



## Safeguarding Policy

---

---

**To contact a member of the AUB Safeguarding Team email: [safeguarding@aub.ac.uk](mailto:safeguarding@aub.ac.uk)**

---

### **Designated Safeguarding Lead:**

Jon Renyard  
University Secretary and Registrar  
Email: [jrenyard@aub.ac.uk](mailto:jrenyard@aub.ac.uk) Tel: 01202 363328

### **Nominated Safeguarding Officer and Prevent Lead:**

Heidi Cooper-Hind  
Head of Academic and Student Services  
Email: [hcooperhind@aub.ac.uk](mailto:hcooperhind@aub.ac.uk) Tel: 01202 363220

### **Nominated Safeguarding Officers:**

Kerry Sheehan  
Head of HR  
Email: [ksheehan@aub.ac.uk](mailto:ksheehan@aub.ac.uk) Tel 01202 363133

Pauline Smith  
Widening Participation Manager  
Email: [paulinesmith@aub.ac.uk](mailto:paulinesmith@aub.ac.uk) Tel: 01202 363282

## **Introduction**

Arts University Bournemouth offers higher education, further education and a range of short course programmes. AUB acknowledges its legal and moral duty to ensure the health, safety and welfare of all its students when studying, working, or engaging in activities or events at AUB, or externally supported by AUB.

Particular legal responsibilities apply when students are young, or otherwise at risk. AUB recognises that that, in addition to its legal responsibilities relating to safeguarding, the University is also subject to additional requirements from Ofsted, and an audit of safeguarding training and procedures will form part of all Ofsted inspections.

The University also has a legal responsibility to give due regard to the need to prevent people from being drawn into terrorism, under the Counter-Terrorism and Security Act 2015, noting also the provisions of the Terrorism Act 2000. AUB takes the view that its obligations under the Prevent strategy are a safeguarding issue.

AUB has a further duty of care to all those who attend events on the AUB campus, including Open Days, shows and exhibitions, project work or attending an externally-organised event for which space has been reserved on the campus.

The safeguarding / Prevent policies and associated guidelines apply to all students registered on a course delivered by AUB staff (including staff on short-term contracts). They also apply to anyone visiting the AUB campus for any legitimate reason. Students studying for an award of AUB, but registered elsewhere (for example, at a partner institution or on an exchange), are not covered by these policies.

## **1. Definition and scope**

- 1.1 Safeguarding legislation applies to children, and to adults with care and support needs who may be in vulnerable circumstances and at risk of abuse or neglect.
- 1.2 Safeguarding is defined by the Department for Education<sup>1</sup> as: Protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.
- 1.3 Specific adult safeguarding duties apply to any adult who:
  - has care and support needs
  - is experiencing, or is at risk of, abuse or neglect
  - is unable to protect themselves because of their care and support needs<sup>2</sup>.
- 1.4 A child is defined as any person under 18 years of age.

## **2. Principles**

- 2.1 This policy is based upon the following principles:
  - The University has a duty of care to all students and staff; safeguarding duties for children and adults at risk are in addition to this duty of care
  - The welfare of young people and those at risk is paramount
  - All young people and those at risk, regardless of gender, gender reassignment, ethnicity, disability, sexuality or beliefs, should be treated with respect and dignity, and protected from harm or abuse
  - All staff should understand their responsibilities to safeguard and promote the welfare of young people and those at risk
  - Any suspected or alleged safeguarding issue should be reported promptly to a University nominated Safeguarding Officer, with due regard to confidentiality
  - The University will share information with the Multi Agency Safeguarding Hub and other relevant agencies as appropriate, to safeguard young people and those at risk.
  - Safeguarding responsibilities extend beyond AUB's students and staff. Concerns about the safety and welfare of any young person or adult at risk should be passed to a nominated safeguarding officer.

## **3. Responsibilities**

- 3.1 Safeguarding is the responsibility of ALL University staff, including Visiting Tutors (VTs), casual workers and those undertaking voluntary work at AUB. All staff must maintain an awareness of safeguarding policies and procedures and undertake relevant training where required.

---

<sup>1</sup> Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges. September 2018

<sup>2</sup> Care Act 2014

- 3.2 All activities involving any young people or those at risk must be subject to a formal risk-assessment, with mitigating actions identified against the risks which are identified. The risk assessment must be approved by a member of staff not below the level of a Head or Course Leader, or a Designated Safeguarding Officer.
- 3.3 All staff who are involved in work with young people or those at risk should ensure that they understand the implications of this policy, and must familiarise themselves with the approved risk assessment, before commencing any activity.
- 3.4 It is not unusual for student project work to involve dealings with young people, or those at risk. This most commonly includes photography but may also involve a wide range of activities including seeking opinions through surveys or focus groups, or many activities involving social media. The Unit Leader is responsible for the conduct of any student undertaking a project with young people, or those at risk. Students should be inducted into the relevant issues (especially consent) at an appropriate point of their course. If a project brief or Learning Agreement suggests engagement with at-risk groups, this should be discussed in detail and appropriate risk assessments undertaken. The Unit Leader is advised to keep a record of the advice that was given.
- 3.5 Course Leaders / Head of PrepHE are informed of any student who is under the age of 18 on the date of enrolment. It is for the Course Leader to determine and assess any additional risk this may pose.
- 3.6 Failure to adhere to the responsibilities outlined above may result in disciplinary action being taken against the staff member, and/or student.

