

## POLICY

### University Policy for Safeguarding (Students, Children and Vulnerable Adults)

#### Contact Safeguarding Lead/Officer

*Provost as Chair of University Safeguarding Committee*

*Head of Institute of Education - for issues relating to students*

*Director of HR – for issues relating to staff*

#### Purpose

*This policy outlines the key principles that the University holds in the context of safeguarding children and vulnerable adults. The definitions of both the terms ‘children’ and ‘vulnerable adults’ are defined within the policy. In the event of an allegation of abuse or neglect in relation to children or vulnerable adults, separate [guidance](#) is available to offer support and advice to students and staff on how to record a concern. All concerns should be raised and reported through [safeguarding@worc.ac.uk](mailto:safeguarding@worc.ac.uk). Further guidance and information can be found on the [‘Safeguarding at the University’](#) Webpage*

#### Overview

1. Safeguarding is defined by the [Children Act 2004](#) and [Safeguarding Children: The Third Joint Chief Inspectors' Report on Arrangements to Safeguard Children 2008](#) as meaning that:  
‘Agencies working with children and young people take all reasonable measures to ensure that the risks of harm to the individual’s welfare are minimised; and  
  
Where there are concerns about children and young people’s welfare, all agencies take all appropriate actions to address those concerns, working to agreed local policies and procedures, working in partnership with other local agencies’.
2. Safeguarding practices are most commonly applied to children and young people under the age of 18. Throughout various pieces of legislation and guidance, the two terms are sometimes differentiated, where ‘children’ refers to those under the age of 18 who are still in full-time education, and ‘young people’ refers to those under the age of 18 who have left full-time education.
3. The University has specific guidance in relation to the admission of students under the age of 18, which can be found in the [Admissions Policy](#). In summary, this states that the University has a duty of care to protect such students and consent will therefore be sought from a parent or legal guardian prior to entry.

4. Whilst schools and Further Education colleges have a statutory duty to safeguard and protect children in their care, Higher Education institutions are not specifically named in their duty to safeguard and protect. However, we have a common law duty to take such steps to ensure that reasonable, foreseeable harm does not occur by way of omissions or careless acts by the University. This is contextualised by the [Safeguarding Vulnerable Groups Act 2006](#) and the [Protection of Freedoms Act 2012](#).
5. These key legislation structures extend similar standards of protection to adults in vulnerable situations. The [Protection of Freedoms Act 2012](#) redefined the definitions of 'vulnerable adults' from that detailed in the [Safeguarding Vulnerable Groups Act 2006](#), amending it to reflect activities which, if **any adult** requires them, lead to that adult being considered vulnerable at that particular time. This means that the focus is on the activities undertaken by the adult and not on the setting in which the activity is received, nor on the personal characteristics or circumstances of the adult receiving the activities.
6. Therefore, typically such adults are defined as being of age 18 or over with either a permanent or temporary dependency upon others, or a requirement for assistance in, the performance of basic functions; a severe impairment in the ability to communicate with others or a reduced ability to protect themselves from assault, abuse or neglect. This Policy uses the term 'vulnerable adult' as shorthand for this broader definition to aid identification of potential safeguarding issues.
7. This policy is also predicated upon the University's strategic value of encouraging social responsibility, whereby all members of the organisation, be they students or staff, are expected to protect the interests of the wider community.
8. The policy provides a University position upon which specific, detailed procedures (and/or policy) may be added by departments depending on the localised need. Such needs typically include external professional body requirements (such as Ofsted or the Nursing and Midwifery Council) but will also include specific procedures with regard to, for example, accommodation of children on campus or security arrangements at a variety of University locations.
9. This policy should be read in conjunction with the University's policies on [Admissions](#) (specifically the policy statement on the recruitment of ex-offenders) and Whistleblowing and the Procedure for Managing Disclosure and Barring Service Checks, . By its nature, however, nearly all aspects of University policy and procedure, at whatever level, will potentially contain aspects related to safeguarding in the wider sense.
10. This policy is designed to mitigate the following risks:
  - Protection: of the vulnerable, be they adults or children
  - Legal: ensuring that the University complies with legislation related to Safeguarding, in particular the [Safeguarding Vulnerable Groups Act 2006](#) and the [Protection of Freedoms Act 2012](#)
  - Reputation: that students and staff do not allow the reputation of the University to be damaged through their own inappropriate action or their response to inappropriateness by others (either staff, students or the public)
  - Undue Burden/Accessibility: for staff or students in managing risk and operating procedures.

