

## Safeguarding Policy

### Document Version Control

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<b>Owner</b>	Director of Student Services
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<b>Change Date</b>	<b>Change by</b>	<b>Changes</b>
<b>25/07/16</b>	MA	<ul style="list-style-type: none"> <li>Substantive revisions to text based on initial feedback from colleagues.</li> </ul>
<b>27/07/16</b>	MA	<ul style="list-style-type: none"> <li>Addition of section on 'External Organisation Use of University Facilities'</li> <li>Addition of Appendix 4</li> </ul>
<b>01/08/16</b>	MA	<ul style="list-style-type: none"> <li>Amendments to the order of section 4 (transposition of paragraphs 4.2 and 4.3)</li> <li>Amendments to Section 5 to clarify the limits of investigation/ information gathering from the SO.</li> </ul>
<b>14/09/16</b>	MA	<ul style="list-style-type: none"> <li>Amendment to paragraph 6.1 to provide some further detail on Academic School responsibilities for under-18s.</li> <li>Addition of section in Appendix relating to guidance for Academic Schools admitting an under-18 student.</li> </ul>
<b>02/11/16</b>	MA	<ul style="list-style-type: none"> <li>Addition of Operations Director, London as SO.</li> <li>Insertion of contact details for Newham Social Services contacts for Loughborough in London staff.</li> </ul>
<b>13/01/17</b>	MA	<ul style="list-style-type: none"> <li>Insertion of 6.1 (g) stating that students under the age of 16 will not normally be housed in University halls accommodation.</li> </ul>
<b>03/03/17</b>	MA	<ul style="list-style-type: none"> <li>Inclusion of 'abuse' in the definition of a vulnerable adult.</li> </ul>

<b>06/07/17</b>	MA	<ul style="list-style-type: none"> <li>• Insertion of new Safeguarding Officer details.</li> </ul>
<b>22/12/17</b>	MA	<ul style="list-style-type: none"> <li>• Insertion of details regarding forced marriage and FGM (at sections 4, 10 and Appendix 1 &amp; 2)</li> </ul>
<b>31/01/19</b>	CP/AT	<ul style="list-style-type: none"> <li>• Amendment of 6.1 (d) around Personal Tutors and the use of DBS disclosure checks.</li> </ul>
<b>04/03/19</b>	CP/AT	<ul style="list-style-type: none"> <li>• Revision of Safeguarding Officer Details</li> </ul>
<b>15/04/19</b>	GR	<ul style="list-style-type: none"> <li>• Updated link to Prevent Policy</li> </ul>
<b>12/04/21</b>	MA	<ul style="list-style-type: none"> <li>• Significant revisions to: <ul style="list-style-type: none"> <li>○ Include references to Research Participants and Apprentices</li> <li>○ Include reference to ensure Research Partners are provided information on Safeguarding</li> </ul> </li> <li>• Reflect new reporting model through the Online Incident Reporting Tool</li> </ul>
<b>03/06/21</b>	MA	<ul style="list-style-type: none"> <li>• Updated reference to 1998 Data Protection Act to 2018 Data Protection Act following approval of revised policy by HSE</li> </ul>
<b>12/09/22</b>	MA	<ul style="list-style-type: none"> <li>• Updated to incorporate sport pathway and athlete references.</li> <li>• Updated Safeguarding Officer contacts.</li> <li>• Addition of subsection 3.3. in Appendix 1 relating to cleaning and maintenance work in halls of residence.</li> <li>• Other minor changes to wording including insertion of para 2.2.</li> </ul>
<b>20/10/23</b>	MA/CW	<ul style="list-style-type: none"> <li>• Significant rewrite of policy to: <ul style="list-style-type: none"> <li>○ Split out policy from guidance processes.</li> <li>○ Updated safeguarding officer details.</li> </ul> </li> </ul>

## 1. Scope

- 1.1. This policy applies to the response and management of safeguarding concerns relating to any registered student, apprentice, staff member, research participant, research collaborator, athlete or visitor at Loughborough University.
- 1.2. The term 'safeguarding' is used to refer to several areas of concern relating to children or adults, including:
  - a) Child protection issues.
  - b) (Sexual) exploitation.
  - c) Radicalisation.
  - d) Physical abuse or neglect.

- e) Emotional abuse or neglect
- f) Abuse of power.

Further examples of safeguarding concerns are provided on the University's Safeguarding pages (including information on how to report a concern).

## 2. Definitions

### Definition of a Child

- 2.1. For the purposes of this policy, Loughborough University defines a child as a person who is under the age of 18.

### Definition of a Vulnerable Adult

- 2.2. In legal terms, the Safeguarding Vulnerable Groups Act (2006), as amended by the Protection of Freedoms Act (2012), defines a vulnerable adult as an individual over the age of 18 in receipt of a regulated activity. Specified regulated activity includes:
  - a) Health Care provided by or under the supervision of a health care professional;
  - b) Provision of Personal Care;
  - c) Provision of Social Work;
  - d) Assistance with general household matters;
  - e) Assistance in the conduct of a person's own affairs;
  - f) Conveying (transporting from one place to another).
  - g) The definition of regulated activity does not include any such activities carried out in the course of family and personal, non-commercial relationships.
- 2.3. For the purposes of this policy, Loughborough University defines a vulnerable adult as:
  - a) an individual over the age of 18;
  - b) who lacks the capacity to take care of themselves (i.e. at risk of neglect); and/or
  - c) who may be unable to keep themselves safe from the risk of significant harm, abuse or exploitation, including the risk of radicalisation or being drawn into terrorism.

