

## University of East London Safeguarding Policy and Procedure

1. University of East London is committed to providing a safe environment for **children and young people under 18 and adults at risk** who may be present on campus or engaged in University activities.
2. The University of East London has a duty of care to its students, staff and visitors on campus. Our duty of care responsibility is broader than our specific safeguarding obligations. This framework sets out the University's safeguarding policy and procedures.
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### **Part A - Scope**

4. The University has legal responsibilities to take appropriate safeguarding action in relation to signs and symptoms of:
  - Child abuse and neglect
  - Child sexual exploitation
  - Abuse of adults at risk
  - Female genital mutilation
  - Honour-based violence and forced marriage
  - Modern slavery
  - Radicalisation
5. Legal safeguarding duties apply to all children and young people under 18. **Where this policy mentions young people, this should be read as being under the age of 18 years.**
6. Legal safeguarding duties further apply to an **adult at risk**. An adult at risk is someone aged 18 years or over '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'<sup>1</sup>
7. The University is primarily an adult environment and recognising an adult at risk can be difficult. Consider these three questions;
  - Does the adult have need for specific care and support?

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<sup>1</sup> Safeguarding Adults NHS England <https://www.england.nhs.uk/wp-content/uploads/2017/02/adult-pocket-guide.pdf>

- Is the adult experiencing, or at risk of experiencing, abuse or neglect?
- As a result of their support needs, are they unable to protect themselves from the risk of abuse or neglect?

8. The University will follow the six safeguarding principles set out in the *Care Act 2014*;

- Empowerment. People are supported and encouraged to make their own decisions and informed consent
- Prevention. It is better to act before harm occurs
- Proportionality. The least intrusive response appropriate to the risk presented
- Protection. To support and protect those in greatest need.
- Partnership. Working collaboratively with other agencies
- Accountability. To be transparent about, and responsible for, our safeguarding practices

9. When safeguarding children and young people under 18 the University's approach will be informed by *Working Together to Safeguard Children 2018*, the statutory guidance on inter-agency working to safeguard and promote the welfare of children. The University will;

- Provide clear leadership and lines of accountability for safeguarding
- Provide appropriate training
- Provide supervision and support for staff, students and volunteers;
- Implement procedures for minimising risk including risk assessment and safer recruitment practices;
- Establish clear reporting mechanisms including arrangements for sharing information with the Newham Safeguarding Children Partnership;
- Implement whistleblowing procedures and a culture which enables issues about safeguarding and children's welfare to be discussed.

10. The University of East London is committed to taking all reasonable steps to promote and safeguard the welfare of all children and young people under 18 and adults at risk accessing the institution's activities and services. This includes:

- The admission of students
- Teaching, supervision and support of students who are under 18
- Accommodation
- Outreach, recruitment, volunteering activities and public and community engagement on and off campus. This includes summer schools
- Sports-related activities
- University work experience and work placements
- Research
- Talks and lectures delivered by external speakers
- Employment of U18s

The University will ensure the partners it engages with have a safeguarding policy.

In other instances, when staff, students or visitors bring children to the University campus, they remain the responsibility of their parent/carer.

11. Safeguarding is everyone's business. All staff should read and understand this policy. Students will be provided with accessible information about safeguarding.
12. Any person may report safeguarding concerns directly to an external body such as Social services or the Police. For cases involving students and staff at the University of East London the responsibilities set out in this policy still apply.