*This policy applies to all members of the University, including students and staff. The policy also applies to members of the public visiting any University premises for work or pleasure.*

## **The Policy**

11. The University is committed to providing a safe and secure environment for all students, staff and individual visitors who access its facilities and services.
12. The University recognises that it has a duty to help staff and students recognise their responsibilities, mitigate risk and act appropriately in situations where abuse or neglect might occur, be they on University premises or when working or studying at other sites.
13. The University also embraces the value of social responsibility and actively encourages all staff and students to help mitigate the risk of accident or injury and to manage appropriately any situations that they encounter which carry the risk of harm to anyone, including both children and adults.
14. People attending the University, for example when carrying out contractual work, are expected to comply with the principles laid out in this Policy. However, where specific contacts are denoted in the text, contractors should report any safeguarding issues to their contact at the University in the first instance, typically a member of the Facilities or Information Learning Services team.
15. The University will refer concerns that children and young people on University premises might be at risk of significant harm to [Worcestershire Children First](#) and/or the Police.
16. Concerns that vulnerable adults might be at risk will normally be referred to [Worcestershire Safeguarding Adults Board](#). In cases where domestic and/or sexual abuse is disclosed, referral will be made to appropriate support agencies or the Police (with consent) or to the [Multi-Agency Risk Assessment Conference \(MARAC\)](#) (with or without consent).
17. All personal data will be processed by the University in accordance with the requirements of the relevant data protection legislation (GDPR and Data Protection Act 2018).

## **Reporting and Implementation**

18. The University produces [guidance](#) on identifying abuse and neglect and outlines how best to respond to allegations of the same.
19. The University takes the view that the first point of contact when an allegation of abuse or neglect is made is crucial in ensuring the protection of children and vulnerable adults. If an allegation of abuse or neglect is made to a member of staff, including when this is about a third party, the individual making the allegation must be taken to a safe, private place and reassured that the appropriate authorities will be informed. The member of staff receiving the allegation will be responsible for ascertaining the correct authority and notifying the Safeguarding Lead/Officer for Staff or Safeguarding Lead/Officer for Students. (The role of the Safeguarding Officer is to assist staff/students in talking through any issues that may, or may not, be considered safeguarding issues under the terms of this policy. They will therefore advise and signpost staff/student as appropriate). No attempt should be made to investigate the allegation by members of staff directly.

20. Should a serious allegation be made to a student on University premises, that student should inform a member of the Security Team in the first instance. If the allegation is made outside of University premises, the student should normally inform a member of staff or the Students' Union. Should the allegation be made on a designated work placement, the employer's policy or process should normally be followed. However, in such cases, students are advised to notify their Course Leader or Module Tutor as soon as possible.
21. The Safeguarding Committee will ensure that all members of the University are fully briefed and/or trained (as appropriate) on the implications of this policy. University members are expected to observe the accompanying guidance referenced throughout this document.
22. All incidents of alleged misconduct concerning children and/or adults will be taken seriously by the University and responded to swiftly and appropriately in accordance with policy and [flowchart](#) guidance. Concerns should be raised and reported through [safeguarding@worc.ac.uk](mailto:safeguarding@worc.ac.uk)
23. The Safeguarding Committee aims to recognise and promote the importance of safeguarding vulnerable adults and the distinctions with regard the safeguarding of children.

