

Safeguarding Policy

Student Success

Version: 2.2

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1. Policy Aims, Principles and Values

- 1.1 This Safeguarding Policy both supports and reflects Solent University's strategic vision and mission to be inclusive, support social justice, deliver an outstanding Student Success, and be a workplace of choice for staff. The policy operates in line with delivery of the United Nations Sustainable Development Goals specifically including health and wellbeing and gender equality whilst promoting an inclusive environment at all levels.
- 1.2 The University is committed to ensuring a safe and supportive environment for all students, (please note that the term 'student' refers to all types of learners, for example apprentices and cadets) staff (including volunteers) and visitors. The University will work to ensure that it maintains the highest possible standards to meet its duty of care, safeguarding and Prevent obligations.
- 1.3 This policy sets out the University's approach and its obligations to safeguard children, adults with care and support needs, and students who maybe, or become, an adult at risk. It is supported by operational safeguarding procedures which provide further detail for staff and others regarding the safeguarding measures available to support mitigation of potential areas of perceived risk, including how to report and manage a safeguarding matter or cause for concern.
- 1.4 The University upholds the ethos that all children, adults with care and support needs, and students who become 'at risk', have a right to protection from harm or abuse regardless of age, sex, disability, gender, racial or ethnic origin, religious belief, or sexual orientation.
- 1.5 All identified or reported safeguarding concerns, including suspicions and allegations of exploitation, harassment, harm, or abuse including radicalisation, will be taken seriously, and will be reported and responded to promptly. The welfare of the child, adult with care and support needs, or student at risk is of paramount consideration. The University will undertake a person-centred approach ensuring that the voice of the child or adult is captured.
- 1.6 This policy reflects the principles of UK legislation, guidance, and best practice in safeguarding, with the aim of being mindful of a duty of care and seeking to ensure every child, adult with care and support needs, or student at risk achieves their

full potential whilst studying at Solent University.

- 1.7 As a part of the policy the University recognises that working in partnership with statutory bodies and other agencies is essential when seeking to protect children, adults with care and support needs and students at risk and is therefore committed to this approach.
- 1.8 This policy will be reviewed annually and on an 'as-needs' basis. Any amendments will be quality assured via the Safeguarding Committee and the Equality and Wellbeing Committee. As a part of this review process the University will undertake horizon scanning to ensure it stays up to date with new legislation, guidance, and Higher Education best practice.

2. Scope of the Safeguarding Policy and Duty of Care

- 2.1 This policy and its application apply to all University staff, volunteers, contractors (hereafter referred to as 'staff') and students who may encounter children, adults with care and support needs, or in circumstances where a student(s) may be at risk by a third party or themselves pose a risk of harm to others.
- 2.2 The University recognises that in its Widening Participation programme there may be additional contact with children that may raise safeguarding concerns. Where required the Widening Participation Manager and Senior Safeguarding Principal Officer (SPSO) will work collaboratively to address any concerns. For more information see section 7.
- 2.3 The University understands that harm or abuse can take a wide range of forms e.g., physical, emotional, financial, or sexual. Specific acts of harm or abuse may be perpetrated against an individual or against groups who share protected characteristics. In some cases, there may be an omission to act e.g., neglect, or the harm or abuse can involve wider criminal activity e.g., exploitation or radicalisation.
- 2.4 This Safeguarding Policy and affiliated procedures will enable the University to uphold its duty of care. It will promote a consistent approach and allow informed decision making to take place in an agile way, that supports the mitigation of risk

allowing the University to effectively support the safeguarding of children, adults with care and support needs and students at risk.

