

Document

Document Name	Safeguarding Children and Vulnerable Adults Policy
Responsible Owner	Navitas UPE Operations Team
Issue Date	March 2024
Brief Description of Policy	Navitas University Partnerships Europe (Navitas UPE) is committed to providing a safe and secure environment for children and vulnerable adults. This Policy outlines how the network of Navitas UPE Colleges (the College) seek to deliver its social, ethical, and legal responsibilities to protect and safeguard children and vulnerable adults to the highest possible standards.

Key Related Documents

Name	Location
Admissions Policy (QS3)	College website, Policy Hub
Support (QS7)	College website, Policy Hub
Disability Policy (M1b)	College website, Policy Hub
Erweitertes Führungszeugnis / Extended Certificate of Good Conduct	Staff Intranet
Modern Slavery and Human Trafficking Statement	College Website

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Section 1 – Introduction, Contacts and Responsibilities

Introduction

Navitas University Partnerships Europe (Navitas UPE) is committed to providing a safe and secure environment for children and vulnerable adults. This Policy outlines how the network of Navitas UPE Colleges (the College) seek to deliver its social, ethical, and legal responsibilities to protect and safeguard children and vulnerable adults to the highest possible standards.

This document defines Navitas UPE policy for the treatment of both domestic and international students under the age of eighteen years at the time of their enrolment.

While we take extra care to ensure that under 18s are safe while studying at SRHIC, Navitas UPE does not act in *loco parentis*¹ with the exception of cases of medical emergency or when a student is unable to make a decision for themselves and the next point of contact is unreachable and there is a need to act quickly.

Key Contacts

Key stakeholders for welfare throughout the organisation are as follows:

- **College Designated Welfare lead:**

The Welfare Lead will also represent the College on the UPE Wellness, Health and Safety Committee.

James Sear, Director of Academic and Student Services

james.sear@srh-international-college.de

Ph: +49 1726 808825

¹ The term *loco parentis* refers to a person who is caring for a child in the absence of the parent or guardian who has parental responsibility.

- **University Partner Safeguarding Team / Student Wellbeing Services:**

There are a range of services available within the University for those who may wish to receive advice or support on safeguarding and related matters. The College works closely with the appropriate policies and regulations of the University Partner and may from time to time use the services and support of the University where matters arise.

Prof. Dr. Maren Bösel, Programme Director of Social Work

Maren.boesel@srh.de

Ph: +49 6221 6799 431

Prof. Dr. Christian Johannsen, Senator Representative. Studying with mental or physical disabilities

christian.johannsen@srh.de

Ph: +49 6221 6799 103

- **Navitas UPE Lead Safeguarding Officer (LSO) and Deputy Lead Safeguarding Officer (DLSO):**

The LSO has overall accountability and strategic oversight for safeguarding children and vulnerable groups within the organisation. The LSO will delegate day to day responsibility to the College Director/Principal (CDP) or College nominee who will act as Designated Safeguarding Lead (CDSL). A DLSO will act as support to the LSO for all operational matters regarding safeguarding and act as LSO in their absence to support Navitas UPE in carrying out its safeguarding duties.

The LSO for Navitas UPE is the Executive General Manager, Navitas UPE:

Paul Cawley

paul.cawley@navitas.com / +4407503908209

The DLSO for Navitas UPE is the Head of Regulation and Risk Management, Navitas UPE:

John Pyrah

John.Pyrah@navitas.com / +447341730338

- **Local Council Child Protection Contact (Jugendamt):**

Local Councils and/or local authorities ensure that children and vulnerable adults are safeguarded. They have specific duties to safeguard and promote the welfare of all children and vulnerable adults in their area. Local authorities have a duty to undertake enquiries if they believe a child or vulnerable adult has suffered or is likely to suffer harm.

Kinder- und Jugendamt der Stadt Heidelberg / Child and Youth Welfare Office of Heidelberg:

Adresse: Friedrich-Ebert-Platz 3, 69117 Heidelberg

jugendamt@heidelberg.de

+49 6221 583 1510 or +49 6221b583 1520

- **Police:**

The emergency services in Germany are to be contacted if a child or vulnerable adult is in immediate danger. In all other circumstances (non-emergencies) or where guided the Police non-emergency number should be used.

