

UNIVERSITY OF  
WINCHESTER

## SAFEGUARDING POLICY

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<b>Responsible Role and Department:</b>	Director of Student Support and Success, Student Support and Success
<b>Approving Body:</b>	ULT
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<p><b>Indicate whether the document is for public access or internal access only.</b></p> <p><b>Indicate whether the document applies to collaborative provision?</b></p> <p><i>(Strikethrough text, as appropriate)</i></p>	<p><b>Public Access</b></p> <p><del><b>Internal Access Only</b></del></p> <p><del><b>Applies to Collaborative Provision</b></del></p>
<p><b>Summary:</b></p> <p>This policy outlines how the University will provide a safe and supportive environment for children and Adults at Risk who engage with our staff, students, apprentice learners and volunteers in the course of University led activities. It will ensure that staff roles and responsibilities are clearly defined. It will ensure that staff, students and apprentice learners understand their roles and responsibilities and have access to relevant safeguarding training and ensure there is a clear reporting and escalation route should staff, students or apprentice learners become aware of a safeguarding concern.</p> <p>This document has been written with due regard to the following legislation, guidance and institutional policies:</p> <p><a href="#">Working together to Safeguard Children</a></p> <p><a href="#">Keeping children safe in education</a></p> <p><a href="#">Information sharing: advice for practitioners (publishing.service.gov.uk)</a></p> <p><a href="#">Equality Duty (2010)</a></p> <p><a href="#">Safeguarding Vulnerable Groups Act (2006)</a></p> <p><a href="#">Health and Safety at Work Regulations (1999)</a></p> <p><u>The following policies can be found on the University of Winchester <a href="#">Website</a></u></p> <p>Prevent Duty - Implementation Delivery Model</p> <p>Bullying, Harassment and Sexual Misconduct Policy</p>	

Domestic Abuse Policy
Student Conduct and Disciplinary Policy
Relationships Policy
Admissions Policy

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# 1 Purpose and Scope

1.1 The University is committed to providing a safe, supportive, and secure environment for all staff, students, apprentice learners and other stakeholders who access its facilities and services. We recognize that we have a particular responsibility to ensure the wellbeing of children and Adults at Risk (vulnerable adults) who may participate in any activity or research organized or managed by the University, or who come into contact with University staff or students off campus. However, harm or abuse could affect any of our stakeholders and therefore we take the approach that safeguarding is everybody's business.

1.2 This policy (and associated guidance documents) sets out our responsibilities, processes and procedures. It seeks to safeguard staff and students from the risks of harm, abuse (and radicalisation), embedding and creating a positive learning environment and protecting freedom of speech.

1.3 This policy covers students on all modes of study, including undergraduate, postgraduate, research, apprenticeships, students on placement and others. (Research activity may include children, young people and adults at risk of harm or abuse; the safeguarding of these groups is paramount and the University Research Ethics Committee is responsible for developing, implementing and monitoring ethics policies which enable our safeguarding responsibilities to be upheld.)

1.4 Some faculties and departments within the University operate additional procedures for safeguarding in accordance with specific guidance from relevant professional, sponsoring or regulatory bodies. They are required to ensure that these additional procedures comply with the requirements of this overarching policy.

1.5 For concerns about risk of radicalisation or concerns relating to being drawn into terrorism, please refer to the [Prevent Duty - Implementation Delivery Model](#)

1.6 For concerns about students or staff who are out of scope of this policy, including risks of abuse from others and from self, such as self-harm and suicide, please see [Student Support Information for Staff](#)

1.7 All concerns will be treated seriously and referred to the appropriate team, or external body, as appropriate.

## 2 Definitions

- **Safeguarding** is the act of protecting people from abuse, harm and neglect.
- **Adult at risk.** This is an adult (aged 18 or over) who is, or may be, in need of additional support services as they are, or may be, unable to take care of themselves, or unable to protect themselves from significant harm, abuse or exploitation, including being drawn into terrorism
- **Child:** A person under the age of 18

## 3 Responsibilities

3.1 The Director of Student Support and Success (Designated Safeguarding Lead - DSL) holds oversight of safeguarding, supported by her deputies (Designated Safeguarding Officers - DSO), and a team of local nominated safeguarding officers (NSO).