- 2.5 Outside of the scope of this policy is, if a safeguarding concern is identified by staff, students or volunteers whilst on placement or working with children or adults with care and support needs in another organisation e.g., sports coaching or nursing. In these circumstances the host organisations safeguarding policy and procedures should be followed. The only caveat to this is if the concern is linked to a Solent University student (for these circumstances see section 7 Safeguarding Children). Advice can be sought from the SPSO where required.
- 2.6 The University does not have in place a 24/7 safeguarding service however the SPSO or [Student Hub](#) will pick up and respond to any new referrals within 2-3 working days. Any urgent out of hours safeguarding concerns must be referred to the statutory services. There is in place an out of hours [Student Assistance Programme](#) which is a support line for students provided by the University commissioned service Health Assured.

3. Definitions and Relevant Legislation

- 3.1 The University does not have a specific statutory duty to safeguard adults, however there is a general ‘duty of care’, so where the risk of harm is within the University’s reasonable control and action can be taken to mitigate or remove risk the University should take reasonable steps to prevent harm occurring.
- 3.2 When doing this, the University has undertaken for this Safeguarding Policy to operate within the spirit and ethos of the primary safeguarding adult legislation, the Care Act 2014, and for children will operate in accordance with Working Together 2023 and where relevant Keeping Children Safe in Education 2023 (which predominately applies to under 18s i.e., within Apprenticeships).
- 3.3 In accordance with the Children Act 1989, a child means a person under the age of 18.

- 3.4** In accordance with the Care Act 2014 ‘adult at risk’ is defined as someone aged 18 or over who:
- has care and support needs
 - is experiencing, or is at risk of, abuse or neglect
 - is unable to protect themselves because of their care and support needs.
- 3.5** In accordance with the Counterterrorism and Security Act 2015 (“CTSA”), the University, as a specified public authority must also have ‘due regard to the need to prevent people from being drawn into terrorism’. Prevent is one of four strands of governments counter terrorism strategy. Compliance with the duty in England is monitored by the Office for Students.
- 3.6** ‘Students’ are defined as any learner registered with or under instruction by the University or studying within a partnership on campus such as QAHE, Apprenticeships or as a sponsored Warsash Cadet within the Maritime School. ‘Staff’ are defined as any person working for the University, whether paid or voluntary and where appropriate will apply to employees of third-party organisations providing services within the University.
- 3.7** An adult student can become ‘at risk’ of harm without having care and support needs as defined in the Care Act 2014. This can be for host of reasons including risk of, exploitation, harassment, sexual or physical assault, domestic abuse, deterioration of mental health or substance misuse. This not an exhaustive list therefore the University will remain agile to new threats or safeguarding concerns.
- 3.8** The University will be aware of where additional/relevant legislation and guidance may impact on the University’s duty of care this may include, but not limited to:
- Children Act 1989
 - Children Act 2004
 - Counterterrorism and Security Act 2015
 - Data Protection Act 2018
 - Equality Act 2010
 - Human Rights Act 1998
 - Mental Capacity Act 2005

- Protection from Harassment Act 1997
- Protection of Freedoms Act 2012
- Public Interest Disclosure Act 1998
- Sexual Offences Act 2003
- Safeguarding Vulnerable Groups Act 2006
- Care and Support Statutory Guidance 2022
- Keeping Children Safe in Education 2023
- Working Together to Safeguard Children 2023

3.9 Any relevant amendments to statutory legislation and guidance will be considered as part of the policy review process.

4. Safeguarding Staff Structure

4.1 The University has an established [safeguarding structure](#) with clear lines of accountability and responsibility for strategic oversight and operational delivery of the University's Safeguarding Policy and affiliated policies and procedures. The Vice Chancellor is the primary designated Safeguarding Accountable Officer (SAO).

4.2 The University has appointed the Head of Student Success as the University's Lead Safeguarding Officer (LSO) with operational delivery undertaken by the Deputy Head of Student Success (Wellbeing) and the Safeguarding Manager as Senior Principal Safeguarding Officers (SPSO).

4.3 Each department or service area will have nominated individuals who will be Principal Safeguarding Officers (PSOs) whose role will be to provide the immediate response to any cause for concern or safeguarding matter raised within their department and ensure that the relevant procedure is followed. It is recognised that several hours of staff time per year is required to undertake this responsibility and this will be agreed and reviewed, where appropriate, by the Academic Workload Programming for academic staff. PSOs will also form a part of the governance framework via the Safeguarding Committee (see Section 6).

