



Swansea University
Prifysgol Abertawe

Safeguarding Policy

Safeguarding Policy

Protecting Children and Adults at Risk

July 2023



Safeguarding Policy

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Safeguarding Policy

1 Introduction and overview

a) Purpose

Safeguarding is about protecting children, young people and adults at risk from abuse or neglect. It is everybody's responsibility. Swansea University is committed to providing a safe environment for students, staff and visitors and recognises its additional safeguarding responsibilities to children under the age of 18 and to adults at risk.

This Policy sets out how the University will safeguard children and adults at risk who are connected with the University and who come into contact with its staff, students, Council members, volunteers or third parties acting on behalf of the University. Our safeguarding arrangements extend to all individuals at risk of becoming drawn into extremist or terrorist activities (radicalisation) which are detailed in our Prevent arrangements.

It is recognised that the success of the Policy requires its effective implementation hence the University's Senior Leadership Team is committed to raising awareness of safeguarding issues and instilling good practice guidelines across the Institution. This will assist members of staff, students and volunteers to respond with confidence when safeguarding issues for children and adults at risk arise. It is important that all members of the University community know how to spot possible signs of abuse and neglect and how to report a concern, to ensure these are investigated and escalated, if required, to the statutory authorities in a timely way.

b) Key definitions

Child/U18s

- Anyone under the age of 18¹.
- "Young person" is a term often used in to refer to individuals aged 16 and 17, who remain legally defined as a child but who possess more legal rights than those aged under 16.

Child at Risk

The definition of "a child at risk"² means a child who:

- is experiencing or is at risk of abuse, neglect or other kinds of harm; and
- has needs for care and support (whether or not the local authority is meeting any of those needs).

Adult at Risk (sometimes known as a "vulnerable adult")

The definition of an "adult at risk"³ means an adult who:

- is experiencing or is at risk of abuse or neglect,
- has needs for care and support (whether or not the local authority is meeting any of those needs), and
- as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.
- Examples might include individuals who:

¹ The Children Act 1989 and 2004

² Section 130(4) of the Social Services and Well-Being (Wales) Act 2014

³ Section 126 of the Social Services and Well-Being (Wales) Act 2014



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- have learning disabilities;
- have mental health problems including dementia;
- are older person with support/care needs;
- are physically frail or has chronic illness;
- have a physical or sensory disability;
- misuse drugs or alcohol;
- have an autistic spectrum disorder.

Abuse

- Abuse means physical, sexual, psychological, emotional or financial abuse and includes abuse taking place in any setting, whether in a private dwelling, an institution or any other place.⁴
- Abuse involves the mistreatment of a child or adult at risk. Abuse can be caused by inflicting harm, or by failing to act to prevent harm and can be perpetrated by adults and/or children.

Neglect

- Neglect means a failure to meet a person's basic physical, emotional, social or psychological needs, which is likely to result in an impairment of the person's well-being (for example, an impairment of the person's health or, in the case of a child, an impairment of the child's development).⁵
- Neglect is likely to result in the serious impairment of an individual's health or development.

The University's Safeguarding webpages provide an extensive list of typical signs of the types of abuse and neglect listed in these definitions.⁶

Regulated Activity

- Regulated activity is work that a barred person must not do (i.e., someone who is barred from working with children or Adults at Risk) and which normally requires an Enhanced DBS Check with a check against the relevant barred lists.
- Regulated activity with children is determined by a) the role activities and b) the setting in which those activities take place; regulated activity with adults is determined by the activities undertaken with the adult, irrespective of the setting.
- It is a criminal offence for a barred person to seek to work, or work in, activities from which they are barred. It is also a criminal offence for employers or voluntary organisations to knowingly employ a barred person in regulated activity.

c) Legal and regulatory context

This Policy and related arrangements are informed by a range of legislation and statutory guidance:

- Social Services & Well-being (Wales) Act 2014
- The Children Act 1989 and 2004
- Working Together to Safeguard People: Code of Safeguarding Practice (2022)
- Sexual Offences Act 2003

