



UNIVERSITY of  
BRADFORD

# **Safeguarding Policy and Procedures**

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## Safeguarding Policy

### Introduction

1. The University of Bradford is committed to safeguarding the welfare of all children, young people aged under 18 and vulnerable adults who access its activities, facilities and services. The University recognises its obligations to promote the welfare of children, young people and vulnerable adults, and its responsibility to take reasonable steps to ensure their safety. The University has an obligation to protect its staff, students and volunteers against unfounded allegations of abuse. The University also has an obligation to protect all its members from the risk of radicalisation.
2. The University is an adult environment. However, children, young people and vulnerable adults may access the University's activities and services in the following ways:
  - As a registered student;
  - Visiting campus (for example on an open day or school visit);
  - Using the University nursery;
  - Through engagement in off campus activities in which University staff and / or students are engaged, for example widening participation activities in local schools, volunteering activities;
  - Through research;
  - Through placements.
3. As part of its commitment to equality, diversity and inclusivity and the provision of a safe working environment, the University has put in place policy and procedures designed to protect children, young people and vulnerable adults. This policy and its associated procedures provide guidance to all staff, students and contractors and volunteers working on behalf of the University on the expected standards of behaviour when working with children, young people and vulnerable persons, and sets out the responsibilities and processes for reporting concerns. This policy and procedures should be read in conjunction with the University's [Dignity and Respect Policy](#).

### Scope and Definitions

4. For the purposes of this policy, the following definitions apply:

Children and Young People: Any person aged under the age of 18 years

Vulnerable Adults: Any person aged 18 or over, who:

- Has needs for care and support (whether or not the local authority is meeting any of those needs) and;
- Is experiencing, or at risk of, abuse or neglect; and
- As a result of those care and support needs is unable to protect themselves from either the risk of, or experience of, abuse and neglect.

## **General Principles**

### 5. The University of Bradford:

- Is committed to providing a safe environment for all its employees, students and people who access its activities, facilities and services.
- Recognises that children, young people and vulnerable adults may require additional protection in accordance with its statutory duties and common law duty of care
- Recognises its responsibility to have due regard to prevent people from being drawn into terrorism, in accordance with the Counter Terrorism and Security Act and associated statutory guidance.
- Recognises its responsibility to raise awareness of staff and students of this policy and the relevant procedures.
- Will provide adequate training and guidance on its policy and procedures to protect children, young people and vulnerable adults.
- Will ensure that appropriate procedures are in place to enable it to discharge its duties and to ensure that cases of suspected abuse or neglect of children, young people or vulnerable adults are dealt with sensitively and effectively in accordance with the law and relevant guidance.
- Will ensure that investigations into reports of suspected abuse or neglect are carried out in a fair and timely manner.
- Will work in conjunction with other agencies (for example, social services, the Police and health services) and any other bodies to safeguard children, young people and vulnerable adults in the implementation and monitoring of this Policy and its associated procedures.
- Will ensure that all allegations of abuse or neglect of children, young people or vulnerable adults are reported.

## **Vulnerability to Radicalisation**

6. The University of Bradford recognises its duty under the Counter-Terrorism and Security Act 2015 to engage with the Prevent Agenda and put reasonable measures in place to safeguard all staff and students from the risks of radicalisation.
7. The University complies with the statutory guidance for Universities which accompanies the Act to provide an environment in which staff and students are supported to challenge and debate ideas and concepts, and in which extreme ideologies and narratives cannot go uncontested. The University works closely with local safeguarding partnerships to ensure that appropriate procedures, risk assessments and training are in place.

## Safeguarding Procedures

8. In support of the commitments set out above, the University will:

- Implement a Safeguarding Code of Conduct. This is set out in Appendix A.
- Implement procedures for dealing with abuse and for reporting and referral of these disclosures, suspicions or allegations of abuse and reporting concerns about the welfare of a child, young person or vulnerable adult. These procedures are set out in Appendix C.
- Implement procedures for reporting concerns that a member of the University is vulnerable to the risk of radicalisation. These procedures are set out in Appendix C.
- Implement specific procedures relating to the activities of those aged under 18 within the University, including the admission and care of students who will be aged under 18 at the point of enrolment. These procedures are set out in Appendix D.
- Implement procedures for the recruitment and selection of staff for positions or activities which may entail contact with children, young people and vulnerable adults. These procedures are contained within the Recruitment and Selection Policy and Procedures.
- Implement procedures for the admission of students to programmes which may entail contact with children, young people and vulnerable adults. These procedures are contained within the [Admissions Policy](#) and at Appendix D.
- Provide training, support and supervision for staff and students engaged with children, young people and vulnerable adults. This training will include training on child protection (including what constitutes abuse, how to spot it and how to respond).

