



Safeguarding and Prevent Policy

Document control table

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Policy development steps

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1. Introduction

1.1 The University of Leicester has a legal and moral duty to safeguard the wellbeing and safety of children and adults at risk involved in any University activities, whether they are conducted in person or online. The University encounters children and adults at risk in a variety of settings, including through its teaching and research activities, as well as through its outreach programmes.

1.2 The University of Leicester is committed to adopting the highest possible standards and taking all reasonable steps to ensure the safety of children and adults at risk, in order to ensure that they are safeguarded whilst enjoying opportunities to realise their full potential.

1.3 All universities have a duty to take reasonable and necessary steps to ensure that children and adults at risk are safe and that reasonably foreseeable harm does not occur as a result of careless acts, deliberate acts or omissions. These measures are in addition to those required under general health and safety requirements and legislation.

1.4 The University is compliant with the Prevent Duty under the Counter-Terrorism and Security Act 2015 which is a statutory duty requiring relevant Higher Education institutions to have due regard to the need to prevent people from being drawn into terrorism.

1.5 The Prevent Duty seeks to protect students from becoming radicalised as it recognises vulnerable people being drawn into terrorism as a form of abuse, therefore the University uses the safeguarding approach to this duty.

1.6 The policy should be read in conjunction with other University of Leicester policies, procedures, and guidelines, as necessary. A list of these policies can be found under Appendix C.

2. Legal Framework

2.1 This Policy is informed by a collection of legislation and guidance, including:

- Rehabilitations of Offenders Act 1974 (Exceptions) Order 1975
- Children Act 1989
- The Children Act 2004
- Sexual Offences Act 2003
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Equality Act 2010
- The Counter-Terrorism and Security Act 2015
- General Data Protection Regulation 2018
- The Education Act 2011
- Care Act 2014
- Mental Capacity Act 2005
- Keeping Children Safe in Education 2022
- Working Together to Safeguard Children 2018

2.2 With regard to safeguarding children, this policy is compliant with the recommendations outlined in the Children Act 2004.

2.3 With regard to adults at risk, this policy follows the definition and recommendations outlined in the Care Act 2014.

2.4 The Safeguarding Vulnerable Groups Act 2006 is central to this policy as all decisions made to bar individuals from working with children or adults are made by the Disclosure and Barring Service (DBS) via this legislation.

2.5 For best practice purposes, due regard has been given to the Department for Education's "Keeping Children Safe in Education 2022" guidance.

2.6 With regard to safeguarding students from radicalisation, this policy follows the recommendations by the Counter-Terrorism and Security Act 2015 and the guidance under the Prevent Duty.

3. Definitions

3.1 In this policy, a child is defined as any person under the age of 18 years.

3.2 Under statutory guidance (Care Act, 2014), an Adult at Risk is defined as someone aged 18 years or over and:

- Has needs for care and support due to mental health and/or physical health (whether or not the local authority is meeting any of those needs)
- Is experiencing, or at risk of, abuse or neglect
- Who is or may be unable to take care of themselves, or unable to protect themselves against harm or exploitation

4. Policy Aims

4.1 This policy aims to ensure reasonable and effective steps are taken by the University to safeguard children and adults at risk when they are in contact with University staff, workers, volunteers, apprentices or students.

4.2 This policy aims to follow the Prevent Duty to ensure reasonable and effective steps are taken by the University to safeguard students from becoming radicalised.

4.3 The University will do so by taking the following actions:

- Taking reasonable steps to make the University a safe and welcoming environment for all that is free from harm and all forms of prejudice, harassment, discrimination, and bullying, please see Dignity and Respect Policy.
- Giving all staff information, training, and guidance about how to recognise potential harm when it has occurred, how to respond appropriately and how to report it
- Making sure anyone can raise safeguarding concerns about any child or adult at risk involved in the activities of the University
- Enabling anyone to raise a Prevent concern about any staff, students, volunteers, workers, apprentices
- Ensure everyone understands their roles and responsibilities in respect of safeguarding and Prevent Duty and having staff with designated safeguarding responsibilities who are trained in responding to Safeguarding and Prevent concerns and disclosures
- Put in place proportionate safeguards to prevent the employment of individuals in work with children and/or adults at risk where they have been barred by the DBS or are deemed by the University to pose an unacceptable risk to vulnerable groups
- Ensure that appropriate action is taken in the event of any allegations or suspicions regarding harm to children or adults at risk arising from contact with University staff,

students, apprentices or volunteers, whether the harm has taken place on University premises or not

- Having an appropriate referral system in place for dealing effectively with serious safeguarding and Prevent incidents, including reporting to the relevant statutory services, e.g. Local Authority Safeguarding Board, police, Prevent Channel
- Providing accessible support services for students and staff

