



Safeguarding Policy and Procedure

June 2026

This policy explains how the University safeguards children, adults at risk, students, staff and visitors. It applies to all students, staff, contractors and volunteers, setting out responsibilities, reporting procedures, training requirements and arrangements for responding to safeguarding, welfare and Prevent-related concerns.

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Related documents:

- Information Sharing Code of Practice
- Personal Relations Code of Practice
- Social Media Policy
- Student Disciplinary Regulations
- Student Pregnancy and New Parent Policy



Safeguarding Policy and Procedure

1 Introduction

- 1.1 The University of Hull is committed to safeguarding and promoting the safety, wellbeing, and dignity of all members of its community. We recognise our legal and ethical duty of care to take reasonable steps to
 - a. protect staff, students and visitors from foreseeable physical or psychological harm
 - b. ensure that any children or adults at risk who have a legitimate reason for interaction with our University can participate in a physically and psychologically safe environment
 - c. respond appropriately to concerns relating to abuse, neglect, harassment or radicalisation
- 1.2 We adopt a proportionate, risk based and person-centred approach, embedding safeguarding across all University activity.

2 Scope

- 2.1 The Scope of this policy is
 - a. all currently enrolled students including Hull online, London Study Centre and University of Hull registered HYMS students
 - b. all staff employed by the University of Hull or engaged in teaching or other activities with University of Hull enrolled students
 - c. under 18s who are visiting campus under the scope of University-organised or facilitated activities
 - d. any other child or adult at risk specifically mentioned within this policy who does not belong to the aforementioned groups but for whom actions in respect of safeguarding may be required
- 2.2 Collaborative partners are expected to have equivalent safeguarding arrangements. The University will maintain oversight where regulatory requirements apply

3 Purpose

- 3.1 The purpose of this policy is to articulate how the University
 - a. safeguards children and adults at risk and exercises its duty of care
 - b. meets its statutory obligations, including Prevent Duty
 - c. complies with relevant regulatory requirements
 - d. responds to safeguarding and welfare concerns

4 Legal and regulatory framework

- 4.1 This policy and associated procedures align with key UK legislation and regulatory frameworks including:
 - a. the [Children Act 1989](#) and [2004](#)



- b. Working Together to Safeguard Children 2023
- c. the [Care Act 2014](#)
- d. the [Mental Capacity Act 2005](#)
- e. the [Mental Health Act 1983](#)
- f. the [Equality Act 2010](#)
- g. the [Higher Education \(Freedom of Speech\) Act 2023](#)
- h. the [Safeguarding Vulnerable Groups Act 2006](#)
- i. the [Human Rights Act 1998](#)
- j. the [Counter-Terrorism and Security Act 2015](#)
- k. [Prevent duty guidance: England and Wales \(2023\)](#)
- l. the [Data Protection Act 2018](#)
- m. UK General Data Protection Regulation (UK GDPR)
- n. [Office for Students' Condition E6: Harassment and sexual misconduct](#)

5 Duty of Care

- 5.1 Duty of care refers to the legal and ethical obligations we have to ensure the safety and wellbeing of others and to take reasonable steps to protect others from foreseeable harm.
- 5.2 At the University we enact our duty of care by providing physically and psychologically safe environments, delivering safe and effective services and taking reasonable steps to prevent foreseeable harm. This is achieved through
 - a. clear reporting systems
 - b. qualified and appropriately resourced support services
 - c. timely and appropriate interventions
 - d. inclusive and anticipatory practices and adherence to the Equality Act
 - e. provision of accessible and relevant mandatory training
 - f. fostering a culture of compassion, transparency and accountability

6 Definitions

- 6.1 Definitions of key terms used throughout this policy are detailed in the table below. It is important to note that the term 'safeguarding' is often conflated with general welfare or wellbeing concerns. In the context of this policy, the definition of safeguarding utilised is one which aligns with a specific set of statutory obligations.
- 6.2 If you are unsure if a concern reaches the threshold for a safeguarding concern, it can still be reported via the routes detailed in section 11.