⁴ Social Services and Well-Being (Wales) Act 2014

⁵ Social Services and Well-Being (Wales) Act 2014

⁶ [Safeguarding - Swansea University](#)



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- Female Genital Mutilation Act 2003
- Forced Marriage Act 2007
- Violence against Women, Domestic Abuse and Sexual Violence (Wales) Acts 2015.
- The Mental Capacity Act 2005
- Safeguarding Vulnerable Groups Act 2006 (amended by the Protection of Freedoms Act 2012)
- Keeping Learners Safe 2015
- The Wales Safeguarding Procedures 2019
- Rehabilitation of Offenders Act 1974
- Modern Slavery Act 2015

2 Scope of Policy

a) Policy coverage

This Policy applies to all University-controlled activities undertaken in the UK and overseas and affects its staff, students, governors and third parties acting on behalf of the University (e.g., its sub-contractors).

The Policy does not apply to Swansea University Students' Union (including its Nursery) or to other external bodies who may work alongside the University and/or on campus but are not delivering activities on behalf of the University; these bodies will maintain their own Safeguarding Policy and arrangements because they are separate legal entities. The Principal Safeguarding Officer may, however, require assurance from these bodies about their safeguarding arrangements and will liaise with their representatives on common issues (e.g., joint events), where necessary.

Safeguarding issues feature in a broad range of University activities, including:

- students and staff, who may be under 18 or who meet the definition of an “adult at risk”;
- children and adults at risk come into contact with the University through recruitment and outreach activities, fieldtrips, participation in research, sporting or voluntary activities on and off campus;
- children and adults at risk are taught or cared for by students training to enter certain professions (e.g., Health or Education).

The Principal Safeguarding Officer will maintain a documented overview of typical safeguarding scenarios within the University to ensure adequate levels of policy and procedural coverage are in place.

Several Swansea University Policies and arrangements are relevant to the types of abuse that are covered by the term “safeguarding” and it is recognised that these policies and arrangements must operate in tandem, as appropriate. These include⁷:

- Prevent Policy, which deals with risks of radicalisation;
- Dignity at Work and Study Policy, which deals with bullying and harassment;
- Modern Slavery Policy
- Professional Concern arrangements (e.g., Fitness to Practise)
- Fitness to Study Policy

⁷ <https://www.swansea.ac.uk/about-us/compliance/freedom-of-information-/publication-scheme/our-policies-and-procedures/>



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Similarly, the University has policies and procedures that support and/or influence how this Policy is implemented, including:

- Under 18s Admissions Policy
- Criminal Convictions Policy for Students
- Children on University Premises
- Sexual Violence Policy
- Cause for Concern Policy
- Research Integrity Policy Framework
- Policy on research with vulnerable adults and adults lacking capacity
- Disciplinary Policies and procedures
- Data Protection Policy

It is intended that this Policy will provide sufficient coverage for all University activities hence, to maximise consistency and compliance, Faculties and Services should not develop their own procedures, unless a specific need can be demonstrated.

Certain parts of the University have, however, been authorised to maintain “local” Safeguarding Policies, normally involving higher-risk activities that require specific policy and procedural guidance (e.g., Sport, ELTS) or where their policy arrangements apply to broader partnerships (e.g., with other Welsh Universities).

The Principal Safeguarding Officer will maintain an oversight of such arrangements, via a central log, with the “local” Policies and related procedural guidance signposted from the University’s Safeguarding Webpages.

3 Key Roles and Responsibilities

Governance responsibilities

- a) The University’s Governing Body, the Council, is ultimately accountable for the University’s approach to Safeguarding, including Prevent, and has appointed a Council-level Champion who is involved in promoting the University’s Safeguarding and Prevent activities.

