

## **SAFEGUARDING POLICY**

**Incorporating the procedure for the referral of wellbeing concerns, disclosures related to abuse or the Prevent Duty.**

For the purposes of this policy, the meanings of words and phrases highlighted in **bold text** are explained in the Glossary at Appendix 1 of this policy.

### **Purpose and Context**

The University of Huddersfield is committed to ensuring the safety and wellbeing of **children** and **vulnerable people** with whom the University's work brings us into contact. The development of this policy has been informed both by this commitment and by current legal requirements, inspection frameworks and Office for Students regulatory expectations.

### **Statutory Safeguarding Duties**

This policy establishes the principles and parameters within which we will work to ensure the safety and wellbeing of all children and **adults with care and support needs** who are staff or students, or who visit University premises or engage in activities organised by the University. It is also in this context that the University will seek to meet its obligations under the **prevent duty**; to ensure that individuals within the University community are safeguarded from being drawn into **terrorism**.

This policy also sets out the procedure to follow if a vulnerable person discloses an allegation of abuse to you, if you otherwise become aware of an allegation or suspicion of abuse, or if you identify concerns about an individual potentially being drawn into **extremism** which could lead to terrorist acts or into terrorism, based on information received or behaviour observed.

Vulnerable people should be able to disclose incidents of **abuse** in the knowledge that they will be taken seriously and treated in a sensitive and confidential manner by the University.

### **Ofsted Safeguarding Expectations**

Ofsted inspect apprenticeship and initial teacher training provision. Inspectors will always make a written judgement in the leadership and management section of the inspection report about whether the arrangements for safeguarding young people and learners are effective. Whilst grounded in statutory safeguarding Ofsted inspections consider wider matters including risk of harm to learner's resultant from other conduct such as unsafe behaviour or, discrimination. Premises safety, leaders handling of safeguarding allegations, adequacy of arrangements for raising concerns and risk of radicalisation are inspected.

### **Non-Statutory Safeguarding – Securing students wellbeing & success**

A range of services are in place to support students to engage in their studies and university life. These services support the university to protect the health, safety, and wellbeing of students. Supporting student success means causes for concerns may present requiring referral to specialist services within and beyond the University. These may commonly be referred to as safeguarding matters, though they are normally not statutory safeguarding matters because they do not affect children or adults with care and support needs. Nevertheless, they are important and may signal students need specific support. Such matters may be considered through referral to Student Wellbeing services.

### **Refer and check it out**

Initial wellbeing concerns may or may not have a statutory safeguarding dimension. If you are unsure you should refer it to Student Wellbeing, who will work with the Designated Safeguarding Officers and you to discern the right approach.

## Scope

This policy applies to all University staff, students, contractors and volunteers whether or not they have regular contact with children or vulnerable people. This policy applies in relation to University activities carried out on campus or otherwise organised by the University. This includes activities carried out in the University's Virtual Learning Environment or otherwise organised by the University on a digital platform.

The only exception to this is where the University is collaborating with another organisation (which may be in relation to research or professional placements) and explicitly working within that organisation's policy and procedures for safeguarding vulnerable groups. If you are unsure about whether an organisation that you are working with has an appropriate safeguarding policy, you should contact a Designated Safeguarding Officer.

It is recognised that some members of the University will have a duty to report abuse outside the scope of this policy and this policy should be read in conjunction with any professional guidelines or additional requirements laid down by a particular School or Service.

This policy should be read in conjunction with the policies and procedures listed at the back of this document.

