

UNIVERSITY SAFEGUARDING POLICY

1. OVERVIEW AND PURPOSE

- 1.1 This policy sets out the University's overarching approach to safeguarding children and adults and should be read in conjunction with local safeguarding policies detailed in Appendix A as well as safeguarding procedural guidance and other related University policies/guidance listed at the end of this policy.
- 1.2 The University of Sussex is committed to providing a safe environment for all members of its community regardless of age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; or sexual orientation.¹
- 1.3 The University has a legal *duty of care*² to everyone in its community to ensure that they do not suffer foreseeable harm or loss. This duty of care (which includes obligations such as those under Health and Safety legislation), extends to its staff; students; those engaged in a voluntary capacity; and to anyone participating in University activities or using its facilities.
- 1.4 The University recognises that within its diverse community there may be members or visitors who are more vulnerable to risk than others at any given time, namely *children* and *adults at risk of harm*.³ Consequently, this policy represents the commitment of the University of Sussex to protect or *safeguard* such vulnerable groups from risk of harm, abuse or neglect.
- 1.5 Organisations which work in partnership with the University of Sussex (to be referred to as *Partner Organisations* and has a contract with the University of Sussex to provide students or services), on or off University-owned property, will have their own duty of care/safeguarding responsibilities. *Partner Organisations* are expected to have in place an appointed Safeguarding Officer, and their own safeguarding policy and procedures to be followed in respect of activities and individuals for whom they are responsible.
- 1.6 The University, as a higher education provider is not subject to the same legal safeguarding duties as schools, further education colleges, local authorities, and care providers. However, as part of creating a safe environment for its community and aside from its legal disclosure and barring

¹ The protected characteristics under section 4, Equality Act 2010

² A duty applies to persons who might reasonably foreseeably be harmed by the University's careless acts and omissions which must cause or contribute to the harm that arises and the circumstances must be such that the courts regard it as just, fair and reasonable for a duty to exist.

³ Usually abbreviated to "adults at risk"

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obligations, it has a moral and ethical responsibility to help *safeguard* the welfare of *children* and *adults at risk* by reporting any such concerns.

- 1.7 The University is committed, through its core values of kindness, integrity, inclusion, collaboration and courage, to treating all people with respect and dignity; to challenge any form of bullying, harassment, discrimination, intimidation, exploitation or abuse; and to safeguard *children* and *adults at risk*. All members of the University community have an essential role to play in keeping *children* and *adults at risk* safe.
- 1.8 The UK Government stated in their guidance document “Working together to safeguard Children” that: *“Effective safeguarding is achieved by putting children at the centre of the system and by every individual and agency playing their full part. This child centred approach is fundamental to safeguarding and promoting the welfare of every child.”*⁴
- 1.9 The UK department of Health & Social Care set out six principles of adult safeguarding in its Care Act 2014 guidance⁵:
- Empowerment: To ensure that people are supported and confident in making their own decisions and giving informed consent;
 - Prevention: To take action before harm occurs;
 - Proportionality: To take the most proportionate and least intrusive response to the risk presented;
 - Protection: To provide support and representation for those in greatest need;
 - Partnership: To work in partnership with communities to prevent, detect and report neglect and abuse; and
 - Accountability: To be accountable and transparent in delivering safeguarding.
- 1.10 The Safeguarding Vulnerable Groups Act 2006 and Protection of Freedoms Act 2012 provide for the creation of a referral, vetting and barring scheme through the Disclosure and Barring Service (DBS). The University is registered with the DBS and will ensure that any member of staff,

⁴ Working together to safeguard children

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779401/Working_Together_to_Safeguard-Children.pdf

⁵ Care Act 2014 <https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance#safeguarding-1>

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volunteer or any student whose role falls within the eligibility criteria and who has substantial one-to-one contact with children, or adults in a vulnerable situation will be subject to appropriate DBS checks.