Police:

06221 830740 Police Department Wieblingen Adlerstrasse 1/4 69123 Heidelberg

HEIDELBERGWIEBLINGEN.PW@polizei.bwl.de

112 - emergency only

Navitas UPE Responsibilities

Navitas UPE has specific legal responsibilities to ensure that children and vulnerable adults are safeguarded against the risk of harm and abuse.

Navitas UPE recognises that abuse or harm or the risk of abuse or harm to a child or vulnerable adult may take many different forms and that individuals may have different perceptions of what constitutes harm or abuse. Navitas UPE regards harm or abuse as including any physical, sexual or emotional abuse, neglect, bullying, harassment, intimidation, threats or use of violence. Further guidance on the forms that harm or abuse might take are listed in Annex A.

It is not the responsibility of Navitas UPE to investigate harm or abuse. However, there is a duty of care to act if there is cause for concern, to protect the welfare of children and vulnerable adults, and to notify the appropriate regulatory agencies about any concerns so that they can investigate.

The lead member of staff within Navitas UPE with responsibility for safeguarding children and vulnerable adults is the LSO.

Navitas UPE will keep this Policy under review to ensure that children and vulnerable adults are safeguarded, and that this Policy complies with developments in legislation, regulations and good practice. In line with the partner ethos, Navitas UPE Colleges will comply as closely as possible with policies and regulations of the University Partner.

Navitas UPE recognises that it has a duty to help staff and students through guidance, support and training in order to promote safe working practices to minimise risks to under 18s and vulnerable individuals. This duty extends to keeping these categories of students safe from the risk of Modern Slavery and Human Trafficking, and, preventing them from being drawn into terrorism.

Our values symbolise what we stand for as an organisation and set expectations for our employees and partners. Throughout all our policy framework is a design to embody these values, providing guidance to help us make the right decisions and advice on what to do if we witness behaviour that does not reflect our values.

Section 2 – Purpose and Definitions

The Purpose of this Policy

This Policy sets out Navitas UPE's arrangements for securing the safety and wellbeing of children and vulnerable adults who are on Navitas UPE's premises (College or Campus) or who engage in activities controlled by Navitas UPE. It sets out the steps that Navitas UPE and the Colleges will take to ensure that concerns and risk of harm or abuse about a child or vulnerable adult's wellbeing can be addressed quickly and appropriately, in accordance with statutory duties.

Some Colleges within Navitas UPE operate their own specific procedures for securing the safety and wellbeing of children and vulnerable adults in accordance with guidance from relevant professional or sponsoring bodies and the University Partner. Where this is evident, Colleges are required to ensure that their own specific procedures comply, as a minimum, with the requirements of this overarching Policy.

Definitions

Navitas UPE uses the following definitions for the purposes of this Policy:

- **'Child'** or **'children'** refers to a person or persons under the age of 18 years.
- **'Vulnerable adult'** refers to a person who is aged 18 years or over who is or may be in need of community care services for reasons of mental health or other disability, age or illness, and is or may be unable to take care of themselves or protect themselves against significant harm or exploitation.
- The **'erweitertes Führungszeugnis'** (Certificate of Good Conduct) is an official document provided by the German Federal Office of Justice which refers to whether a person has a criminal record or not. The data on the certificate derives from the Federal Central Register.

Section 3 – Student Admission

Admission of a Student Under the Age of 18 and Vulnerable Adults

No students under the age of 17 are permitted to a pathway of study. No student under the age of 18 years can be refused admission to a pathway of study under the Allgemeines Gleichbehandlungsgesetz 2006 (AGG) / General Act on Equal Treatment 2006. Throughout the admission process all applicants must be treated with equality and on academic and English language achievement grounds. Where the University Partner has specific risk assessment requirements surrounding students on a course under 18 years of age, these should be consulted, discussed in full and agreed with the University prior to any admission being granted. Deferred entry to a pathway or programme will be granted where appropriate.

The College strongly encourages applicants to fully disclose their disabilities, whether a mental or physical condition, as early as possible in order to ensure that any necessary support arrangements and reasonable adjustments to alleviate the effects of an applicant's condition can be considered, and where appropriate, made prior to arrival at the College. The College Disability Policy (M1b) is available on the College website.

