



Safeguarding Policy

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Policy/Regulation Owner:	Emily Carder, University Secretary

1. Overview and Purpose

NOTE: Any member of the University community wishing to make a safeguarding referral should complete the form on the Safeguarding portal pages.

The University of East Anglia is fully committed to creating a high quality, inclusive and supportive education experience for all students, in an environment where the health, welfare and safety of all students, and staff, is of paramount importance.

The University and all its employees have a responsibility to provide an environment in which individuals of all ages, whether staff, student, apprentice or visitor, may work, learn and develop in a safe environment. This responsibility includes an ethical duty to safeguard children and adults at risk at any time when they are engaging with our staff, students, apprentices, volunteers and contractors in university-led activities, whether on or off campus.

The work of staff and students may bring them into contact with children and young people or adults at risk, for example in placement or work-based settings, or via engagement with service users or outside / visiting speakers, children, young people or adults at risk may visit campus for a number of reasons and activities and our staff and students may themselves be at risk.

The University also has a statutory duty in relation to Prevent legislation intended to identify and support those at risk of radicalisation. The risk of being drawn into extremist ideologies is considered to be a significant safeguarding concern which is of equal weight alongside other identifiable safeguarding risks to children and adults at risk.

All staff and students of the University are required to ensure they are aware of their responsibilities in relation to both Safeguarding and PREVENT, including safeguarding themselves and others, including visitors.

Safeguarding at UEA operates in a number of dimensions. There are very specific requirements in key areas such as the Nursery, PGCE and Apprenticeship programmes. The Sportspark also operates against specific guidelines as do the Outreach teams in ARM and the Student Services teams. There is also a general requirement to Safeguard Children and Adults at Risk of Harm irrespective of how they encounter the University.

We all work together to ensure everyone involved in the University is safeguarded. The University Designated Safeguarding Lead (University Secretary) co-ordinates regular meetings between all Safeguarding leads across the campus.

If you have an immediate Safeguarding concern please contact Safeguarding@uea.ac.uk and we will ensure your concern is handled by the appropriate person/team.

2. Scope

2.1 This policy applies to whole university:

- All staff employed by the University, individuals registered on UEA's staff registers, individuals holding honorary and/or secondment contracts,
- Individuals undertaking work experience, workers, self-employed individuals and volunteers
- Students and apprentices. Students includes undergraduate and postgraduate students working as, but not limited to, Associate Tutors, Graduate Teaching Assistants, Interns, Invigilators and Student Workers, for instance, Student Ambassadors, PAL Mentors/Officers.

2.2 Adherence to approved policy and regulations is fundamental to the effective operation of the university. This policy has been developed in alignment with sector best practice to promote consistency, accountability, and compliance with relevant standards. Observing the policy ensures that decisions and actions are informed, equitable, and aligned with institutional values.

3. Definitions

Term	Definition
Child	A child refers to anyone who has not yet reached their 18th birthday. We expect that most children under the care of this policy will be those who: • enter a university course before the age of 18; • are a child of a student; • are a member of the public
Adult at risk	An adult at risk is 18 years of age or over (16 years or over in Scotland), and: • has needs for care and support (even if those needs are not being met), and; • as a result, is unable to protect themselves against risks of abuse/neglect, and; • is experiencing or at risk of abuse or neglect.
Extremism	The definition of Extremism was updated by Government in March 2024, the definition updates the one set out in the 2011 Prevent Strategy and reflects the evolution of extremist ideologies and the social harms they create. Extremism is the promotion or advancement of an ideology based on violence, hatred or intolerance that aims to:

	• negate or destroy the fundamental rights and freedoms of others; or • undermine, overturn or replace the UK's system of liberal parliamentary democracy and democratic rights or • intentionally create a permissive environment for others to achieve the results in the above
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4. Roles and Responsibilities

4.1 The University Secretary is the University's Safeguarding and Prevent Lead with The Head of Wellbeing (Risk Management and Safeguarding) being their deputy, and is responsible for:

- Oversight and management of safeguarding policies
- Overseeing the Public Interest Disclosure (Whistleblowing) Policy procedure and the implementation;
- Responsible for all interactions with the Local Authority Designated Officer (LADO) that relate to staff issues;
- Ensuring that appropriate referrals are made to the Disclosing and Barring Service when concerns have been made relating to the harm posed to a child or vulnerable adult;
- Implementing and promoting this Policy;
- Ensuring this Policy is easily accessible to staff and students;
- Ensuring that the Policy is monitored and reviewed in accordance with changes in legislation and guidance on the protection of children;
- The strategic oversight regarding appropriate University staff being provided with information, advice and training about safeguarding;
- Establishing and maintaining contacts with the local Children's Social Care Services departments and the Police.
- Overseeing the management of safeguarding cases relating to staff

4.2 The Head of Wellbeing (Risk Management and Safeguarding) is the University's **Designated Safeguarding Officer** and responsible for:

- Receiving, assessing and responding to reported safeguarding concerns relating to students, students families or related individuals or visitors to the campus.
- Overseeing the referral of cases of suspected abuse or allegations to the appropriate agencies
- Maintaining and recommending updates to the Safeguarding procedure
- Keeping up to date with current policy and legislation and updating the University accordingly
- Reporting to the University Secretary each semester data of safeguarding and prevent referrals and them

4.3 The Head of Wellbeing (Risk Management and Safeguarding) is the University's **Prevent Officer** and is responsible for:

- Overseeing the referral of cases which come under the category of Safeguarding under Prevent;
- Keeping up to date with current policy and legislation and updating the University's Prevent Lead accordingly;
- Reporting data to the University Secretary regarding referrals to Channel Panel;
- Assisting with the annual report to the Office for Students;
- Coordinating the annual Prevent training programme for staff;
- Maintaining and recommending updates to the Safeguarding procedure.

