
Safeguarding Adults at Risk & Child Protection Policy

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Contents

1.0 Introduction	3
2.0 Under 18s and the Adult environment	4
3.0 Contracts	5
4.0 Areas of Risk	5
5.0 The Dyson Institute Village & Estates	5
6.0 Social Activity	6
7.0 Field trips and off-campus learning activities	7
8.0 Library.....	7
9.0 Alcohol and tobacco.....	7
10.0 Holding Office	7
11.0 Relationships with staff	7
13.0 Child Protection and Adult at Risk Procedures.....	10
14.0 Medical Treatment	11
15.0 Notification	11
16.0 Parental involvement	12
17.0 Data Protection.....	12
18.0 Emergency contact.....	12
19.0 Related policies	12

1.0 Introduction

1.1 Commitment

The Dyson Institute is committed to ensuring a safe and supportive environment for all Institute staff, students and visitors. The Institute recognises that there are circumstances in which young people and adults at risk may come onto Institute premises or Dyson Technology premises for Institute purposes or otherwise have contact with Institute staff, students, Dyson staff or contractors, such as engagement with any onsite recruitment or selection activities.

1.2 Definitions

In this Policy the term “staff” shall mean all persons employed in the service of the Institute and the expression “students” means any person currently registered on a program at the Institute, including apprentices and prospective students – such as pre-joining day attendees.

For the purpose of this policy, we will use the term ‘adult at risk’ instead of ‘vulnerable adult’, the latter term may be used within cited legislation or guidance.

1.3 Responsibility

Student and Registry services are responsible for overseeing student wellbeing. Matters relating to staff fall within the remit of Dyson Human Resources. There are a range of other policies and procedures which supplement this Policy, and which should be referred to as appropriate (see Sect. 17).

1.4 Scope

As a matter of law, a person under the age of 18 is a child, which means the Institute has additional responsibilities until the date at which they turn 18. This policy will cease to apply to students once they reach their 18th birthday.

For the purpose of this policy, the definition of Adults at Risk is a person over 18 years of age who i) has needs for care and support; and ii) is experiencing, or is at risk of neglect, or physical, emotional or mental harm, and iii) as a result of those needs is unable to protect themselves against neglect or harm, or the risk of it.

For the purpose of this policy, the term ‘student at risk’ refers to students who are either under 18 or an Adult at Risk. This term will be used

The purpose of the policy is to promote and safeguard the welfare of individuals who are under students at risk engaging in Institute activities.

The Institute also acknowledges the approach used by the Department of Education in Keeping Children Safe in Education 2024 (KCSIE), as updated annually. Whilst KCSIE only applies to schools and colleges, we act as appropriate within the context of a higher education environment and in response to our duties with Apprentices to:

- provide help and support to meet the needs of children as soon as problems emerge
- protect children from maltreatment, whether that is within or outside the home, including online
- prevent impairment of children’s mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care, and

- taking action to enable all children to have the best outcomes.

This policy should be read in conjunction with the Safeguarding and Prevent policy, Harassment and Sexual Misconduct Policy and other relevant policies listed in Section 18 related Policies.

1.5 Health and Safety

Dyson Technology follows Health and Safety Executive (HSE) guidance on health and safety considerations for young people in the workplace where a student is under 18 years of age.

2.0 Under 18s and the Adult environment

2.1 The Institute is an adult environment and as such treats all its students as independent, mature individuals, and students who are under the age of 18 years will be treated in the same way. Applicants who are under 18 should be aware that they are applying to study in an adult environment and there may be a small number of limitations for them whilst they are under 18.

2.2 The Institute is not obliged, nor is it able, to take on the usual rights, responsibilities, and authority that parents/guardians have in relation to a child, and it will not act in *loco parentis* in relation to students who are under the age of 18 years once they are on the programme. Until the student reaches their 18th birthday, the Institute may share information with parents as required to support the student's wellbeing.