Term	Definition
Safeguarding	The protection of children and adults at risk from abuse or neglect



Children/child	Any person who has not yet reached their 18th birthday
Young person	Not a legal term but refers to someone who may not perceive themselves/be perceived by others as a child but who is in the age range of the legal definition
Adult-at-risk / vulnerable adult	Any individual who is aged 18 years or over who: (a) has needs for care and support (whether the local authority is meeting any of those needs or not); and (b) is experiencing, or is at risk of, abuse or neglect; and (c) as a result of those care and support needs, is unable to protect themselves from abuse or neglect or the risk of it.
Abuse	The violation of an individual's human and civil rights by any other person or persons
Neglect	The <i>persistent</i> failure to meet a person's basic physical and/or psychological needs, likely to result in the serious impairment of a person's health or development
Duty of care	The legal and ethical obligation to ensure the safety and wellbeing of others
Safeguarding concern	a concern about the safety or wellbeing of a child or an adult-at-risk who is experiencing or at risk of experiencing abuse and/or neglect
Welfare / wellbeing concern	A concern about the safety or wellbeing of individuals over 18 who are not deemed to be adults at risk
Radicalisation	The process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups
Capacity (mental)	A person's ability to understand and evaluate information and to make decisions based on that information. A person is always assumed to have capacity unless there is robust evidence to the contrary.
Local Authority Designated Officer (LADO)	A person within the local authority responsible for managing allegations of abuse against adults who work with or volunteer with children

7 Roles and responsibilities

A General responsibilities

- 7.1 As a university community, we have a shared responsibility to ensure we meet our safeguarding responsibilities, exercise our duty of care, and provide a safe and supportive environment in which our community can thrive.
- 7.2 Anyone working for, representing, or delivering services on behalf of the University whether as staff, workers, volunteers, or contractors holds a position of trust when



engaging with our students, including those who are under 18 or who may be vulnerable. With this responsibility comes an expectation to act with integrity, uphold clear and appropriate professional boundaries, and avoid behaviour that could place a student’s safety, wellbeing, or confidence at risk.

7.3 All staff are expected to adhere to the guidance on professional behaviour as outlined in the [Personal Relations Code of Conduct](#). Any breaches may be treated as a disciplinary issue, a safeguarding issue or both depending on the nature of the incident(s)

7.4 All enrolled University of Hull Students are expected to adhere to the [Student Code of Conduct](#). Any breaches may be treated as a safeguarding issue, a disciplinary issue or both depending on the nature of the incident(s)

B Designated responsibilities

7.5 Some members of University staff have specific roles and responsibilities relating to safeguarding. These are detailed in the table below

Role	Responsibilities
University Secretary, Registrar and Chief compliance officer	<ul style="list-style-type: none"> - Institutional compliance in respect of statutory and regulatory frameworks - Chair of Safeguarding and Student Welfare Committee
Designated Safeguarding Lead (DSL) – Associate Director Student Wellbeing and Success (Should hold appropriate experience, training qualifications to undertake this role)	<ul style="list-style-type: none"> - Design, implementation and evaluation of the Universities Safeguarding policy and framework - Representing safeguarding activities, risks and trends at a strategic level - Provision of advice, guidance and expertise to key stakeholders - Provision of leadership, decision making and clinical guidance to nominated safeguarding officers - Ensuring services and processes are designed and operationalised in adherence with safeguarding policy - Managing collation and evaluation of relevant data and reporting.
Nominated Safeguarding Officers – Mental Health Practitioners (student cases) - (Should have appropriate professional training and qualification to undertake safe actions in respect of safeguarding and welfare concerns)	<ul style="list-style-type: none"> - Acting as a point of contact on behalf of the DSL for those who have a Safeguarding concern, receiving, responding and recording those concerns. - Provision of information, advice and training to appropriate staff in respect of their Safeguarding responsibilities. - Investigating and acting upon concerns as appropriate, including seeking advice or making referrals to external partners. - Maintaining accurate records of any safeguarding allegations, investigations or referrals and their



