



Policy name	Safeguarding Policy
Subject	Our response to safeguarding responsibilities
Approving authority	UEB (Tier 1) via Safeguarding Steering Group
Accountable person	Chief Operating Officer
Responsible Team	Academic Registrar, Designated Safeguarding Lead and Report and Support Team
First approved	March 2022
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## 1 Introductory Purpose & Background

The University of Nottingham (“the University”) has a responsibility to safeguard and promote the welfare of children and Adults at Risk coming onto its premises or who come into contact with our staff, in accordance with [The Children’s Acts of 1989 & 2004](#), [Working Together to Safeguard Children 2023](#) and [The Care Act 2014](#)

The University is also committed to providing a safe environment for all students, staff and visitors who access its facilities, services and participate in activities. The University believes everyone has the right to work, learn and achieve their potential within a safe environment, without risk of harm from abuse, discrimination, harassment, assault or bullying, in all its forms and in any circumstances. As safeguarding is everyone’s responsibility, we take a whole university approach to our policy and practice, embedding a culture of safeguarding in everything we do, ensuring the welfare of children, Adults at Risk and all students is paramount.

Details of related regulations and guidance can be found at Appendix 1.

The purpose of the University’s Safeguarding Policy is to set out the University’s arrangements for the safeguarding of children, adults at risk and student safeguarding within the University. It also sets out the guidelines employed by the University for the reporting of harm or potential harm to external agencies. The Safeguarding Policy is also supported by the Safeguarding Procedures which provides more detailed operational guidance to staff about responding to safeguarding concerns within the University. There is also a safeguarding training programme in place tailored to different staff roles. Details of these are available on the UoN [Safeguarding Resources Sharepoint site](#).

## 2 Scope

The policy applies to everyone engaging in University activities in a variety of roles, as described in the definitions in section 3. It covers our interaction with children and

Adults at Risk in relation to current students, prospective students or who are otherwise participating in University related activities. This includes teaching and research, or for example taking part in University-led sports, holiday schemes, open days, work experience, volunteering projects, outreach and widening participation. The policy is applicable to the University of Nottingham UK.

It is expected that external bodies utilising the University's premises or facilities for external events have their own safeguarding policies and procedures in place and will take full responsibility for the safeguarding of individuals involved in any related activities. If the University-led activity is hosted by another organisation within their own facilities, the host organisation's Safeguarding Policy and related procedures will normally take precedence, but members of the University engaging in those programmes must also take note of, and act in accordance with the university's Safeguarding Policy.

In line with our Prevent duty within the [Counter Terrorism and Security Act 2015](#) the University recognises that some people can be at risk of being drawn into extremist ideologies which can lead to a risk of radicalisation. In the context of the University Safeguarding Policy, the risk of being drawn into extremist ideologies and radicalisation is a significant safeguarding concern. Concerns in this area should be therefore be managed in line with this policy and procedures.

### 3 Definitions

**Child:** Refers anyone under the age of 18 years (up to their 18th birthday).

**Safeguarding Adults and Adult at Risk:** The University bases its definition of an "Adult at Risk" on that used within the Care Act 2014 as being someone 18 years of age or older who:

- (i) has needs for care and support; and
- (ii) is experiencing, or is at risk of, neglect, or physical, mental or emotional harm; and
- (iii) as a result of those needs is unable to protect themselves against neglect or harm, or the risk of it.

**Child Protection** – Child protection is part of safeguarding and promoting the welfare of children and is defined for the purpose of this guidance as activity that is undertaken to protect specific children who are suspected to be suffering, or likely to suffer, significant harm. This includes harm that occurs inside or outside the home, including online.

**Safeguarding** – for the purpose of this policy, safeguarding generally refers to a situation where one or more people are causing some form of risk or harm to another person, and our processes allow for the reporting of Prevent related issues through a safeguarding route too. For other wellbeing concerns, such as around students' mental health, there are other established routes within the University for reporting and responding to these and [information](#) about this is available.

**Staff**-references to 'staff' include everyone who has a contract of employment with the university, whether full-time, part-time, permanent or temporary. For the purposes of this document, workers who are engaged on a more 'casual' or irregular basis (such as guest speakers) are also included within this definition.

