

The University of Buckingham Safeguarding Policy:

Quick Guide

The following quick guide has been produced to direct staff to the relevant parts of the policy. It is not a substitute for reading the whole document.

i. Individuals have designated responsibilities under this policy. **Heads of Department, Heads of Faculty and Associate Deans** should read **sections 4, 5, 6, 7 and 8** to ensure they understand their responsibilities.

ii. If a vulnerable adult or student under the age of 18 is admitted onto a University programme it is the responsibility of the **Head of Faculty/ Associate Dean** to ensure appropriate risk assessments have been completed. Further information about risk assessments is available in **section 5**.

If a vulnerable adult or person under the age 18 is recruited to commence employment at the University, it is the responsibility of the Head of Faculty/ Associate Dean or Head of Department to ensure appropriate risk assessments have been completed. Further information about risk assessments is available in **section 5**.

iii. If a child, young person or vulnerable adult discloses that they are being (or have been) harmed it is important that they receive a supportive response. The person receiving the disclosure should not attempt to investigate the disclosure in any way. **Guidelines for responding to disclosures** can be found in **sections 7 and 8**.

iv. If any member of staff, or student, is concerned about the safety of welfare of a child, young person or vulnerable adult, these concerns should be discussed with the appropriate **Designated University Safeguarding Officer (DUSO)** contact (see **section 4.5** and **Appendix 1**). The individual should record as much information as possible on the form in **Appendix 4**.

v. Individuals should not report concerns about an individual directly to external agencies. The **Head of Wellbeing, Skills and Diversity** or the **Head of Human Resources** will contact the relevant external services. This is to ensure an individual has oversight of safeguarding concerns across the institution and all the necessary information is passed on to external services, with appropriate measures taken within the University as required. Details of **designated contacts** can be found in **Appendix 1**.

vi. Anyone involved in **organising events and activities specifically for children, young persons or vulnerable adults** will need to complete a risk assessment. Guidance about completing these risk assessments can be found in **section 5**.

vii. Staff requiring **additional information about this policy** or the associated procedures, should discuss this with the Designated University Safeguarding Officers (see **section 4.5** and **Appendix 1**).

The following **role descriptors** have been applied throughout this policy:

Head of Faculty/ Associate Dean: Within this policy 'Head of Faculty/ Associate Dean' refers to Heads of Departments for Academic teaching teams.

Head(s) of Department: Within this policy 'Head(s) of Department' refers to Heads of Departments for non-academic and Professional Services departments.

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Safeguarding Policy

1. Introduction

1.1 The University aims to adopt the highest possible standards and take all reasonable steps in relation to the safety and welfare of children, young people and vulnerable adults with whom the University's work brings it into contact.

1.2 Whilst there is no legislation in the area of safeguarding directed specifically at Higher Education Institutions (HEIs), the University is mindful of its duty of care and legal obligations such as those it owes under the Health and Safety at Work Act 1974, the Children Act 1989, the Safeguarding Vulnerable Groups Act 2006, the Protection of Freedoms Act 2012, Working together to safeguard Children 2018, the IHRA's working definitions and charters and the Prevent duty (introduced as part of the Counter Terrorism and Security Act 2015), which places a legal obligation on the University to protect members of its community from radicalisation and being drawn into extremist ideologies.

1.3 This policy applies to all members of the University. However, it is specifically aimed at staff, students, contractors and volunteers who encounter the following groups through teaching, research, professional services and outreach activities whether on or off of our campus:

- **children** (i.e. those aged under 16),
- **young persons** (i.e. those aged 16 to 18), and
- **vulnerable adults** (i.e. persons aged 18 or over: who are or may be in need of community care services by reason of mental or other disability, age or illness; and who are or may be unable to take care of/ or unable to protect themselves against significant harm, abuse, exploitation or from radicalisation.

Adults as described above may not necessarily be at risk all of the time or at all. The risk however arises if they are not able to protect themselves against significant harm, abuse, exploitation or from radicalisation and being drawn into extremist ideologies.

2. Aim

2.1 The aim of this policy is to highlight the areas that form the basis of the University's approach to safeguarding and to direct staff, students and volunteers to appropriate guidance.

3. The Principles of the University's approach

3.1 The University comes into contact with children through a range of activities such as Open Day and outreach activities. There are also students who are under the age of 18 when they commence their studies. The University also teaches programmes that may involve students working with children and vulnerable adults.

3.2 A small number of departments also follow their specific departmental Safeguarding procedures to ensure that they are able to meet specific regulatory requirements that do not apply to the University as a whole, for example the Faculty of Education which are subject to OFSTED inspection and Faculty of Medicine whose students are required to undergo DBS checks as part of their programmes.

3.3 The policy is separate to that of individual departmental policies such as the Counselling

Service and research groups, but is intended to be an overarching framework which seeks to ensure that the University undertakes its statutory responsibilities in relation to safeguarding its members, and that it responds to concerns appropriately.