Role	Responsibilities
	<p>outcomes.</p> <ul style="list-style-type: none"> - Provision of enhanced pastoral support for University of Hull aged under 18 at the point of enrolment
<p>Prevent lead – Mental Health Practitioner</p>	<ul style="list-style-type: none"> - Design and delivery of staff training and student information - Collation of key data for governance and reporting purposes - Liaison with key partners - Dissemination of prevent related information to relevant stakeholders
<p>London Campus -Safeguarding and Prevent Link</p>	<ul style="list-style-type: none"> - Ensuring policy and process is disseminated, embedded and utilised by all staff working with University of Hull London Campus - Facilitating timely information sharing with nominated safeguarding officers - Ensuring staff on University of Hull London Camus are aware of their responsibilities with regards to Safeguarding/Prevent, are consistently utilising correct reporting pathways and are maintaining accurate and defensible documentation - Attending The Safeguarding and Student Welfare Committee.
<p>Hull University Students’ Union – Designated Safeguarding Leads (Chief Executive Officer, Membership Services Director and Advice Centre Manager)</p>	<ul style="list-style-type: none"> - Ensure integration and adherence with University policy and process where appropriate - Provide advice, guidance and reassurance to HUSU staff/volunteers - Represent HUSU on the Safeguarding and Student Welfare Committee
<p>Safeguarding and Student Welfare Committee Members</p>	<ul style="list-style-type: none"> - Provide assurance to the University Leadership Team that the University is compliant in meeting its statutory, legal and ethical obligations in relation to Safeguarding staff, students and visitors, and in relation to our legal and ethical duty of care to student wellbeing in its broadest sense. - To serve as a conduit to cascade key information to our University community thus supporting the implementation of regulatory frameworks, strategy and policy. - To identify, respond to and escalate to ULT, areas of



Role	Responsibilities
	emerging risk in relation to the core functions of the committee
Staff with leadership / management responsibilities	<ul style="list-style-type: none"> - Ensure those staff you manage have completed mandatory training and any additional training deemed appropriate based on their role and remit - Ensure that staff you manage are aware of the process of raising concerns - Ensure that any processes you own consider safeguarding/duty of care in their design and implementation (see Appendix A for guidance) - If the scope of your work involves frequent contact with children and/or adults at risk – consider the need for specific standard operating procedures or codes of practice which align with this policy– The Designated Safeguarding Lead and nominees can support with development
All staff, workers volunteers or contractors working for or behalf of the University or employed by collaborative partners and working directly with University of Hull students	<ul style="list-style-type: none"> - Recognise your responsibilities toward safeguarding by familiarising yourself with this policy and procedure - Complete mandatory training - Report concerns in a timely fashion using correct referral pathways seeking advice if unsure

C Responsibilities relating to research activity

- 7.6 Researchers should always be aware of their ethical obligations in the conduct of research activity and follow appropriate internal and external guidance and policies (e.g. [Research Ethics Policy](#)).
- 7.7 Any research activity carried out by or on behalf of Staff or Students of the University and which involves children or Adults at risk must be subject to ethical approval through the University’s Research Ethics procedures.
- 7.8 Where research involves participants who are children or adults at risk, the primary researcher must establish relevant reporting pathways prior to the initiation of the research. This may be via the University’s reporting process but is more likely to be via teams within the organisations in which the research is being conducted – for example hospitals/schools.

D Responsibilities relating to Recruitment

- 7.9 The University is committed to safer recruitment practices and will take all reasonable steps to ensure that staff are appropriately vetted and suitable for their roles, including, where required, Disclosure and Barring Service (DBS) checks and pre-employment screening.
- 7.10 Hiring managers are responsible for ensuring they consider safeguarding in their interview and selection processes which are proportionate to the level of contact with



children and adults at risk.

E Responsibilities relating to Accommodation

- 7.11 The University recognises that student accommodation is a key environment in which safeguarding and wellbeing risks may arise. The University is committed to providing accommodation that is safe, inclusive, and appropriately managed, with clear processes for identifying and responding to safeguarding and welfare concerns
- 7.12 All accommodation providers operating on behalf of, or in partnership with, the University are expected to:
- Maintain appropriate safeguarding policies and procedures
 - Ensure staff are trained to recognise and report safeguarding concerns
 - Work in partnership with University services to respond to incidents and risks
 - Provide clear reporting routes for residents
- 7.13 Any partner organisation utilising University-owned or managed accommodation on a commercial basis, particularly where this involves housing children or adults at risk are expected to
- maintain and share with the University appropriate safeguarding policies and procedures
 - ensure staff are trained to recognise and report safeguarding concerns
 - work in partnership with University services to respond to incidents and risks
 - provide clear reporting routes for residents
- 7.14 Additional safeguards are required where enrolled students under the age of 18 are living in University-owned or managed accommodation. Where a student is under 18 at the point of enrolment, a case manager from the Student Wellbeing and Success team will liaise with accommodation services to consider suitability of environment, any risks and any parental/care support required.