4.4 Relevant and up to date training and guidance will be provided to PSOs. PSOs will

support the SPSOs to ensure that the policy and procedures are widely disseminated and will be expected to attend the relevant safeguarding continuous professional practice and cascade the learning and best practice to their teams where required.

5. Staff Responsibilities and Conduct

- 5.1** The University applies the ethos that safeguarding is **‘Everybody’s Responsibility’** and works to ensure that any safeguarding matter is responded to by staff in line with this policy and affiliated procedures and guidance. The University will support staff to do this.
- 5.2** All staff must demonstrate exemplary behaviour. They must be aware that people may misinterpret actions, even if well intentioned. They must give due consideration to what is an appropriate professional environment and what is appropriate professional conduct in relation to activities being undertaken. This is critical when responding to a safeguarding concern or when supporting children, adults with care and support needs or students at risk.
- 5.3** All staff will be expected to avoid use of language, terminology or behaviour which could be interpreted as having sexual connotation or innuendo. The expectation is that inappropriate or offensive language will and can be safely challenged by students and staff alike and where required reported via the relevant process or to the SPSO where an ongoing safeguarding response is required.
- 5.4** The University expects its staff to safely challenge unacceptable behaviour by students. Should they be unable to resolve the issue informally or where there is an ongoing concern or risk regarding harassment, misconduct, or other such behaviours, including when these occur online, this should be reported using the relevant safeguarding or student complaint and disciplinary procedures or to the SPSO where relevant.
- 5.5** Appropriate Staff behaviour is integral to safeguarding, therefore staff should not:

5.5.1 Engage in sexual behaviour with someone with whom they are in a position of trust. Whilst a young person can consent to sexual activity once they reach the age of 16, the Sexual Offences Act (2003) makes it a criminal offence for a person to engage in sexual activity of any kind with a person under the age of 18, where the adult is in a position of trust.

5.5.2 All staff must appraise themselves of and apply the [Personal Relationships at Work Policy](#).

5.5.3 Engage in an inappropriate private conversation via social media with a student, all correspondence via online methods such as WhatsApp must be conducted in a professional manner and in line with the University [Staff Behaviour](#) and [ICT Internet Usage Policies](#).

5.5.4 Do something (i.e., a personal task) for a child or adult with care and support needs or student at risk if they have the ability and capacity to do it for themselves. If somebody has a disability any tasks should only be done for them with their consent and their full understanding.

5.6 This Safeguarding Policy will also apply when allegations of harm or abuse are made by students or a third-party regarding staff. In these circumstances decision making will be in line with the [Staff Disciplinary Procedure](#) and [Investigation Guidance](#). If the allegation refers to an employee of a third-party provider operating within the University this will be referred to their employer - dependent on context and potential for risk, precautionary measures may be utilised until matters are investigated and/or resolved.

5.7 The Senior Principal Safeguarding Officer will report staff related matters to People and Development for oversight and guidance and in cases where there is a duty of care or ongoing or transferable risk a safeguarding report may be made to the relevant statutory body such as the Local Authority Designated Officer (LADO) for children, Adult Social Care and/or the Police.

5.8 Any action taken or support required for the staff member will be facilitated by People and Development and decision making in line with the relevant internal

procedures and mindful of obligations under Employment Law.

6. Safeguarding Committee and Governance

- 6.1 The University has in place a Safeguarding Committee whose purpose is to provide oversight, quality assurance and governance for the University Safeguarding Policy, Procedures, Prevent Policy and Code of Practice and the delivery of the associated operational Safeguarding Action Plan and Sexual Harassment and Misconduct Action Plan.
- 6.2 The Safeguarding Committee will support the wider University to consistently apply the ethos of the relevant legislation and guidance regarding safeguarding adults and children and ensure the University is fulfilling its statutory 'due regard' requirements for Prevent.
- 6.3 The University is also affiliated with the statutory Southampton Safeguarding Adults Board, the Local Safeguarding Children Partnership, the Prevent Board and the Community Safety Partnership and will engage with the boards to ensure that policy and procedure is robust and in line with local and national guidance and expectation.