## **Part B - University Safeguarding Structure**

13. Appropriate action should be taken whenever there is concern that a child or young person or adult with safeguarding needs has been harmed or is likely to be harmed.
14. If staff become aware that there is, or may be, a safeguarding issue then their role is to escalate this to their local safeguarding officer.
15. Where appropriate the University will work in partnership with all relevant agencies to ensure that children, young people and adults at risk are protected from harm. For children and young people under 18 this will be the Local Authority Designated Officer (LADO), for radicalisation concerns this will be Newham Adults Multi Agency Safeguarding (MASH) Team
16. The University has identified clear leadership and lines of accountability to ensure the full implementation of this policy across the university. The University has designated a **University Safeguarding Officer (USO)**, a **Deputy University Safeguarding Officer (DUSO)** and **Local Safeguarding Officers (LSOs)** within Schools and Services.
17. The University has a **Safeguarding Advisory Group (SAG)** to oversee the implementation of this policy and ensure the University of East London is meeting its safeguarding responsibilities.
18. The **Chief Operating Officer** is the **University Safeguarding Officer (USO)** and the strategic lead for safeguarding. They will ensure that the University's policies, procedures, systems and general activities comply with current legislation and the University of East London Safeguarding Policy. The responsibilities of the USO are detailed in Appendix F.
19. **The Director of Student and Academic Services** is the **Deputy University Safeguarding Officer (DUSO)**. They are the operational lead for safeguarding within the University and the point of contact for communication with external agencies. Local Safeguarding Officers (LSOs) should consult with the DUSO when safeguarding cases arise. The DUSO is responsible for the student DBS processes and is the senior signatory for student DBS checks. The DUSO chairs the Safeguarding Advisory Group. Key responsibilities of the DUSO include:
  - a. Refer concerns to social services or the police
  - b. Cooperate with other agencies to safeguard and promote the welfare of children and young people and adults at risk
  - c. Establish and maintain links with relevant local authority departments and education institutions

- d. Ensure the safeguarding policy is fit for purpose and updated annually
  - e. Develop and maintain effective reporting and recording systems
  - f. Raise awareness through the dissemination of policies and information amongst staff and students
  - g. Undertake appropriate training, update knowledge and skills and keep up to date with any relevant developments
  - h. Oversee relevant training needs on safeguarding issues and procedures. Delivery of training will be coordinated through Human Resources
20. **Local Safeguarding Officers (LSOs)** should be appointed within Schools and Services by the Dean or Director of that area. Each School will have two LSO's and each relevant service area will have at least one LSO. The University recommends that the Student Union should also have a local safeguarding officer and commits to providing them with training.
21. Local safeguarding officers: each LSO is a point of contact and support for staff and students to seek advice, raise concerns and to be signposted to and through reporting mechanisms
- a. provide first line support and advice on safeguarding issues
  - b. highlight and promote best practice relating to safeguarding
  - c. undertake appropriate safeguarding training
  - d. ensure appropriate local procedures are in place
  - e. ensure appropriate information in age-appropriate language is provided to people for whom we are responsible
  - f. oversee relevant training needs on safeguarding
  - g. establish and develop links with relevant organisations, e.g. with the safeguarding contact in a school or health setting.
22. The local safeguarding officers will meet annually with the University Safeguarding Officer and Deputy University Safeguarding Officer for a review and discussion of the past year and new developments, and to update resources. The University will provide training that equips them to carry out their role effectively.
23. **Deans and Directors.** While the LSOs will manage the safeguarding casework the Dean or Director remain responsible for ensuring that:
- Sufficient resources are available to deliver safeguarding commitments within their School/Service;
  - Local Safeguarding Officers (LSO) are fully trained and engage in refresher training;
  - Local Safeguarding Officers (LSO) know how to access support and escalate safeguarding concerns
  - Appropriate risk assessments are undertaken for relevant activities within their department;
  - Appropriate DBS checks are undertaken for relevant staff/students/volunteers within their department;
  - Staff understand the implications of accepting students under 18 years old and ensure the course design and content is appropriate for a young person under 18
  - Staff understand the implications of employing a young person under 18

- Staff understand the implications of their students working in any capacity (paid or voluntary) with children and young people under 18 within the local community
  - Students or trainees who undertake regulated activity as part of their professional placement receive the appropriate preparation, training and ongoing support
  - Any safeguarding concerns are reported promptly to the Local Safeguarding Officer (LSO)
24. Training will be provided for Local Safeguarding Officers and any staff delivering regulated activity at least every two years.
25. Specific training will also be provided for activities which involve a high level of engagement with children and young people under 18. This will include outreach, community and public engagement activities, Sports Dock activities, and for those courses whose work will involve working with children (e.g. Education, Youth Work courses), as well as those courses whose work is likely to bring them into more contact with adult at risk (e.g. Health courses)
26. The Safeguarding Advisory Group will have oversight of this structure and report back to the University Safeguarding Officer who will report back to the Education and Experience Committee.