F Responsibilities relating to External Partners, Placement Providers and Programs which have Professional, Statutory and Regulatory Bodies.

- 7.15 The University partners with employers, placement providers, apprenticeship organisations and other external bodies to promote a safe environment for students undertaking work-based learning
- 7.16 To ensure that students are supported and protected while engaged in these activities the University, specifically those with responsibility for organising and facilitating these activities will:
- Confirm that placement providers have suitable safeguarding arrangements in place, including clear procedures for raising concerns.
 - Share information with providers when it is lawful, necessary, and proportionate to do so in order to protect students.
 - Equip students with guidance on expected behaviour, professional boundaries, and how to report worries about their own safety or the safety of others.
 - Work jointly with providers to address any issues or risks that arise during a placement



- e. For apprenticeships, recognise that safeguarding duties are shared between the University, the Employer, and the Apprentice, in accordance with national requirements
- 7.17 University staff responsible for placements and other work-based learning must ensure that placement providers are aware of and can utilise the Report a concern form.
- 7.18 University staff responsible for the facilitation of PSRB programs and associated placements are responsible for ensuring that:
- a. Students are adequately informed and aware of their professional responsibilities in relation to safeguarding
 - b. Students are aware of the appropriate routes to raise any safeguarding concerns which arise within their placement area
 - c. Concerns relating to placement areas in which students from multiple programmes have placements should be shared with appropriate programme leads.
 - d. Policy and procedures are in place and are consistently utilised where a student's actions towards members of the public in a placement setting constitute a safeguarding matter

8 Children and young people

A Children on campus

- 8.1 We have a legal duty to ensure that anyone using our campus will be safe when using the physical environment for the purposes of which they are permitted to be there.
- 8.2 University campuses are generally not designed to accommodate children and the precautions which are in place to manage risks for an adult population are unlikely to be adequate for children
- 8.3 There are limited valid reasons for children to be on university premises. These are as follows
- a. University of Hull students under 18 at the point of enrolment
 - b. On visits/events organised and/or facilitated by the University or associated bodies including events taking place in our sports and leisure facilities.
 - c. When utilising publicly accessible areas of the Campus
 - d. Brief social visits by parents (University employee) with newborn babies or small children
 - e. Accompanying parent/carer (University employee) to work on a brief visit – for example to carry out a short term/low risk activity
 - f. Accompanying a parent/carer (student) to up to the age of 26 weeks subject to the conditions set out in our [Student Pregnancy and New Parent Policy](#).
 - g. Accompanying a parent/carer (student) for a short period of study in the Hull Campus - Library Family room or allocated family spaces at London Campus in adherence to the terms and conditions.
 - h. Utilising Hull University Students' Union commercial spaces (SPAR, Wetherspoon at Sanc and Asylum) as per the specific terms and conditions set out in HUSU's Safeguarding Policy