The University’s Audit, Assurance and Risk Committee monitors internal controls and compliance with legal duties, including Safeguarding and Prevent, which will include:

- obtaining assurance on the effectiveness and efficiency of key systems and procedures that manage key safeguarding risks.
- providing feedback to the Lead Safeguarding Officer on the University’s Safeguarding Policy.
- reviewing the Annual Reports on Safeguarding and Prevent activities.
- monitoring serious Safeguarding and Prevent incidents (including any raised via Whistleblowing procedures and those which require reporting to regulators in line with “serious incident” reporting requirements), and providing feedback to the Governing Body, as necessary.

Executive responsibilities

- b) As Accountable Officer, the Vice-Chancellor is ultimately accountable for the University’s Safeguarding arrangements, including Prevent.



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The Senior Leadership Team is responsible for approving the University's Safeguarding Policy and will support the Lead Safeguarding Officer to ensure that safeguarding is afforded utmost priority at the most senior level within the institution, via line management channels. It will review the Annual Reports on Safeguarding and Prevent activities, monitor serious Safeguarding and Prevent incidents and ensure serious incidents are reported to the Governing Body, as necessary, and/or to regulators in line with "serious incident" reporting requirements.

Safeguarding Officer responsibilities

c) The following key roles are central to the leadership and management of Safeguarding activities across the range of University activities; further detailed information on their respective responsibilities is outlined at **Appendix A**:

- the Lead Safeguarding Officer (LSO), currently held by the Pro Vice-Chancellor for Education, acts as the Executive level Lead for Safeguarding matters (including Prevent), liaising with SLT, the Audit, Assurance and Risk Committee and the Governing Body as necessary.
- the Principal Safeguarding Officer (PSO), held by the Head of Safeguarding, who will lead and co-ordinate the University's Safeguarding arrangements on a day-to-day basis, including Prevent and the cross-University Safeguarding Forum.
- a network of Designated Safeguarding Officers (DSO), whose core role is to receive and review concerns and/or allegations of suspected abuse or allegations (including radicalisation), liaising with the Principal Safeguarding Officer as necessary.

Responsibilities of other key role holders

d) Safeguarding arrangements should be implemented through normal management channels and given sufficient level of attention by all leaders and managers, including Executive Deans and Professional Service Directors. However, the following role holders hold specific responsibilities:

- The Director of Student Life is responsible for the management of the Head of Safeguarding (i.e., the University's Principal Safeguarding Officer) and for the provision of effective Student Support services that support students involved in Safeguarding and Prevent cases.
- The Director of Human Resources is responsible for:
 - the design and management of safe recruitment arrangements for all University staff and Governors, including the administration of DBS checking procedures. These processes will include volunteers and University students who undertake paid roles within the University.
 - the provision of wellbeing support to University staff involved in Safeguarding and Prevent cases.
 - the provision of advice and guidance for any matters that would potentially need review under Ordinance 11.3 Conduct and Disciplinary proceedings.
- The Director of Marketing, International and Student Recruitment is responsible, in conjunction with the Head of Admissions, for the design and management of safe recruitment arrangements for University students, including the administration of DBS checking procedures.



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- The Chief Research, Engagement and Innovation Officer is responsible for ensuring that appropriate safeguarding arrangements are in place within Research, Engagement and Innovation projects, and that the safeguarding requirements of external research funders are in place.
- The Strategic Sports Manager of Sport Swansea is responsible for ensuring that adequate safeguarding arrangements across the range of sporting activities.
- The Head of Health, Safety and Resilience is responsible for ensuring that arrangements are in place to manage health and safety risks for University activity involving under 18's and adults at risk and for ensuring the effectiveness of the University's Security Team, which provides emergency response support for certain Safeguarding and Prevent related incidents.
- the Head of Residential Services is responsible for applying appropriate safeguarding measures in relation to residents and to visitors to University residential accommodation.

The Principal Safeguarding Officer will work with these role holders to assist them in discharging these responsibilities.

