

## Local Safeguarding Arrangements: Hepp

Hepp and HeppSY+ are committed to safeguarding participants, staff and visitors in all its outreach activities with young people. Safeguarding is a priority for the team and we aim to provide effective arrangements to ensure all learners are safe on University premises and where activity is delivered within their usual learning environment including via online and remote means.

### We recognise that:

- all children, regardless of age, disability, racial heritage, religious belief, sexual orientation or identity have an equal right to protection from all forms of harm or abuse regardless of setting.
- some children are particularly vulnerable because of the impact of prior experiences, their level of dependency, communication issues or other factors
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare and to the effective functioning of these arrangements wherever they may take place.

### The work of the department includes:

- activity delivered face to face and via online and remote means in schools, colleges and other educational settings to young people and adults
- activity delivered at the university to young people and adults,
- communications with young people and adults in relation to university study, permitted by phone calls, social media, emails and in-person enquiries.
- independent learning research tasks undertaken by students appropriate to the aims of our programme.

This work may involve use of other relevant and approved third party platforms.

This document is informed by the statutory framework '[Keeping Children Safe in Education](#)' which guides our policies, procedures and agreements. Additional information has been sought from DfE guidance on '[Using Technology in Education](#)' and NSPCC guidance on '[Undertaking Remote Learning Safely](#)'.

We utilise the following in our safeguarding work;

- Safeguarding Conduct **Agreement** (procedure)
- Additional Remote Guidance **Procedure**
- Service Level **Agreements** (SLA) with service providers
- Photo Consent **policy**
- GDPR **legislation**
- Safer recruitment and induction **procedures** (host institution)
- health & safety (SHU **policy** - host institution)

### We will keep children and young people safe by ensuring content, contact and conduct:

Area	Arrangements
Ensuring the suitability of all staff working with young people	<ul style="list-style-type: none"> <li>• Where contact falls within the legal requirements for Regulated Activity, or where school/college policy requires it, our staff and student ambassadors are DBS checked, including child workforce barred list checks</li> <li>• All staff, including student ambassadors, working with young people</li> </ul>

	<p>receive training on safeguarding appropriate to their role. Training is mandatory and setting specific as part of new staff induction and all staff attend mandatory annual refresher training.</p> <ul style="list-style-type: none"> <li>• All staff receive frequent communications and updates to safeguarding processes and development of practice and are embedded into usual working practice.</li> <li>• Designated safeguarding leads engage with regular external updates and training.</li> </ul>
Adequate supervision	<ul style="list-style-type: none"> <li>• Guidelines on adequate supervision of pupils for face to face and via online and remote means are shared and agreed with schools and college prior to activities taking place. These guidelines will be constantly reviewed in line with government advice on social distancing measures</li> <li>• Activities follow standard supervision ratios of staff-to-pupil (1:6 for school years 1 to 3, 1:15 for school years 4 to 6, 1:20 for school years 7 onwards)</li> <li>• Local supervision arrangements are adhered to for events taking place at other sites and are reviewed and discussed with centres in line with government advice on social distancing measures</li> </ul>
Clear responsibility	<ul style="list-style-type: none"> <li>• All staff are advised of the responsibilities of their roles in relation to safeguarding during induction, with designated responsibilities for event leads</li> <li>• A copy of our safeguarding commitment is published on our webpages</li> <li>• Senior managers oversee local safeguarding arrangements, are linked to a university wide operational group, deliver staff training and are available to advise staff. This information is published on our webpages. This is currently:  <b>Gemma Styles</b>  <b>T: 07824431370 E: <a href="mailto:g.styles@shu.ac.uk">g.styles@shu.ac.uk</a></b>  <b>Emma Nicholls*</b>  <b>T: 07920786149 E: <a href="mailto:emma.nicholls@shu.ac.uk">emma.nicholls@shu.ac.uk</a></b>  <b>Kelly Self*</b>  <b>T: 07824431415 E: <a href="mailto:k.self@shu.ac.uk">k.self@shu.ac.uk</a></b>  <b>Joanne Slater*</b>  <b>T: 07917 087359 E: <a href="mailto:joanne.slater@shu.ac.uk">joanne.slater@shu.ac.uk</a></b> </li> </ul> <p><b>*From January 2022</b></p>
Clear reporting processes	<ul style="list-style-type: none"> <li>• A reporting flowchart is provided to all staff during induction and regularly updated. This includes the most senior staff and external agencies who can provide further support</li> <li>• We provide guidelines on how to handle a disclosure</li> <li>• Organisations who work regularly with us are asked for the details of their safeguarding contacts</li> <li>• Records of any concerns, incidents or disclosures are stored securely with access limited to relevant staff</li> <li>• Allegations against staff or students are dealt with in accordance with university processes and managed appropriately</li> <li>• Details are provided of how to share further concerns at a senior level.</li> <li>• Schools and colleges are asked to share details of our organisation prior to delivery</li> </ul>

<p>Collaboration with other agencies</p>	<ul style="list-style-type: none"> <li>• Schools and colleges who work regularly with us are asked for the details of their Designated Safeguarding Leads (DSL)</li> <li>• Local authorities who we deliver activity with regularly are asked for details of their reporting procedures and contacts</li> <li>• Relevant staff undertake additional training provided by the local safeguarding children board</li> <li>• Reporting of any concerns will go through the organisation directly supporting the young person concerned (e.g. school, local authority) in the first instance unless this is deemed inappropriate or escalation/urgent response is required</li> <li>• We will work in partnership with other organisations (e.g. school, local authority) and are committed to assisting in achieving the best action and outcomes for young people.</li> </ul>
<p>Collaboration with external partners</p>	<ul style="list-style-type: none"> <li>• We ensure robust service level agreements (SLA) are in place with delivery partners including their own policies and procedures pertaining to safeguarding, remote and online safety and GDPR considerations to ensure the protection of personal data, challenging practice where necessary.</li> </ul>
<p>Ensuring a safe environment for young people wherever activity may take place</p>	<ul style="list-style-type: none"> <li>• All activities are risk assessed and these are reviewed annually</li> <li>• All staff receive additional training and guidance on remote delivery and developing digital content</li> <li>• Appropriate health &amp; safety measures are applied in accordance with the law and regulatory guidance</li> <li>• We regularly consult with young people and supporters on the suitability of activities, providing opportunities to raise concerns</li> </ul>