- B University of Hull student aged under 18 at the point of enrolment
- 8.4 There are a small number of students who have not yet reached their 18th birthday at the point of enrolment.
- 8.5 These students are provided with an enhanced package of pastoral support including bespoke communications, proactive contact with a suitably qualified case manager and liaison with relevant staff members including the allocated personal supervisor. This process is managed and facilitated by the Student Wellbeing and Success Service.
- 8.6 Appropriate social and community activity is managed and facilitated via Hull University Students' Union and governed by the Safeguarding Policy. Specific guidance, training and risk assessments are in place for any student-led groups which involve students under 18.
- 8.7 It can be reasonably assumed that these students can safely access all aspects of their teaching and learning. Where any risks or concerns relating to their safe participation in any aspect of their teaching, learning or student experience are identified, the allocated case manager will liaise with relevant staff to address this.
- C Accompanied children
- 8.8 Unless taking part in a University-organised or supervised activity for which appropriate parental permissions have been sought – the responsibility for the safeguarding and welfare of children accessing campus lies with their parents/carers
- 8.9 Children should only ever be allowed into low-risk areas of the campus and should never be allowed access to any area where hazardous activities, equipment or substances are present or where physical/psychological harm might reasonably occur
- 8.10 Parents/Carers bringing their children to campus should be mindful of not disturbing the work or study environment of others.
- D Unaccompanied children
- 8.11 Unaccompanied children may be at risk of physical harm from improper use of the physical environment or contact with dangerous adults not affiliated with the University but utilising publicly accessible spaces.
- 8.12 Any child under the age of 11 must be accompanied and supervised at all times by a parent/carer or other responsible adult whilst accessing campus.
- 8.13 Children under the age of 11 must not be left unsupervised in any area of the University as an alternative to appropriate childcare.
- 8.14 Process for responding to an unaccompanied child on campus:
- Remain in a public place and avoid being alone with the child
 - Attempt to establish if the child's parent/carer is within the vicinity (for example in a lecture) and the parent/carers name/number. If the child can provide a contact name only – check student record for a contact number.
 - Contact Campus Safety, Security and Site Services (CSSaSS) on 5555– if a contact name/number has been identified CSSaSS to call and ask that they immediately collect their child. If the parent/carers whereabouts can be identified – retrieve them and request they immediately collect their child.
 - CSSaSS to inform the parent/carer that children should not be left unaccompanied



on campus and that a safeguarding concern will be raised to the University wellbeing team.

- e. If parents/carers are unable to be located within a reasonable time frame – contact police on 999 who will take responsibility for addressing any safeguarding needs.
- f. Any responding staff should take reasonable steps to encourage the child to remain in a safe, supervised area until the appropriate authorities arrive. Staff must not use physical restraint unless this is necessary to prevent the child from coming to significant harm
- g. If there are any immediate concerns around the child’s welfare beyond being unaccompanied, CSSaSS staff should contact the wellbeing duty team for additional support, advice or guidance

E Under 18s visiting campus for facilitated or organised University Events

- 8.15 The University actively participates in outreach and engagement events involving children and young people. The University does not accept an in loco parentis responsibility for children who may come into contact with its agents. It does however recognize that we have duties of care for children.
- 8.16 Event organisers are responsible for ensuring that adequate safeguarding measures are in place for each event. This includes but is not limited to:
 - a. Completion of appropriate risk assessments
 - b. Use of parental/carers consent forms
 - c. Maintaining appropriate ratios of staff to participant
 - d. Ensuring adequate training and procedures are in place for responding to any safeguarding concerns
- 8.17 The University follows expert advice and [guidance provided by the National Society for The Prevention of Cruelty to Children \(NSPCC\) on safe activity planning](#) thus ensuring its practice is compliant with best practice and legal frameworks.
- 8.18 Activities may also take place in University environments related to our commercial services activity – for example sporting events. Any partner organization utilizing University of Hull owned or managed facilities on a commercial basis, particularly where this involves events for children or adults at risk is expected to:
 - a. Maintain and share with the University appropriate safeguarding policies and procedures
 - b. Ensure staff facilitating events are trained to recognise and report safeguarding concerns
 - c. Work in partnership with University services to respond to incidents and risks
 - d. Provide clear reporting routes for event participants
- 8.19 Standard operating procedures associated with this work are subject to regular review and evaluation. Governance is provided through the Safeguarding and Student Wellbeing Committee.

F Under 18s visiting Hull University Students’ Union commercial spaces

- 8.20 There is a Challenge 25 policy in place across all of HUSU’s licensed premises for any age-restricted purchases, including alcohol, tobacco, vaping products and gaming



machines.

