



SAFEGUARDING AT CITY

POLICY FOR SAFEGUARDING CHILDREN AND ADULTS AT RISK*

*(*Please note this Policy is currently under review, to be updated in September 2019)*

1. POLICY STATEMENT

- 1.1 City, University of London (City) recognises that it has a responsibility to ensure that its students, young persons and adults at risk accessing its services and facilities, or involved in activities such as research or Taster weeks, are safeguarded against abuse.
- 1.2 City also recognises that young persons and adults at risk may suffer harm from sources outside City's control. Where signs of such harm are apparent City will ensure that there are mechanisms in place to provide appropriate advice and support and where required for concerns to be reported to the appropriate external agency.
- 1.3 Safeguarding also requires City to take all reasonable measures to ensure that risk of harm to a child are minimised and City has a Code of Practice and procedures in place to safeguard children.
- 1.4 This Policy sets out City's commitment to a proactive approach towards achieving the outcomes referred to in it through continued good practice, sound processes and regular training and communication.

2. SCOPE OF THE POLICY

- 2.1 This Policy applies to:
 - all staff and students of City, including those who do not have a specific role in relation to safeguarding children;
 - City's academic partners, including those operating under franchise arrangements;
 - contracted agents of City;
 - those who provide placements;
 - those who offer volunteering opportunities;
 - admissions and admissions policy;
 - contractors.

3. DEFINITIONS

- 3.1 For the purposes of this Policy the following definitions shall have the meaning as follows:

Abuse

Abuse can take many forms and shall include:

- Physical
- Sexual
- Emotional/psychological
- Financial/Material
- Neglect/acts of omission
- Discrimination
- Domestic abuse
- Modern slavery
- Radicalisation

Adult at Risk

Adult at Risk includes Vulnerable Adults and adults who are experiencing Abuse.

Child or Young Person

Child or Young Person applies to a person under 18 years of age as defined in the Children Act 2004.

Designated Safeguarding Lead (DSL)

The member of staff named in Annex D with overall responsibility for Safeguarding at City.

Development

Physical, intellectual, emotional, social or behavioural development.

Harm

Ill treatment or the impairment of health or development, including impairment suffered from seeing or hearing the ill treatment of another.

Health

Physical or mental health.

Ill-treatment

Includes sexual abuse and forms of ill-treatment which are not physical.

Local Safeguarding Lead (LSL)

The members of staff named in Annex D with local safeguarding responsibilities in the relevant School or Professional Services directorate.

Prevent Duty

Prevent Duty means the legal duty placed on City by the Counter-Terrorism and Security Act 2015 to have due regard to the need to prevent people from being drawn into terrorism.

Operational Prevent Lead

The member of staff named in Annex D responsible for ensuring that City complies with its Prevent Duties.

Safeguarding

Safeguarding and protecting the welfare of children is defined as:

- Preventing impairment of a child's health or development
- Protecting children and young persons from maltreatment
- Ensuring children and young persons can grow up in a safe, effective environment
- Taking action to enable all children and young persons have the best life chances.

Significant harm

Significant harm refers to the threshold that justifies referral to the appropriate external agencies. Relevant factors in deciding whether harm is significant include: the severity of ill-treatment, the degree and extent of harm and the duration and frequency of abuse and neglect.

Vulnerable Adult

The Safeguarding Vulnerable Groups Act 2006 defines a vulnerable adult as a person who is 18 years or over and who:

- is living in residential accommodation, such as a care home or a residential special school
- is living in sheltered housing
- is under the supervision of the probation services
- Is receiving a service or participating in an activity for people who have particular needs because of their age or who have any form of disability
- is receiving direct payments from a local authority or health and social care trust in lieu of social care services
- lacks capacity as defined in the Mental Capacity Act 2005

4. SAFEGUARDING CHILDREN AND ADULTS AT RISK

- 4.1 The prime responsibility in the field of child protection and adults at risk lies with the Police and Social Care Services. The Children Act 1989 places a duty on local authorities to take steps to protect children in appropriate circumstances and gives powers to the Police so that they can take action to protect children.
- 4.2 The government guidance on child protection is set out in a document published by the Department Of Health "Working together under the Children Act 1989".

It is stated in this document that all staff in the education service should be aware of the need to alert the Social Care Services, the NSPCC or the police, when they believe a child has been abused or is at risk of abuse.

- 4.3 As a result of the Safeguarding Vulnerable Groups Act 2006 employers, local authorities, professional regulators and inspection bodies are now under a duty to refer to the Disclosure and Barring Service (DBS) any information about an individual where they consider them to have caused harm or pose a risk of harm to vulnerable groups, such as why they stopped, or considered stopping, an individual working with vulnerable groups.

