

Guidance Note to accompany the University's policy on 'The safeguarding of children, young people and vulnerable adults.'

1. The University's Safeguarding Policy is concerned specifically **with incidents of alleged misconduct concerning children/ vulnerable adults, and/or abuse of children/ vulnerable adults**. It sets out the processes by which University Members (i.e. anyone who works for Manchester Met, in paid or unpaid activities with, or otherwise engaged with, children or vulnerable adults on the University's behalf, whether as an employee, governor, contractor, volunteer, or student) can report concerns about a child or vulnerable adult who is at risk of abuse.
2. It is important to note that the majority of adult University students who may appear vulnerable (or to have vulnerabilities) for example, due to mental health issues, are not the same as vulnerable adults as defined within the policy. Concerns about students experiencing mental health difficulties should be dealt with in accordance with the 'Guidance for staff on supporting students experiencing mental health difficulties' available on the Counselling, Health & Wellbeing website.
3. The University recognises that within the course of its activities, some staff and students may come into contact with children (i.e. individuals under the age of eighteen); or those considered to be vulnerable adults (i.e. those over eighteen who are rendered vulnerable to harm or exploitation due to their personal situation and/or social circumstances.)
4. The Safeguarding Policy is intended to provide guidance for all 'University Members' and recognises that additional departmental policies and procedures and training may apply in areas of the University that have more frequent contact with children and vulnerable adults.
5. The University will undertake appropriate checks with the Disclosure and Barring Service (DBS), in respect of University Members who will be engaging in "regulated activity relating to children", or "regulated activity relating to vulnerable adults". The policy outlines definitions of 'regulated activity'.
6. The types of university work that may include contact with children and/or vulnerable adults includes (but is not limited to):
 - placements with health & social care institutions as part of professional training;
 - applications by someone under eighteen or a vulnerable adult to study or work;
 - excursions, volunteering and other social activities;
 - conference office bookings for events to be held on campus;
 - widening participation initiatives taking place on or off campus as well as summer schools or other events such as work experience;
 - field trips;
 - some types of academic research activity.
7. Education institutions and hospitals/ health care establishments, which are partner organisations to the University, will have their own safeguarding policy and reporting procedures in place. University staff and students who become aware of any safeguarding issues whilst in these environments should follow these 'third party' reporting procedures.
8. Unless it is an emergency situation, staff should not undertake to make referrals to social services/ other authorities themselves, but rather refer to the University's Safeguarding Officer. Equally, staff should not undertake themselves to make any investigations of potential abuse cases.

9. If an allegation relates to actual or potential terrorism, the matter should be referred immediately to the University's Prevent Lead.
10. The table below gives details of the University's key Safeguarding and Prevent contacts.

Safeguarding Officer (Director of Student Support Services)	Rita Lewin - 0161 247 3492
Deputy Safeguarding Officer (Head of Counselling, Health and Wellbeing)	Yvonne Harris – 0161 247 3493
Deputy Safeguarding Officer (Head of Widening Participation and Student Financial Support)	Peter Riley – 0161 247 1967
Deputy Safeguarding Officer (Head of Learner Development and Disability Service)	Nahida Shabbir – 0161 247 3380
Safeguarding Officer for Faculties of Education and HPSC (Head of Faculty SAS for Faculties of Education and HPSC)	Sandra Sharpe – 0161 247 2005
University Prevent Lead (Deputy Registrar and Academic Secretary)	Alexander Thorley – 0161 247 3479