Safeguarding Policy

Please scroll down to view the University of Southampton's Safeguarding Policy incorporating elements of the Prevent Duty (approved by Senate in June 2017)

Follow the link to access the Safeguarding - Incident Report Form.

Safeguarding Policy

Safeguarding Policy incorporating elements of the Prevent Duty

This Policy has been agreed by:	Student Services Board	03/06/2015
This Policy will be reviewed by:	Student Services Board	01/06/2017

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NOTE: If you have a Safeguarding Concern, follow Appendix 1; Procedure.

1.0   Introduction

The University of Southampton provides services for a wide range of people. Some of these people are likely to be a) vulnerable adults or b) children. The welfare and protection from abuse of vulnerable adults and children is paramount and central to this policy, this includes those in danger of radicalisation.

Depending upon the nature and requirements of particular Faculties and/or Professional Services, or the requirements of particular funders and/or partner agencies, this policy should be read in conjunction with other relevant policies and procedures.

It is not the University's responsibility to diagnose, investigate or provide a therapeutic response to abuse. Nevertheless, it has a duty to act if there is a cause for concern and to notify the appropriate agencies. Any concerns regarding vulnerable adults or children should be raised within the context of this policy and following the procedures presented in Appendix 1; Procedures. Such concerns may be escalated to external agencies as appropriate or managed within the University's services.

This policy and related appendices will be freely available on the external University website.

2.1 Definition and legislation

This policy is referenced from The Safeguarding Vulnerable Groups Act 2006 (c 47).

2.2 Children: In accordance with the Children Acts 1989 and 2004, a child is any person who has not yet reached their 18th birthday. The definition of safeguarding for children referenced in 'Arrangements to Safeguard Children' (2002) means that:

'Agencies [and organisations] working with children and young people take all reasonable measures to ensure that the risks of harm to the individual's welfare are minimised; and where there are concerns about children and young people's welfare, all agencies [and organisations] take all appropriate actions to address those concerns, working to agreed local policies and procedures, working in partnership with other local agencies'.

Legislation and guidance use two terms which are sometimes differentiated:

- Children - refers to those under the age of eighteen who are still in full-time education.
- Young people - refers to those under the age of eighteen who have left full-time education.

For the purposes of clarity, throughout this policy and related procedures, the University uses the term 'child' for any person who has not yet reached their 18th birthday.

2.3 Vulnerable Adults: The legislative provisions that apply directly to the safeguarding of adults are contained in the Mental Capacity Act 2005, and the 2014 Care Act, among others.[1]

The Care Act (2014) defines a vulnerable adult as one who:

- has needs for care and support (whether or not the statutory authority is actually meeting any of those needs);
- is experiencing, or is at risk of, abuse, radicalisation or neglect;
- as a result of those needs is unable to protect himself or herself against the abuse, radicalisation or neglect or the risk of it.

Vulnerable adults may be students, members of staff or people that students come into contact with during their programme of activities.

Other relevant legislation includes the Equality Act 2010 and associated legislation relating to disability and equality as well as the Counter Terrorism and Security Act 2015 which details the Prevent Duty of the University.

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[1] Also the Counter Terrorism and Security Act of 2015 which has duties for HEI's with regard to the prevention of radicalisation, The Asylum and Immigration (Treatment of Claimants, etc.) Act 2004 (deals with human trafficking), The Forced Marriage Act, (Civil Protection) Act 2007, and The Female Genital Mutilation Act, 2003 (largely for children but also can be for adults)

A full list of legislation that applies to children in particular and to vulnerable adults to various extents is listed in the DfES (2006) guidance [Safeguarding Children and Safer Recruitment in Education](#) (1.6–1.8).

3.1   Scope

3.2   This policy addresses all aspects of child protection and safeguarding within the work of the University.

3.3   This policy encompasses all those working on the University's behalf working with children or those in vulnerable situations be they as employees, volunteers or students. It covers those students who have access to children, for those on an Education course, for instance, working in the Early Years Centre or Outreach activity.