1.11 The aims of this policy are to:

- Promote and prioritise the safeguarding of *children* and *adults at risk*;
- Promote a culture of safeguarding *children* and *adults at risk* in which signs of possible abuse or neglect are recognised and appropriately acted on;
- Ensure that all staff and volunteers have access to guidance on the specific procedures they should follow relating to reporting safeguarding concerns;
- Set out guidance on the safe recruitment of staff and volunteers so that all necessary checks are carried out and individuals who have been barred by the Disclosure and Barring Service (DBS) are not employed;
- Promote positive collaborative working within the University and externally with any partnership agencies involved in safeguarding; and
- Ensure that appropriate action is taken in the event of any allegations or suspicions regarding harm to *children* or *adults at risk* arising from contact with University staff, students and volunteers.

1.12 This policy should be read in conjunction with [Statement of expectations - Office for Students](#) which the University fully supports.

2. SCOPE

2.1 Safeguarding is the responsibility of everyone in the community. Accordingly, this policy, along with any associated guidance, applies to all members of the University of Sussex community including staff, students, contractors, volunteers and visitors to its campus or other premises and to any University activity, whether on or off its premises.

2.2 All members of the University of Sussex community have a responsibility to be alert to concerns and to share relevant information through the correct channels so that appropriate action can be taken in a timely manner.

2.3 Local authorities have statutory responsibility under the Care Act 2014 for safeguarding adults and under the Children Acts of 1989 and 2004, for children. They must lead a multi-agency system

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that seeks to prevent, investigate and intervene in cases of abuse or neglect of children. The Local Authority (East/West Sussex County Council, Brighton and Hove Council), Sussex Clinical Commissioning Groups, and Sussex Police collectively hold statutory responsibilities for safeguarding children in this area.⁶

- 2.4 Every organisation and everyone who encounters a *child* or *adult at risk* has a responsibility to help keep them safe. Staff and students at the University of Sussex or Partner Organisations with their own safeguarding policies/responsibilities; who have contact with *children* or *adults at risk* directly, or with those who have caring responsibility for *children* or *adults at risk*, have a responsibility to be alert to the possibility that an individual may be at risk of, or has experienced abuse or neglect. Any concerns should be reported promptly through the University *safeguarding* protocol outlined in Appendix B, and then if necessary, externally to the Local Authority.
- 2.5 The University may encounter *children* in a variety of settings, including through its teaching and research activities, as well as through its outreach programmes. Examples include:
- Occasionally as students on any programme (in particular in relation to the International Study Group);
 - On Sussexsport holiday programmes;
 - As students on the International Summer School programmes;
 - As students living in University accommodation;
 - On Widening Participation school visits;
 - At student or community Open Days on campus;
 - As the visiting *children* of staff or students and occasionally living on campus or other university property with their parent(s);
 - As unaccompanied *children* between 14yrs and 18yrs in the Library; or
 - As participants in research.

⁶ <https://www.bhscp.org.uk/>

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3. RESPONSIBILITIES

3.1 Designated Safeguarding Officer (DSO)

- 3.1.1 The University has designated the General Counsel and Director of Governance & Compliance as the University's *Designated Safeguarding Officer*. They have ultimate responsibility for the protection of *children* and *adults at risk*.

3.2 Senior Safeguarding Officer (SSO)

- 3.2.1 The University has designated the Director for the Student Experience Division and the Director of Human Resources as the University's *Designated Senior Safeguarding Officers (SSO)* for students and staff respectively. They have responsibility for the daily operational issues relating to safeguarding *children* and *adults at risk*.

3.3 Local Safeguarding Officers (LSO)

- 3.3.1 The University has designated staff to be Local Safeguarding Officers throughout the University. These are designated officers to whom concerns must be reported or from whom advice is sought. Each area of the University with its own local safeguarding policy related to its everyday operation and all Partner Organisations must designate a Safeguarding Officer. All areas of the University will be allocated at least one Local Safeguarding Officer. All Local Safeguarding Officers must be fully trained in safeguarding procedures and a current list of contact details maintained online and linked to associated safeguarding guidance.
- 3.3.2 It is not the responsibility of the *Local Safeguarding Officer* to investigate a case. It is their role to receive the initial concern and establish whether it is potentially a safeguarding matter. At that point the LSO will determine whether the issue can be directed to the Student Centre, whether there is an imminent risk of harm to anyone or whether it requires escalation to the Senior Safeguarding Officer, by emailing safeguarding@sussex.ac.uk who will consider referral to the local authority as appropriate.