- 8.21 Wetherspoon at Sanc: Children under the age of 16 years old must always be accompanied by an adult over the age of 18 and supervised at all times. Those aged 16 and 17 years old are welcome to visit without adult supervision for food and soft drinks only. All persons under the age of 18 must vacate the pub by 9pm.
 - 8.22 Asylum nightclub: Those aged 14 and over are only permitted to attend events which have a 14+ entry criteria. All events designated as 18+ do not permit children to attend. For any events designated as for students only or 18+, all guests must be 18 or over. For private events, children may only be granted permission to attend via prior arrangement with HUSU.
 - 8.23 SPAR: Unaccompanied children are permitted to access the SPAR shop.
- G Outreach work with under 18s in external settings
- 8.24 Where staff or agents representing the University are working with under 18s in external settings, for example schools; they must ensure they maintain awareness of and follow the safeguarding policy, process and procedure of that setting.
 - 8.25 Safer recruitment practices should be implemented for staff whose role includes frequent contact with under 18s - this is likely to include a requirement for enhanced DBS checks.
 - 8.26 Standard operating procedures associated with this work are subject to regular review and evaluation. Governance is provided through the Safeguarding and Student Wellbeing Committee.

9 Prevent duty

- 9.1 The University recognizes its responsibilities under the Prevent Duty, as set out in the Counter-Terrorism and Security Act 2015. Within the context of a higher education provider, this requires us to have due regard to the need to prevent individuals from being radicalised, while ensuring that this is implemented in a proportionate and risk-based way that upholds freedom of speech and academic freedom.
- 9.2 The University exercises its responsibilities under the Prevent Duty by
 - a. providing accessible and context appropriate staff training
 - b. operating robust reporting pathways
 - c. responding to any concerns promptly and appropriately
 - d. maintaining accurate records, reporting and governance structures
 - e. maintaining awareness of and responding to developments which may impact our university community.
- 9.3 A list of [proscribed terrorist groups or organisations](#) can be found by on the GOV.UK website.
- 9.4 All members of our University community share responsibility for recognising and reporting prevent related concerns. Prevent training forms part of staff mandatory training. Students have access to information and training via their Student Portal.
- 9.5 The assessment, response, and management of concerns are undertaken by appropriately qualified Mental Health Practitioners within our Wellbeing and Success service, under the supervision of the Designated Safeguarding Lead. Oversight and



governance are provided through the Safeguarding and Student Wellbeing Committee.

10 Online harms

- 10.1 The University recognises that risks to safety and wellbeing can arise in digital environments, including social media, as well as in physical settings. Online harms may include, but are not limited to, harassment, bullying, hate incidents, sexual misconduct, exploitation, exposure to harmful content, and risks associated with radicalisation.
- 10.2 Appropriate use of social media in both a personal and professional capacity is mandated by the University's [Social Media Policy](#).
- 10.3 The University is committed to taking a proactive and preventative approach to managing online harms by
 - a. promoting safe, respectful, and responsible use of digital platforms and technologies
 - b. implementation of device management, system security and firewalls
 - c. providing clear reporting mechanisms for online concerns, including those occurring on University-managed systems and, where relevant, external platforms
 - d. responding appropriately to incidents of online harm in line with safeguarding, prevent and harassment and misconduct procedures
 - e. supporting students and staff who experience online harm through appropriate wellbeing and support services
 - f. raising awareness of online risks, digital boundaries, and safe online behaviours

11 Reporting and responding to concerns

A Concerns for or about a student(s)

- 11.1 All concerns (safeguarding or welfare) relating to students must be reported using the [Raise a Concern](#) referral form. This includes concerns about the children of students.
 - a. Complete the form with as much detail as possible
 - b. The form will be received and triaged by the most appropriate member of the wellbeing and success duty team between the hours of 9am – 5pm Mon-Friday.
 - c. For all safeguarding/Prevent concerns the form will be received by the nominated safeguarding officers on duty
 - d. You will receive a message to confirm receipt and to request more information if required.
- 11.2 Where there is an emergency/immediate threat to life, emergency services should be contacted first. If on campus call security on 5555.
- 11.3 Where concerns are raised regarding staff behaviours and their impact on the safety and welfare of students – these should be reported to an appropriate line manager in the first instance who will then liaise with People and Organisation Development (POD). Line managers can escalate concerns through their nominated People Partner or by contacting a member of POD leadership team.
- 11.4 If a concern relates directly to the safety or welfare of students, People and Organisational Development should liaise with the designated safeguarding lead or



nominees, to ascertain if a risk assessment, plan for any precautionary actions pending investigation or external reporting is required.

