



SAFEGUARDING children, young people and adults at risk

Guidance for adults visiting, volunteering
or working at the University of Essex

“Safeguarding is everyone’s responsibility”

Adults visiting or working on a University campus play an important part in the life of the University. The University has a number of students and visitors who are under 18, who may be a child or young person. We also have adults who would be regarded as vulnerable – for example, an adult may be vulnerable because they need extra support or special care, such as a person with a disability.

You might be a member of staff, a student volunteer, participating in a University activity, a contractor working at one of our campuses or a visitor to the University - regardless, it is important to remember that we all have a duty of care towards safeguarding those most vulnerable. Safeguarding is everyone’s responsibility - and when safeguarding concerns a child, you are legally obliged to treat this as a matter of priority.

The University is governed by our Policy on Safeguarding Children and Adults at Risk. The policy gives details of the University’s statutory obligations.

Remember - someone may misinterpret your actions, no matter how well intended they are. We want to promote a safe space for everyone on campus, whatever your role.

For information about safeguarding training, please speak with your line manager or email the safeguarding team.

Useful Contacts

Safeguarding Team

E safeguard@essex.ac.uk

Student Services Hub

Colchester Campus:

E askthehub@essex.ac.uk

T 01206 874000

Loughton Campus:

E askthehub-lc@essex.ac.uk

T 020 8418 7373

Southend Campus:

E askthehub-sc@essex.ac.uk

T 01702 328444

If your concern requires urgent attention out of hours, please contact University Security:

T 01206 872125

Policy on Safeguarding Children and Adults at Risk

www.essex.ac.uk



University of Essex

Keep it professional, not personal. Be aware that children and young people are easily influenced by what you do or say. To keep yourself safe from possible allegations and promote a safe space for all, please follow this advice.....

Do...

- ✓ display appropriate behaviour and attitude
- ✓ treat everyone with respect
- ✓ use your work contact details - never give out any personal information
- ✓ report any inappropriate contact initiated by a Under 18
- ✓ be aware of any signs of abuse or neglect and report this
- ✓ get parental consent before taking photos. Do make sure you always use University equipment to take photos - NEVER use your own
- ✓ be familiar with the University's Policy on Safeguarding Children and Adults at Risk
- ✓ remember to lock your PC or mobile device and keep your pin/password private – you are responsible for all data on them

Don't...

- ✗ give out your personal phone number or email address AND don't accept their personal information
- ✗ be on your own with an Under 18 - always be with others, ideally in an open and public space
- ✗ engage in, promote or incite any sexual activity with a minor (whether on or off campus) - if you do, you are breaking the law (this also applies to 16 and 17 year olds if you are in a position of responsibility)
- ✗ instigate any inappropriate physical or verbal contact or use any inappropriate hand gestures
- ✗ allow yourself to be drawn into any inappropriate attention seeking behaviour
- ✗ allow any form of bullying or bad behaviour - make sure you report any such incidents
- ✗ accept any physical or verbal abuse - whether it is directed towards you or another person - you must report this
- ✗ agree to keep a secret

Social Media....

- remember that any personal information you put onto the internet might be available for all to see - if you don't want it public, don't post it!
- don't accept friend or follower requests on social media, or engage in social media chats or online games
- never post any photos of a child or young person without parental consent
- consider your audience - don't post any inappropriate comments, photos or links to other sites
- be familiar with the University's social media approach and policy

..& online meetings

- you must use an online platform that is supported by the University
- always use your University email account for meeting invites or other correspondence, not a non-work account
- if you're meeting with a child, send the invite to the parent/carer where possible and consider whether you need written parental consent for the meeting
- make sure the meeting is 'locked' so that no one else apart from those invited can attend
- make sure the setting is appropriate, for example the meeting isn't in a bedroom and there is no unnecessary private information in the background
- set out some ground rules! No screen shots or videoing the session.

Remember - it is not your responsibility to solve or tackle a safeguarding issue - always report any safeguarding concerns, allegations or incidents to your manager or a designated safeguarding officer.

Equality and Diversity

The University of Essex celebrates diversity, challenges inequality and is committed to sustaining an inclusive and diverse community that is open to all who have the potential to benefit from membership of it and which ensures equality of opportunity for all its members. We expect staff, students and visitors to be treated, and to each other, with dignity and respect regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, socio-economic background, political beliefs and affiliations, family circumstances or other irrelevant distinction.