3.4 University Safeguarding Panel

- 3.4.1 This panel will consider complex individual cases if necessary and safeguarding issues at an institutional level. It will include the *Designated Safeguarding Officer* or representative, *Senior Safeguarding Officer* and relevant *Local Safeguarding Officer* amongst its members. It will be chaired by the *Designated Safeguarding Officer* or representative and convened when necessary. Any significant or potentially significant

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safeguarding issues, which arise, should be reported to the Chair of the Safeguarding Panel as soon as possible. The Panel has oversight of all safeguarding activities for the University.

3.5 Staff, students and volunteers

- 3.5.1 All staff, students and volunteers who may intend to or may be asked to work with *children* or *adults at risk*, may require an appropriate DBS check to be undertaken and should ensure that they understand the implications of this policy before commencing any programme, event, visit or activity.
- 3.5.2 Students undertaking a programme of study leading towards professional registration where the professional body requires a DBS check as a pre-condition to entry and practice are required to have this prior to course commencement.
- 3.5.3 All staff, students and volunteers are responsible for the prompt (no later than within 24 hrs), reporting of any safeguarding concerns regarding children or adults at risk to their line manager or to a Local or Senior Safeguarding Officer as appropriate, using the procedure outlined in the guidance linked at the end of the policy and referral pathway in Appendix B. If a member of staff is unsure of whether a matter should be reported, it is their responsibility to discuss their concerns with their line manager and/or relevant *Local Safeguarding Officer*.
- 3.5.4 All staff, students, and volunteers are reminded of the offence of *abuse of positions of trust* under sections 16 to 19 of the Sexual Offences Act 2003. This makes it an offence for a person aged 18 or over intentionally to behave in certain sexual ways in relation to a *child* aged under 18, where the person aged 18 or over is in a position of trust (defined as looking after a *child* aged under 18 who is receiving education at an educational institution). A person “looks after” a *child* in this context if he/she is regularly involved in caring for, training, supervising or is in sole charge of a *child* or *children*.

3.6 Head of School, Division or Partnership Organisation

- 3.6.1 It is the responsibility of the Head of School, Division or *Partner organisation* (according to their own policy/procedures) to ensure that a risk assessment is completed by a designated individual before any new or changed programme, event, visit or any other activity involving *children* or *adults at risk*, or before admitting or employing a *child* (under 18 years). This risk assessment is an opportunity not only to remove or mitigate any risk, but to consider alternatives to this course of action/working practice.

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- 3.6.2 Completed risk assessments relating to the above are subject to Data Protection legislation and must be retained while the event/activity continues but should only be kept for as long as is necessary for the purpose for which the processing is required.

3.7 Human Resources

- 3.7.1 The University will ensure that necessary DBS checks on staff and students are carried out where “regulated activities,” as defined under the Safeguarding Vulnerable Groups Act 2006 (SVGA), are undertaken. University staff or students engaged in these activities may be eligible for a DBS check. Whether or not a particular role should be subject to a DBS check will depend on the specific nature of the role itself and the type of support provided and the level and frequency of the support.
- 3.7.2 Human Resources will be responsible for the ongoing review of all support roles to ensure that DBS requirements are adhered to in response to changes in job descriptions and changes in the student population. The [DBS guidance for managers](#) is available online to assist with assessing job roles for DBS requirements.
- 3.7.3 Human Resources will also determine the level of DBS check required, the frequency with which they should be performed and ensure that these are kept up-to-date. DBS certificates will be retained on HR files and retained until renewal or until a post-holder leaves the University.
- 3.7.4 The University has a legal duty to refer individuals to the DBS (upon completion of University internal disciplinary processes) when it believes they have harmed a *child* or an *adult at risk*, or if they pose a future risk of harm to children or vulnerable adults. No one barred by the DBS can work or volunteer with the vulnerable group or groups from which they are barred.
- 3.7.5 Any allegations made against staff, in relation to *children* or *adults at risk*, will be reported by *Local Safeguarding Officers* to the *Senior Safeguarding Officer* (Human Resources) who will report them to the *Local Authority Designated Safeguarding Officer* if appropriate.
- 3.7.6 The University has a duty of care to its staff as an employer, to its students and to those engaged in a voluntary capacity. It is therefore essential that where an allegation of abuse is made against a member of staff, student or volunteer, that the matter is dealt with fairly and quickly. Such allegations must be dealt with in a way that provides effective protection for a *child* or *adult at risk* and at the same time supports the individual who is the subject of the allegation.