5. Scope of Policy

5.1 This policy applies to all staff (employees), volunteers, workers, apprentices and students.

5.2 In terms of activities and recruitment this policy applies to:

- Recruitment to new or existing posts which involves working directly with children and/or adults at risk
- Teaching, supervision and support of students including use of libraries
- Summer schools, school visits, and other activities
- Outreach or widening participation activities taking place on or off campus
- Activities taking place in university owned and managed Residential Accommodation
- Research activities (in conjunction with Ethics Policy on research)
- Any events, internal or external, public events and/or conferences where there is an external speaker that takes place within the University (this includes events organised by societies and Students' Union)
- Placements and other professional activities
- Field trips and other volunteering activities

5.3 The Policy is relevant to all staff and student regardless of where they are based.

5.4 Academic Schools, Professional; Services, and Departments that have professional body requirements or specific activities in relation to safeguarding will need to have their own additional policy and protocols that are specific to their work/activities, for example Sport and Active Life, Apprenticeships, the Medical School and School of Education. This will cover volunteers and any other associated roles, as well as requirements for fitness to practice.

5.5 It is expected that external organisations utilising the University's premises or facilities for external events will have their own safeguarding policies and procedures in place and will take full responsibility for the safeguarding of individuals involved in any related activities. In addition, whilst on University premises, external bodies are also expected to read and comply with the relevant parts of this policy.

5.6 The University will carry out checks to ensure external organisations utilising the University's premises or facilities for external events are compliant to this Policy and the Prevent Duty.

6. Responding to Safeguarding and Prevent concerns

6.1 All staff are expected to appropriately raise safeguarding and Prevent concerns please see Appendices B and E for detail.

6.2 It is not always easy to recognise a situation where abuse may occur or has taken place. University staff are not expected to be experts at such recognition, only to raise concerns and disclosures they receive.

6.3 It is important that the recipient of any complaint or disclosure that a child or adult at risk has been or is being abused listens carefully without making or implying any judgment as to the truth of the complaint.

6.4 There are a few ways in which abuse or exploitation may become apparent:

- Disclosure of the abuse – self disclosure or disclosure by a third party. This might be full disclosure or that which raises suspicions of abuse
- Signs of abuse, including physical injury for which there appears to be no satisfactory explanation
- Particular behaviour that leads to suspicion that someone is being or has been abused or exploited

6.5 Where any member of the University becomes aware of a possible safeguarding or Prevent concern or receives a disclosure or an allegation they should:

- Write a report of all the relevant details (see Appendix B)
- If urgent i.e. there is a risk to life then staff should call 999. After calling emergency services, they should flag it up to Security Services
- If non-urgent then the written report should be sent to Concerned@le.ac.uk for the attention of the Designated Safeguarding Lead who will coordinate safeguarding actions and flag up any Prevent cases to the Prevent Lead for them to action

This is the same process if it is a current or historical occurrence or concern.

6.6 Where a non-urgent safeguarding concern is regarding a child or adult at risk who is not a member of the university, the concern should be raised with the organisation they are part of, e.g. their school or care agency/hospital.

7. Roles and Responsibilities

7.1 The University is responsible for ensuring that the vital process of safeguarding children and adults at risk is clearly communicated through its policy, procedures, guidance and training. In order for the safeguarding process to function, necessary actions outlined in procedures and training such as reporting safeguarding concerns need to take place.

7.2 It is not a staff member's responsibility to decide whether a child or adult at risk has been abused or harmed or subjected to abuse or harm, only to raise concerns that they may have.

7.3 Students starting university when they are under the age of 18 years, must adhere to the Under 18s Admissions Policy. Please see Under 18s Admissions Policy for further detail.

7.4 As stated in the Under 18s Admissions Policy, the University of Leicester is an adult environment and therefore it is the responsibility of the student and their parent/guardian to ensure they are prepared for living independently and being treated as adults. However, the university recognises that students under the age of 18 may have different support and wellbeing needs and acknowledges its responsibility to provide that support through the collaborative work between student support services, accommodation, and academic departments.

In the unlikely event anyone asks to be admitted who is under 16, then specific case meetings need to be called between these parties above and a parent or guardian, and personalised plans created.

