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| **Safeguarding Policy** |

**Anyone wishing to make a safeguarding referral should complete the following** [**form**](https://app.geckoform.com/public/#/modern/21FO0097rqlevn003lp4szzxwt)

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 of our campus.

The work of staff and students may bring them into contact with children and young people or vulnerable adults, 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.

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 vulnerable adults. A safeguarding concern of this nature shall be managed within the scope of the University’s established Prevent processes.

**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.**

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| **Scope** |
| * 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. |

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| **Policy Statement** |
| 1. **DEFINITIONS**   **1.1 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 guest of a student within the accommodation setting.   **1.2 Vulnerable Adult**  A vulnerable adult is defined by the Department of Health (2000) as: ‘a person who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation’.  **1.3** **Extremism**  In the ‘Prevent Duty’ guidance, extremism is defined 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. Also included in the definition of extremism are calls for the death of members of the UK armed forces, whether in this country or overseas’.   1. **SAFEGUARDING**    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.   **2.2** 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.  **2.3**  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 vulnerable adults, 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.  **2.4** University staff are required to engage with Safeguarding training provided by the University as appropriate to the nature of their role and in accordance with time scales set by the University.   1. **PREVENT LEGISLATION**   **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. The government has issued statutory guidance for all public authorities and guidance specifically aimed at universities on this duty.  **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.  **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.  **2.4** University staff are required to engage with the Prevent training provided by the University as appropriate to the nature of their role and in accordance with time scales set by the University.  **3. ROLES AND RESPONSIBILITIES**  **3.1 The Chief Resource Officer** is the University’s Safeguarding and Prevent Lead 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.   **3.2 The Head of Wellbeing (Risk Management and Safeguarding)** is the University’s **Safeguarding Officer** and responsible for:  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 Chief Resource Officer each semester data of safeguarding referrals and themes;   1. **The Associate Director of Student Services (Life and Learning)** 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 Chief Resource Officer 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.   **3.4 The Director of People and Culture is responsible for:**   * Advising on the employment of staff who are aged under 18 or identified as a vulnerable adult, including those on unpaid or paid work experience schemes; * Monitoring the welfare of staff who are aged under 18 or identified as a vulnerable adult (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.   **3.5** 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.   1. **DISCLOSURE AND BARRING SERVICE, AND PRE-EMPLOYMENT CHECKS**   **4.1** 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 . (INSERT LINK)  **4.2** 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.  **4.3** 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 * are in a specific role OR in a specified place   **4.4** 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 Chief Resource Officer.  **4.5** 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.  **4.6** The University will undertake repeat DBS checks every three years for those staff whose roles involve working within educational settings.  **4.7** 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 vulnerable adults shall be followed for all students on relevant courses. |

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| **Governance** | **Detail** |
| **Policy owner** | Student Experience Committee |
| **Underlying University strategy or plan** | The Policy relates to our legal obligations in relation to Safeguarding |
| **Underlying legislation** | <https://www.legislation.gov.uk/ukpga/2006/47/contents> |
| **Recommended by** | Jon Sharp – Director of Student Services |
| **Approved by** | Student Experience Committee 03/11/22 |
| **Effective working date** | 03/11/22 |
| **Review date(s)** | TBC |
| **Future review date** | Academic year 2025/26 |
| **Supporting regulations** | N/A |
| **Supporting operational processes** | TBA |
| **Supporting guidance for those running the process** | TBA |
| **Supporting guidance for this using the process** | TBA |
| **Enquires** | Queries on this policy should be addressed to: [jon.sharp@uea.ac.uk](mailto:jon.sharp@uea.ac.uk) |
| **Key web search terms** | Safeguarding |