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3.7.7 Organisational Development will be responsible for ensuring that all new members of staff are made aware of this policy and the general principles of safeguarding as part of their induction.

3.7.8 All staff have access to online Safeguarding training which should be accessed by new staff during induction training. This policy and associated guidance will be reviewed regularly and will be available online for the easy access of all the University community. The University will also provide safeguarding training to all staff who are likely to come into regular contact with children at adults at risk. Records of all such training will be kept by Organisational Development.

3.8 The General Counsel and Director of Governance & Compliance

3.8.1 In addition to being University's *Designated Safeguarding Officer*, the General Counsel and Director of Governance & Compliance fulfils the role of lead counter-signatory for the Disclosure and Barring Service for the University. Some Academic Schools (such as Education and Social Work) have their own DBS counter-signatories.

4. POLICY

4.1 Definitions

4.1.1 The definition of a **child** is *a person under the age of 18 years*.

4.1.2 According to the UK Government guidance "Working together to safeguard children"⁷, **safeguarding** is defined as *"the process of protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children are growing up in circumstances consistent with the provision of safe and effective care and taking action to enable all children to have the best outcomes"*.

4.1.3 Further: *"Children may be vulnerable to neglect and abuse or exploitation from within their family and from individuals they come across in their day-to-day lives. These threats can take a variety of different forms, including: sexual, physical and emotional abuse; neglect; exploitation by criminal gangs and organised crime groups; trafficking; online abuse; sexual exploitation and the influences of extremism leading to radicalisation. Whatever the form of abuse or neglect, practitioners should put the needs of children first when determining what action to take"*.⁴

⁷ Working together to safeguard children: glossary pg. 102 and pg. 8

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779401/Working_Together_to_Safeguard-Children.pdf (updated July 2022)

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- 4.1.4 An **adult at risk (of harm)** is a person over 18 years of age and is defined by the Care Act 2014⁸ as having needs for care and support (whether or not the authority is meeting any of those needs); is experiencing, or is at risk of, abuse or neglect, and as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it. There is no definitive list of *adults at risk*, because risk varies according to situation and each situation must be considered separately. Adults may be considered to be at risk of harm in one situation, but not in another. The term *adult at risk (of harm)*, used in the Care Act 2014 is preferred to the term *vulnerable adult* because it is considered more empowering. The terms are not interchangeable.
- 4.1.5 The term **vulnerable adult** is now used primarily in the context of DBS checks. The Safeguarding Vulnerable Groups Act (SVGA) 2006 was passed to prevent people who are deemed unsuitable to work with *children* and *vulnerable adults* from gaining access to them through their work. Organisations with responsibility for providing services to vulnerable groups have a legal obligation to undertake DBS checks and refer relevant information to the DBS. The Act describes how an adult is “vulnerable” in the context of the setting in which they are situated or the service they receive, for example in connection with care or nursing or domiciliary care services. Therefore, when raising a concern about abuse/neglect of an adult, this is the definition to be applied is adult at risk.
- 4.1.6 An adult at risk, with care and support needs could include:
- a person with a physical disability, a learning difficulty or a sensory impairment;
 - someone with mental health needs, including dementia or a personality disorder;
 - a person with a long-term health condition; or
 - Someone who misuses substances or alcohol to the extent that it affects their ability to manage.
- 4.1.7 Adults with care and support needs are not inherently vulnerable, but they may come to be at risk of abuse or neglect at any point due to, for instance, physical or mental ill health; not having support networks; financial circumstances or being socially isolated.

