

UNIVERSITY SAFEGUARDING POLICY

1. INTRODUCTION

The University is committed to providing a safe environment where individuals can work, learn, socialise and live. The University will take such steps which are reasonable to ensure that children, young people and adults at risk are safe, and that policies and procedures are in place to reduce the risk of harm.

This policy outlines the University's approach to safeguarding children and adults at risk from abuse and neglect and should be read in conjunction with the [supporting procedures](#).

2. PURPOSE

The purpose of this Safeguarding Policy is to outline how we will:

- Provide a safe and supportive environment for our staff, students, apprentices, volunteers, and visitors during university-led activities, including those which involve research participants and research collaborators.
- Provide a safe and supportive environment for children and adults at risk who engage with university-led activities.
- Ensure that staff, students and volunteers engaging with children and adults at risk receive relevant safeguarding training and understand their role and responsibilities.
- Ensure any risks are identified and addressed through risk assessments and mitigations.
- Ensure that there is a clear reporting and escalation route should staff, students or others become aware of a safeguarding concern.

3. SCOPE

This Policy applies to all University staff, applicants, students, apprentices, contractors, volunteers, visitors and collaborators, and is applicable for all university-led activity on university-managed properties and grounds, off-campus, and online environments. This includes our core activities of teaching and research, as well as university-led events and activities, such as sport, volunteering projects, and outreach activities.

This Policy also includes to the University's duties as prescribed by the [Office for Students](#) in relation to the [Prevent Duty](#) which aims to safeguard people from becoming terrorists or supporting terrorism.

A small number of areas of the University will require additional local safeguarding policies and/or procedures to ensure that they are able to meet specific regulatory requirements that do not apply to the University as a whole, for example Apprenticeships and the University Day Nursery have

specific OFSTED requirements, and a number of academic areas are required to undertake additional measures specific to their Professional, Statutory and Regulatory Body (PSRB) requirements.

In the event that an activity is hosted by another organisation within their own facilities, for example an outreach event, the host organisation's safeguarding policy and related procedures will normally take precedence. However, members of the University engaging in those activities must also take note of, and act in accordance with, the University's Safeguarding Policy.

In the event that an external organisation uses the campus, buildings and facilities to run an activity, for example a summer school, the external organisation is required to have their own Safeguarding policy, practices and risk assessments in place. In addition, the University will take additional measures and work with the organisation to ensure any risks are mitigated.

The University has a separate Policy regarding Safeguarding in research activity: [Safeguarding in Research and Innovation Policy](#).

1. POLICY

The University is fully committed to safeguarding and promoting the wellbeing of children and adults at risk. It is expected that all Council Members, University staff, students, contractors, stakeholders, collaborators and volunteers share this commitment.

The University has a general duty to protect students from harm, to provide educational and pastoral support services, and to take reasonable steps to prevent physical and psychiatric injury. Further, the University must ensure that students have a safe environment to live, work and study.

The University has a responsibility to prevent and respond to concerns or allegations of abuse or neglect, and to provide information to and work with statutory services where appropriate.

The University will:

- Ensure appropriate governance and oversight of the University's safeguarding arrangements
- Ensure a member of the University Executive Committee takes strategic responsibility for safeguarding
- Prioritise the safety and wellbeing of children and adults at risk in line with good practice and legal requirements;
- Ensure the University takes reasonable steps to manage risks and keep children and adults-at-risk safe;
- Ensure appropriate action is taken to prevent and report any safeguarding concerns where necessary;
- Ensure that all University staff, students, collaborators, contractors and visitors understand their roles and responsibilities in respect of safeguarding;
- Provide key staff with information to support the application of the Safeguarding Policy and Procedure;
- Identify staff with clear safeguarding responsibilities to ensure individuals working with children and/or adults at risk are deemed not to pose an unacceptable risk to vulnerable groups;
- Ensure that appropriate action is taken in the event of any allegation or suspicions regarding harm to children or adults at risk arising from university-led activities, whether the activity has taken place on University premises or not;
- Provide professional and safe support services for students and seek external specialist advice when required;
- Ensure safer recruitment practices are followed by preventing unsuitable people from working with children.