5. RADICALISATION AND SAFEGUARDING

- 5.1 The Counter-Terrorism and Security Act 2015 places legal duties on City to have due regard to the need to prevent people from being drawn into terrorism. In practice this requires City to have processes and procedures in place to help support individuals at risk of being radicalised. This requires City to engage in Prevent, part of the Government's counter-terrorism strategy, which aims to reduce the threat to the UK from terrorist attacks by stopping people from being drawn into terrorism. This includes, but is not limited to, the identification and referral of those at risk of being drawn into terrorism into appropriate interventions aimed to divert vulnerable people from radicalisation.
- 5.2 The Counter-Terrorism and Security Act 2015 and other terrorism-related legislation contains very particular definitions. These definitions are used in this Policy and are as follows:

Terrorism – the use or threat of action designed to influence the government or an international government organisation or to intimidate the public, or a section of the public, made for the purposes of advancing a political, religious, racial or ideological cause and it involves or causes:

- Serious violence against a person
- Serious damage to a property
- A threat to a person's life
- A serious risk to the health and safety of the public: or
- Serious interference with or a disruption to an electronic system

Extremism – extremist beliefs are those which directly contravene values which are fundamental to British culture and society

Radicalisation – a process whereby someone has their vulnerabilities or susceptibilities exploited towards terrorism or crime – most often by a third party with their own agenda.

- 5.3 City recognises the positive contribution it can make towards protecting its students and staff from radicalisation to violent extremism. City will endeavour to support and empower its students and staff to create communities that are resilient to extremism and to protect the wellbeing of particular individuals who may be vulnerable to being drawn into violent extremism or crime. At the same time it will endeavour to promote the development of spaces for free debate within the law where the principles of academic freedom and freedom of speech can be upheld.

- 5.4 Whilst there is no typical profile for a person likely to become involved in extremism, young people make up a disproportionately high number of those arrested in the UK for terrorist-related offences and as a result a particular responsibility has been placed on universities.
- 5.5 As they primarily relate to vulnerable students, Prevent duties are a form of safeguarding and are therefore contained in this Safeguarding Policy. However, due to the specialist and sensitive nature of the duties there is a separate safeguarding procedure for Prevent Duties and the nominated safeguarding officers for Prevent are the Prevent Lead and the Operational Prevent Lead. The Prevent Safeguarding Procedure is set out in Annexe C to this Policy.

6. RESPONSIBILITIES

City:

- 6.1 is committed to working together with the Local Safeguarding Boards (LSCB) and other external agencies and to complying with their procedures.
- 6.2 recognises that it has a responsibility towards all children and adults at risk attending or visiting City, to safeguard their welfare and to take appropriate steps to ensure this can be achieved.
- 6.2 has written guidance, policies and procedures for staff and students responsible for activities involving children.
- 6.3 has written guidance, policies and procedures for staff and students responsible for working with and providing advice and guidance to adults at risk.
- 6.4 has written guidance on risk assessments.
- 6.5 has robust systems for undertaking employment checks via the Disclosure and Barring Service (DBS) for staff with substantial access to children or staff for whom job descriptions have changed to encompass access to young persons or adults at risk as detailed on the Human Resources [website](#).

6. Safeguarding Contacts

City's safeguarding contacts are set out in Annex D to this Policy.

ANNEXES

ANNEX A – SAFEGUARDING CHILDREN CODE OF PRACTICE

ANNEX B – PROCESS FOR RESPONDING TO SAFEGUARDING CONCERNS

ANNEX C – PREVENT SAFEGUARDING PROCESS

ANNEX D – SAFEGUARDING CONTACTS

ANNEX E – SAFEGUARDING REPORTING FLOWCHART

ANNEX A

SAFEGUARDING CHILDREN CODE OF PRACTICE

This Code of Practice and Guidelines sets out City's practices and procedures for securing the safety and welfare of children and young people on City's premises or engaging in activities controlled by City.

1 ACTIVITIES INVOLVING CHILDREN OR YOUNG PEOPLE

This could include:

- Research;
- Taster weeks/ events/open days;
- Admission of student under 18;
- Apprentices under 18 years of age;
- Clinical work/ degree.

Schools and Professional Service directorates planning activities which may involve children and young people are to develop appropriate procedures for ensuring the activities are competently supervised and the criteria set out in this Code of Practice are met in full. See flow chart for activities involving children and young people (Annex B). They should also ensure they follow the guidance available in the [Safety Procedures on Events Management](#) and [Young Persons in the Workplace](#).

2 ROLES AND RESPONSIBILITIES

It is not the responsibility of City to investigate abuse. However it has a duty to act if there is cause for concern and to notify the appropriate agencies so that they can investigate and take any necessary action.

City should consider the implications of any issue raised and should consider whether it is necessary to take further action itself or to review or amend its procedures. The guidelines on responding to an allegation of child abuse (Annex B) and associated flow chart gives a framework for decision making and action. Annex C provides a framework for staff and students in relation to City's Prevent Duties.

3 DESIGNATED SAFEGUARDING OFFICERS

All of City's Safeguarding contacts are set out in Annex D.

The nominated staff, with responsibility for Safeguarding Children are:

- **Designated Safeguarding Lead (DSL)**

The Nurse Advisor for Students is City's DSL.

It is the role of the DSL to act as a source of support and guidance on all matters of child protection and safeguarding within City. The Head of Health Service deputises as DSL in the absence of the Nurse Advisor.