## 3. Responsibilities

- 3.1. Loughborough University recognises its responsibilities in preventing and addressing potential harms to children and vulnerable adults. We are committed to ensuring the safety, physical and emotional wellbeing of our students, apprentices, staff, research participants, research collaborators, athletes and visitors and to creating an environment conducive to living, study, learning and the advancement of knowledge.
- 3.2. Loughborough University is committed to ensuring that it is able to fulfil its responsibilities in safeguarding any children or vulnerable adults who may be at risk of harm or exploitation (including radicalisation or being drawn into terrorism, as defined in the [UK's Prevent Duty](#)).
- 3.3. In fulfilling these responsibilities Loughborough University will remain mindful of its obligations under relevant legislation such as the [Health and Safety at Work Act \(1974\)](#), the [Children Act \(1989\)](#), the [Data Protection Act \(2018\)](#), the [Safeguarding Vulnerable Groups Act \(2006\)](#), the [Protections of Freedom Act \(2012\)](#) and the [Counter-terrorism and Security Act \(2015\)](#) and the [Care Act \(2014\)](#).

- 3.4. Loughborough University recognises that it has a duty to anticipate, mitigate and address safeguarding issues. This includes reporting suspected safeguarding concerns relating to a child or vulnerable adult to relevant external agencies, regardless of whether the individual is a member of the University community. Loughborough University will take all safeguarding concerns relating to children and vulnerable adults seriously, will consider concerns fully and will report any such concerns in a timely manner to the relevant person or body.
- 3.5. Loughborough University will ensure it maintains central records of any safeguarding concerns and any referrals made as a consequence. Any records will be kept in accordance with the University's [Data Protection Policy](#).
- 3.6. In order to ensure it fulfils its duties, Loughborough University will ensure an appropriate member of Senior Management is designated as Lead Safeguarding Officer (LSO). The Lead Safeguarding Officer's responsibilities will include:
  - a) Implementing and promoting this policy.
  - b) Ensuring the policy is monitored and reviewed in accordance with changes in legislation and guidance on the protection of children and vulnerable adults.
  - c) Appointing Safeguarding Officers (SOs) where appropriate and ensuring SOs are trained in relevant safeguarding procedures and competent in fulfilling their duties.
  - d) Ensuring appropriate and adequate resources are available in order that the University can meet its safeguarding responsibilities.
  - e) Ensuring appropriate training, guidance and advice is in place to ensure the University meets its safeguarding responsibilities.
  - f) Ensuring that appropriate University members and University Committees are provided with reassurance that the University is meeting its safeguarding obligations.
  - g) Ensuring that other appropriate policies and procedures exist to safeguard children and vulnerable adults.
  - h) Establishing and maintaining contacts with Children's and Adult Social Care Services, Police authorities and NHS Safeguarding Teams.
- 3.7. Loughborough University will work in collaboration with Social Care Services, the Police and other relevant statutory and voluntary services to ensure children and vulnerable adults are safeguarded.
- 3.8. Loughborough University will ensure it has appropriate procedures in place to check the suitability of staff and students whose responsibilities involve close, unsupervised contact with children or vulnerable adults. These are detailed in our [Guidance on the Disclosure and Barring Service \(DBS\)](#).
- 3.9. Loughborough University will ensure it has appropriate procedures in place to assess and mitigate any safeguarding concerns raised by research activity. These procedures are detailed in [Code of Practice on Investigations Involving Human Participants](#) and are overseen by the University's Ethics Committee.
- 3.10. Loughborough University will ensure it makes appropriate support available to staff who receive disclosures of safeguarding issues.

## 4. Review of this Policy

- 4.1. The Health, Safety and Environment Committee is responsible for the review of this policy and the associated procedures.
- 4.2. The policy will be reviewed on a two-yearly basis or more often if there are any changes in legislation or the statutory duties which fall on the University.

## 5. Key Contacts

### Lead Safeguarding Officer

Charlie Wheeldon, Director of Student Services

(01509) 222050

Email [c.wheeldon@lboro.ac.uk](mailto:c.wheeldon@lboro.ac.uk)

### Safeguarding Officer

Karen Watts, Head of Student Wellbeing and Inclusivity

(01509) 222050

Email: [k.l.watts@lboro.ac.uk](mailto:k.l.watts@lboro.ac.uk)

## 6. Links to other Relevant University Policies and External Guidance

[Loughborough University Safeguarding Pages](#) (including information on how to report concerns)

[Harassment and Bullying Policy](#)

[Loughborough University Sexual Assault and Sexual Harassment Policy](#)

[Loughborough University Prevent Policy](#)

[Loughborough University Data Protection Policy](#)

[Code of Practice on Investigations Involving Human Participants](#)

[Additional Guidance and Procedure for Applicants who declare a Criminal Conviction](#)

[Guidance on the Disclosure and Barring Service \(DBS\)](#)

[Loughborough University Admissions Policy](#)

[Whistleblowing Policy and Procedure](#)

[University Events Safety Policy](#)

[Loughborough University Research Integrity Statement](#)

## 7. Links to other External Agencies and Resources

[Leicestershire and Rutland Safeguarding Children Board](#)

[Leicestershire and Rutland Safeguarding Adults Board](#)

[Department of Health Guidance on \*Regulated Activity \(adults\)\*](#)