Safeguarding of Under-18s Policy- EIS

Statement

The English for International Students (EIS) Unit at the University of Dundee recognises that we have a special ‘Duty of Care’ to international students who attend our University and are under the age of 18. All students who fall into this category are entitled to be protected by this policy regardless of race, nationality, gender, sexual orientation, or religious belief.

The Unit, while endeavouring to safeguard the under-18s in its care, has safeguards in place that are generally appropriate for a higher education institution with a predominantly adult community.

Staff responsibilities

This duty of care is the responsibility of all members of staff of the English for International Students Unit and should protect the student against:

- Emotional abuse
- Physical abuse/physical harm
- Sexual abuse
- Neglect

All staff will undertake Basic Awareness in Child Protection training and recognise their role in ensuring that a safe environment is maintained for all under 18s on our programmes. All teaching staff will be required to have the appropriate PVG disclosure.

1. Teaching contact

   If staff need to meet an individual student this meeting should be as open as possible. Make sure that other staff are informed of the meeting and where it will take place.
   Staff should use appropriate language and be dressed appropriately at all times while carrying out work duties.
   Materials used in the classroom should take into account the maturity levels of members of the class.
   If an under-18 is absent from class without permission please inform the Programme Coordinator or Unit Administrator by email or text/phone within 30 minutes of the class starting. This will be followed up by a phone call to the student within 30 minutes of the information being received.

2. Socialising

   Staff should not spend a lot of time alone with any student away from the others.
   Staff should not foster, or engage in, personal relationships with any student on the programmes run by EIS.
   Staff should not meet any student under the age of 21 outside of work, unless this meeting is work-related (e.g. meeting a group of students as part of a Social Programme).
   Staff should not use personal social media accounts (e.g. Facebook, Instagram etc.) to contact students.
   Staff will not allow under-18s to drink alcohol or to buy tobacco.
   Staff must not give out personal contact details.
3. **Excursions**

Staff must know the names and telephone numbers of all students under 18. Under 18s must not be allowed to leave the group, unless accompanied by another member of the group. Students must have the contact number of the EIS mobile phone. Staff must not take photographs of under 18s without the consent of their parents/guardians. Taxis/coach companies for such excursions will only be used where written confirmation can be provided that drivers have had the appropriate DBS checks.

**Recognising symptoms of abuse**

It is important that we are alert to symptoms of possible abuse, as we should not assume it will never happen.

Signs of abuse can include:

- Unexplained or suspicious injuries
- An injury where the explanation does not make sense
- Unexplained changes in behaviour
- The student appears distrustful of adults
- The student behaves in an inappropriate way or sexually explicit way
- The student is withdrawn
- The student becomes increasingly dirty or shabbily dressed

*Please see Appendix 1 for more information.*

**What to do if you think abuse might be taking place**

Under no circumstances should a member of staff carry out their own investigation into suspicions or allegations of abuse. To do so may interfere with any investigation subsequently undertaken by the Police or Social Care team. However, there is a requirement to act on your concerns.

Concerns should be forwarded to the Designated Child Protection Person.

Confidentiality must be maintained. Suspicions must not be discussed with anyone other than the named employees. If none of these people are available, you should contact Keith Mackle, the University’s Pastoral Support Manager.

**How to respond to a disclosure from a student**

*Receive:* Listen to what is being said without displaying shock or disbelief.

*Reassure:* Reassure the student, but only so far as is honest and reliable. Do not promise confidentiality as the protection of the Under 18 takes precedence.

*React:* Listen quietly, carefully and patiently. Do not assume anything – don’t speculate or jump to conclusions.
Record: Make some very brief notes at the time and write them up in detail as soon as possible. Keep these notes factual. Do not destroy your original notes in case they are required by Court.

Please see Appendix 2 for more information.

University responsibilities

Staff Recruitment

As part of the University’s Safeguarding procedures, applicants are asked to note that references will be followed up and all gaps in CVs must be explained satisfactorily. Reference requests will ask specifically whether there is any reason that applicants should not be engaged in situations where they have responsibility for, or substantial access to, persons under 18. Appropriate suitability checks will be required prior to confirmation of appointment.

Training

All staff in EIS working with under-18s will be trained at least to Level 1 Safeguarding. It is the responsibility of the Programme Leader to ensure that all staff are adequately trained. Training will be delivered either online, or face-to-face.

Accommodation

Any under 18 staying in a University residence will be personally contacted by a Student Support Assistant (SSA) within one week of the student moving into the accommodation. The SSA will be informed of the status of the student as Under 18.

Designated Child Protection Persons

The persons designated as the Child Protection Person for students studying on programmes offered by English for International Students is Joan Muszynski, Student Support Advisor.

Risk Assessments

Appropriate risk assessments will be carried out with reference to any activity involving Under 18s.