2.3 Institute residences are intended for the use of adults and special arrangements cannot be made for students under the age of 18 years. Therefore, unless the young person reaches the age of 18 during their first year, they will not have access to Institute accommodation.

2.4 The nature of the Institute environment does inevitably mean that under 18s come into unsupervised contact with a wide variety of people who are 18 years or older during their programme, residence in Institute accommodation, or any other organised activities. This includes contact with staff and fellow students. This contract does not fall within the statutory requirements for criminal record checks to be undertaken and, accordingly, there is no obligation for such checks to be carried out for all Institute staff, including those who are assigned as tutors and members of staff or students working within the Dyson Institute Village.

It is a condition of enrolment with the Dyson Institute that the parent or guardian of any student who is under the age of 18 years confirms, by signing and returning the attached form, their acceptance of the arrangements set out in this document. When the student reaches the age of 18, these accepted terms will automatically be regarded as agreed by the student.

If the parent(s) do not live in the UK, they should appoint a UK guardian who:

- lives in the UK.
- is over the age of 18.
- can speak English.
- is easy to contact in an emergency.
- has a UK address and phone number.
- is not registered student or member of staff at Dyson or the Dyson Institute.

[Under 18 student consent form](#)

[Parent/Guardian Under 18 consent form](#)

3 Student support provision Students at Risk

The Institute provides excellent pastoral support and takes proactive steps to broaden the activities to promote inclusivity.

The usual personal and academic support arrangements will also apply to students at risk. Each student has an allocated member of the student support team (SST) who is the first port of call for support and can act as Early Help. Students at Risk will have priority access to the SST. All students will have standard one to ones and opportunities for additional support as required. The SST offer coaching and support with a broad range of issues: settling into their new life at Dyson, learning differences, disabilities, study skills, dealing with stress, etc.

For the avoidance of doubt, the Policy does relate to activities carried on, at or by the Dyson Institute Student Committee (DISC). DISC proactively tailors a range of activities to provide enrichment opportunities for Institute students which are accessible to students aged 17 and above. Some activities will remain accessible to people over 18 only.

3.0 Contracts

A young person of 16 or 17 has the status to enter necessary contracts e.g., for employment, education and accommodation, but until their 18th birthday they will not be legally competent to enter all legal contracts. In circumstances where a person must be aged 18 or over to be legally competent to enter a contract the Institute requires a student's parents/guardians to honour all obligations (under any contracts with the Institute) that the student enters prior to their 18th birthday.

4.0 Areas of Risk

The following are identified as examples of activities which present key areas of risk, and which may or may not be held online: (this is not an exhaustive list)

- Organised visits, summer schools and other outreach activities on Dyson premises for Institute related activities and Institute premises.
- Outreach activities are undertaken in schools and other venues away from Institute premises.
- Students at Risk staying in the Institute managed accommodation.
- Students at risk registered on a programme at the Institute.
- Young people employed by the Institute.

5.0 The Dyson Institute Village & Estates

5.1 Temporary residents

If students at risk, attend the Dyson Institute for engagement with any onsite recruitment or selection activities, they will be given contact details of the student support team who can provide on-site support if required, safeguarding team as well as signposting information. All other temporary residents will meet with members of the safeguarding team on commencement of their stay.

5.2 Support on site

- 5.2.1 Places in Institute residences are offered on the understanding that the student will be able to adapt to living away from home and be responsible for themselves in all practical matters (see 4.3 for residents requiring support with their social care).

- 5.2.2 Security staff are on site 24 hours per day, 7 days per week, and provide out-of-hour emergency support to students on site.
- 5.2.3 The student support team are available on site throughout the week and accessible online within office hours via the booking system.

