Safeguarding and Prevent Policy	
Implementation date:	September 2025
Version number:	2.0

Document Control:

Policy Owner:	Head of Student Support
Policy Author(s):	Head of Student Support
Effective Date:	01/08/2025
Approving Body:	Joint Academic Governance Committee
Equality Impact Assessment Date:	TBC
Version Number:	2.0
Date of Next Review:	August 2026

Amendment History:

Version Number:	Effective Date:	Summary of Amendments:	Author:
1.1	30/06/2021	Revised to ensure compliance with Prevent Duty guidance including new section (3.7) on training. Titles of staff updated. IHRA definition of anti-Semitism included.	Director of Student Life
1.2	06/07/2021	Updated the purpose to include DSLs and DSOs as the structure, updated 2.2 to include volunteers, added 2.7, updated 3.2.3 to include 'young people' instead of 'child', added 3.2.6, updated 3.4.1 to reflect DSL and DSO structure, added the UK Data Protection Act 2018 to 3.5.2, added 3.6.4 in relation to KCSIE, added 3.6.5 to cover internet/network filtering, added / updated 3.7.1 in relation to staff training, added 3.7.2 related to formal training / certifications, and added LADO contact details to 5.1.3.	Director of Disruptive Learning
1.3	01/03/2022	Appendix added detailing procedure if safeguarding concern is raised as detailed in new 3.4.5 and 5.1.5	Director of Student Life
1.4	13/10/2022	Added in details to Purpose, Added 3.2.7 in overview, added to definitions, Added to related documents and added to Appendices	Director of Student Life
2.0	01/08/2025	Substantive policy and appendix review	Head of Student Support

1. Purpose

1.1   UA92 is committed to safeguarding and promoting the safety and wellbeing of children and adults at risk within the UA92 community and

those who visit and otherwise engage with the UA92. This Policy, and the accompanying appendices, outlines UA92's approach to meeting this commitment.

1.2 UA92 is committed to fulfilling its statutory duty to have due regard to the need to prevent people from being drawn into terrorism and considers that this forms part of our obligations around safeguarding more broadly.

1.3 This Policy, and the accompanying appendices, outlines UA92's approach to meeting these commitments.

2. Scope

2.1 This policy applies to all members of UA92 community including staff, students, apprentices, board members, contractors, volunteers and casual workers, who have a shared role and responsibility in supporting UA92 to meet its commitment to safeguarding children and adults at risk as well as to prevent any member of its community from being drawn into terrorism.

2.2 This policy applies across the range of situations and settings in which member of UA92 might engage with children and adults at risk including (amongst others) teaching, research, volunteering opportunities, placements, apprenticeships, widening participation activities, services open to the public etc.

2.3 UA92 will work with appropriate local agencies including police and local authorities to ensure the effective operation of this policy and its associated procedures.

3. Definitions

3.1 The following definitions are used in this Policy and associated appendices;

Child	Any person who has not yet reached their 18th birthday
Adult at risk (Vulnerable adult)	Any person aged 18 or over, who: Has needs for care and support; and is experiencing, or at risk of abuse or neglect; and is unable to protect themselves from either the risk of, or experience of abuse and neglect.
Prevent Duty	The Prevent duty requires specified authorities including Higher Education Institutions to help prevent the risk of people becoming terrorists or supporting terrorism. The duty helps to ensure that people who are susceptible to radicalisation are supported as they would be under safeguarding processes.
Safeguarding concern	A safeguarding concern is when you are worried about the safety or wellbeing of a child or adult at risk (including both current and/or historic concerns) because of something which: • You have observed (seen or heard); and/or • Has been disclosed to you; and/or • You suspect.

3.2   Safeguarding concerns may arise in connection with the following categories of abuse. This is a non-exhaustive list, and you should contact the Head of Student Support if you are in any doubt about whether this Policy may apply.