Navitas UPE further requires, that parent(s)/legal guardian(s) sign the Unconditional Offer Form (including under 18 Acceptance form for under 18 year olds) contained within the Offer Pack to

acknowledge that they have read and understood the requirements of studying in a mature learning environment and the responsibilities that they and their child are entering into.

Procedures for the Recruitment of Students Under 18 Years of Age and Vulnerable Adults

Under 18 year old Admissions:

No students under the age of 17 are permitted to a pathway of study. The Admissions team are responsible for ensuring that all applicants under the age of 18 and their parent(s)/legal guardian(s) are provided with information relating to the expectations and responsibilities of all parties involved in their enrolment. The Application Form will include the applicant's date of birth which must be checked, alongside the applicant's passport, in all instances prior to any Offer of Admission being made. An Offer of Admission may be made to a student under 18 with the provision that the Offer cannot be confirmed or approved as fully accepted by the Admission Office until such time as the parent(s)/legal guardian(s) have completed and signed all associated documents requested by the Admissions team including the Under 18 Acceptance of Offer Form giving specific parental consent. In doing so they indicate that they agree to all statements and therein conditions of the status of their child until they turn 18 years of age.

Vulnerable Adults Admission:

Navitas reserves the right to refuse to admit a vulnerable person to a programme of study, or other Navitas managed activities, if it judges that the adaptations necessary to safeguard that individual's wellbeing go beyond what is reasonable and proportionate. Where adaptations are reasonable and proportionate, the College will put in place appropriate measures to help safeguard the wellbeing of vulnerable groups, for example the automatic enrolment onto the Compass programme (see Support Policy QS7). The College may consult the University Partner in supporting the conclusion of whether reasonable adjustments to alleviate the effects of an applicant's condition and allow study can be made.

Accommodation and Contracts

Navitas UPE aims to help support all new students to source accommodation if requested. It is ultimately the responsibility of each student (including students under 18, their parent(s) or guardian(s)) to assess whether the accommodation on offer is suitable for their needs and whether the terms of occupancy are reasonable.

Any person under the age of 18 is unable to enter a legal contract. If a student under 18 needs to enter a contract with an accommodation provider a parent or guardian is required to guarantee the student's obligation under that contract including the payment of rent or other associated fees. A failure to pay any sums due under a contract may result in demand being made by the contractor on the parent or guardian. Any continuing failure to pay may result in a student's studies being interrupted.

Under 18 year olds are actively encouraged to participate in clubs and societies organised by the College and/or the University's Student Union (where the University allows). However, an under 18 is unable to hold Office until they reach the age of 18, as they will be unable to discharge an office-holder's legal responsibilities.

Responsibilities of Parents, Legal Guardians and Carers

Navitas UPE cannot take responsibility for ensuring the wellbeing of children or vulnerable adults who are on its premises without acknowledgement and consent. Parents, guardians or carers who bring children or vulnerable adults onto Navitas UPE premises must take responsibility for their safety and wellbeing and ensure that they do not place themselves at risk, disturb others or damage property.

Unless they are students of the Navitas UPE or are attending the College as part of an authorised visit or activity, children and vulnerable adults are not allowed to enter learning environments, laboratories, workshops or other premises which present hazards or contain valuable or fragile equipment.

Section 4 – Criminal Record Checks of Staff and Students

Criminal Record Checks of Students (Recruitment, Studying and Employment)

For the safety and wellbeing of students and staff of Navitas UPE the College will require an erweitertes Führungszeugnis / Extended Certificate of Good Conduct to be undertaken for the following groups of students:

- i. All those offered places on professional programmes requiring placements that involve regulated activity (e.g., teaching, nursing and social work).
- ii. All those undertaking paid or voluntary work on behalf of Navitas UPE in a regulated setting (e.g., Student Ambassadors).
- iii. Students undertaking research which requires unsupervised access to children or vulnerable adults.

Where students are from overseas or have lived overseas for a significant period of time, checks will be sought from the countries concerned. Students from countries where no such checks are available will be required to make a declaration concerning their previous life history.

If an erweitertes Führungszeugnis / Extended certificate of Good Conduct indicates that an individual is barred from working with children or vulnerable adults then they will not be offered a place on any course requiring placement that involves in regulated activity, allowed to work as a volunteer in such a position, or to undertake research involving children or vulnerable adults. They may be counselled to seek an alternative course if this is deemed appropriate.