5.3 Social Care Needs

Any student at risk requiring social care to support themselves with living independently is responsible for organising that care and they will be required to provide the Institute with the evidence below prior to the individual starting to visit the Dyson Village:

- a. *for a family member carer: an ID check to confirm their identity and relationship with the student; or*
- b. *for a commercial carer, an ID check, an Enhanced DBS and Barred List Check, and confirmation of their qualifications (a carer's card may be sufficient for these purposes).*

5.4 Roundhouse activities

DISC may provide social events where a film or documentary with a British Board of Film Classification of 18 years of age is shown. Legislation prohibits people under the age of 18 from viewing 18-rated films in licensed cinemas. There are no educational reasons for viewing a programme of this nature on an engineering programme.

Certificate 18 is suitable only for adults, therefore students under the age of 18 should not attend DISC events showing movies with that certificate. Whilst under 18s are in residence, the DISC will promote engagement in activities which are appropriate.

5.5 Village visitors

Some campus buildings, including Dyson Village grounds, are open to escorted visitors. Dyson campus is not open to members of the public. Individual supervision is not provided, and students may encounter visitors who enter the premises in their normal course of their business. There is a high level of security and protocols to support and promote safety on site. Students under the age of 18 will not be expected to escort business visitors.

The Institute cannot take responsibility for ensuring the welfare of children who are present on Institute premises (Dyson Village) without its knowledge. Parents or guardians who bring their children onto the Dyson Village site visiting an Institute student must take responsibility for their safety and welfare and ensure that their children do not disturb others or damage Dyson or Institute property.

6.0 Social Activity

Students are treated as adults and are expected to attend teaching activity and to both live and study independently without formal supervision. The Institute environment provides peer groups of mixed group adults.

Participating in social activity on an off campus is at the discretion of the students and the Institute is not able to take additional responsibility for a student who is under the age of 18 years in relation to such activities. The Institute and DISC will clearly communicate any age restrictions of activities and work to offer and promote engagement on age-appropriate enrichment and social activities. Where individuals require social care support for these activities, it is their responsibility to make these arrangements and inform DISC.

The Dyson Institute Student Committee manages multiple events throughout the year. Some events are age-restricted, for

example access to nightclubs or require parental permission for under 18s (for example indoor climbing walls) these will be clearly identified as such.

It is the responsibility of the students to ensure that they abide by the law on the consumption, sale, and supply of alcohol (see The Licensing Act, 2003).

7.0 Field trips and off-campus learning activities

Programmes may involve excursions, field trips, or other periods of study or activity away from the Institute (some of which may be residential trips). Subject of discharging the Institute's duties under Health and Safety legislation, the Institute is not able to take any additional responsibility for a student who is under the age of 18 years in relation to such activities. This should include a risk assessment which should consider how the risks identified can be minimised. Completed risk assessments should then be made available to all staff and support workers involved in the activity. Overnight learning or outreach activities or international travel as part of any programme will not be permitted for students under 18. For Adults at risk, overnight or overseas travel will be risk assessed, and a decision made by the DSL and IMB.

8.0 Library

It is unlawful to supply, e.g., sell or lend an age-restricted video recording to a person under the age restriction. Consequently, students will not be allowed to borrow DVDs/Blu-ray or other video recordings classified as adult to students who are under 18 or access them from the digital library.

9.0 Alcohol and tobacco

It is illegal for alcohol and/or tobacco, E-cigarettes and Vapes to be sold to or bought by students who are under the age of 18 years. The Institute will take reasonable steps to seek to ensure that the law is not broken in relation to licensed premises under the Institute's control but cannot undertake to supervise any individual student (The Licensing Act, 2003).

10.0 Holding Office

All students are encouraged to participate in DISC activities and its clubs and societies. However, students who are under 18 years old are not allowed to hold office, for example, they may not be secretary or treasurer to DISC because some positions required them to have legal responsibilities.

11.0 Relationships with staff

Under the Sexual Offences Act 2003, it is a criminal offence for any person in a position of trust (which may include

members of Institute staff) to engage in sexual activity with someone who is under 18 years. Intimate personal relationships between institute staff and students are banned under the Staff and Student Relationship Policy.

