

Safeguarding Policy and Procedure	
Responsible for Policy	Director of Students
Relevant to	All Staff, All Students
Approved by	Executive Leadership Team
Date Approved/Last Approval	June 2024
Next review date	June 2026
Relevant Documents	
<p>Data Protection Act 2018 & the UK General Data Protection Regulation</p> <p>Safeguarding Vulnerable Groups Act 2006</p> <p>Equality Act 2010</p> <p>Keeping Children Safe in Education (Statutory guidance for schools and colleges)</p> <p>Mental Health Act 2005</p> <p>Working Together to Safeguard Children 2018</p> <p>Children Act 1989 and 2004</p> <p>The Care Act 2014 (Adult Safeguarding)</p> <p>Protection of Freedoms Act 2012</p> <p>Counter Terrorism and Security Act 2015</p> <p>Prevent duty guidance: for England and Wales, 2023</p>	
Related Policies and Documents	
N/A	

Contents

1. Introduction	3
2. Designated Safeguarding Officer	4
3. Disclosures.....	4
4. Procedures for dealing with suspicions or allegations of abuse	5
5. Managing allegations against staff.....	6
6. Allegations against a student	7
7. Prevent: Dealing with concerns about radicalisation and extremism	7
8. Safeguarding training	9
9. Recruitment, selection and employment procedures	9
10. ID.....	10
11. Audio-visual	10
12. Recording, data protection and storage	10
13. Monitoring and evaluation	11
Appendix : Safeguarding Definitions.....	12
Appendix 2: Procedure for reporting suspicions or an allegation of abuse	14
Appendix 3: Report a Concern Form.....	15
Appendix 4: Prevent Definitions	16

1. **Introduction**

- 1.1. The Liverpool Institute for Performing Arts (LIPA) is committed to supporting and promoting the welfare of staff, students, and visitors and to the provision of a safe environment conducive to work, study and the enjoyment of a positive experience for all members of its community.
- 1.2. **“Safeguarding”** refers to measures designed to protect the health, wellbeing and human rights of individuals.
- 1.3. Student safeguarding involves putting in place measures to ensure those at Higher Education Providers (HEPs) are protected from abuse, harm and neglect.
- 1.4. All staff and students have a role in safeguarding and the Institute must ensure people understand what their role and responsibility is if they witness abuse or are informed that someone has been harmed or is at risk of being harmed. Knowing your role will create a safer environment for all staff and students that promotes wellbeing.
- 1.5. LIPA recognises its responsibility for safeguarding means ensuring the following:
 - Commitment from senior leadership that feeds into an institution-wide approach
 - Transparent policies and procedures
 - Robust reporting and support processes
 - Annual student and staff training
 - Effective external relationships.
- 1.6. LIPA recognises that within the course of its activities its staff and students may come into contact with children (e.g. individuals who are under 18 years old) or vulnerable adults (e.g. those over 18 who are rendered vulnerable to harm or exploitation due to their personal situation and/or social circumstances).
- 1.7. As part of its role as a higher education institution operating within the performing arts, LIPA works with children, young people, and vulnerable adults through:
 - Open days / school/group visits
 - Widening participation activities
 - LIPA 4-19 Academy*
 - Teaching, supervision and support of students
 - Young people participating in our performances
 - Summer schools, and other events such as work experience
 - Student placements where working with children / work experience
 - Research subjects
 - Off campus activities involving children or vulnerable adults
 - Auditions
 - Other professional settings.

- 1.8. *LIPA recognises that specific areas of activity, for example the LIPA 4-19 Academy, have local procedures designed to promote safeguarding practices and as such should be referred to where situations arise in relation to these areas [link to policy].
- 1.9. If LIPA staff are offsite, they should also follow the local policy of any venue they are in e.g. if in a school, inform the school immediately and follow their local policy, then inform LIPA. This would also be the process and procedure for Regional Auditions.

