

University of Exeter Safeguarding Policy

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Revision History

Version	Date	Revision Author	Summary of Changes
1.0	1 May 2019	Chris Lindsay	N/A
2.0	June 2019	Chris Lindsay	
3.0	June 2019	Chris Lindsay	Changes following Senate
4.0	August 2019	Clare Mackenzie Ross	Changes following Working Group
5.0	September 2020	Chris Lindsay	Changes to reflect the requirements of the UUK code on accommodation
6.0	June 2021	Charlotte Verrier	Deletion of paragraph 2.4.3 Appendix 1 – updated Local Safeguarding Officers
7.0	June 2025	Kate Lindsell	Change of title – framework to policy Change of logo Change of policy owner Alignment to <i>Keeping Children Safe in Education 2024</i> guidance Consultation with LSO network in Exeter and Cornwall (December 24-April 2025) versions 7.0-7.4 Additions: <ul style="list-style-type: none"> • Role of LSO • Extended definitions • Extended role of DSO and DDSO • Included role of supervisors of community members • Training requirements • Role of Safeguarding Group

Approval

Version	Approval Board	Date of Approval
1.0	VCEG	11/06/2019
2.0	Senate	26/06/2019
3.0	Council	N/K
7.4	Compliance Committee	July 2025

2. Introduction

2.1. Statement of Commitment

- 2.1.1. The University is committed to ensuring the safety, health and wellbeing of its staff, students, contractors, and visitors and will do all that is reasonably practicable to ensure children, young people, and adults at risk are not adversely affected by our work or activities.
- 2.1.2. The University recognizes its important civic role. As a large employer in the region, with activities involving the community, research activities engaging human participants and with campuses open to the public, it is committed to ensuring that any safeguarding concerns identified can be escalated effectively to the appropriate authority.
- 2.1.3. There is no legislation in this area that is directed specifically at Higher Education Institutions, but the main legislation for the University to be in line with is the Children Act 1989, the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012, and the Care Act 2014.
- 2.1.4. Keeping Children Safe in Education 2024 (designed for Schools and FE) has been used to shape the arrangements in place for the University Safeguarding policy and procedures.

2.2. Definitions and Scope

- 2.2.1. The term “safeguarding” means protecting a citizen’s health, wellbeing and human rights, enabling them to live free from harm, abuse and neglect.
- 2.2.2. For the purposes of this Policy, the term “child” or “children” or “young person” refers to a person or persons under the age of 18 years (as defined in the Children Act, 1989).
- 1.2.2 For the purposes of this Policy, the term “adult at risk” is defined by the Care Act (2014) as someone over 18 years old who: has care and support needs, is experiencing or as at risk of abuse, or neglect. As a result of their care and support needs, is unable to protect themselves against the abuse or neglect or the risk of it.
- 1.2.3 “University staff with enhanced role” relates to a member of staff who is required to have a DBS check to perform their role (“Enhanced Staff”).
- 1.2.4 For the purposes of this Policy, the term “University Community Member” is used to describe anyone at the University (or approved by the University to teach on its Programmes) who is:
 - engaged in working with children, young people or adults at risk, whether as an employee (honorary, fixed term, or temporary), volunteer, or student.
 - students whose work or study, in the opinion of the University and/or relevant professional bodies, involves contact with children and/or adults at risk.

2.3. Corresponding University Policy and Procedures

- 1.3.1 This policy must be read in conjunction with the following University Policies:
 - Policy for the recruitment of under 18-year-old students on campus
 - Disclosure and Barring (HR Policy)
 - Recruitment and Selection policy
 - Misconduct policy
 - Public Interest (Whistleblowing)
 - <http://www.exeter.ac.uk/finance/policies/regulations/governance/whistleblowing/>.
 - Under 18s policy <http://www.exeter.ac.uk/undergraduate/applications/policy/under18/>.
 - Research Ethics Framework
 - Events policy
 - First Aid Policy
 - Incident reporting policy
 - Prevent Policy