3.4 In the event that the University-led activity is hosted by another organisation within their own facilities, the host organisation's Safeguarding policy and related procedures will normally take precedence, but members of the University engaging in those programmes must also take note of, and act in accordance with the University's Safeguarding policy to the extent that this is possible in the particular circumstances.

3.5 The University also recognises that young people and vulnerable adults can be at risk of being drawn into extremist ideologies which can lead to a risk of radicalisation. In the context of the University Safeguarding policy, the risk of being drawn into extremist ideologies and radicalisation is considered to be a significant safeguarding concern which is of equal weight alongside other forms of abuse and mistreatment of children and vulnerable adults. A safeguarding concern of this nature would also fall within the scope of Prevent at Buckingham. Further guidance on the procedure for reporting a concern relating to radicalisation can be found in the University Prevent policy, section 11.

3.6 Procedures adopted by the University to reduce the risk of radicalisation through terrorist or extremist organisations can also be found in the University Prevent and Mental Health policies.

3.7 Additionally, the University supports the IHRA's working definitions and charters in relation to issues like holocaust denial and distortion, antisemitism, and antigypsyism/anti-Roma discrimination, recognising these areas may also pose a safeguarding concern.

4. Responsibilities

4.1 The following **role descriptors** have been applied throughout this policy:

- **Head of Faculty/ Associate Dean:** Within this policy '**Head of Faculty/ Associate Dean**' refers to Heads of Departments for Academic teaching teams.
- **Head(s) of Department:** Within this policy '**Head(s) of Department**' refers to Heads of Departments for non-academic and Professional Services departments.

4.2 All individuals covered by this policy should ensure that they have read the policy and understand the standards expected of them and their responsibilities.

4.3 All University staff are expected to undertake mandatory safeguarding training via the University Enterprise e-learning platform, with refresher training completed every two years.

4.4 All individuals have a responsibility to ensure the health, safety and wellbeing of children and adults and to take appropriate steps (including those set out in this policy) to ensure that suspicions and allegations of abuse including concerns connected to extremism and radicalisation, are taken seriously and responded to swiftly and appropriately.

4.5 The University also has designated (with delegated deputies as appropriate) safeguarding roles with specific responsibilities as follows:

- The members of the Senior Management Team with overall responsibility for Safeguarding at an institutional level are the **Pro Vice-Chancellor, Director of Student Support Services** and the **Registrar & Director of Professional Services**.

- The **Head of Wellbeing, Skills and Diversity**, the **Student Conduct Manager** and the **Head of Human Resources** are the Designated University Safeguarding Officers (DUSO) with responsibility for this policy and its regular review to ensure it is fit for purpose. DUSOs also have oversight of safeguarding concerns across the institution. University staff are encouraged to discuss any concerns under this policy with a DUSO.
- The DUSOs will also hold and be responsible for maintaining the list of University **Nominated Safeguarding Officers** (NSOs).
- **Nominated Safeguarding Officers** exists within each Faculty/ department and are responsible for ensuring the relevant DUSO is informed of all allegations, concerns or incidents within their respective Faculties/ departments.

Within non-academic and Professional Services departments, the NSO role will be covered by the Head of Department. This responsibility may be devolved as appropriate. Appendix 1 provides further details of the responsibilities assigned to NSOs.

- The **Health and Safety Officer**, is responsible for monitoring the operation of this policy from a risk assessment perspective and recommending modifications to the Registrar & Director of Professional Services to ensure it meets evolving regulatory requirements and relevant best practice guidance.
- The **Head of Faculty/ Associate Dean** will advise on the admission of under-18 students and vulnerable adults, in conjunction with the **Head of Wellbeing, Skills and Diversity** and the relevant **Faculty nominee**.
- The **Head of Wellbeing, Skills and Diversity** will have oversight of students enrolled at the University who are under 18 or identifying as a vulnerable adult.
- The relevant **Head of Faculty/ Associate Dean**, with advice from the **Head of Wellbeing, Skills and Diversity**, will be responsible for monitoring the welfare of under-18 students and vulnerable adults within their Faculty/ department. This responsibility may be devolved as appropriate and made known to staff and students.
- The relevant **Head of Department, Head of Faculty/Associate Dean**, with advice from the **Head of Human Resources**, will be responsible for monitoring the welfare of employees who are under 18 and vulnerable adults within their department. This responsibility may be devolved as appropriate and made known to staff and students.
- The **Accommodation Manger** or nominee, will have oversight of under-18 students and vulnerable adults residing in University accommodation.
- The **Head of Human Resources** will advise on the employment of staff under the age of 18 and vulnerable adults, in conjunction with the relevant **Head of Faculty/Associate Dean** or **Head of Department**, will be responsible for monitoring their welfare. This responsibility may be devolved as appropriate.
- The **Head of Human Resources** will have oversight of all staff employed at the University who are under 18 or identifying as a vulnerable adult.
- Allegations or suspicions of abuse involving students should be reported to the **Head of Wellbeing, Skills and Diversity** or **Student Conduct Manager**.