If an erweitertes Führungszeugnis / Extended certificate of Good Conduct indicates that a student is barred from working with children or vulnerable adults, and that student is already engaged in a programme of study leading to regulated employment, the student's registration on the course will be terminated. They may be counselled to seek an alternative course if this is deemed appropriate.

Navitas UPE has a Statement of Good Practice for those who come into contact with children and vulnerable adults as part of their work or studies with Navitas UPE. This Statement can be found in Annex B and sets out examples of recommended behaviour towards children and vulnerable adults.

College Safeguarding Panels

Where the College becomes aware of evidence of criminal convictions through an erweitertes Führungszeugnis / Extended certificate of Good Conduct indicating that children or vulnerable adults might be placed at risk, the College DSL will inform the CDP which in turn will establish a Safeguarding

Panel. The Panel may include senior support staff of the College (e.g., Director of Academic and Student Services or senior equivalent), the CSO and in some cases representatives of the appropriate profession and/or University Partner to consider the student's or applicant's suitability for the course of study, volunteer position, or research. The Panel should normally be convened within three weeks of the evidence becoming available to the College and its deliberations will be minuted. Students should normally be informed in writing of the decision of the Panel and of the process for any appeal within five working days of the Panel hearing.

Students should be advised in their invitation to the Panel hearing that they are able to access advice and support from the College.

Criminal Records Checks of Staff (Recruitment and Employment)

For the safety and wellbeing of students and staff of Navitas UPE the College will require a level of an erweitertes Führungszeugnis / Extended certificate of Good Conduct to be undertaken for its staff member where the law allows. Where a member of staff undertakes regulated activity, an enhanced DBS with a barred list check will be required (see definitions section for reference to regulated activity). To determine the level of check required consideration is given to the number of under 18 students and frequency and circumstances of contact with this group of students.

Colleges will follow strict guidance on criminal record checking during the interviewing of new staff including identification of the level of check, the declaration of any unspent criminal convictions and conditions on commencing work. Where the criminal record check contains information relevant to the regulated activity the DSL and Head of College (CDP) will request to see the erweitertes Führungszeugnis / Extended certificate of Good Conduct and review content taking advice from Navitas UPE People Partner or Head of HR on employment of the individual.

All College staff having previously been issued an erweitertes Führungszeugnis / Extended certificate of Good Conduct will be requested to an updated erweitertes Führungszeugnis / Extended certificate of Good Conduct every five years.

It is illegal for an organisation to knowingly allow a person barred by an erweitertes Führungszeugnis / Extended certificate of Good Conduct to work in regulated activity. If Navitas UPE dismisses or removes someone from regulated activity (or would have done had they not already left its employment) because they have abused or harmed children or vulnerable adults, then it has a legal responsibility to report the person concerned to the Bundesamt für Justiz / Federal Office of Justice. This responsibility will normally be undertaken by the DSL/CDP in consultation with the HR Team.

For anyone wishing to see these policies please request a copy from the listed College DSL or CSO in this policy.

Navitas UPE recognises the need to take a proportionate approach to personal and erweitertes Führungszeugnis / Extended certificate of Good Conduct disclosures and will treat all such information in the strictest confidence. Navitas UPE will not discriminate unfairly on the basis of such information.

Staff Responsibilities

a) Statement of Good Practice

Navitas UPE has a Statement of Good Practice for those who come into contact with children and vulnerable adults as part of their work with Navitas UPE. This Statement can be found in Annex B and

sets out examples of recommended behaviour towards children and vulnerable adults. All staff are expected to be guided by this Statement.

b) Higher Levels of Responsibility

All students U18 and vulnerable adults are captured under the College Compass programme (see Student Support Policy QS7) which provides additional oversight of the student's welfare and academic progress.

Each College will hold a record of all students' emergency contact details for parents and legal guardians for U18s and vulnerable adults.

Each College will ensure that relevant staff, students and other personnel will receive appropriate training in working with those Under 18 and vulnerable adults.