3.4   This policy provides generic guidance for all members of the University community and specific guidance for departments which do not have their own specific policy.

3.5   Where departmental policy exists, or procedures are covered by an external body such as the GTC (General Teaching Council), the individual who is concerned should follow the guidance of the specific departmental policy in the first instance.

3.6   Referrals to statutory bodies should happen in consultation with the Principal Safeguarding Officer (PSO), or in their absence their Deputy, in all cases.

3.7   Departmental policies should be kept up to date and in line with the University Policy.

3.8   Faculties and Professional Services also take additional responsibility for activities within their remit regarding the Prevent Duty that are out of scope of this Policy.

4.0   Approach

Institutional Approach

The University takes a risk management approach to safeguarding children and vulnerable adults, in organising learning and teaching, delivery of services to students and University-managed activities involving the wider public.

The University does not consider it practicable to take steps other than those described above, to vet the backgrounds of students who, during the course of learning and teaching activities and administrative activities, come into contact with other students who are children or vulnerable adults.

Safeguarding arrangements are proportionate and based upon common sense. It is not intended that staff or students should be restricted from normal ways of working and studying by application of this policy.

Faculties and Professional Services carry out regular risk assessments and make reasonable, proportionate adaptations to their activities to address areas of concern as appropriate. These adaptations are kept under review by each Safeguarding Lead as part of usual business activity.

Definition of Roles can be found in [Appendix 2](#).

5 Definition of abuse

5.1 Applying to all persons regardless of age

So we can be mindful of safeguarding, it helps to know what can constitute abuse, as well as those clients who are especially vulnerable.

Vulnerability can vary according to things such as time and place, which people are present and what activities are being carried out. So this means safeguarding decisions need to be adaptable too. What does not change is the ethos of wellbeing, safety and security that we offer to everyone we work with, through sensible, balanced judgements that support our work.

However, it is important to note that this policy applies definitions described in Section 2.0 in determining 'vulnerability.' Therefore not all persons that come to our attention due to concerns over their wellbeing would necessarily meet these criteria.

- Abuse is a violation of human and civil rights by another person or persons;
- It may consist of a single act or repeated acts;
- It may be planned or unplanned;
- It may be the result of deliberate intent, negligence or ignorance;
- It may happen when an adult at risk is persuaded to enter into a situation that they are unable to consent or have not consented to as a result of a learning or physical disability (not normally to include dyslexia); a physical or mental illness chronic or otherwise (including an addiction to alcohol or drugs); or a reduction in physical or mental capacity;
- It may vary, from treating someone with disrespect in a way that significantly affects the person's quality of life, to causing actual physical or mental suffering;
- Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it;
- Abuse is usually carried out by person/s or institution/s that are in a position of power, trust or authority, and can be perpetrated by a wide range of people including relatives and family members, neighbours, friends, professional staff, care workers, volunteers, or other service users;
- Abuse can be in person or online.

Abuse can take many forms and includes but is not limited to:

- physical abuse – for example hitting, pushing, shaking, over-medicating or otherwise causing physical harm;
- sexual abuse – for example, unwanted touching, kissing or sexual activity, where the adult at risk cannot or does not give their consent;
- emotional abuse – including verbal abuse, humiliation, bullying or the use of threats;
- financial abuse – the illegal, dishonest or improper use of a person's money, property, bank account or other belongings;
- neglect or acts of omission – the repeated deprivation of help that an adult at risk needs which, if withdrawn, will cause them to suffer;
- discriminatory abuse – including racist or sexist abuse, and abuse based on a person's disability, and other forms of harassment, slurs or similar treatment;
- honour based violence, human trafficking and radicalisation;
- forced marriage;
- genital mutilation;
- radicalisation, including the incitement to extreme acts.

5.2   Applying specifically to Under 18's

Child Abuse is:

> "A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.[2]"

All of the above (5.1), information can apply to children, however, for the purposes of clarity there are four defined types of child abuse.