7.5 Following is an outline of roles and responsibilities, this is not an exhaustive list:

7.7 The Designated Safeguarding Lead (DSL) and the Prevent Lead are responsible for:

- Ensuring the Safeguarding and Prevent Policy is kept up to date and is implemented across the University
- Oversight of investigations of allegations and other disclosures
- Investigating and remedying any apparent non-compliance with this Policy at the University
- Ensuring appropriate mechanisms are in place for recording and reporting safeguarding incidents and near misses (in accordance with the University's Data Protection Policy)
- Holding the central records of safeguarding and Prevent incidents
- Attending role specific training in line with the responsibilities of the DSL and Prevent Lead
- Co-chairing the Safeguarding and Prevent Working Group
- Ensuring that all staff, students, apprentices and volunteers familiarise themselves with the University's Safeguarding and Prevent Policy, under their responsibilities, and are appropriately trained to deal with safeguarding incidents
- Ensuring effective communication of the Safeguarding and Prevent Policy, including for communicating changes to it
- Ensuring appropriate training is provided to all staff, appropriate to their role and responsibilities, and for ensuring the training is evaluated and kept up to date
- Ensuring required risk assessments are conducted appropriately and acted upon
- Ensuring appropriate individual safeguarding support plans are in place for students under the age of 16 years
- Providing consultation and advice on managing risk at local levels
- Ensuring sector guidance and best practice on safeguarding are embedded into safeguarding processes

7.9 Designated Safeguarding Officers (DSO) for their area, each Safeguarding Officer is responsible for:

- Acting as the identified contact for responding and escalating safeguarding concerns or allegations raised in the course of the University's activity.
- Ensuring any non-urgent safeguarding concerns and incidents are appropriately recorded and reported to the Designated Safeguarding Lead via concerned@le.ac.uk , or to external services where needed (see Appendix E).
- Referring Prevent safeguarding cases to the Prevent Lead and/or Head of Security through Concerned@le.ac.uk .
- Ensuring any locally held safeguarding procedures relating to these activities are compliant with the University's Policy and have been confirmed by the Safeguarding and Prevent Working Group.
- Appropriately responding to causes for concern when raised under the Safeguarding and Prevent Policy.
- Management of safeguarding incidents, including referrals to local agencies and/or referrals to internal procedures as appropriate.

- Providing advice on internal and external safeguarding processes to others on safeguarding concerns and handling of incidents.
- Assisting in the promotion of the Safeguarding and Prevent Policy and aligning local processes to it.
- Attending required training and assisting in the delivery of training to staff where appropriate.
- Where appropriate, ensuring that relevant DBS checks for staff and students have taken place.
- On occasion, Safeguarding Officer may be asked by the Designated Safeguarding Lead to respond to particular safeguarding concerns or incidents.
- Ensuring contractors of the University comply with the provisions of this Policy.

7.10 Heads of Departments/Schools, includes professional services Heads; for their area are responsible for:

- Ensuring a designated safeguarding officer has been identified for the area.
- Ensuring the designated safeguarding officer attends relevant safeguarding training and completes the online mandatory Safeguarding Awareness training module.
- Ensuring local policy and protocols are in place where there is a requirement from a professional body.
- Ensuring safeguarding processes in the area are clearly communicated to all staff.
- Ensuring all staff have completed the online mandatory Safeguarding Awareness training module.

7.11 All Staff and Students: includes all University staff, students, freelance practitioners, student ambassadors, alumni, volunteers and any associated personnel acting as representatives of the University; are responsible for:

- Helping to ensure the University is a safe environment, free from prejudice, discrimination, bullying and harassment by ensuring compliance with the expected behaviours and values of the University.
- Ensuring they understand the Safeguarding and Prevent Policy and how to raise a safeguarding concern or disclosure under it.
- Attending training relating to safeguarding and prevent as requested.
- Ensuring safeguarding responsibilities are reflected in planning and risk assessments for University activities.
- Co-operating fully with any internal or external investigations carried out into reported concerns.
- Reporting any concerns, suspicions, or information regarding safeguarding violations to the appropriate staff.
- Maintaining the confidentiality of any suspected or actual incidents and only sharing information with the relevant safeguarding staff.
- Ensuring they are aware of local safeguarding policies and procedures for the premises they are visiting when representing the University, for example when visiting schools.

7.12 Safeguarding and Prevent Working Group which is co-chaired by the Safeguarding Lead and Prevent Lead, is responsible:

- To review and update the University's Safeguarding and Prevent Policy

- To agree an action plan to implement the Safeguarding and Prevent Policy, and amend it as required
- To identify and keep under review the operation of policies and procedures which impact on the University's ability to fulfil its safeguarding responsibilities
- To annually review the Prevent risk assessment and action plan
- To review the Prevent and Counter Terrorism training and make recommendations for updates and changes
- To review cases and implement any changes to process through lessons learned
- To maintain an understanding of the regulatory environment including; relevant government legislation and Office for Students requirements
- To ensure data collection processes are in place which enable demonstration of regulatory compliance
- To ensure effective working with partners and relevant local authorities

8. Reporting

8.1 The University is responsible for ensuring it maintains accurate records of safeguarding and prevent concerns, allegations and disclosures in accordance with the University Data Protection Policy. The Designated Safeguarding Lead and Prevent Lead are responsible for ensuring mechanisms for appropriate recording are in place and for any onward (anonymised) reporting.