⁸Care Act 2014 C.23 Part 1 42 (1)

<http://www.legislation.gov.uk/ukpga/2014/23/part/1/crossheading/safeguarding-adults-at-risk-of-abuse-or-neglect/enacted>

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4.1.8 In the adult context *Safeguarding* means protecting an *adult at risk's* right to live in safety, free from abuse and neglect. Not only must any risk or experience of abuse or neglect be stopped, but their wellbeing be promoted and where appropriate, their views, wishes, feelings and beliefs must be considered before taking action.

4.1.9 The University may encounter *adults at risk* in a variety of settings, including through its teaching and research activities, as well as through its outreach programmes. *Adults at risk* can be encountered:

- As students on any programme;
- As participants in research;
- At student or community Open Days on campus;
- As students living in University accommodation;
- As any member of staff; or
- As any visitor, contractor or volunteer on University premises.

4.1.10 Types of *abuse adults at risk* can encounter include:

- Physical abuse;
- Domestic violence or abuse;
- Sexual abuse;
- Psychological or emotional abuse;
- Financial or material abuse;
- Modern slavery;
- Discriminatory abuse;
- Organisational or institutional abuse; or
- Neglect or acts of omission.

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4.1.11 “**Adults vulnerable to being drawn into terrorism**” as defined by the Prevent duty is not the same as *adults at risk* or *vulnerable adult*. The Prevent duty applies to *all* people of any age group and including *all* members of the University community.

4.1.12 **Prevent/Prevent duty:** Through the Counter-Terrorism and Security Act 2015 all Universities and other Public Authorities are under a legal requirement, or duty, to have 'due regard' to preventing people from being drawn into terrorism. There is statutory guidance in place that sets out key responsibilities and actions in order to help protect vulnerable people from amongst other things, radicalisation. The University's Prevent Duty guidance is linked at the end of the policy.

4.1.13 Anyone with any concerns about members of the University community being vulnerable to being drawn into terrorism should raise their concerns directly with the University's designated Prevent Lead (General Counsel and Director of Governance & Compliance). The Prevent referral pathway for the University is shown in Appendix C.

4.1.14 A **Partner Organisation** includes one which has a contract with the University of Sussex to provide students or services (e.g. International Study Group, Cooperative Childcare nursery) or which is co-owned by the University (Sussex Estates and Facilities, BSMS) or is present on University-owned property.

4.2 Prevention and training

4.2.1 The University will train Safeguarding Officers at all levels and will raise awareness of safeguarding by promoting this policy and associated guidance to all staff through various media. This policy and associated guidance will be reviewed regularly and will be available online for the easy access of all the University community. The University will also provide safeguarding training to all staff who are likely to come into regular contact with children at adults at risk. Records of all such training will be kept by Organisational Development.

4.3 Reporting procedure

4.3.1 The University is committed to working closely with external services such as Social Services/LADO (Local Authority Designated Safeguarding Officer) to whom safeguarding issues will be reported through *Sussex Safeguarding Adults Policy and procedures*. The University has developed associated guidance on the procedures that must be followed when a safeguarding issue arises. This guidance will be regularly reviewed and is linked to at the end of this policy. An overarching safeguarding referral pathway for the University is shown in Appendix B.

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4.4 Confidentiality, Consent and Information Sharing

4.4.1 Data Protection legislation, including the Data Protection Act 2018 and the General Data Protection Regulation (EU) 2016/679, places duties on the University to process personal information fairly and lawfully. It also provides a framework to ensure that personal information can be shared appropriately where it is necessary to meet our legal obligations and where the failure to do so would cause the safety or well-being of a child or adult at risk to be compromised. Similarly, human rights protection, such as respecting the right to a private and family life, would not prevent sharing of appropriate information with relevant individuals where there are real safeguarding concerns. Where such disclosure is necessary, the sharing of personal information should be proportionate. Any information relating to safeguarding, including personal data, must be treated confidentially and held securely, and should only be kept for as long as is necessary.

4.5 Breaches of policy

4.5.1 Any breaches of this policy by members of the University community may lead to an investigation and a referral being made to the local authority and could also result in disciplinary action being taken or contracts with *Partner Organisations* being reviewed.