They are defined in the UK Government guidance *Working Together to Safeguard Children 2010* (s1.33 – 1.36) as follows:

1.   Physical abuse
2.   Emotional abuse
3.   Sexual abuse
4.   Neglect

All University staff, contractors and volunteers are reminded of the offence of abuse of positions of trust under the Sexual Offences Act 2003 s.16-19, which 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, and a person (aged 18 or over) is not receiving education at that 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.

Physical contact with children, except for reasons of health and safety, or where physical contact may be a necessary part of learning (e.g. safe manual handling of patients, for health-related study) should be minimised.

6. Governance

The role of Student Services is:

* To determine whether the incident is managed under safeguarding policy and process or by an alternative policy or practice;
* To apply governance and a structural approach to reporting to Executive;
* To appoint a Principal Safeguarding Officer (PSO) and provide cover in their absence;
* To develop and review the institution's Safeguarding Policy;
* To ensure that decisions which affect the whole organisation take safeguarding into account;
* To report on any safeguarding issues on an annual basis to the appropriate Executive body.

The role of senior leadership roles within Faculties and Professional Services is to manage their own safeguarding procedures:

* To ensure there are adequate resources available for required safeguarding activities;
* To ensure all regulatory requirements with regard to specific programmes are complied with; e.g. (but not limited to) Health Sciences, Medicine and Teaching;

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[2] Working Together to Safeguard Children 2015

- To ensure safeguarding is embedded in curricula and professional registrations as appropriate;
- To nominate a Safeguarding Lead, in the absence of a nominated Safeguarding Lead this should default to the Director / Dean (Appendix 2);
- To have a procedural process in place, to include but not limited to:
  - Ensuring response processes to safeguarding issues are followed;
  - Procedures for contacting the Safeguarding Lead;
  - Policy on appropriate and inappropriate physical contact with learners;
  - Procedures are in place to ensure compliance with the Prevent Duty.

The role of the University is:

- To be responsible for the wellbeing of staff and students, and to ensure appropriate arrangements are in place to ensure compliance with current legislation;
- To make arrangements for appropriate members of the Executive to hold overall accountability for safeguarding within the organisation.

Jayne Calvert

June 2017

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Safeguarding Policy - Appendix 1; Procedure

Procedure

This procedure must be followed whenever an allegation of abuse is made, including those under the Prevent Duty, where you or someone else suspects that a child or vulnerable adult has been abused. **Any** suspicion, allegation or incident of abuse must be reported following the **Flow Chart** below.

Various Departments / Faculties / Schools and Professional Services are subject to external Safeguarding Policies. Where this is the case, these take precedence. These areas include, but are not limited to:

- **Education**
- **Early Years Centre**
- **Nursing**
- **Midwifery**
- **Medicine**

The Local Safeguarding Lead (appendix 6) should advise you in this area.

Any concerns must be raised within 24 hours of the incident being reported.

In all cases:

- The safety and protection of a child or vulnerable person must be the priority in any decision that is made;

- It is important to keep an open mind and consider what is known about the child or vulnerable person and his or her circumstances;

- It is important that any accusation is listened to carefully and reported to the Safeguarding Lead;

- The Principal Safeguarding Officer should be kept informed of formal University representations to all external bodies such as local social services, police and the Multi Agency Safeguarding Hub;

- Only Professional Protection Agencies are responsible for deciding whether abuse has occurred or not.