- **Human Resources (HR) Safeguarding Leads**

The Deputy HR Director and the Head of HR Specialisms, are responsible for dealing with allegations specifically against a member of staff.

- **Local Safeguarding Leads (LSL)**

Each School and Professional Services Directorate has a nominated LSL who should be the first point of contact locally on all safeguarding matters and who will advise on who within City can provide expert safeguarding advice.

- **Duty Manager** Outside normal hours the Duty Manager will deal with initial reporting of allegations

4 GOOD PRACTICE GUIDELINES FOR STAFF AND STUDENTS

It is recommended that staff and students take steps to ensure that they do not put themselves in a position where an allegation can be made against them. Therefore staff should give special consideration to ensuring that they do not become involved in circumstances where an allegation can be raised.

Such consideration might involve, but is by no means limited to:

- Treating students with respect and dignity at all times, reflecting their age, background, culture and special needs;
- Ensuring that interaction with students/young people occurs in the company of others wherever possible;
- Retaining a professional approach to students which will involve behaviour such as not divulging home telephone numbers or addresses, ensuring there is not physical contact, avoiding inappropriate familiarity, including discussing matters of a sexual nature, losing self control and being sensitive to issues that can be misconstrued;
- Discussing potential concerns with the Local Safeguarding Lead or Dean of School/Head of department before an allegation can be raised;
- Contact with a student may need to involve a colleague to ensure an allegation of improper behaviour cannot arise.

These recommendations for staff will usually apply to those students under the age of 18 years. However, it may also apply to adults at risk and students over the age of 18.

5 RESEARCH

Staff and students undertaking research that involves children or young people need to ensure they comply with this policy as well as the relevant legislation. They are also required to obtain a Disclosure and Barring (DBS) enhanced disclosure. The [Senate Research Ethics Committee](#) offer further guidance.

6 TRAINING

The DSL in conjunction with Organisational Development will provide a programme of training events for nominated staff with child protection responsibilities and for staff responsible for activities involving children including those who undertake research with children.

7 DISSEMINATION OF CITY'S SAFEGUARDING POLICY

The Policy is available for reference on City's Governance website and the HR website.

All parties who fall within the scope of City's Safeguarding Policy, including contractors and academic partners, will be provided with a copy of this Policy and all contractual relationships with parties covered by this Policy shall require compliance with this Policy at all times.

Parents of children involved in activities related to City will be offered access to the policy.

8 STORAGE OF RECORDS

The DSL shall retain a copy of:

- Any report received concerning child abuse
- Any report sent to social services or police
- Any notes, memoranda or correspondence dealing with the matter
- Any other relevant material

Copies of reports and other documents should be stored securely at all times. In compliance with the Data Protection Act the records will be stored for 25 years.

All other records shall be kept in accordance with the provisions of this Policy.

9 FORMS

Form CP-A Record of Allegation Of Child Abuse

Form CP-B Safeguarding Children: Referral to Social Care Services

Statutory Guidance

[Working together to Safeguard Children \(2015\)](#)

[The Children Act \(1989 & 2004\)](#)

[The Care Act 2014](#)

[Protection of Freedoms Act \(2012\)](#)

[London Child Protection Procedures 5th Edition \(2015\)](#)

[Keeping Children Safe in Education \(2015\)](#)

[Health and Safety at Work Act 1974](#)

[Health and Safety \(Young Persons\) Regulations 1997](#)

[Management of Health and Safety at Work Regulations \(1992\)](#)

[Vetting and Barring Scheme Guidance Home Office \(2010\)](#)

[The Mental Capacity Act \(2005\)](#)

Form CP- A

RECORD OF ALLEGATION OF CHILD ABUSE

Date.....**Time of Initial Call**.....

To: Safeguarding Lead (Name).....

Name of Complainant	Name of Young Person and School (if applicable)	Place of Alleged Abuse

Name(s) of people present

Details of Allegation

The account of the allegation as given by the complainant, this should include any injuries observed

Name of Person reporting Incident (capitals).....

Signed..... **Date**.....

Designation.....

Department..... **Ext No**.....

Email Address.....

Form CP-B

SOCIAL CARE SERVICES REFERRAL FORM

Telephone Referral made on: Date.....

Time.....

To: Social Worker/ Duty Officer (Name).....

Name of Young Person(s)	Date of Birth	School/Institution
1.		
2.		
3.		

Address.....

.....**Tel No**.....

Reason for Referral/Information

From: Name (Please Print).....

Signed..... Designation.....

Address.....

.....**Tel No**.....

Please send this referral form to the Social Services within 24 hours of initial telephone contact

Annex B

GUIDELINES FOR RESPONDING TO A SAFEGUARDING CONCERN

1 INTRODUCTION

It is important that children, young people and adults at risk are protected from abuse. All complaints, allegations or suspicion must be taken seriously. These guidelines must be followed whenever an **allegation** is made that a child or adult at risk has been abused or when there is a **suspicion** that they have been abused or are at risk of abuse.