## Appendix A: Safeguarding Code of Conduct

The following code of conduct sets out good practice in relation to dealing with children, young people and vulnerable adults:

- Treat all children, young people and vulnerable adults equally and with dignity and respect at all times.
- Try to work in an open environment and avoid being alone with a child, young person or vulnerable adult. Where a one-to-one meeting is required it should be conducted in an office with an open door or with visual access. An exception to this is where the student is a client of the counselling service; for counselling to be effective privacy and confidentiality need to be protected. All counsellors adhere to strict ethical guidelines to ensure good practice.
- Maintain a safe and appropriate distance, avoiding physical contact which, however well-intentioned, may be misinterpreted.
- Do not divulge home telephone numbers/personal mobile phone numbers, addresses or personal social media and email accounts to young people and vulnerable adults, ensure that there is no physical contact with them, avoid inappropriate familiarity or discuss matters of a sexual nature.
- Never promise that a conversation will be kept wholly confidential. An exception to this is with counselling. Confidentiality, as delivered by professional counsellors, is an important aspect of counselling. However, counsellors always are explicit at the start of every contract about the limits of confidentiality.
- Keep a record of any incident or injury sustained by a child or vulnerable adult. Where an accident has occurred, ensure that accident reporting procedures have been followed.
- Never allow allegations made by a child, young person or vulnerable adult to go unchallenged, unrecorded or not acted upon.
- Avoid taking responsibility for tasks for which training is required but has not been provided or which a child, young person or vulnerable adult can do for themselves.
- Ensure co-operation with all University regulations and HR policies and procedures.
- Where recruitment and selection of staff or students for positions or activities which may entail contact with children, young people or vulnerable adults is taking place, comply with the University's recruitment and selection policy ([add link](#)) and the University Admissions Policy ([add link](#)).

## **Appendix B – Key Internal Contacts**

### University Safeguarding Officer:

Nikki Pierce

Tel: 01274 233346 / 07826 876607

Email: [n.i.pierce@bradford.ac.uk](mailto:n.i.pierce@bradford.ac.uk)

### Deputy Safeguarding Officer:

tbc

Tel: tbc / tbc

Email: [n.s.mirza@bradford.ac.uk](mailto:n.s.mirza@bradford.ac.uk)

### Out of Hours Student Services Contact:

Tel: xxxxxxxxxxxxxx (tbc)

### Counselling Services

Tel: 01274 235750 / 07749 820070

Email: [counselling@bradford.ac.uk](mailto:counselling@bradford.ac.uk)

### Disability Services

Tel: 01274 236200

Email: [disabilities@bradford.ac.uk](mailto:disabilities@bradford.ac.uk)

### Equality and Diversity

10274 233080

### Human Resources

Tel: 01274 235333

Email: [human-resources@bradford.ac.uk](mailto:human-resources@bradford.ac.uk)

### Safety, Health and Wellbeing

Tel: 01274 2334589

### Security

For routine matters Tel: 01274 236999

For Emergencies Tel: 01274 238888

## **Appendix C – Referral Procedures**

### Safeguarding of Children, Young People and Vulnerable Adults

The following steps should be followed where there are concerns relating to a child, young person or vulnerable adult:

- Where there is perceived to be immediate risk to life or of serious harm, the issue should be reported to the Emergency Services. University Security and the University Safeguarding Officer should be notified
  
- If a child, young person or vulnerable adult tells a member of the University about possible abuse, harm or mistreatment:
  - listen carefully and stay calm
  - make sure you have understood the matter under discussion, clarifying points if necessary
  - reassure the individual that by telling you , they have done the right thing
  - inform the individual that you must pass on the information now but only to those who need to know; inform them who you are going to tell
  - take a note of the main points of conversation including names, times, dates, etc, together with any injuries observed
  - report the conversation immediately to the University Safeguarding Officer.
  