Each Faculty, and the Doctoral School, will have at least one NSO as identified by the Dean or Head of Doctoral School. The Head of Admissions and Customer Insight will be the NSO for the Marketing, Communications and Engagement (MCE) department.

3.1.1 The responsibilities of the DSL and DSOs include:

- Undertaking appropriate safeguarding and Prevent training and ensuring knowledge remains current.
- Acting as a point of contact and advice for staff on matters relating to safeguarding.
- Acting upon concerns/ making referrals.

3.1.2 The responsibilities of NSOs include:

- Undertaking appropriate safeguarding and Prevent training and ensuring knowledge remains current.
- Acting as a point of contact and advice for staff at faculty and department level on matters relating to safeguarding.
- Acting upon concerns/ making referrals.
- Supporting and promoting this policy in their local areas.

3.2 Staff with line management responsibilities should ensure staff are aware of this policy and that they are able to refer concerns appropriately. Line managers should ensure they have appropriate procedures within their teams to promote safeguarding, this would include appropriate use of Disclosure and Barring Service checks for recruitment alongside appropriate staff development.

3.3 All staff should undertake safeguarding training at an appropriate level for their role and must report safeguarding concerns in accordance with this policy.

3.4 On occasion the University may admit students who are under 18.

3.4.1 The responsibility of the DSL in regard to students under the age of 18 includes:

- Writing to these students, ahead of arrival, to outline the expectations of the institution and any specific restrictions (such as the purchasing of alcohol).
- Informing the Deans of Faculty of students who are under 18 at the start of each academic year.

3.4.2 The Deans of Faculty are responsible for:

- Advising key staff, as appropriate, of the presence of under 18s in the academic programme.
- Ensuring risk assessments are completed in relation to the academic programme, including curriculum and field trips.

## 4 Confidentiality and Consent

4.1 It is important never to promise confidentiality when hearing a potential safeguarding disclosure; however, staff can raise a concern anonymously (not revealing the name of the person about whom they are concerned) to seek advice about next steps.

4.2 Information will be shared where not to share would place the person, or others, at greater risk (for example where there is a clear need for onward referral due to verifiable risk to a child).

4.3 Prior to any referral to external services, the University will carry out a risk assessment to ensure that the individual's rights to privacy, and the University's obligations under relevant data protection legislation, are considered alongside risks to the welfare of all those involved. In some cases, the University will, having completed a risk assessment, make a referral regardless of consent.

4.4 Staff should follow the appropriate steps to raise concerns as outlined in appendix 1.

## 5 Sharing of information

5.1 Information will only be shared with those who need to know, professionally. Information should be shared formally in writing, in accordance with legislative requirements, and should be logged as outlined in appendix 2.

5.2 We recognise that you may be worried about the people involved knowing that you raised a concern to a member of the safeguarding team (DSL, DSO, NSO). We are required to share your name with the Local Authority or Police teams if a referral is made. Where possible, your identity will be kept confidential, aside from sharing with the relevant services.

## 6 Online Safeguarding

6.1 All staff are expected to adhere to IT-related policies including Acceptable Use Policy, Student Charter, Student Conduct and Disciplinary Policy and employee terms and conditions of employment.

6.2 Online activity presents different risks in relation to safeguarding vulnerable people. It can be much easier to enact harm, abuse and exploitation over the internet and it can be very difficult to track.

6.3 We actively encourage staff and students to be mindful of their online activities; to be vigilant and to raise concerns.

6.4 Anyone with a concern that they or someone else may be at risk of online harm, abuse or exploitation should report this to a nominated safeguarding lead, designated safeguarding officer or the designated safeguarding lead.

## 7 Remote Learning and Engagement

7.1 In exceptional circumstances, such as in response to a global pandemic, the University may be required to close, and teaching and assessment may need to move to online platforms. This will also impact upon our engagement with external partners, including schools and colleges. Online platforms can provide an excellent source of learning and engagement; however, they can also open up risks for staff, students and other stakeholders.

7.2 Staff who are required to teach or interview online should refer to the intranet safeguarding page for guidance.

7.3 Staff who are involved with working with children (for example prospective students) online should refer to the intranet [safeguarding pages](#) for specific guidance.