2. ROLES AND RESPONSIBILITIES

Safeguarding is everybody's responsibility, and it is important that all staff recognise their role in ensuring a safe and supportive university environment.

All staff should:

- understand what abuse is
- listen carefully to children, young people and adults at risk;
- be aware of and act in accordance with the Safeguarding Policy;
- comply with mandatory training requirements;
- consult with and take advice from the University's Safeguarding Coordinators and Leads when there is a reason to believe that a student may be at risk of being drawn into terrorism or that a child or adult at risk is at risk of harm;
- not put children or young people at risk of harm.

Role/Committee/Area	Role-holder	Responsible for
All staff		<ul style="list-style-type: none"> • Complying with mandatory training requirements • Reading the Safeguarding Policy and associated procedures
University Council	Members of Council	<ul style="list-style-type: none"> • Ultimate responsibility for safeguarding within the University and for compliance with all legal obligations by the University.
University Audit and Risk Committee	Committee members	<ul style="list-style-type: none"> • Responsible to Council for ensuring the University has appropriate risk registers and mitigations in place in relation to University risk.
University Safeguarding Oversight Group	Group Members	<ul style="list-style-type: none"> • Oversee and monitor the University's approach and compliance with any Safeguarding requirements related to children and vulnerable adults. • Develop and maintain the University's Safeguarding Risk Register, assessing risks and planning mitigations. • Ensure that planned risk mitigations are implemented in good time and the monitoring of effectiveness of the mitigations. • Ensure the completion and publication of the Annual Safeguarding Report, providing the report to Council in a timely manner. • Work collaboratively with Educational Partners and the Students Unions to ensure compliance with any Safeguarding requirements. • Oversee and regularly review relevant University policies and procedures associated with Safeguarding. • Develop and oversee a training framework across the University, ensuring the training is

		available, suitable and undertaken by all staff as necessary.
University Safeguarding Network	Network Members	<ul style="list-style-type: none"> • Provide and receive training as appropriate • Share best practice and relevant updates related to safeguarding • Contribute to the Safeguarding Oversight Group to support the development and delivery of policy, procedure and risk register • Ensure appropriate Safeguarding provision is in place within their area of work
Safeguarding Strategic Lead (University Executive Committee)	Director of Student Support and Success	<ul style="list-style-type: none"> • Have overall responsibility for implementation and promotion of the University's Safeguarding Policy. • Chair the University Safeguarding Oversight Group to provide assurances on the University's approach to and compliance with the Safeguarding policy • Ensure that the Safeguarding Policy and guidance is updated regularly and reflects changes to legal requirements and good practice.
Designated Safeguarding Officer	Head of Student Wellbeing	<ul style="list-style-type: none"> • Act as a point of contact for those who have a Safeguarding concern, receive information and record those concerns. • Provide information, advice and training to appropriate staff in respect of their Safeguarding responsibilities. • Investigate and act upon concerns as appropriate, including seeking advice or making a referral to external partners. • Maintain records of any safeguarding allegations, investigations or referrals and their outcomes. • Oversee the Safeguarding network to share best practices and opportunities for training. • Support the Director of Student Services and Success to implement and maintain this policy and associated procedures, guidance and risk register.
HR Safeguarding Lead	Deputy Director of HR	<ul style="list-style-type: none"> • Lead contact for staff safeguarding matters • Contributing to the development and implementation of policy, process and risk assessments • Ensures appropriate staff related safeguarding processes are in place, including safer recruitment practices and DBS processes • Support HR Managers and Advisers to work directly with staff connected with safeguarding issues. • Work with the Safeguarding Strategic Lead/Designated Safeguarding Officer to