- If a member of the University has concerns that a child, young person or vulnerable adult is at risk of possible abuse, harm or mistreatment:
  - take a note of issues leading to the concern
  - report the concern immediately to the University Safeguarding Officer

The attached flow chart sets out reporting arrangements in detail.

### Reporting of Concerns Relating to Vulnerability to Radicalisation

Staff who have a concern that a member of staff or a student may be vulnerable to radicalisation should report their concern to the University Safeguarding Officer.

## **Appendix D: Procedures for University Staff, Students and Visitors Who Are Under 18**

1. These procedures cover both students of the University who are under the age of 18 and others who are on University premises or under the care or supervision of its staff and/or students (young people). This may include: young people brought onto campus independently or as part of a school group or with college staff, participating in an event or otherwise present because of an event, attending open days as potential applicants or as part of a family group, using music, sports or other facilities, work experience placements or as visitors for any other reasons. This list is not exhaustive.
2. The University is committed to equal opportunities in its admissions. All applications are considered on their individual academic merits and, on occasion, the University admits students who are under the age of 18 years.
3. The University of Bradford is an adult environment and all students and applicants are expected to act as adults and to assume an adult level of responsibility. Students are expected to have the necessary skills to study and live independently alongside people from a wide variety of ages and backgrounds. Places are offered on the understanding that students will be able to adapt to living away from home and deal with the practicalities that this involves.

### **Information and Publicity**

4. Publicity and information issued by the University to students under the age of 18 years and their parents/legal guardians at confirmation and before enrolment will provide an accurate description of the level of care and support that can be given to this student cohort. They must also be provided with a copy of this policy.

### **Parental Responsibility**

5. The University is unable to take on the usual rights, responsibilities and authority parents or legal 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 (with the exception of students attending a summer school where a risk assessment for the occurrence of each event will also be undertaken).

### **Guardian's Responsibility**

6. If a student is from overseas and the parents remain abroad, the student's parent or legal guardian is responsible for appointing a UK-based guardian until they reach the age of 18. The University requires the 24-hour contact details of the appointed guardian for the student who is resident in the UK, who must live locally to the University and close to the student concerned, and who will be accessible to the student and to the University should the need arise. The University requires a copy of the guardian's agreement with the parents, in which the guardian asserts that they will act on the parents' behalf until the student's 18th birthday. The University reserves the right to decide not to admit a prospective student under the age of 18 as a student of the University if the agreement, in its view, is not fit for purpose.

7. Being a guardian involves carrying out the tasks and responsibilities of the parent as delegated by the students' parent(s) or legal guardian. As such it is a private agreement between the parent and the guardian.
8. The University is not able to assist parents in finding a suitable guardian. However, families who do not have friends or relatives in the UK can obtain a list of accredited agencies from The Association of Educational Guardians for International Students (AEGIS)  
<http://www.aegisuk.net/>.

### **Student's Responsibility**

9. All students, including those aged under 18, are expected to abide by the requirements of the University Ordinance 16, Conduct of Student Members of the University  
<http://www.bradford.ac.uk/governance/ordinances-regulations/university-ordinances/ordinance-16/>, the Regulations Governing Disciplinary Procedures for Students  
<http://www.brad.ac.uk/admin/recruitment/calendar/regs/reg28.html> and the Dignity & Respect policy  
<http://www.bradford.ac.uk/exams/studentinformation/dignityandrespectpolicy/>

### **Emergency Contact**

10. Emergency contact details must be provided for students under the age of 18 years and such students and/or their parents are required to supply this information prior to their arrival at the University. The University will also provide the parents or legal guardians with a 24-hour contact telephone number if emergency contact is required with the student or University.

### **Health**

11. In rare instances, consent for emergency medical treatment may be required before parents or guardians can be contacted. The University therefore requires parents or legal guardians to give their consent that, in the case of such an emergency where a parent/legal guardian is not present or contactable, a senior member of the University has parental permission to act on medical advice and do what is in the best interests of the student. **By signing the enclosed pro-forma (Appendix 4), the student's parents or guardians indicate their consent to act in this way.**
12. Parents or legal guardians are responsible for ensuring that the University has been informed of any special needs or requirements of the student.