Each College will seek to cultivate an environment that encourages students to approach staff if they have any concerns.

c) Declaration of Investigations, Cautions and Criminal Convictions

All staff are required to notify the DSL/CDP or Navitas UPE HR Team if they are the subject of an investigation by the police or other safeguarding agency into an allegation of abuse of a child or vulnerable adult. Staff are also required to notify the above members if they receive a police caution or conviction for a criminal offence.

Disciplinary action may be taken against staff failing to disclose this information.

d) Risk Assessments

Members of staff with responsibility for activities at the College or run by Navitas UPE which involve children or vulnerable adults must ensure that they conduct a risk assessment of the activities involved and take appropriate steps to protect the welfare of the children or vulnerable adults. Guidance on producing risk assessments is available from the Navitas UPE's Wellness, Health and Safety (WHS) team.

Members of staff with responsibility for activities at the College or run by Navitas UPE which involve children or vulnerable adults must confirm with the DSL/CDP that the College has appropriate insurances in place to indemnify the proposed activity.

e) Sexual Relationships

It is a criminal offence for any person in a position of trust to engage in sexual activity with someone who is subject to this trust and is under the age of 18 years. Navitas UPE will also consider this to be a disciplinary issue.

Section 5 – Reporting Suspicions, Allegations or Actual Incidents

Reporting

The welfare of a child or vulnerable adult must be paramount. Members of staff have a duty to report suspicions, allegations or actual incidents to the College SO (or DSL in their absence) in the first instance (see 'Key Contacts' section), regardless of whether the information has been disclosed in confidence to them or if they remain unsure of their suspicions. Suspicions must not be discussed with anyone else on campus other than the SO (or DSL in their absence). Staff who fail to discharge this responsibility may be liable to disciplinary action.

Step 1 - staff and/or students reporting:

Any suspicions, allegations or actual incidents must be recorded in the prescribed form (Annex C) which will then be handed/sent promptly to the College SO (or DSL in their absence). Failing the availability of the SO and DSL the College CDP must be informed of the allegation, suspicion or incident unless where the CDP is the DSL and therefore the LSO is to be contacted.

The form (Annex C) must be completed as soon as possible after receiving information that causes suspicion or an allegation of the abuse of a child or vulnerable adult. Do not delay by attempting to obtain information to complete all the details. If the concern arises out of normal office hours, contact should be made with the local Council/Authority Child Protection team (See 'Key Contacts'). **if someone is in immediate danger call the Police (112)**. It is recognised that staff may need support after receiving a disclosure and will be offered appropriate counselling. The SO (or DSL in their absence) will need to be notified of any out of normal hours activity as soon they return to office.

Staff must not attempt to deal with a suspicion, allegation, or actual incident themselves but must report it through the channels outlined above. All suspicions and allegations will be taken seriously and will be responded to swiftly and appropriately.

Step 2 – Safeguarding Officer and/or Designated Safeguarding Lead response:

On being notified of any suspicion, allegation, incident or apparent abuse involving Navitas UPE staff or students the SO/DSL shall:

1. Take such steps considered necessary to ensure the safety of the child or vulnerable adult in question and any other child or vulnerable adult who might be at risk.
2. Liaise with the person who reported the original concern and ensure that a report of the incident(s) is completed (Annex C).
3. Consult with other Navitas UPE staff members if deemed appropriate or take advice if required (e.g., Safeguarding Panel, LSO or Navitas UPE HR team).
4. Report the matter to the local Council/Authority*.

If the SO/DSL are the subject of the suspicion, allegation, incident or the claim of apparent abuse then this must be reported to the LSO directly.

*The SO will collate details of allegations or suspicion and review the matter with the DSL (or Safeguarding Panel, LSO or Navitas UPE HR team) prior to any referral to the appropriate statutory authority (if deemed applicable or if not already in action).

Suspension

The SO or DSL, on the basis of evidence and in consultation with the Safeguarding Panel, LSO and/or the Navitas HR team may decide to suspend the Navitas UPE staff member or student for the period of the investigation. Suspension in this context is not a disciplinary measure and implies no assumption of guilt. Depending upon the outcome of the investigation, the Navitas UPE staff member or student may be liable for further suspension and disciplinary action.

Navitas UPE may refer a member of staff to the relevant professional body if there are concerns over their suitability to practise and/or remain on the professional register or equivalent.