- Children and Young People on campus policy (with reference to work experience)
- Sexual Misconduct Policy
- IT Policy on acceptable use of IT
- Access to Restricted Materials Policy
- Student wellbeing policies
- Staff wellbeing policies

2.0 Roles and Responsibilities

2.1 Designated Safeguarding Officer (DSO)

The University has appointed a Designated Safeguarding Officer who is responsible for:

- Being subject to a DBS check;
- Implementing and promoting this policy;
- Ensuring that this Policy is monitored and reviewed in accordance with changes in legislation and guidance on the protection of children and adults at risk;
- Acting as the main Safeguarding contact within the University, effectively managing the flow of information and queries;
- Ensuring that appropriate University Members are provided with information, advice and training;
- Establishing and maintaining contacts with the external agencies including local Children's and Adult Social Care Services departments and Police;
- Referring concerns to the University Prevent Duty single Points of Contact, where appropriate;
- Maintaining confidential records of relevant cases and action taken;
- Chairing the University Safeguarding Group and ensuring the terms of reference are met;
- Reporting termly to the Compliance Committee on the work of the Safeguarding Group;
- Working with the Deputy Designated Safeguarding Officer to ensure there are sufficient arrangements for covering annual leave;
- Ensuring referrals are made to the DBS as appropriate;
- Ensuring that their training (Level 3-5) is updated every two years;
- Monitoring training requirements of LSOs;
- Working with local management to fill LSO roles as required; and
- Representing the University in external forums.

2.2 Deputy Designated Safeguarding Officer (DDSO)

The DDSO is required to:

- To be subject to a DBS check.
- To deputize for the Designated Safeguarding Officer in their absence, completing all duties listed above.
- To ensure that their training (level 3-5) is updated every two years.

2.3 Local Safeguarding Officers (LSO)

The LSOs are required to:

- Be subject to a DBS check.
- Be trained to level 3 and will be required to maintain their safeguarding training every 2 years.
- Write, publish and communicate a local safeguarding policy, setting out what arrangements are in place and any local responsibilities member of staff, student or the public should refer to the specific policy in the first instance when dealing with any concerns or procedures.
- Refer concerns to the DSO or DDSO. Note: Referrals to statutory authorities would happen via the DSO or DDSO in all cases; in their absence LSOs will facilitate referrals (and then advise the DSO).
- Make amendments to Local Safeguarding Policies and obtain approval from the DSO.
- Support risk assessments for ad-hoc, short term or project-based work, which require safeguarding input (e.g. departmental events).
- Encourage reporting of any concerns to the LSO / DSO.
- Keep records on training
- Cascade communications from the DSO.
- Attend the Safeguarding Group.
- In the event that an LSO is leaving their role, they should inform the DSO in addition to their line manager. The line manager will be responsible for finding a suitable replacement.

2.4 University staff with enhanced roles ("Enhanced Staff")

- All Enhanced Staff will complete the DBS check prior to starting in their role. DBS checks should be repeated in accordance with requirements.
- Any matters that will materially affect a DBS check or any criminal activity that is pending or confirmed by a police investigation must be reported by the employee to the line manager and HR advisor immediately. HR will work with the line manager to ensure that a risk assessment is carried out of the role and define if additional steps are needed (e.g. suspension, home working) whilst awaiting the official legal output.
- The DSO will be consulted
- Advice will be sought from the relevant local authorities as appropriate.

2.5 University Community Members

- University Community Members are required to complete a DBS check at the request of their university supervisor / University key contact if they are working unsupervised with children, young people or adults at risk.
- If a request is made for a DBS check, the University Community Member must participate or they will be excluded from activities involving children, young people or adults at risk, including research projects.
- Any matters that will materially affect a DBS check or any criminal activity that is pending or confirmed by a police investigation must be reported by the employee to the line manager and HR advisor immediately. HR will work with the manager to ensure that a risk assessment is carried out of the role and define if additional steps are needed (e.g. suspension, home working) whilst awaiting the official legal output. Advice will be sought from the relevant local authorities as appropriate, and the DSO will be consulted.
- University Community Members will ensure they complete their Safeguarding Training at

the request of their supervisor / University key contact.