All allegations of abuse or potential abuse must be dealt with in a discrete and sensitive way that respects confidentiality and data protection requirements. However, promises of absolute confidentiality cannot be given as the matter may develop in such a way that these cannot be honoured.

2 PROCEDURE WHEN ABUSE OF AN ADULT AT RISK IS SUSPECTED

Any concerns should initially be discussed with the appropriate Local Safeguarding Lead (LSL). The LSL will be able to advise on any immediate actions that need to be taken and will be able to refer the concerned member of staff or student to the appropriate person within City. Specific procedures for safeguarding issues arising out of City's Prevent Duties are set out in Annex C. Contact details for all LSLs can be found in Annex D to this Policy.

Members of staff or students are not expected to liaise with external agencies. If external agencies need to be involved then the LSL will refer the concern to the DSL or PSL who will manage liaison with the appropriate external agency.

3 PROCEDURE WHEN CHILD ABUSE IS SUSPECTED

City has a Code of Practice for safeguarding children which forms part of this Policy.

The member of staff or student with concerns about possible child abuse must make a full record of the nature of the incident/allegation and any other relevant information as soon as possible. Form CP-A: Record of Allegation of Child Abuse should be used. If the complainant is the child him/herself, questions should be kept to the minimum necessary to understand what is being alleged and leading questions should be avoided. The use of leading questions can cause problems for the subsequent investigation and court proceedings. Some children with Learning Difficulties may need different treatment from other children e.g. in the way their physical/mental condition might mask possible abuse. Particular attention may have to be given to children with speech impediments as these can make communication difficult.

Any suspicion, allegation or incident of abuse must be reported to the Designated Safeguarding Lead (DSL) as soon as possible and in any event within 2 hours. The DSL is the Nurse Advisor for Students, or in her absence the Head of Health Service. Full contact details are set out in Annex D.

The DSL must contact the local Social Care Services Department as a matter of urgency whether or not they feel this action is justified in the particular circumstances of the case. The matter will be reported over the telephone to the duty social worker (or such other person as required by the Local Safeguarding Children Boards (LSCB) procedures). In the unlikely event that social services cannot be reached the relevant Police Child Protection team for the area will be contacted.

A written record of the report will be retained by the DSL. The written record will note the date and time of the report and must include the name and position of the person to whom the matter is reported. The telephone report must be confirmed in writing to the relevant Social Services department within 24 hours using Form CP-B Child Protection: Referral to Social Care Services.

4 NOTIFICATION OF PARENTS

The DSL should discuss with the Social Care Services Department what action will be taken to inform the parents of the child and a note of that conversation should be made. The DSL is not expected to undertake that role.

5 ALLEGATIONS AGAINST A STUDENT

Where the allegation or apparent abuse of a child is by a student engaged in activities related to City the process in this Annex B should be followed and the LSL for the School where the student is registered must be informed within 2 hours of the initial concern arising so that the School can instigate City's student disciplinary procedures. Outside of normal working hours the matter should be reported to the Duty Manager.

6 ALLEGATIONS AGAINST A MEMBER OF STAFF

In the event that there is any suspicion, allegation or apparent abuse of a child by a member of staff the matter should be reported to the designated Safeguarding Lead in HR for staff as detailed in this Policy as soon as possible. If within 2 hours of the initial concern arising, it has not been possible to contact the safeguarding lead in HR, it must be reported to the Director of HR. Outside normal hours reports should be made to the Duty Manager.

On being notified of any such matter the Safeguarding Lead in HR shall:

- take such steps as he/she considers necessary to ensure the safety of the child in question and any other child who might be at risk
- liaise with the person or organisational representative who reported the original concern and ensure that a report of the matter is completed
- report the incident to the Local Authority Designated Officer (LADO) for Islington according to guidance on the [Islington Safeguarding Board website](#)
- notify the Director of HR and relevant Dean or Director.

If the Director of HR is the subject of the allegation or complaint the matter must be reported direct to the President. If a complaint has been made against the President the matter must be reported to the Chair of Council. If the Nurse Adviser is the subject of the allegation or complaint the matter must be reported direct to the Director of Student and Academic Services.

All staff should be aware of the fact that allegations may be made against them, and that the allegation may have grounds for substantiation or not. Any such notification may result in immediate suspension of the member of staff, and may result in the application of the Disciplinary Procedure where it is considered appropriate.