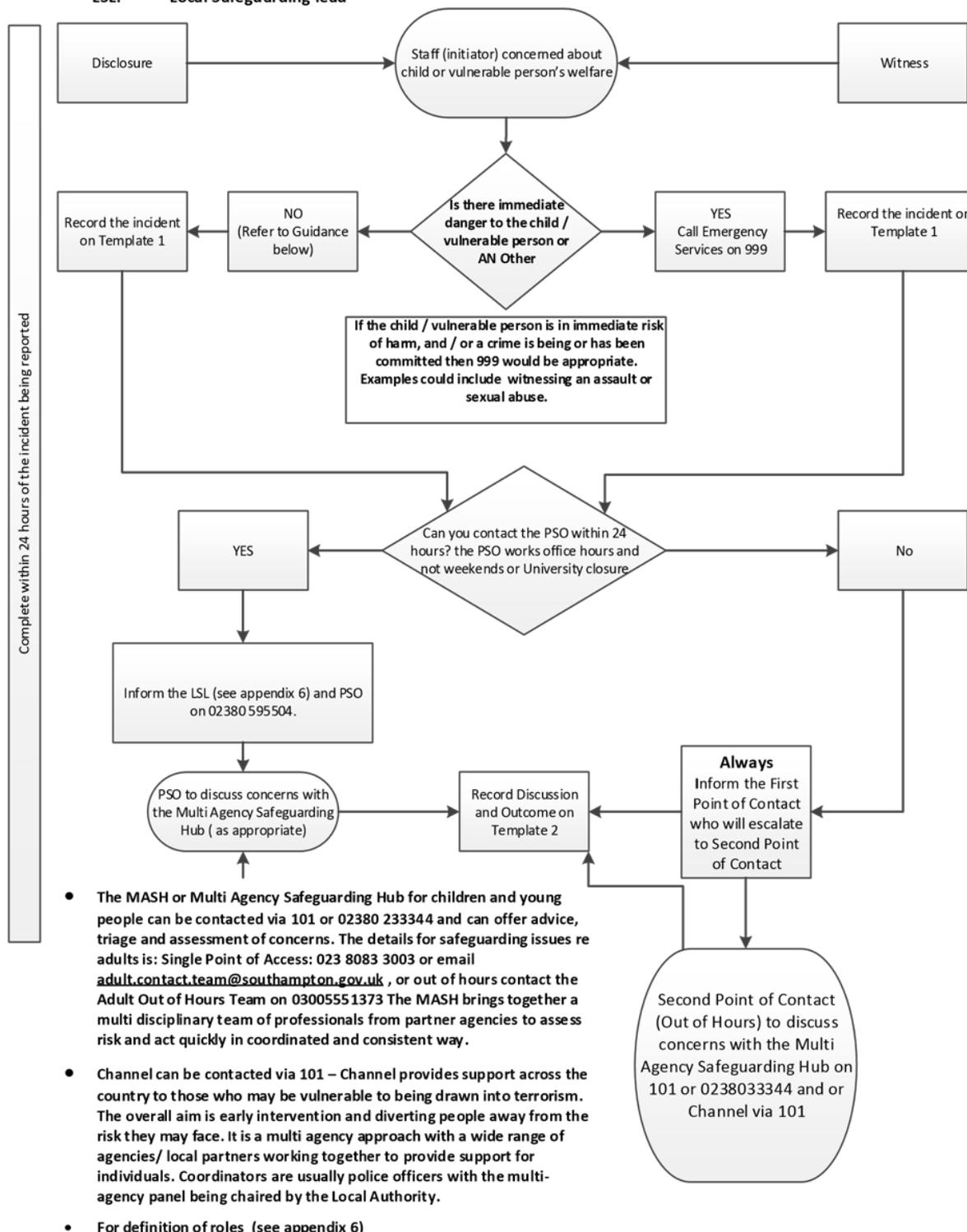**Please follow the below flow chart when dealing with a Safeguarding incident.**

Flow Chart

Various Departments / Faculties / Schools and Professional Services are subject to external Safeguarding Policies.

Where this is the case, these take precedence. These areas include, but are not limited to: **Education, Early Years Centre, Nursing, Midwifery and Medicine**

PSO: **Principal Safeguarding officer**

LSL: **Local Safeguarding lead**

Flow chart contents (left vertical banner): Complete within 24 hours of the incident being reported

