

Safeguarding Policy

February 2024



**Harper Adams
University**

What to do in an Emergency

Reporting an incident, disclosure or concern relating to the safeguarding of children or adults at risk

For immediate advice and support or if any child or adult is perceived to be at serious risk of immediate harm, the relevant emergency service should be contacted.

To report a child safeguarding incident, disclosure, or concern, please provide as much information as you can on the [Incident Report Form](#)

If you have a safeguarding concern, or have received a disclosure in relation to an adult at risk and are not sure what to do, contact the University's Safeguarding Team on +44 1952 676500

The University Safeguarding Team

- **Strategic Lead for Safeguarding:** Pro-Vice-Chancellor, Education & Students
- **Lead for Prevent:** Chief Operating Officer
- **Designated Safeguarding Lead:** Head of Student Services
Head of Wellbeing
- **Designated Safeguarding Officers:** Student Wellbeing Officer
Student Mental Health Advisor
Student Advisor
Apprenticeships Manager
Head of Organisational Development
Widening Participation Officer
Events and Ambassadors Officer
Schools Engagement Officer
Shows and Events Officer
UniConnect Manager
Housekeeping Manager
Business Support Services Manager

1. Introduction

Harper Adams University (HAU) is committed to creating a safe environment for everyone with access to our facilities. This policy focuses on safeguarding children, apprentice learners, young people, and adults at risk from harm or exploitation. It applies to all members of the University community, including staff, students, visitors, and contractors, who may come into contact with children or adults at risk during university-related activities. This policy outlines guidelines for ensuring a secure and inclusive environment and provides procedures for identifying and responding to signs of harm or abuse.

This Policy complies with the following legislation and guidance in so far as they are applicable to the University:

- Care Act 2014
- Childrens Acts 1989 and 2004
- Data Protection Act 1998
- Education Act 2002
- Equality Act 2010
- Health and Safety at Work Act 1974
- Keeping Children Safe in Education Act 2023
- Prevent Duty Guidance 2015
- Safeguarding Vulnerable Groups Act 2006

2. Scope

This policy applies to all university staff, students, apprentice learners, visitors, and contractors involved in activities that may bring them into contact with children or adults at risk. It is applicable to all university activities, including research and apprenticeships.

In a placement or work-based learning environment (such as a professional or clinical settings), safeguarding concerns should be reported to the appropriate Safeguarding Lead at the external organisation. If this would not be appropriate, or if you do not feel you have received an appropriate response, please also engage with a member of the University's Safeguarding Team.

3. Definitions

- **Children:** Individuals under the age of 18;
- **Adults at Risk:** Individuals aged 18 or over who may require community care services and are unable to protect themselves from significant harm or exploitation;
- **University Activities:** This includes organized school/college visits, workshops, summer schools, events organized by third parties using university facilities, and individuals studying, working, or doing work experience at the university

4. Purpose

This Policy is adopted by HAU to:

- Demonstrate the University's commitment to safeguarding;
- Ensure compliance with legislation and guidance;
- Create a secure and respectful environment;
- Enable individuals to confidently report concerns;
- Raise awareness and report cases of abuse, harm, and neglect;
- Provide a consistent framework for staff;
- Monitor and support at-risk individuals;
- Maintain effective relationships with external agencies;
- Ensure staff, students, and contractors undergo necessary checks and qualifications in line with the University's Recruitment Policy and Procedures.

5. Governance

The Vice-Chancellor is responsible for ensuring that safeguarding policies and procedures are followed by all staff. Designated roles include Strategic Lead for Safeguarding, Lead for Prevent, Designated Safeguarding Lead (DSL), and Designated Safeguarding Officers (DSO).

6. Staff Responsibilities

Safeguarding is everyone's responsibility. Staff should:

- Understand their role in safeguarding;
- Be aware of and adhere to this Policy;
- Know how to respond to disclosures of abuse, harm, and neglect;
- Refer any Safeguarding concerns to the Safeguarding Team;
- Provide a safe environment;
- Attend relevant training.

7. Training

The University Safeguarding Team, in collaboration with the Head of Organisational Development, ensures that relevant staff complete mandatory annual training for Safeguarding and Prevent.

8. Referrals

All incidents of alleged misconduct will be taken seriously and responded to in accordance with the relevant policy. For matters relating to staff, information will also be recorded with the Human Resources Team.

9. GDPR and Data Protection

Information related to safeguarding will only be shared as necessary to ensure the safety and wellbeing of individuals and may involve third-party agencies. GDPR and DPA provisions will be followed when sharing data.