**Student**-references to 'student' includes all students, apprentices & learners registered with the university, including those based in partner organisations who are registered with the university to gain a professional qualification and third-party apprentices for whom we provide training. This includes both undergraduate and postgraduate students.

**Contractor**-contractors are employed by third party organisations (including Unitemps or other agencies) to carry out work on behalf of the university.

**Volunteer**-'volunteers' are engaged in university activities on an unpaid basis.

**Visitor**-'visitors' are those attending university premises for university led activities, but not in one of the roles noted above (e.g. prospective students).

## 4 Policy

### 4.1 Key principles

This policy and associated guidance and procedures aims to ensure that the university:

- Provides a safe and supportive environment for all staff, volunteers, students, apprenticeships and learners, with specific guidance for safeguarding and safeguarding children and Adults at Risk who engage with our staff, students and volunteers in the course of University led activities.
- Ensures that those staff who work specifically with children and Adults at Risk are aware of the legislative requirements to safeguard and protect and are supported by clear roles, responsibilities and reporting processes.
- Provides training and resources for all staff to develop knowledge and awareness of the range of safeguarding issues that can impact on all staff and students.

A small number of departments have individual safeguarding policies and related procedures to ensure that they can meet specific regulatory requirements that do not apply to the University as a whole, for example the Childcare Services and the Centre for Teacher Education both of which are subject to OFSTED inspection. There is alignment between these policies and the overall approach to safeguarding through the University Designated Safeguarding Lead (UDSL).

### 4.2 Roles and Responsibilities.

There are a specific number of named roles within the university who will provide this support and take action where required. They are as follows:

**The Chief Operating Officer** takes overall accountability for safeguarding for the University Executive Board and has oversight of the university's safeguarding policy, practice and culture.

**The Academic Registrar** has delegated responsibility for safeguarding governance, including chairing the university's Safeguarding Steering Group, which provides oversight and scrutiny of the university's safeguarding policy, practice, risks and outcomes relating to safeguarding.

**The Director of Student Experience** is the University Designated Safeguarding Lead. (UDSL)

**The University Designated Safeguarding Lead (UDSL), supported by the Deputy UDSL and Senior Manager for Safeguarding and the Report and Support Team, is responsible for:**

- Receiving and responding to all reports of urgent and non-urgent safeguarding concerns, issues or risks.
- Taking appropriate action to refer all safeguarding concerns relating to a child or an Adult at Risk to the relevant local authority or making Prevent referrals.
- Providing support, advice and guidance to staff who raise safeguarding concerns.
- Leading the safeguarding response and liaising with all relevant internal and external teams to ensure a coordinated safeguarding response to individual concerns.
- Reporting to the LADO (Local Authority Designated Officer) or adult equivalent and seeking advice in situations where a safeguarding allegation is made that involves a person with access to children or Adults at Risk.
- Keeping a central repository of all safeguarding referrals and outcomes.
- Providing safeguarding advice to HR in relation to employment policy & practices that include a safeguarding element.
- Developing, supporting and liaising with a network of safeguarding leads across the university
- Updating the Safeguarding Steering Group on safeguarding matters.

**Faculty Pro Vice Chancellors (FPVCs)** are responsible for appointing a safeguarding lead for each Faculty and **Directors of Professional Service Departments (PSDs)** are responsible for appointing a safeguarding lead for each Professional Service Department where this is required (i.e. for all student facing services or where there is contact with children or Adults at Risk).

**Faculty & Professional Service Department (PSD) and the Apprenticeship Safeguarding Leads are responsible for:**

- Identifying which schools / departments within the Faculty / PSD also need a safeguarding lead, focusing on those areas where there are specific safeguarding responsibilities (e.g. relating to student placements, under 18s, student welfare etc).
- Provide a point of contact for all safeguarding concerns and issues within the Faculty / PSD.