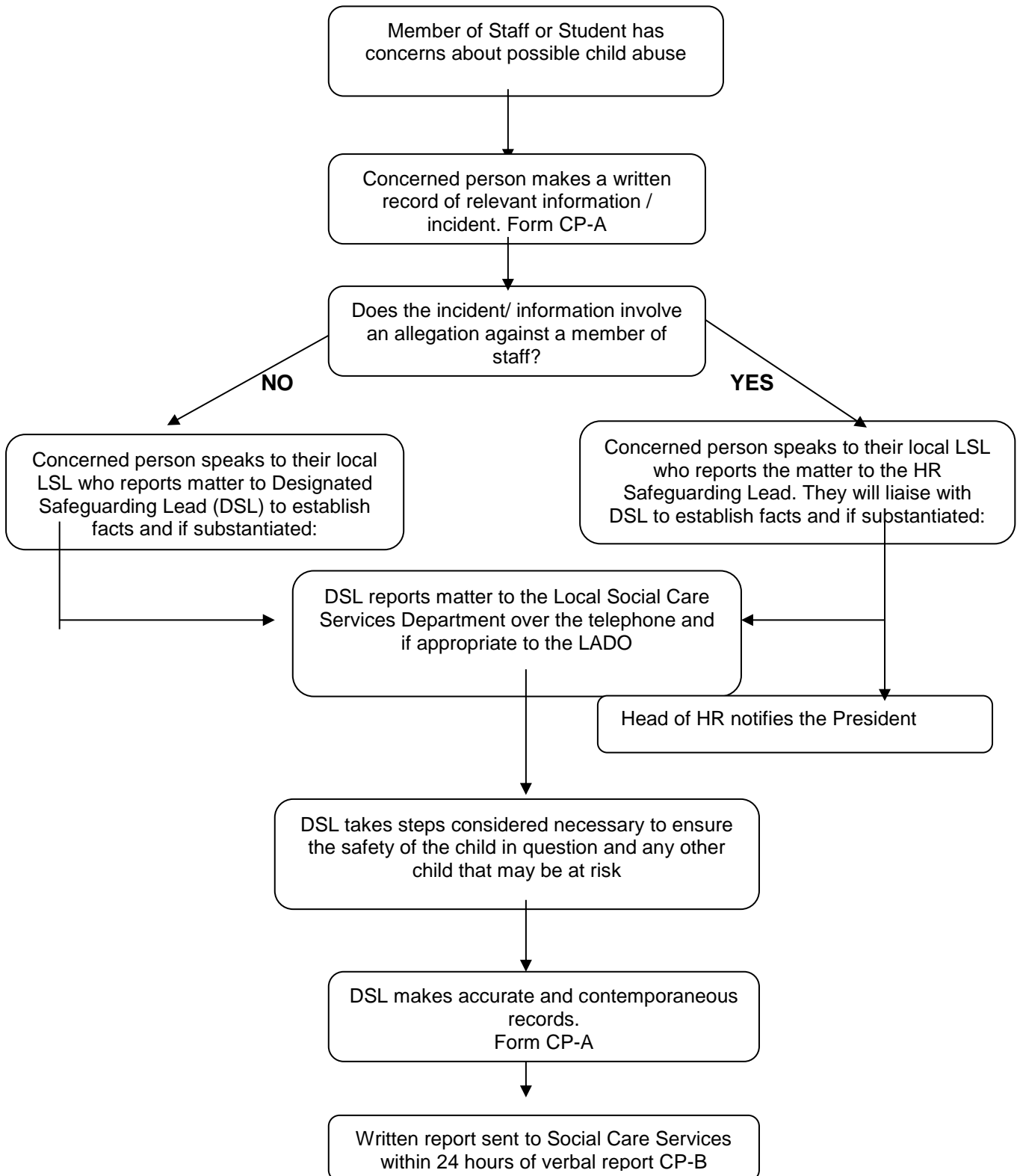
7 FORCED MARRIAGE/HONOUR VIOLENCE/KILLINGS

A 'forced' marriage is distinct from a consensual 'arranged' marriage because it is without the valid consent of both parties and duress is a factor. A young person who is forced into marriage is at risk of significant harm through physical, sexual and emotional abuse. Information about a forced marriage may come from the young person themselves, a member of the child's peer group, a relative or member of the child's local community or from another professional. Forced marriage may also become apparent when other family issues are addressed, e.g. domestic violence, self-harm, child abuse or neglect, family/young person conflict, a young person absent from City or missing/runaway. Forced marriage may involve the young person being taken out of the country for the ceremony and is likely to involve non-consensual sex. Refusal to go through with a forced marriage has often been linked to 'honour killing' or violence.