Physical abuse or assault	e.g. assault, hitting, slapping, punching, kicking, hair-pulling, biting, pushing
Sexual abuse or assault	e.g. rape, sexual assault, sexual harassment, voyeurism, intimate image abuse
Emotional abuse	e.g. intimidation, coercion, harassment, use of threats, humiliation, bullying, swearing or verbal abuse, cyber-bullying, online harassment
Financial abuse	e.g. theft of money or possessions, fraud, scamming
Discriminatory abuse	e.g. verbal abuse, derogatory remarks or inappropriate use of language related to a protected characteristic, harassment or deliberate exclusion on the grounds of a protected characteristic, hate incidents, hate crime
Modern slavery	e.g. human trafficking, Sexual exploitation, such as sex work and pornography
Domestic abuse	e.g. coercive or controlling behaviour, Financial, emotional, physical, sexual abuse within an intimate relationship
Self-neglect	e.g. lack of self-care to an extent that it threatens personal health and safety, inability to avoid self-harm
Risk of radicalisation	e.g. exposure to extremist content online
So-called "honour"-based abuse	e.g. abuse or violence occurring due to perceived shame for breaking a specific cultural or religious 'honour' code, forced marriage

4. Responsibilities

4.1   All members of the UA92 community have a shared role in supporting safeguarding and promoting the safety and wellbeing of those covered by this Policy, and in following this Policy and the associated procedures.

4.2   Roles with particular responsibilities are outlined below:

Role	Responsible for	Position
Designated Safeguarding Lead (DSL)	• acting as the escalation point for safeguarding and Prevent concerns; • providing support and advice to staff and students on any safeguarding or Prevent concerns; • reviewing the Safeguarding and Prevent Policy and Guidance on a regular basis;	• Head of Student Support

	• ensuring that safeguarding and Prevent training is available to relevant staff and students; • ensuring that any safeguarding concerns are responded to appropriately and in a timely manner including referral to the appropriate agencies where necessary; • maintaining adequate records of any safeguarding allegations, investigations or referrals and their outcomes.	
Deputy Designated Safeguarding Lead (DDSL)	• Acting as the escalation point for safeguarding and Prevent concerns when the DSL is not available.	• Counselling and Wellbeing Manager • Chief of Strategy and Student Life
Local Safeguarding Lead (LSL)	• Ensuring that staff in their relevant department are aware of the policy and procedure; • Promoting a culture of listening and the principle that safeguarding is everyone's responsibility • Acting as a first point of contact for any potential concerns within their department and escalating to the Designated Safeguarding Lead when necessary and appropriate;	• Admissions Manager • Community Engagement Manager • Director of Digital Services • Disruptive Learning Operations Manager • Facilities Manager • UA92 Global Director of Student Support Services • Registrar • Head of Sport92 • Head of Student Success • Head of Digital • Head of Media • Head of Business • Head of Sport

		• Student Recruitment Manager • Head of People Operations • Head of Finance
Disruptive Learning (Apprenticeships) Team	• Promoting awareness of safeguarding policies to apprentices • Working closely with the DSL to ensure staff and students are appropriately trained, and procedures to identify and address potential concerns are implemented	• Disruptive Learning Operations Manager
People Team	• Implementing safer recruitment practices and DBS checks for relevant staff • Supporting training and induction processes for staff	• Talent Acquisition Manager
Admissions Team (including UA92 Global)	• Identifying U18 applicants and ensuring enhanced admissions process including risk assessment is in place prior to entry	• Admissions Manager • Director of Academic and Student Support Services
Safeguarding, Prevent and Student Wellbeing Committee	• Working in partnership to enable UA92 to meet its legal, regulatory and moral commitments to Safeguarding, Prevent and Student Wellbeing • Reviewing and approving relevant policy, procedure and guidance. • Reviewing and assessing organisational training needs in relation to safeguarding, prevent and student wellbeing • Reporting annually to the UA92 Board	• Membership consists of DSL, DDSLs and LSLs

5. Policy Statement

5.1   In meeting our commitment to safeguarding and Prevent, we aim to:

- Take an organisation-wide strategic approach to safeguarding, with oversight of policy and procedure at Safeguarding, Prevent and Student Wellbeing Committee;
- Create and maintain an environment which is safe for all;