8.2 To ensure the safety and welfare of all children and adults at risk, information is shared with organisations who will be involved in addressing the safeguarding concern (this may include other educational organisations, the local authority, NHS services, the police). Every effort will be made to gain the consent of the individual prior to sharing information but information may be shared without consent where there is a vital interest to do so. The child or adult at risk should be advised that the information will be shared with those who will address the concern. The University's record will include who has been given the information and why.

8.3 If a Prevent related concern is raised, following a discussion at the relevant support point (Cause for Concern for students and HR for staff) it may be necessary to make a referral under Prevent. This will usually happen in conjunction with the appropriate support for the individual being referred.

8.4 A Prevent referral is where a referral to external agencies through Prevent Duty is made, the external agencies are: The Department of Education, Police Prevent Team and Office for Students.

8.5 Following a Prevent referral there may be several courses of action, including no action. Throughout this process appropriate support will continue to be given to the individual.

8.6 A Prevent Duty referral may lead to a channel referral; this is an intervention and is commonly used in schools and FE environments. Channel is a multi-agency pathway which offers a tailored plan of support. It is important to note that the individual has to voluntarily enter the Channel scheme.

Appendix A: Definitions and examples of Types of Abuse

Safeguarding

Taking all reasonable steps to prevent harm, particularly sexual exploitation, abuse and harassment from occurring; to protect people, especially adults at risk and children, from that harm; and to respond appropriately when harm does occur. Safeguarding applies consistently and without exception across all activities associated with the University. It requires proactively identifying,

preventing and guarding against all risks of harm, exploitation and abuse and having accountable and transparent systems for response, reporting and learning when risks materialise.

Types of Abuse

Types of situations from which children and adults at risk should be safeguarded include, but are not limited to, the following:

- financial exploitation
- sexual harassment and/or violence,
- physical, emotional, psychological abuse
- exploitation and/or recruitment to radical extremist organisations and/or enticement into illegal activities
- domestic abuse and/or violence
- cyber abuse
- modern day slavery
- bullying or harassment
- forced marriage
- female genital mutilation discrimination
- data breaches

Appendix B: Reporting Form

| Safeguarding referral template | |
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| Date of referral: Send to: Concerned@le.ac.uk | |
| Name and contacts details of person referring: | |
| Student name: | |
| Student number: | |
| Does the student have a disclosed disability (if known): | |
| Is the student aware of this referral: | |
| <hr/> | |
| Date of disclosure and made by (student themselves or third party): | |
| Context in which disclosure/concern was raised e.g. in email, in call, in a form, in person: | |
| Location details of where incident/concern took place (if known): | |
| Details of concern/incident at time of referral: | |
| Are you aware of any internal or external support involvement e.g. GP, NHS, Social Services etc: | |
| Detail of actions already taken by the referrer: | |
| Name of DSO you have consulted (if applicable): | |

Appendix C: Related Policies

- University Childcare Service Policy
- Health and Safety Policy
- Dignity and Respect Policy
- Domestic Violence and Coercion Policy
- Personal Relationship Policy
- Under 18s Admissions Policy
- Insurance
- Equal Opportunities Policy
- Data Protection Policy
- Image Capture
- Fatalities Procedures
- Reasonable Adjustments Policy
- Support to Study Policy
- Freedom of Speech Code of Practice
- Research and Ethics Policy
- Policy on researching and handling extreme or radical material
- IT Acceptable Use Policy
- External Speaker Related:
 - Timetabling Policy
 - SU Room Booking
 - Leicester Conference Room Booking

Appendix D: Safeguarding Protocol Template

Safeguarding Protocol

The following is a guidance tool for departments to use to create their local level safeguarding processes in line with the University's Safeguarding and Prevent Policy.

Designated Safeguarding Officer (DSO) contact name and details: _____

If your area has no DSO then one needs to be approved by the Head of School/Director of Services through the PDD process.

DSO has attended Safeguarding training: Yes No

All staff have completed the Online Mandatory Safeguarding Training: Yes No

| | Activity: | Safeguards in place: |
|--|-----------|----------------------|
| <p>Analysis of activities: Please list all activities that involve children and/or adults at risk in your area and outline safeguards in place for each activity</p> | | |

Relevant DBS checks and Insurance in place: Yes No

Staff working with children and adults at risk need to have the relevant DBS checks in place – check with your HR rep for details. Speak to the University's Insurance department for information about whether the activity you have planned is covered by the University's insurance

Key contacts:

Designated Safeguarding Lead: _____ Angela Truby (Director of Student Services and Belonging) _____ Ab13@le.ac.uk _____

Raising a concern that is not urgent: concerned@le.ac.uk

Appendix E:

Safeguarding Concerns – Referral Process