Allegations or suspicions of abuse involving staff who are under the age of 18 or vulnerable adults, should be reported to the **Head of Human Resources**.

Allegations or suspicions of abuse involving the Head of Human Resources should be reported to the **Pro Vice-Chancellor, Director of Student Support Services** or the **Registrar & Director of Professional Services**.

4.7 The University will take all appropriate steps during the recruitment and admissions process to ensure individuals are made aware of the Safeguarding policy, and understand the mechanisms in place to report suspicions or allegations of abuse in relation to safeguarding.

4.8 Reporting procedures can be found within the University's guidelines on dealing with suspicions or allegations of abuse in relation to safeguarding. A copy of such guidelines can be obtained from the University DUSOs (see Appendix 1).

4.9 The University will ensure appropriate support and safeguarding training is provided to University staff where needed.

4.10 University staff available to act as contact points in case of any query are noted in Appendix 1.

4.11 The University holds parents, guardians, schools or groups responsible for the safeguarding of children, young people and vulnerable adults brought onto University premises.

4.12 The University does not accept responsibility for ensuring the safeguarding of children, young persons or vulnerable adults who are present on University premises without its knowledge or consent and who are not enrolled as students.

5. Procedures: Risk Assessment

5.1. The guidelines on risk assessment in relation to safeguarding should be referred to for guidance on the University's approach. A copy of such guidelines can be obtained by contacting a University NSO or the University Health and Safety Officer (see Appendix 1).

5.2 All staff that intend to, or may be put in the position of working with children, young people or vulnerable adults, should ensure that they understand the implications of this policy before commencing any programme, event, visit or other activity.

5.3 A designated individual should complete a risk assessment before any new or changed programme, event, visit or any other activity involving children, young people or vulnerable adults, or before admitting or employing a vulnerable adult or person under the age of 18. A risk assessment form can be obtained from the University Health & Safety Officer.

5.4 All staff assigned the responsibility of completing a risk assessment are required to ensure a copy of the completed risk assessment is filed centrally with the University Health and Safety Officer.

5.5 Guidelines for dealing with risks identified in relation to extremist ideologies and radicalisation can be found within the University Prevent Policy, section 11.4.

5.6 All those involved in the risk assessment process should understand that the risk assessment is not only a way to mitigate or remove any potential risks but may also be a prompt to consider alternative working practices.

6. Procedures: Recruitment, selection and employment

6.1 The guidelines on recruitment, selection and employment procedures in relation to safeguarding should be referred to for guidance on the University's approach. A copy of such guidelines can be obtained from the Human Resources department.

6.2 The University will take all appropriate steps during the recruitment and selection process to ensure that unsuitable people are prevented from working with children, young people and vulnerable adults.

6.3 Mechanisms are also in place to identify staff or students who declare a previous mental health condition, episode or learning disability as part of the recruitment or admissions process to facilitate a safe, supportive environment with access to appropriate support both within the University and externally, through links with the NHS and local council social support services.

Where a student has declared this as part of the admissions process, this will be clearly indicated within their Student Information Console (SIC) record. For staff, details will be indicated on their Ciphre employment record.

The University Mental Health policy (see Appendix 5) provides additional guidance to staff on the mechanisms for supporting both prospective and current students identifying as vulnerable due to mental health difficulties.

6.4 All vacant positions within the University are routinely reviewed and a consideration of the risks undertaken in relation to working with children, young people and vulnerable adults.

6.5 Where a risk assessment has identified that students or staff are likely to have regular contact with or encounter children, young people or vulnerable adults, appropriate checks into their eligibility will be required.

6.6 The University is registered with the Disclosure and Barring Service ("DBS") and will ensure that any member of staff or student who will have substantial one-to-one contact with children, young people or vulnerable adults and their role falls within the eligibility criteria, will be checked for relevant criminal convictions. For further advice on this, please contact the Human Resources department.

6.7 University staff or potential employees identified during the DBS check process as having a criminal conviction will be asked to provide a copy of the DBS certificate to the Human Resources department, to provide clarification of the nature of conviction.

6.8 Staff identified as requiring a DBS check for their job role will be required to keep their DBS on an update service, for regular review. This will apply to new and existing staff.

6.9 Staff recruited to deliver programmes within the Faculty of Education may be required to undergo additional checks in order to meet specific regulatory requirements.

6.10 For staff who have lived or worked outside the UK for more than 3 months at any point in the last 3 years, an overseas criminal record check will be required in addition to the enhanced DBS.

6.11 Such processes will be compliant with the **University's Equality and Diversity policy** (see <https://www.buckingham.ac.uk/about/handbooks/compliance-handbook/section 5.2>).

