Safeguarding Policy			
Brief Description & Purpose:	The Safeguarding Policy documents the University's approach to Safeguarding. It provides a consistent, overarching structure to support the University's approach to safeguarding its staff, students, and wider community (including children, young people, and adults at risk, who may be on campus or undertaking University activity). Safeguarding is a consideration for a range of University activities, including recruitment and outreach; fieldtrips; participation in research; and sporting or voluntary activities (on and off campus). It is also a key consideration for students on programmes related to Education or Health Services, where Safeguarding requirements may apply alongside academic studies. The University's approach to safeguarding also encompasses its compliance with its obligations under the Counter-Terrorism and Security Act 2015 (the Prevent duty).		
Applicable to (list cohorts):	**Staff:** All staff including Governors and co-opted Board Committee Members	**Students:** All students	**Third Parties:** All who are in a formal relationship with the University
Effective From:	16 August 2016	**Last Review Date:**	19 January 2024
Approval Authority:	Board of Governors	**Approved:**	26 February 2024
Executive Owner:	Georgina Bailes	**Business Owner:**	Jack Taylor
Next Review Date:	19 January 2027	**Publication External Y/N**	Y

1. Introduction

1.1 The Safeguarding Policy applies to anyone engaging in University activities. It covers interaction with children and adults at risk, who could be current students, prospective students, or any individuals participating in University-related activities or activities on the University campus. These activities could include (but are not limited to) teaching and research; all forms of experiential learning; apprenticeships and placements; university-led sports; holiday schemes; open days; work experience; volunteering projects; outreach; and widening participation activity.

1.2 Northumbria University Nursery and the Students' Union have separate Safeguarding policies. This Safeguarding Policy does not apply to the Students' Union, which is a separate legal entity, but the Students' Union may utilise this Policy if it receives complaints or becomes aware of concerns relating to Safeguarding. The Students' Union should notify the Director of Governance if such cases arise.

1.3 The University has a legal duty, under the Safeguarding Vulnerable Groups Act 2006, the Protection of Freedoms Act 2012, and the Care Act 2014, to safeguard and promote the welfare of children (those under 18 years of age) and adults at risk (any person aged 18 years and older at risk of abuse or neglect because of their needs for care and or support) whilst they are on University premises or involved in University activities. This Policy aims to go beyond our legal duty and, as a responsible organisation, demonstrate the University's commitment to providing a safe and secure environment for all students, staff,

and visitors who access its facilities, services, and participate in University activities. Everyone has the right to work and learn in a safe environment, without the risk of harm. To ensure this, safeguarding (like health and safety) is everyone's responsibility. It is therefore important that all staff and students understand their responsibility and know how to report a concern. The University's Safeguarding approach will always take account of the Department for Education's statutory guidance for schools and colleges (Keeping children safe in education), to ensure best practice is taken for all Regulated Activity.

1.4 The Policy, alongside its associated procedures and guidance, sets out the responsibilities of University staff, sets out relevant University processes, and outlines the University's practical approach to safeguarding its staff, students and wider community.

2. Policy Detail

2.1 Safeguarding Controls and the Prevent Duty

2.1.1 The University implements its approach to Safeguarding by:

- Providing a safe and supportive environment for all staff, students and other stakeholders, including subcontractors responsible for the delivery of apprenticeships.
- Providing specific guidance for safeguarding and protecting children and adults at risk who engage with our staff, students, and volunteers, in the course of our work and in the course of University-led activities.
- Ensuring that staff or students who work specifically with children and adults at risk are aware of relevant legislative requirements, including the requirement for Disclosure and Barring Service (DBS) checks when 'Regulated Activity' (see 2.1.4 below) is undertaken.
- Ensuring those staff and students are supported with clear roles, responsibilities and reporting processes, in order to safeguard and protect children and vulnerable adults.
- Signposting to training and resources for all staff to develop knowledge and awareness of the range of safeguarding issues that can impact staff and students.
- Ensuring that there is a clear reporting and escalation route should staff or students become aware of a safeguarding concern.

2.1.2 As part of our safeguarding duties the University recognises that young people can be at risk of being drawn into extremist ideologies which can lead to a risk of radicalisation. In the context of this Policy, the risk of being drawn into extremist ideologies and radicalisation is considered to be a significant Safeguarding concern. Concerns in this area should therefore be managed in line with this Policy, including concerns around online safety. Further information on how to report concerns in this area is detailed in the Prevent Duty Policy Statement.