7. Safeguarding Children

- 7.1 The safety and wellbeing of all children studying or visiting at Solent University is paramount and the Safeguarding Policy and affiliated procedures apply the principles of [Working together to safeguard children - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/working-together-to-safeguard-children) and where relevant (i.e. apprenticeships) [Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/keeping-children-safe-in-education)
- 7.2 Where staff or students are involved in regulated activity with children then the relevant [DBS](#) checks are undertaken by People and Development or by the course team (applicable to professional practice courses and where there are coaching placements). Any staff, volunteers or student ambassadors that do not have a valid DBS check should not participate unsupervised in a [regulated activity](#) (as defined by the DBS criteria) with children or vulnerable adults.

- 7.3 The University has a small cohort of enrolled students under 18 years. At the Warsash Maritime School, cadets aged 16 upwards can be accepted onto courses following sponsorship from international shipping companies. The University may also have enrolled Apprentices or QAHE International Foundation students who are yet to reach the age of 18 years. For these students the Solent University Safeguarding Policy must be rigorously applied and adhered to.
- 7.4 Although many under-18 students are likely to reach the age of 18 within a few months of enrolment, the University will provide a statement to parents/ guardians outlining the level of responsibility that will be assumed for the young person. This will include reference to the fact that the University is an adult environment, and therefore the student will be treated as an adult with limitations and exceptions outlined. This does not negate the University's duty of care obligations or safeguarding responsibilities for children.
- 7.5 For QAHE students studying under the franchise provisions at alternative institutions the Safeguarding Policy of that University and/or the [QA Safeguarding Policy](#) will apply and cases may be referred to the QAHE Designated Safeguarding Lead where deemed relevant and appropriate to do so.
- 7.6 The University recognises the importance of keeping children safe in education and applies the same approach as Further Education professionals who have a duty to report any concerns or suspicions that a child is at risk of harm and ensure all decisions are in the best interests of the child. Further to this the University will comply with Ofsted inspection requirements by ensuring that safeguarding is included in the annual self-assessment and relevant documents and procedures are available for inspection as per the Education and Inspections Act 2006.
- 7.7 If a safeguarding concern is raised or a disclosure made regarding a child studying within the University then a [Safeguarding Referral Form](#) will be completed at the earliest opportunity and sent to the SPSO at safeguarding@solent.ac.uk who will assess the information within 2-3 working days of receipt and then make decisions regarding the action to be taken. If a referral is urgent, it must be marked as so in order that a response can be expedited. Any concern relating to a child must be acted upon immediately.

- 7.8** The University will adhere to national information sharing laws and guidance for practitioners working with children where there is a safeguarding concern and will only share information where there is lawful basis. The University will undertake to be transparent from the outset with the individual involved (and/or their family where appropriate) about why, what, how and with whom the information could be shared, unless deemed unsafe to do so by the SPSO or where there is a legal restriction. GDPR will not operate as a barrier to sharing information when a child is at risk of harm and fears about sharing information must not stand in the way of safeguarding and promoting the welfare of children (see section 8 for further information on information sharing).
- 7.9** If the child is deemed to be at risk of harm, then a referral will be made to the relevant Multi-Agency Safeguarding Hub (MASH) or equivalent where that child resides. If the situation occurs out of hours or the SPSO is not available and there is an immediate risk this will be referred directly to the Police or relevant statutory agency by the member of staff managing the initial response. For those children studying at Solent where there is also a mental health need, they will be referred/signposted to an external children's service as the University does not operate an under 18s mental health and counselling service.
- 7.10** The University also recognises that staff and adult students may have contact with children more broadly who are not enrolled i.e., via university recruitment events, widening participation, or via completion of specific academic modules. In these circumstances where it is identified that a child is at risk of harm or makes a disclosure of abuse then the organisation responsible for the child i.e., a school has the primary safeguarding responsibility and their safeguarding policy must be applied, and their Designated Safeguarding lead notified at the earliest opportunity. The University would also expect the SPSO to be notified of the concern and the person/organisation it was reported to alongside pertinent details of the concern.
- 7.11** The same process applies in a placement or work-based learning environment, such as a professional or clinical setting, if the student or staff member feels it is inappropriate to make a referral to the provider/employer safeguarding lead, or they do not feel they have had a satisfactory response, they should refer directly to the SPSO for further advice.