7. Procedures: Dealing with suspicions or allegations of abuse

7.1 The guidelines on dealing with suspicions or allegations of abuse in relation to safeguarding should be referred to for guidance on the University's approach. A copy of such guidelines can be obtained by contacting a University NSO (see Appendix 1).

7.2 Concerns for the safety and wellbeing of children, young people and vulnerable adults, could arise in a variety of ways and in a range of different settings. For example, an individual may report or display signs of abuse; someone may hint that an individual is at risk or that a colleague is an abuser; an individual may witness or hear about abuse of a vulnerable adult in another organisation; an individual may raise concern that a student or staff member is at risk of being potentially drawn into extremism or radicalisation based on information received or behaviour observed. It is essential to act quickly and professionally in all cases of suspected abuse.

7.3 Any allegation by a child, young person, vulnerable adult or staff member against another student, a member of staff, contractor or a volunteer should be reported immediately to the relevant designated individual who has responsibility under this policy (see section 4.5 and Appendix 1).

7.4 Hearing about suspected or actual abuse can be upsetting. If you need further advice and support, please contact the Head of Wellbeing, Skills and Diversity or the Head of Human Resources. Staff can also obtain advice and support through the Employee Assistance Programme.

7.5 The Head of Wellbeing, Skills and Diversity or the Head of Human Resources as appropriate, will contact the relevant external services where necessary, with appropriate measures taken within the University as required.

Where the concern involves a vulnerable adult, the University will work with local authority agencies where necessary, with appropriate measures taken within the University as required.

7.6 In dealing with any such allegation, the University has a duty of care both to the child, young person, vulnerable adult or staff member concerned and to the individual against whom the allegation is made.

8. Procedures: Dealing with Concerns about Radicalisation

8.1 The duty to protect children, young people and vulnerable adults from harm extends to protecting them from involvement in groups which set out to radicalise individuals. Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism.

8.2 Universities have been identified within the government's Prevent Strategy as potential sites for radicalisation. Whilst children, young people and vulnerable adults may be most at risk of radicalisation and being drawn into extremist ideologies, students and staff who do not fall into these categories may also be at risk.

8.3 Factors which are considered when determining whether an individual may be vulnerable to involvement with terrorism are broadly described as:

- Engagement with a group, cause or ideology;
- Intent to cause harm;
- Capability to cause harm.

8.4 Staff or students may be concerned about someone due to changes in behaviour or appearance. For example:

- An individual openly expresses extremist views;
- An individual is in possession of violent and /or extremist literature;
- An individual may change their habitual style of dress;
- An individual may condone violence in support of their espoused ideology;
- An individual may stop contact with peers and only be interested in contact with members of a particular ideological group.

8.5 There may be many reasons for such changes which is why a safeguarding approach should be adopted. This enables relevant services within and outside the University to identify an individual's needs and vulnerabilities.

8.6 Individuals should not report concerns about an individual directly to external agencies or authorities themselves other than in consultation with a DUSO (see section 4.5 and Appendix 1).

9. Procedures: Information Handling

9.1 The University recognises that accurate, timely recording, retention and storage of safeguarding concerns is key to providing an integrated, cohesive response to tackling allegations, suspicions or concerns of abuse connected to safeguarding children, young people and vulnerable adults.

9.2 The University's approach to information handling, recording, retaining and storing records connected to suspicions or allegations of abuse in relation to safeguarding are outlined in sections 10, 11 and 12 of this policy.

Further guidelines can be obtained by contacting a University DUSOs (see section 4.5 and Appendix 1).

10. Procedures: Recording safeguarding concerns

10.1 The University will create records, share and store information in line with its obligations under the UK General Data Protection Regulations (GDPR).

10.2 The information recorded must be factual. Any interpretation or inference drawn from what was observed, said or alleged should be clearly recorded as such, using the Record of Allegation or Suspicion of Abuse form (see Appendix 4).

10.3 In relation to the welfare or safety of a child, young person or vulnerable adult (e.g. concern about a physical injury, neglect at home or potential radicalisation) or concerns about the behaviour of a student, an employee or volunteer, it is important to record all relevant details, regardless of whether or not the concerns are shared with the police.

10.4 Records will be kept of all safeguarding concerns, incidents and their outcomes by the Head of Wellbeing, Skills and Diversity and the Head of Human Resources in accordance with the University Data Protection policy, the Data Protection Act, 2018 and other relevant legislation.

10.5 Confidentiality will be respected with information only shared on a need to know basis in the interests of protecting children, young persons, vulnerable adults and individuals within the University community.

11. Procedures: Retention and storage of safeguarding records

11.1 The guidelines for recording, retaining and storing safeguarding concerns outlines the University's approach to the retention and storage of safeguarding records. A copy of such guidelines can be obtained by contacting a University DUSOs (see section 4.5 and Appendix 1).