- Promote a culture of listening, taking account of a person's wishes, and prioritising the safety and wellbeing of all members of our community in line with good practice and legal requirements;
- Ensure that all UA92 employees, students, apprentices, board members, contractors and visitors understand their roles and responsibilities in respect of safeguarding and Prevent;
- Provide relevant employees with information and training to support the application of this Policy and associated appendices;
- Ensure that any safeguarding concerns are reported in a timely manner and that appropriate action is taken in line with this Policy and associated appendices;
- Work in partnership with appropriate individuals and agencies to promote safeguarding;
- Provide good quality advice and information about support and services to help protect individuals from abuse and harm or respond to identified needs. This includes specialist safeguarding responses, general support and targeted support that will help reduce vulnerability and safeguarding incidents; and
- Ensure safer recruitment practices are followed, including carrying out appropriate Disclosure and Barring checks for relevant staff.

5.2 We will be guided by the following overarching principles:

- Prevention: it is better to take action before harm occurs.
- Proportionality: the least intrusive response appropriate to the risk presented.
- Protection: support and representation for those in greatest need.
- Partnership: endeavour to seek local solutions through working with other services and communities, which have a part to play in preventing, detecting and reporting safeguarding concerns.
- Accountability: accountability and transparency in safeguarding practice.

6. Reporting Procedure

6.1 Any safeguarding or prevent concerns should be immediately reported to UA92's Designated Safeguarding Lead; safeguarding@ua92.ac.uk

6.2 The DSL or nominee will take steps to investigate the concern to determine the most appropriate course of action.

6.3 This may include provision of tailored support, advice and guidance or onward referral to the local authority or other relevant authority including police.

6.4 If staff are unsure as to whether they need to report a concern, they can seek advice from the Designated Safeguarding Lead.

7. Allegations against Staff

7.1   Concerns about the conduct of members of staff with regard to this policy can be reported directly to the Designated Safeguarding Lead; safeguarding@ua92.ac.uk

7.2   If the People Team are made aware of any concerns regarding a member of staff that may need to be considered under this Policy, they will inform the DSL immediately.

7.3   Any safeguarding concerns about the DSL should be taken directly to the Chief of Strategy and Student Life.

8. Admissions

8.1   UA92 treats all its students, regardless of age on entry, as independent, mature individuals. However, under 18s living in England are considered by law to be children, which means the institution has additional responsibilities towards students it admits who are under the age of 18 prior to the start of their course until the date at which they turn 18, even if this period is brief.

8.2   UA92 has a detailed procedure to consider under-18 applicants including a thorough risk assessment process to identify and mitigate any potential risks (see appendix 2).

9. IT

9.1   UA92 recognises the potential risks of online harms and UA92 internet and network traffic is monitored in accordance with the IT Usage Policy and in accordance with the Prevent Duty.

10. Data Protection

10.1   Accurate records are essential to inform appropriate decision making and actions.

10.2   Any safeguarding or Prevent concern is documented and saved within the Student Support Services records including a record of any decisions taken in relation to a case.

10.3   All records regarding a safeguarding or Prevent concern are held confidentially in line with the UK Data Protection Act 2018 that includes General Data Protection Regulation (GDPR).

10.4   Due regard will be given to GDPR and UA92's Student Support Services Confidentiality Policy when making decisions about onward disclosure.

11. Recruitment and Vetting

11.1   Decisions regarding which staff roles require safer recruitment practices are made by the People Team on the basis of information provided by the recruiting manager. Roles which may require a DBS check include:

- Staff involved with any Ofsted regulated provision including but not limited to Apprenticeships and Bootcamps.
- Counsellors, and Wellbeing Advisors (and their managers)
- Disability advisors (and their managers)
- Members of Student Recruitment, Community Engagement and Admissions team
- Sport92 staff and coaches.

11.2   UA92 takes all appropriate steps to safeguard children or adults at risk and ensure that the appropriate staff as outlined above are recruited using a safer recruitment approach, including the following:

- applicants complete an enhanced Disclosure and Barring Service (DBS) Check.
- applicants complete an application form which ensures that there are no unexplained career gaps.
- applicants complete a suitability declaration form when applying for a role.
- at least one interviewer on a panel has undertaken safer recruitment training in the last three years.
- reference checks include the following questions:
  - Have any allegations or concerns been raised about this candidate which relate to the candidate's behaviour towards children or adults at risk?
  - Are there any reasons why this candidate may not be suitable for a post in a setting where they may come into contact with children or adults at risk?