- 7.12** For Solent Sport any staff delivering Level 2 coaching are required to undertake an enhanced DBS check. Where Solent Sport has clubs with under 18 sections, the club and any staff or volunteers will adhere to the safeguarding policies and framework for the relevant governing body for that sport e.g., Basketball England or the Football Association.
- 7.13** In circumstances where a safeguarding concern is raised within Solent Sport that is linked to a current student the University would also expect the SPSO to be notified of the concern and the person/organisation it was reported to alongside pertinent details of the concern.
- 7.14** If a concern is raised about the misconduct, practice or behaviour of a student or staff member and they are studying/teaching/coaching on a course which requires education of or access/supervision of children then this information must be taken to the SPSO without delay, the information will be recorded and where required passed to the Local Authority Designated Officer (LADO), and for staff it will also be referred to the People and Development department. For further information and guidance please use this [hyperlink](#).
- 7.15** The SPSO will work alongside the relevant staff members/course leader and the LADO to discuss and agree next steps for the student regarding their modules or placements that may involve contact with children. The [Student Disciplinary Procedure](#) and where applicable the University [Fitness to Practise Policy](#) may also apply.
- 7.16** The University will apply these safeguarding children principles in all areas of its work. Therefore, should a member of staff become aware of any child at risk during their duties, then there is a duty to report this concern using the safeguarding referral form. This can also apply when a child is brought onto site by a student or staff member and is deemed at risk. Further advice can be sought from the SPSO who can guide or take ownership of the next steps.

7.17 Research with children or adults with care and support needs, or others who may

be deemed at risk of harm must comply with the University's [Research Ethics and Integrity Policy](#).

8. Record Keeping, Confidentiality and Information Sharing

- 8.1** As far as possible the confidentiality of all individuals involved in a safeguarding concern will be respected, however there may be circumstances where it is necessary to share a safeguarding concern with a third party i.e., the Police or Social Care and in some cases the students named or emergency contact. An individual from the University cannot give personal assurance of confidentiality where there is risk of harm to self or others, or it is in the public interest to share.
- 8.2** When there is a safeguarding concern, data protection law and regulations should not be seen as a barrier to justified information sharing, the law is there to provide a framework to ensure information about living individuals is shared appropriately. Information will only be shared where necessary, proportionate, relevant, adequate, timely and secure and it is covered by one of the lawful bases.
- 8.3** Data Protection law and the [Information Commissioner's Office](#) allows organisations to share personal data in an urgent or emergency situation to help prevent loss of life or serious physical, emotional or mental harm.
- 8.4** Wherever viable, consent to share will be obtained from the adult and in line with the principles of the Care Act 2014 in 'Making Safeguarding Personal' this will be done in a transparent and open way. Where this cannot be applied i.e., because it may heighten risk or time does not allow due to imminent risk, the rationale will be clearly recorded by the SPSO.
- 8.5** There will be occasions where the University Senior Principal Safeguarding lead may seek information from a partner agency regarding a student who may be deemed at risk or pose risk. The information requested is for risk management and safeguarding purposes. Where possible and appropriate, and considering any legislative requirements, the student will be advised that this communication is taking place. Solent University has in place an Information Sharing Agreement with key agencies including Hampshire Constabulary.