2.6 Recruiting Managers or Supervisors

Recruiting managers or Supervisors will:

- ensure that within the ESR1 recruitment process (or comparable student process), they identify roles which require a DBS check (including Enhanced Staff and University Community Members) (for positions that involve regular contact with children, young people and/or adults at risk and where University Community Members have unsupervised access to children, young people and/or adults at risk) or other purposes covered by other policies (e.g. IT Security).
- ensure that DBS checks have been satisfactorily completed prior to the employee starting in the role.
- In the event that there is a delay to the DBS check, and the staff member commences in role prior to DBS outcome, carrying out a risk assessment and ensuring that work is controlled and supervised until the outcome is known.
- any concerns regarding the DBS outcomes to HR to enable an assessment to be made using existing HR processes.

2.7 HR Services

HR Services is required to:

- Be responsible for the DBS Policy and policy implementation.
- Ensuring recruitment activities are in accordance with agreed policies.
- Where appropriate, breaches of this Policy and/or allegations of misconduct relating to safeguarding will result in the University invoking its Disciplinary Procedure in respect of staff or students and where required, will be reported to the Police and local authorities as relevant.

2.8 University staff planning events or activities involving children, young people or adults at risk

2.8.1 All University members who are seeking to engage with children, young people or adults at risk as part of any ad hoc arrangement / activities /events (examples below) will ensure that a suitable and sufficient risk assessment has been undertaken, recorded and approved by line management / supervisor (see policy section 3.4 on the content of a risk assessment):

- Research involving human participants
- Teaching
- Events on or off campus
- Outreach activities
- Camps / residential activities on / off campus
- Hosting work experience students

2.8.2 Advice can be sought from the LSO or DSO where needed.

2.9 All University Staff

- University staff must be aware that it is a criminal offence for an adult to engage in sexual activity with a person under the age of 18 when that adult is in a position of trust in relation to that person.
- In appropriate cases and in accordance with the law, the University will report to the appropriate authorities (including the Local Authority Designated Officer) any concerns it has regarding a member of the University community
- All University staff will ensure they complete their Safeguarding Mandatory Training once in employment and every 2 years thereafter.
- All University staff are required to report any safeguarding concerns to their LSO or DSO.
- In the event a member of staff feels unable to raise a concern through the incident reporting route, they should consider the University whistleblowing policy, or escalation to any member of the University Executive Board.
- Where appropriate, breaches of this Policy and/or allegations of misconduct relating to safeguarding will result in the University invoking its Disciplinary Procedure in respect of staff.

2.10 Academic Staff

In addition to the “all university staff duty”, academic staff should be fully conversant with the Under 18s policy, ensuring that you are aware of any under 18s on your courses and take steps set out in the Under 18s Policy to manage any risk.

2.11 Events involving University Premises

Those who are responsible for overseeing events (including private hire / agreed use) in University premises (e.g. sports facilities, rooms, accommodation, Great Hall etc.) are responsible for ensuring the hire arrangements stipulate the safeguarding arrangements in place to protect children, young people, and adults at risk at these events.

3. Safeguarding Arrangements

3.1. Local Safeguarding Officers (LSO)

- 3.1.1. Specific departments are required to appoint a Local Safeguarding Officer (LSO) due to the higher risk of Safeguarding issues being present in that area for example:
- It is foreseeable that local safeguarding policy arrangements will be required e.g. high number of events involving children and/ or other activities are frequently held which involve children or adults at risk (e.g. admissions, student recruitment)
 - It is foreseeable that safeguarding advice and escalation action will be required due to the nature of the work (e.g. Wellbeing services, OH services, Accommodation)
 - Regularly work with 3rd party's which require UoE staff to have advanced safeguarding practices and knowledge (e.g. Working with schools or care facilities)
 - A service or department which specializes in working with children and young people or adults at risk (e.g. Outreach, Researchers) where DBS policies are likely to exist.
- 3.1.2. This list is determined by the Safeguarding Group's risk assessment and currently are:
- Admissions
 - Widening Participation
 - Degree Apprenticeships
 - Sport
 - Student Wellbeing

- Occupational Health
- Regulated courses - Fitness to Practise: as specified under Regulation E
- Family Centre
- Accommodation
- Security

3.2. Local Safeguarding Policies

3.2.1. Local Safeguarding Policies are required where there is a clear legitimate interest to have a separate policy that goes into greater detail about the specific arrangements in place to manage safeguarding duties.

