

## Safeguarding Policy 2024/25

**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 of our 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; 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. 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.**

### 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.

## Policy Statement

### 1. DEFINITIONS

#### 1.1 Safeguarding

'Safeguarding' can mean two things; a formal safeguarding response under s42 of the Care Act, or a general response to keep someone safe and to ensure their needs are met. These two types of safeguarding are sometimes referred to as Safeguarding with a capital 'S' to identify the formal safeguarding response and safeguarding with a small 's' to identify the more general response to keep someone safe. This policy refers to 'S' safeguarding. Issues linked to non 'S' safeguarding concerns should be directed to the relevant student services of HR division.

#### 1.2 Child

A child refers to anyone who has not yet reached their 18<sup>th</sup> 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.

#### 1.3 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.

#### 1.4 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

## **2. SAFEGUARDING COMMITMENT**

**2.1** 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 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.

**2.4** 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.

## **3. PREVENT LEGISLATION**

**3.1** 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

**3.2** 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.

**3.3** 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.

**3.4** 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 2.4

## **4. ROLES AND RESPONSIBILITIES**

**4.1 The Chief Resource Officer** is the University's Safeguarding and Prevent Lead with the Director of Student Services acting as 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 **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 Chief Resource Officer each semester data of safeguarding referrals and themes

**4.3 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.

**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. DISCLOSURE AND BARRING SERVICE, AND PRE-EMPLOYMENT CHECKS**

**5.1** 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 \(2\).pdf](#)

**5.2** 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** 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

**5.4** 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.

**5.5** 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.

**5.6** The University will undertake repeat DBS checks every three years for those staff whose roles involve working within educational settings.

**5.7** 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.

Governance	Detail
<b>Policy owner</b>	Student Experience Committee
<b>Underlying University strategy or plan</b>	The Policy relates to our legal obligations in relation to Safeguarding
<b>Underlying legislation</b>	<a href="#">Safeguarding Vulnerable Groups Act 2006 (legislation.gov.uk)</a> <a href="#">Terrorism Act 2000 (legislation.gov.uk)</a> <a href="#">Prevent duty guidance: England and Wales (2023) - GOV.UK (www.gov.uk)</a> <a href="#">The Prevent Duty in higher education (HE): training and guidance for practitioners - GOV.UK (www.gov.uk)</a> <a href="#">New definition of extremism (2024) - GOV.UK (www.gov.uk)</a>
<b>Recommended by</b>	Claire Pratt – Interim Director of Student Services
<b>Endorsed by</b>	SEC May 2024
<b>Approved by</b>	Senate 12 June 2024

<b>Effective working date</b>	12 June 2024
<b>Review date(s)</b>	Yearly
<b>Future review date</b>	Academic year 2024/25
<b>Supporting regulations</b>	N/A
<b>Supporting operational processes</b>	Safeguarding Process - <a href="#">42ac7b96-997f-8a48-e912-45ae98d49ed7 (uea.ac.uk)</a>
<b>Supporting guidance for those using the process</b>	Safeguarding flowchart <a href="#">91799444-4b42-027e-fd98-cd050b38e203 (uea.ac.uk)</a> Prevent referral pathway <a href="https://my.uea.ac.uk/documents/20142/33513616/Prevent+referral+pathway.pdf.docx/c4c688d4-4f91-1164-b031-dc0dfccb1503?t=1701940469838">https://my.uea.ac.uk/documents/20142/33513616/Prevent+referral+pathway.pdf.docx/c4c688d4-4f91-1164-b031-dc0dfccb1503?t=1701940469838</a>
<b>Enquires</b>	Queries on this policy should be addressed to: C.pratt1@uea.ac.uk
<b>Key web search terms</b>	Safeguarding Prevent Extremism Child protection Adult protection