- 8.6** The University will not share information with the parents of a student unless the student is under 18 years (and deemed safe to do so) or where the student provides explicit consent in relation to that specific information. If there is a high-risk safeguarding matter this may warrant the sharing of relevant information without obtaining consent. In these limited circumstances this policy may be overridden if deemed to be in the student's vital interest to share however only by a Senior Principal Safeguarding Officer or above, in compliance with prevailing legislation and where required, in consultation with the Policy, Governance, and Information team. This will apply in limited circumstances and a clear rationale will be recorded.
- 8.7** Solent University will keep records of safeguarding concerns or allegations including details of actions taken, decisions reached and how those decisions were arrived at and any outcomes. Any documents with additional/highly sensitive data will be held in a separate child/adult safeguarding folder with restricted access. These records will be kept securely on the software system CRM. For allegations relating to staff members these will be recorded and held securely by People and Development. Any records made will be retained in line with the University retention policy requirements. All data recorded may be subject to a Data Subject Access Request or Freedom of Information request. Such requests should be notified to Policy, Governance and Information and to be handled on a case-by-case basis.
- 8.8** The University and the Students' Union are committed to working together and sharing information to safeguard the interests and wellbeing of children, adults with care and support needs, or adults at risk (for example, in relation to individuals and activities with student societies and volunteering). The Students' Union has its own Safeguarding Policy and the Chief Executive and Head of Wellbeing Sabbatical Officer will act as the designated Principal Safeguarding Officers in the Students' Union and will also sit as a members of the Safeguarding Committee.

9. Online Safeguarding

9.1 The University is committed to ensuring a safe and supportive environment exists for all staff and students engaging in online activity. It recognises the policy regarding safeguarding should also be applied to when children, adults with care and supports needs and students at risk become at risk online. Examples of online harm may include, but are not limited to, online bullying and harassment, identity fraud, sextortion, exploitation, and radicalisation. The University will support students who disclose being victims of such abuse and follow the required safeguarding procedures where applicable.

9.2 Where safeguarding concerns arise from the misuse of University ICT then other policies may also apply, e.g., the [IT Acceptable Use Policy](#) and/or Prevent Policy

10. Prevent

10.1 In 2015, the Counter-Terrorism and Security Act 2015 placed a statutory duty on certain bodies ('specified authorities' listed in Schedule 6 to the Act), in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism". Further guidance was issued under section 29 of the Act. The Act states that the authorities subject to the provisions of the Act must have regard to this guidance when carrying out the duty.

10.2 The duty applies to all Relevant Higher Education Bodies (RHEBs) and therefore as a provider of higher education the University is classified as a 'specified authority' under the Act, and therefore must have in place the relevant policies and procedures to demonstrate the 'due regard' required by this legislation. This is an important role and sits alongside the University safeguarding and wellbeing provisions.

10.3 When a concern is raised regarding a child or adult at risk of radicalisation or being drawn into terrorism and no imminent risk of harm is identified then the approach will be focused on safeguarding. All staff will follow the standard safeguarding referral procedure and decisions made regarding referrals to the Prevent Channel Panel will sit with the SPSO. Further information on these procedures can be found in the Prevent Policy and Code of Practice (see hyperlink below).

10.4 As a part of this duty the University must have in place a Code of Practice for

Events and Speakers. Further information can be found within the University's [Prevent Policy and Code of Practice](#).