11.2 The Head of Wellbeing, Skills and Diversity and the Head of Human Resources are responsible for ensuring that appropriate records are reviewed, maintained and stored in compliance with safeguarding retention periods and the University Data Protection policy.

11.3 Whilst mechanisms are in place to verify false allegations, the University is unable to eradicate such allegations entirely, given the responsibility to record and retain all allegations or suspicions of abuse involving staff or students in compliance with safeguarding retention periods.

11.4 Personal data will only be kept for the length of time necessary to perform the processing for which it was collected.

11.5 Once no longer needed, information should be disposed of securely, with paper records shredded or disposed of in confidential waste and electronic records permanently deleted.

11.6 Where data is fully anonymised, there are no time limits on storage from a data protection point of view.

12. Procedures: Data Protection

12.1 Under the UK General Data Protection Regulation (GDPR) Act, 1998 and Data Protection Act (DPA) 2018, individuals have a right of access to personal data that relates to them. This right of access may include a right to request access to records (in whole or in part), relating to suspicions or allegations of abuse involving the person making the request.

12.2 Under GDPR and DPA, there are restrictions that apply to the processing of personal information relating to children. Although the University does not generally process the data of children, there may be circumstances when it is necessary to do so.

12.3 If it is deemed necessary within a Faculty or department within the University to process the personal data of children, the Data Protection Officer should be consulted in the first instance to ensure that necessary steps are taken to ensure such processing is in accordance with the GDPR.

12.4 If any staff member receives a request from a person for access to personal data (held either about that person or another individual) in relation to suspicions or allegations of abuse, the request should be forwarded to the appropriate DUSO (see section 4.5) for consultation with the Data Protection Officer.

12.5 Further information on the University Data Protection policy can be obtained via <https://www.buckingham.ac.uk/about/policies/data-protection>.

13. Related Policies and Procedures

13.1 There are a number of University policies which contain provisions that are relevant to safeguarding the wellbeing of children, young people and vulnerable adults (see Appendix 5).

13.2 Whilst this policy and guidance provided collectively underpins the University's provision of a safe and secure environment and support the fulfilment of the University's statutory duties, the

University is working towards further integrating the range of policies that contribute to the safeguarding of young persons and vulnerable adults.

Document Version Information

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Appendix 1: Responsibilities

University Safeguarding Contacts and Points for support

The following members of University staff have been designated as Safeguarding Contacts. These staff undergo specific training in order to be able to respond to incidents, advise, guide and support students and staff with safeguarding related issues or concerns.

Lead Safeguarding Officer(s) (LSOs)

Title	Contact
Pro Vice-Chancellor, Director of Student Support Services	jane.tapsell@buckingham.ac.uk
Registrar & Director of Professional Services	chris.payne@buckingham.ac.uk

Strategic lead responsible for:

- Implementation of the University's safeguarding policy, procedure and guidance
- Ensuring that the operation of the University's approach to safeguarding is sufficiently resourced in order that the University may fulfil its statutory obligations and the requirements of this policy
- Ensuring that the University engages with the Local Safeguarding Children Board (LSCB) and any other appropriate professional Child Protection fora, as appropriate.

Designated University Safeguarding Officers (DUSOs)

Title	Contact
Head of Human Resources	diane.jackson-gould@buckingham.ac.uk
Head of Wellbeing, Skills and Diversity	dee.bunker@buckingham.ac.uk
Student Conduct Manager	joanna.jackson@buckingham.ac.uk

The DUSO is an operational role with responsibility for:

- Monitoring and review of the University's safeguarding policy, procedure and guidance
- Reviewing reports of safeguarding concerns and, as appropriate, ensuring referrals of incidents/allegations/disclosures involving children, young persons or adults are made appropriately
- Where required, liaising with and assisting support services and/or external agencies in their investigations
- Ensuring that incidents/allegations/disclosures are recorded and archived accordingly
- Maintaining a log of all reported breaches of this policy and actions/outcomes

The **Head of Human Resources** also has oversight of all staff employed at the University who are under 18 or identifying as a vulnerable adult and the responsibility for coordinating and monitoring relevant **Safeguarding training** for staff.

The **Head of Wellbeing, Skills and Diversity** has oversight of students enrolled at the University who are under 18 or identifying as a vulnerable adult.

