UNIVERSITY OF FORWARD THINKING WESTMINSTER田

University of Westminster

Safeguarding Framework

Responsibility	Student Affairs/SHW/HR
Produced by	Director of Student Affairs (David Shacklady)
Approval Date	September 2017[1]
Review Date	January 2018
Approved by	Safety, Health & Well Being Committee

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[1] Framework approved on condition of a reviewed and revised version coming to the January 2018 meeting. The need for interim staff guidance being seen as urgent as we face major challenges in keeping students safe.

University of Westminster Safeguarding Framework

Introduction

The University of Westminster recognises its responsibility to ensure a duty of care for vulnerable adults who work, study or are involved in any activities with the University. The University is dedicated to keeping young adults safe and this is of paramount importance to its day-to-day activities. This is reflected in the policies, procedures and practices at the University.

This framework applies to all staff, senior managers, committee members, volunteers, 3rd party employees, students and any member of the University's alumni who represent the University in an official capacity. References in this policy to 'staff' or 'students' will be representing these groups.

Key Principles

The University of Westminster's Safeguarding Framework aims to safeguard, protect and promote the wellbeing of young adults at the University and to ensure the University embodies a caring, open, nurturing environment for students, staff and anyone who comes into contact with the University's business.

- o To ensure our teaching encourages respectful debate amongst the student body
- o To ensure our processes and procedures support and promote safeguarding
- o To ensure our staff and students understand how to report any concerns
- o To share information about concerns with agencies who need to know in a timely fashion
- o To share information about changes to staff and students
- o To ensure legalisation is taken into account e.g. Safety, health and wellbeing, Prevent Duty

This framework seeks to underpin the University's compliance with:

- o *Prevent Duty (Department for Education, June 2015)*
- o *Working Together to Safeguard Children (Department for Education, March 2015)*
- o *Safety, Health and Wellbeing legislation*
- o *The Equality Act*

Definition of a Vulnerable Adult

- o A student who is prevented from engaging with the course/support as well as they could because of adverse external factors (such as financial/family difficulties, visa/immigration problems/etc.),
- o A student who has difficulties with their course despite all reasonable adjustments and support deployed and reviewed;[2]

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[2] difficulty with the course" can defined as regular non-attendance, regular non-submission of work, regular deferral requests.

- o A student with thoughts of suicide but no plans to act on them and/or with access to "protective measures" (important ties with families and friends, important life plans); somebody who uses self-harm behaviour as a coping mechanism with no intention to end their life.
- o A student whose mental health is deteriorating and thus is becoming a risk to themselves or a risk to others; or somebody who is at risk from others or from neglect (neglect to self, to dependent, from other people such as carers)[3]
- o A student with thoughts of suicide, means to act upon that plan and, possibly, a past history of suicide attempts;
- o A student who is at risk from others or from abuse or abuse or neglect;
- o A student identified as at risk of radicalisation;
- o A student who is being harassed or bullied.
- o A student under the age of 18 with limited consent

Designated Safeguarding Officers and Leads

- o The Director of Student Affairs is the University's Principal Designated Safeguarding Officer for Students
- o The Director of Human Resources (or designate) is the University's Designated Safeguarding Officer for matters specifically related to staff relating and their training
- o There are 'Designated Safeguard Leads' to whom concerns about students should be reported in line with the primary concern (E.g. Counselling/Disability/Interfaith/Residences)

Reporting Safeguarding Concerns

- o The University has a [Referral of Vulnerable Student Procedure]. Those identified will either assessed by the most relevant University Service or process or, in more complex cases discussed by a multi-disciplinary team at fortnightly 'Students of Concern Meeting' and actions agreed.

- o Onward referral with consent may be made to a number of agencies which may include but is not limited to:
  - ✓ SO15
  - ✓ Social Services
  - ✓ Student Health Service
  - ✓ IAPTs
  - ✓ Debt Counselling
  - ✓ Specialist support agencies

- o Records kept on 'Students of Concern' will be confidential to the Students of Concern Panel and shared in line with data protection protocols. It may be required to seek

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[3] "Risk to themselves" can be defined as somebody presenting excessive risk-taking behaviour which could endanger life, or signs that they are losing a grip on reality. In relation to self-harm, the worrying signs to look for are: instances where the self-harming behaviour is accompanied by thoughts of suicide or instance where the student has needed recent medical help as a result of their self-harming behaviour or in instances where there is a recent change in the severity of the self-harming behaviour. "Risk to others" can be defined as somebody being overtly threatening to other people or having thoughts of hurting people with the intention of carrying these out.

exemption in specific cases through application to the University Information Manager to inform outside agencies

Risk Assessments

Risk assessments are built into university procedures and processes to take account of students who are vulnerable of who may become vulnerable. These are particularly relevant to:

- o Placements
- o Outward Mobility. Ensuring that students with known issues are able to access support and healthcare abroad.
- o Accommodation. With regard to PEEPS and arrangements for Under 18s
- o Radicalisation. Guidance on the Channel Process

Staff Training/Screening

- o Staff receive mandatory health and safety training which includes issues around safeguarding.

- o Staff dealing 1:1 with vulnerable students are DBS checked as are University students who are in contact with children or vulnerable adults.

- o 3rd Party Users (E.g. Language Schools) are contractually required to ensure that they are contractually bound to conduct their business in line with safeguarding legislation.

Monitoring, Evaluation & Review

- o The University has a Safety Health & Well Being Committee which receives reports on the related issues and can initiate and commission University Policy in this area

- o The University Student Experience Committee which receives the 'Students of Concern Activity Report' and makes recommendations on improvements to process and procedures.

Data Protection Issues

- o The confidentiality of students with regard to liaison with parents, carers or guardians must be carefully considered in terms of data protection.

- o Guidance is available on the 'Use of Emergency Contacts' and 'PREVENT'.

Relevant Policies and Procedures

This document is a 'Framework' directing staff to the relevant policies and procedures listed below.

- o Student Well-Being Strategy
- o Single Equality Statement
- o Student Charter
- o Referring Vulnerable Students

- o [Use of Emergency Contact Details](#)
- o Policy on Under 18's (to be posted shortly)
- o [Personal Tutor Policy](#)
- o [Fitness to Study Procedure](#)
- o [Health and Safety Policy](#)
- o [Working with Children & Vulnerable Adults](#)
- o [Student Code of Conduct](#)
- o [Child Protection Policy](#)
- o [Diversity and Dignity at Work and Study Policy](#)
- o [Freedom of Speech Code of Practice](#)
- o [Social Media Policy](#)

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10th October 2017