2. Designated Safeguarding Officer

- 2.1. The Director of Students has been appointed to act as the Institute's Designated Safeguarding Officer (DSO). Their responsibilities include:
 - Undertaking relevant training in safeguarding procedures to ensure their knowledge is kept up to date
 - Ensuring that staff receive regular training and that refresher training is available annually
 - Ensure that records are kept regarding safeguarding concerns and that confidential records are stored securely
 - Discussing with the Safeguarding Team any concerns regarding safeguarding
 - Submit an annual report to the Academic Board and EDI Committee
 - Acting as a point of contact for those who have safeguarding concerns, receiving information and recording those concerns
 - Acting upon concerns as appropriate in the circumstances – for example by making external referrals to social services or police
 - Monitoring the implementation of this policy and procedure.
- 2.2. In addition to the explicit responsibilities set out above, the DSO has responsibility to ensure staff and students are aware of the Institute's safeguarding principles and procedures and can refer concerns appropriately.
- 2.3. It is not the role of the DSO to decide whether a child or vulnerable adult has been abused. The DSO's responsibility is to ensure that concerns are shared, and that action is taken as a result.
- 2.4. In the absence of the DSO the Deputy Safeguarding Officer will respond to all concerns.
E: safeguarding@lipa.ac.uk
T: 0151 330 3030

3. Disclosures

- 3.1. Anyone can disclose a safeguarding issue and all disclosures must be taken seriously.

3.2. Confidentiality is important but should not be guaranteed if there is a risk of serious and/or life-threatening harm to the person making the disclosure, or to another member of the community.

3.3. Where the disclosure concerns a student, they must be referred to the Student Wellbeing team for support.

3.4. When dealing with an individual making a disclosure -

Do:

- Listen and remain calm.
- Use open ended questions. (Open questions begin with words like who, what, when, where, and how. Open questions cannot be answered with a 'yes' or 'no'.)
- Ask if they mind you taking notes while they talk. At the end you can check with them that you have understood everything correctly.
- Offer reassurance that disclosing is the right thing to do.
- Establish only as much information as is needed to report the disclosure.
- Tell them what you are going to do next.

Do not:

- Make promises that cannot be kept (e.g. that you won't share the information).
- Make assumptions or offer alternative explanations.
- Investigate.
- Contact the person about whom allegations have been made.
- Conduct a physical or medical examination.
- Discuss the disclosure with other staff; discussion should be on a 'need to know' basis.

4. Procedures for dealing with suspicions or allegations of abuse

4.1. The Institute will take all safeguarding concerns including suspicions and allegations of exploitation, harm or abuse (including radicalisation) seriously and will report concerns promptly. The reporting process is outlined in **Appendix 2**.

4.2. Any incidents / disclosures / suspicions of safeguarding concerns should immediately be referred to the DSO on the day the incident occurs, or the disclosure is made. Should the concern arise outside of operating hours the matter should be reported the next working day or within 24 hours of the receiving the original concern / report. If the matter occurs outside of operating hours and it is an emergency, there should never be a delay to contact emergency services such as the police or social services.

4.3. Safeguarding concerns should be reported to the DSO via Report a Concern on the LIPA website (see **Appendix 3**). If you wish to discuss a referral before completing the form you should contact the DSO. It is better to refer any safeguarding concern

and enable a risk assessment to take place, than not to make one because you are not yet certain.

- 4.4. If a safeguarding concern is raised with the DSO a risk assessment should be undertaken to assess whether a referral to Social Services or the Police is required. The DSO (or nominee) is responsible for ensuring that a record of the risk assessment process and the outcome of the risk assessment is made, and any appropriate follow up action is undertaken.
- 4.5. The Institute will liaise with other partner agencies as appropriate to address the safeguarding concerns identified.
- 4.6. The DSO will follow the relevant LIPA policy and procedure whilst liaising with the LIPA Safeguarding Team to determine the outcome of the concern.
- 4.7. All outcomes will be logged with a rationale and the person/s concerned notified of this outcome.