12. Accommodation

12.1   UA92 will provide advice and guidance to under-18 applicants and students on finding suitable accommodation. Under-18s are able to apply for UA92 student accommodation and this will be considered on a case-by-case basis.

12.2   UA92 will consider an U18 applicant's accommodation needs within the risk assessment that is completed at point of application (see appendix 2).

13. Training

13.1   UA92 will ensure that all members of staff with roles involving direct contact with children and/or adults at risk are appropriately trained and informed on the safeguarding processes as part of induction and on an annual basis thereafter.

13.2   UA92 employees with designated responsibility for child and adult at risk protection will receive appropriate training and certification.

13.3   Prevent Awareness Training will be delivered for appropriate staff on an annual basis and is reported to the Office for Students.

14. Associated Policies and Documents

14.1   The following legislation and guidance are relevant to the application of this Policy:

- The Counter-Terrorism and Security Act 2015
- Prevent duty guidance: for higher education institutions in England and Wales
- Care Act 2014; and Working Together to Safeguard Children 2015
- Children's Act 1989
- Safeguarding Vulnerable Committees Act 2006
- Keeping Children Safe in Education (KCSIE) statutory guidance

14.2   The following UA92 Policies and guidance are relevant to the application of this Policy:

- Admissions
- IT Usage Policy
- Student Wellbeing Policy

15. Appendices

- Appendix 1 – How to report a safeguarding concern
- Appendix 2 – U18 Applicants and Students
- Appendix 3 – Safeguarding Risk Assessment Guidance
- Appendix 4 – Safeguarding and Prevent Training and Communications Strategy
- Appendix 5 –Safeguarding, Prevent and Student Wellbeing Committee ToR

Appendix One: How to report a safeguarding concern

Safeguarding is everyone's responsibility, and anyone may receive a disclosure or become aware of potential safeguarding concerns,

Any safeguarding and/or Prevent Duty concerns should be immediately reported to the Designated Safeguarding Lead by contacting;

<center>safeguarding@ua92.ac.uk</center>

You can also call 0161 560 6401 for advice and support from a Duty Wellbeing Practitioner if you are unsure whether to report something or not.

I have a safeguarding concern

In an Emergency

Call 999 for police/ambulance as appropriate.

Then inform DSL immediately by contacting safeguarding@ua92.ac.uk

Non-Emergencies

Inform DSL as soon as possible by sending details of your concerns to safeguarding@ua92.ac.uk

If your concern relates to the DSL, this should be reported to the Chief of Strategy and Student Life (gareth.smith@ua92.ac.uk)

What will happen next?

The DSL will follow up as appropriate depending on the concerns raised. This may include provision of tailored support, advice and guidance or onward referral to the local authority or other relevant authority including police.

Support for you

We recognise that dealing with safeguarding disclosures can be very distressing. In the first instance, you can seek support from your line manager. You are also able to access UA92's employee assistance programme, which provides 24/7 access to trained therapists.

Appendix Two: U18 Applicants and Students

UA92 is committed to equal opportunities in its admission of students; all applications are considered on their individual merits. This includes considering applications from students who are under the age of 18, who meet the relevant entry requirements.

We treat all students as independent, mature individuals, and students who are under the age of 18 years will be treated in the same way. The usual academic and support services will be available to students who are under 18 years. All students, including those under the age of 18, are expected to have the necessary skills to study and live independently; admission to UA92 is offered on the understanding that all students will be able to adapt to living away from home and deal with the practicalities this involves.

However, we recognise that students who have not yet reached the age of 18 at point of entry are legally considered to be 'minors' (i.e. not yet adults) under English law. UA92 therefore has an 'enhanced duty of care' to these students. This document outlines how UA92 will meet this obligation.

