

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.

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
- 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

The work of the department includes:

- activity delivered in schools, colleges and community venues to young people and adults
- activity delivered at the university to young people and adults,
- communications with young people in relation to university study, including phone calls, social media, emails and in-person enquiries

This document sets out:

- local arrangements for safeguarding young people and vulnerable adults who participate in our activities
- local guidelines for staff and volunteers in carrying out their responsibilities

It sits alongside our policies and procedures on:

- photo consent
- code of conduct for staff and student ambassadors
- data protection
- recruitment and induction (SHU policy - Host Institution)
- health & safety (SHU policy - Host Institution)
- handling a disclosure

We will keep children and young people safe by:

Area	Arrangements
Ensuring the suitability of all staff working with young people	<ul style="list-style-type: none"> • 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 • All staff, including student ambassadors, working with young people receive training on safeguarding appropriate to their role • All staff receive communications on updates to safeguarding and an annual refresher of key contacts and policies
Adequate supervision	<ul style="list-style-type: none"> • Guidelines on supervision of pupils are shared and agreed with schools

	<p>and college prior to activities taking place</p> <ul style="list-style-type: none"> • 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) • Local supervision arrangements are adhered to for events taking place at other sites
Clear responsibility	<ul style="list-style-type: none"> • All staff are advised of the responsibilities of their roles in relation to safeguarding during induction, with designated responsibilities for event leads • A copy of our safeguarding commitment is published on our webpages • A senior manager oversees local safeguarding arrangements, delivers staff training and is available to advise staff. This information is published on our webpages. This is currently: Gemma Styles T: 0114 2254182 M: 07824431370 Sharon Woodward - Baker T: 0114 225 3164 M: 07917 087445
Clear reporting processes	<ul style="list-style-type: none"> • 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 • We provide guidelines on how to handle a disclosure • Organisations who work regularly with us are asked for the details of their safeguarding and child protection contacts • Records of any concerns, incidents or disclosures are stored securely with access limited to relevant staff • Allegations against staff or students are dealt with in accordance with university processes and managed appropriately
Collaboration with other agencies	<ul style="list-style-type: none"> • Schools and colleges who work regularly with us are asked for the details of their safeguarding and child protection contacts • Local authorities who we deliver activity with regularly are asked for details of their reporting procedures and contacts • Relevant staff undertaking training provided by the local safeguarding children board • 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 • We will work with young people on determining the best action and outcomes for them
Ensuring a safe environment for young people	<ul style="list-style-type: none"> • All activities are risk assessed and these are reviewed annually • Appropriate health & safety measures are applied in accordance with the law and regulatory guidance • We regularly consult with young people and supporters on the suitability of activities, providing opportunities to raise concerns • A local health & safety committee meets regularly to share information