Nominated Safeguarding Officers (NSOs)

Title	Contact
Faculty Lead Mentor	karen.webb@buckingham.ac.uk
Faculty of Business, Humanities & Social Sciences	elaine.chambers@buckingham.ac.uk eleonor.wilkins@buckingham.ac.uk
Foundation	joanna.leach@buckingham.ac.uk
Faculty of Computing, Law & Psychology	jayne.kelly@buckingham.ac.uk sharon.salerno@buckingham.ac.uk cara.stubbings@buckingham.ac.uk
Faculty of Education	shonali.mathur@buckingham.ac.uk
Faculty of Medicine	emma.spikings@buckingham.ac.uk nikki.dean@buckingham.ac.uk
Crewe campus	emma.shepherd@buckingham.ac.uk
Students Union Membership Services Manager	brook.jones@buckingham.ac.uk

The NSO is department/ Faculty based role with responsibility for:

- Monitoring the welfare of under-18 students and vulnerable adults within Faculties/ departments.
- Ensuring risk assessments in accordance with the University Health and Safety policy are undertaken for all activity where students and staff may have unsupervised access to children, young persons or vulnerable adults and filed centrally with the University Health and Safety Officer
- Responsible for reporting any concerns or allegations as appropriate, ensuring the relevant DUSO is informed of all incidents.

Within non-academic and Professional Services departments, the NSO role will be covered by the Head of Department. This responsibility may be devolved as appropriate.

Other responsibilities

Oversight of under-18 students and vulnerable adults residing in University accommodation

Title	Contact
Accommodation Manager	studentsafeguarding@buckingham.ac.uk

Guidance on Risk Assessments

Title	Contact
Health & Safety Officer	studentsafeguarding@buckingham.ac.uk

Guidance on data protection & requests to access personal data

Title	Contact
Data Protection Officer	legal@buckingham.ac.uk

Appendix 2: Definitions

The following definitions have been applied throughout this policy:

Safeguarding: Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and/ or vulnerable adults wherever possible.

Prevent: part of the government's anti- terrorism strategy. The Higher Education sector has been identified as a sector where young people may be radicalised. This strand of the anti-terrorism strategy aims to prevent young people getting involved in terrorism.

Radicalisation: the process by which a person comes to support terrorism and forms of extremism leading to terrorism.

Extremism: Extremism as used within this policy refers to views held which are intolerant of people who are of a different ethnicity, culture, religion, gender or political or sexual identity. Extremists may try to force their views on others and in some cases, may believe that these views can justify the use of violence in order to achieve certain aims.

Terrorism: References to terrorism within this policy refers to an action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or threat is designed to influence the government or intimidate the public and is made for the purpose of advancing a political, religious or ideological cause.

Child: References to "child" or "children" in this policy means anyone under the age of 16 years. In this policy we also use the term 'young person' or 'young people' to refer to children aged 16 or 18 years old.

Vulnerable Adults: The University bases its definition on "vulnerable adults" on that defined by section 59 of the Safeguarding Vulnerable Groups Act 2006, amended by the Protection of Freedoms Act 2012 and/or those persons aged over 18 who by reason of mental or other disability, age or illness are (or may be) unable to take care of themselves or are (or may be) unable to protect themselves against significant harm or exploitation.

Adult at Risk: The University bases its definition of an "adult at risk" on that used within the Data Protection Act 2018 and defines an adult at risk as someone 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, mental or emotional harm; and (iii) as a result of those needs, is unable to protect themselves against neglect, harm or the risk of it.

Safeguarding Adults at Risk: While the University is not subject to the provisions of the Care Act 2014, the University draws broadly on this act to inform its policy on safeguarding adults at risk. We will play our part to:

- Ensure that the rights of adults at risk are protected to enable them to live in safety, free from abuse and neglect.
- Ensure that the wellbeing of the adult at risk is promoted and that in deciding on any action to be taken we will take into account their views, wishes, feelings and beliefs, for example when considering whether to refer concerns to statutory bodies or when seeking support from charitable organisations.

The University however recognises that Adults at Risk sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances and

may not fully appreciate potential risks to their safety or wellbeing and therefore, it may not always be possible to fully defer to their wishes when seeking the best way forward.

“Work with children or Adults at Risk”: Within this policy “work with children or adults at risk” includes all engagement with children and adults at risk whether in a professional capacity in connection with the work of the University, or in the course of other University-led activities supported by members of the University whether working in a paid or unpaid capacity.

Member of the University: Reference to a “member of the University” includes staff, students and alumni of the University.

Student: References to “student” includes all students registered with the University, including those based in partner organisations who are registered with the University to gain a professional qualification and third party apprentices for whom we provide training.

Staff: References to ‘staff’ include all paid University staff whether working on a permanent or temporary contract, apprentices, or engaged as “third party contract staff” working directly for the University.

Head of Faculty/ Associate Deans: Within this policy ‘Head of Faculty/ Associate Dean’ refers to Heads of Departments for Academic teaching teams.