10. Making a Referral

The process for making a safeguarding referral is outlined in Appendix A, which addresses concerns related to children, adults at risk, consent, and welfare concerns

11. Promoting the University's Safeguarding Code of Conduct

All members of the University community should adhere to the Respect Policy and ensure appropriate behaviour when working with children or adults at risk.

12. Monitoring

The Office of the Pro-Vice Chancellor for Education & Students will maintain a Safeguarding Register. The University Safeguarding Team will regularly review this policy to ensure compliance with legislation, Government codes of practice, and best practice.

13. Related Policies

This policy should be read in conjunction with related policies and procedures, as outlined below:

- Recruitment Policy, including processes for DBS checks and references, and recruitment of ex-offenders
- Disciplinary Policy
- Fair Treatment Policy
- Whistleblowing Procedure
- Health & Wellbeing Policy
- Prevent Policy
- Respect and EDI Action Plans
- Equal Opportunities Policy
- Consensual Relationships Policy
- Freedom of Speech Policy
- Risk Assessment Template

14. Further Information and Support

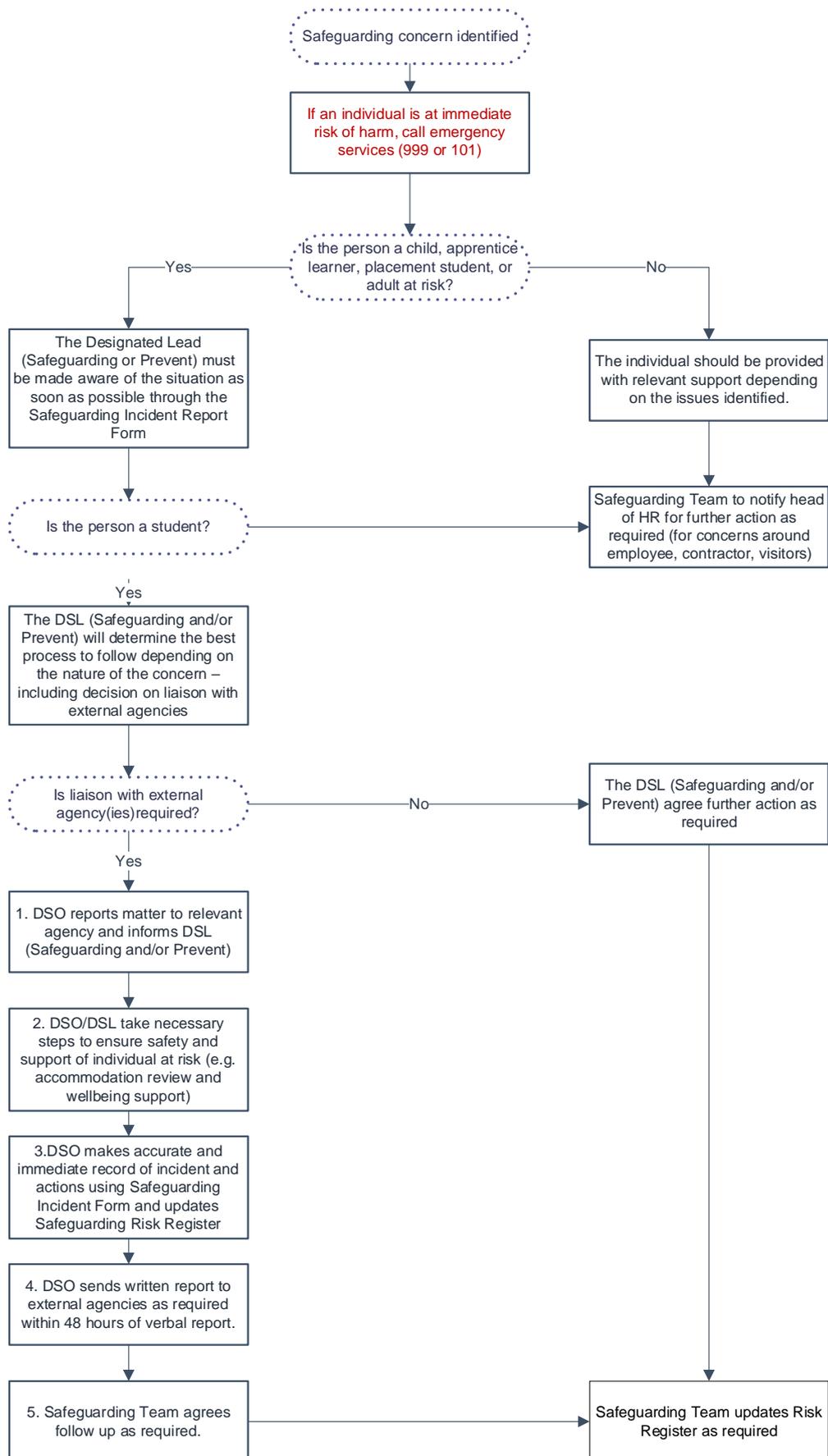
Contact information for relevant services and agencies is provided for reference:

- Out-of-hours Support: +44 7980 061 128
- Incident Report form: [Incident Report Form](#)
- In an emergency, or where there is threat of immediate danger, always dial 999
- Family Connect: +44(0)1952 385 385 (option 3)
- West Mercia Police (non-emergency number) 101
- NSPCC Helpline: +44 808 800 5000
- ChildLine: +44 0800 1111

If you are a student on placement or apprenticeship learner, please contact Student Services for contact details of the relevant support service in your locality. For members of staff

supporting students on placement, please speak to either Student Services or Human Resources who will be able to signpost you to the relevant support. For members of staff supporting apprenticeship learners please speak to the Apprenticeship Team or Student Services, who will be able to signpost you to the relevant support.

Appendix A: Process for Reporting a Safeguarding (or Prevent) Concern:



Appendix B: Disclosure Form (for completion by DSO):

Designated Safeguarding Officers handling reports, or concerns, of a Safeguarding or Prevent nature should complete this form at the earliest opportunity after the disclosure and follow the reporting flow chart. The reporting party should be made aware of the Safeguarding Policy and where appropriate, offered further support (e.g. Employee Assistance Programme, Wellbeing Team, etc.)

1.	Name and contact details of DSO handling initial report:	
2.	Name and role of reporting individual:	
3.	Date and Time of Report:	
4.	Date and Time of Incident or Concern:	
5.	Name of individual at risk (and ID number if a student):	
6.	Individual at risk's term time address if known (and if appropriate):	
7.	Date of Birth of individual at risk, if known:	
8.	How does the individual at risk identify?	Male Female Transgender Prefer not to say or unknown
9.	Individual at risk's affiliation to Harper Adams University:	Student Staff Visitor Visiting Lecturer / Assessor / Speaker Volunteer School pupil Unknown / Did not say
10.	Parent/guardian name (for children): Parent/guardian contact number(s): Home address:	
11.	Name(s) of any witnesses:	
12.	Name(s) of any individuals identified as posing risk to others:	

13.	Nature of concern:	
14.	Additional information, key words or comments provided by reporting party or individual at risk:	
15.	Further Referrals (always refer to Telford & Wrekin MASH even if the incident or concern relates to another area):	Family Connect (01952 385385 / 3) Emergency Duty Team (01952 676500) West Mercia Police (101) Lead DSO (copy of report) Head of HR (if staff involved) Strategic Lead for Safeguarding (if staff) Strategic Lead for Prevent (if appropriate)
16.	Additional Notes	
17.	DSO Signature and Date:	

Policy information

Date of last review	February 2024
Individual policy owner(s)	Head of Human Resources & OD Head of Student Services Pro Vice-Chancellor, Education and Students
Collective oversight	Academic Board
Approval date	November 2022
Equality Impact Assessment approval date	March 2021
Date of next review	Spring 2025
Date and description of any minor amendments made:	
<p>February 2024 (Executive Leadership Team):</p> <ul style="list-style-type: none"> ▪ Minor amendments made following discussion at University Executive on 24 January 2024. <p>October 2023 (Governance Review):</p> <ul style="list-style-type: none"> ▪ Review following initial Ofsted monitoring visit to incorporate feedback and recommendations: ▪ Evidence of ongoing training for DSOs ▪ Amendments to process flow to include reference to emergency services and liaison with external networks as appropriate ▪ Including reference to vision, ethos and principles-based approach ▪ Review and refresh of links to relevant legislation and guidance ▪ Reference and signposting to early help ▪ Clarification on sharing information ▪ Learners with additional needs ▪ Clarification on safeguarding roles and responsibilities ▪ Reference to Governors' responsibilities ▪ Processes and Procedures (reporting concerns, training and induction, policy management and review) <p>November 2022 (Chair's Action)</p> <ul style="list-style-type: none"> ▪ Minor amendments made to job titles due to recent changes. <p>July 2022 (Academic Board)</p> <ul style="list-style-type: none"> ▪ New paragraph 2.3 covering apprentices and other students in clinical and professional workplaces. ▪ A new hyperlink in section 3a to a list of types and indicators of abuse. ▪ Removal of the Chaplain and Accommodation Manager roles from the list of DSO – and the addition of the Apprenticeships Manager. 	