5. Managing allegations against staff

- 5.1. LIPA expects all staff, including visiting professionals and casuals, to follow professional boundaries and safe conduct when working with our students.
- 5.2. Where an allegation of inappropriate behaviour, abuse or neglect is made against an employee (whilst in the course of their employment), or worker, the DSO and Human Resources should be informed immediately. The Institute, in accordance with its employment procedures, and the LIPA Disciplinary Policy and Procedures / Code of Conduct, will carry out a full investigation and may, if necessary, suspend the member of staff until the investigation is completed.
- 5.3. If it is possible for a member of staff to continue working whilst the investigation is completed, appropriate risk assessments / measures will be put in place.
- 5.4. If the concern is about a young person (under 18), the Local Authority Designated Officer (LADO) should be alerted within one (1) working day to all cases in which it is alleged that a member of staff has:
 - Behaved in a way that has harmed, or may have harmed, a child or children
 - Possibly committed a criminal offense against children, or related to a child
 - Behaved towards a child or children in a way that indicates they may pose a risk of harm to children.
 - Behaved or may have behaved in a way that indicates they may be unsuitable to work with children
- 5.5. The LADO is involved from the initial phase of the allegation through to the conclusion of the case. They will provide advice, guidance, and help to determine whether the allegation sits within the scope of the procedures.
- 5.6. The LADO helps coordinate information-sharing with the right people and will also monitor and track any investigation, with the aim of resolving it as quickly as possible.

- 5.7. The two people who oversee and manage allegations in Liverpool are:
- Catherine Ballans, LADO & Risk Manager: Tel: 0771 670 2034
 - Pauline Trubshaw, LADO: Tel: 0784 172 7309
- All referrals should be sent by email to the LADO at lado@liverpool.gov.uk
- 5.8. The accused member of staff will be informed of the allegation as soon as possible, subject to restrictions on how the information can be shared.
- 5.9. Where an allegation is made against a member of staff, that member of staff should receive appropriate support. The staff member will be advised to seek the advice of their Union or Professional Body.
- 5.10. If the allegation is substantiated during investigation, the matter will be escalated according to the stages in the [LIPA Disciplinary Policy and Procedures].
- 5.11. The Institute will ensure that the member of staff:
- Understands the nature of the concerns expressed and the procedures which will be followed
 - Is kept up to date with the progress of the investigation
 - Is informed of any disciplinary implications as a result of the investigation
 - Is informed of the appeals process if applicable
 - Is advised that a Trade Union representative or work colleague can be present at disciplinary hearings and appeals

The same procedure, as set out in **Section 4/Appendix 2** should be followed.

6. Allegations against a student

- 6.1. Where an allegation is brought against a student on one of LIPA's programmes this will be handled in accordance with the [Non-Academic Misconduct Procedure]. Reports should be made via the reporting portal ([www.add link](#)) or direct to the safeguarding team at safeguarding@lipa.ac.uk
- 6.2. The Director for Students will assess whether suspension or other precautionary actions may be required while investigations are undertaken.
- 6.3. Any decision to potentially suspend will be taken in line with the [Student Suspension and Precautionary Measures Policy].
- 6.4. Disciplinary action may be taken against any student found to have maliciously raised a concern or allegation, frivolously, in bad faith, maliciously, for personal gain or for revenge. This would not apply to individuals who have raised a genuine concern that proves to be unfounded.

7. Prevent: Dealing with concerns about radicalisation and extremism

- 7.1. The duty to safeguard children, young people and adults at risk of harm extends to protecting them from involvement with groups that set out to radicalise individuals.

Section 26 of the Counter Terrorism and Security Act 2015 places a duty on Higher Education providers to have due regard to the need to prevent people from being drawn into terrorism. This is known as the Prevent duty.

- 7.2. We are committed to ensuring that our community remains a safe, nurturing and inclusive environment for teaching and learning. It is in this context that we will seek to meet our obligations under the Prevent Duty - to ensure that vulnerable individuals within our community are safeguarded from being drawn into terrorism.
- 7.3. We have taken a risk-based, proportionate approach to putting appropriate measures in place to ensure that the risks of members of our community being radicalised are minimised, whilst at the same time balancing our other legal duties, including those of ensuring freedom of speech and academic freedom within the law and promoting equality and diversity. This policy forms part of that approach.
- 7.4. Prevent will address all forms of terrorism but continue to prioritise according to the threat they pose to our national security. Preventing terrorism will mean challenging extremist (and non-violent) ideas that are also part of a terrorist's ideology. Prevent will also mean intervening to try to stop people moving from extremist groups or extremism into terrorist-related activity.
- 7.5. The three Prevent objectives are:
 - Respond to the ideological challenge of terrorism and the threat we face from those who promote it. This means using teaching and learning to help learners and staff to develop the knowledge and skills to challenge extremist narratives.
 - Prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support. This means identifying how to prevent harm to learners by individuals, groups or others who promote terrorism and violent extremism. Provide programmes to support learners who are vulnerable.
 - Supporting sectors and institutions where there are risks of radicalisation. This means increasing the resilience of college and university communities by encouraging engagement with management, staff and learners through training and awareness raising. Encourage staff training and use curriculum opportunities for learners which allow grievances to be aired and dealt with. Ensure that college resources are not used by extremist groups.