Head(s) of Department: Within this policy ‘Head(s) of Department’ refers to Heads of Departments for non-academic and Professional Services departments

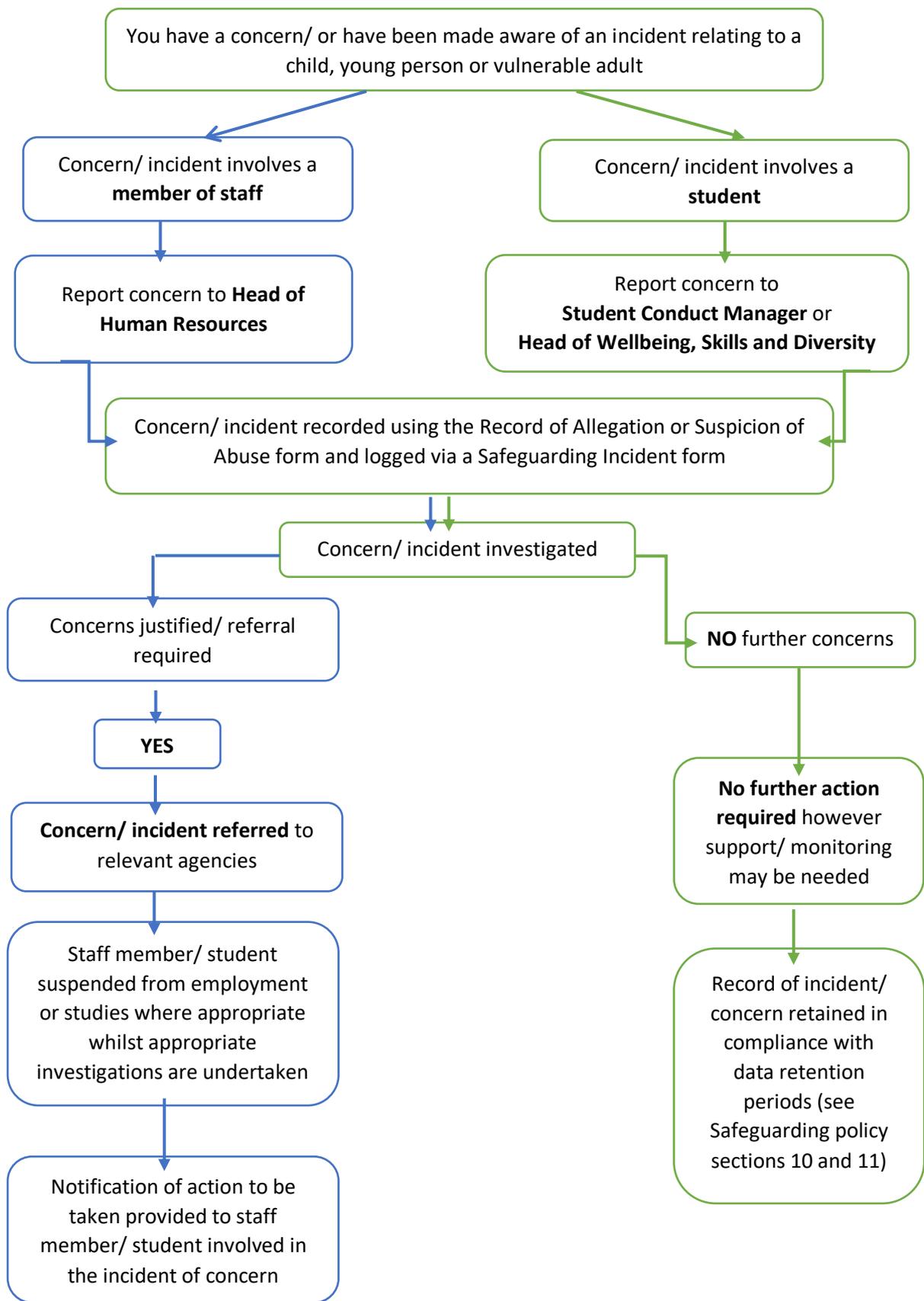
Volunteer: “Volunteers” are generally members of the University but may include other associated persons volunteering to lead or support University-led activities for which they are not paid including for example volunteering activity or similar initiatives supporting widening participation and outreach events, etc.

Contractor: Contractors are employed by third party organisations to carry out work on behalf of the University. It is the responsibility of the contractor’s employer to ensure that all necessary employment and safeguarding suitability checks are completed and to provide assurance to the University that this has been done.

DBS (The Disclosure and Barring Service): This statutory body has been created out of the merger of the Criminal Records Bureau and the Independent Safeguarding Authority.

Appendix 3:

INCIDENT REPORTING / REFERRAL PROCESS



Appendix 4:

RECORD OF ALLEGATION OR SUSPICION OF ABUSE FORM

Date of Initial Report: Time of Initial Report:

To: Head of Wellbeing, Skills and Diversity/ Head of Human Resources (*delete as appropriate*)

Name of Complainant	Name and contact details of child/ young person/ vulnerable adult (<i>where known</i>)	Place of alleged abuse

Name(s) of people present:

Reason for reporting a concern (*delete as appropriate*):

- This person is a child/ young person/ vulnerable adult/
- This person is at risk of harm/ at risk of harming others/ at risk of involvement in extremist activity

Please give as much information about the allegation or suspicion, including if you suspect abuse, the name of the alleged abuser and the circumstances which brought the alleged abuse to your attention. Please include all names of the people involved.