Safeguarding Forum

- e) The University's Safeguarding Forum is led by the Principal Safeguarding Officer and consists of representatives from Faculties and Professional Services. It meets 3-4 times each year and is supported by various Task and Finish Groups that focus on particular topics and improvement areas.

The role of the Forum is to support line managers across the University to discharge their safeguarding duties by identifying University activities that feature children and/or Adults at Risk, informing the development and revision of Safeguarding procedures and training and sharing good practice to improve awareness and compliance. The Forum and its members will work with other University Committees on issues of mutual interest.

The work of the Forum will be summarised in the Annual Safeguarding Report submitted to the Senior Leadership Team and the Audit, Assurance and Risk Committee.

4 Implementing the Policy

The University will seek to protect children and adults at risk via:

- a clear staff infrastructure, with defined roles and responsibilities, to support all safeguarding activities (including Prevent) within the University, as outlined in Section 3 above;
- safe recruitment practices for staff and students, to ensure that staff and students working with children and adults at risk are suitable for this role, and to apply the appropriate DBS clearance procedures to those involved in "regulated activity";
- appropriate protocols for the admission of students who are under 18;
- risk assessments and associated internal controls for University activities involving children and/or adults at risk;
- an appropriate safeguarding training programme, with clear guidelines for those working with children and adults at risk, including how to recognise signs of abuse and neglect;



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- procedures for reporting and handling concerns and allegations about possible abuse and/or neglect of children or adults at risk;
- the maintenance of relevant safeguarding records and appropriate information sharing protocols;
- the co-ordination of all Safeguarding and Prevent activities and sharing of good practice within the University via the University's Safeguarding Forum, which will include representatives from across the University;
- monitoring safeguarding arrangements including via internal audits and outcomes from external inspections.

a) Safe Recruitment of Staff and Students

It is the University's Policy to:

- apply safe recruitment controls to those posts that are expected to have contact with U18s and Adults at Risk;
- ensure, in line with legal requirements, that all staff and students involved in "regulated activity" with U18s or Adults at Risk are subject to a DBS check and, where necessary, that a Criminal Convictions Panel is convened to review information arising from those checks;
- renew staff and student DBS checks at periodic intervals;
- require students, following commencement of their studies, to notify the University of any criminal convictions that may affect their ability to work with U18s or Adults at Risk (See Academic Regulations⁸).

b) Admission of Students who are under 18

Students registering at the University should normally have attained the age of 16 by the date of registration but students under the age of 16 may be admitted in exceptional circumstances.

For these circumstances, the University applies a specific Under 18s Admissions Policy⁹. As stated in that Policy, the University:

- does not accept any responsibility to act in loco parentis for students under the age of 18,
- will require a signed declaration from the parent/guardian of any U18 applicants as a condition of admitting the student;
- will require, when 16 or 17 year old applicants apply for a visa under Student Route (General), the permission of their parents' or legal guardian for the applicant to a) travel to the UK and b) to live independently;
- will ensure that appropriate measures are taken to consider safety and welfare risks specific to the student while they are under the age of 18 (e.g., Risk Assessments, welfare checks)
- does not permit students under the age of 18 to
 - hold a formal office (due to legal restrictions that apply to people under the age of 18);

⁸ <https://myuni.swansea.ac.uk/academic-life/academic-regulations/>

⁹ <https://www.swansea.ac.uk/the-college/admissionandfees/under18/>



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- enter into tenancy agreements for student accommodation, which would instead require a parent/guardian to act as guarantor and to sign the tenancy agreement;
- enter any bars on the University campus;
- purchase, possess or consume alcohol or tobacco.
- does not permit individuals under the age of 16 to be accommodated in its Halls of Residence, unless this is part of an official University-organised programme;
- will not share information about students with their parents/guardians without a valid consent from the student or other lawful justification for disclosure.