11. Whistleblowing

- 11.1** If a Solent student is on a work placement or apprenticeship and 'whistle blows' or raises a concern to the University about malpractice, wrongdoing, risk, or illegal proceedings at that third party place of employment, which directly impacts the safety or wellbeing of the student (or other students), this should be brought to the attention of the SPSO at the earliest opportunity using the [safeguarding referral form](#).
- 11.2** Alongside the relevant course lead the SPSO will take the lead in liaising with the relevant agencies involved to ensure any action required of the University is undertaken and safeguards put in place for the student(s) involved (where applicable). If the whistleblowing matter impacts a child or places children at risk, then it will be reported to the MASH and/or the Local Authority Designated Officer.
- 11.3** For the Warsash Maritime Cadets the same principles apply however their duty of care during their sea phases does not sit with the University as they are employees of their sponsoring company who take precedence during that time. The University will however support the student and where able, and where appropriate, liaise with sponsoring companies via the course leads and the Cadet Liaison Officer.
- 11.4** If a student at Solent University, during their employment as an Apprentice or whilst on placement, identifies and chooses to disclose wrongdoing at their place of employment then this must be done so in line with the employers Whistleblowing Policy.
- 11.5** If the Student Successs recrimination or victimisation because of the whistleblowing then they can access support and advice via the Student Success teams including the Student Hub, the Therapy and Mental Health Team and SPSO should this be required.

- 11.6** For information regarding the Solent University whistleblowing policy then please

use the [hyperlink](#).

12. Solent University Accommodation

- 12.1** The Solent University Safeguarding Policy is applicable to the University's managed Halls of Residence. It does not apply to private providers; however, the University retains its duty of care for all students irrespective of their accommodation type.
- 12.2** Where a safeguarding concern is raised regarding a student residing within a Solent University managed Halls of Residence then a Residence Manager(s) will notify the SPSO using the safeguarding referral form. The Student Success team may also become aware of a safeguarding concern via the Emergency Services Attendance Form (ESAF) which is completed when any emergency service attends the residences.
- 12.3** The Residence Team and Residence Managers will work closely with the SPSO to support the welfare of the student (where appropriate) and will have sight of any associated risk management assessment that is applicable to managing safety within the halls (see Section 13 for further information). Information will be shared between the two services if deemed appropriate and proportionate to do so, thus enabling an effective safeguarding response for the student(s) involved.
- 12.4** For students living in privately managed halls of residence there is not an automatic notification system regarding safeguarding concerns however providers have access to the relevant safeguarding referral form via the university portal. Where the SPSO becomes aware of concerns via other mechanisms and where appropriate and lawful to do so they will liaise with the relevant provider to enable a joined-up approach.
- 12.5** If an incident or safeguarding concern involves a third party residing in the same private halls this will also lead to proportionate engagement with the relevant safeguarding leads to ensure that a holistic approach is maintained.

13. Risk Management

- 13.1** Solent University has obligations to deliver its education and pastoral services to a high standard and in carrying out its services and functions to act reasonably to protect the health, safety, and welfare of its students. To enable this to occur the University has developed a risk management framework and planning template.
- 13.2** The purpose is to enable the University to assess safeguarding incidents and consider what precautionary measures may be required when allegations have been made which may incur a risk of harm to students or staff e.g., threat of violence, physical violence, or sexual assault. Analysis of risk enables identification of the actions that may be required by the University to protect others and to support the person(s) concerned to continue to participate in their academic course and University life wherever viable.
- 13.3** The development of a risk management plan (RMP) does not indicate culpability regarding any alleged offences or accusations and the person completing the RMP template is not expected to judge whether somebody is/was responsible for any alleged act or misconduct but is expected to record this as an area of risk and assess what that level of risk may be.
- 13.4** If a student is a suspect in a serious offence and the risk associated to the offence is deemed to be too high or places others at risk then the University reserves the right to suspend a student or ask them to refrain from attending the premises until risk is fully assessed. There will be incidences when the Student Disciplinary process commences and/or the [Fitness to Practise](#) applies. For the [Warsash Maritime School](#) the Cadet Code of Conduct may also apply.
- 13.5** Any student subject to a suspension due to risk will have a right to appeal and can do so by emailing safeguarding@solent.ac.uk outlining the basis for their appeal and any supporting information or evidence that supports mitigation of risk. This must be submitted within 10 days of the suspension. The appeal and case details, including the risk management plan will be reviewed by the Chief Student Officer and they will decide in consultation with the Safeguarding Manager which of the following options may be applied;
- a)** Uphold the appeal

- b) Explore alternative pre-cautionary measures to mitigate risk
- c) To reject the appeal

13.6 The risk management process is dynamic and is overseen by the SPSO(s), it will also include proportionate information sharing with department Principal Safeguarding Officers and where relevant the Complaints and Appeals Manager and may include key partner agencies for example the Police and/or Social Care. This will be assessed on a case-by-case basis according to circumstances and need. For further information on information sharing please refer to section 8.