2.1.3 DBS checks will be carried out for any staff or students involved in activity that involves direct and unsupervised contact with children or adults at risk (known as Regulated Activity). The DBS check will be carried out prior to Regulated Activity

commencing, and where Regulated Activity continues, DBS checks will be repeated every three years.

2.1.4 Disclosures can happen at any time, and although some activities do not involve children or adults at risk, they could trigger a safeguarding concern (e.g. teaching or research on a sensitive topic such as domestic violence). Where this is the case, these activities should be managed in line with this Policy. Trigger warnings should be provided where possible, and in the case of research the potential for this should be identified as part of the research ethics process.

2.2 Reporting

2.2.1 The University encourages all members of its community to report concerns and allegations of abuse and neglect. The University will not tolerate any act of abuse or neglect carried out by its own staff, students or by third parties acting on behalf of the University and may instigate student or staff disciplinary procedures or contract termination clauses, where appropriate. The University will offer support to all individuals who report their concerns. The University's Safeguarding Procedure[LINK] outlines how and where to make a Safeguarding-related report.

2.2.2 The University has a dedicated structure of staff, made up of the Principal Safeguarding Officer (PSO), Designated Safeguarding Officers, and Safeguarding Champions, to facilitate reporting and management of Safeguarding cases. Designated Safeguarding Officers (DSOs) are available for both staff and students to ensure that, where required, additional student welfare and staff wellbeing support is put in place at the time of any safeguarding concerns arising. Safeguarding Champions are also available to have an initial discussion where you are unsure if your concern is related to Safeguarding and there is no immediate risk. Further information is detailed in the List of DSO Contacts. However, where there is imminent danger, an emergency situation, or risk to life, please contact the security team on 0191 227 3200, who will contact emergency services and assist their access to campus.

2.2.3 Alternatively, concerns can also be reported (anonymously if required) via the Unacceptable Behaviours Portal or via When to Refer.

2.2.4 The DSO will consider the concern or allegation, determine whether to convene a case conference to consider the appropriate response and support (if required), and notify the PSO (if required). If it is agreed at the case conference, the DSO may also refer the matter externally to either Children or Adult Social Care Services within the relevant Local Authority.

2.2.5 Where the concern or allegation relates to a staff member, the DSO will notify the Chief People Officer and PSO. The PSO will assess the case, convene a case conference if required, and decide whether the concern should be reported to the Local Authority Designated Officer, as required by statutory guidance.

2.2.6 Where a concern or allegation has occurred off-campus, such as an apprentice in the workplace or at an outreach venue, it should also be reported to a

Northumbria University DSO and the responsible person in the partner organisation, in line with their local arrangements.

2.2.7 Safeguarding incidents may also fall under the scope of the Reportable Incidents Policy, depending on their severity.

2.3 Confidentiality

2.3.1 All concerns and allegations made are treated in confidence, including the identity of the individual raising the concern where this is practicable. Absolute confidentiality cannot be guaranteed if, as a result of an investigation, individuals are requested to participate in statutory Safeguarding processes including onward referrals to the relevant authority.

2.3.2 Anyone involved in a suspected, or actual, Safeguarding case must treat all the details relating to that case as strictly confidential.

3. Key Roles and Responsibilities

All staff are responsible for safeguarding the needs of their staff, colleagues and students, but some roles require additional responsibilities. The table below sets these out:

Role	Responsibility
Principal Safeguarding Officer ("PSO")	The University's Director of Governance and Secretary to the Board, the University Executive member responsible for oversight and coordination of the University's approach to safeguarding and the Safeguarding Policy, including: • Oversight and coordination of the University's Safeguarding arrangements. • Ensuring the Safeguarding Policy is reviewed, promoted and disseminated, along with related guidance. • Identifying Designated Safeguarding Officers and Safeguarding Champions in key areas of the University that have been identified as undertaking activity where Safeguarding may be a consideration. This includes student support, student outreach and recruitment, Security, and Sport. • Ensuring appropriate training is available for these key staff and that they have access to resources to support others. • Ensuring all staff and Governors complete mandatory Safeguarding training every three years. • Ensuring an appropriate record of reported concerns and allegations is maintained, and that this is reviewed regularly to identify trends and potential connections, which informs the appropriate internal response and can be shared with the relevant local authority or external body. • Maintaining and updating this Policy and any relevant procedures where appropriate.

