56 The application of the procedures will be monitored, by the PSO, in accordance with the University's duty under s.149 (public sector equality duty) of the Equality Act 2010, to ensure consistency of approach and compliance with relevant legislation.
- 57 On an annual basis a summary report of referrals made will be reported to the University's Senate and Council, although the report will not include any personal details about the individuals involved (such as name, student number, address).

### **Further information**

- 58 All University formal documents relate to the policies, strategies, procedures and regulations of the University having been approved by the appropriate formally recognised and constituted body. All University employees and students are required to adhere to the formal processes, procedures and regulations of the University.
- 59 This document should not be read in isolation as other University processes/formal documents could be relevant. A full listing of all formal documents is available on the University's website. Any interpretation of this formal document will be at the discretion of the Director of Student Services.
- 60 All previous versions of this document shall be rescinded.
- 61 The names of committees and titles of posts may change from time to time. This shall not invalidate the powers of the equivalent successor committees or post holders.

## Appendix 1: Contact list

Position	Contact information
BNU Principal Safeguarding Officer	<b>Head of Students and Wellbeing</b> Tel: 01494 522141 Ext: 3444 Email: <a href="mailto:safeguarding@bucks.ac.uk">safeguarding@bucks.ac.uk</a>
BNU Deputy Safeguarding Officers	<b>Accommodation Manager</b> Tel: 01494 522141 Ext: 4110 Email: <a href="mailto:safeguarding@bucks.ac.uk">safeguarding@bucks.ac.uk</a>  <b>Student Wellbeing and Engagement Team Leader</b> Tel: 01494 522141 Ext:4250 Email: <a href="mailto:safeguarding@bucks.ac.uk">safeguarding@bucks.ac.uk</a>
University Prevent Coordinator	Louisa Berry Tel: 01494 522141 Ext:3160 Email: <a href="mailto:Louisa.Berry@bucks.ac.uk">Louisa.Berry@bucks.ac.uk</a>
Bucks County Council (For Wycombe referrals)	Children Safeguarding: Office Hours: Tel: <b>0845 4600001</b> Email: <a href="mailto:cypfirstresponse@buckscc.gov.uk">cypfirstresponse@buckscc.gov.uk</a> or <a href="mailto:secure-cypfirstresponse@buckscc.gcsx.gov.uk">secure-cypfirstresponse@buckscc.gcsx.gov.uk</a>  Evening, weekends or public holidays: <b>01494 675802</b>
Bucks County Council (For Wycombe referrals)	Adult Safeguarding: Office Hours: <b>0800 137915</b>  Evening, weekends or public holidays: <b>01494 675802</b> (notice this is the same number as for children)
Hillingdon Council (For Uxbridge referrals)	Children: Telephone: 01895 556644 or email: <a href="mailto:ratduty@hillington.gov.uk">ratduty@hillington.gov.uk</a>
Hillingdon Council (For Uxbridge referrals)	Adults: Telephone: 01895 556633 Out of Hours: 01895 250111  Or email: <a href="mailto:socialcaredirect@hillington.gov.uk">socialcaredirect@hillington.gov.uk</a>
Students' Union Advice Centre	Telephone: 01494 603016 Email: <a href="mailto:suadvice@bucks.ac.uk">suadvice@bucks.ac.uk</a>
Counselling Service	Telephone: 01494 605018 Email: <a href="mailto:counselling@bucks.ac.uk">counselling@bucks.ac.uk</a>
Student Wellbeing and Engagement Team	Telephone: 01494 603020 Email: <a href="mailto:students@bucks.ac.uk">students@bucks.ac.uk</a>
Police	Non-emergency number: 101 Emergency: 999 (and inform Security 01494 605070)