14. Equality and Diversity

14.1 The University operates in line with the Equality Act 2010 to protect children, young people and adults against discrimination, harassment and victimisation and this policy and affiliated procedure operates in line with this legislation when safeguarding adults at risk and children.

14.2 The University is committed to Equality, Diversity and Inclusion with a clear statement of commitment to take active steps to provide an inclusive environment for all students, staff and visitors, irrespective of identity characteristics including those protected characteristics listed within the Equality Act 2010. The University takes a holistic approach that recognises the importance of intersectionality is key to ensuring equality, diversity, and inclusion.

14.3 The University is an active member of the Southampton and Hampshire Hate Crime Network and operates as a third-party reporting centre for hate crimes and incidents.

15. Safeguarding Procedures

15.1 This policy is supported by operational safeguarding procedures, they provide operational detail for staff covering a broad range of safeguarding information and should be routinely used in conjunction with the Safeguarding Policy. The guidance provided will be subject to regular review to ensure it is up to date and working in an agile way to support staff and students.

16. Criminal Records: Disclosure and Barring Service (DBS)

16.1 Guidelines for DBS checks for staff and volunteers are outlined in University [DBS](#) Guidelines. For students there is the [Criminal Convictions Procedure](#) and [form](#) to complete. Many of the roles within the University do not require DBS checks however if there is any doubt or should circumstances change then this should be checked with People and Development. QAHE staff are all subject to enhanced DBS checks via QAHE.

17. Commitment to Safeguarding Training

17.1 Solent University is committed to safeguarding students, staff and visitors and therefore has undertaken to ensure that staff have the relevant basic safeguarding training to support them in their daily role, the level of training will be dependent on position and role within the University, i.e., a PSO will have enhanced or additional training to enable them to provide a higher level of knowledge and expertise.

17.2 Training will be delivered in a range of formats and will include operational processes and thematic training linked to a range of issues under the safeguarding umbrella.

17.3 Prevent training is mandatory for all University staff. It is a part of a package of essential training for all new starters and is repeated every 2 years. The Prevent lead and officers will undertake additional training where it is made available via DfE, OfS, the Home Office and the local Prevent Board.

17.4 Training will be open to feedback and review combined with an ongoing needs assessment to ensure gaps are identified and addressed where-ever possible.

17.5 All new staff will be directed to the Safeguarding Policy as a part of their induction and will attend a short induction meeting with the Safeguarding Manager within 3 months of commencing their role.

18. Related University Policies, Procedures and Guidance

- [Prevent Policy](#)
- [Student Disciplinary Procedure](#)
- [Student Complaint Procedure](#)
- [Student Speak Up Policy](#)
- [Fitness to Study Policy](#)
- [Fitness to Practise Policy](#)
- [Behaviour at Work Policy](#)
- [\(Staff\) Disciplinary Procedure](#)
- [Personal Relationships at Work Policy](#)
- [Guidelines for DBS Checks](#)
- Equality, Diversity and Inclusion Plan
- [Transgender Equality and Inclusion Policy](#)
- [University Ethics Policy](#)
- [Criminal Convictions Procedure](#)
- Solent Halls of Residence Conduct Procedure and Flow Chart
- Solent Halls of Residence Substance Misuse Procedure
- Solent Halls of Residence Emergency Health Procedures
- [QAHE Safeguarding Policy](#)
- Student Death, Serious Injury, or Serious Illness Procedure