- Disclosure → Staff (initiator) concerned about child or vulnerable person's welfare ← Witness
- Is there immediate danger to the child / vulnerable person or AN Other
  - NO (Refer to Guidance below) → Record the incident on Template 1
  - YES Call Emergency Services on 999 → Record the incident on Template 1
- If the child / vulnerable person is in immediate risk of harm, and / or a crime is being or has been committed then 999 would be appropriate. Examples could include witnessing an assault or sexual abuse.
- Can you contact the PSO within 24 hours? the PSO works office hours and not weekends or University closure
  - YES → Inform the LSL (see appendix 6) and PSO on 02380 595504. → PSO to discuss concerns with the Multi Agency Safeguarding Hub (as appropriate) → Record Discussion and Outcome on Template 2
  - No → Always Inform the First Point of Contact who will escalate to Second Point of Contact → Second Point of Contact (Out of Hours) to discuss concerns with the Multi Agency Safeguarding Hub on 101 or 0238033344 and or Channel via 101

- The MASH or Multi Agency Safeguarding Hub for children and young people can be contacted via 101 or 02380 233344 and can offer advice, triage and assessment of concerns. The details for safeguarding issues re adults is: Single Point of Access: 023 8083 3003 or email adult.contact.team@southampton.gov.uk , or out of hours contact the Adult Out of Hours Team on 03005551373 The MASH brings together a multi disciplinary team of professionals from partner agencies to assess risk and act quickly in coordinated and consistent way.

- Channel can be contacted via 101 – Channel provides support across the country to those who may be vulnerable to being drawn into terrorism. The overall aim is early intervention and diverting people away from the risk they may face. It is a multi agency approach with a wide range of agencies/ local partners working together to provide support for individuals. Coordinators are usually police officers with the multi-agency panel being chaired by the Local Authority.

- For definition of roles (see appendix 6)

Guidance for handling a Disclosure or Concern

- **Take all complaints, allegations or suspicions seriously;**
- **Ensure the immediate safety of the person affected;**
- **Stay calm, and offer support and reassurance to the person making the disclosure;**
- **Do not make any promises regarding confidentiality;**
- **Listen, keep questions to a minimum, make brief but careful notes and check the person affected agrees with them (where applicable);** □   **Explain what you will do.**

Report the incident or the disclosure using the flow chart above and the template below.

Please use the following to Templates to record and report an incident or disclosure. Please send it to your Faculty / Professional Service Safeguarding Lead, see contacts and First Support on firstsupport@soton.ac.uk

Safeguarding Incident Recording Template 1	
Your Details:	
□ **Name:**	
□ **Job Role**	
□ **Date**	
□ **Contact Details** (Phone and e-mail)	
Details of Incident / disclosure	
□ **Date of initial raising of concern / incident**	
□ **Who raised the concern?** o **Name** o **Contact details**	
□ **Who is the vulnerable person / child?** o **Name** o **Age (if applicable in the case of Under 18)** o **Contact details** o **Parents contact details**	
□ **Where did the incident occur?**	

□ **When did the incident occur?** o **Date and time**	
□ **What happened?**	
□ **Were there witnesses?** o **Name** o **Age (if applicable in the case of Under 18s)** o **Contact details**	
After the incident/ disclosure	
□ **Were there any witnesses to the referral?** o **Name** o **Contact details**	
□ **Who have you discussed this incident with?** o **Name** o **Contact details**	
Please save this report securely and send it to First Support: **firstsupport@soton.ac.uk**	

Safeguarding Incident Recording Template 2

Detailing discussion with Multi Agency Safeguarding Hub

To be used in conjunction with Template 1

Your Details:	
□ **Name:**	
□ **Job Role**	
□ **Date**	
□ **Contact Details** (Phone and e-mail)	
Details of Incident / disclosure	Refer to Template 1
• **Name of Victim** • **Date of incident**	
Notes on discussion with MASH	
• **What was discussed** • **Agreed outcomes** • **Further action** o **By whom?**	
Please save this report securely and send it to First Support: firstsupport@soton.ac.uk	

Safeguarding Policy - Appendix 2; Roles

Principal Safeguarding Officer

The University will appoint a Principal Safeguarding Officer who is responsible for:

- Implementing and promoting this Policy;
- Ensuring that the Policy is kept up to date, monitored and reviewed with changes in Legislation and guidance;
- Acting as the main point of contact within the University for safeguarding;
- Ensuring that the appropriate University staff are provided with information, training and advice;
- Maintaining confidential records of actions taken in accordance with the Data Protection Act 1998;
- Reviewing safeguarding issues raised and referring to the appropriate authority, when appropriate o If concerns are significant enough to seek advice and guidance from PSO the University's default position is to refer to external agencies as appropriate. This includes *all* allegations of abuse including those under the Prevent Duty.
    - o The PSO may seek advice from the MASH (Multi Agency Safeguarding Hub)

Safeguarding Lead

Each Head of Faculty and Professional Service will appoint a Safeguarding Lead who is responsible for:

- Ensuring there are adequate resources available to support safeguarding activities relevant to each Faculty/PS, e.g. for training;
- Ensuring all regulatory requirements with regard to specific degree programmes are complied with; e.g. (but not limited to) Health Sciences, Medicine, Law and Teaching;
- Ensuring safeguarding is embedded in curricula and professional registrations as appropriate;
- Ensuring appropriate local procedures are in place, to include, but not limited to; o Ensuring processes in response to safeguarding issues are followed; o Procedures are in place for contacting the Safeguarding Lead; o Policy on appropriate and inappropriate physical contact with learners; o Reviewing any risk assessments for Safeguarding and ensure reasonable adjustments are made to activities
- Reporting annually to the PSO;

- Informing the PSO of any issues which have required referral to social services, local authority, MASH (Multi Agency Safeguarding Hub), or police;

- Undertaking basic training provided by PSO every 2 years.

All Staff

The University has a duty to help staff recognise their responsibilities (through guidance, support and training), minimise risk and avoid situations (where possible) where abuse or neglect might be alleged.

Staff working in direct contact with children and vulnerable adults on a day-to-day basis (i.e. staff involving in teaching and providing pastoral guidance, for example Personal Academic Tutors, to students and students in placements where there are children or vulnerable adults) may come across signs of abuse, including radicalisation. Staff have a duty to report concerns for the wellbeing of a child or vulnerable adult to the appropriate Safeguarding Lead as quickly as possible.

From time to time University staff, volunteers and students will have responsibility for children's and / or vulnerable adult's welfare.

To protect those in these positions of responsibility and the welfare of the vulnerable adult / child staff are reminded to:

- Respect children's dignity, privacy and rights to protection;
- Maintain age appropriate relationships with children;
- Act in a fair, honest and transparent way;
- Respond positively to concerns raised by children without rushing to judgement, and by taking advice from those identified in this policy;
- Always work in an open environment with children;
- Never go on a journey with a child / vulnerable adult alone.

In accordance with the law all University staff, contractors and volunteers are reminded of the offence of abuse of positions of trust under the Sexual Offences Act 2003 s.16-19, which 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. This is defined as looking after a child (aged under 18) who is receiving education at an educational institution, and a person (aged 18 or over) is not receiving education at that 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.

Safeguarding Policy – Appendix 3; Recruitment and Conduct

The University complies with all required legislation for all staff and volunteers working in 'regulated positions' (as defined by the Criminal Justice and Court Services Act 2000). As well as references being checked there will also be a requirement for offences to be declared and a Disclosure and Barring Service (DBS) check undertaken.

For staff engaged in roles that are not 'regulated positions' yet are involved in activities that may also involve children or vulnerable adults, a risk management approach is taken to delivery of learning and teaching. An enhanced DBS check may be undertaken.

In the Safeguarding Vulnerable Groups Act 2006, there has been a responsibility placed on an organisation to inform the Disclosure and Barring Service if there is a concern that a person has caused harm, or poses a future risk of harm, to vulnerable groups, including children.

The University has procedures to evaluate information about a staff member's or volunteer's criminal record, and making sensible, fair and consistent judgements about whether the individual is safe to engage (or remain engaged) in the employment role, office or voluntary activity. It should be noted that having a criminal record does not prevent someone from being recruited as a staff member or volunteer in all circumstances. Staff should seek the advice of HR in cases of doubt.