## 8 Governance and Support

8.1 The University Leadership Team is responsible for this policy and the following activities:

- Policy review including updating to reflect legislative, institutional and other changes;
- Making recommendations about Safeguarding (and Prevent) training;
- Receiving and discussing serious case reviews to identify learning points and improvements.
- Receipt and review of an annual report relating to safeguarding activity.

8.2 All staff, students and volunteers (including Student Ambassadors) whose roles and responsibilities include contact with children and/or adults at risk will receive training and guidance appropriate to their role. This should be delivered either by the appropriate NSO, or a DSO, or an approved external provider.

8.3 Any member of staff who wishes to receive additional safeguarding training should contact their line manager.

8.4 Given the nature and sensitivity of safeguarding, it is impossible to predict the support that may be required for someone who has raised a concern; the University therefore offers a range of support in order to best meet the needs of staff and students. This includes:

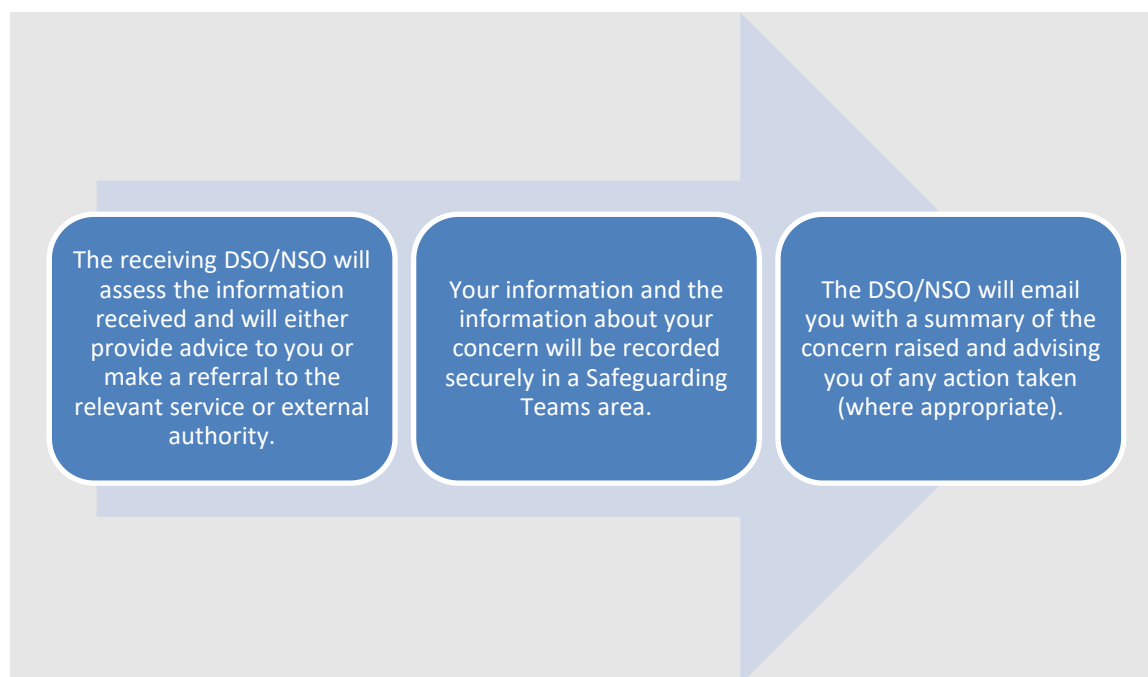
- Free online support with Togetherall for confidential access to a 24/7 online community and professional support. To join, simply go to [www.togetherall.com](http://www.togetherall.com) and sign up under 'organisation' with your university email address. (Staff and Students)
- Students can access support from the Student Support and Success department (Student Support and Success | Winchester ([omniacloud.net](http://omniacloud.net)))
- Human Resources provides a range of support for all employees including an Employee Assistance Programme: Carefirst Lifestyle - Carefirst Lifestyle ([carefirst-lifestyle.co.uk](http://carefirst-lifestyle.co.uk))

## Appendix 1 – How to Raise Concerns





## Appendix 2: What happens after a referral is made



## Appendix 3: Safeguarding Apprentice Learners

Faculty Nominated Safeguarding Officers, who can provide advice about any safeguarding concerns in relation to our apprentice learners, link with the DSL and other key staff in Student Support and Success.