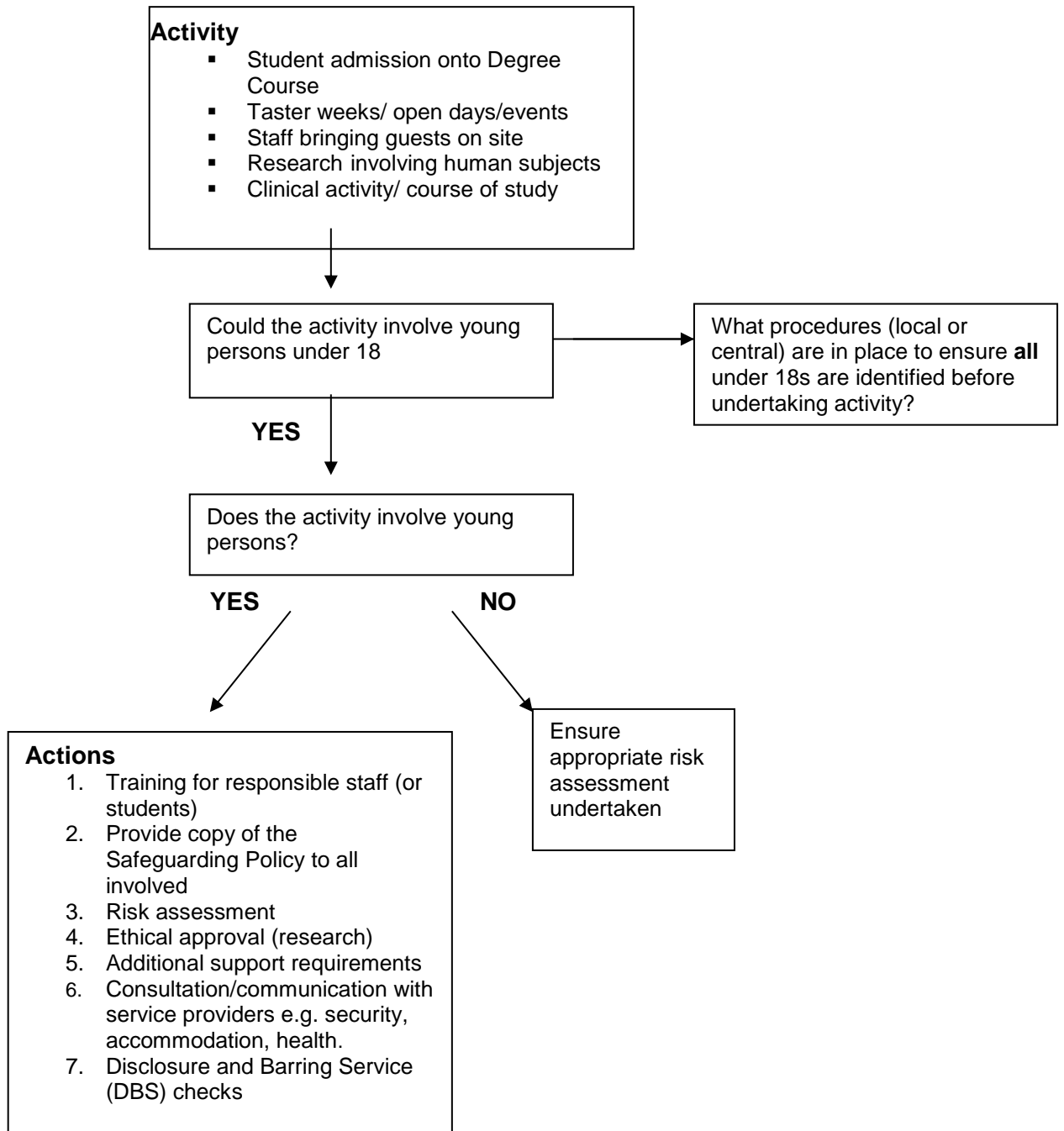
Honour based violence is an ancient cultural tradition that encourages violence towards family members who are considered to have dishonoured their family. It is rooted in domestic violence and is often a conspiracy of family members and associates meaning victims are at risk from their parents and families.

Staff should respond to suspicions of a forced marriage or honour based violence by first discussing their concerns with their LSL. The LSL will then, if appropriate, liaise with the DSL in order to make a referral to the Children's Services Contact Team and if the risk is acute, to the Police Child Abuse Investigation Team. Staff should not treat any allegations of forced marriage or honour based violence as a domestic issue and send the child back to the family home. It is not unusual for families to deny that forced marriage is intended, and once aware of professional concern, they may move the child and bring forward both travel arrangements and the marriage. For this reason, staff should not approach the family or family friends, or attempt to mediate between the child and family, as this will alert them to agency involvement. Guidance on dealing with concerns regarding forced marriage is contained in the [Multi Agency Practice Guidelines 'Handling Cases of Forced Marriage'](#)

WHAT TO DO IF YOU HAVE SAFEGUARDING CONCERNS IN RELATION TO A CHILD



FLOW CHART FOR ACTIVITY INVOLVING CHILDREN



ANNEX C

PREVENT SAFEGUARDING PROCESS

1 INTRODUCTION

The Counter-Terrorism and Security Act 2015 ('the Act') places legal duties on City to have due regard to the need to prevent people from being drawn into terrorism. In practice this requires City to have processes and procedures in place to help support people at risk of being radicalised. This requires City to engage in Prevent, part of the Government's counter-terrorism strategy, which aims to reduce the threat to the UK from terrorist attacks by stopping people from being drawn into terrorism. This includes, but is not limited to, the identification and referral of those at risk of being drawn into terrorism into appropriate interventions aimed to divert vulnerable people from radicalisation.

The UK's 'Prevent' counter-terrorism strategy is focussed on providing practical help to stop people from being drawn into terrorism. The strategy covers all forms of terrorism, including right wing extremism and some aspects of non-violent extremism. People who are identified as being at risk of radicalisation are then offered support through the 'Channel' process, which is designed to assess the degree of vulnerability and risk and offer appropriate support.

'Channel' is not about reporting information on individuals in order to prosecute them, rather it is about communities working together to support vulnerable people. City will only recommend referral to 'Channel' when all steps in the Prevent Safeguarding Process have been completed.