## 1 Responsibilities

### Specific Responsibilities

- 1.1 The University's responsibility is to develop policies, procedures, guidance, and training to support appropriate staff and students in safeguarding the vulnerable people with whom they engage. We also take reasonable steps to ensure that our contractors, volunteers and visitors understand and accept their responsibilities regarding vulnerable people on University premises or when engaged in University activities including those in the virtual environment.
- 1.2 The senior post holder with overall responsibility for this policy is the University Secretary on behalf of the University Senior Leadership Team, who has appointed the Disability and Inclusion Manager and the Wellbeing Manager as Designated Safeguarding Officers under the supervision of the Director of Student Services, who has operational responsibility for this policy.
- 1.3 Deans and Directors are responsible for appointing individuals (Safeguarding Champions) to act as points of contact between their School or Service and the Designated Safeguarding Officers and for ensuring that their details are published within their School or Service and on the Safeguarding webpages.
- 1.4 The University recognises that Degree Apprentice students may be vulnerable to safeguarding concerns and, in accordance with the requirements of Ofsted in relation to Degree Apprenticeship Courses, each School is responsible for assessing any safeguarding risks to their Degree Apprentices and putting in place appropriate measures to ensure they are properly safeguarded and aware of the wellbeing support available to them as students of the University.
- 1.5 In some cases, staff and students may have additional safeguarding obligations by virtue of the requirements of their professional bodies which should be followed where appropriate. In addition, whilst on placement, students will be subject to their placement provider's safeguarding policies and procedures, which should be followed.
- 1.6 The Designated Safeguarding Officers are responsible for receiving and referring as appropriate reports of concerns made under this policy, both internally and externally. These duties include making referrals to one or more of the local Safeguarding Boards, the Kirklees Prevent Hub and the Disclosure and Barring Service, as appropriate. Where a referral relates

to allegations made against a member of staff, student, volunteer, contractor or visitor, the Designated Safeguarding Officer will also report the referral internally to the appropriate person to investigate in accordance with the relevant disciplinary procedure. The Designated Safeguarding Officers are also responsible for preparing an annual report for the University Senior Leadership Team summarising external and internal safeguarding referrals made.

- 1.7 In accordance with the University's policies and procedures for the recruitment and selection of staff and students, the University will ensure that appropriate Disclosure and Barring Service checks are carried out in respect of staff, volunteers or students involved in **regulated activity** with children and/or working in a regulated activity with adults and that unsuitable persons will be prevented from attaining such positions.

## General Responsibilities

- 1.8 As part of its commitment to safeguarding vulnerable people, the University expects all its staff, students, volunteers, and contractors to safeguard and promote the wellbeing of those that might have suffered, or be vulnerable to suffering, harm or abuse. As part of this commitment the University aims to promote good practice and assist staff, students, volunteers and contractors to make informed and confident responses in relation to safeguarding issues affecting vulnerable people. Set out below is a non-exhaustive list which, if followed, will help to ensure that this is the case:

- Treat vulnerable people equally and with respect and dignity reflecting their age, background, experience and individual abilities and having regard to gender, ethnicity, disability, culture and religion and ensure that any inappropriate behaviour or language is not allowed to pass unchallenged.
- Make activities enjoyable but promote mutual trust and respect and encourage the acceptance of responsibility by vulnerable people for their own behaviour.
- Work in an open environment, avoiding private or unobserved situations and avoid spending time alone with vulnerable people or groups.
- Maintain a professional approach ensuring the avoidance of inappropriate familiarity, touching and exchange of personal information. Do not smoke or consume alcohol in front of or whilst in a position of responsibility for vulnerable people.
- Don't engage in a non-professional form of relationship, sexual or otherwise, even if the vulnerable person is over the age of consent, or provide a vulnerable person with personal contact details unless approved beforehand by a Designated Safeguarding Officer.
- Where manual or physical support is required, parental/carer consent should be sought beforehand and the vulnerable person should be consulted throughout the giving of that support. Where this is not possible (for example emergency first aid) contact should be made openly and, preferably, in the presence of an adult witness.
- Keep accident/incident reports and details of any treatment administered in accordance with the University Health and Safety Policy.
- Ensure that any allegations made by a vulnerable person are recorded and actioned in accordance with this policy.