Associated policies

For more information on policies associated with the safeguarding of under-18s, please refer to the following:

- Protection of Vulnerable Groups policy
- Bullying and Harassment policy
- Code of conduct for use of computing facilities
- Health and Safety policy
- Ordinance 40 – Student discipline
- Security policy
- Staff recruitment policy

Details of these policies can be found at [http://www.dundee.ac.uk/governance/policies/#](http://www.dundee.ac.uk/governance/policies/#)
Policy review

This policy will be reviewed by Academic and Corporate Governance Directorate. Policy will be reviewed annually.
## Types of Abuse/Signs and Symptoms

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<th>Physical Abuse</th>
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<tr>
<td><strong>Abusive Action</strong></td>
<td><strong>Signs &amp; Symptoms</strong></td>
</tr>
<tr>
<td>Hitting, slapping, pushing, kicking, restraint, inappropriate sanctions.</td>
<td>Series of unexplained falls or major injuries. Injuries/bruises at different stages of healing. Bruises in unusual sites e.g. inner arms, thighs. Abrasions, teeth indentations, injuries to head or face, Individual very passive. Wearing clothes to cover injuries.</td>
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<th>Sexual Abuse</th>
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<td><strong>Abusive Action</strong></td>
<td><strong>Signs &amp; Symptoms</strong></td>
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<tr>
<td>Including rape and sexual assault or sexual acts to which the individual has not consented, or was pressured into consenting.</td>
<td>Changes in behaviour. Overt sexual behaviour or language. Nightmares, sleeping problems. Unaccountable fear of particular people/places. Changes in eating habits.</td>
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<td><strong>Abusive Action</strong></td>
<td><strong>Signs &amp; Symptoms</strong></td>
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<tr>
<td>Includes acts of omission. Ignoring physical or medical care needs.</td>
<td>Often hungry. Lacks medical or dental care, Badly dressed in dirty clothes. Poor appearance and personal hygiene.</td>
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<th>Emotional Abuse</th>
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<td><strong>Abusive Action</strong></td>
<td><strong>Signs &amp; Symptoms</strong></td>
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<tr>
<td>Threats of harm or abandonment. Deprivation of contact. Humiliation, blaming, intimidation, verbal abuse, harassment.</td>
<td>Withdrawal, depression. Fearfulness, shows extremes of passivity or aggression. Change in sleep patterns, neurotic behaviour (rocking, hair twisting, self-mutilation).</td>
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1 Adapted from [http://www.hertsdirect.org/infobase/docs/pdfstore/app2signs.pdf](http://www.hertsdirect.org/infobase/docs/pdfstore/app2signs.pdf) and [http://www.wimbledon-school.ac.uk/resources/wse_child_protection_policy.pdf](http://www.wimbledon-school.ac.uk/resources/wse_child_protection_policy.pdf)
GUIDANCE ON HANDLING A DISCLOSURE FROM A YOUNG PERSON

What should you do if a young person comes to you and tells you that they are being abused?

It’s normal to feel overwhelmed and confused in this situation. Abuse is a difficult subject that can be hard to accept and even harder to talk about. Young people who are abused are often threatened by the perpetrators to keep the abuse a secret. Thus, telling an adult takes a great amount of courage. Young people have to grapple with a lot of issues, including the fear that no one will believe them. So, care must be taken to remain calm and to show support to the student throughout the disclosure phase.

The following guidelines will help lessen the risk of causing more trauma to the young person and/or compromising a criminal investigation during the disclosure phase.

Receive: Listen to what is being said without displaying shock or disbelief. A common reaction to news as unpleasant and shocking as abuse is denial. However, if you display denial, or show shock or disgust at what they are saying, the young person may be afraid to continue and will shut down. Accept what is being said without judgement. Take it seriously. Reassure: Reassure the young person, but only so far as is honest and reliable. Don’t make promises that you can’t be sure to keep, e.g. "everything will be all right now”. Reassure the young person that they did nothing wrong and that you take what is said seriously. Don’t promise confidentiality – never agree to keep secrets. You have a duty to report your concerns. Tell the young person that you will need to tell some people, but only those whose job it is to protect them. Acknowledge how difficult it must have been to talk. It takes a lot for someone to come forward about abuse.

React: Listen quietly, carefully and patiently. Do not assume anything – don’t speculate or jump to conclusions. Do not investigate, interrogate or decide if the young person is telling the truth. Remember that an allegation of abuse may lead to a criminal investigation, so don’t do anything that may jeopardise a police investigation. Let the young person explain to you in his or her own words what happened, but don’t ask leading questions. Do ask open questions like "Is there anything else that you want to tell me?" Communicate with the young person in a way that is appropriate to their age, understanding and preference. This is especially important for young people with disabilities and for young people whose preferred language is not English. Do not ask them to repeat what they have told you to another member of staff. Explain what you have to do next and whom you have to

http://www.britishcouncil.org/sites/britishcouncil.uk2/files/handling_disclosure_from_a_child_0.pdf
talk to. Refer directly to the named Child Protection Officer or designated person in your organisation. Do not discuss the case with anyone outside the Child Protection team.

**Record**: Make some very brief notes at the time and write them up in detail as soon as possible. Do not destroy your original notes in case they are required by Court. Record the date, time, place, words used by the young person and how the young person appeared to you – be specific. Record the actual words used; including any swear words or slang. Record statements and observable things, not your interpretations or assumptions – keep it factual.