#### **Disclosure and Barring (Criminal Records Bureau) checks**

24. The University complies with all legislation relating to the protection of vulnerable groups, including children. In particular, policies cover organisational responsibilities as determined by the [Rehabilitation of Offenders Act \(1974\) and Exceptions \(1975\)](#) as well as the [Safeguarding Vulnerable Groups Act 2006](#) and the subsequent [Protection of Freedoms Act 2012](#). In this regard, any member of staff or any student who will have regular unsupervised contact with groups protected by these Acts is required to obtain clearance from the [Disclosure and Barring Service](#) prior to employment. With regard to some areas of employment, staff or students involved in unsupervised contact with children will also be required to obtain a Barred List check.
25. The University therefore maintains policies and processes relating to [Recruiting, employing and managing people with criminal records](#) for both work and study.
26. In appropriate cases and in accordance with the law, the University will report to the appropriate authorities any concerns it has that a University member (or former University member) of staff, or a student (or former student) ought to be included in any list of people who should be restricted from working with children.

#### **Staff**

27. The University has a detailed and specific recruitment and selection policy and associated guidance that aims to ensure that:
  - people of the appropriate calibre are attracted, recruited and selected to meet the requirements;
  - all applicants whether appointed or not, receive accurate and timely information concerning the University and the relevant vacancy;
  - all applicants are treated fairly during the recruitment process, and that only those factors related to the job to be filled will be used to make selection decisions; the University will take no account of gender, marital

status, carer commitment, sexual orientation, disability, ethnic or national origins, colour, race, religious or political belief, nationality, age, or socio-economic background;

- staff making selection decisions receive up to date information and training in recruitment principles, and are aware of the current legal framework for ensuring diversity and equality;
- the recruitment and selection decisions are monitored, reviewed and reported annually.

### **Students**

28. Where students are entering into regular unsupervised contact with groups protected by these Acts, they will normally be required to obtain a DBS check (and/or Barred List check) prior to registration on the course. Otherwise, this requirement will be necessary prior to their taking up the unsupervised activity. Such requirements will be clearly stated in the University prospectus and on entry profiles.
29. Where students hold a criminal conviction (either spent or unspent) they are advised to check the detail of the [University Admissions Policy](#) (paragraph 19 applies).
30. The University recognises that some organisations may require DBS checks (or Barred List checks) for all people coming into contact with protected groups as a matter of policy. In such cases, the member of staff responsible for establishing the contact (typically the Line-Manager or Course Leader) must ensure that HR or individual students are aware of this requirement with sufficient time to allow for a check to be carried out. Staff and students are alerted to the fact that this may be the case following temporary withdrawal (formerly 'intercalation') from a programme or course.
31. Where, after commencement of employment or study, a person commits a criminal offence that requires reporting to the DBS, this will be done by the Director of HR (in the case of staff) or the Academic Registrar (in the case of students).

### **Training and development**

32. The University expects that, where deemed relevant by academic staff or prescribed by professional bodies, students will be taught about safeguarding issues and relevant legislation as part of their academic provision.
33. Staff will be made aware of safeguarding issues through induction and periodic training or briefing sessions, as well as via online media as appropriate. In particular, Heads of Department in areas where safeguarding issues are likely to be particularly prevalent, such as Registry Services, Security, Accommodation and HR take responsibility to ensure that relevant staff are kept up to date with legislation and practical advice and guidance as appropriate.

### **Counter Terrorism and Security (Prevent duty)**

34. The [Counter Terrorism and Security Act 2015](#) means the University must “have due regard to the need to prevent people from being drawn into terrorism” (Section 26). The University must also “have particular regard to the duty to ensure freedom of speech” and “to the importance of academic freedom” (Section 31). Under Section 29, the University must “have regard to any such guidance in carrying out that duty”.
35. The University is complying with this duty in all its aspects, which in practice means striking a fine balance between concerns around extremism and concerns around censorship. As such, the University has established a [Code of Practice on Freedom of Speech](#) which sets out the key principles against which it adheres.

### **Avoiding Allegations of Abuse or Neglect**

36. The University is committed to responding swiftly and appropriately to any allegations of abuse or neglect in accordance with law and/or via University policy or regulations pertaining to staff or students.
37. The University recommends that all University members, both staff and students, take steps to ensure that they do not *accidentally* put themselves in a position where an allegation of abuse or neglect can be made against them. [Guidance on how to avoid undue allegations of abuse or neglect](#) in the context of working with children and vulnerable adults is made available via the University website. Similarly, the section on Lone Working in this Policy, and associated guidance, is designed to ensure safety but also protect staff and students against unwarranted allegations.
38. The University regards allegations that are found to be clearly vexatious or frivolous as a serious disciplinary and potentially criminal matter.