Where the situation involves a member of staff from the University Partner, the SO or DSL will raise this with the University Partner Safeguarding Team/Lead and the College CDP.

Reporting Concerns from Placements, Mentoring Schemes, Projects or External Visits

Staff and students who are undertaking activities at the premises of another organisation should familiarise themselves with the host organisation's safeguarding policies and procedures and the name and contact details of the organisation's Safeguarding Officer or Designated Safeguarding Lead.

Staff with concerns about a child or a vulnerable adult with whom they come into contact in a placement setting or in the course of external visits should follow the procedure in place at the visiting institution. If, for whatever reasons, the member of staff feels that this is inappropriate then they must refer their concerns to the College SO (or DSL in their absence) who will contact the appropriate agency.

Students with concerns about a child or a vulnerable adult with whom they come into contact in a placement, through a mentoring scheme, a project setting or in the course of external visits should follow the procedure in place at the visiting institution. If, for whatever reasons, the student feels that this is inappropriate or they lack the confidence to raise their concerns then they should refer their concern to the member of Navitas UPE staff who is supervising their placement, mentorship scheme or project. This member of staff should then follow the procedure set out in step 1 of this reporting section.

Reporting Other Concerns

There may be instances when a member of staff receives information in the course of their normal duties about allegations of abuse towards a child or vulnerable adult that are unconnected with the activities of Navitas UPE or the use of its premises (Colleges or Campuses). In such instances, staff must exercise a duty of care and should either encourage the informant to report the matter to the appropriate agencies or, if they remain concerned, make a report themselves. If, for whatever reasons, a member of staff in receipt of an allegation feels that it is inappropriate for them to make the report then they must refer their concerns to the College SO (or DSL in their absence) who will contact the appropriate agency.

Whistleblowing

Whistleblowing is an important aspect of a safeguarded Institution. Any individual has the right and the responsibility to raise concerns, without prejudice to their own position, about the behaviour of staff, students or other persons which may be harmful to those in their care and will receive appropriate support when doing so.

In accordance with the Navitas Whistleblowing Policy Navitas UPE will support and protect those individuals, who, in good faith and without malicious intent report suspicions of abuse or concerns. Staff

and students are encouraged to report issues in the first instance to their direct manager/supervisor or College SO/DSL, however, if this is not appropriate (fear of doing so, uncomfortable, etc) the matter can be reported directly to the Whistleblower portal 'Speak Up through Whispli'.

The portal is operated by an independent third party and accessible 24/7 through the Navitas intranet or at <https://navitas.whispli.com/Navitas-Anonymous-Reporting?locale=en>.

Record-Keeping

All safeguarding correspondence and communication in relation to students will be recorded on the Navigate Student Management System. In the case of permanent staff all record keeping will be maintained on the Navitas UPE HR system, and in hard copy files for academic teaching staff within the Colleges (where electronic format/storage is not available).

Section 6 – Further Information and Guidance

Accident Reporting Involving Children or Vulnerable Adults

Any accident on Navitas UPE premises involving a child or vulnerable adult must be reported to the Navitas UPE's WHS Team immediately and formally recorded on the accident reporting system as soon as possible.

Confidentiality and Data Protection

As far as possible, the confidentiality of all individuals involved in any allegation, investigation or resulting disciplinary proceedings will be respected by Navitas UPE. However, there may be circumstances in which it is necessary for Navitas UPE to share information with parties such as social services (Jugendamt), the police, and the parents, guardians or carers of the child or vulnerable adult concerned. Information may also need to be disclosed if there is a public interest imperative. Navitas UPE cannot therefore guarantee that the confidentiality of any disclosures can be maintained in all circumstances.

The DS-GVO does not prevent, or limit, the sharing of information for the purposes of keeping children and vulnerable adults safe. Where there are concerns about the safety of a child or vulnerable adult, the sharing of information in a timely and effective manner between organisations can improve decision-making so that actions taken are in the best interests of the child or vulnerable adult. The DS-GVO places duties on organisations and individuals to process personal information fairly and lawfully; they are not a barrier to sharing information, where the failure to do so would cause the safety or wellbeing of a child or vulnerable adult to be compromised. Similarly, human rights concerns, such as respecting the right to a private and family life would not prevent sharing where there are real safeguarding concerns. The most important consideration is whether sharing information is likely to support the safeguarding and protection of a child or vulnerable adult. Fears about sharing information cannot be allowed to stand in the way of the need to safeguard and promote the welfare of children and vulnerable adults at risk of abuse or neglect.