2 PREVENT RESPONSIBILITIES

- 2.1 Prevent is the responsibility of ALL members of City staff. All staff must maintain an awareness of City's Prevent Duties and undertake relevant training where required.
- 2.2 Each School or Professional Services department will nominate a member of staff to be the Local Safeguarding Lead.
- 2.3 The City Executive Team Prevent Lead is the Pro-Vice Chancellor (Research and Enterprise) or other nominee appointed by the President.
- 2.4 The City Operational Prevent Lead is the Director of Student and Academic Services or their nominee.
- 2.5 All City Prevent contacts are set out in Annex D.

3 RECOGNISING ISSUES

- 3.1 City recognises that reporting concerns about individuals under Prevent can be difficult and staff are not expected to be experts in recognising radicalisation. However, it is important to act if there are any concerns regarding the safety and welfare of students or staff, including concerns about potential extremist views.

- 3.2 There are a variety of reasons why people are attracted to extremist and terrorist activity and there is no exhaustive list of behaviours that may indicate an individual is at risk. Staff must use their professional judgement and consult with the relevant Local Safeguarding Lead either formally or informally if advice or guidance is needed.
- 3.3 However, issues which may indicate that a person is at risk include:
- Use of inappropriate language
 - Possession of violent extremist literature
 - Behavioural changes
 - The expression of extremist views
 - Advocating violent actions and means
 - Association with known extremists
 - Seeking to recruit others to an extremist ideology
- 3.4 Some of these factors could indicate other issues which are not related to radicalisation, therefore this procedure should be considered alongside the broader safeguarding procedures set out in this Policy and other policies and procedures relating to student and staff welfare.

4 REPORTING CONCERNS - STUDENTS

- 4.1 In the event that a member of staff is concerned that a student is at risk of radicalisation, they should make a written report to the relevant Local Safeguarding Lead, providing details of the student and details of the issues which have caused concern, including evidence if available. If the member of staff has spoken to the student expressing those concerns then a written record of that conversation should be kept and provided.
- 4.2 The Local Safeguarding Lead will consider the information provided and take advice from the City Operational Prevent Lead if necessary.
- 4.3 If, based on those discussions, the City Operational Prevent Lead takes the view that there is no material risk to the student then no further action will be taken.
- 4.4 If, based on those discussions, the City Operational Prevent Lead takes the view that is sufficient cause for concern, then they will take advice from external agencies if necessary.
- 4.5 If, having consulted with the appropriate external agencies, the City Operational Prevent Lead takes the view that there is a material risk to the student, then the student will be referred to the City Channel Referral Panel which will consist of the City Prevent Lead, the Operational Prevent Lead and two other members appointed by the President.
- 4.6 The student will be informed that they have been referred to the Panel and the Panel's decision and reasons supporting that decision.
- 4.7 The City Operational Prevent Lead will only make a formal referral to Channel on the Panel's recommendation.

5 REPORTING CONCERNS – GENERAL

- 5.1 City's primary Prevent duty of care is to students, but the Act refers to people as risk of radicalisation generally. In the event that a member of staff is concerned that any other individual associated with City is at risk of radicalisation, then the process and procedures set out Clause 4 of this Annexe C should be followed, but the report should be made in the first instance to the relevant Dean or Professional Services Director depending on the individual's relationship with City.

6 CONFIDENTIALITY

- 6.1 City provides a number of support services to staff and students which offer a secure environment for individuals to discuss sensitive issues in confidence. City is committed to a strict Confidentiality policy when delivering these services.
- 6.2 However, there are exemptions to this commitment to confidentiality which may result in the disclosure of specific information about an individual or a group of individuals engaged in unlawful activity to bodies either within or outside City including the relevant HE/FE Prevent Coordinator, Channel, the police and social services.
- 6.3 Information disclosed in relation to Prevent Safeguarding cases must be shared strictly on a case by case 'need to know' basis, taking into account necessity, proportionality and wherever possible consent and must remain strictly confidential within the group of staff relevant to the case.