### **Lone Working**

39. Lone working is the term used to describe situations whereby staff and/or students work with a client (potentially another staff member or student, but also a member of the public) in a one-on-one situation. The University recognises that such working is an important and necessary aspect of many roles, including (but not limited to) academic staff, researchers, Student Services staff and students following professional awards, such as Midwifery or Social Work.
40. Generally, staff are encouraged to consider the [Guidance on Lone Working](#) produced by the Health and Safety Executive and also further guidance available within Schools and from Safety Services at the University. The HSE Guidance places emphasis on safety in the workplace. Students are advised to utilise this Guidance although it is expected that, where Lone Working is an integral aspect of provision (such as for many students following Health-related or Education awards), additional support and guidance will be offered by Course Teams within individual Schools. Such support and guidance will correspond with the policy as outlined below.

41. In the case of students on placement, prior to the student commencing work there should be written confirmation that the employer's policies, procedures and guidance apply to students. In the case of doubt, such policy, procedure and guidance must be drawn up in conjunction with the employer and the student and, where one exists, to a specification equivalent to that of the associated professional body. As above, where any allegation of a breach of the policy is made, the Course Leader must be notified and kept informed of any subsequent investigation.
42. Where Lone Working is to take place between staff or students and those falling under the Safeguarding definitions (i.e. children or vulnerable adults) then detailed procedures must be drawn up, established (through induction or academic sessions, for instance) and followed. In broad terms, these procedures must include:
- Confirmation of the need for Lone Working
  - Completion of a risk assessment
  - Measures to ensure the safety of the 'client' and of the member of staff/student
  - Process to be followed in the case of allegations of abuse, neglect or neglect of duty, including but not limited to, potential suspension of duty, reporting and recording mechanisms (both internally and to an outside agency, as appropriate) and the specific personnel responsible for carrying out investigations into allegations. In the latter such cases, the Head of Department/Head of School must be notified of the allegation and kept informed of the progress of the investigation.
43. Cases requiring investigation may require escalation to the Safeguarding Lead/Officer for Staff or Safeguarding Lead/Officer for Students as appropriate.

#### **Public Interest Disclosure/Whistleblowing**

44. The University has a specific policy on [Whistleblowing](#), which outlines the principles and practice expected of staff and students.
45. Should students include, in their assessment items (including presentations and in online activity) examples of practice on placement that require reporting, staff must follow the [Whistleblowing Policy](#). Where such examples are deemed to be 'poor practice' (as opposed to abusive or neglectful practice as outlined in legislation) it is expected that staff will follow up these concerns with the student concerned in the first instance, and with the practice provider as appropriate.

#### **Children and Young People on University Premises**

46. This part of the Policy deliberately references both 'children' and 'young people' in order that those implementing the Policy take into account the potential differences in maturity between younger children and those approaching the age of 18. The referral process, however, is similar for any safeguarding concerns (see para. 50).
47. Health and safety legislation includes specific duties for the protection of children and young people when involved with work activities. They are seen to be particularly at risk as they are likely to be inexperienced, unaware of health and safety risks, and physically and/or mentally immature. This part of the Policy sets out the general arrangements, and certain prohibitions to be followed to ensure that risks to children and young people are minimised while they are on University premises or involved in, or affected by, University activities. University premises in this context include all

buildings, grounds, roadways and vehicles owned or leased by the University.