- Provide advice and guidance for staff within their Faculty / PSD when they raise safeguarding concerns, agreeing an appropriate course of action and timescales.
- Ensure safeguarding concerns raised within the Faculty / PSD are reported via Report and Support within the required timescales.
- Working with the Report and Support Team as required on reports received related to their Faculty.
- Working with the Senior Manager for Safeguarding and where required the UDSL to ensure a coordinated response is provided in relation to all individual safeguarding concerns.
- Maintaining an overview of urgent and non-urgent safeguarding reports from within the Faculty, identifying any themes or lessons learnt.
- Supporting the dissemination of the safeguarding policy, training and resources across the Faculty / PSD.
- Providing ongoing support and supervision to staff who raise or are affected by a safeguarding concern.
- Provide a point of contact for safeguarding concerns relating to apprentices on specific programmes at the university.
- Engaging in the Safeguarding Leads Network to share practice and receive updates about safeguarding issues and developments.

Safeguarding Leads for Apprenticeship programmes are also required to ensure all safeguarding concerns relating to apprentices are referred to the Report and Support Team and where required the UDSL.

There are also a number of other groups of Staff who are directly involved in supporting students and therefore potentially identifying safeguarding concerns and should have the appropriate training, support and knowledge. They are as follows:

- Teaching staff
- Student facing APM (Administrative Professional & Management) staff in schools
- Senior & Personal Tutors
- Support and Wellbeing Team
- Mental Health Advisory Service
- Counselling Service
- Other student facing service teams – including Registry and Academic Affairs, Sport, Libraries
- Apprenticeship Teams / Programme Leads
- Technical staff that are student facing
- Hall Management Teams
- Res X Team
- Security Services
- Teams & individuals working with prospective students

Information about safeguarding training requirements for these roles has been developed and provided to relevant staff.

The Human Resources Department has an essential role to play in creating our safeguarding culture, with specific responsibility for:

- embedding a safer recruitment approach across the university
- undertaking DBS checks for those posts that have been identified by hiring managers as requiring them.
- Responding to reports about staff where there are safeguarding risks.
- managing and monitoring the completion of safeguarding training.

#### 4.3 Reporting concerns.

University related safeguarding concerns should be reported via the University's [Report & Support](#) function.

Where there is immediate risk If a student, member of staff or member of the public action should be first be taken to contact:

- the relevant emergency services (police, ambulance, and fire and rescue service) by dialling 999
- the University Security Control Room on **0115 951 3013 or for emergencies only 0115 951 8888** (open 24 hours a day, 7 days a week). If you call the police directly, ensure you have advised Security of this as if the police are unable to find your location on our campus they will revert to Security. If you are off campus – for example on a field trip - call the police locally.
- Students and staff on campus can also use [SafeZone](#) to contact the Security Team.

For more detailed guidance on identifying and responding to safeguarding concerns staff should refer to the Safeguarding Procedures [Safeguarding Resources Sharepoint site](#).

#### 4.4 Information Sharing

Most facilities and services for students at the university are designed with an adult user group in mind. It is assumed that students are competent to make decisions regarding their personal data and where consent is required, this will be collected as it would be for an adult learner. In line with contract of enrolment, personal information about any student will usually only be shared or discussed with third parties, including parents or guardians, if there is consent from the student or a legal basis for doing so, for example an emergency or a serious safeguarding / child protection concern. Additional wellbeing concerns will be considered for students who are under 18 as laid out in the Protocol for Students Under 18.

The UDSL will determine whether the next of kin, parent/guardian and/or emergency contact should be contacted about a safeguarding incident (based on seriousness, capacity of the person involved and level of emergency). This will include consideration of whether consent can / should be requested, and any action required if it is not provided / available.

If a referral to the Police or Children's/Adult Social Care is required, the Report and Support Team will generally seek the student's permission to make a referral to them. Where there is an ongoing concern and the student declines permission for such a referral to be made, the UDSL will be responsible for deciding whether a referral should be made regardless of the student's consent. If there are safeguarding risks to a child (under 18) or someone who would be defined as an Adult at Risk and they are at risk of harm, then this must be reported to the Police or to Social Care. This may be without consent where necessary if this has not been given by the student or it is not safe to seek consent, in line with the legal responsibilities laid out in the Children Act 2006 and the Care Act 2014.