- 11.5 While it is best practice to inform an individual that a concern has been raised, consent to is not required where
- physical or psychological harm has occurred to the student, others within the university environment or members of the public
 - there is a risk of physical or psychological harm occurring either to the student, others within the university community or members of the public
 - there are safeguarding concerns
 - there are legitimate concerns that capacity is impaired
 - there are any Prevent-related concerns
 - a crime has, or is likely to be, committed
- 11.6 Sensitive information received by the DSL and/or nominees is subject to high standards of clinical and information governance. Decisions to share further are made in line with [Information Sharing Codes of Practice](#) and the University's [Student Privacy Notice](#).
- 11.7 Student-related safeguarding/Prevent concerns will be triaged by nominated safeguarding officers (Mental Health Practitioners) and where they meet the threshold will be reported externally to:
- The relevant Local Authority including the LADO where relevant (Safeguarding)
 - Channel (Prevent)
 - The Police (Crime)
- 11.8 Clear, accurate and defensible records will be maintained including rationale for any decisions taken
- 11.9 Appropriate clinical governance arrangements, overseen by the Designated Safeguarding Lead, are in place to ensure that decision making and response is robust and proportionate.
- 11.10 Strategic Governance is provided through the Safeguarding and Student Welfare Committee.
- B** Concerns for or about a member of staff
- 11.11 Safeguarding or Prevent concerns relating to a member of staff where there is no impact on students, should be reported to an appropriate line manager in the first instance. Line managers should then escalate to People and organisational development via their nominated People Partner.
- 11.12 POD can approach the DSL or nominees for confidential advice and guidance.
- 11.13 It is best practice to share with an individual that you are raising a concern about them however consent is not required where
- physical or psychological harm has occurred to the staff member, a student or others within the university environment, or members of the public
 - there is a risk of physical or psychological harm occurring either to the staff member, students or others within the university community, or members of the public



- c. there are safeguarding concerns
- d. there are legitimate concerns that capacity is impaired
- e. there are any prevent related concerns
- f. when a crime has been or is likely to be committed

12 Training

A Staff training

- 12.1 The University provides a suite of accessible training to ensure that all staff employed by the University or involved in the teaching or support of University-enrolled students, have the required skills and knowledge to undertake their roles and responsibilities in relation to Safeguarding
- 12.2 The minimum level of safeguarding related mandatory training for all staff employed by the University or involved in the provision of teaching and/or support to University students is as follows:
- a. Safeguarding In Higher Education (Including Prevent) – Every 3 Years
 - b. Dignity at Work – Every 2 Years
 - c. Equality and Diversity Awareness – Every 3 years
- 12.3 Staff employed by collaborative partners (for example CEG) may also be required to undertake training as specified by their employer. This does not supersede the need to complete University of Hull mandatory training.

B Training for designated roles

- 12.4 Staff engaged in specific activities may require additional training to ensure they are able to safely and effectively fulfil all aspects of their role. Line managers are responsible for ensuring staff undertake training appropriate to their role. The table below outlines minimum expected training activity in addition to mandatory training outlined in 12.2.

Who	What	How often
Staff involved in teaching and/or personal/academic supervision	Student Wellbeing Training for example: Supporting the distressed Student	Every 3 years
Designated Safeguarding Lead	Higher Education Designated Safeguarding Lead Training	Every 5 years
Nominated Safeguarding Officers (Mental Health Practitioners)	Local Authority approved/facilitated Adult and Child Safeguarding Training	
London Campus Safeguarding Link	CEG delivered Safeguarding Training	As required by employer
Staff frequently involved in the facilitation of events involving under 18s	Local Authority approved/facilitated Safeguarding Children	



13 Appendix A: Safeguarding-aware design checklist

13.1 Safeguarding is everyone's responsibility. Even when a policy, project or process appears unrelated to safeguarding, it may still create situations where risks emerge or where concerns may be disclosed. This checklist supports leaders and managers to embed safeguarding considerations into the design and delivery of any University activity

A Section 1: Initial screening questions

13.2 Ask these questions at the outset of designing or reviewing any policy, practice or process

a. Will this process involve receiving information that could indicate safeguarding concerns?

