

IMPERIAL COLLEGE LONDON

CHILD PROTECTION AND SAFEGUARDING - POLICY

INTRODUCTION

1. The Safeguarding Vulnerable Groups Act 2006 defines a “child” as a person under the age of 18. For the purpose of this Policy and associated Code of Practice, the terms “child” and “children” will be used to describe all children and young people under the age of 18 years participating in College-led activities. Though the Safeguarding Vulnerable Groups Act 2006 refers to vulnerable adults as well as children, for the purpose of this Policy and associated Code of Practice, children will be the main focus. However, where there is a safeguarding concern relating to an adult who is thought to be vulnerable, then the procedures outlined in this Policy and Code of Practice should be applied and followed (see also Annex E in the Code of Practice).

2. For the purpose of this Policy and associated Code of Practice, the term “staff” will be used to describe those people employed on a contract of employment at the College, as well as those working on consultancy agreements, as contractors and on a voluntary and/ or unpaid basis. The term “student” will be used to describe any undergraduate or postgraduate student registered with the College.

POLICY

3. Under the Children Act 1989, the College has a responsibility to protect children who are involved in College activities from harm and abuse including neglect, physical injury, sexual abuse and emotional abuse¹. The College recognises and accepts this responsibility and seeks to safeguard the welfare of all children that attend or visit it, or engage with College staff or students on a professional basis, by taking appropriate steps to ensure that its responsibility is met.

4. These steps include:

a. Always requesting a Disclosure and Barring Service² (DBS) check (see paragraphs 10-11 of the Code of Practice) for those staff and students who undertake regulated activity, and considering obtaining a DBS check in other circumstances where the College is legally entitled to do so. (See footnote 3 in the Code of Practice). This requirement also applies to overseas workers.

b. Requiring staff to notify the Head of Department of any current criminal conviction. (See Page 5 of [Core Terms and Conditions](#))

c. Requiring that risk assessments are undertaken in relation to situations where children will regularly come into contact with College staff or students. (For an example risk assessment see Annex C of the Code of Practice).

d. Requiring that staff and students who have unsupervised or regular access to children are given appropriate guidance.

e. Providing training for staff who have responsibility for activities with children or vulnerable adults.

1. Definitions of “harm and “abuse” from the Children Act 1989 as amended by the Adoption and Children Act 2002 can be found in paragraphs 1 to 3 of Annex A of the Code of Practice.

2. The Disclosure and Barring Service (DBS) was established under the Protection of Freedoms Act 2012. It replaces the Independent Safeguarding Authority and Criminal Records Bureau which were merged under this Act in 2012.

f. Ensuring appropriate safeguards and risk assessments are in place for commercial contracts where children are using College facilities.

5. A member of staff who has any concerns regarding the welfare of a child who is involved in College activities must report their concerns to their local safeguarding officer as set out in the referrals flowchart – Annex H of the Code of Practice. The Local Safeguarding Officer will escalate to a Lead Safeguarding Officer who may then refer the case as appropriate to the DBS, to children’s social services where s/he has concluded that someone may have caused harm or abuse or poses a risk of harm or abuse to a child, to the Local Authority Designated Officer where there are concerns that that a member of staff may be abusing a child, and/or to the Police where there is a concern that a crime may have been committed.

Staff who are worried about sharing concerns about abuse are encouraged to speak with an appropriate agency such as the [NSPCC helpline](#) for further advice.

Where the individual concerned is a member of staff, the Director of HR and Organisational Change will take any relevant action, such as suspension or commencing disciplinary proceedings, if necessary (and if such action has been approved by the Police and/or the Local Authority Designated Officer, where such external agencies are involved).

The College will make a referral to the DBS when a member of staff is dismissed or leaves following safeguarding allegations and where the DBS harm criteria is met.

6. The Provost’s Board has agreed this Child Protection Policy and associated Code of Practice. The Director of HR and Organisational Change shall take responsibility for the day to day implementation of this policy and practice with direction from the College’s Safeguarding Committee. See Annex I of the Code of Practice for the Safeguarding Committee’s membership and terms of reference.

DISSEMINATION OF THE POLICY

7. This Policy and associated Code of Practice will be available for reference on the College’s Central Secretariat and Human Resources web pages.

Copies will be made available to all College subsidiaries to which the Policy and associated Code of Practice will also apply.

8. Parents/guardians of children, schools, external clients and contractors involved in activities related to the College will be made aware of this Policy and associated Code of Practice.

MONITORING

9. The College will consider the implications of any cause for concern arising under this Policy and associated Code of Practice and whether, as a result, it might be necessary to take further action itself or to review or amend its Policy, Code of Practice and procedures.

REVIEW

10. The operation of the Policy and associated Code of Practice will be reviewed annually by the College's Safeguarding Committee. An annual report will be provided to the Provost's Board.

11. This Policy and associated Code of Practice should be read in conjunction with the *Human Resources Guidance Note – Disclosure and Barring Service Checks - Guidelines for Line Managers* (<http://www.imperial.ac.uk/human-resources/procedures/recruiting-staff/disclosure-and-barring-service/>).

LEGISLATION

12. The primary legislation for child protection includes the Children Acts 1989 and 2004, the Education Act 2002, the Education (Prohibition from Teaching or Working with Children) Regulations 2003, the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012. Other legislation includes the Health and Safety (Young Persons) Regulations 1997 and the Management of Health and Safety at Work Regulations 1992. The Counter-Terrorism and Security Act 2015 Prevent duty also has relevance to safeguarding. More specific guidance can be found in government publications including *Keeping Children Safe in Education*, *Working Together to Safeguard Children* and *What to do if You're Worried a Child is Being Abused* all published by the Department for Education.

13. All personal and sensitive data will be collected, processed and stored securely and confidentially in accordance with the Data Protection Act (DPA) 1998 (<http://www.legislation.gov.uk/ukpga/1998/29/contents>) and, from 25 May 2018, the General Data Protection Regulation (GDPR) - and any other applicable legislation which may follow) as well as the College's Data Protection policy (<http://www.imperial.ac.uk/admin-services/legal-services-office/data-protection/our-policy/>).

Approved by the College's Safeguarding Committee March 2018

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