48. The University recognises that there are a number of occasions on which children or young people might be present on University premises or in the temporary care of University staff and/or students. These will include, but are not limited to, the following:

- Organised visits, summer schools and other outreach activity on University premises.
- Attending, either accompanied or unaccompanied, University Open Days, Visit Days, interviews, etc.;
- Outreach activities undertaken in schools and other venues away from University premises;
- Attending University premises for educational, sporting, recreational or social purposes;
- Under 18s employed by the University;
- Under 18s carrying out work experience at the University;
- Staying in University-managed accommodation either overnight or for extended periods;
- Attending school holiday clubs;
- Attending the University Library (The Hive)
- Being the subject of research by University staff or students;

\*Notwithstanding that this is a public space and that responsibility is shared between the University and the County Council.

49. There are also instances where young people are registered as students of the University. In such cases considerations laid out in the [Admissions Policy](#) take precedence over the remainder of this section.

50. For all formal activities arranged or hosted by the University, arrangements should comply with legal requirements for health and safety and should follow best practice of recognised bodies such as national sporting associations. Arrangements should also comply with local authority childcare requirements and child protection legislation. This includes reporting safeguarding concerns according to [Worcestershire Children First](#).

51. Where children attend University premises for a planned event, those responsible for organising or managing such occasions are normally required to complete a [risk assessment](#). This risk assessment should be carried out in the context of the age of the child or young person. Should any risks identified through the procedure be considered not to be safely manageable, the University reserves the right to refuse the application for an individual or group of children to visit or be accommodated on University premises. It is recognised that separate arrangements may be sensibly applied to certain University premises, such as the University Arena or The Hive, for certain planned activities. In such cases those responsible for organising such events will have taken into account the general principles as determined by this policy.

52. Children or young people will normally only be accommodated overnight in Halls of Residence where they are members of a planned group. In any case, accommodation may only be permitted following the completion of the Safeguarding of Children on University Premises procedure as indicated above.

53. Specific regulations, particularly with regard to Health and Safety, apply to all visitors to University premises (e.g. use of University transport). Relevant reference to such regulations is identified through the procedure. Additionally, the following apply:
- a. Children and young people are only permitted in laboratories or other hazardous areas where this has been pre-agreed and arrangements have been made to mitigate appropriate risk.
  - b. As per [Joint Academic Network \(JANET\)](#) regulations, children and young people are not permitted to use computers logged onto the University intranet, unless prior arrangement has been made with the Head of ICT or delegate.
  - c. Children and young people should only enter designated quiet study areas of the University Library (The Hive) if accompanied by an adult or where explicit permission has been granted (for instance to a group).
54. Prior to undertaking work experience on University premises, the organising party (the person primarily responsible for arranging or organising the work experience, placement, etc.) responsible for children or young people will:
- a. ensure that a specific risk assessment is carried out, and
  - b. determine whether it is appropriate that the proposed supervisor undergoes an appropriate Disclosure and Barring Service check (and/or other relevant legal requirements) and ensure that these are carried out.

### ***Placements***

55. For programmes which include placement activities, the organising party will ensure that placement providers are notified of any students aged under 18 and that the placement provider understands and accepts that the policies and procedures of the placement provider will apply while the student is under their jurisdiction.
56. Where field trips are undertaken as part of a programme of study, the organising party will consider the age of the students as part of the [risk assessment](#) for the activity.

### ***Unplanned attendance by under-18s on University premises***

57. It is recognised that occasionally the need arises for members of the University to bring children onto University premises for reasons beyond the planned events as described above. Such occasions may include situations where those under 18 are:
- Accompanying their parent/guardian on a short incidental visit (for example to submit an assignment or visit colleagues whilst on parental leave);
  - Accompanying their parent/guardian to seek advice or attend an appointment at the University/SU, as appropriate.
58. In such situations children may only be brought onto University premises where they may safely remain under the close and continuous supervision of their parent or guardian. Supervision is the sole responsibility of the parent or guardian and cannot be delegated to another person.

59. Members of staff at work or students attending classes are not normally deemed to be in a position to exercise close and continuous supervision in this context. Therefore, staff or students who wish to bring children with them onto University premises when they are either at work or attending classes should obtain the permission of their line manager or module tutor prior to arrival; refusal should only be made on reasonable grounds.