3.2.2. Any Local Safeguarding Policy must contain the following arrangements:

- Details of the Local Safeguarding Officer, including their name, email and contact numbers.
- Details of the programs / extent of scope to which the document it covers.
- Details of the potential activities/ environments where staff may interact with a child/ adult at risk.
- Details of any legislation or professional, statutory or regulatory guidance which specifically relates to the Local Safeguarding Policy.
- DBS requirements.
- Supervision requirements.
- Where the Local Safeguarding Policy relate to placement activity, clarification as to which organisation – University or Placement Provider holds primary safeguarding responsibility.
- Details of any training requirements for specific roles.
- Reporting obligations to the overarching Safeguarding Policy.
- Details of the LSOs approach to:
 - Risk assessment;
 - Disclosure and Barring Service; and
 - Process for responding to reports of safeguarding concerns.

3.2.3. The Local Safeguarding Policy must be approved by the DSO via the Safeguarding Group.

3.2.4. It is the responsibility of the LSO to keep the policy up to date.

3.3. University Safeguarding Group

3.3.1. This group is a subcommittee of the University Compliance Committee and verbally reports to the committee each academic term. The terms of reference for the Safeguarding Group are set out in Appendix 2.

3.4. Risk Assessment for events / activities involving children, young people or adults at risk

3.4.1. A risk assessment must be carried out by the person responsible for the task / event / activity.

3.4.2. The risk assessment must be recorded in writing, reviewed and signed off in accordance with local line management / supervision arrangements.

3.4.3. If you are arranging an event in collaboration with a third party such as a school or youth group, you must send your draft risk assessment to them so that you can agree if all required elements have been adequately included.

3.4.4. The risk assessment should consider, as a minimum:

- The hazards associated with the task / event/ activity (event) that may pose a risk to a child young person or adult at risk;
- Any risks associated with the venue that need to be considered for Children, Young People or Adults at risk (e.g. water sources, heat sources, stairs / heights, glass surfaces, fragile surfaces, chemicals);
- The staffing of the event and any training required;
- DBS requirements;
- Monitoring attendance at the event;
- Supervision arrangements and managing the space / exits;
- Keeping safe during the event, including restricting access to members of the public;
- How to deal with missing persons;
- How to deal with any incidents / emergencies;
- Facilities such as toilets, washing / changing;
- Rules on photos and filming;
- How to communicate the rules of the event with staff, volunteers, participants prior to the event;
- How to ensure all staff / volunteers are clear on their role;
- First Aid arrangements;
- How to raise the alarm;
- How to contact parents / guardians in an emergency;
- How to contact police / local authorities;
- How to communicate concerns around safeguarding;
- You must also consider health and safety related issues and refer to the University policy on Events;
- A requirement that appropriate insurance is in place insurance@exeter.ac.uk.

3.4.5. The NSPCC has advice in place for the management of events

<https://learning.nspcc.org.uk/news/2019/october/managing-safeguarding-risks-when-planning-activities> / <https://learning.nspcc.org.uk/safeguarding-child-protection/safer-activities-events>

3.5. DBS checks and pre-employment references

- 3.5.1. The University is registered with the Disclosure and Barring Service and will undertake DBS checks as required by the relevant role. An enhanced disclosure will normally be required.
- 3.5.2. If the applicant or an existing University Member has not previously been required to work with children, young people and/or adults at risk in their position and/or has no experience of working with children, young people and/or adults at risk the line manager / supervisor will agree specific training requirements with them on appointment or change in role.
- 3.5.3. A satisfactory check will need to be received by the University before an individual starts work in a post which requires such a check or before a student is involved in activity requiring (in the opinion of either the University or relevant third parties) such a check.
- 3.5.4. For those who are non-UK nationals or who have lived overseas a check may also be required from that country.
- 3.5.5. Only exceptionally where a DBS check had been requested, but not yet received, might an individual be allowed to start when a satisfactory risk assessment has been conducted by the department to enable them to commence work under supervision. This must be approved by HR and the DSO.