The University reserves the right, in accordance with its employment procedures, to suspend and/or dismiss staff members from employment or from undertaking a specific role with respect to that employment (e.g. academic staff acting as personal tutor). This may be in circumstances where the individual acquires or extends a relevant criminal record, or where they have withheld information about their criminal record at the point of employment. Disciplinary action may also be taken against staff, in accordance with the University's employment procedures, for a failure to comply with this policy.

Where an allegation of a safeguarding nature (i.e. inappropriate behaviour, engaging in radicalisation, abuse or neglect) is made against a member of staff (occurring in the course of their work), the University, in accordance with the University's employment procedures, will carry out a full investigation in to the circumstances before any action is taken. It may be necessary to suspend the individual for their own protection until this is concluded. The involvement of the local authority designated officer may also be required.

Safeguarding Policy - Appendix 4; Work Experience

From time to time under 18s will undertake periods of work at the University with the primary objective of learning. This is normally for the age range 14-18.

The organisation of Work Experience is the responsibility of the faculty / professional service that is organising it, however due regard should be paid to the Safeguarding Policy and consider these elements:

1. There should be a designated and identifiable adult leading the placement. It may be appropriate that this person is DBS checked in line with the Safeguarding and Recruitment policies.

2. Risk Assessments should be carried out specifically noting the differing abilities of young people to be safe and adjusting controls accordingly.

3. Safe and appropriate transport should be provided when applicable.

4. A programme of activity should be decided upon prior to commencement and communicated to the parents of the child.

5. Emergency contacts must be maintained.

Safeguarding Policy - Appendix 5; Admissions Policy

http://www.southampton.ac.uk/studentadmin/admissions/admissionspolicies/policy

The University of Southampton is committed to providing an admissions process that ensures fairness, transparency and equal opportunities within the legal framework of the UK. The University welcomes applications from candidates regardless of their background and aims to eliminate discrimination on the grounds of gender, race, nationality, ethnic or national origin, political beliefs, sexual orientation, religious beliefs or practices, disability, marital status, family circumstances, parental/carer status, spent criminal convictions, age or any other inappropriate ground.

However, successful applicants who will be aged under 18 years at the point of first enrolment should note that they are applying to study in an adult environment. As such, there may be some limitations placed upon their activities at University for the period up until they reach their 18th birthday. The University Calendar, Section IV (http://www.calendar.soton.ac.uk/sectionIV/admissions.html) concerning regulations for admission incorporates further information relating to the admission of minors.

Some programmes of study are bound by external professional or placement requirements concerning age and criminal convictions (http://www.calendar.soton.ac.uk/sectionIV/studentconvictions.html). Where applicants are on the Sex Offenders Register, the Principle Safeguarding Officer, in consultation with the Pro Vice Chancellor (Education) will decide upon the suitability of the applicant for admission.

The University is also bound by the UK Border Agency's rules regarding tier four ('general student') visas; this means that the University is unable to sponsor (for visa purposes) students under the age of sixteen years.

Where the age of an applicant would raise issues of safety, child protection, visa-sponsorship, personal support or issues of care, the Head of University Admissions should be notified in order to invoke appropriate measures to investigate and assess the situation prior to an offer being made.

Safeguarding Policy - Appendix 6; Safeguarding Contacts

Department	Designate	Position	Contact
Student Services	University Principal Safeguarding Officer	Associate Director	Emma Rowsell 023 8059 1415 Internal x 21415 www.southampton.ac.uk/edusupport/firstsupport
	Deputy PSOs	Associate Directors	Kevin Partington 02380 599022 Internal x 29022 Kelly Holder 02380597671 Internal x 27671
	Safeguarding Leads	Deputy Service Managers	Helen Stone 02380 592472 Internal x 22472 Julie Blackler 02380 592039 Internal x 22039 Florence Harvey 02380 599111 Internal x 29111 Martin Hand 02380 598005 Internal 28005 Natalie Cosgrove 02380 59691 Internal 25691
		Faith and Reflection Centre	Valentina Stilo V.Stilo@soton.ac.uk
		Early Years Centre Manager	Tracy Pointon 25771 Ext 02380 595771
HR	Client Partner in HR	HR Business Partner	Cathie Holmes 28693 Ext 02380 598693
Estates & Facilities	Safeguarding Lead	Assistant Director of Estates Operations	Philip Tarling 02380 594038 Internal x 24038
Health Safety and Risk	Safeguarding Lead	Health and Wellbeing Advisor	Kelly Aubrey-Harris 023 80 595851 Internal x 25851 Claire Buchan 023 80 593950 Internal x 23950
Library and the Arts	Safeguarding Lead Safeguarding Lead	Deputy Librarian Operations Manager	Richard Wake 023 80 592371 Internal x 22371 Jay Mendivil 023 80 597753 Internal x 27753
I-Solutions	**Safeguarding Lead**		
ODAR	**Safeguarding Lead**		
International Office	Safeguarding Lead	Assistant Director	Richard Kennett 023 80 596849 Internal x 26849
SAA	**Safeguarding Lead**	**Director**	**Claire Atkins**