### **Parental Involvement**

13. It is the University's usual policy to communicate with students and not with parents or legal guardians. This approach will also apply to students who are under the age of 18 years. Although those aged under 18 years are regarded as children under UK law, they still have the legal right under the Data Protection Act (1998) for information about them not to be disclosed without their explicit consent. This means that the University is not able to give information to parents or legal guardians regarding the student's progress, results or any

other personal circumstance unless the student has given specific consent. The University will therefore correspond with students and not parents or legal guardians (unless consented by the student).

### **Notification of Age of Student**

14. The relevant Dean and Head of Department will be notified by Admissions, prior to registration, of any student intending to enrol at the University who will be under the age of 18 years on entry to the University. The University reserves the right to decide not to admit the child as a student of the University if a guardian's agreement is not provided or, in its view, is not fit for purpose.

### **Contracts**

15. As a general rule, those under the age of 18 are unable to enter into legal contracts. Where contracts are required, for example for tuition fees or accommodation, the University requires parent or legal guardian to act as guarantors and to honour all obligations under any contracts with the University that the student enters into prior to her or his 18th birthday. **By signing the enclosed pro-forma, the parent or guardian agrees to this.**

### **Field Trips and Placements**

16. Programmes may involve compulsory or optional field trips, excursions or other periods of study away from the University. The University is not able to take any additional responsibility for a student who is under the age of 18 years in relation to such activities. Unless indicated otherwise, **by signing the enclosed pro-forma the parent or legal guardian gives consent for the student to take part in these activities on that basis.** Students taking part in exchange programmes with other institutions will be required to adhere to the policies and procedures applicable to that place. Organisers must consult the University's Safeguarding Officer prior to these trips/placements or activities being undertaken if they involve students under the age of 18 years.

### **Sale of Alcohol and Other Restricted Goods and Services**

17. It is an offence for a person under 18 to purchase alcohol and for anyone to sell alcohol to such a person. It is also an offence to purchase alcohol on behalf of someone under 18 whether this is for consumption in licensed premises or publicly elsewhere. There are also age restrictions for a number of other goods including solvents, gas lighter refills and some videos, DVDs, video and computer games and some services, including entrance to some venues in which films with an 18 certificate are being shown.
18. The University will take reasonable steps to seek to ensure that the law is not broken in relation to licensed premises under the University's control but cannot undertake to supervise any individual student. Staff in licensed premises act in accordance with legal obligations to satisfy themselves of the age of those buying alcohol. In addition, individuals are subject to random checks in relation to their age when using any licensed premises in the UK. The University Director of Commercial Services is responsible for ensuring that appropriate arrangements are in place for licenses on university premises.

## **Relationships with staff**

19. Under the Sexual Offences (Amendment) Act 2000, it is a criminal offence for any person in a position of trust (which may include members of University staff) to engage in sexual activity with someone who is under the age of 18. Although the policy on [student/staff relationships](#) will be followed, staff must not engage in sexual activity with students under the age of 18. This will also be considered as a disciplinary issue under the University's Disciplinary Procedure for Staff. The Dignity & Respect policy will also apply <http://www.bradford.ac.uk/exams/studentinformation/dignityandrespectpolicy/>

## **Holding Office**

20. Students who are under the age of 18 are encouraged to join Students' Union clubs and societies but are not able to hold office until after their 18th birthday (this is because holders of office can carry legal responsibilities). Their participation in certain activities may be limited.

## **Student Accommodation**

21. In the case of students under the age of 18 not living at 'home', The University will normally group these students and house them in The Green, University of Bradford managed accommodation (unless written consent from parents/legal guardians is given for students to live elsewhere). The resident warden is DBS checked and will be advised of any students under the age of 18 in the residence.
22. The University will ensure that the students are made aware of the named Safeguarding Officer and their contact details in cases of difficulties.
23. Parents should recognise that The Green is generally intended for the use of adults and that, save in exceptional circumstances, special arrangements cannot be made.
24. The accommodation office will inform the parent or guardian if the student is in arrears with the accommodation fees or is in breach of the tenancy.
25. The student must sign a new tenancy as soon as they reach the age of 18. This contract will be in the student's own right and so notification of arrears or breach of the tenancy need not continue.

## **Computer Use**

26. Regulation [21 Use of University Computing Facilities and the Campus Network](#) sets out the policy for the use of computers on campus. However, there are no physical restrictions on access and therefore, appropriate supervision must be given to young people.