The Principal Safeguarding Officer will work with the Admissions Team and relevant Faculties to monitor the numbers of students who are under 18 and will provide support and guidance as needed.

c) Working safely to protect children and adults at risk

The Principal Safeguarding Officer will work with the Head of Health, Safety and Resilience and relevant Faculties and Professional Services to ensure that arrangements are in place to identify and manage risks to staff, students and others connected with the University community (e.g., individuals on placement within the University, volunteers) who are under 18 and adults at risk, providing support and guidance as needed.

The Principal Safeguarding Officer will work with the Head of Health & Safety and relevant Faculties and Professional Services to monitor the Risk Assessments and related controls applied for students who are under 18 and will provide support and guidance as needed.

The University will produce Good Practice Guides and other procedures for activities where under 18s and adults at risk are likely to feature (e.g., widening participation and outreach, research participation, etc).

Clear reporting mechanisms will be in place to ensure members of the University community, including staff, students and University partners, know how to report concerns and allegations to the University.

5 Reporting concerns and allegations

- a) The University recognises that it has a duty to report suspected abuse of any child or adult at risk (whether or not that person is a member of the University community) if that concern is reported to the University.

To support the University community to feel confident in reporting concerns and allegations, the safeguarding infrastructure includes:

- a safeguarding training programme to ensure staff are able to recognise signs of abuse and neglect;
- safeguarding webpages, which signpost a Good Practice Guide on “Handling Safeguarding Disclosures”;
- clear internal referral routes to a network of Designated Safeguarding Officers;
- a supplementary reporting route via the University’s Harassment and Whistleblowing arrangements, which fall under the Dignity at Work and Study Policy and Whistleblowing Policy.



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For concerns and allegations raised by individuals external to the University (e.g., Social Services, members of the public, etc), the University's Safeguarding webpages contains instructions on referral routes to the Safeguarding Team.

Raising concerns and allegations

- b) The process for reporting concerns and/or allegations should be applied as follows:
- In cases where there is an immediate risk of harm arising from possible abuse or neglect, **the concerned person should try to ensure the immediate safety and welfare of the under 18 or Adult at Risk**, by contacting University Security or the emergency services if required;
 - The **concerned person should raise all concerns promptly, within 24 hours**, with a Designated Safeguarding Officer and **record the concern on the Safeguarding Report Form**, although it is recognised that some concerns may arise via other channels (e.g., Report & Support system).

Detailed information on reporting and referral mechanisms can be found on the University Safeguarding webpages.¹⁰

Concerns about Safeguarding Officers

If the concern relates to a Designated Safeguarding Officer, the concern should be reported directly to the Lead Safeguarding Officer or Principal Safeguarding Officer. Concerns relating to the Principal Safeguarding Officer should be reported directly to the Lead Safeguarding Officer; with concerns about the Lead Safeguarding Officer reported to the Vice-Chancellor, or via the University's whistleblowing arrangements.

Whistleblowing Arrangements

The University maintains Whistleblowing Policy arrangements¹¹, designed to support and protect any person who wishes to raise a concern or allegation but who may fear repercussions or other negative consequences as a result of doing so.

Concerns about radicalisation (Prevent Duty)

All concerns or allegations about possible radicalisation should be referred to the Principal Safeguarding Officer immediately, via a Designated Safeguarding Officer.

Confidentiality

Concerns and allegations will be handled in confidence. However, since these individuals may be invited to participate in statutory safeguarding processes by Safeguarding authorities, complete confidentiality cannot be guaranteed.

Students on placement at external partners

Students wishing to report any concerns or allegations whilst on placement will be expected to do so via the host organisation's safeguarding reporting arrangements. Should a student feel dissatisfied with the host organisation's response to concerns raised by them, they should report the concern to a University Designated Safeguarding Officer.

¹⁰ [Safeguarding - Swansea University](#)

¹¹ <https://www.swansea.ac.uk/about-us/university-governance/corporate-information/whistle-blowing/>



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Where concerns or allegations are made about students during work experience, placements, off-site study or visits to external partners, the external partner supervising the student activity (e.g., NHS, Local Authority school or partner) will receive and investigate the matter using their own safeguarding arrangements, will make a referral to safeguarding authorities, if required, and should notify the University of the issue. This may result in further investigations by the University and possible disciplinary consequences.