Faculty of Environmental and Life Sciences	Safeguarding Lead	Lecturer Dean of Education	Megan Bonner-Janes 023 80 597980 Internal x 27980 Sarah Stevenage 023 80 592973 Internal x 22973
Faculty of Arts and Humanities	Safeguarding Lead	SAA Team Leader	Andy King 023 80 59963 Internal x 26963
Faculty of Engineering & Physical Sciences	Safeguarding Lead	FAR	Lesley Adams 023 80 593076 Internal x 23076
Faculty of Medicine	Safeguarding Lead	Lead Senior Tutor	Tessa Davies 023 80 597805 Internal x 27805
Faculty of Social Sciences	Safeguarding Lead	Faculty Executive Officer	Jess Hawkins 02380 597805 Internal x 23879
Other Contact information	University Safety Office		023 80 593277 Internal x 23277 http://www.southampton.ac.uk/healthandsafety

Safeguarding Policy - Appendix 7; Related policies

It is not necessary for you to know all the legislation about safeguarding in detail, but it is important you have an awareness of it.

Any relevant University of Southampton policy or procedure can be used as appropriate during any safeguarding issue.

The following is a list of the main policies referenced in conjunction with the Safeguarding policy. It is not an exhaustive list of the University of Southampton's policies and procedures:

- University Residences Under18 policy;
- Student Services Confidentiality Statement;
- Disclosure and Sharing of Personal Information Relating to Students;
- The Equality Plan – Equality & Diversity Policy;
- Dignity at Work and Study Policy;
- Grievance procedures;
- Early Years Centre (EYC) Safeguarding Statement;
- Camera, Mobile Phone and Video Equipment Policy;
- Sports and Wellbeing Operating Procedures;
- University Admissions (to study) policy;
- Regulations covering student discipline;
- Procedures relating to handling applications (to study) where a criminal conviction is declared;
- Staff policies A-Z http://www.southampton.ac.uk/hr; ☐ IT Privacy Policy and Information Security Policy.

The following is a list of the main legislative information pertinent to this policy, correct as of academic year 2016-17; it is not an exhaustive list:

- Sexual Offences (Amendment) Act 2000 (s.3), Abuse of positions of trust;
- Association of Directors of Social Services (2005) Safeguarding Adults: A National Framework of Standards for good practice and outcomes in adult protection work;
- The Children Act (2004);
- Sexual Offences Act 2003 s.16-19;
- The Safeguarding Vulnerable Groups Act 2006 (c 47);
- Department of Health (DoH) (2000) document 'No Secrets' Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse;
- DfES (2006) guidance Safeguarding Children and Safer Recruitment in Education (1.6– 1.8);

- The Human Rights Act 1998;
- The Education Act 2002;
- The Safeguarding Vulnerable Groups Act 2006;
- Working Together to Safeguard Children 2013;
- Safeguarding Children and Safer Recruitment in Education 2007;
- The Equality Act 2010;
- The Protection of Freedoms Act 2012 (which describes the work or regulated activity that barred people must not engage in and incorporates the Disclosure and Barring service);
- Counter Terrorism and Security Act 2015, Section 26 - The Prevent Duty.