5. RELATED LEGISLATION AND GOOD PRACTICE

- 5.1 [Safeguarding Vulnerable Groups Act \(2006\)](#)
- 5.2 [The Protection of Freedoms Act \(2012\)](#)
- 5.3 [Working Together to Safeguard Children \(2018\)](#)
- 5.4 [Safeguarding Policy: Protecting Vulnerable Adults \(2017\)](#)
- 5.5 [The Care Act \(2014\)](#)
- 5.6 [Keeping children safe in education 2021 \(publishing.service.gov.uk\)](#)
- 5.7 [The Health and Safety at Work Act \(1974\)](#)
- 5.8 [The Rehabilitation of Offenders Act \(1974\)](#)
- 5.9 [Sexual Offences \(Amendment\) Act \(2000\)](#)
- 5.10 [The Education Act \(2002\) Section 175](#)
- 5.11 [The Sexual Offences Act \(2003\)](#)
- 5.12 [The Children Act \(1989\); The Children Act \(2004\)](#)
- 5.13 [DBS Code of Practice November \(2015\)](#)
- 5.14 [Counter-Terrorism and Security Act \(2015\)](#)
- 5.15 [Mental Capacity Act \(2005\)](#)
- 5.16 [Sussex Safeguarding Adults Policy and procedures](#)
- 5.17 [Pan Sussex Child Protection and Safeguarding Procedures manual](#)

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- 5.18 [Children and Social Work Act \(2017\)](#)
- 5.19 [Domestic Abuse Act 2021 \(legislation.gov.uk\)](#)

Review / Contacts / References	
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Next review date:	March 2024
Related internal policies, procedures, guidance:	Health, Safety & Wellbeing policy Relationships Policy Policy on Definitions of Violence Policy Statement on the use of the Disclosure & Barring Service and the Recruitment of Ex-Offenders Disciplinary Regulations and procedures Data Protection Policy Housing policy on criminal convictions Public interest disclosure policy Dignity & Respect policy Prevent Duty process Safeguarding guidance (LINK)
Policy owner:	Office of General Counsel, Governance and Compliance
Lead contact / author:	<i>Senior Legal Counsel/Student Wellbeing Manager</i>

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APPENDICES

Appendix A: Local University of Sussex safeguarding policies and associated safeguarding policies of Partner Organisations.

Local University of Sussex safeguarding policies

Specific areas of University activity, for example admission of students, professional placements and the governance of research have local safeguarding procedures, which deal in detail with particular contexts. All these local safeguarding policies must comply with the overarching principles and the underlying guidance of this policy.

List of current local University of Sussex safeguarding policies:

- [Housing Department: Approach for housing students under 18 years in University residences](#)
- [Sussexsport Child protection & Safeguarding policy](#)
- [School of Education & Social Work: ITE partnership handbook, safeguarding policy](#)
- School of Education & Social Work: Practice Education handbook, social work placements (word document only)
- [School of Psychology: DBS checks for placements](#)
- Pharmacology: Fitness to practice procedure (word document only)
- [Brighton& Sussex Medical School: DBS checks for all students](#)
- BSMS: Safeguarding policy: – currently in draft
- Widening Participation: Safeguarding policy (word document only)
- University of Sussex Research safeguarding policy (not yet written, but required)
- Library safeguarding policy (including Mass Observation Archive) (not yet written, but required)
- Safeguarding in Research Policy

It is expected that where safeguarding concerns arise within any partner setting or organisation e.g., practice placement/apprenticeship employer such as the NHS or a school, that the third-party organisation should deal with the safeguarding matter within its own policy and procedures.

Partner Organisation safeguarding policies

List (not exhaustive) of current associated policies of Partner Organisations:

- [International Study Group safeguarding policy](#)
- [Safeguarding policy: Little Pioneers \(Co-op\) nursery and pre-school](#)
- [University of Sussex Student's Union safeguarding policy](#)
- [Institute of Development Studies safeguarding policy](#)