## **Part C - Safeguarding Procedure**

### **Raising concerns**

27. If staff become aware that there is, or may be, a safeguarding issue then their role is to discuss this with their Local Safeguarding Officer (LSO).
28. The flowchart in Appendix A should be used to help staff follow the correct process.
29. Staff should not assume that someone else will take action. Safeguarding is everybody's responsibility. Staff should be aware that early sharing of information is often vital to enable an effective intervention that might keep a young person or adult at risk safe.
30. In an emergency or if a person is at risk of immediate harm staff should contact emergency services or if on campus contact Security on 0208 223 7771
31. Staff should promptly share their concerns with their LSO or directly with the DUSO who will advise on next steps.
32. Any concerns about abusive behaviour by a member of staff against a person under 18 or an adult at risk should be reported directly to the DUSO
33. Where concerns arise regarding abusive behaviour by a student on a programme subject to the Suitability policy, the Dean of School must also be promptly alerted.
34. Any safeguarding concerns about the University Safeguarding Officer or Deputy University Safeguarding Officer should be taken directly to the Vice Chancellor.
35. Any safeguarding concerns about the Vice Chancellor should be taken directly to the Chair of Governing Body.

## Record keeping

36. It is vital that accurate records are kept in safeguarding cases. See Appendix E – Safeguarding Concern Form
37. Where there is a safeguarding concern the University may share information with other agencies in order to address the risk of harm. The University Safeguarding Officer or Deputy University Safeguarding Officer are the appropriate people to make this decision. If risk is present, or imminent, then this would be an emergency situation and any staff member can call the emergency services. Confidentiality is important but imminent safeguarding risk overrides confidentiality.
38. Reports escalated to the Deputy University Safeguarding Officer will be securely kept and retained only as long as necessary, in line with the University's retention schedule.

## Prevention

39. DBS checks will be carried out in line with the University DBS policy
40. A risk assessment will be carried out for organised activities on campus to ensure the safety of children, young people and adults at risk.
41. A risk assessment will be carried out for University organised activities off campus to ensure the safety of children, young people and adults at risk
42. Written consent will be obtained from parents/carers with regards to activities involving children and young people, in particular:
  - presence of children on campus without a responsible adult
  - taking and publishing images of children
  - participation in research.

## Part D - Safeguarding - Prevent Duty

### Context

43. Section 26 of the Counter Terrorism and Security Act 2015 places a duty on universities in the exercise of their functions *to have due regard to the need to prevent people from being drawn into terrorism*.
44. In exercising this statutory responsibility, the University acts in accordance with the Prevent Duty Guidance for higher education institutions.<sup>2</sup> In summary, this requires that:
  - Senior management of the University actively engage with other partners including police and local authority *Prevent* Co-ordinators
  - the University shows willingness to undertake/facilitate *Prevent* awareness training and other training that could help staff prevent people from being drawn into terrorism and challenge extremist ideas

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<sup>2</sup> <https://www.gov.uk/government/publications/prevent-duty-guidance> (September 2015)

- policies and procedures are in place for the management of events on campus and use of all university premises to apply to all staff, students and visitors
- policies are in place relating to the use of IT on campus, containing specific reference to the *Prevent* Duty
- the University has robust procedures for sharing information about individuals deemed vulnerable to radicalisation (where appropriate to do so)
- we have clear policies and procedures for the use of faith-related facilities
- we have clear policies and procedures for the booking of external speakers for University events
- we provide sufficient and pastoral support for all students
- we have regard to the duty in the context of our relationship and interactions with the Students' Union and its societies

## Approach

45. The University regards its *Prevent* duty as part of its community safeguarding responsibilities to protect the welfare and safety of our students. The University provides pastoral and wellbeing support for students through the Academic Tutor system, Residential Life Team and Student Support services
46. The University provides *Prevent* training to staff through a programme of workshops and [on-line material](#) to help staff better understand the *Prevent* strategy and enhance their ability to recognise vulnerable individuals who may need support.