Parental Consent and UK-based Guardian Arrangements

UA92 is not able to take on the usual rights, responsibilities and authority that parents have in relation to a child, and it will not act in loco parentis in relation to students who are under the age of 18 years. UA92 must receive consent from the student's parents or legal guardians, to acknowledge their acceptance of the arrangements set out in this document. This is a condition of admission to UA92 for all students who will be under 18 years of age at the time of registration. Parents or guardians should read through all policies set out in this document before completing the parental consent form as their acknowledgement.

Where a student is from overseas and the parents remain outside the UK, we also require details of a guardian for the student. The guardian must be resident in the UK and must be accessible to the student and to UA92 if the need should arise.

The UK-based guardian should be an adult who can act in loco parentis (legally in the role of a parent) until the student reaches the age of 18, and whom UA92 can contact in the case of an emergency. Preferably this should be someone who is in or near to Manchester so that we or the student can contact them easily if this becomes necessary. The UK-based guardian may be a relative or friend of your family living in the UK.

If international students do not have a contact in the UK who is willing and able to act as a guardian then there are a number of agencies who will, for a fee, make guardianship arrangements. The Association of Educational Guardians for International Students (AEGIS) inspects and provides accreditation to guardianship organisations in the UK in line with current UK legislation.

UA92 expects the UK guardian to:

(a) Be over the age of 25

(b) Be a British Citizen or have UK settled status with no restrictions on their stay i.e. cannot be someone with a work or study visa

(c) Cannot be a current UA92 student

(d) Be resident in accommodation where the under-18 student could live in an emergency i.e. no studio flats or one-room rental properties

(e) Must be willing to act as the student's legal guardian and take responsibility for their welfare and education while they are in the UK

Guardians should be aware of the importance of their role and should, therefore, be mature and able to respond to any issues that may arise during the student's studies.

The application process

The Admissions Team (Global/UA92) is responsible for identifying any applicants who are under 18 at point of entry.

The Admissions team (Global/UA92) are responsible for providing all applicants under the age of 18 with information relating to the expectations and responsibilities as set out in this document.

Applications will be assessed against academic and non-academic selection criteria specific to the course of study applied for. Information about the applicant's age is not considered at this stage, and an age- related risk assessment will only be undertaken on applications where the candidate has met the minimum admissions threshold.

Risk assessment and Parental Consent

Applicants who are under 18-year-olds at point of entry will require an individual risk assessment. The risk assessment will include consideration of study arrangements, personal support and accommodation.

The risk assessment will determine whether any special arrangements need to be agreed before an offer can be made.

Before an offer can be made, applicants will be asked to provide contact details for their parent or guardian.

The parent/guardian will then be sent the following documents to complete and return as soon as possible:

- Further information for students under 18 on 1st September at the year of entry which outlines UA92's approach to students aged under 18;
- Parental Consent Form - This document lists the responsibilities of the parent or legal guardian until the applicant reaches the age of 18 and requires the parent or legal guardian to consent to these responsibilities and the applicant's attendance on the course.
- For applicants whose parent/guardian live outside the UK, the name and contact details of an appointed UK guardian must also be provided.

Once the Admissions Team (Global/UA92) has received these documents, the Head of Student Support will be notified and arrange for the risk assessment to be completed. For Global students this will be done in partnership with the Director of Academic and Support Services (or nominee). An offer cannot be processed for applicants under the age of 18 until both Guardian Consent has been obtained and a risk assessment has been approved.

If the outcome of the risk assessment is satisfactory, Global/UA92 will proceed with the offer.

In some cases, the risk assessment may have identified barriers for the applicant to undertake the course. This can be, for example, restrictions over module choice, participation in placements or attending a residential field trip. If any such barriers are found, UA92 will

endeavour to put alternative arrangements in place to remove the risk and/or manage it effectively.

In a rare case where the required adjustments cannot be made to ensure the applicant's duty of care whilst studying at UA92, the application will be unsuccessful. We will write to the applicant to explain the reasons for this decision.

Arrival onto Campus

At the point of registration, the Head of Student Support will notify the Head of World to identify which relevant academic staff need to be made aware of an U18 in class.

