

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.

The University of Bath's Policy can be found at: [University of Bath Safeguarding Policy](#)

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 of harm** is a person aged 18 or over who has care and support needs (whether or not the Local Authority is meeting those needs), and is experiencing, or at risk of abuse and neglect and as a result of those care and support needs is unable to protect themselves from abuse and neglect or the risk of it. We also consider adults who are at risk of exploitation, including radicalization, as falling within scope of our definition.

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;

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- 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:

- Ensuring that the University's Policy is monitored and reviewed in accordance with changes in legislation and guidance on the protection of children and adults at risk of harm
- Acting as the main contact within the University for safeguarding children and adults at risk of harm
- Ensuring that members of the University are provided with information, advice and training on the protection of children and adults at risk of harm, consistent with their roles and responsibilities
- Engaging with the Bath and North East Somerset Safeguarding team and LADO;
- Maintaining the confidentiality of records of relevant cases and action taken and handling all data in a manner that is consistent with the Data Protection Act 2018 and General Data Protection Regulations (GDPR).

The SU Board of Trustees are responsible for:

- setting and monitoring strategy and policy for safeguarding within the SU;
- 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 SU Designated Safeguarding Officers are responsible for:

- liaising with the University on matters of Safeguarding and ensuring this policy is up to date;
- ensuring the SU is complying with the safe recruitment of staff and students in line with the [University's Safeguarding Policy](#)
- 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 and adults at risk of harm;
- reporting any safeguarding concerns to the SU Designated Safeguarding Officer in accordance with procedures.

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Identifying Safeguarding Concerns

Please refer to the [University's Safeguarding Policy](#), section 2.2

Responding to a Suspicion of Allegation of Exploitation, Harm or abuse of a Child

Please refer to the [University Safeguarding Policy](#), section 2.3

Responding to a Suspicion or Allegation of Exploitation, Harm or Abuse of an adult at risk

Please refer to the [University Safeguarding Policy](#), section 2.4

Arrangements for Safeguarding

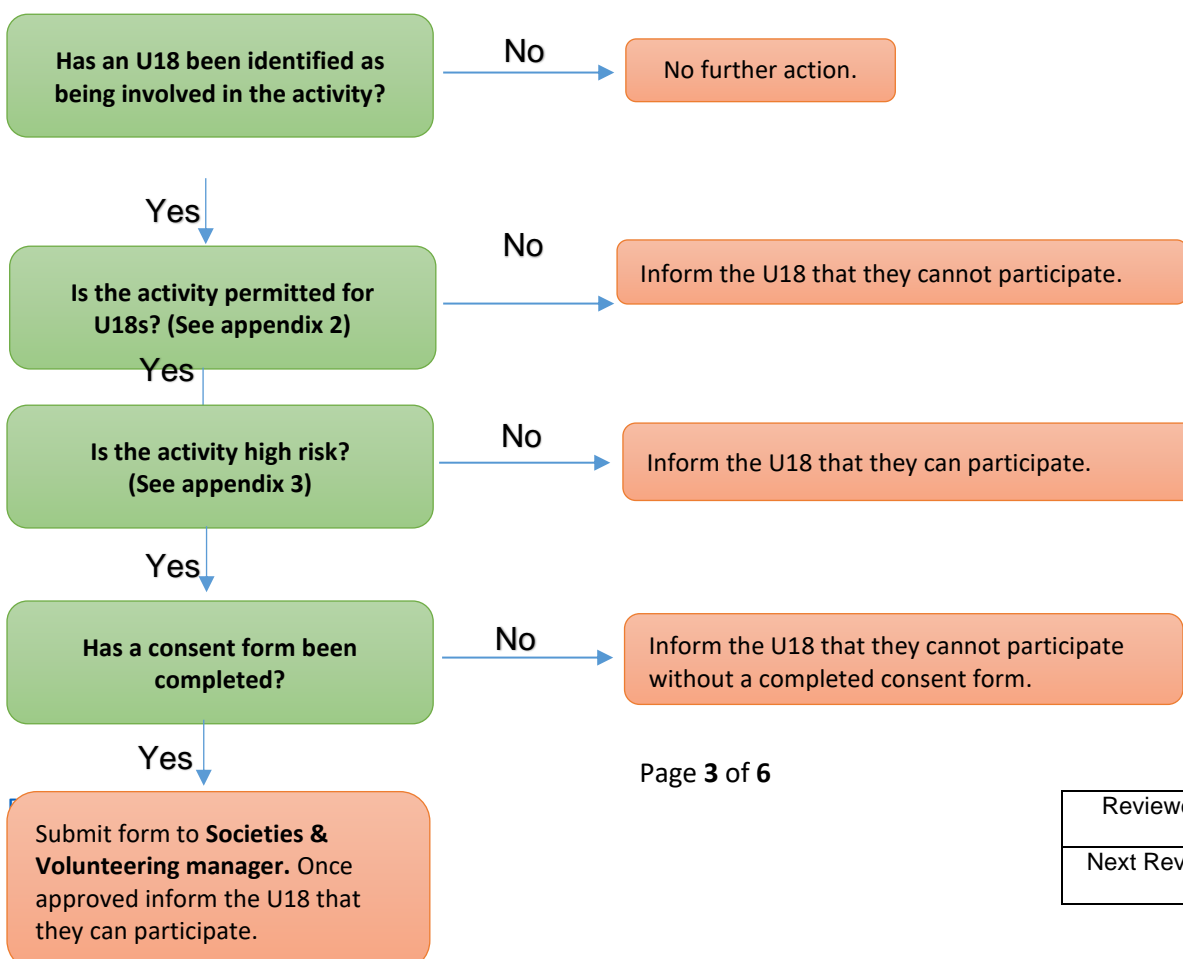
The general arrangements for safeguarding within The SU will be recorded within procedures which, alongside this policy, will be reviewed to ensure that they are kept up to date. Amendments to this policy will be approved by the University's Safeguarding Standing Group.

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.



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Appendix 2: List of Activities not permitted for U18 students:

The following activities are not permitted for under 18s:

- Any activity or event that involves overnight stays. Please note that if clarification is needed in specific cases then contact su-cda@bath.ac.uk
- Overseas trips.
- Nightline Support.
- Being a mentor.
- A committee role within an SU group.
- An activity run by an external company that states under 18's cannot take part.

Appendix 3: List of High Risk Activities

The following activities require a Parental/Guardian consent form:

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

Appendix 4: Procedures for U18 work placements

Before a work experience placement takes place involving any person 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](#).

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Appendix 5: Responding to a safeguarding disclosure

If you receive an allegation that a child or adult at risk 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/adult at risk. 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/ adult at risk is telling them.
- Reassure the child/ adult at risk that by telling you they have done the right thing.
- Inform the child/ adult at risk that you must pass the information on, but that only those that need to know about it will be told.
- Inform the child/ adult at risk to whom you will report the matter.
- Make a detailed note of the date, time, place, what the child/ adult at risk said and did and the questions asked of the child/ adult at risk (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 adult at risk



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 found at:

[Safeguarding Officers \(bath.ac.uk\)](https://www.bath.ac.uk/safeguarding-officers)

If you are unable to get a hold of the University Safeguarding Officer and there appears to be a significant risk to a child/adult at risk, 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

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Appendix 7: [Safeguarding reporting form](#)

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