Designated Safeguarding Officers ("DSOs")	University staff who are trained to receive and respond to reported concerns and/or allegations of abuse or neglect, and to make external referrals if required. A concentrated pool of DSOs is identified consisting of those responsible for working closely with staff and students or coordinating contact with children and adults at risk, including Student Library and Academic Services and Human Resources. The list of DSOs is available on the University website.
Safeguarding Champions	University staff in key areas who can be approached with any questions, queries or concerns around safeguarding. Champions will advise whether any concerns should be escalated to a DSO (see above). The list of Safeguarding Champions is available on the University website.
Deputy Principal Safeguarding Officer	The University's Risk Manager, acting as deputy for the PSO.
Chief People Officer	Responsible for managing procedures associated with the safe recruitment of staff, including the identification of posts which involve Regulated Activity, which require a DBS check.
Academic Registrar and Director of Student, Library and Academic Services	Responsible for managing procedures associated with the safe recruitment of students whose studies, research or volunteering activity involve Regulated Activity (e.g. Workplace Coaches within Health and Life Sciences, or Junior Coordinators doing outreach work in schools), who require a DBS check as a result.
Executive Director of Research and Innovation Services (RIS)	Responsible for identifying Research and Innovation Services resource to oversee the monitoring of DBS checks that are required for staff and students involved in Regulated Activity within research projects, as identified via the Research Ethics online system.
All University staff and third parties acting on the University's behalf, including subcontractors.	Follow the University's guidance on Safeguarding issues and undertake mandatory Safeguarding training every three years, including raising any concerns via a Safeguarding Champion or DSO. Bring to their line manager's attention any concerns or queries over whether their work activities would require them to have an appropriate level of DBS clearance. Cooperate fully with any internal or external investigations carried out into reported concerns.

4. Definitions

Safeguarding - The process of protecting children and adults at risk from abuse or neglect. Safeguarding is a consideration for a range of University activities including recruitment and outreach activities, fieldtrips, participation in research, sporting or voluntary activities on and off campus or by being taught or cared for by students training to enter Education or Health Services, as part of their academic studies.

Child or Children - Anyone who has not yet reached their 18th birthday.

Adult at risk[1] - Anyone 18 years of age or older who:

- has needs for care and support; and
- is experiencing, or is at risk of, neglect, or physical, mental or emotional harm; and
- as a result of those needs is unable to protect themselves against neglect or harm, or the risk of it.

Disclosure and Barring Service ("DBS") check - The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions for staff and students involved in "Regulated Activity". It checks they are a suitable person to be undertaking the required work or placement by identifying spent or unspent convictions, cautions, reprimands and warnings that are held on the Police National Computer. Renewals of these checks are conducted on a 3-year basis.

Regulated Activity - Activity which involves close and unsupervised contact with children or adults at risk. This activity required a DBS check and cannot be undertaken by a person on the DBS's Barred List.

5. Related Policies, Procedures and Other Resources

- All related Safeguarding training materials
- Degree Apprenticeship guidance and procedures
- Keeping children safe in education
- Prevent Duty Policy Statement
- Public Interest Disclosure Policy
- Reportable Incidents Policy
- Safeguarding Procedure
- Safeguarding webpages
- Staff Code of Conduct
- Student Terms and Conditions
- Unacceptable Behaviours Policy
- Visiting and External Speakers and Events Policy and Guidance

6. Version

Version No.	Reviewer	Date	Changes
1.0	Dr. Adam Dawkins	16 August 2016	First version
1.1	Georgina Bailes	9 December 2020	Updates to roles and contacts
2.0	Georgina Bailes	26 February 2024	Major change to template and structure, including transfer of procedural elements to the Safeguarding Procedure[ADD LINK WHEN PUBLISHED]; updated roles,

[1] The definition used by the University is taken from the Care Act 2014 and the Data Protection Act 2018. Whilst the University is not subject to the provisions of the Care Act 2014 it has been used to inform its policy on adults at risk.

			responsibilities, definitions; included detail on Safeguarding Champions and relevant legislative and regulatory considerations.