		<p>response to any staff related allegations or concerns</p> <ul style="list-style-type: none"> • Support the delivery of training to staff
Safeguarding Coordinators	List provided in the related procedure	<ul style="list-style-type: none"> • Ensure their individual training is kept up to date • Assist in the implementation of local Safeguarding Procedures. • Be aware of indicators of abuse and neglect. • Operate as a local contact within a Directorate / Faculty / School for Safeguarding matters. • Escalate concerns to Designated Safeguarding Officer.
Local Safeguarding Lead Roles	As required by areas with additional safeguarding responsibilities	<ul style="list-style-type: none"> • Ensure any additional local safeguarding arrangements are in place to meet specific regulatory requirements that do not apply to the University as a whole. This includes academic areas, as well as others such as (but not limited to) Keele Day Nursery and Global Student Recruitment and Admissions in relation to Access and Outreach work.
Academic Schools	Heads of Schools	<ul style="list-style-type: none"> • Ensure staff are aware of any safeguarding implications on any teaching or other practices (including placements, field trips, visits and other activities); • Ensure that staff and students are appropriately trained; • Ensure that staff and students comply with any safeguarding requirements required by their Professional Statutory and Regulating Bodies (PSRB); • Ensure that any safeguarding concerns are escalated as appropriate

4. RELATED POLICIES AND PROCEDURES

The following University Policies and Procedures, contained within the Policy Zone, should be read alongside this Policy and the Safeguarding Procedure:

- [Admissions Policy, Admissions Interview Policy & Admissions Under 18's Policy](#)
- [Appropriate Policy](#)
- [Staff Drug and Alcohol Policy](#)
- [Personal Relationships at Work Policy](#)
- [Bullying and Harassment Policy and Procedure](#)
- [Academic Mentor Code of Practice](#)
- [Data Classification and Handling Policy](#)
- [Data Protection Policy](#) (students)
- [Dignity and Respect Policy and Procedure](#)
- [Disclosure and Barring Service Policy](#) (staff)
- [Speaker and Event Approval Procedure](#)
- [Freedom of Expression Code of Practice](#)

- [Gender Segregation Joint Code of Practice](#)
- [Group Social Events Code of Conduct](#)
- [Health and Safety Policy](#)
- [Information Sharing with Emergency Contacts](#)
- [IT Acceptable Use Policy](#)
- [Loan Working Code of Practice](#)
- [Religion and Belief Policy](#)
- [Sexual Violence and Misconduct Policy](#) and [Procedure](#)
- [Support to Study Policy](#)
- [Whistleblowing Policy](#)
- [Whistleblowing Procedure](#)
- [Safeguarding in Research and Innovation](#)
- [Disciplinary and Appeals Procedure for Academic Staff](#)
- [Staff Disciplinary and Appeals Procedure \(Non-Academic\)](#)

5. RELATED EXTERNAL POLICIES AND GUIDANCE

- [Keeping Children Safe in Education](#) (2024)
- [Working Together to Safeguard Children](#) (2023)
- [The Care Act](#) (2014)
- [Office for Students Prevent Duty](#)
- [Prevent Duty Guidance](#) (2023)
- [Disclosure and Barring Service](#)
- [Data Protection Act](#) (2018)
- [Sexual Offences Act 2003](#)
- [Equality Act 2010](#)
- [The Mental Capacity Act \(2005\)](#)

6. REVIEW, APPROVAL & PUBLICATION

- This Policy and associated procedure will be reviewed every two years by the Safeguarding Oversight Group;
- This Policy will be submitted to the University Executive Committee for approval;
- This Policy and associated Procedures will be published on the University's website within the Policy Zone as well as on a dedicated Safeguarding webpage. The University's web pages will maintain prominent links to the Policy as appropriate on both external and internal facing pages.

6. DOCUMENT CONTROL INFORMATION

Document Name	Safeguarding Policy
Owner	Director of Student Support & Success
Version Number	3
Equality Analysis Form Submission Date	06/11/2018
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Related University Policy Documents	See section 4 of Policy
<i>For Office Use – Keywords for search function</i>	