Anonymous concerns and allegations

There may be genuine reasons why an individual raising a concern or allegation may not feel able to disclose their identity. While these will be acted on, the inability to follow-up with the concerned person often causes difficulties in progressing further investigations. For that reason, disclosure of identity is encouraged, using the University's confidential "whistleblowing" processes.

6 Responding to concerns and allegations raised

Initial response

- a) Once a concern or allegation is reported, the DSO will review the information and determine whether the characteristics reported constitute signs of actual or possible abuse or neglect. Further information may be sought as necessary to support this assessment, with case conferences convened as required. The initial response will also consider the provision of relevant support to the person perceived to be at risk of abuse and, if support needs are evident, to the alleged perpetrator if they are a member of the University community.

In conjunction with the Principal Safeguarding Officer, the DSO will decide whether to refer the concern to the safeguarding authorities and, if required, an external referral will be made. All subsequent advice from statutory authorities will be followed.

- b) *Review of reported concerns*

The Principal Safeguarding Officer will seek to identify possible connections between concerns and allegations reported to the University to ensure a full picture of events and incidents is identified. This assessment may also trigger a referral to statutory authorities if cumulative "low-level" concerns or concerning patterns of behaviour are identified.

- c) *Allegations about staff members*

The Principal Safeguarding Officer, in consultation with the HR Designated Safeguarding Officer, will ensure all concerns and allegations made against members of University staff (including volunteers and Council members) are referred externally to the relevant Local Authority Designated Officer, as required by statutory guidance.

- d) *Suspension of staff or students during investigations*

The Director of Education Services (for students) will assess whether suspension or other precautionary actions may be required while investigations are undertaken by external safeguarding authorities, and will liaise with the Principal Safeguarding Officer as appropriate.



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Any decision to potentially suspend (or take other precautionary actions) a staff member will be accessed in accordance with Part V 11.3 Conduct and Disciplinary proceedings ordinance¹².

These decisions will be influenced by the advice of external safeguarding authorities.

e) *Disciplinary action*

The University will follow relevant disciplinary procedures for any student or staff member who is found to have committed abuse or neglect in the course of their employment or studies with the University. This may result in staff dismissal or expulsion under the University's Student Regulations.

Any decision to instigate disciplinary procedures for staff members will be accessed in accordance with Part III, 11.3 Conduct and Disciplinary proceedings ordinance¹³.

f) *References for staff or students disciplined or prosecuted for safeguarding offences*

Any request for a reference for a member of staff who has been disciplined or prosecuted for abuse or neglect in the course of their work activities shall in all cases be referred to the Human Resources Directorate. Similarly, reference requests for students in such circumstances will be directed to the Director of Education Services, Director of Student Life or the relevant Director of Faculty Operations.

g) *Treatment of malicious reports*

Disciplinary action may be taken against anyone found to have maliciously raised a concern or allegation, frivolously, in bad faith, maliciously, for personal gain or for revenge. This would not apply to individuals who have raised a genuine concern that proves to be unfounded.

Any decision to instigate disciplinary procedures for staff members will be accessed in accordance with Part III, 11.3 Conduct and Disciplinary proceedings ordinance.¹⁴

7 Record Keeping and Information Sharing

a) Record Keeping

Relevant records connected with key aspects of the University's safeguarding activities will be managed in accordance with data protection and other legal requirements and reflected in the University's Record Retention schedules. These will include:

- records associated with the University's safe recruitment procedures for staff and students;
- records associated with concerns and allegations involving children (i.e., under 18s) and/or adults at risk which have been reported to the University, including records of subsequent actions and external referrals to safeguarding authorities.

b) Information Sharing

Information relating to certain concerns and allegations will be shared with external safeguarding authorities (e.g., Local Authorities) and the Police, as appropriate and with due regard to statutory and non-statutory guidance. In cases where third party organisations are involved in safeguarding incidents, relevant information may also be shared with those bodies (e.g., University partners, research partners, etc).