LIPA's Responsibilities

- 7.6. All Directors of the Institute must undertake appropriate Prevent Duty training.
- 7.7. [insert comment about the dissemination of training to relevant roles]
- 7.8. Any student or member of staff may identify concerns about an individual potentially being drawn into violent extremism or terrorism based on information received or behaviour observed.
- 7.9. Where any such concerns are identified, you should refer these, in confidence, to: The Designated Safeguarding Officer (DSO) safeguarding@lipa.ac.uk / 0151 330 3030.

- 7.10. It is not your responsibility to determine whether there is a genuine risk or to challenge the individual about your concerns. What is important is to refer any concerns under this process.
- 7.11. Guidance is clear that there is no single way to identify who is likely to be vulnerable to being drawn into terrorism. To assist you in understanding the factors that may have a bearing on someone becoming vulnerable and how to identify such concerns, a non-exhaustive list of potential indicators of risk is given in **Appendix 4**.

8. Safeguarding training

- 8.1. The Designated Safeguarding Officer and Deputy SO as part of their role will have completed their Level 2 Award in Safeguarding training.
- 8.2. All new staff, to include Visiting Professionals, will be made aware of the LIPA Strategy and EDI Strategy, Safeguarding Policy and Prevent Duty at induction, and will be asked to sign to confirm agreement.
- 8.3. All permanent staff will complete training through Marshall E-Learning which is to be completed every two years. The following Marshall's Courses will be mandatory and monitored by HR:
 - Diversity in the Workplace
 - Safeguarding in HE
 - Inclusive, Cohesive and Safe Campuses
 - Responding to Disclosure of Sexual Violence

Additional training will be provided as necessary across the institution if advised by the Safeguarding Team

9. Recruitment, selection and employment procedures

- 9.1. LIPA is committed to ensuring that appropriate suitability checks are carried out in relation to staff whose duties and responsibilities involve regular contact or supervision of children or vulnerable adults, including criminal record checks and other checks where appropriate.
- 9.2. LIPA will notify staff at the recruitment stage if the role requires a DBS check and they will be advised accordingly. [LIPA Recruitment Policy]
- 9.3. The Institute will accept DBS certificates from new members of staff that have been processed by other registered bodies within six months of the date of issue. After 3 years from the date of issue, staff must undergo a new disclosure check with the DBS.
- 9.4. It is a criminal act under the Safeguarding Vulnerable Groups Act 2006 for the Institute to allow someone it knows, or someone it has reason to believe, has been barred from that activity to undertake that activity. If the Institute gains knowledge of someone not suitable to work with children and vulnerable adults, then the individual should be referred to the Local Safeguarding Children Board (LSCB).

10. ID

10.1. The institute requires all staff and students to carry valid ID at all times. The Table below indicates the various colours of badges and lanyards for various categories:

Category	Badge Background	Lanyard
Student	Brown	LIPA Purple with STUDENT IN RED or WHITE
Staff	Brown	LIPA Purple with STAFF IN RED or WHITE
U18	Light Green	Light Green with RED writing

11. Audio-visual

11.1. Audio-visual media featuring under 18-year-old students will be used for LIPA marketing purposes, **only where explicit consent** has been obtained.

11.2. LIPA 4-19 has a separate policy and procedure for the taking, using and storage of photographs or images of children which notes the following:

- Permission will be sought from the parents for use of photographic material featuring children for promotional or other purposes.
- That web-based materials and activities will be carefully monitored for inappropriate use.
- LIPA 4-19 will ensure confidentiality to protect the rights of its members, including the safe handling, storage and disposal of any sensitive information such as criminal record disclosures.

