

## THE STUDENTS' UNION (*THE SU*) SAFEGUARDING POLICY

**Rationale:** To set out how The SU adheres to the duty of care and legal obligations for children and adults at risk of harm, as set out in the Children Act 1989, 2004 & 2006, Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012.

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### Students' Union/University relationship

The SU recognises that its responsibility for safeguarding is shared with the University of Bath because:

- they are the employer of all SU staff;
- they are the landlord of all buildings occupied by The SU;
- they are the University at which The SU student members are registered at.

The SU recognises that this relationship could cause confusion. Therefore The SU will ensure in setting out the following policy and any relating procedures that these are in line with the University's own where reasonably appropriate.

### Definitions

Within this policy and the relating procedures the following definitions apply:

- A **Child** is defined as anyone under the age of 18.
- **Adult at risk** is defined as a person who is or may be in need of care 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.

### Policy statement

The SU recognises the importance of safeguarding the safety and wellbeing of children, young people and adults at risk of harm who come into contact with The SU.

The SU aims to meet our safeguarding commitments by:

- ensuring concerns or allegations are taken seriously, investigated and acted on as appropriate;
- identifying and ensuring relevant SU staff and volunteers are familiar with this policy and receive training on their responsibilities;
- reporting criminal acts to the relevant statutory agency;
- reporting to the Charity Commission if a serious incident happens or is suspected to have taken place.

## Responsibilities for Safeguarding

The University of Bath's Safeguarding Officer and Deputy Safeguarding Officers are responsible for:

- referring cases to the Local Authority's Safeguarding Services;
- providing advice and assistance to staff on safeguarding concerns and matters.

The SU Board of Trustees are responsible for:

- setting and monitoring strategy and policy for safeguarding;
- monitoring safeguarding performance and seeking reassurance that performance is satisfactory;
- reporting to the Charity Commission if a serious incident happens or is suspected to have taken place in relation to The SU.

The Deputy Chief Executive and Volunteering & Societies Manager are responsible for:

- being the SU Designated Safeguarding Officers;
- liaising with the University on matters of Safeguarding and ensuring this policy is up to date;
- the design and implementation of local safeguarding procedures as they apply to The SU;
- monitoring safeguarding performance across The SU and providing assurance reports to the Leadership Committee and to the Board of Trustees;
- managing an ongoing programme of audits of compliance with The SU safeguarding policy on behalf of the Board of Trustees;
- facilitating referrals to the University's Safeguarding Officer and Deputy Safeguarding Officers.

Heads of Departments and managers are responsible for:

- having an appropriate awareness of the safeguarding policy and the requirements of legislation as they apply to the work of their department/team;
- ensuring that staff, student leaders and volunteers are made aware of and understand the safeguarding policy along with its related procedures;
- ensuring that staff, student leaders and volunteers who require safeguarding training for their work receive this;
- working with the University's HR to ensure that any staff and volunteers roles that require a DBS check receive this.

All staff, student leaders and volunteers are responsible for:

- co-operating with supervisors and managers on safeguarding matters;
- ensuring they maintain age and culturally appropriate relationships with children;
- reporting any safeguarding concerns to the SU Designated Safeguarding Officer in accordance with procedures.