[i] *Example: student forms, surveys, appeals, extensions, complaints.*

b. Does this process involve contact with under-18s, adults at risk, or any individual within the scope of the Safeguarding Policy?

[i] *Example: outreach activities, summer schools, placements, mentoring.*

c. Could this process unintentionally place someone at risk?

[i] *Example: provision of unfacilitated online forums, unmoderated peer spaces, unsupervised activities.*

13.3 If the answer to any of the above is yes, proceed to the sections below.

B Section 2: Risk Assessment Considerations

a. Who might be at risk?

[i] *Example: a student on placement; an under-18 attending campus with a parent.*

b. How might harm occur?

[i] *Example: exposure to psychologically unsafe content; unsupervised interactions; unsafe digital environments.*

c. How might information relating to harm be received?

[i] *Example: through applications for extensions, wellbeing disclosures, feedback forms.*

13.4 A clear risk assessment should be recorded and incorporated into project or process documentation.

C Section 3: Safe Process Design

a. Does the process reduce the potential for harm?

[i] *Example: offering lecture recordings instead of attendance for under-18s joining with parents.*

b. Are roles, boundaries and responsibilities clearly defined?

[i] *Example: staff processing extensions understand their duty to complete a "raise a concern" form where indicators are present.*

c. Are physical and digital environments safe and appropriate?



[i] *Example: online discussions moderated; physical events appropriately supervised.*

d. Are there external risks that cannot be directly mitigated?

[i] *Example: concerns related to staff in a placement organisation, requiring clear escalation routes.*

D Section 4: Staff Competence and Training

a. Do staff involved in this process understand their safeguarding responsibilities?

b. Have all relevant staff completed required safeguarding training?

c. Is additional role-specific training or guidance needed?

13.5 Where gaps exist, build training or guidance into implementation plans.

E Section 5: Reporting and Escalation

a. Are clear routes for reporting concerns integrated into the process?

b. Do staff know *what* to report and *how* to report it?

c. Can concerns be escalated quickly and appropriately?

d. Are there single points of failure that could delay reporting?

[i] *Example: information landing in personal inboxes rather than monitored mailboxes.*

13.6 Ensure reporting pathways are communicated, simple, and visible.

F Section 6: When to Seek Advice

13.7 Seek advice from the Designated Safeguarding Lead (Kelly Robson) or the Safeguarding/Nominated Officers (mentalhealth@hull.ac.uk) when:

a. You are unsure whether safeguarding applies

b. Risks are complex, significant or involve external partners

c. A concern has been raised and you need guidance on next steps



14 Appendix B: Associated standard operating procedures

Procedure	Area/users	Owner
Procedure for responding to Safeguarding Concerns	Student Wellbeing and Success/Nominated safeguarding officers	Kelly Robson
Procedure for responding to Prevent related concerns	Student Wellbeing and Success/Nominated safeguarding officers	Kelly Robson
Enhanced Pastoral Support for enrolled students under 18	Student Wellbeing and Success/Nominated safeguarding officers	Kelly Robson
Procedure for facilitating outreach events for under 18s	Collaborative Outreach	Naomi Prendergast
Procedure for allocation of accommodation to under 18s	Accommodation and commercial services	Lyn Green; Steve Curtis
Arrangements for safeguarding -commercial accommodation arrangements	Accommodation and Commercial services	Lyn Green; Steve Curtis; Johnathan Rhodes
Safer Recruitment Procedure	People and Organisational Development	Dana Field; Gary Dickinson
Procedure for responding to staff related safeguarding concerns	People and Organisational Development	Alex Brierly; Lianne Black
Procedure for responding to unaccompanied children on campus	Wellbeing and Success/Campus Safety, Security and Site Services	Kelly Robson; Jimmy Wilde
Procedure for monitoring/responding to online harms	Infrastructure Services	Stu Dean; Matt Turner