#### **4. Reporting incidences and raising concerns**

- 4.1 The University recognises that reporting concerns over the welfare of young people or those at risk can be stressful and difficult. AUB staff are not expected to be experts in recognising abuse or harm, and staff are never required to pass judgement on whether or not abuse has occurred.
- 4.2 However, all staff do have a responsibility to report any concerns regarding the safety and welfare of young people or those at risk.
- 4.3 Any safeguarding concerns should be communicated to either the Designated Safeguarding Lead or one of the Safeguarding Officers at the earliest opportunity. All concerns, allegations or complaints will be taken seriously.
- 4.4 Any member of staff may make a referral direct to external agencies. If for any reason you are unable to contact a Safeguarding Officer, staff should contact the Police (non-emergency) or Multi Agency Safeguarding Hub, using the contact numbers at the end of this policy.
- 4.5 All information relating to any safeguarding issue should be managed confidentially. Information should only be disseminated on a “need to know” basis, and should be stored securely, in accordance with GDPR.

## **5. Responding to safeguarding concerns**

- 5.1 The AUB Prevent Implementation / Safeguarding Team will respond to all concerns and will where appropriate refer to external agencies including, in the first instance, the Multi Agency Safeguarding Hub.
- 5.2 Student Services, in partnership with external agencies as appropriate, will provide support for young people or those at risk who are the subject of any safeguarding concerns.
- 5.3 Human Resources will consider appropriate support for adults at risk who are staff members and are the subject of safeguarding concerns, or for staff members who may be the subject of allegations of safeguarding concerns, abuse or inappropriate behaviour.
- 5.4 Where an allegation of inappropriate behaviour, abuse or neglect is made against a member of staff (occurring in the course of their work), the allegation will be referred to the University's Prevent Implementation / Safeguarding Team, who will consider whether referral to the Multi Agency Safeguarding Hub or other external agencies is appropriate. In accordance with its employment procedures, the University may also commence due process of investigation in accordance with the University's Disciplinary Procedure. Disciplinary action may be taken against staff, in accordance with the University's Disciplinary Procedure. The University reserves the right, in accordance with this procedure, to suspend and / or dismiss staff from employment or from undertaking a specific role with respect to that employment.
- 5.5 There will be no repercussions where concerns are reported in good faith, are believed to be true at the time and are not made for personal gain, but turn out to be unfounded, unless found to be vexatious. However, where a report made is found to have been deliberately false, dishonest or vexatious the individual may be subject to disciplinary action.
- 5.6 Requests for information made by external agencies should be passed to the Designated Safeguarding Lead.

## **6. Safeguarding and Recruitment**

- 6.1 AUB is committed to recruitment processes which support the University's safeguarding practices and comply with all legal requirements regarding Disclosure and Barring Service (DBS) checks. Safeguarding Officers are required to pass Level 3 Safer Recruitment training.
- 6.2 Details of the University's requirements for DBS checks are detailed in *Disclosure and Barring Service (DBS) Checks*.

## **7. AUB Prevent Implementation / Safeguarding team**

- 7.1 Whilst safeguarding is the responsibility of all members of University staff, AUB has a specific team in place for managing the safeguarding of the young and those at risk.

- 7.2 The Designated Safeguarding Lead has overall accountability for ensuring that the University safeguarding policies and procedures are in place.
- 1.3 A team of nominated Safeguarding Officers act as a source of support, advice and expertise in any safeguarding issues. The names and contact details of staff members who are Safeguarding Officers are included at the start of this policy.
- 1.4 The Board of Governors has nominated a lead governor for Safeguarding and Prevent matters, who may attend meetings of the Prevent Implementation / Safeguarding Team, at their discretion. The Team presents an annual report on safeguarding matters to the University Management Team, and the Board of Governors.
- 7.5 The President of the Students' Union, or nominee, attends regular Prevent Implementation / Safeguarding team meetings.

### **Community contact numbers:**

MASH (multi-agency safeguarding hub)	Tel: 01202 735046 Email: MASH@bcpcouncil.gov.uk
BCP Children's Social Care Out of Hours	Tel: 01202 738256
Local Authority Designated Officer (LADO)	Tel: 01202 456744 Email: LADO@BCPcouncil.gov.uk
Dorset police (non-emergency):	Tel: 101
Universities Police Team:	Tel: 07554 439650
NSPCC Helpline 24/7	Tel: 0808 800 5000
Childline:	Tel: 0800 1111
Salam Katbi, South West Prevent Lead	Tel: 07824 083307 Email: salam.katbi@bristol.gcsx.gov.uk

### **Related AUB policies and guidelines:**

Prevent policy

Safeguarding good practice guidelines

Guidelines for working in schools

Disclosure and Barring Service (DBS) Checks

Fitness to Study policy

Code of Conduct

Dignity at Work

Equality at Work

Disciplinary Procedure

Communication Protocols and the Web Guidelines.

Whistleblowing (Public Interest Disclosure) Policy

The Arts University Bournemouth is committed to the provision of a working and learning environment founded on dignity, respect and equity where unfair discrimination of any kind is treated with the utmost seriousness. It has developed and implemented an Equality and Diversity Action Plan to guide its work in this area. All the University's policies and practices are designed to meet the principles of

dignity, respect and fairness, and take account of the commitments set out in the Equality and Diversity Action Plan.

This policy has been subject to an equality analysis to ensure consideration with regard to the provisions of the Equality Act 2010.