## 2 Training and Guidance

- 2.1 This policy will be disseminated to all staff and students and will be drawn to the attention of contractors, volunteers and, where appropriate, visitors.

- 2.2 In addition, the University will develop appropriate training programmes and guidance

materials to support staff and students specifically engaged in activities with vulnerable groups and for Designated Safeguarding Officers.

- 23 All Staff must complete online Prevent training, except for designated estates staff without regular access to IT who will access a tailored face to face briefing. Completion of online training will be monitored by HR.
- 24 Extended Prevent Training (WRAP or equivalent) shall be arranged by the Director of Student Services and must be undertaken by the following staff groups / roles:
  - Wellbeing and Disability Advisors, Counsellors, Student Services Wellbeing and Disability Support Staff
  - Faith Advisors and Chaplains
  - International Office frontline staff and advisors
  - School Support staff with guidance, progress, and pastoral responsibilities (at least 1 per school)

### **3 Planned activities involving children or adults with care and support needs**

- 3.1 If you are planning a University activity or event involving children or adults with care and support needs, you must ensure that appropriate and proportionate risk assessment and management procedures are followed in accordance with the University Health and Safety Policy.

### **4 Identifying and Reporting concerns**

- 4.1 The majority of the University's staff, students, contractors, and volunteers are not trained or qualified in issues relating to children or adults with care and support needs and it is not the responsibility of any member of the University to decide whether or not abuse has taken place or to take further action outside the scope of this policy. It is however the responsibility of staff, students, contractors, volunteers, and visitors to the University to report any concerns they may have to the Designated Safeguarding Officers.
- 4.2 For the reasons stated above, it is important that the University responds consistently and effectively to ensure that disclosures or allegations of abuse or concerns that a member of the University community may be vulnerable to radicalisation or being drawn into terrorism are passed without unnecessary delay to trained professionals external to the University who are qualified to assess and manage such situations. To ensure that this is the case, the procedure set out in this section 4 must be followed in each such instance.
- 4.3 The following list provides examples of incidents that must always be reported:
  - A vulnerable person reports an allegation of abuse regarding a member of their family or someone involved in their home, school or social life
  - A vulnerable person reports an allegation of abuse regarding a member of either the University or an external organisation using the University's facilities
  - A vulnerable person reports that they have had an accident or they have an accident whilst under your supervision
  - You accidentally hurt a vulnerable person
  - A vulnerable person appears to be sexually aroused by your actions or you are concerned that they are becoming attracted to you
  - Concerns that a relationship is developing that could represent an abuse of trust

- Concerns that a colleague is becoming attracted to a vulnerable person
- A child or vulnerable adult seriously misunderstands or misinterprets your actions
- Concerns that an individual is potentially being radicalised or drawn into violent extremism or terrorism based on information received or behaviour observed.

4.4 If your involvement begins by a vulnerable person making a disclosure of abuse, then it is helpful for you to obtain relevant details from that person, if you feel comfortable doing so. If you do not feel comfortable taking details yourself, then contact the Designated Safeguarding Officers.

4.5 When taking details from a vulnerable person, ideally this should take place in an open space, in the presence of another person, but having regard to the sensitive nature of the allegation and to the guidance in paragraph 4.6 below and information required by the referral form in [appendix 2](#). Disclosure may not always occur in the circumstances or surroundings described above. In such cases the wishes and feelings of the vulnerable person should be ascertained as far as is reasonable and given due consideration before attempting to change surroundings or personnel. Give consideration to whether anyone else should be present (for instance where your gender is different from that of the vulnerable person).