Advice and guidance will be provided to relevant departmental staff on considerations for U18s.

Within their first block, the U18 student will be offered a meeting with a Student Wellbeing Advisor.

Emergency Contacts

It is particularly important that students under the age of 18 or their parents/guardians provide emergency contact details prior to the student's arrival at UA92. These details will be checked at point of registration to ensure that they are correct and up to date. The student must also inform UA92 immediately if there are any changes to the contact details provided.

If a medical emergency arises and it is not possible for UA92 to contact the named individuals, a senior member of UA92 will, on behalf of the student's parents or guardians, give such consent to treatment as is in the best interests of the student. By signing the parental consent form, the student's parents or guardians indicate their consent to this.

Students who are under 18 should ensure that they are registered with a GP if they are living away from home. If they require support with this, they can contact UA92's Student Support team via email at wellbeing@ua92.ac.uk.

U18 Applicant/Student Risk Assessment Template

Student Name and ID:

Course:

Campus:

Intended Start Date:

Age at enrolment:

Approved by:

Date Head of Department and relevant staff notified:

Activity	Risk	Measures to control risk	Risk Rating
U18 student on campus	Inexperienced young person in university/adult environment	• UA92 has a policy outlining approach to U18s • Parental/guardian consent in place • DSL, Head of Department and relevant staff notified • Student experience considerations; U18 not able to hold office • Additional support offered a Student Wellbeing Advisor • Student must not meet be alone in a one-to-one situation with staff unless they have an enhanced DBS check in place. • Advice and guidance to be delivered to UA92 staff from DSL on this	Low/Med/High
Any specific considerations relating to students' individual circumstances (including any disability considerations)	Inexperienced young person with specific/additional needs	• Additional support offered by a Student Wellbeing Advisor	Low/Med/High
Any specific Accommodation details	Inexperienced young person in university/adult environment	• Accommodation details recorded • Advice and support around appropriate accommodation delivered	Low/Med/High
Any specific course considerations (including field trips/residentials/modules)	Inexperienced young person in university/adult environment	• Student must not meet be alone in a one-to-one situation with staff unless they have an enhanced DBS check in place. • Advice and guidance to be delivered to UA92 staff from DSL on this	Low/Med/High

Appendix Three: Safeguarding Risk Assessment Guidance

Any activity that involves staff or students (whether acting in a paid or unpaid capacity) working with members of a vulnerable committee (e.g. children and young people or vulnerable adults), should have a safeguarding risk assessment completed before activity begins.

The safeguarding risk assessment for an activity should be completed by the staff or student who is responsible for the activity. It should include clear identification of risks that need to be removed or mitigated, and the operating practice that mitigates or removes those risks. As an example, situations where there is only one member of staff or one student present with a lone child or adult in a vulnerable situation should be avoided. This may require you to consider alternative working practices. When conducting a safeguarding risk assessment, we need to consider many factors to help keep our audience, staff and students safe.

This guidance will help you determine the different things you should consider when planning an event for under-18s or adults at risk of harm, and this will inform you in drafting your safeguarding risk assessment. This document contains questions and scenarios that should be considered when planning activities that involve vulnerable committees.

Planning your event

1. When, Where, What and Who

Identify the nature, length, frequency, intensity and time of any contact when working with under-18s to help inform your risk assessment. Questions you might want to ask yourself are:

- Is your activity face to face or online?
- Is your activity aimed at adults, but with a likely or possible presence of under-18s?
- How old are your participants? Are they accompanied by an adult?
- What activity are you going to do with them? Are there health and safety risks you need to control? (Note – if yes, you should liaise with your safety officer to ensure this is fully risk assessed as well)
- How often are you going to work with this committee?
- Are you having the same volunteers / staff working regularly?
- How will you determine whether those volunteers / staff are safe to work with under18s?
- If the activity is face to face, is the physical space you are planning to use safe for under-18s? Is it secure or publicly accessible? Are you on campus, in school or in another space?
- If your activity is online, what platform are you going to use? Have you assessed the platform suitability for under-18s? Is it secure and safe?
- Is the activity after-school or at weekends? During the school day?