If a staff member is uncertain about sharing sensitive information or in an instance where emergency services are involved (Police) the Navitas UPE Data Protection team must be informed to ensure the necessary laws and regulations regarding processing data are met.

Communication of the Policy

All staff must be aware of this Policy and must abide by its requirements. It will be published on the College website and on Policy Hub (Navitas Intranet) to ensure that it is available to all those within the Navitas UPE community who have a responsibility for the wellbeing and safeguarding of children and vulnerable adults.

Policy Review

This policy will be reviewed every two years unless there are internal or legislative changes that necessitate an earlier review.

Annex A - Potential Indicators of Harm, Abuse or Neglect

Harm, abuse or neglect can take many forms and can include, but not be limited to:

Physical abuse:

Physical abuse is deliberately causing physical harm to another person. This might involve punching, kicking, biting, burning, scalding, shaking, throwing or beating with objects or implements. It can include giving a child or vulnerable adult alcohol or illegal drugs.

Emotional abuse:

Emotional abuse is where repeated verbal threats, criticism, ridicule, shouting, lack of love and affection causes a severe adverse effect on a child or vulnerable adult's emotional development. It may feature inappropriate expectations being imposed on a child or vulnerable adult, over-protection and limitation of exploration and learning, or preventing the child or vulnerable adult from taking part in normal social interaction.

Sexual abuse:

Sexual abuse involves forcing or enticing a child or vulnerable adult to take part in sexual activities, whether or not the child or vulnerable adult is aware of what is happening. This may involve physical contact or it may involve non-contact activities such as involving children or vulnerable adults in watching sexual activities, producing or looking at sexual images, encouraging children to engage in sexual acts or behaviour, or grooming a child or vulnerable adult in preparation for abuse (including via the internet).

Neglect or acts of omission:

Neglect is the persistent failure to meet a child's or vulnerable adult's basic physical and/or psychological needs in a way that is likely to result in serious impairment of their health, development or wellbeing. It can include failure to provide adequate food, clothing, shelter (including exclusion from home or abandonment), medical care, or protection from physical and emotional harm or danger. It also includes failure to ensure access to education or to look after a child or vulnerable adult whilst under the influence of alcohol or drugs.

Online abuse:

Online abuse is any form of abuse that happens via the internet, whether through social networks, online games or mobile telephones. It may involve cyberbullying, grooming in preparation for abuse, sexual abuse, sexual exploitation or emotional abuse. In such cases, the abuser may be known to the child or vulnerable adult, they may not be known or they may disguise their real identity.

Children and vulnerable adults can be subject to one or more forms of abuse at the same time. They may display physical symptoms of abuse or neglect in the form of injuries or untreated medical issues; they may exhibit behaviour or knowledge that is inappropriate or unexpected for their age or

circumstances; they may appear to be uncomfortable in the presence of certain people or being left alone with them; they may also exhibit aggressive or anti-social behaviour or display symptoms of depression or anxiety.

It is important to recognise that harm, abuse and neglect may be inflicted by others or may be inflicted by an individual upon themselves.

Annex B - Statement of Best Practice

Navitas UPE expects all its staff and students to act in an exemplary manner towards children and vulnerable adults and to ensure that their behaviour does not lead to concerns about their integrity and moral standing or to allegations of harm or abuse.

This Statement is not intended to present an exhaustive list but sets out general expectations of behaviour in terms of what Navitas UPE regards as appropriate behaviour.