4.6 When taking details from a vulnerable person about their concerns you should:

- Listen carefully and stay calm
- Clarify points raised using open questions (such as “who”, “what”, “when”, “where”) and do not put words into the person’s mouth
- Tell the person that they are right to share what has happened
- Not interrupt the person when they are recalling significant events.
- Make a detailed note of the date, time and place that the conversation took place, what the vulnerable person said and did and the questions asked of the vulnerable person. It is best practice to take verbatim notes if possible to avoid later confusion.
- Try to collect information on individuals at risk, including their names and date(s) of birth and contact details
- Reassure the vulnerable person and explain as soon as possible that the information will need to be shared with the Designated Safeguarding Officer and may need to be shared further. It is good practice to ask for consent for this sharing, but you should make it clear that you may have to override their decision in order to safeguard them and/or others. Promises of confidentiality must not be given and you should explain that the information will only be passed to those who need to know.

4.7 If you receive a disclosure of an allegation of abuse from a vulnerable person; or you have concerns that abuse is taking (or has taken place); or you are concerned or receive a disclosure of a concern that a person may be at risk of being radicalised or drawn into violent extremism or terrorism, you should record the details on the referral form ([Appendix 2](#)) and send the form immediately (normally within 1 hour of the disclosure or concern presenting). A Designated Safeguarding Officer or people listed in Appendix 3 will receive the form. Do not discuss the matter with anyone who does not strictly need to know unless instructed to do so by a Designated Safeguarding Officer.

4.8 The reporting form and associated inbox ([studentwellbeing@hud.ac.uk](mailto:studentwellbeing@hud.ac.uk)) is monitored Monday to Friday 0900 to 1700. If the concern arises out of hours, you should contact the Kirklees Emergency Duty Service on 01484 414933 and ensure the concern is reported to a Designated

Safeguarding Officer by 9.30am the next working day, by completing the form.

- 4.9 Where there is an immediate threat to life or risk of harm to an individual or need for medical treatment, call the police and/or ambulance as appropriate and advise the attending officers/paramedics of your concerns. Then contact the Designated Safeguarding Officers.
- 4.10 It is not the responsibility of the University or any of its staff, students, contractors, or volunteers to contact the parents or carers of the vulnerable person concerned. Enquiries from parents and carers should be directed to the Designated Safeguarding Officers who will, unless otherwise instructed by the relevant authorities, refer these on to Social Services for a response.

## **5 Referrals to DBS**

- 5.1 As a registered body, the University has a duty to refer concerns to the DBS if they have reason to believe that an individual poses a risk to children or vulnerable adults so that the DBS can evaluate these concerns and determine when an individual should be added to those lists. The Designated Safeguarding Officers are responsible for determining when such a referral is necessary.
- 5.2 The duty arises where an individual is working in a 'Regulated Activity' and concerns arise. If concerns are raised about an individual which leads to them being suspended or excluded from their placement, you will need to report these to the University's Designated Safeguarding Officer so that they can consider if a notification is appropriate, in accordance with 5.3.
- 5.3 Notification by the Designated Safeguarding Officers is generally appropriate at the end of the disciplinary process if, after the investigation has been carried out the allegations are upheld and the individual is no longer working with vulnerable adults and/or children (whether as a result of being excluded from their placement or because they have withdrawn from the course). Notification is made via the DBS forms and only Designated Safeguarding Officers may make a notification.<sup>1</sup> On an exceptional basis, having taken advice from the University's Legal team, the Designated Safeguarding Officer may notify before the end of the disciplinary process if this is reasonable in all the circumstances

## **6 Abuse of the Safeguarding Policy and Referral Procedure**

- 6.1 It is a serious offence to make a malicious referral with an intention to mislead. A person found guilty of this may be subject to defamation and damages claims, and may be subject to University disciplinary procedures. Criminal sanctions, which include offences relating to wasting police time, perverting or attempting to pervert the course of justice, conspiracy and perjury, could also apply.

## **7 Monitoring and Review**

- 7.1 The Designated Safeguarding Officers will record incidents relating to safeguarding concerns and will report them to the Director of Student Services, who will be responsible for updating the University Senior Leadership Team (in an anonymised form) on an annual basis. This report will be confidential and if any concerns or patterns of abuse emerge these will be dealt with appropriately.