Any employee at the Institute who encounters students at risk is in a position of trust, whether they meet the strict legal definition. Any sexual activity between employee in a position of trust and a child or Adult at risk, will be treated as a very serious disciplinary matter.

Anyone who meets the legal definition of “position of trust” under the Sexual Offences Act 2003 and who engages in any sexual activity with a person under 18 is also committing a criminal offence, and such cases will be reported to the Police and the Local Authority Designated Officer (LADO). The Institute has a legal duty to report to the DBS any individual whom it believes ought to be placed on the list of individuals barred from working with children.

For more information please refer to the Harassment and Sexual Misconduct policy and Staff and Student Relationship policy linked [here](#).

12.0 Child Protection & Adults at Risk (to be read in conjunction with Safeguarding and Prevent policy)

Child protection forms part of the Institutes Safeguarding responsibilities. The Institute has a safeguarding team and a [Safeguarding and Prevent Policy](#) and will report any suspicions or allegations of abuse of children or Adults at Risk to the to the Wiltshire Safeguarding Vulnerable People Partnership (MASH – Multi-agency safeguarding hub). The Institute has a responsibility to protect those under the age of 18 years from abuse and will report any suspicions or allegations of abuse students at risk to the appropriate Social Services officer. Any such suspicions or allegations must be reported to the Designated Safeguarding Lead who will contact the appropriate authorities. For Adults at Risk, the safeguarding team will use the Wiltshire Adult Multi-Agency Safeguarding Hub (MASH) using the threshold matrix tool for decision making and additional guidance for reporting to Adult Safeguarding.

Key guidance for child protection and Adult at risk:

- Care Act (2014)
- Children’s Act (2004)
- Education Act (2002)
- Working Together to Safeguard Children (2023)
- KCSIE (2024)
- Prevent Duty (2023)
- Serious Crime Act (2015)
- Dealing with Allegations of Abuse against Teachers and Other Staff (2012) Wiltshire SVPP child protection and Safeguarding procedures

All Institute staff, and Dyson Technology workplace rotation line managers, technical mentors, Site Security and Sports Staff undergo Safeguarding and Prevent training and annual updates and how to respond if a student at risk begins describing possible harm. The curriculum includes reading and understanding KCSIE (2024) Part 1 and the Institute Safeguarding and Prevent policy and procedures. Safeguarding protocols are published on the Staff Intranet for all staff to access. The Harassment and Sexual Misconduct policy is the primary source of information in relation to training students and staff related to harassment and sexual misconduct incidents, which includes mandatory annual training for students including bystander training and consent matters and core training for Institute staff.

All safeguarding concerns, disclosures or allegations of abuse shall be reported immediately to the Safeguarding team using the online portal [HERE] or via email DIETsafeguarding@dyson.com. Where a student at risk may be at immediate risk of harm or abuse, a member of the safeguarding team must be notified verbally straight away, and a report submitted via the portal [link] or email as soon as reasonably practicable thereafter. (see Appendix A for flowchart)

It is the responsibility of the safeguarding team to maintain accurate records for all concerns and incidents raised and action taken.

12.1 The Institute Management Board has the responsibility for oversight of the Institute's Child Protection and Safeguarding Policies, with delegated responsibility to the Designated Safeguarding Lead with direction from the Board and Strategic Safeguarding Sponsor.

12.2 Child Protection Officer Guidance issued under sections 157 and 175 of the Education Act 2002 suggests that educational establishments should have, "a senior member of the establishment's leadership team who is designated to take lead responsibility for dealing with child protection issues, providing advice and support to other staff, liaising with the local authority, and working with other agencies". The Institute has two nominated Senior Child Protection Officers – the Designated Safeguarding Lead (DSL) (who holds the post of Student Support Manager) and the Deputy Designated Safeguarding lead (DDSL) who holds the post of Senior Student Support Advisor, Safeguarding. The safeguarding officers (SOs) and referral routes are set out on the Institute's SharePoint pages and within the Safeguarding and Prevent Policy. Appendix A Sets out the Child Protection Procedures.