## Arrangements for Safeguarding

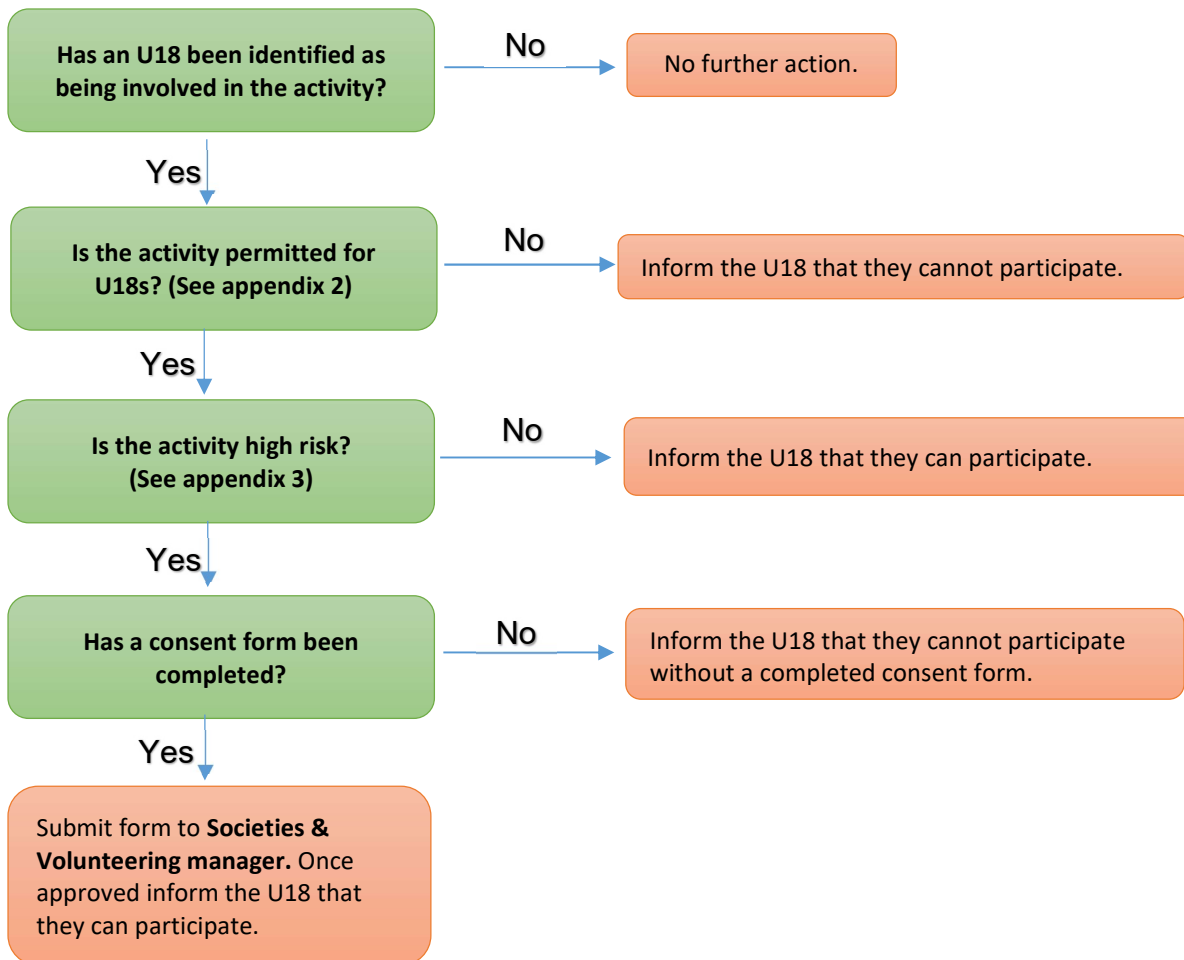
The general arrangements for Safeguarding within The SU will be recorded within procedures which alongside this policy will be reviewed to ensure that they are kept up to date.

## Appendix 1: Procedures for safeguarding activities

The SU periodically generates an MSL report that identifies student groups that have members who are U18s and then informs the relevant student group.

Student groups that have U18s members must complete training on the Safeguarding policy and procedures.

The following procedures must be followed by these Student Groups to check whether an U18 can participate in an activity they are running.



## Appendix 2: List of Activities not permitted for U18s

The following activities are not permitted for under 18s:

- Any activity or event that involves overnight stays.
- Abseil/Bungee Jump.
- Overseas Trips.
- Nightline Support.
- Being a mentor.
- Being in a position of responsibility i.e. student group committee member.