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<sup>1</sup> <https://www.gov.uk/guidance/barring-referrals>

## APPENDIX 1 – GLOSSARY

In this policy the following words and phrases have the following meanings:

**Abuse in relation to children** The following definitions are reproduced from the government publication "Working Together to Safeguard Children" (2015)

**Abuse** is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

**Physical abuse** is a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Emotional abuse** is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

**Sexual abuse** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (e.g. rape, or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).

Sexual abuse is not solely perpetrated by adult males. Women also commit acts of sexual abuse, as can other children.

**Neglect** is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

**abuse – in relation to adults with care and support needs**

The following descriptions of abuse are reproduced from guidance issued by the Social Care Institute for Excellence (2015), which also sets out guidance on the types of indicators of abuse and types of behaviour that might mean that somebody is being abused.

**Physical abuse** includes assault, hitting, slapping, punching, kicking, hair-pulling, biting, pushing, rough handling, scalding and burning, physical punishments, inappropriate or unlawful use of restraint, making someone purposefully uncomfortable (e.g. opening a window and removing blankets), involuntary isolation or confinement, misuse of medication (e.g. over-sedation), forcible feeding or withholding food, unauthorised restraint, restricting movement (e.g. tying someone to a chair).

**Domestic violence or abuse** can be psychological, physical, sexual, financial and/or emotional and includes any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been, intimate partners or family members regardless of gender or sexuality. It also includes so called 'honour'-based violence, female genital mutilation and forced marriage. Coercive or controlling behaviour is a core part of domestic violence. Coercive behaviour can include acts of assault, threats, humiliation and intimidation, harming, punishing, or frightening the person, isolating the person from sources of support, exploitation of resources or money, preventing the person from escaping abuse, and regulating everyday behaviour.

**Sexual abuse** includes rape, attempted rape or sexual assault, inappropriate touch anywhere, non-consensual masturbation of either or both persons, non-consensual sexual penetration or attempted penetration of the vagina, anus or mouth, any sexual activity that the

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<sup>1</sup> <https://www.scie.org.uk/publications/atag/69-adults-safeguarding-types-and-indicators-of-abuse.asp>

person lacks the capacity to consent to, inappropriate looking, sexual teasing or innuendo or sexual harassment, sexual photography or forced use of pornography or witnessing of sexual acts, indecent exposure.

**Psychological or emotional abuse** includes enforced social isolation – preventing someone accessing services, educational and social opportunities and seeing friends, removing mobility or communication aids or intentionally leaving someone unattended when they need assistance, preventing someone from meeting their religious and cultural needs, preventing the expression of choice and opinion, failure to respect privacy, preventing stimulation, meaningful occupation or activities, intimidation, coercion, harassment, use of threats, humiliation, bullying, swearing or verbal abuse, addressing a person in a patronising or infantilising way, threats of harm or abandonment, cyberbullying.

**Financial or material abuse** includes theft of money or possessions, fraud or scamming, preventing a person from accessing their own money, benefits or assets, undue pressure, duress, threat or undue influence put on the person in connection with loans, wills, property, inheritance or financial transactions, arranging less care than is needed to save money, denying assistance to manage/monitor financial affairs or to access benefits, misuse of benefits, false representation or exploitation of assets, misuse of legal authority, rogue trading.

**Modern slavery** includes human trafficking, forced labour, domestic servitude, sexual exploitation, such as escort work, prostitution and pornography, debt bondage – being forced to work to pay off debts that realistically they never will be able to.

**Discriminatory abuse** includes unequal treatment based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation and other forms of harassment, slurs or similar treatment, denying basic rights to healthcare, education, employment and criminal justice relating to a protected characteristic.

**Organisational or institutional abuse** includes neglect and poor care practice within an institution or care setting, such as a hospital or care home. This may range from isolated incidents to continuing ill-treatment.