## **Disclosure and Barring Services**

27. University is registered with the Disclosure and Barring Services (DBS) and is required to obtain a disclosure for staff undertaking certain activities and roles within or on behalf of the University. Disclosures will be required for staff members in posts that frequently require them to teach, train, care for or supervise students under the age of 18 years old. Factors relating to the frequency of this activity, and the level of supervision available whilst carrying it out, should be considered when determining whether a DBS check is required. Whilst not an exhaustive list, it is expected that staff who work on a one to one unsupervised basis in the following circumstances will be required to complete a DBS check:

- staff supervising University employees who are under 18 or students under 18 who are on University courses
- individual members of academic staff who are the 'named' tutor for students who are under the age of 18 years
- staff supervising work placements for under 18s.

28. University staff are encouraged to contact Human Resources in the event of any uncertainty relating to the circumstances in which a DBS check is required.

29. The University will not carry out DBS checks on students over the age of 18 who are likely to come into contact with a fellow student under the age of 18.

## **Work Experience**

30. If the University offers to provide work experience placements for young people, induction training and risk assessments must be carried out by a supervisor within the host faculty, department or office within the University.

## **External Volunteer and Work Placement**

31. Those within the University responsible for arranging for any member of the University to undertake volunteer or work placements with outside bodies that might entail involvement with young people should ensure that those who are sent comply with any requirements of the receiving/host organisation.

## **Photography/Film**

32. Written consent to take and use images of young people should be obtained prior to the taking of photographs and or video footage.

33. Parents/guardians must be made aware of when, where and how the images may be used and their intended audience to enable them to give informed consent.

## **Insurance**

34. The University's insurance covers most of the risks likely to be involved in activities involving young people under the age of 18. Activity and event organisers need to contact the university insurance officer [insurance@bradford.ac.uk](mailto:insurance@bradford.ac.uk) in Finance for confirmation of this.

## **Staff Guidelines**

35. Staff working with young people under the age of 18 should:
- treat all young people equally and with respect and dignity at all times
  - wherever possible have contact with young people in an open environment, avoiding situations in which an adult and an individual young person are alone. If a one-to-one meeting has to take place it should be conducted in an office with an open door or with visual access. An exception to this is where the student is a client of the counselling service; for counselling to be effective privacy and confidentiality need to be protected. All counsellors adhere to strict ethical guidelines to ensure good practice.
  - not divulge home telephone numbers/personal mobile phone numbers, addresses or personal social media and email accounts to young people, ensure that there is no physical contact with them, avoid inappropriate familiarity or discuss matters of a sexual nature
  - never promise that a conversation will be kept confidential. An exception to this is with counselling. Confidentiality, as delivered by professional counsellors, is an important aspect of counselling. However, counsellors always are explicit at the start of every contract about the limits of confidentiality.

## **Activities – External**

36. The university does not take responsibility for young people under the age of 18 who come onto campus to take part in activities arranged by non-University organisations/individuals. A form of agreement between the hosting University of Bradford officer and the external party must be in place for such activities. This agreement must:
- include a disclaimer clause relating to young people
  - require the organisers to provide written risk assessments for approval by the University before the activity takes place
  - provide confirmation that all adults involved in the activity have up to date DBS checks
  - provide written confirmation that they have insurance which covers their contractual obligations.

## **Activities – Internal**

37. The responsibilities of the person in charge of any University organised activity for young people under the age of 18 will include:
- establishing and implementation of health and safety systems to ensure the young people are in a safe environment at all times whilst on University premises
  - producing a risk assessment to be approved by the Dean of the Faculty, Director or delegated officer

- gaining appropriate consents from parents/guardians or school/college or community group
- obtaining confirmation from Finance of appropriate insurance cover
- ensuring young people are adequately supervised by appropriately qualified supervisors.

### Children of Staff and Students

38. There may be occasions when it is unavoidable for staff and students to bring their own young people onto campus. In these circumstances the staff member or student is responsible for the direct supervision and welfare of the young person during their time on campus. They should be aware of the hazardous areas including but not limited to, staircase, lifts, building work in progress and the pond.