## Definitions

- a. An *ideology* is a set of beliefs.
- b. *Radicalisation* is the process by which a person comes to support terrorism and forms of extremism leading to terrorism.
- c. *Safeguarding* is the process of protecting vulnerable people, whether from crime, other forms of abuse or from being drawn into terrorism-related activity.
- d. *Terrorism* is an action that endangers or causes serious violence damage or disruption and is intended to influence the Government or to intimidate the public and is made with the intention of advancing a political, religious or ideological cause.
- e. *Vulnerability* describes factors and characteristics associated with being susceptible to radicalisation.
- f. *Extremism* is 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.

## Raising Concerns

47. Should any member of staff become concerned that a student is exhibiting extremist beliefs or behaviours and/or that they are at potential risk of exploitation by radicalisers they must share these concerns with their local safeguarding officer or line manager.

48. The Director of Student and Academic Services, as the Deputy University Safeguarding Officer (DUSO) is the University's Prevent Lead. All Prevent concerns should be shared with the DUSO so appropriate and proportionate action can be taken.
49. Where there are shared concerns that a student is displaying behaviour or characteristics associated with being susceptible to radicalisation, the DUSO may seek advice from a relevant external agency whose role it is to assess the nature and extent of the risk of individuals being vulnerable to being drawn into terrorism<sup>3</sup>.
50. To ensure the University works collaboratively with partners committed to the Prevent agenda the Deputy University Safeguarding Officer will maintain links and relationships with relevant Prevent leads in the Police and Council.
51. Throughout, the approach taken will be a supportive one, the priority being to ensure that the student is safeguarded from harm.

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<sup>3</sup> For further information about the multi-agency approach, see <https://www.gov.uk/government/publications/channel-guidance>. Channel is a multi-agency partnership that works with safeguarding partnerships and crime reduction panels in order to assess referrals of vulnerable individuals that are at risk of being drawn into Terrorism. Channel is administered and coordinated by police but chaired by the local authority.



## **Appendix A - Relevant policies and procedures**

DBS for student applicants / DBS for students starting placements [Policy and procedures relating to the disclosure of relevant Criminal Records, Health Clearance requirements and students under the age of 18]

[DBS for employees](#)

Staff and Student Relationships [under development]

Data Protection / Records Management

Equality and Diversity Policy

External Speaker Policy

Modern Slavery Statement

Research Ethics

Health and Safety Policy Statement

[Manual of General Regulations](#)

Suitability Policy

Fitness to Study

Sexual Misconduct and Domestic Abuse

Social Media/ Acceptable use of IT (students)

Personal Dignity Policy

[Policy on Work Based Learning and Placement Management](#)

[UEL Privacy Statement](#)

Student Bullying and Harassment

[Policy on Public Interest Disclosure \(Whistleblowing\)](#)

Under 18 students

## **Appendix B - Safeguarding legislation and guidance**

### **Legislation**

[Care Act 2014](#)

[Children's Act 1989](#)

[Equality Act 2010](#)

[Human Rights Act 1998](#)

[Malicious Communications Act 1988](#)

[Safeguarding Vulnerable Groups Act 2006](#)

[Sexual Offences Act 2003](#)

[Protection from Harassment Act 1997](#)

[Working Together to Safeguard Children 2015](#)

[Prevent Duty](#)

### **Guidance**

[Care and support statutory guidance](#)

[Working Together to Safeguard Children 2015](#)

[Safeguarding Children: NSPCC](#)

[Safeguarding Children: Newham](#)

[Safeguarding Adults NHS England](#)

[Safeguarding Adults: Scie](#)

[Advance HE: Getting to Grips with Safeguarding. A Guide for Governors](#)