- 3.5.6. The University has a legal duty to refer an individual to the DBS if they have been removed from working in regulated activity with children and/or adults because they caused harm to children/adults or posed a risk of causing harm. The duty to refer is absolute and overrides any concerns about data protection. This will be carried out by the DSO/ DDSO.

3.6. Managing Disclosures

- 3.6.1. In the event that any University staff member is involved in a disclosure relating to abuse, harm or neglect they should:
- **Be calm and level-headed:** do not let your emotions take over and allow the person to see that you are panicked, angered, or shocked. Appearing calm and relaxed will encourage the person to trust you.
 - **Reassure:** let them know that they were right to tell you, tell them that they are not to blame, and thank them for being brave
 - **Listen well:** give the person a chance to speak, don't rush them, and listen carefully to everything they say. This is vital as you will need to record their disclosure later on.
 - **Don't keep secrets:** do not promise a child or adult at risk that you will keep their disclosure to yourself. Instead, say that you are going to get help from someone else as it is your responsibility to keep them safe.
- 3.6.2. Write down the details of the disclosure as quickly as possible to ensure you record all of the facts and details about what you have just heard. The incident reporting form ([link](#)) should be used for this.

3.7 Reporting incidents, concerns or risks

- 3.7.1 All reported incidents, concerns or risks will be considered by the DSO/ DDSO/ LSO as relevant.
- 3.7.2 Report any incident, concerns or risks to the LSO for their area, or the DSO for all other areas, as quickly as possible, using the incident reporting form ([link](#)). You should not attempt to investigate yourself.
- 3.7.3 The DSO can be contacted by email safeguarding@exeter.ac.uk.
- 3.7.4 For any person external to the University, wishing to contact, the University switchboard has the contact telephone number of the DSO.
- 3.7.5 If the DSO is unavailable, select an LSO from the list
- 3.7.6 In the case of an emergency, where there a risk of serious or imminent danger, the University member must call the police (999) then report the incident to the DSO/DDS0 and LSO (where relevant).

3.8 Managing incidents, concerns and risks

- 3.8.1 Referrals to Children's Social Care Services or other authorities should be made by the DSO / DDSO or LSO.
- 3.8.2 The DSO may request a case conference is held with Legal, HR, Student Wellbeing and Student Cases (as relevant), to assess the risks and agree a course of action.
- 3.8.3 Where appropriate, breaches of this Policy and/or allegations of misconduct relating to safeguarding will result in the University invoking its Disciplinary Procedure in respect of staff or students.

3.9 Data Protection and Record Keeping

- 3.9.1 It is impossible to promise complete confidentiality when a concern is raised or an accusation made. This is because the University owes a duty of care to its staff, students or visitors that cannot be fulfilled unless the University takes action on the basis of information that may have been provided in confidence.
- 3.9.2 Serious case reviews have shown that poor information sharing among organisations and agencies is a contributing factor in failures of safeguarding.
- 3.9.3 To support improvement in this area, the ICO has published guidance relating to the sharing of data to ensure effective safeguarding.
- 3.9.4 The ICO says “ You will not get into trouble with the ICO for trying to prevent or lessen a serious risk or threat to a child’s mental and physical wellbeing”
<https://www.farrer.co.uk/news-and-insights/safeguarding-and-data-sharing-new-ico-guidance-provides-reassurance-but-lacks-detail/>
- 3.9.5 The University will handle all concerns around safeguarding confidentiality by:
- Limiting access to the DPO log. This will be saved on the OneDrive as a confidential file by the DSO.
 - Incidents, concerns and risks will be reported to the DSO using the Safeguarding mailbox this box is accessible to three people only.
 - Outcomes of case conferences will be saved on the DSO Log.
 - Communications with third parties such as the Police and local authority will be primarily via the telephone to reduce handling of data via email. notes of any advice will be recorded on the DSO log.
 - Maintaining the DPO log for 7 years.
 - sharing information on a ‘need to know Basis’ but being transparent with persons affected (where this will not put them further at risk).

