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# Safeguarding Policy

Policy Ref	ACA - 011	Policy Owner: Head of Student Services
Approving Body	VCAG	Executive Lead: Director of Academic Services
Date Approved	November 2021	

## 1. Policy Statement

- 1.1 The Royal Agricultural University is committed to providing a safe and secure environment for all staff, students and visitors, adopting a risk-based approach to Safeguarding including our obligation under the Prevent Duty to have due regard to prevent people from being drawn in to terrorism.
- 1.2 The main aims of this Policy are to ensure that staff:
- 1.2.1 Are fully engaged in being vigilant about raising awareness.
  - 1.2.2 Ensure that we work alongside other professional bodies and agencies to ensure that our staff, students and visitors are safe from harm.
- 1.3 For the purpose of this Policy, any mention of "Safeguard" and/or "Safeguarding" will include where applicable the University's commitment and obligation to the Prevent Duty, details of which can be found at:  
<https://www.gov.uk/government/publications/preventdutyguidance>
- 1.4 Young people are regarded as any person aged 17 or under. A vulnerable adult shall be regarded as:
- 1.4.1 An individual aged 18 and over
  - 1.4.2 Who lacks the capacity to take care of him or herself (i.e. at risk of neglect); and/or
  - 1.4.3 Who may be unable to keep him or herself safe from the risk of significant harm, abuse or exploitation,

## 2. Purpose

The purpose of the Policy is to assist the University in discharging its duties and commitments in respect of safeguarding young people and vulnerable adults in University-led activities fully, effectively and in accordance with statutory guidance.

It is also aimed at setting out our responsibilities and processes and to outline how we will:

- 2.1 Provide a safe and supportive environment for children and Adults at Risk who

engage with our staff, students and volunteers in the course of our work and University led activities.

- 2.2 Ensure that staff and students facilitating or supporting programmes and activities working with children and Adults at Risk have defined responsibilities, as set out in the associated documents.
- 2.3 Ensure that staff and students engaging with children and Adults at Risk receive relevant safeguarding training and understand their role and responsibilities.
- 2.4 Ensure that there is a clear reporting and escalation route should staff or students become aware of a safeguarding concern.

### **3 Scope**

- 3.1 This Policy applies to all staff, students and visitors to the University.
- 3.2 The activities of University staff and students taking place away from University sites will also fall within the Policy's scope if they are undertaking activities that are authorised by the University. This also includes all activities organised by the RAUSU.
- 3.3 The University recognises that young people can be at risk of being drawn into extremist ideologies, which can lead to a risk of radicalisation. In the context of University Safeguarding Policy, the risk of being drawn into extremist ideologies and radicalisation is considered a significant safeguarding concern, which is of equal weight alongside other forms of abuse and mistreatment of children and Adults at Risk. A safeguarding concern of this nature would also fall within the scope of The RAU Prevent Policy.

### **4 Approach**

- 4.1 The University wishes to maintain the highest possible standards to meet its social, moral and legal responsibilities in order to protect and safeguard the welfare of its staff, students and visitors and as such we will:
  - 4.1.1 Provide a safe environment for all during University-led activities;
  - 4.1.2 Raise awareness of issues relating to the welfare of young people and vulnerable adults and promote their welfare
  - 4.1.3 Provide staff, students, governors, volunteers, and third parties working for or with the University (or undertaking activity on its premises) with procedures they should follow, including those they should adopt in the event of incidents involving young people and/or vulnerable adults and/or if they suspect that a member of one of these groups may be experiencing, or is at risk of harm
  - 4.1.4 Provide guidance on good practice for working with young people and vulnerable adults.