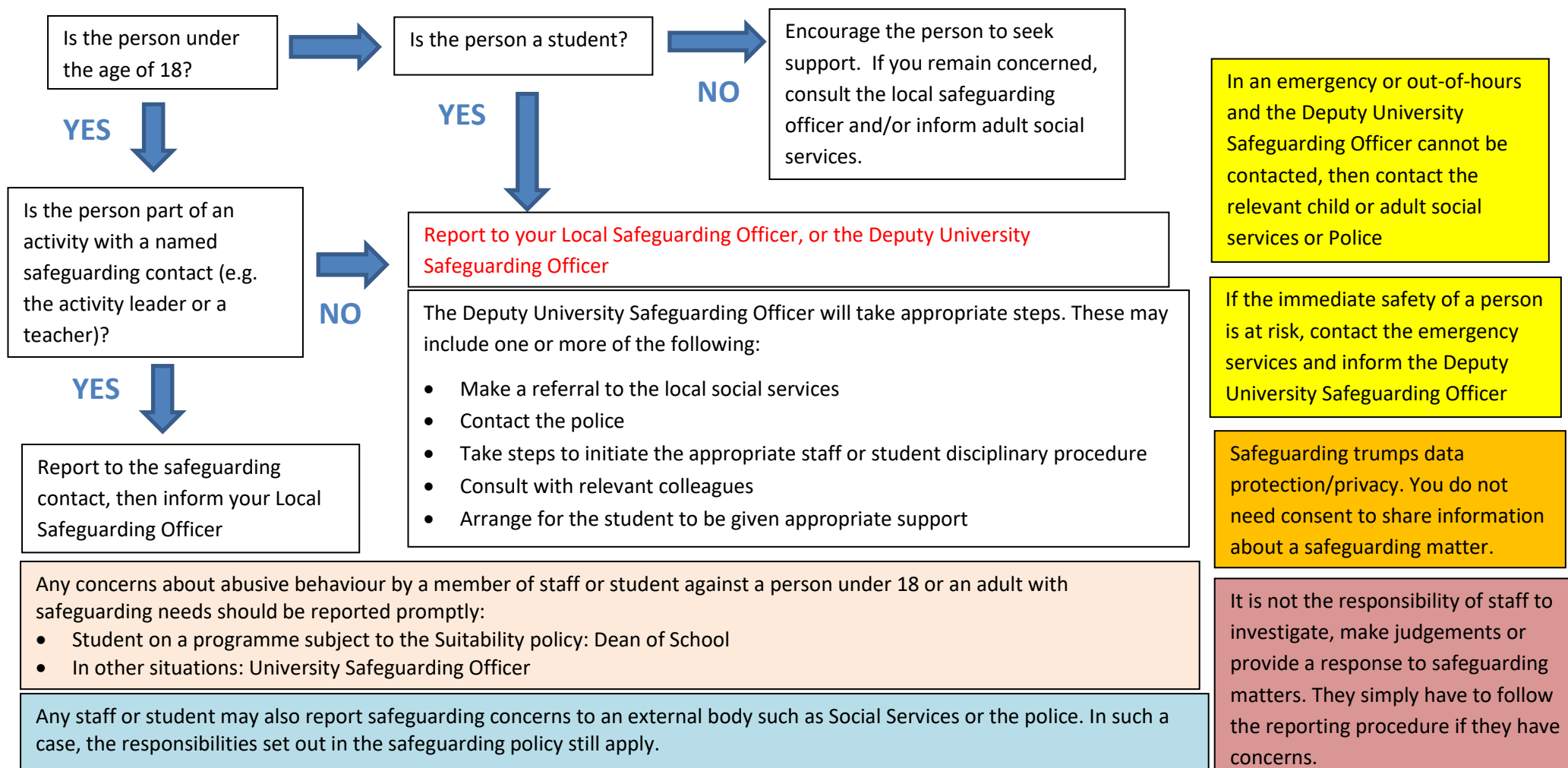
[Prevent – Newham Council; Supporting adults at risk of radicalisation](#)

## Appendix C - Safeguarding flowchart

This flowchart shows the steps that should be taken if, as a member of staff at the University, you have concerns that a child or young person under 18 or adult at risk is experiencing, or at risk of experiencing abuse or neglect.