### **Relationships at Work**

60. The University has a [Relationships at Work Policy](#) which outlines the expectations and requirements in relation to the disclosure of any actual, perceived or potential conflicts of interest that may occur as a result of relationships at or connected to the workplace .
61. Staff and students should be aware that it is a criminal offence under the [Sexual Offences Act 2003](#) to engage in sexual activity with a person under the age of 18, *even where the person is of the legal age of consent*, where the adult is in a position of trust in relation to the under 18 year old.
62. In order to avoid allegations of favouritism or bias, staff who have or are in a personal relationship with another member of staff, and which may then result in an actual, perceived or potential conflict of interest as a result, are required to inform their Head of School/Professional Service, using the form provided, in order for any necessary measures to be implemented to contain or remove such a potential conflict. Failure to disclose such a relationship could result in disciplinary action for the members of staff concerned.
63. The University recognises that there may also be occasions when a staff member has a pre-existing personal relationship with a student – for example, due to their child or partner choosing to study at the University.
64. In situations where a staff member has a pre-existing personal relationship with a potential student, this will not be a barrier to the potential student or staff member being able to work or study at the University. However, where the relationship may create an actual, perceived, or potential conflict of interest, the relationship must be disclosed by the existing or potential staff member, using the form provided, at the time the student or the member of staff joins or applies to join the University. This is to ensure that any potential conflict of interest can be managed. Failure to disclose such a relationship could result in disciplinary action for the member of staff concerned.
65. The University **prohibits any sexual or intimate relationship between staff and students where the relationship was not pre-existing.** Please refer to the [University's Prevention of Sexual Misconduct and Sexual Harassment Policy](#), for further guidance. Any such relationships would be subject to disciplinary action in accordance with the University's Staff Disciplinary Procedure.

### **Illness, incapacity and disability**

66. The University expects staff and students to be aware of the welfare of all members of the University and to report (or disclose, if appropriate) significant illness or incapacity to the appropriate body. Such incapacity includes that caused through food intolerance or allergy, intoxication via consumption of alcohol and/or any other mind-altering substances. In the case of students, reporting should be to University Security; in the case of staff, to HR.
67. The University complies with appropriate legislation relating to the sale of tobacco-based products or alcohol to those under 16 and 18 years of age respectively. Staff in the Students' Union Shop are trained accordingly.
68. The University encourages students and staff with disabilities or chronic illness to disclose this either at the point of registration/appointment to Registry Services and/or their Course Leader (for students) or HR and/or their Line Manager (for staff). Such disclosure enables appropriate arrangements to be put in place to ensure the safety and wellbeing of all members of the University.
69. Similarly, in the case of children or vulnerable adults visiting University premises, either for educational or other reasons, the guardians of those visitors should disclose to their University contact any specific medical requirements, including allergies and intolerances. Whilst the University will endeavour to ensure the safety of all visitors, the guardian retains responsibility for ensuring that safeguards are in place with regard to emergencies relating to such requirements. (For example, disclosing beforehand that a child suffers with Type 1 diabetes and ensuring that a responsible party carries insulin and glucose and is aware of the specific needs of the child.)

### **Abuse of staff/students**

70. Staff and students should be protected from abuse, whether that be physical or verbal. The [Student Disciplinary procedure](#), the [Harassment and Bullying Policy](#), Dignity at Work and Study Policy and other staff disciplinary procedures cover events where such abuse is directed at staff and/or students by other members of the University.
71. Should staff or students receive abuse from members of the public, such matters should be reported to University Security in the first instance.
72. Students on placement who suffer abuse from their employer are advised to contact their Module Tutor or Course Leader in the first instance. If the abuse comes from a client, the employer should be the first point of contact although students are advised also to notify the Module Tutor/Course Leader.

### **Sexual Misconduct and Sexual Harassment**

73. The University promotes a culture in which any incidents of sexual misconduct and sexual harassment will not be tolerated, to ensure the preservation of a safe study and work environment where all members of the University community feel respected.

74.

The University of Worcester will actively respond to any reports of sexual misconduct or harassment received by the University, including incidents of domestic abuse, sexual violence and stalking. The significant impact of all experiences of sexual misconduct and harassment are recognised, and the University acknowledges the potential detriment to studies and employment, regardless of how the experience occurred.