There is further information on the [university's Data Protection Policy](#).

#### 4.4 The consequences of non-compliance with the policy itself or related guidance, codes of practice and operating procedures.

Failure to comply with this policy could result in children and Adults at Risk not being appropriately safeguarded and students in situations of risk not receiving appropriate support. This could result in the University failing to comply with statutory reporting responsibilities in regard to Safeguarding and Prevent, and also failure to comply with Prevent reporting requirements to the Office for Students. The University's Safeguarding arrangements are also monitored and inspected by Ofsted in regard to the Apprenticeship Programme.

#### 4.5 Compliance governance and oversight

Governance and oversight of safeguarding is maintained through a number of individuals and committees. As detailed within this policy, Faculty and Apprenticeship safeguarding leads and the University Designated Safeguarding Lead, Deputy Designated Safeguarding Lead and Senior Manager for Safeguarding have specific roles and responsibilities, with oversight of this process and the outcomes through the Academic Registrar and Chief Operating Officer. A Safeguarding Steering Group provides oversight and scrutiny of the university's safeguarding policy, practice, risks and outcomes along with leadership and a joined-up approach.

#### 4.6 Provisions for monitoring and reporting related to the policy.

The Safeguarding Steering Group reports to the University Assurance Committee, University Executive Board (UEB) and University Council.

## 5 Review

The Policy will be reviewed annually, or before then as required in line with structural, policy or regulatory updates.

## 6 Related policies, procedures, standards and guidance

[Protocol for Students Under the Age of 18 Years](#)

[Code of Conduct for Students](#)

[Codes of Practice & Rules for Staff](#)

[Policies and procedures relating to harassment and sexual misconduct](#)

[Dignity and Grievance Procedures](#)

[Data Protection Policy](#)

[The University of Nottingham Students Union Safeguarding Policy](#)

[Volunteering for the University of Nottingham Policy](#)

## Appendix 1 Related Legislation and Guidance

- [The Children's Acts of 1989 & 2004](#)

Places legislative requirements on local authorities and others to safeguarding and promote the welfare of children under 18 years old.

- [Working Together to Safeguard Children 2023](#)

Statutory guidance produced by the government which outlines how practitioners working with children, young people and families should work together in order to ensure that children and young people remain safe from harm.

- [The Care Act 2014](#)

Aims to ensure the wellbeing of people in need of care and support services (over 18 years of age). It also aims to bring about the personalisation of care services, putting the person at the centre of the process.

- [The Human Rights Act 1998](#)

Sets out the fundamental rights and freedoms that everyone in the UK is entitled to. It incorporates the rights set out in the European Convention on Human Rights (ECHR) into domestic British law.

- [Counter-Terrorism and Security Act 2015](#)

Contains a duty on specified authorities to have due regard to the need to prevent people from being drawn into terrorism. This is also known as the Prevent duty

- [Keeping Children Safe in Education 2025](#)

Sets out the legal duties you must follow to safeguard and promote the welfare of children and young people under the age of 18 in schools and colleges.

- [The Health and Safety at Work Act 1974](#)

Duties for employers to protect the 'health, safety and welfare' at work of all their employees, as well as others on their premises, including temps, casual workers, the self-employed, clients, visitors and the general public.

- [The Sexual Offences \(+ Amendment\) Act 2003](#)

Legislation relating to sexual offences, including non-consensual offences, sexual assault, causing a person to engage in sexual activity without consent. It defines "consent" and "sexual" and covers child sex offences and offences involving an abuse of a position of trust towards a child.

- [The Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012](#)

Aims to avoid harm, or risk of harm, by preventing people who are deemed unsuitable to work with children and vulnerable adults from gaining access to them through their work.

- [Disclosure & Barring Legislation](#)

The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions each year by processing and issuing DBS checks and maintaining the Adults' and Children's Barred Lists.

- [Nottingham City and Nottinghamshire Inter Agency Safeguarding Children procedures](#)

Local procedures for safeguarding children

- [Nottingham City and Nottinghamshire Multi Agency Safeguarding Adults procedure](#)

Local procedures for safeguarding Adults at Risk