4.0 Policy Monitoring

- 4.1 Annually, the DSO will ensure that the policy is monitored to ensure that the key components are being met. The DSO will report the findings to the safeguarding Group and to the Compliance Committee, in accordance with the Compliance Committee Reporting Schedule.

Annually the following criteria will be monitored:

Policy requirement	Specification
<u>Training</u>	All required LSO and DSO training is in place Mandatory training is in place and attendance is being monitored
<u>DBS and safe recruitment policies</u>	That staff / university community members are not commencing in the role without a DBS check. Where work has started without a DBS check that a risk assessment was completed and relevant controls were in place
<u>University Community Members</u>	From a sample of members, ensure that safeguarding requirements are understood and people know how to report issues.
<u>University Events</u>	From a sample of university events, risk assessments were in place covering safeguarding related hazards.
<u>Local Safeguarding Officers</u>	Local Safeguarding Polices are in place
<u>Safeguarding oversight and governance</u>	That the TOR are being covered as expected.

APPENDIX 1: DSO AND LSO NETWORK

Designated Safeguarding Officers:

Designated Safeguarding Officer - Kate Lindsell Email: safeguarding@exeter.ac.uk

Deputy Designated Safeguarding Officer – Chrysten Cole Email: safeguarding@exeter.ac.uk

Local Safeguarding Officers

Sport - Alison Davidson Alison.Davidson@exeter.ac.uk

Degree Apprenticeship

- Paul Laver
- Jim Boyne
- Victoria Walton

Dedicated inbox: DASafeguarding@exeter.ac.uk

Estate Patrol/Security - Dan Nicoll D.Nicoll@exeter.ac.uk

Cornwall campus - David Dickinson D.Dickinson@exeter.ac.uk

Students' Guild - Report directly to Student Guild Safeguarding Officer

<https://www.exeterguild.com/>

Student Accommodation - Sarah Snow, s.j.snow@exeter.ac.uk 01392 725209

Family Centre - Alison Davidson- Alison.davidson@exeter.ac.uk 01392 723595

Regulated courses - Fitness to Practice: as specified under Regulation E, Chrysten Cole
c.e.cole@exeter.ac.uk

Wellbeing - Abbie Sproats, a.m.sproats@exeter.ac.uk

Occupational Health - Toni Searl T.Searl@exeter.ac.uk

Student Access, Recruitment and Admissions, Karl Devincenzi k.devincenzi@exeter.ac.uk

APPENDIX 2: SAFEGUARDING GROUP - TERMS OF REFERENCE 2025

1. Introduction

The Safeguarding Group is a subcommittee of the University Compliance Committee, with the following terms of reference:

A: have oversight of the Safeguarding management arrangements at the University, taking assurance on behalf of the Compliance Committee that suitable and sufficient arrangements are in place. This includes, but not limited to:

- a. Ensuring Designated Safeguarding Officer and Deputy DSO are appointed
- b. That Local Safeguarding Officers (LSO) are appointed in higher risk areas
- c. That training for DSO / DDSO and LSOs is up to date
- d. An effective University policy is in place setting out the Safeguarding arrangements
- e. Ensuring mechanisms are in place to enable staff to have a clear understanding of safeguarding requirements and their role in keeping people safe
- f. All individuals interacting with the University; visiting our University campuses or engaging with University staff on University business are able to report concerns
- g. Webpages are accessible

B: Processes and procedures are in place to identify and escalate (as appropriate) vulnerable children and adults at risk:

- a. Incidents are reported and managed effectively
- b. That data is maintained effectively
- c. Trends and lessons learned are reviewed
- d. Listening to concerns and feedback to identify opportunities to improve

C: The safeguarding team is focused on ensuring compliance with legislative, regulatory and sector specific requirements

- a. Regularly reviewing the legal requirements and the University position
- b. Maintaining the Safeguarding risk assessment
- c. Assessments against Keeping Children Safe 2022 requirements
- d. Carrying out audit / monitoring activity
- e. Taking action where required, to address gaps in compliance
- f. Liaising with Local Authority leads, as required

D: That broader UOE practices support a robust management system:

- a. Recruitment, Selection and Screening practices are carried out with safeguarding in mind
- b. That the DBS policy and procedure is effective in managing risk
- c. That processes are in place to manage disciplinary matters in relation to safeguarding
- d. That IT processes and process are effective to support safeguarding
- e. That procurement processes are effective to reduce risk to safe procurement of human resources to protect vulnerable people.

2. Membership

The membership of the group will be as follows:

- The Designated Safeguarding Officer
- The Deputy Designated Safeguarding Officer
- The Local Safeguarding Officers
- A representative from HR
- A representative from INTO
- Speak out Guardian Representative
- A representative from EDI

Other individuals will be required to attend on request, according to the reporting schedule:

3. Meeting Frequency

The Group will meet each term or, sooner by exception to be determined by the chair

4. Reporting to the Group

At each meeting, the group will receive the following reports:

- a. DSO report (policy, training, cases)
- b. Risk assessment and action plan
- c. LSO reports

Annually, the group will receive reports from:

- a. HR Services (or PS Connect, as appropriate) on the status of HR practices to support safeguarding
- b. Procurement (or PS Connect, as appropriate) on the status of procurement practices to support effective safeguarding
- c. IT Services on the status of IT practices to support effective safeguarding, filtering and monitoring, access management
- d. Equality and Diversity Lead – lessons to learn
- e. Speak Out Guardian report - lessons to learn

5. Reporting from the Group

The minutes of the Safeguarding Group will be shared with the Compliance Committee each term and the DSO or DDSO will provide a verbal update on any material matters.

In the event of a serious matter requiring escalation more urgently, the DSO/ DDSO will raise matters directly with the University Registrar, who is the chair of the Compliance Committee.

APPENDIX 3: SAFEGUARDING INCIDENT REPORTING FORM

Your name:	Name of organisation:
Your role:	
Contact information (you): <i>Address:</i> <i>Postcode:</i> <i>Telephone number:</i> <i>Email address:</i>	
Have parents / carers / person involved been notified of this incident? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES please provide details of what was said/action agreed:	
Are you reporting your own concerns or responding to concerns raised by someone else: <input type="checkbox"/> Responding to my own concerns <input type="checkbox"/> Responding to concerns raised by someone else	
If responding to concerns raised by someone else: <i>Please provide further information below</i>	
<i>Name:</i> <i>Position within the sport or relationship to the child / adult at risk:</i> <i>Telephone numbers:</i> <i>Email address:</i>	
Date and times of incident:	
Details of the incident or concerns: <i>Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay. Please use exact wording used in any disclosure of possible</i>	
Details of others present/ potential witnesses:	
Details of any action taken	
Details of any other contextual information	

APPENDIX 4: GUIDELINES FOR STAFF SUPERVISING AND WORKING WITH THOSE UNDERTAKING WORK EXPERIENCE

1. Introduction

This appendix is to guide those members of staff supervising those aged between 14 and 18 years of age who may spend short periods of time at the University on work experience.

The University has a duty of care to safeguard and promote the welfare of children and to protect all children from harm who are involved in activities run by the University. This guidance relates to children on work experience within the University.

The university is designed as a workplace and place of higher education. There are therefore risks to children and young person that are the responsibility of the supervisor to control.