12.3 Designated Safeguarding Officers Act as Senior Child Protection Officers and therefore are the main contact in the Institute for the protection of children and adults at risk. Responsible for making referrals to the Wiltshire LADO, MASH, or other relevant agencies as appropriate.

12.4 Safeguarding Officers act as Child Protection officers, and therefore a point of contact for whom staff or students should report concerns or incidents. They are responsible for escalating concerns to the Designated Safeguarding Leads as appropriate.

12.5 Student Support Team are all trained to level 3 Safeguarding children and vulnerable adults.

12.6 Individual Staff members are all responsible for familiarising themselves with the relevant safeguarding policies, undertaking mandatory safeguarding training and sharing concerns in a timely manner.

12.7 The Institute is registered with a third-party provider for DBS checks and will ensure that a check is required prior to commencement of employment and then every three years thereafter whilst employed with the Institute.

12.8 The Institute will inform parents and guardians that it does not act in the place of a parent, through the provision of this policy and associated forms

12.9 Emergency contact details, particularly those of parents and guardians of Under 18 will be held and assumed consent to contact parents where deemed necessary.

12.10 It is recommended that staff and students who have access to children and/or adults at risk, including students under 18, take steps to ensure that they do not put themselves in a position where an allegation can be made against them. And recognise the power balances between children and staff, and different levels of seniority of staff and ensure

that power and authority are never misused.

12.11 All staff maintain an attitude of 'it could happen here' regarding safeguarding and share all concerns including low level concerns with the safeguarding team.

13.0 Child Protection and Adult at Risk Procedures

- 13.1 The Institute recognises its responsibility to safeguard Adults at risk and the welfare of children from time to time, and to work closely with statutory and voluntary local agencies to help to ensure that children are not put at risk of harm or abuse. The Institute recognises that abuse can take many forms and may be physical, sexual, or emotional, or may arise through neglect.
- 13.2 All staff must give due regard to cultural difference, equality and diversity and be mindful of unconscious bias.
- 13.3 The Institute has developed Safeguarding and Child Protection Procedures (Appendix A), which set out the processes by which Institute staff or students can report concerns about a student or child's welfare within the Institute. This Procedure is also intended to direct staff and students to the right area of the Institute to raise any safeguarding concern where the individual affected is not a child. The Safeguarding and Child Protection Procedures also establish key individuals within the Institute who are responsible for responding to child protection and adult at risk concerns and liaising with the appropriate agencies, and for providing appropriate support to Institute students and staff.
- 13.4 The Institute's Student Support Team provide support for students which includes wellbeing, learning support, disability, mental health, and a range of other services. Appendix A provides the process by which any concerns regarding the safeguarding of a student may be referred to the Designated Safeguarding Lead and for the student to receive appropriate support. Where appropriate, other Institute or Dyson Technology policies and processes may also be invoked. These follow referral to the Human Resources where it relates to staff, or the Designated Safeguarding Lead and Secretary and Registrar where it relates to a student. By means of example, this includes meeting requirements relating to Prevent, and staff and student disciplinary or misconduct procedures, as appropriate.
- 13.5 Reporting mechanisms for all students, whether part time or full time and National or International may use the reporting mechanism at Appendix A.
- 13.6 The Institute and Dyson Technology have a wide range of other policies, codes of conduct, and guidelines to support staff and students at the Institute, and which set out appropriate expectations. These, alongside other Institute initiatives, assist the Institute in promoting a culture of safeguarding and preventing reasonably foreseeable harm. They include, for example, codes of practice on Being Dyson, and Respect at Work and fitness to study, whistleblowing, and health and safety. These, and other policies, are all available on the Institute website under About Us, Regulations and Policies. [ADD LINK]
- 13.7 As set out in the procedure at Appendix A, where there is a relevant disclosure to a Child Protection Officer, or Senior Child Protection Officer regarding a child, young person, or Adult at Risk, the appropriate disclosure may be made to the Local Authority Designated Officer (LADO) in line with statutory requirements.
- 13.8 The Institute has also drawn up a Statement of Good Practice for staff and students who encounter children as part of their work for the Institute. The Statement (Appendix 2) sets out examples of behaviour towards children which may

be regarded as appropriate, and others which may be regarded as inappropriate.