- Is there a likelihood that staff will find themselves working one to one with someone under the age of 18?

2. Supervision ratios

You will need to determine what the appropriate staffing ratio is for your activity. It is recommended that at least two adults be present for any activity involving under-18s regardless of committee size. Guidance from the NSPCC suggests the following minimum ratios:

- 0 - 2 years - one adult to three children
- 2 - 3 years - one adult to four children
- 4 - 8 years - one adult to six children
- 9 - 12 years - one adult to eight children
- 13 - 18 years - one adult to ten children

You need to determine whether these ratios are sufficient based on the activity you are doing (content and duration), where the activity is taking place, the age of the participants, whether participants are accompanied or unaccompanied by a parent / teacher, the skill-set of your staff/volunteers and whether there are any special requirements (e.g. medical needs) you need to support.

3. Staffing

You should consider the following:

- Are your staff/volunteers used to and/or suitable to work with under-18s?
- Do your staff/volunteers need any specific training before working with the participants on this activity?
- What information do they need in advance to ensure they understand their part in keeping the participants safe during your activity?
- Do you, or other staff/volunteers supporting this activity, require a DBS check?
- Do staff and/or volunteers know how to report concerns about a participant's wellbeing or behaviour, or that of another staff member, including who the report should go to?
- How are you going to make staff and / or volunteers working on this activity aware of UA92's safeguarding policy and procedures?

4. Managing concerns, behaviour issues

You should ensure you have a process in place for staff/volunteers and under-18s to report problems, concerns or difficulties and how you will respond to and / or manage these issues.

5. Managing lost or missing young people

You should think about what you can put in place to prevent under-18s getting lost finding their way to your activity or during your activity. You should also consider what your procedure will be if you do have participants go missing before or during your activity. You may wish to consider a designated meeting point for lost individuals (e.g. where this will be, how you will make sure participants know about it and how it will be supervised), how you will contact parents or carers to inform them that their child is lost or has been found, who will co-ordinate the initial search for a missing participant.

6. Consent, including photography and filming

You should consider what consent you require from participants and / or their parents/guardians for their involvement in your activity. If you are working with a school, you should determine whether the school is gaining consent for participation.

How are you going to collect emergency contact information for under-18s or their medical information in advance of the activity? Are you going to film or take photos at the event?

How do you communicate that to your participants and their parents / guardians and what consent do you need?

7. Emergency procedures

In order to keep under-18s safe on your activities, you should ensure you have a trained first aider present or identified and local / on-site during your activity and that you and your staff/volunteers understand the fire evacuation procedure. Consider also how you will inform parents / guardians if there is an emergency / accident during your activity, and what your procedures are if you need to contact the emergency services

Appendix Four: Safeguarding and Prevent Training Strategy

1. Introduction

Safeguarding of all members of our community is a priority at UA92. This plan outlines the approach and measures taken to ensure a safe and supportive environment for all members of our community. The strategy is designed to equip staff with the knowledge and skills necessary to identify, report, and manage safeguarding concerns effectively.

2. Objectives

- Ensure all staff understand their roles and responsibilities in safeguarding.
- Provide knowledge and information on identifying and reporting safeguarding concerns.
- Create a safe and supportive environment for all UA92 members.
- Ensure compliance with relevant legislation and UA92 policies.
- Promote a culture of proactive safeguarding and that safeguarding is everyone's responsibility.

3. Key Components

a. Training Needs Matrix:

Conduct an initial and ongoing training needs analysis to identify specific safeguarding and Prevent training requirements for different staff roles and student committees, outlined in the Training Needs Matrix. This will be reviewed and updated annually by the Safeguarding, Prevent and Student Wellbeing Committee.

b. Training Levels:

Develop and implement a range of training resources, tailored to the needs identified in the Training Needs Matrix:

- Universal Training:

Audience: All new staff (including academic and professional services) and then all staff, every 3 years

Delivery method: online module - completion within 1hr

Content: Introduction to safeguarding including an overview of safeguarding and prevent concerns in HE, preventing extremism, indicators of concern, reporting concerns

- Enhanced/Role-Specific Training:

In addition to the Universal training those in specific roles with will also receive an enhanced/role-specific training input from the DSL.