ANNEX D

CITY SAFEGUARDING CONTACTS

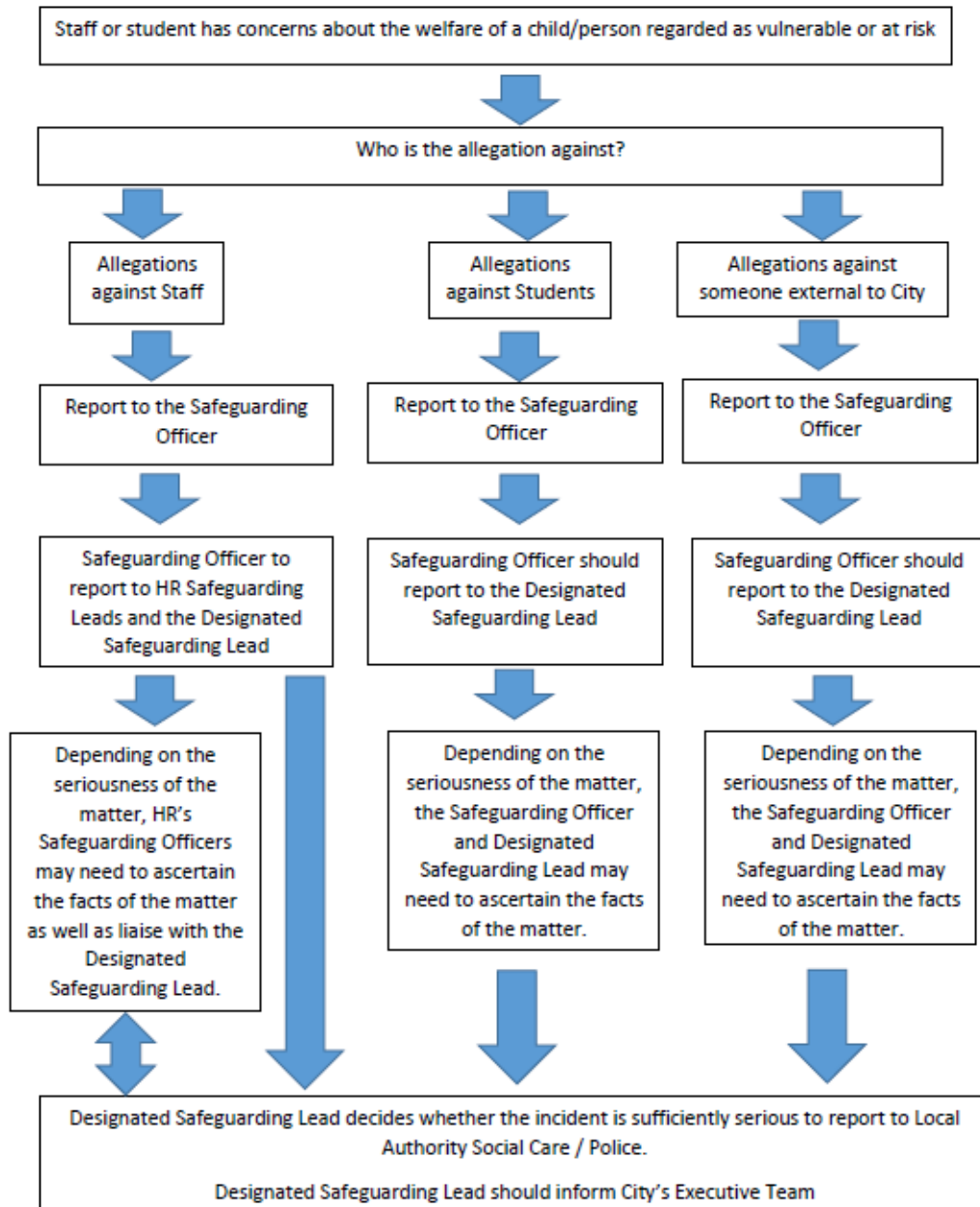
Principal Safeguarding & Welfare Lead	Chris Barnes	Safeguarding@city.ac.uk
Deputy Safeguarding & Welfare Lead	Yewande Akindele	
Student & Academic Services	Georgia Moustaka	sas.welfare@city.ac.uk *
Research & Enterprise	Anna Ramberg	
Admissions	Richard Broom	
Communications & Events	Simon Watts	
Widening Participation	Sarah Wood	
Marketing & Communications	Lindsey Venden	
Student Centre	Alison Jacobs	
Accommodation	Kamrul Hussain	acc.welfare@city.ac.uk
Human Resources	Janis Westley	safe.hr@city.ac.uk *
	Bunmi Odulaja	
Counselling	Midge Seymour-Roots	M.Seymour-Roots@city.ac.uk
Security	Leigh McBride	security.welfare@city.ac.uk *
Student Union	Mark Riley	Mark.Riley@city.ac.uk
	Hannah Roberts	Hannah.Roberts.3@city.ac.uk
School of Arts & Social Sciences	Kieran Brookes	Kieran.Brookes.1@city.ac.uk
	Tiril Garda	Tiril.Garda.1@city.ac.uk
School of Mathematics, Computer Science & Engineering	Kathy Dale	Kathy.Dale@city.ac.uk
	Cat Edera	Cat.Edera@city.ac.uk
School of Health Sciences	Tony Copeland	Anthony.Copeland.1@city.ac.uk
	Judy Brook	Judy.Brook@city.ac.uk
Cass Business School	Damian Williams	Damian.Williams.1@city.ac.uk
City Law School	Kiri Lee	cls.support@city.ac.uk
	Su Cassidy	
	Aurelia Murphy	

* Please note these email addresses are currently in the process of being set up.

ANNEX E

CITY SAFEGUARDING REPORTING FLOWCHART

Flow-chart - What to do if you have a cause for concern such as abuse of a child or worked about the welfare of a vulnerable adult.



*** If staff, students or Safeguarding Officer are concerned about the Designated Safeguarding Lead, then they should contact HR's Safeguarding Officers only. In such a case, HR's Safeguarding Officers will perform the role of the Designated Safeguarding Lead.