13.9 The principles in the Statement are intended not only to safeguard children from harm but also to ensure that staff or students are not put in a position where their conduct or integrity can be questioned. In the case of a contractor, failure to follow the Statement may result in the termination of their contract.

13.10 Under 18 codes of practice to be followed for online safety response to sexual misconduct:

- Sharing nudes and semi-nudes: how to respond to an incident (overview) (updated March 2024) - GOV.UK
- Child online safety: Protecting children from online sexual exploitation and abuse - GOV.UK

14.0 Medical Treatment

Students under the age of 18 can register with GP in the same way as an 18-year-old student can.

Students under the age of 18 can have their refusal to receive medical treatment overridden by parents and hence, emergency contact details must be provided by students and parents by completion of the consent forms for those under 18 prior to the students' arrival at the Dyson Institute. However, please note that a child from the age of 16 is entitled to consent to medical treatment, and that such consent cannot be overruled by parents.

15.0 Notification

Prior to arrival, of any student under the age of 18 years The Deputy Director (Engineering Integration) will cascade this information to

- the DSL
- Senior PMO and Operations Manager and
- Undergraduate Experience Officer
- Estates team,
- Health and Safety and
- Security
- Academic tutor
- Workplace team
- Student support team

prior to entry to the Institute. Teaching and other staff will not routinely be made aware of a student's age.

Prior to arrival, any student considered an Adult at risk, who informs the Institute of this, the Deputy Director will cascade this information to the safeguarding team who will work with the student and relevant teams as required for reasonable adjustments and support.

16.0 Parental involvement

It is the Institute's usual policy that it deals with students (with whom it has a contractual relationship) and not with parents/guardians. This approach will also apply to students who are under the age of 18 years. The Institute will therefore correspond with students, not parents/guardians in the first instance, unless in an emergency. Students under the age of 18 still have the right under the Data Protection Act for information about them not to be disclosed without their consent to other persons, including their parents, without their specific written consent.

Parents/guardians may contact the student support team through the shared mailbox at studentsupport@dyson.com, please note that safeguarding protocols will apply.

17.0 Data Protection

Where consent is required, students who are under the age of 18 years are considered capable of consenting to the processing of their personal data and parental consent will not usually be sought for Institute managed activities.

18.0 Emergency contact

Emergency contact details for parents/guardians are an essential requirement for under 18s prior to arrival and any changes must be notified promptly to the Institute.

Students over the age of 18 should provide details of a 'trusted contact', who must be an adult and not a peer within the Dyson Institute.

19.0 Related policies

- Safeguarding and Prevent Policy
- Harassment and Sexual Misconduct policy
- Respect at Work and Study Policy Statement
- Staff and Students relationships policy
- Student Disciplinary policy
- Student Disciplinary Policy Disciplinary Policies
- Global Health and Safety policy and standards
- Accommodation policy

All these policies can be found [here](#). Related process documents are saved on the Student Support Hub.

Appendix A: Safeguarding and Child Protection Procedures

Introduction

1. The Institute recognises that abuse or risk of harm to a child or adult at risk may take different forms and that individuals may have different perceptions of what constitutes harm or abuse. The Institute regards harm or abuse of a child as including any physical, sexual, or emotional abuse, or neglect, bullying, or harassment and of an adult at risk Physical, Domestic Violence, sexual, psychological or emotional, financial or material, discriminatory, organisational or institutional abuse or modern slavery and neglect or acts of omission.