**Neglect and acts of omission** includes failure to provide or allow access to food, shelter, clothing, heating, stimulation and activity, personal or medical care, providing care in a way that the person dislikes, failure to administer medication as prescribed, refusal of access to visitors, not taking account of individuals' cultural, religious or ethnic needs, not taking account of educational, social and recreational needs, ignoring or isolating the person, preventing the person from making their own decisions, preventing access to glasses, hearing aids, dentures, etc., failure to ensure privacy and dignity.

<b>children</b>	anyone who has not reached the age of 18.
<b>extremism</b>	the statutory Prevent Duty Guidance <sup>1</sup> defines “extremism” as “vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs and calls for the death of members of our armed forces, whether in this country or overseas”. Where the term “extremism” is used in this policy, it should be read and understood in the context of this definition.
<b>prevent duty</b>	under the Counter-Terrorism and Security Act 2015, the University is under a duty to have due regard to the need to prevent people from being drawn into terrorism. This is known as the ‘prevent duty’. The Government has published <a href="#">statutory prevent duty guidance for Higher Education Institutions</a> setting out how the duty should be observed.
<b>regulated activity</b>	<p>for children, regulated activity refers to an activity of a specified nature that involves regular or close contact with children. The Department for Education has published <a href="#">guidance about regulated activity with children</a>.</p> <p>for adults, regulated activity is defined as work providing health care, personal care or providing assistance with money for adults or work which involves making welfare decisions on behalf of adults. The Department of Health has published <a href="#">guidance about regulated activity with adults</a>.</p>
<b>terrorism</b>	for the purposes of this policy, the statutory definition of “terrorism” should be applied where that term is used. That definition is taken from the Terrorism Act 2000, which defines terrorism as “the use or threat of action which involves serious damage to property; or endangers a person’s life; or creates a serious risk to the health and safety of the public or a section of the public; or is designed seriously to interfere with or disrupt an electronic system. The use or threat must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious, racial or ideological cause.”
<b>adults with care and support needs</b>	a person who is over 18 years of age who needs community care services because of mental or other disability, age or illness and who is, or may be, unable to take care of themselves against significant harm or exploitation or abuse.
<b>vulnerable groups, vulnerable person and vulnerable people</b>	terms referring individually and collectively to children and adults with care and support needs and/or individuals vulnerable to being drawn into terrorism, according to context.

## APPENDIX 2 – SAFEGUARDING REFERRAL FORM

Use this online [form](#) to report safeguarding concerns. You will be asked to provide the following information.

Reporter Details (your details)

- Name of person completing this form
- Role
- Contact details (phone/email)

Person making disclosure

- Name of person making disclosure
- Date of birth
- Contact details (phone number and/or email)
- Address
- School and course (if applicable)
- Nature of involvement

Details of others involved

- Name
- Date of Birth
- Contact details (phone number and/or email)
- Nature of involvement

Details of allegation/suspicion/concern including relevant

- dates and times
- persons involved,
- witnesses
- locations
- what was said/done
- visible injuries or marks sustained, etc.

Has the person making the disclosure given consent for this information to be shared?

- Yes or No. If no, explain their reasoning for this

Have they been advised that this information has been shared with the Designated Safeguarding Officer despite consent not being given?

- Yes or No.

Is the abuse/incident still ongoing?

- Yes or No.

Do any alleged perpetrators continue to have access to or contact with the vulnerable person?

- Yes or No.

**If you are unable to use the form please email your referral including above details to [studentwellbeing@hud.ac.uk](mailto:studentwellbeing@hud.ac.uk)**