In an emergency, call **999**. On campus, contact Security on **0208 223 7771**

If in doubt what to do, consult your local safeguarding officer, the deputy safeguarding lead or the university safeguarding lead ([safeguarding@uel.ac.uk](mailto:safeguarding@uel.ac.uk))



## Appendix D –Safeguarding contacts

If the child or adult is in danger call the police on 999. On campus contact Security 0208 223 7771

School	Local Safeguarding Officers
Health, Sports and Biosciences;	Jane Murphy
	Winston Morgan
Business and Law	Stephanie Sandland
Psychology	Prof. John Turner
	Julia Papworth
Architecture, Computer Science and Engineering	Rawad Hammad
Arts and Creative Industries	Natalie Garrett Brown
	Beatrice Newman
	Rosemary Stott
The School of Education and Communities	Kathryn Kraft
	Paul Adams

Services	Local Safeguarding Officers
Sports Dock	David Cowell
	James Kilden
Student & Academic Services	Lydia Pell
	Andrea Didier
	Sinead McCarthy

	John Joe Mulherin
	Christopher Cairns
	Jenna Quinn
Security	John Taylor
	Amrik Singh
Library, Archive and Learning Services	Krishna Roy-Chowdhury
	Thomas Pratt
Human Resources	Mica Jones
Student Recruitment and Outreach	Mark Jackson
	Yvonne Bentley
Civic Engagement.	Gail May
	Natalie Freeman
Rix Centre	Gosia Kwiatkowska
	Kanchan Kerai
IT	

External Services	Contact Details
Safeguarding Children Board	<a href="https://www.newhamscp.org.uk/">https://www.newhamscp.org.uk/</a>
Local Authority Designated Officer (LADO)	Children's Planning and Reviewing Team on 0203 373 3803 to speak to the LADO (Nick Pratt).  If immediate action is required to protect a child, this can be discussed with the LADO. Outside of 9am-5pm, contact is via the Emergency Duty Team (Tel. 0208 430 2000)
Police, (local safeguarding lead)	If someone is at immediate risk call 999
NSPCC	Helpline - 0808 8005000 <a href="https://www.nspcc.org.uk/">https://www.nspcc.org.uk/</a>

<p>For PREVENT concerns –</p> <p>Newham Adults Multi Agency Safeguarding (MASH) Team</p>	<p>Newham Adults Multi Agency Safeguarding (MASH) Team</p> <p>Call:02033730440</p> <p>Email: ASC.MASH@newham.gov.uk</p>
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### **Referral to the Local Authority Designated Officer [LADO]**

The Deputy University Safeguarding Officer or University Safeguarding Officer should be the person who contacts the LADO. If this is not possible, to the matter is very urgent, any member of staff can contact the LADO but they MUST then report this to the Deputy University Safeguarding Officer or University Safeguarding Officer.

The Local Authority Designated Officer [LADO] works within Children’s Services and should be alerted to all cases in which it is alleged that a person who works with children has:

- behaved in a way that has harmed, or may have harmed, a child
- possibly committed a criminal offence against children, or related to a child
- behaved towards a child or children in a way that indicates s/he is unsuitable to work with children

The LADO role applies to paid, unpaid, volunteer, casual, agency and self-employed workers. They capture concerns, allegations or offences emanating from outside of work. The LADO is involved from the initial phase of the allegation through to the conclusion of the case.

Where allegations are made the LADO referral form <http://www.newhamlscb.org.uk/lado-safer-recruitment/> must be completed and submitted to the LADO as soon as possible and referrals should not be delayed to obtain further information. The completed form should be sent to [CPRT.LADO@newham.gov.uk](mailto:CPRT.LADO@newham.gov.uk)

A consultation before making a referral can be accessed by contacting the Children’s Planning and Reviewing Team on 0203 373 3803 to speak to the LADO (Nick Pratt).