Examples of safeguarding concerns you may wish to discuss include (but are not limited to)<sup>1</sup>:

- Child criminal exploitation including county lines
- Child sexual exploitation and trafficking
- Domestic abuse
- Emotional abuse
- Female genital mutilation
- Forced marriage
- Gang activity and serious violence
- Gender-based violence/violence against women and girls
- Homelessness
- Neglect or maltreatment
- Online bullying, technology-mediated abuse, online grooming or accessing and/or generating inappropriate content
- Peer-to-peer abuse or harm
- Physical abuse
- bullying or harassment relating to protected characteristics: age; disability; gender reassignment; race; religion or belief; sex; and sexual orientation
- Radicalisation/extremist behaviour
- Sexual abuse
- Sexual harassment, online sexual abuse and sexual violence between learners
- So-called honour-based violence
- Substance misuse

Additionally, as part of our safeguarding responsibilities, the University will monitor the attendance of our apprentice learners and be alert to the signs that there could be a welfare concern, such as:

- Absence
- Changes in appearance, behaviour or character
- Changes in emotional health
- Excessive alcohol consumption
- Physical injuries
- Poor living conditions
- Self-harm
- Use of drugs
- Withdrawing from certain activities

Concerns around these areas should be raised with Student Support and Success ([studentsupport@winchester.ac.uk](mailto:studentsupport@winchester.ac.uk)) as well as with the NSO and a decision will be taken as to whether there is a safeguarding risk.

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<sup>1</sup> For definitions relating to bullying, harassment, and sexual misconduct please refer to the institutional Bullying, Harassment and Sexual Misconduct Policy.

The University will also ensure apprentice learners have an awareness of safeguarding (and prevent) and how to access support services.

The University will ensure apprentice learners can respectfully explore ideas around British Values through their programme (British Values are described as democracy, the rule of law, individual liberty and mutual respect, and tolerance for those with different faiths and beliefs)

The University will support apprentice learners to develop an objective attitude to online information and evaluation of the authenticity of online information and will provide training for apprentice learners so that they can work safely and effectively online, including providing guidance about what is acceptable within the University (see Section 6 of this policy)

The University will provide safeguarding (including Prevent) training for all University employees working with apprentice learners.

The University will comply with Safer Recruitment Guidance and will maintain and nurture open and positive communication with each employer. This will support the ongoing work to contextualise safeguarding issues that are relevant to the learner's industry and work duties alongside those arising from their personal circumstances.

Equality Impact Assessment	
Summary of process undertaken to determine equality impacts:	
University Committee (name/ date) where equality impacts discussed (may be Committee of approval, or another):	
<b>Identified equality impact(s) on colleagues and students</b> (i.e. any specific impacts related to this policy that may cause disadvantage for people due to one or more particular protective characteristic)	
Protected Characteristic	Impact(s) identified and any action(s)/mitigation(s) to address these impact(s), as necessary.
Age	No identified negative impact. Policy designed to provide positive impacts and support for this characteristic
Disability	No identified negative impact. Policy designed to provide positive impacts and support for this characteristic
Gender Identity	No identified negative impact. Policy designed to provide positive impacts and support that may additionally benefit this characteristic.
Marriage/Civil Partnership	No identified negative impact. Policy designed to provide positive impacts and support that may additionally benefit this characteristic.
Pregnancy and Maternity	No identified negative impact. Policy designed to provide positive impacts and support that may additionally benefit this characteristic.
Race (incl. nationality)	No identified negative impact. Policy designed to provide positive impacts and support that may additionally benefit this characteristic.
Religion and Belief	No identified negative impact. Policy designed to provide positive impacts and support that may additionally benefit this characteristic.
Sex	No identified negative impact. Policy designed to provide positive impacts and support that may additionally benefit this characteristic.
Sexual Orientation	No identified negative impact. Policy designed to provide positive impacts and support that may additionally benefit this characteristic.