## APPENDIX 3 – CONTACT INFORMATION FOR DESIGNATED SAFEGUARDING OFFICERS AND OUT OF HOURS REFERRALS

<p><b>Once an allegation/concern has been made and reported via the online form it will be immediately forwarded to the Designated Safeguarding Officer.</b></p>		
<p>Designated Safeguarding Officers</p> <p>Disability &amp; Inclusion Manager:</p> <p>Wellbeing Manager:</p>	<p>Jo Mitchell:</p> <p>Emma Carpenter;</p> <p>Student Services Tel:</p>	<p>J.Mitchell3@hud.ac.uk</p> <p>E.Carpenter@hud.ac.uk</p> <p>ext. 1001 or 01484 471001</p>
<p><b>In the absence of a Designated Safeguarding Officer, reports should be escalated to the appropriate member of staff as outlined below.</b></p>		
<p>Matters concerning staff should be reported to the Director of Human Resources.</p>	<p>Siobhan Moss</p>	<p>S.Moss@hud.ac.uk</p>
<p>Matters concerning students should be reported to the Director of Student Services.</p>	<p>Matt Mills</p>	<p>m.mills@hud.ac.uk</p>
<p>Matters concerning external affairs should be reported to Deputy Head of Schools and Colleges Liaison Service</p> <p>If this is not possible the matter should be reported to the Head of Schools and Colleges Liaison Service.</p>	<p>Amanda Kenningley</p> <p>Julie Pink</p>	<p>A.L.Kenningley@hud.ac.uk</p> <p>j.m.pink@hud.ac.uk</p>
<p>Out of hours contact number</p>	<p><b>Kirklees Emergency Duty Service</b></p> <p>01484 414933</p>	

<b>POLICY SIGN-OFF AND OWNERSHIP DETAILS</b>	
<b>Document name:</b>	Safeguarding Policy
<b>Version Number:</b>	V3.0
<b>Equality Impact Assessment:</b>	
<b>Approved by:</b>	SLT
<b>Date Approved:</b>	30 September 2021
<b>Next Review required by:</b>	30 September 2024
<b>Author:</b>	Director of Student Services / Wellbeing Manager
<b>Owner (if different from above):</b>	University Secretary
<b>Document Location:</b>	<a href="https://www.hud.ac.uk/media/policydocuments/Safeguarding-Policy.pdf">https://www.hud.ac.uk/media/policydocuments/Safeguarding-Policy.pdf</a>
<b>Compliance Checks:</b>	Audits. Monitoring and review: Director of Student Services to report annually to SLT identifying any concerns of patterns of abuse. Training also monitored by HR and Student Services.
<b>Related Policies/Procedures:</b>	Safeguarding Referral Procedure for Designated Safeguarding Officers <a href="#">Whistleblowing Policy</a> <a href="#">Policy for admission of Under 18s</a> <a href="#">Student Mental Health Policy Staff</a> <a href="#">Grievance Procedure Dignity at Work Policy</a> <a href="#">Student Handbook of Regulations [ref. Code of Conduct, Disciplinary and Complaints]</a> Health and Safety Policy [ref: <a href="#">accident reporting policy</a> and section on <a href="#">Children on University premises</a> ] <a href="#">Computing Regulations</a> <a href="#">Policy statement on staff recruitment and student admissions where applicants are ex-offenders</a>

<b>REVISION HISTORY</b>			
<b>Version</b>	<b>Date</b>	<b>Revision description/Summary of changes</b>	<b>Author</b>
V3.0	30 Sept 2021	Inclusion of wider definitions of safeguarding, changed reporting arrangements.	Director of Student Services
V2.2	24 June 2021	Minor changes to email addresses	Director of Student Services/ Wellbeing Manager
V2.1	September 2020	Updated to explicitly confirm the policy applies to online activities and update the expected behaviours section	University Solicitor

V2.0	1 November 2019	Updates to Prevent Training obligations and general updates	Director of Student Services/ Wellbeing Manager
V1.2	15 October 2018	Minor amend to change the policy title to include reference to the Prevent Duty	University Secretary
V1.1	19 July 2018	Minor amends to reflect job title changes and compliance checks	University Solicitor
V1.0	26 April 2018	First version of new policy. This new policy updates and revises previous Safeguarding of Vulnerable Groups Policy and Prevent Policy, both of which are replaced by this policy.	University Solicitor