Name of person reporting incident (capitals):

Signed: Date:

Department/ Faculty: Ext No:

Email address:

Please return to:

Student related incident: Head of Wellbeing, Skills and Diversity - dee.bunker@buckingham.ac.uk

Staff related incident: Head of Human Resources - diane.jackson-gould@buckingham.ac.uk

Appendix 5:

Related Policies and Procedures

There are a number of University policies and procedures which contain provisions that are relevant to safeguarding the wellbeing of children, young people and adults in a vulnerable situation. These are provided below:

Legal Framework and Government Guidance:

- The Health and Safety at Work Act, 1974
- Rehabilitation of Offenders Act (Exceptions) Order 1975
- Data Protection Act 1998 and 2018
- The Sexual Offences Act, 2003
- The Children Act, 1989 and 2004
- Safeguarding Vulnerable Groups Act, 2006
- The Care Act, 2012
- DBS Code of Practice, November 2015
- Counter-Terrorism and Security Act, 2015
- Working Together to Safeguard Children, 2018
- Keeping Children Safe in Education, September 2019

Section 5.1 Risk Assessment and associated guidance:

- Health, Safety & Wellbeing Policy and Procedures, see pages 8, 10, 11, 12 - <https://fb77c667c4d6e21c1e06.b-cdn.net/wp-content/uploads/2019/07/Health-safety-and-wellbeing-policy-and-procedures.pdf>
- Students Union Events Policy - <https://fb77c667c4d6e21c1e06.b-cdn.net/wp-content/uploads/2019/12/Students-Union-Events-Policy.pdf>
- Prevent Policy - <https://www.buckingham.ac.uk/about/handbooks/compliance-handbook/Prevent-Policy.pdf>
- Prevent Risk Assessment and Action Plan, 2020 - <https://www.buckingham.ac.uk/about/handbooks/compliance-handbook/Prevent-Risk-Assessment-and-Action-Plan-2020.xlsx>
- Use of University Computers and Data Networks - <https://www.buckingham.ac.uk/wp-content/uploads/2021/10/Use-of-University-Computers-and-Data-Networks.pdf>
- Social Media Policy - <https://www.buckingham.ac.uk/wp-content/uploads/2021/10/Social-Media-Policy.pdf>
- Mental Health Policy - <https://www.buckingham.ac.uk/wp-content/uploads/2021/10/Mental-Health-Policy.pdf>
- Mental Health Policy Flow chart - <https://www.buckingham.ac.uk/wp-content/uploads/2021/10/Mental-Health-Policy-Flowchart.pdf>
- University Equality and Diversity policy - [https://www.buckingham.ac.uk/about/handbooks/compliance-handbook/section 5.2.](https://www.buckingham.ac.uk/about/handbooks/compliance-handbook/section%205.2)

Section 5.2 Recruitment, selection and employment

- Teacher, Student and Staff relationships policy - <https://www.buckingham.ac.uk/wp-content/uploads/2019/01/Teacher-Student-Staff-Relationships-Policy.pdf>
- Whistleblowing policy - <https://www.buckingham.ac.uk/wp-content/uploads/2021/06/Whistleblowing-Policy.pdf>

Section 5.2 Recruitment, selection and employment contd.,

- Conflict of interest policy - <https://www.buckingham.ac.uk/wp-content/uploads/2021/06/Conflicts-of-Interest-Policy.pdf>
- Dignity at Work and Study Policy - <https://fb77c667c4d6e21c1e06.b-cdn.net/wp-content/uploads/2020/01/5.13-Dignity-at-Work-and-Study-Policy-Procedures.pdf>

Section 6 Recording, retention, storage and disposal of safeguarding records

- Data Protection Policy - <https://www.buckingham.ac.uk/about/policies/data-protection>
- Retention Periods - <https://www.buckingham.ac.uk/about/policies/privacy-notice>

Other useful information

- International Holocaust Remembrance Alliance - <https://www.holocaustremembrance.com/resources/working-definitions-charters/working-definition-antisemitism>
- Children and Young People in the Workplace - <https://www.hse.gov.uk/youngpeople/law>
- Child Exploitation and Online Protection (CEOP) - <https://www.ceop.police.uk/safety-centre>
- NSPCC - <https://www.nspcc.org.uk>
- Disclosure and Barring Service - <https://www.gov.uk/government/organisations/disclosure-and-barring-service>
- Buckinghamshire Safeguarding Adults Board - <https://www.buckssafeguarding.org.uk/adultsboard/resources/reviews-annual-reports-policies-procedures>

Whilst the above listed policies and guidance collectively underpin the University's provision of a safe and secure environment and support the fulfilment of the University's statutory duties, the University is continually working to integrate the range of policies that contribute to the safeguarding of young persons and vulnerable adults.