12. Recording, data protection and storage

12.1. Written records of any safeguarding concerns will be retained for six years from the last noted action.

12.2. Records of safeguarding concerns should include:

- the date and time of the incident/disclosure
- the name and role of the person to whom the concern was originally reported and their contact details
- the name and role of the person making the report (if this is different to the above) and their contact details
- the names of all parties who were involved in the incident, including any witnesses

- the name, age and any other relevant information about the individual who is the subject of the concern, what was said or done and by whom
 - any action taken to look into the matter
 - any further action taken (such as a referral being made)
 - the reasons why the Institute decided not to refer those concerns to a statutory agency (if relevant).
- 12.3. Such written records will be kept confidential and stored securely and separately from a member of staff's or student's personal records.
- 12.4. Electronic files should be password protected and stored on computers with protection against hackers and viruses.
- 12.5. Information about safeguarding concerns and referrals should be kept in a separate file for each individual, rather than in one 'concern log'.
- 12.6. If you need to share records (within your own organisation or externally), make sure they are kept confidential. Use passwords and encryption when sharing electronic files.

13. Monitoring and evaluation

- 13.1. The Designated Safeguarding Officer (DSO) will meet with the Safeguarding Team, as and when required, to ensure thorough risk assessment of each report or disclosure.
- 13.2. The DSO will be responsible for recording all safeguarding risks in the Institutional Risk Register which will be anonymised and shared with the Senior Management Team.
- 13.3. The DSO will record any incidents relating to safeguarding concerns and will report them in an anonymised form to the Academic Board and EDI Committee on an annual basis. The report will be confidential and if any concerns or patterns of abuse emerge these will be dealt with appropriately.
- 13.4. The DSO, in liaison with the Safeguarding Team, are responsible for overseeing and updating this policy and procedure particularly with respect to the legal obligations and other external requirements. Updates to the policy and procedure would be submitted to the Senior Management Team for formal review every two years.

Appendix : Safeguarding Definitions

Vulnerable Adult

The Institute defines a vulnerable adult as a person aged 18 or over who is, or may be, in need of services by reason of mental or other disability, age or illness, and who is, or may be, unable to take care of themselves, or unable to protect themselves against significant harm, abuse or exploitation, including being drawn into terrorism. Where this might be the case, reference should be made to the Institute's Prevent Strategy through the Designated Safeguarding Officer.

Definition of a child

The Institute defines a child as a person who is under the age of 18 ("Child"). The fact that a Child has reached 16 years of age, is living independently or is in Further/Higher education does not change their status for the purpose of this Policy.

This policy applies to all activities involving children, young people and vulnerable adults on the LIPA campus. It also applies to those staff, and students who work with children, as part of Institute's activities, off-site.

Definitions of Abuse

There are four main types of abuse:

Physical - may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child.

Emotional (including cyber bullying) - the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children.

These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual - involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include noncontact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