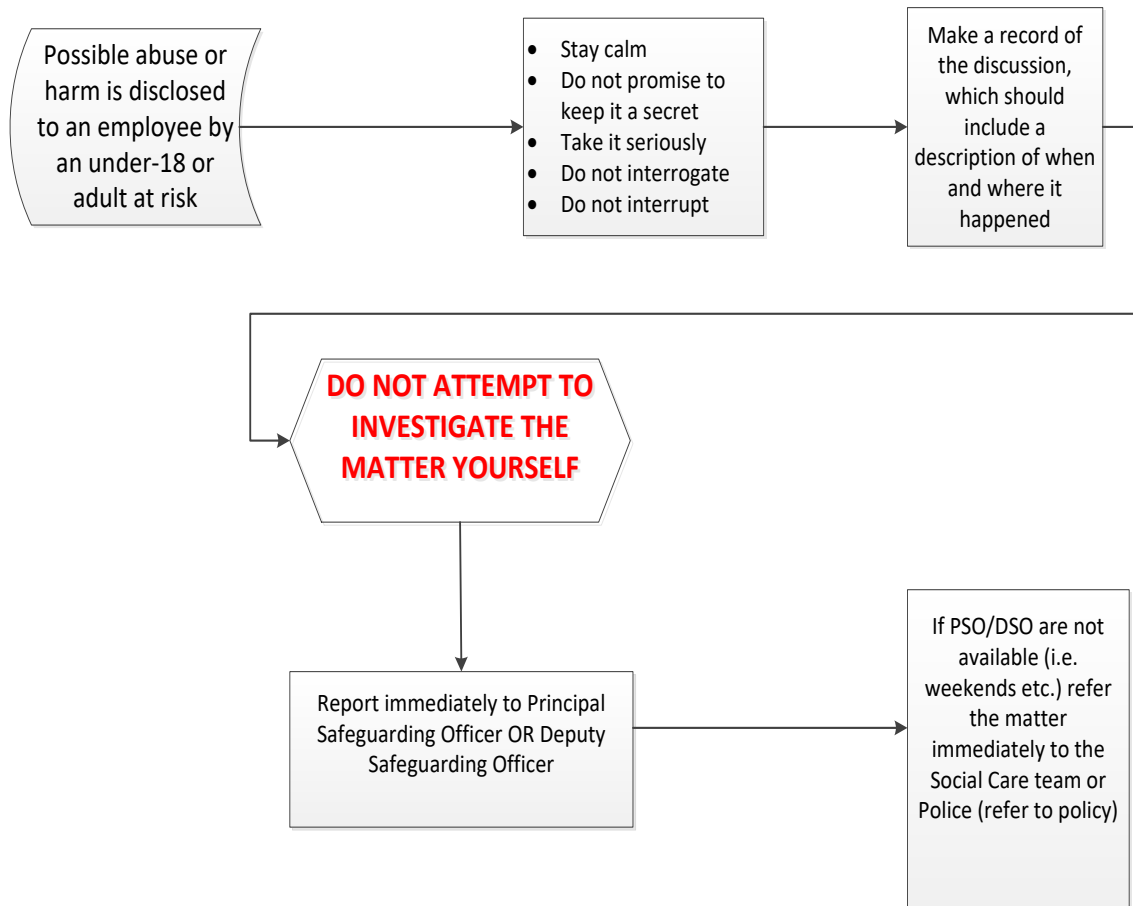
## Appendix 2: Disclosure Form

THIS IS A GUIDE ONLY. Employees can email or telephone the Principal Safeguarding Officer and/or Deputy Safeguarding Officers with their referral information OR they can complete the below template as a guide - [safeguarding@bucks.ac.uk](mailto:safeguarding@bucks.ac.uk)

<b>To:</b>	Principal Safeguarding Officer
<b>From:</b>	(insert name)
<b>Job title and department:</b>	(insert)
<b>Date:</b>	

<b>Name of person whom the disclosure relates to</b>
<b>Date and location information disclosed</b>
<b>Nature of allegation or concern</b>
<b>Description of any visible injury</b>
<b>Key dates or other information</b>
<b>Details of information disclosed</b>
<b>Signed by: (person disclosing information)</b>
<b>Print name:</b>

### Appendix 3: Flowchart for all Employees



## Appendix 4: Admissions Consent forms (UK and International students)



BUCKINGHAMSHIRE  
NEW UNIVERSITY  
EST. 1891

### Admissions Office

#### Parental consent form for a student Under 18 on enrolment

This form must be completed for ALL students who are Under 18 at enrolment. Students will not be allowed to enrol, or enter University managed accommodation, until the completed form is received.

- I understand and accept that Buckinghamshire New University does not accept parental responsibility for any person Under 18, and that responsibility remains with me as the parent.
- I understand and accept that Buckinghamshire New University is an adult environment and that my son/daughter will generally be treated as an adult.
- I consent to the activities that my child will be undertaking as a necessary part of their studies and that they will be asked to sign a consent form if their image is to be used in any photographs or other recording.
- I agree to accept liability for my son or daughter's debts to Buckinghamshire New University until they reach the age of 18.
- I and my son/daughter understand and accept that while studying they will be subject to UK law and the rules of the University.
- I understand and accept that Buckinghamshire New University will only release information regarding my son/daughter, either academic or personal, according to the current Data Protection regulations.

**Name of student (print):** \_\_\_\_\_

**University ID number:** \_\_\_\_\_

**Signature of student:** \_\_\_\_\_

**I declare that I have read and accept the above conditions**

**Signature of Parent /  
Guardian**

**Emergency contact details of Parent / Guardian**

**Home Tel:** \_\_\_\_\_

**Mobile:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Home address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Return this form to: Buckinghamshire New University Admissions Team [admissions@bucks.ac.uk](mailto:admissions@bucks.ac.uk)



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## Admissions Office

**Form to appoint a UK guardian for an overseas student Under 18 on enrolment**

This form must be completed for ALL overseas students who are Under 18 at enrolment. Students will not be allowed to enrol, or enter University managed accommodation, until the completed form is received.

**Name of student (print):** \_\_\_\_\_

**University ID number:** \_\_\_\_\_

**Name of parent (print):** \_\_\_\_\_

**Signature of parent:** \_\_\_\_\_

**I authorise the person named below to act as guardian for my son / daughter whilst they are in the UK and until he / she reaches the age of 18.**

**Full name of Guardian** \_\_\_\_\_

**Emergency contact details** \_\_\_\_\_

**Home Tel:** \_\_\_\_\_

**Mobile:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Home address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date:** \_\_\_\_\_

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