### Process for Students under the age of 18

<b>1</b>	<b>Admission Arrangement</b>	
	<p><b>ACTION:</b> Admissions staff to send a policy document and form to parents at time that an offer is made.</p>	<p>All those to whom the University makes an offer and who will be under the age of 18 at the time of their enrolment with the University will be sent information explaining the measures that will be taken by the University to carry out its duty of care. Parents or legal guardians will be informed that the University will not act in loco parentis in respect of the student and will be sent a form seeking their consent, among other things, for the student to participate in student activities, and to be given emergency medical treatment. Parents' attention will be drawn to the limitations of supervision in University accommodation.</p> <p>If, having considered the documentation, parents or legal guardians do not wish the student to participate in activities that any student is normally expected to undertake, they must inform the University before the student takes up his or her place. If this decision would, in the University's reasonable opinion, have a significant detrimental effect on the student's experience of University life, the University may decide to amend the offer so that a place is offered for deferred entry.</p> <p>Parents or legal guardians will in addition be asked to accept liability for the student's debts to the University and may be asked to give a formal guarantee.</p> <p>It will be a condition of accepting overseas students who are under 18 that they have a guardian in the UK who has authority to take decisions and give consent on the student's behalf.</p>
<b>2</b>	<b>Parental Consent</b>	
	<p><b>ACTION:</b> Parent to return form before</p>	<p>Parental or legal guardian consent will be signified through completion and return of a consent form</p>

	enrolment.	
<b>3</b>	<b>Student Responsibility</b>	
	<b>ACTION:</b> On-going throughout programme until age of majority.	Whilst the University recognises its special duty of care to students who are under the age of 18, it will expect such students to act responsibly and appropriately and in an adult manner. The University will do its best to inform appropriate University officers of underage students but the student as an individual also has a responsibility to disclose that she or he is under the age of 18 years, especially in the context of social and non-academic activities. The University expects its students to obey the law. For example, it is not legal for a person under 18 to buy or be sold alcohol.
<b>4</b>	<b>Identification of Students Who Are Under 18</b>	
	<b>ACTION:</b> Admissions to ensure schools are aware that they are making offers to individuals who are under 18 and provide a list of under-age applicants at confirmation.	Admissions and the International Office will inform the relevant Dean, Head of Department and Faculty Administrator of the identity of new students who are under the age of 18.
<b>5</b>	<b>Responsibilities of Faculties</b>	
	<b>ACTION:</b> Schools to make appropriate arrangements on the basis of the list of under-age applicants at confirmation provided by Admissions and the International Office.	Faculties that enrol students who are under the age of 18 must ensure that:  All students aged under 18 are provided with a named Personal Academic Tutor The Head of Department and Personal Tutor are aware of the age of the student. The Head of Department and Personal Tutor will be reminded of the special duty of care owed to underage students and of the offence of abuse of trust under the Sexual Offences (Amendment) Act 2000 The Personal Academic Tutor will advise the student at induction of the requirements of this policy and procedure, including any restrictions on their activities.
<b>6</b>	<b>Social and Sporting Non-Academic Activities</b>	
	<b>ACTION:</b> The providers of	Any University department or related organisation (the providers) organising social or sporting non-academic activities should be

	<p>sporting and social activities to invite students to declare if they are under 18 and to make appropriate arrangements.</p>	<p>aware of students who are under the age of 18 years and should take all reasonable steps to identify their higher duty of care and ensure the safety of under 18 year old students through agreed procedures and good practice.</p> <p>For on-campus activities, the providers should have systems to identify under 18 year old students and should inform the students directly of their responsibilities to disclose their age.</p> <p>For trips off campus which involve an overnight stay, the providers must ensure that group leaders and/or trip organisers are aware of the attendance of under 18 year old students and take appropriate child protection measures.</p> <p>For social activities, the providers should take reasonable steps to ensure compliance with the law</p> <p>Risk assessments will be carried out as appropriate.</p>
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## **Appendix E: External Agencies and Contacts**

<b>Police</b> (for emergencies)	999
<b>NSPCC</b> (for advice, guidance and training on safeguarding matters)	0808 800 5000
<b>BMDC Social Services Duty and Advice Team:</b>	
Children – Office Hours	01274 437500
Children – Out of Hours Emergency	01274 431010
Adults	01274 431077
<b>Prevent Bradford</b>	
Michael Churley, Prevent Coordinator	01274 432816