### **5 Recruitment Selection and Training of staff**

- 5.1 The Royal Agricultural University will take appropriate steps in relation to the recruitment of relevant staff, students and volunteers (through conducting appropriate recruitment checks); to ensure that unsuitable people are prevented from working with those under the age of 18 and vulnerable adults.
- 5.2 The University will endeavour to Safeguard young people and vulnerable adults by adhering to the following:
  - 5.2.1 On application, all staff and volunteers will be asked to disclose all unspent convictions as per the Staff Recruitment Policy
  - 5.2.2 Enhanced DBS (Enhanced Criminal Record Check) will be carried out for all appropriate staff, students and volunteers working with those under the age of 18 and vulnerable adults.
  - 5.2.3 To carry out a detailed assessment and management of risks for all relevant provision and activities. Please refer to Safeguarding Procedures
  - 5.2.4 Clearly identify roles and responsibilities for Safeguarding within the University community
  - 5.2.5 Be alert to potential indicators of harm, abuse or neglect, acting on and recording any allegations made
  - 5.2.6 Provide training and guidance to raise awareness of child protection and Safeguarding issues, ensuring staff and volunteers understand their responsibilities in relation to Safeguarding and the reporting of any concerns
  - 5.2.7 Where risk assessment has identified that staff or volunteers are likely to have regular contact or encounters with young people or vulnerable adults, rigorous checks into their eligibility will be undertaken. Such processes will be compliant with the University's Recruitment and Selection Policy.

## **6 Recruitment, registration and induction of students**

- 6.1 The Royal Agricultural University will take appropriate steps in relation to the recruitment of students (through conducting appropriate recruitment checks); to ensure that those under the age of 18 and vulnerable adults are protected from unsuitable people.
- 6.2 The University will endeavour to Safeguard young people and vulnerable adults by adhering to the following:
  - 6.2.1 On application all students will be asked to disclose all unspent convictions as per the Students Admissions Policy
  - 6.2.2 Be alert to potential indicators of harm, abuse or neglect, acting on and recording any allegations made
  - 6.2.3 Ensure that individual risk assessments are put in place for admissions of students under the age of 18

## **7 External Organisations Hiring University Facilities for the Provision Activities for Young People or Adults at Risk**

- 7.1 In accepting bookings for external organisations hiring University facilities for the provision of activities for young people or adults at risk the University will satisfy itself (as far as it is reasonably able) that the organisation and the specific event have adequate Safeguarding provision. Please refer to Safeguarding Procedure.
- 7.2 Details of the University's Safeguarding Procedures can be found at:  
<https://www.rau.ac.uk/university-life/support-and-wellbeing/student-handbook>

## **8 Responsibilities**

- 8.1 Safeguarding is everyone's responsibility. Whilst there are specific lead responsibilities identified within the University, it is vital to state that it is everyone's responsibility to Safeguard and protect young people and adults at risk. All staff are responsible for reporting any Safeguarding concerns to one of the Designated Safeguarding Officers. A list of the Safeguarding Officers can be found at:  
<https://www.rau.ac.uk/university-life/support-and-wellbeing/student-handbook>
- 8.2 The University has a whistleblowing procedure, which should be followed if anyone has suspected of wrong doing by any of the Safeguarding Officers.
- 8.3 The Vice-Chancellor's Executive Group (VCEG) has overall responsibility for the effective implementation of this policy across the University.
- 8.4 The Director of Finance will be accountable for the institutional Safeguarding and Prevent Policy and associated procedures.
- 8.5 As set out in HR procedures, the Vice-Chancellor (or his/her nominated VCEG deputy), in conjunction with a line manager, have powers to suspend staff pending investigations for a Safeguarding issue. If a suspension is urgently needed during the evenings or at weekends, the duty VCEG member can sanction the suspension.
- 8.6 The Heads of Student Support Services and the Student Conduct Officer will act as the Lead Safeguarding officers in their respective roles.
- 8.7 Also, with responsibilities are the designated Safeguarding Officers, Head of Human Resources, Safeguarding group and all heads of School. Specific responsibilities of which can be found at: <https://www.rau.ac.uk/university-life/support-and-wellbeing/student-handbook>.

## **9 Relevant Legislation/Guidance**

- Children Act 2004
- Education Act 2002
- Higher Education Act 1992

- The Data Protection Act 2018 (Inc. GDPR 2018)
- Human Rights Act 1998
- Safeguarding Vulnerable Groups Act 2006

## Review

*Frequency of review*

This policy will be reviewed every two years.