Audience: Local Safeguarding Leads (LSLs), staff in roles with regular contact with U18s e.g. recruitment/community outreach/disruptive learning

Delivery method: in person session delivered by DSL, completion within 90 mins

Content: in-depth understanding of safeguarding issues, handling disclosures & reporting, managing safeguarding incidents, and legal responsibilities.

- <u>Specialist Safeguarding Training:</u>

Audience: Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Leads (DDSL)

Content: Advanced safeguarding strategies, multi-agency working, safeguarding complex cases, and detailed legal frameworks.

Delivery method: External specialist agencies, Trafford Safeguarding Partnership, Northwest DfE Prevent Forum

- Policy and Guidance

Policy and associated appendices available on UA92's intranet, supplemented with annual email with attached guidance and reminders.

- Continuous Professional Development (CPD)

Encourage and facilitate ongoing professional development, which is role specific through workshops, seminars, and external courses/ conferences.

4. Roles and Responsibilities in training delivery at the UA92

a. Senior Leadership Team and the UA92 Board:

- Ensure safeguarding training is a strategic priority.
- Allocate resources for effective safeguarding training and implementation.
- Champion the cascade of training across UA92, leading by example by promoting completion and importance of training.

b. Designated Safeguarding Lead (DSL)

- Oversee the implementation of the training plan/ matrix and review annually.
- Coordinate safeguarding training delivery, in collaboration with People Team
- Liaise with external agencies when necessary.

c. People Team

- Ensure safeguarding is part of the induction process for all new staff.
- Maintain records of staff training and development.
- Manage systems for monitoring completion of training and refresher sessions.

d. All Staff

- Attend and complete relevant safeguarding and Prevent training, to enable you to:
  - Understand and comply with safeguarding policies and procedures.
  - Report any safeguarding concerns promptly.

5. Monitoring and Evaluation

a. Training Compliance

- People to maintain a training database to track attendance and completion rates.
- People to oversee annual audits to ensure compliance with training requirements.

b. Feedback and Improvement

- People to collect feedback from training participants to evaluate effectiveness.
- DSL to review and update training content regularly to reflect current best practices and legal requirements.

c. Incident Analysis

- DSL to analyse safeguarding incidents to identify training gaps and inform future training needs.
- DSL to facilitate de-brief for all staff concerned to ensure lessons learnt are embedded in future practice.

6. Review and Revision

- Safeguarding, Prevent and Student Wellbeing Committee to conduct an annual review of the safeguarding training plan.
- Safeguarding, Prevent and Student Wellbeing Committee to update the training plan based on feedback, incident analysis, and changes in legislation or UA92 policy.

Appendix Five:

Safeguarding, Prevent and Student Wellbeing Committee - Terms of Reference

Aims	- To work in partnership to enable UA92 to meet its legal, regulatory and moral commitments to Safeguarding, Prevent and Student Wellbeing - To review and approve relevant policy, procedure and guidance. - To review and assess organisational training needs in relation to safeguarding, prevent and student wellbeing - To report annually to the UA92 Board - To act as a forum for feedback, updates and suggestions from various areas across UA92;
Reporting to	UA92 Board
Chair	Head of Student Support (DSL)
Frequency of Meetings	TBC – at least twice a year
Membership *Smaller working committees from overall membership may convene for specific task-focussed work outside of the main committee	- Admissions Manager (JP) - Head of People Operations (TBC) - Chief of Strategy and Student Life (GS) - Community Engagement Manager (KW) - Counselling and Wellbeing Manager (EK) - Director of Digital Services (RL) - Disruptive Learning Operations Manager (AK) - Facilities Manager (JE) - UA92 Global Director of Student Support Services (DA) - Head of Sport92 (DF) - Head of Student Success (SD) - Head of Digital (DP) - Head of Media (TBC) - Head of Business (KH) - Head of Sport (JR) - Registrar (KK) - Student Recruitment Manager (LC) - Talent Acquisition Manager (KS)