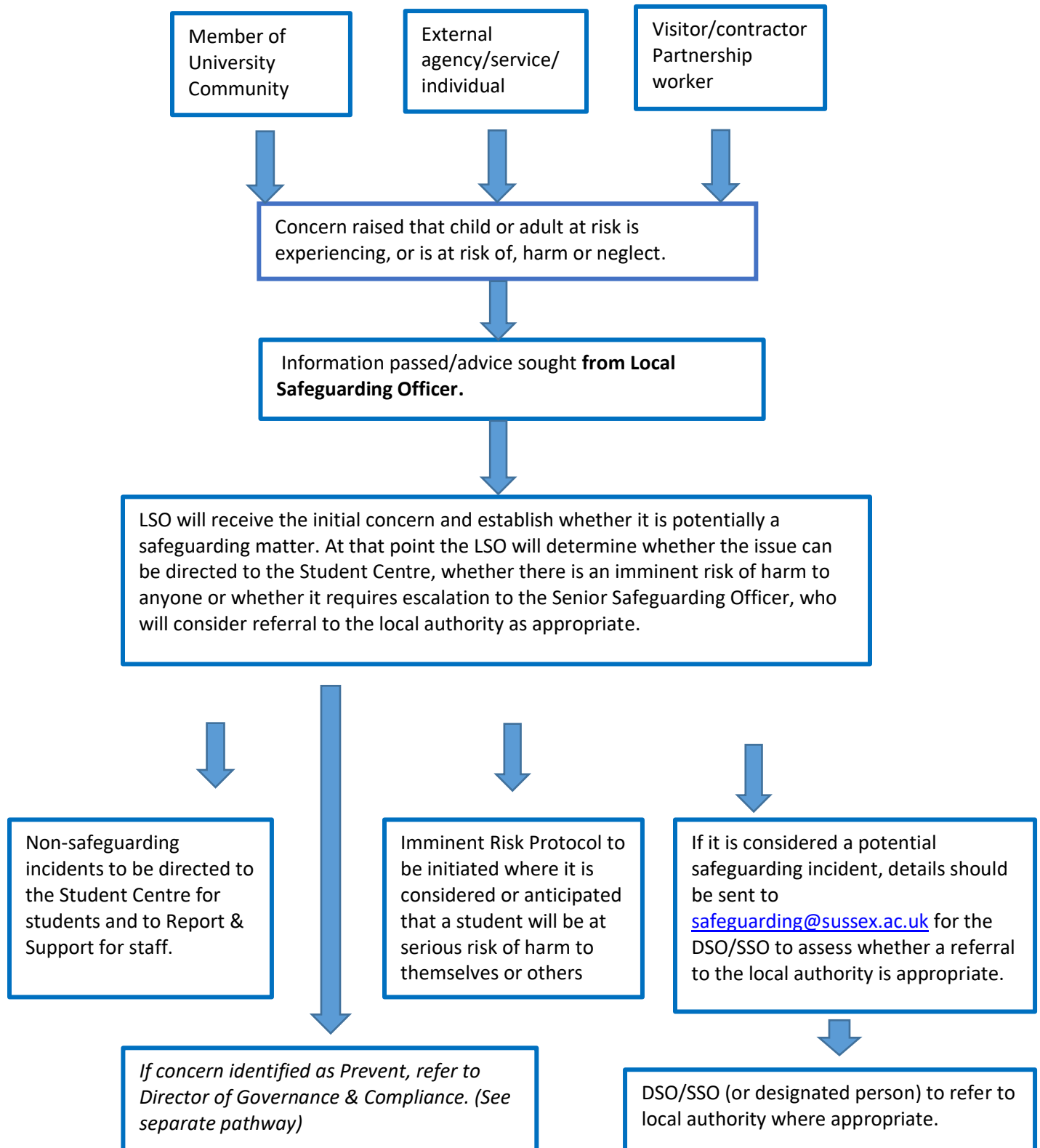
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- [University of Brighton Safeguarding policy \(Partner organisation for BSMS\)](#)
- Sussex Estates and Facilities (Not yet written, but required)
- [Brighton & Hove Adult Social Care \(provides care for disabled students on day-to-day basis\)](#)