2. These procedures establish a mechanism by which concerns about a child's or adult at risk's welfare or risk of harm arising within, or in connection with, the Institute, can be addressed quickly and appropriately. They also provide the mechanism for any safeguarding concerns in the wider sense, to be brought to the attention of the Director and/or Human Resources, as appropriate, so that necessary action can be taken.
3. As far as possible the confidentiality of all individuals involved in safeguarding and child protection concerns will be respected. However, there will be circumstances in which it is necessary for a Child Protection Officer, DSL or other Institute staff, students, or contractors to share information with third parties such as the local authority, the police, or a child's parents or guardians, or an adult's trusted contact where appropriate.

Child Protection Officers and Safeguarding Officers

4. The Institute has designated the Student Support Manager Institute's as the Senior Child Protection Officer (SCPO), also referred to as the Designated Safeguarding Lead (DSL).
5. In addition, the Institute has designated safeguarding officers as Child Protection Officer (CPO)
6. Child Protection Officers have specific responsibility for responding to child protection concerns raised within, or in connection with, the Institute. They will receive training and guidance appropriate for this role, and on their responsibilities as liaison contacts with the police, the local authority, and other relevant local agencies.
7. Child Protection Officers may also receive notice of a safeguarding concern, where the subject of the concern is aged over 18 and is not an Adult at Risk. In this case, the CPO should raise any concern with the DSL or Secretary and Registrar, and where appropriate, the Director and/or Human Resources.
8. The Safeguarding officers (SO) have specific responsibility for responding to adult at risk concerns raised within, or in connection with, the Institute. They will receive training and guidance appropriate for this role, and on their responsibilities as liaison contacts with the police, the local authority, and other relevant local agencies.

Procedure for reporting concerns

9. The Institute expects all staff, students, and contractors to be alert to any concerns about the welfare of children and adults at risk and to report any such concerns they may have, however apparently trivial, to a local Child Protection Officer or Safeguarding Officer. Staff, students, and contractors are also expected to co-operate fully with any police or social care enquiries that may arise into an allegation of abuse (see point 1). While individual members of the Institute have the right to report incidents direct to the local authority's Children's Services or Adult services, where possible they should consult first with the SCPO/DSL or a CPO/SO.
10. Student Support team also coordinates and responds to reports of vulnerable students via multiple internal routes, including:
 - safeguarding team notifications from incident reports,
 - reports from Dyson Safety & Security Services,
 - reports from Smart Campus Team (Dyson Village) and
 - via referrals from contracted talking therapy providers through an established escalation procedure.

The team provide an extensive wellbeing check and follow-up provision, with referrals to further support as needed. In such circumstances as may be deemed necessary, the extent of support required may be considered under the Institute Fitness to Study.

11. If the person who first becomes aware of the concern feels it inappropriate to involve a CPO, SCPO, DSL or disagrees

with the CPO, SCPO's or DSL's view that the matter need not be reported, they should notify the police or the local authority themselves. The Safeguarding team can refer to the Threshold for Access to Safeguarding services (Threshold of Needs) Matrix [here](#).

12. The person reporting a concern should make a full note of the facts that gave rise to their concern as soon as is practicable, by completing by completing the Safeguarding Report via the portal.
13. Concerns must be reported as soon as possible and where a child or adult at risk may be at immediate risk of harm or abuse, a CPO or SO must be notified verbally straight away in order to notify the emergency services or security as applicable, and a Report submitted as soon as reasonably practicable thereafter.
14. (a) It is the responsibility of the CPO or SO notified of a concern to consider the seriousness of the risk or concern and if they deem it appropriate to contact the local authority, police or other appropriate statutory or voluntary agencies in accordance with the specific guidance and training they have received.