If immediate action is required to protect a child, this can be discussed with the LADO. Outside of 9am-5pm, contact is via the Emergency Duty Team (Tel. 0208 430 2000)

## Appendix E – Safeguarding Concern Form

# Safeguarding Concern Form

### Details of person at risk

Name	
Student ID (where relevant)	
Course/Activity	
Age (delete as necessary)	Under 18 / 18 years or over
If 18 years or over, has consent been given for this referral?	Yes / No
Their phone number	
Their email	
Parent/Carer contact details if known (only if under 18, and not a student)	

Who raised the concern (if not you)	
Contact details of person who raised the concern	
Name(s) of any other staff involved	

### Details of the incident/concern

If possible, use person's words as closely as possible

Date, place and time of incident/concern	

Actions to date (if any)

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Your details

Name	
Role/job title	
Phone number	
Email	
Signed	
Date	

**Please email this the same day to the Deputy University Safeguarding Officer at [safeguarding@uel.ac.uk](mailto:safeguarding@uel.ac.uk) marked 'Private and confidential: Safeguarding'**

For admin use only:

Referral to external agency?	Yes/No
If yes, external agency	
Date and Time	
Agency contact name, job title and telephone number	
Summary of conversation with the external agency	
Other actions taken	



## **Appendix F – University Safeguarding Officer: Role and Responsibilities**

1. The University Safeguarding Officer has lead responsibility for safeguarding and child protection. All activities can be delegated to the Deputy University Safeguarding Officer; however, the lead responsibility remains with the University Safeguarding Officer.
2. The University Safeguarding Officer should:
  - ensure the safeguarding policy is fit for purpose and updated at least annually
  - develop and maintain effective reporting and recording systems
  - raise awareness through the dissemination of policies and information amongst staff and students
  - oversee relevant training needs on safeguarding issues and procedures. Delivery of training will be coordinated through Human Resources
  - report annually to the Health, Safety and Welfare Committee on incidents, changes to policy and procedures and training needs.

### **Manage referrals**

3. The University Safeguarding Officer is expected to refer:
  - cases of suspected abuse against children and young people to the local authority social services
  - other concerns to social services or the police as required
  - cases to the Channel programme where there is a radicalisation concern as required
  - cases where a person is dismissed or left due to risk/harm to a child or adult with safeguarding needs to the Disclosure and Barring Service as required
  - cases where a crime may have been committed to the Police as required

### **Work with others**

4. The University Safeguarding Officer is expected to:
  - cooperate with other agencies to safeguard and promote the welfare of children and young people and adults at risk
  - establish and maintain links with relevant local authority departments, education institutions and Police
  - liaise with the Director of Human Resources in cases involving allegations against members of staff
  - as required, liaise with the case manager and the designated officer(s) at the local authority for child protection concerns on all cases which concern a staff member or student
  - liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.
  - act as a source of support, advice and expertise for staff.

## **Undertake training**

5. The University Safeguarding Officer should undertake:
  - training to provide them with the knowledge and skills required to carry out the role. This training should be updated at least every two years.
  - Prevent awareness training.
6. The University Safeguarding Officer is expected to refresh their knowledge and skills at regular intervals, as required, but at least annually, to allow them to understand and keep up with any developments relevant to their role so they:
  - understand the assessment process for providing early help and intervention
  - have a working knowledge of Newham's safeguarding procedures and be able to contribute effectively when required to do so
  - ensure each member of staff has access to and understands the University's safeguarding and prevent policy and procedures
  - are alert to concerns of members of staff
  - can keep detailed, accurate, secure written records of concerns and referrals
  - understand and support the University with regards to the requirements of the Prevent duty and are able to provide advice and support to staff
  - encourage a culture of listening to children, young people, students and staff.

## **Raise awareness**

7. The University Safeguarding Officer should:
  - ensure the University's safeguarding policies and procedures are known, understood and used appropriately
  - ensure the safeguarding policies and procedures are available publicly
  - link with Newham Council to make sure that staff are aware of training opportunities and the latest local policies on safeguarding.