4.4 The Director of People and Culture is responsible for:

- Advising on the employment of staff who are aged under 18 or identified as an adult at risk, including those on unpaid or paid work experience schemes;
- Monitoring the welfare of staff who are aged under 18 or identified as an adult at risk (in conjunction with the relevant Head of Department);
- Providing guidance on whether individuals who are employed in any capacity by the University, or in another category (volunteers, self-employed, secondees, work experience), should be subject to a DBS check and the frequency of renewal.

4.5 All staff and students of the University are required to ensure they are aware of their responsibilities in relation to both Safeguarding and PREVENT, including safeguarding themselves and others, including visitors.

5. Policy Statement

5.1 Safeguarding

- 5.1.1** The University of East Anglia is fully committed to creating a high quality, inclusive and supportive education experience for all students, in an environment where the health, welfare and safety of all students, and staff, is of paramount importance.
- 5.1.2** The University and all its employees have a responsibility to provide an environment in which individuals of all ages, whether staff, student, apprentice or visitor, may work, learn and develop in a safe environment. This responsibility includes an ethical duty to safeguard children and adults at risk at any time when they are engaging with our staff, students, apprentices, volunteers and contractors in University-led activities, whether on or off of our campus.
- 5.1.3** The responsibility of the University and all its employees extends to the full range of circumstances by which a Safeguarding issue may arise: the work of staff and students may bring them into contact with children and young people or adults at risk, for example in placement or work-based settings, or via engagement with service users or outside / visiting speakers; children, young people or vulnerable adults may visit campus for a number of reasons and activities; our staff and students may themselves be vulnerable.

5.1.4 All University staff are required to engage with mandatory Safeguarding training provided by the University. The training is a level one online module which covers safeguarding responsibilities, process and procedures and the prevent duty. It is to be undertaken by all staff on an annual basis. Training compliance is monitored by people and culture and managers have a responsibility to ensure that their staff are compliant with this training.

5.2 Prevent Legislation

5.2.1 Prevent duty Section 26 of the Counter Terrorism and Security Act 2015 imposes a duty on Higher Education Institutions to have a due regard for the need to prevent people from being drawn into terrorism or supporting terrorism. The government has issued statutory guidance for all public authorities and guidance specifically aimed at universities on this duty. The duty helps to ensure that people who are susceptible to radicalisation are supported as they would be under safeguarding processes. The objectives of Prevent are to:

- tackle the ideological causes of terrorism
- intervene early to support people susceptible to radicalisation
- enable people who have already engaged in terrorism to disengage and rehabilitate

5.2.2 Terrorism is defined in the Terrorism Act (2000) as 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. Under this definition, 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 or ideological cause. The terrorist 'action' may be as a result of persons acting alone or as part of organised groups. Four domains are identified:

- (a) International terrorism
- (b) Northern Ireland related terrorism
- (c) Extreme Right-Wing terrorism
- (d) Other forms of both secular and religious terrorism.

5.2.3 The Terrorism Act 2006 created a number of 'offences related to terrorism', including encouraging terrorism, glorifying terrorism, disseminating terrorist publications, training for terrorism and preparing terrorist acts.

5.2.4 Prevent training is mandatory for all university staff and is part of the annual safeguarding training module staff are required to undertake as detailed above in 4.5

5.3 Disclosure and Barring Service, and pre-employment checks

5.3.1 The UEA *Guidelines on the Disclosure and Barring Service Disclosure Process and Employing Ex-Offenders* provide details of the processes and procedures underpinning the risk-based approach to pre-employment and on-going DBS

checks. [guidelines-on-the-disclosure-and-barring-service-disclosure-process-and-employing-ex-offenders.pdf](#)

- 5.3.2** Any member of staff or student, or individual in another category (volunteers, self-employed, secondees, work experience), who will be undertaking regulated activity will be required to undertake an enhanced DBS check.
- 5.3.3** A person will be considered to be engaging in regulated activity if, as a result of their work, they:
- are unsupervised with children for once a week or more, or 4 days in any 30 day period or overnight or
 - Will provide personal or social care to a vulnerable adult
 - are in a specific role OR in a specified place
- 5.3.4** Where reporting to the DBS is necessitated in relation to a member of staff or student leaving the University for a notifiable reason, this shall be the responsibility of the University Secretary .
- 5.3.5** The university will work with partner institutions to ensure that clear guidelines exist to ensure smooth referrals and that all staff know and adhere to the process for making referrals.
- 5.3.6** The University will undertake repeat DBS checks every three years for those staff whose roles involve working within educational settings.
- 5.3.7** Protocols for DBS screening of students who, as part of their programme of study, go on placements or conduct research which involves working with children, young people or adults at risk shall be followed for all students on relevant courses.

6. Compliance and Monitoring

The Policy relates to our legal obligations in relation to Safeguarding, the policy is reviewed on a yearly basis by the Student Experience Committee

7. Related Documents

7.1 [Safeguarding flowchart](#)

7.2 [Prevent referral pathway](#)

8. Revision History

Version number	Approval date	Approval mechanism	Details of change
3	17/06/26	Senate	Regular review, added paragraph detailing the cross departmental working linked to SG, transfer to new policy template