(a) Whether or not notification to the local authority's Children's Services or Adult services is deemed necessary, the CPO or SO shall in any event also notify the SCPO / DSL of any other action taken or proposed to be taken arising out of the incident (for example the provision of specific training).
15. The CPO or SO will be responsible for ensuring the child or adult at risk is in a safe environment until the appropriate local agencies have become involved. Where appropriate the CPO or SO will reassure the child or adult at risk concerned of the process underway, and if appropriate to ascertain any relevant facts. However, the CPO or SO should only ask clarification questions and not investigatory questions.
16. If the incident or information involves an allegation from a child against a member of staff, the CPO will notify the Director and Human Resources and notify the Wiltshire LADO.
 - i. If the incident or information involves an allegation against a student, the CPO or SO will notify the Director
 - ii. In either case, the student or member of staff concerned will be offered the opportunity to receive appropriate advice or support.
 - iii. In either case it may be appropriate to suspend the staff member or student from activities that include contact with children until enquiries are complete. (See Student disciplinary policy and Dyson Disciplinary Policy for Staff)
 - iv. Where the incident or information reported involves a safeguarding concern and the subject of concern is a student, (including Physics Summer School learner) who is over 18 and not an Adult at Risk, the Secretary and Registrar, supported by the DSL as appropriate, will oversee support for that individual through support provided by Student Support.

Advice on reacting to suspicions or disclosures.

What to do:

- Stay calm – this is important for both of you in the conversation
- Listen actively – hear and believe them, take seriously what they are saying
- Use silence, it allows them to think
- Reassure – it's important that they know they have done the right thing
- Use their words – don't use other labels to describe what they are telling you
- Act immediately in line with our policy and protocols
- Record what was said as soon as possible using as much 'verbatim' as possible and add to the

Safeguarding portal or email to DIETsafeguarding@dyson.com

- Notify a member of the safeguarding or child protection team

What not to do:

- Don't panic or overreact – it's unlikely they are in immediate danger and your reaction could impact their ability to tell you what has happened.
- Don't investigate, probing for more information is not helpful. Investigation questions may impact them negatively in the future.
- Don't make assumptions, or paraphrase or offer alternative solutions or acceptance of the behaviors.
- Don't promise secrecy – information will be kept confidential i.e. need to know.
- Don't tell them everything will be ok – as that is not for you to decide.
- Don't make negative or positive comments about the reported individual
- Don't share this information with anyone other than the safeguarding and child protection team.
- Don't make them repeat a story unnecessarily. It is ok to ask for clarification.

Appendix B: Statement of Good Practice

Introduction

The Institute promotes a culture of safeguarding within the Institute community. It expects all of its staff, students, and contractors, while carrying out their duties on behalf of the Institute to act in an exemplary manner towards each other, and particularly children, with whom they come into contact, and to ensure that their behaviour does not give rise, whether rightly or wrongly, to questions about their integrity or to allegations of abuse. While not representing an exhaustive list, this Statement sets out general expectations of behaviour in the course of their duties in terms of what may be regarded as appropriate and what may be regarded as inappropriate.

Institute staff, students and contractors are referred to as "Institute community members" throughout this Statement.

Institute community members should:

- Treat everyone with fairness, equality, and respect, and not show favouritism to particular children.
- Be sensitive to children's appearance, race, culture, religious belief, sexuality, gender, or disability.
- Function as a good role model and challenge any unacceptable behaviour from children or from other Institute community members.
- Report all allegations or suspicions of child abuse using the Institute's Child Protection Procedures and via the safeguarding portal.
- Be aware that physical contact with a child may be misinterpreted.
- Consider whether contact with an individual child should involve a colleague being present.
- Retain a professional approach to children, including avoiding physical contact with a child (unless it is reasonably necessary to do so for health or safety reasons, or teaching and learning), and avoiding inappropriate familiarity or making sexually suggestive comments, even in jest.
- Respect a child's right to privacy, and in residential accommodation, must not enter a child's pod except in the case of an emergency.
- Avoid making inappropriate contact with children using social media.