2. Arrangements and responsibilities for those undertaking work experience

- All work experience students must be supervised by an identified member of staff ("the supervisor"). The role of the supervisor of work experience students is an important and highly responsible duty.
- All staff undertaking this role must fully understand and meet all their responsibilities as set out in the Policy and this appendix.
- All staff undertaking this role must complete the Work Experience Induction Checklist for each person undertaking work experience and retain it for six months following the end of work experience.
- All work experience must have a corresponding risk assessment, detailing both the safeguarding arrangements (see section 3.4 of the safeguarding policy) and the health, safety and wellbeing arrangements in place.
- Supervisors must review and take into account, the Health and Safety Standard "Children on campus"
- All work experience children and young people must be supported by their educational establishment and the arrangements must be made between the School / College / 6th Form and the University not directly with the Work Experience applicant.
- The School / College / 6th Form will be required to receive a copy of the risk assessment and confirm that all the foreseeable hazards / details about the needs of the student are clear. The supervisor must ensure that the School / College / 6th Form are satisfied with the risk assessment.
- School / College / 6th Form must confirm the arrangements in place for the University to escalate concerns for example if they fail to attend.
- The supervisor must confirm that correct insurance is in place.

3. Further Information

Staff should seek more information and advice from the University's Safeguarding Officer, where they have any questions or concerns.

DBS checks will not normally be required for members of staff supervising work experience students and this should be made clear to the School / College / 6th Form. A DBS may already be in place due to the nature of the role. This should be included in the risk assessment.

APPENDIX 5: GUIDANCE FOR RESEARCHERS

1. Introduction

This appendix is to guide those members of staff and students (“researchers”) conducting research or carrying out research-related activities including, but not limited to, data gathering, dissemination and public engagement activities.

The University requires all staff and students that come into contact with children or adults in a vulnerable situation while carrying out research and research-related activities to ensure their safety and protection at all times adhering closely to the Policy and this appendix.

As confirmed in the University’s Safeguarding Policy (‘the Policy’), a child is defined as a person under the age of 18 years (Children Act 1989). A definition of adults in a vulnerable situation is given in the Policy BUT researchers must also recognise that participants can be placed in a potentially vulnerable situation by taking part in research, particularly where there may be unequal relationships between the researcher and participant by virtue of their location, economic, social or health status.

2. Arrangements and responsibilities for those undertaking research activities

It is essential to consider any safeguarding implications while planning a research project that will involve human participants, identifying any issues that may arise and strategies to deal with them.

The Principal Investigator (PI) or Supervisor is responsible for ensuring that processes are in place to recognise and respond to any safeguarding issues that may arise during the course of the research. They must ensure that all members of the research team are aware of the issues that may arise and the processes that they must follow. The PI or supervisor must either:

- identify whether there are local safeguarding procedures or policies at the research sites (e.g. school, health or social care facility, charity or community setting) and agree how these will be used with the site management organisation, *or*
- implement an established procedure within the research center or department (e.g. current Standard Operating Procedure to manage disclosure of risk to participant or others), *or*
- plan to use the University of Exeter reporting process as described above

PIs and supervisors must ensure that all members of research team are fully briefed on what action to take if a concern or risk is raised and are aware of sources of support for participants as relevant to the research topic (e.g. helpline, GP or other healthcare professional, support group or charity). PIs and supervisors may also need to consider how members of the research team can access support for themselves if required.

All research involving human participants must be ethically reviewed and safeguarding implications should be addressed during the review process. Information given to participants should clearly explain any limits on participant confidentiality and any reporting arrangements that are in place. This information must be provided for participants, in easily understandable terms, before they consent to take part in the research.

PIs are responsible for meeting the terms and conditions of their funding in relation to duty of care, for example in ensuring that appropriate safeguarding arrangements are in place for research carried out in international development. It should be noted that UK aid’s definition of safeguarding has been updated to “Duty of care to beneficiaries, staff and volunteers, including where down-stream partners are part of delivery. This includes child and adults at risk in the community who are not direct beneficiaries but may be vulnerable to abuse.”

3. Further Information

Staff should seek more information and advice from the University's Deputy Safeguarding Officer, the Research Governance, Ethics and Compliance Office, where they have any questions or potential concerns.