## Appendix 3: List of High Risk Activities

The following activities require a Parental/Guardian consent form:

- American Football.
- Archery.
- Backstage.
- Canoe.
- Cheerleading.
- Clay Pigeon Shooting.
- Gliding.
- Horse Riding.
- Motorsports.
- Mountaineering.
- Rugby Union/League
- Sailing.
- Sky Diving.
- Surfing.

## Appendix 4: Procedures for U18 work placements

Before a work experience placement takes place involving any under the age of 18, it is the responsibility of the staff member supervising the placement to ensure that a risk assessment is carried out and provided to the parent/guardian of the children involved.

The child should be supervised at all times (except breaks) and parental consent for the work experience placement (including emergency medical permission) must be obtained.

You can find the work experience guidelines within the University's Safeguarding Policy.

## Appendix 5: Responding to a safeguarding disclosure

If you receive an allegation that a child or vulnerable adult is being abused, has been abused, or is at risk of abuse you should:

- Listen carefully and stay calm.
- Ensure that you do not ‘quiz’ the child/vulnerable adult. However, if necessary, you may seek to clarify, using open questions and without putting words into the child’s mouth but only to the extent that they understand what the child/vulnerable adult is telling them.
- Reassure the child/vulnerable adult that by telling you they have done the right thing.
- Inform the child/vulnerable adult that you must pass the information on, but that only those that need to know about it will be told.
- Inform the child/vulnerable adult to whom you will report the matter.
- Make a detailed note of the date, time, place, what the child said and did and the questions asked of the child etc (see appendix 7).

You should not investigate concerns or allegations but should report them immediately in accordance with reporting procedures (see appendix 6).

## Appendix 6: Procedures for reporting safeguarding concerns

Someone has concerns about an U18 or vulnerable adult

Where a young person discloses abuse or neglect, they (and the alleged abuser) **SHOULD NOT** be questioned further, but a record made of what has been said.

**Report concerns to Departmental Designated Safeguarding Officer:**

Mandy Wilson-Garner – Deputy Chief Executive:  
Anna Boneham – Societies & Volunteering Manager:

**If you are unable to get a hold of the Departmental Designated Safeguarding Officer and the matter requires urgent escalation report concerns directly to University Safeguarding Officers**

**They will report concerns to University Safeguarding Officers**

Nicky Kemp, Director of Policy, Planning & Compliance Ext. 6080  
Caroline Harris, Governance Manager Ext. 4141  
David Jolly, Senior Legal Adviser Ext. 6966

**If you are unable to get a hold of the University Safeguarding Officer and there appears to be a significant risk to a child you should report directly to local Children’s Social Care Services department or the Police.**

**If the University decide there are concerns that need to be investigated they will contact the LA’s Children’s Social Care Services Referral and Assessment Team:**

01225 396312 or 01225 396313

**Appendix 7: Safeguarding reporting form**

<b>Name of person making disclosure</b>	
<b>Date of birth</b>	
<b>Contact details (phone number)</b>	
<b>Address</b>	
<b>(Academic) department and programme of study (if applicable)</b>	
<b>Nature of involvement</b>	

<b>Name of other individuals involved</b>	
<b>Name</b>	
<b>Date of birth</b>	
<b>Nature of involvement</b>	
<b>Name</b>	
<b>Date of Birth</b>	
<b>Nature of involvement</b>	
<b>Name</b>	
<b>Date of birth</b>	
<b>Nature of involvement</b>	

<b>Details of allegation/suspicion/concern</b>
<p>Include relevant dates and times, persons involved, witnesses, locations, what was said/done, visible injuries or marks sustained, etc.</p>

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

**Y/N**

**If no, explain their reasoning for this**

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

**Y/N**

**Is the abuse/incident still ongoing?**

**Y/N**

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

**Y/N**

<b>Name of person completing this form</b>	
<b>Role</b>	
<b>Contact details (phone/e-mail)</b>	

**NOW TAKE THIS FORM TO A DESIGNATED SAFEGUARDING OFFICER**