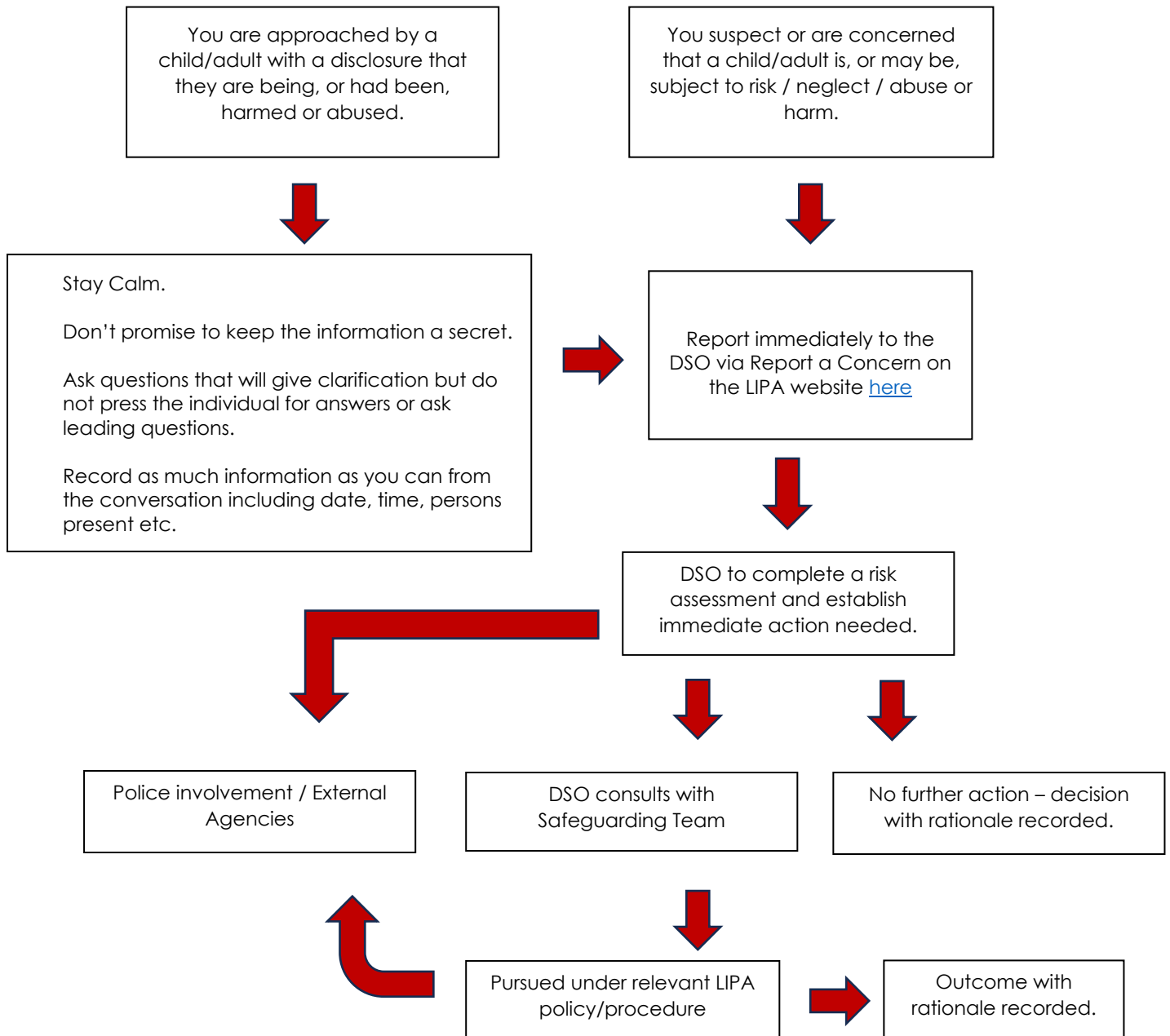
Neglect - the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate caregivers);
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Appendix 2: Procedure for reporting suspicions or an allegation of abuse

If the person is in immediate danger dial 999



Appendix 3: Report a Concern Form

<https://lipa.ac.uk/report-a-concern/>

Appendix 4: Prevent Definitions

Definition of Terrorism

The Terrorism Act 2003 defines terrorism as:

- the use or threat of action which involves serious damage to property; or
- endangers a person's life; or
- creates a serious risk to the health and safety of the public or a section of the public; or
- is designed seriously to interfere with or disrupt an electronic system.

The use or threat must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious, racial or ideological cause.

Definition of Extremism

The statutory Prevent Duty Guidance defines "extremism" as "vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs and calls for the death of members of our armed forces, whether in this country or overseas.

Indicators of Risk

Identification of concerns might include the following, although this list is not exhaustive:

- Expression of views which are discriminatory against protected groups or individuals;
- Third party reports of concerns about behaviour e.g. plans to undertake extended periods of travel to international locations known to be associated with terrorism;
- Exclusion of certain groups or individuals from activities which appears to be for extremist or discriminatory reasons;
- Direct disclosure from the individual of vulnerability to being drawn into terrorism or extremism;
- Evidence of friends or family concern about vulnerability to extremism;
- Evidence of discriminatory treatment of other groups or individuals;
- Evidence of non-compliance with normal expectations of behaviour or shared values within our society, in the context of the definition of "extremism";
- Possessing, accessing or requesting extremist materials, unless authorised to do so for academic study through the Ethics approvals process;
- Expression of extremist views and sharing of extremist materials including on social media;
- Use of extremist language;
- Threats of violence;
- Enabling non-LIPA staff or students to access our buildings who are a cause for concern in the context of this policy or to distribute materials promoting extremism.