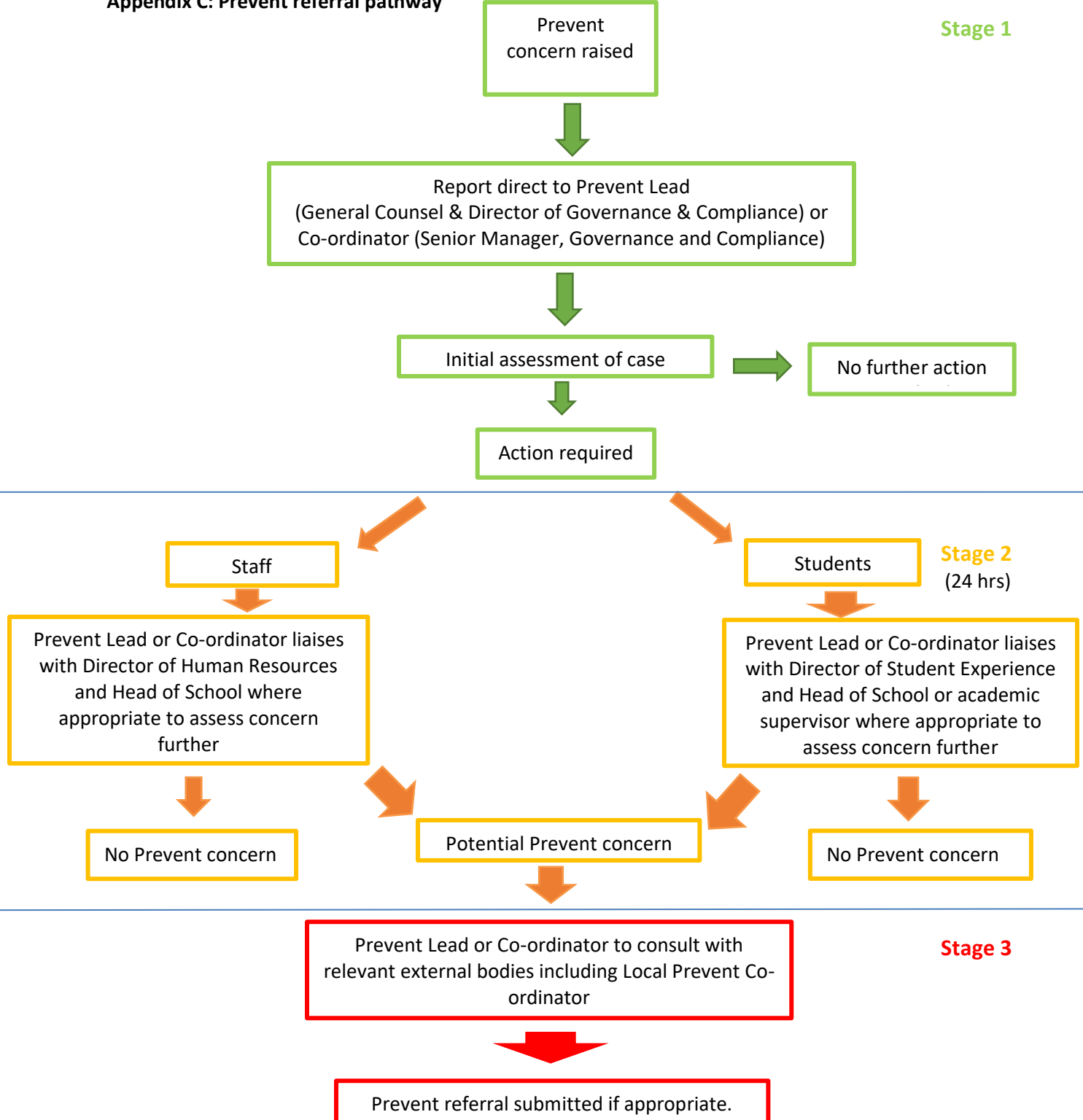
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Appendix B: Safeguarding referral pathway: simple over-arching version

UNIVERSITY OF SUSSEX SAFEGUARDING REFERRAL PATHWAY



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Author	Senior Legal Counsel/ Head of Wellbeing, Therapeutic & Residential Life Services	Reviewed by	Safeguarding Panel, Head of Wellbeing, Therapeutic & Residential Life Services	Department	General Counsel, Governance & Compliance

Appendix C: Prevent referral pathway

Note: i) Stage 2 will take no longer than 24 hours. ii) In some cases, it may be necessary to progress from Stage 1 directly to Stage 3

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