

# SAFEGUARDING POLICY

---

This document sets out the policy for Falmouth's approach to the Safeguarding of children and adults at risk within the University's premises and when undertaking University led activities.

**ORGANISATION:** FALMOUTH UNIVERSITY

**APPLIES TO:** STAFF & STUDENTS

**POLICY OWNED BY:** CHRISTINE TURTON

**REQUIRED CONSULTEES:** NOT APPLICABLE

**APPROVED BY:** HEALTH & SAFETY GROUP, UEB, ACADEMIC BOARD

**DATE APPROVED:** THURSDAY, 10 NOVEMBER 2022

**REVIEW DATE:** THURSDAY, 01 AUGUST 2024

---

## SAFEGUARDING POLICY

---

This document sets out Falmouth University's policy for the safeguarding of children and adults at risk within the University's premises and when undertaking University led activities.

### 1 PURPOSE

- 1.1 Falmouth University is committed to safeguarding and promoting the health, safety and wellbeing of all children and adults at risk and takes its legal duties extremely seriously. The University is not however 'in loco parentis' (in the place of the parent) and cannot accept the responsibilities of guardian to any member of its community or user of its amenities. Whilst the University is predominantly an adult environment (on campus and online), it does engage in a range of regular activities that involve working with children and adults at risk. A list of the main activities that may involve children or adults at risk are included in the Guidance.
- 1.2 Together with its related Guidance, the Policy aims to:
- a) Provide a safe environment for all University-led activities (on campus and online), which promotes the welfare of all participants;
  - b) Raise awareness of, and provide clarity about, the University's responsibilities relating to the welfare of children and adults at risk;
  - c) Provide staff, students, governors, volunteers, and third parties working for or with the University (or undertaking activity on its premises) with procedures they should follow, including those they should adopt in the event of incidents involving children and/or adults at risk and/or if they suspect that a member of one of these groups may be experiencing, or is at risk of, harm;
  - d) Provide guidance on good practices for working with children and adults at risk.

### 2 SCOPE

- 2.1 The policy applies to all:
- Students, staff and governors of the University;
  - Consultants, contractors and contracted representatives of the University, including FX Plus (e.g., recruitment agents, ambassadors, other service providers);
  - University collaborative partners (except where their existing policies apply and are deemed to be acceptable);
  - Visitors / external organisations engaged with the University, including those contracted to conduct their own business on University premises (e.g., building contractors);
  - On campus and online activities conducted by the University;
  - Activities at external location(s) where staff and students are involved in University-led activity;
  - Activities for non-students who are children or adults at risk, where the University has primary responsibility for safeguarding;
  - Those hiring University facilities for the provision of services or activities that may involve children or adults at risk (e.g., hire of the cinema, performance centre studios/theatre).

- 2.2 All individuals have a responsibility to ensure the health and safety of children and adults at risk, to promote their wellbeing generally, and to take appropriate steps to ensure that concerns and allegations of abuse are taken seriously and responded to swiftly and appropriately. All individuals covered by this policy should ensure that they read the policy and understand their responsibilities and the standards expected of them.

### **3 STAFF TRAINING**

- 3.1 All University staff undertake mandatory Safeguarding Awareness e-training. Records of completion are maintained by the University's People & Culture department. Staff with specific responsibilities (see Guidance) receive enhanced training.

### **4 RISK ASSESSMENT**

- 4.1 A risk-based approach must be taken to ensure any potential safeguarding issues are considered in the planning of courses, modules, and related activity. In most circumstances it is appropriate for this to be undertaken as a part of Health & Safety risk assessment.

### **5 SAFER RECRUITMENT AND DBS CHECKS**

- 5.1 Any member of staff or student who undertakes 'Regulated Activity' (as defined in the Safeguarding Vulnerable Groups Act 2006 and amended by the Protection of Freedoms Act 2012) with children or adults at risk as part of their role is checked for relevant criminal convictions in line with governmental guidance, prior to that work taking place.
- 5.2 The University takes a risk assessment-based approach to the recruitment of staff and reporting of concerns (through conducting appropriate recruitment checks), to ensure that unsuitable people are prevented from working with children and adults at risk. Students are required to disclose criminal convictions under the provisions of the [Criminal Convictions Policy](#).
- 5.3 The University may also require a DBS check because of a risk assessment on any activity as part of additional identified controls.

### **6 SAFEGUARDING ARRANGEMENTS FOR CHILDREN AND ADULTS AT RISK**

- 6.1 The University's regular teaching, training, and instruction activities, as well as activities involving caring for, supervising, or providing advice / guidance to students on well-being are not Regulated Activity.
- 6.2 Students under the age of 18 who are enrolled and registered on courses at the University are accepted on the basis that they, for all practical purposes, will be treated as if they are 18. Additional risk assessments, beyond what is reasonably required for standard student activity, may be required.
- 6.3 As set out in the [Staff Prevent Policy](#), staff are required to be aware of the Prevent Statutory Duty, and understand the risk factors in relation to radicalisation. This is a safeguarding matter and students who are either under 18 or at risk may be more vulnerable to these risk factors.
- 6.4 All staff and students should also be aware that the University strictly prohibits any member of staff from engaging in any sexual activity with someone under the age of 18 who is a student at the University.

- 6.5 The safeguarding of children or adults at risk visiting the University is the responsibility of the Organiser of the activities in which the children or adults at risk are participating. Where the University is not formally the Organiser of the activities, it accepts no liability related to safeguarding matters.
- 6.6 The University's safeguarding requirements and guidance for staff in relation to research activity is set out in the relevant Research Integrity and Ethics Handbook.
- 6.7 Further details are available in the Guidance.

## **7 INCIDENTS, ALLEGATIONS OR SUSPICIONS OF ABUSE AND REPORTING CONCERNS**

- 7.1 If a student or member of staff is alerted to a concern or allegation of abuse regarding a child or adult at risk studying or working for or with the University they must report this immediately to the designated member of staff (see Guidance).

## **8 CONFIDENTIALITY**

- 8.1 All individuals covered by this policy must ensure that appropriate confidentiality is maintained, whilst necessary information is shared to safeguard people at risk. Information should be handled and shared on a minimal and need to act/know basis only, whilst ensuring that appropriate and timely action is taken to respond to potential risk and harm, in line with the University's Data Protection policies.

## **9 RELATED POLICIES AND MONITORING AND REVIEW**

- 9.1 The University policies listed below are also relevant in seeking to ensure the health, safety and wellbeing of children and adults at risk:
- [Data Protection Policy](#)
  - [Health & Safety Policy](#)
  - [Recruitment Policy](#)
  - [Staff Code of Conduct](#)
  - [Student Disciplinary Policy and Procedure](#)
  - [Students Off Campus Policy](#)
  - [Staff Prevent Policy](#)
  - [Research Integrity and Ethics Handbook](#)
  - [Criminal Records Check Policy](#)
  - [Admissions Policy](#)
  - [Criminal Convictions Policy](#)
- 9.2 The implementation of this Policy is monitored by the Health & Safety Group.
- 9.3 The Health & Safety Group shall review this policy and procedure regularly (e.g., every year) to ensure that it continues to meet legal requirements and reflects best practice.