Navitas UPE staff and students should at all times:

1. Treat children and vulnerable adults fairly, equally and respectfully and should not show favouritism or disfavour.
2. Be sensitive to the child or vulnerable adult’s appearance, race, culture, religious belief, sexuality, gender or disability.
3. Act as a good role model and challenge any unacceptable behaviour from others within the Navitas UPE community towards children or vulnerable adults.
4. Report allegations or suspicions of harm or abuse of children or vulnerable adults in line with this Policy.
5. Work, where possible, in an open environment with children and vulnerable adults so that others can clearly observe and hear you.
6. Be aware that physical contact and speaking, acting or jesting in certain ways with a child or vulnerable adult may be misinterpreted.
7. Avoid physical contact with a child or vulnerable adult unless it is reasonably necessary for health and safety or their wellbeing.
8. Respect the right to privacy of a child or vulnerable adult and do not enter any private room occupied by of a child or vulnerable adult alone unless necessitated by an emergency.
9. Avoid unaccompanied journeys in a vehicle with a child or vulnerable adult unless necessitated by an emergency.

Responding to allegations or suspicions

If you receive an allegation of harm or abuse or suspect that this is occurring then:

DO	DO NOT
<ul style="list-style-type: none"> • Stay calm and remain objective 	<ul style="list-style-type: none"> • Do not panic or over-react
<ul style="list-style-type: none"> • Listen, hear and take seriously 	<ul style="list-style-type: none"> • Do not probe for more information. Inappropriate questioning may influence how the allegation is received or considered by others at a later date
<ul style="list-style-type: none"> • Give time to allow the child or vulnerable adult to say what they want to say 	<ul style="list-style-type: none"> • Do not make assumptions. Do not paraphrase or offer explanations or justifications for actions
<ul style="list-style-type: none"> • Reassure and explain that they have done the right thing in telling you about the incident 	<ul style="list-style-type: none"> • Do not promise that complete confidentiality can be maintained

<ul style="list-style-type: none"> Act immediately in accordance with the procedure in this Policy by informing the College SO 	<ul style="list-style-type: none"> Do not try to deal with the allegation by yourself
<ul style="list-style-type: none"> Make a written record of what was said to you as soon and as accurately as possible using the form in Annex C 	<ul style="list-style-type: none"> Do not express your own opinions or conclusions in the report. Do not make a child or vulnerable adult repeat themselves unnecessarily
<ul style="list-style-type: none"> Report the incident in accordance with the procedures outlined in this Policy 	<ul style="list-style-type: none"> Do not fail to report the incident or delay reporting the incident
<ul style="list-style-type: none"> Maintain confidentiality about the incident and the people involved 	<ul style="list-style-type: none"> Do not divulge information to people that have no role in dealing with the incident

Annex C - Referral Form for any suspicions, allegations or actual incidents of safeguarding children and vulnerable adults

To be completed by the individual reporting to suspicions, allegations or actual incidents
Details of person making report
Name:
Position:
Contact telephone number/email:
Details of Child/Young Person/Adult
Name:
Date of Birth:
Address:
Contact telephone number/email:
Names and address of parents/guardian/carers:
Details of person about whom there is concern
Name:
Position:
Date of Birth:
Address:
Relationship to child/young person/adult:
If you are reporting this alleged incident on behalf of someone else, please provide details of that person
Name:
Position:
Address:
Contact telephone number/email:
Date this person advised you of alleged incident:

Record here the information you were given from this person about the alleged incident:
Details of the alleged incident
Date of alleged incident:
Time:
Place:
Names and addresses of witnesses:
Describe in detail what happened (Please use additional paper if required):
Describe in detail visible injuries/bruises and concerning behaviour of the child/young person/ adult, if any (use diagrams if this helps you to describe) (Please use additional paper if required):
Was the child/young person/adult asked what happened: YES/NO If yes, record exactly what they said in their own words and any questions asked if the situation needed clarifying (Please use additional paper if required):
To be completed by the College Safeguarding Officer (SO) or Designated Safeguarding Lead (DSL)
Details of action taken
Detail what action, if any, has been taken following receipt of this information:
ONLY AFTER SEEKING ADVICE FROM THE POLICE/ JUGENDAMT Were the child/young person/ adult's parent's/guardian/carers contacted?

Details of external agencies contacted	
Police	Police station contacted: Name and contact number: Advice received:
Jugendamt (Social work department)	Jugendamt: Name and contact number: Advice received:
Other	Name of organisation: Name and contact number: Advice received:
Other information	
Record any other information you have about this matter: (It is important that all information is passed on even that which you think is not important or helpful).	
Signature: Print name: Date: Where a referral has been made to the Police and Jugendamt a copy of this form must be sent to them as soon as possible.	