¹² <https://www.swansea.ac.uk/media/Ordinance-11.3-%C3%A2%C2%80%C2%93-Conduct-and-disciplinary-proceedings.pdf>

¹³ As 11 above

¹⁴ As 11 above



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Appendix A:

Further Information on the responsibilities of key postholders

Lead Safeguarding Officer
<ul style="list-style-type: none"> • To act as the Executive level Lead for Safeguarding matters (including Prevent), liaising with the Senior Leadership Team, the Audit, Assurance and Risk Committee and the Governing Body as necessary. • To ensure the proper implementation of the Safeguarding Policy (including Prevent). • To ensure appropriate resources are in place to support the Policy’s implementation, including an appropriate staff structure. • To maintain strong relationships with relevant Safeguarding and Prevent partner bodies (e.g., local statutory agencies, Police).
Principal Safeguarding Officer
<ul style="list-style-type: none"> • To lead and co-ordinate the University’s Safeguarding arrangements, including Prevent arrangements, and the Safeguarding Forum; • To maintain an up-to-date Safeguarding Policy and procedural infrastructure in line with legal duties, statutory guidance and regulatory requirements and to promote the Policy and related guidance and training for appropriate individuals. • To maintain an overview of University activities involving children and adults at risk and to ensure relevant safeguarding controls are in place to manage these activities. • To assess relevant training needs for Safeguarding and Prevent and maintain a comprehensive suite of up to date training. • To investigate and remedy any apparent non-compliance with Safeguarding policy and to ensure audit systems are in place to monitor levels of policy and procedural compliance. • To appoint and lead a network of Designated Safeguarding Officers • To ensure, with the DSO Team, that ensure that safeguarding concerns/allegations are, where appropriate, referred externally to the relevant Local Authority Designated Officer, where there is suspected harm or possible harm to a person who is under 18 years of age or an adult at risk; • To consult with the University Secretary on any concerns/allegations that are raised via the Whistleblowing Policy. • To consult with the Director of Human Resources on concerns/allegations that involve a member of University staff. • To maintain an oversight of all concerns/allegations and to check for potential connections, so that an external referral can be made where the collective overview suggests it may be necessary; • To maintain an oversight of associated internal proceedings (e.g., disciplinary, FTP) or externally led investigations (e.g., by statutory agencies or the Police), participating in these as needed. • To ensure GDPR compliant procedures and guidance are in place for reporting, escalating and recording safeguarding concerns and allegations and maintain a secure central record of these. <p><u>External liaison</u></p> <ul style="list-style-type: none"> • To maintain strong relationships with relevant Safeguarding and Prevent partner bodies (e.g., local statutory agencies, Police) and to ensure appropriate Information Sharing Agreements are in place with these bodies, where necessary. • To represent Swansea University at local Professional Concerns Meetings, Channel Panel, Regional Partnership Boards, South Wales Higher Ed Prevent Forum etc.



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Designated Safeguarding Officers

- To receive and review concerns and/or allegations of suspected abuse or allegations (including radicalisation), liaising with the Principal Safeguarding Officer as necessary.
- To work closely with the University's Incident Management Team to assess and respond to serious concerns/allegations;
- To make external referrals, as appropriate, to safeguarding authorities and to monitor related progress;
- To participate in any related external investigations, and to ensure instructions and/or guidance from external statutory bodies regarding individual cases is implemented.
- To consider and highlight additional implications arising from concerns/allegations received (e.g., Fitness to Practise, Fitness to Study or similar professional body registration issues), liaising with relevant University staff to initiate related internal proceedings or external reporting to such bodies;
- To ensure detailed and accurate written records of all concerns and/or allegations are maintained, including those relating to follow-up actions.
- To treat all safeguarding concerns and/or allegations in the strictest confidence.