75.

The University is committed to:

- treating all members of our community with dignity and respect at all times, and it is expected that all members of our community will share in this responsibility for creating and sustaining an environment which upholds the dignity of all.
- providing a safe and supportive environment in which staff and students can report any incidents of sexual misconduct or harassment and in which they will receive a positive response.
- respecting the right of the individual disclosing an experience to choose how to take forward a report, as far as possible. We will ensure that the reporting party is clear about their options and reporting protocols and receives appropriate support.
- providing training for appropriate staff on sexual misconduct and harassment, dealing with reports and making referrals to internal and external support agencies/organisations as appropriate in accordance with this Policy;
- treating the safety of the person experiencing the abuse as high priority, taking steps to minimise risk and maximise safety.

76. The University has established a [Prevention of Sexual Misconduct and Sexual Harassment Policy](#) to cover this area which includes detailed processes and support tools for both staff and students. The University is committed to providing appropriate welfare support to any student or staff member who needs it as a result of experiencing an incident/s of sexual misconduct or harassment, and we strongly encourage individuals to seek support and guidance in the first instance through the [Sexual Misconduct Reporting Tool](#)

## **Role of the University Safeguarding Committee**

77. The University Safeguarding Committee is responsible for:

- a. To oversee the development, implementation and monitoring of systems, processes and policies relating to safeguarding children and vulnerable groups.
- b. To keep relevant policies and procedures up to date, taking account of changes in legislation, and reviewing and auditing practice as appropriate.
- c. To review best practice in the higher education sector as a whole and guidance issues by Government and other agencies.
- d. To ensure accessibility to and ownership of policies and procedures by all staff and students of the University.
- e. To create a safe culture within the Institution by sharing learning about best practice and promoting awareness about safeguarding and protection issues.
- f. To monitor and oversee matters relating to the safeguarding and protection of children, young people and vulnerable adults and persons vulnerable to radicalisation.
- g. To ensure that clear strategies are developed in respect of safeguarding and protecting, and that they are coordinated and implemented consistently across the Institution, in a way which anticipates and responds to external and internal developments and ensures that the Institution can be accountable for safeguarding and protecting children, young people and vulnerable adults.
- h. To ensure a clear organisation focus on risk management in relation to safeguarding matters.
- i. To ensure appropriate and proportion action is taken in respect of identified risks or concerns and to ensure any learning is shared from matters arising.
- j. To prepare an Annual Report to the University Executive Board on issues relating to safeguarding and changes in legislation.

<b>Approval Authority</b>	UEB
<b>Date of Commencement</b>	26-01-2017
<b>Amendment Dates</b>	<p>26-06-2020</p> <p>Minor amendments 12-04-21</p> <p>Amendments - 02-03-22</p> <p>Minor amendments – 09-06-22</p> <p>Amendments -08-09-22</p> <p>Amendments – 19-10-22</p> <p>Amendments- approved by UEB 15-11-22</p> <p>Reviewed and amended – 22-09-23</p> <p>Links updated 14.11.23</p>
<b>Date for Next Review</b>	26/01/2026
<b>Related Policies, Procedures, Guidance, Forms or Templates</b>	<p>Admissions Policy</p> <p>Code of Practice: Freedom of Speech Disclosure &amp; Whistleblowing Policy</p> <p>Policy of Consensual Sexual Relationships</p> <p>Policy for the Recruitment of Staff with Criminal Records</p> <p>Procedure for managing DBS Checks (staff)</p> <p>Policy: Students with Criminal Records</p> <p>Prevention of Sexual Misconduct and Sexual Harassment Policy</p> <p>Guidance on Lone Working</p> <p>Guidance on Responding to Allegations of Abuse/Neglect</p> <p>Guidance on Avoiding Allegations of Abuse</p> <p>All policies listed can be accessed through the <a href="#">Policies and Procedures page</a>.</p>
<b>Policies (or equivalent) Superseded by this Policy</b>	Procedure for Children on University Premises Safeguarding Children Policy