Safeguarding Policy

Contents

The University of Nottingham Safeguarding Resources site holds all the supporting information and links for this policy.

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1. Introduction

The University of Nottingham ("the university") has a duty, both in law and as a responsible organisation, to safeguard and promote the welfare of children (under 18 years of age) and Adults at Risk coming onto its premises. The University is also committed to providing a safe and secure environment for all students, staff and visitors who access its facilities, services and participate in activities.

The University believes everyone has the right to work, learn and achieve their potential within a safe environment, without risk of harm from abuse, discrimination, harassment, assault or bullying, in all its forms and in any circumstances. As safeguarding is everyone's responsibility, we take a whole university approach to our policy and practice, embedding a culture of safeguarding in everything we do, ensuring the welfare of children, Adults at Risk and all students is paramount.

2. Purpose & Scope

The purpose of the University of Nottingham Safeguarding Policy and its associated guidance documents is to set out our responsibilities, processes and procedures and outline how we will:

- Provide a safe and supportive environment for all staff, volunteers, students, apprenticeships and learners, with specific guidance for safeguarding and protecting children and Adults at Risk who engage with our staff, students and volunteers in the course of our work and University led activities.

- Ensure that those staff who work specifically with children and Adults at Risk are aware of the legislative requirements to safeguard and protect and are supported with clear roles, responsibilities and reporting processes within the University.

- Provide training and resources for all staff to develop knowledge and awareness of the range of safeguarding issues that can impact on all staff and students

- Ensure that there is a clear reporting and escalation route should staff or students become aware of a safeguarding concern.

- Provide a link to relevant policies, procedures and guidance that include a safeguarding element to them.

The policy applies to everyone engaging in university activities in a variety of roles, as described in the definitions below. It covers our interaction with children and Adults at Risk who are current students, prospective students or who are otherwise participating in University related activities. This includes teaching and research, or for example taking part in University-led sports, holiday schemes, open days, work experience, volunteering projects, outreach and widening participation. The policy is applicable for University of Nottingham UK.

The policy provides guidance on our internal procedures and acknowledges that it may be appropriate in certain circumstances to report safeguarding concerns about children or Adults at Risk to a range of external agencies.

It is expected that external bodies utilising the University's premises or facilities for external events have their own safeguarding policies and procedures in place and will take full responsibility for the safeguarding of individuals involved in any related activities.

If the University-led activity is hosted by another organisation within their own facilities, the host organisation's Safeguarding Policy and related procedures will normally take precedence, but members of the University engaging in those programmes must also take note of, and act in accordance with the university's Safeguarding Policy.

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The university recognises that young people can be at risk of being drawn into extremist ideologies which can lead to a risk of radicalisation. In the context of the University Safeguarding Policy, the risk of being drawn into extremist ideologies and radicalisation is a significant safeguarding concern which is of equal weight alongside other forms of abuse and mistreatment of children and Adults at Risk. Concerns in this area should be managed in line with this policy.

A small number of departments have individual Safeguarding Policy's and related procedures to ensure that they can meet specific regulatory requirements that do not apply to the University as a whole, for example the Childcare Services and the Centre for Teacher Education both of which are subject to OFSTED inspection. There is alignment between these policies and the overall approach to safeguarding through the University Designated Safeguarding Lead (UDSL)

3. Legislation and Guidance

- **The Children's Acts of 1989 & 2004**
  Places legislative requirements on local authorities and others to safeguarding and promote the welfare of children under 18 years old.
- **Working Together to Safeguarding Children 2018**
  Statutory guidance produced by the government which outlines how practitioners working with children, young people and families should work together to ensure that children and young people remain safe from harm.
- **The Care Act 2014**
  Aims to ensure the wellbeing of people in need of care and support services (over 18 years of age). It also aims to bring about the personalisation of care services, putting the person at the centre of the process.
- **The Human Rights Act 1998**
  Sets out the fundamental rights and freedoms that everyone in the UK is entitled to. It incorporates the rights set out in the European Convention on Human Rights (ECHR) into domestic British law.
- **Counter-Terrorism and Security Act 2015**
  Contains a duty on specified authorities to have due regard to the need to prevent people from being drawn into terrorism. This is also known as the Prevent duty.
- **Keeping Children Safe in Education 2021**
  Sets out the legal duties you must follow to safeguard and promote the welfare of children and young people under the age of 18 in schools and colleges.
- **The Health and Safety at Work Act 1974**
  Duties for employers to protect the 'health, safety and welfare' at work of all their employees, as well as others on their premises, including temps, casual workers, the self-employed, clients, visitors and the general public.
- **The Sexual Offences (+ Amendment) Act 2003**
  Legislation relating to sexual offences, including non-consensual offences, sexual assault, causing a person to engage in sexual activity without consent. It defines "consent" and "sexual" and covers child sex offences and offences involving an abuse of a position of trust towards a child.
- **The Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012**
  Aims to avoid harm, or risk of harm, by preventing people who are deemed unsuitable to work with children and vulnerable adults from gaining access to them through their work.
- **Disclosure & Barring Legislation**
  The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions each year by processing and issuing DBS checks and maintaining the Adults' and Children's Barred Lists.
- **Nottingham City and Nottinghamshire Inter Agency Safeguarding Children procedures**

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Local procedures for safeguarding children
- **[Nottingham City and Nottinghamshire Multi Agency Safeguarding Adults procedure](#)**
  Local procedures for safeguarding Adults at Risk

4. University Policies & Guidance
- **[Policy for Students Under the Age of 18 Years](#)**
- **[Personal Relationships at Work Policy](#)**
- **[Code of Discipline for Students](#)**
- **[Codes of Practice & Rules for Staff](#)**
- **[Policy on Identifying and Handling cases of Sexual Misconduct](#)**
- **[Dignity at Nottingham – Staff & Student Policy in Harassment, Bullying & Victimisation.](#)**
- Volunteering for the University of Nottingham Policy
- **[Data Protection Policy](#)**
- The University of Nottingham Students Union Safeguarding Policy

5. Definitions

Child: Refers anyone under the age of 18 years (up to their 18th birthday).

Adult at Risk: The University bases its definition of an "Adult at Risk" on that used within the Care Act 2014 and the Data Protection Act 2018 as being someone 18 years of age or older who

(i) has needs for care and support; and
(ii) is experiencing, or is at risk of, neglect, or physical, mental or emotional harm; and
(iii) as a result of those needs is unable to protect themselves against neglect or harm, or the risk of it.

Child Protection – an element of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

Categories of Abuse – information on the categories of abuse are on the [Safeguarding Resources](#) site for [children](#) and [Adults at Risk](#)

Safeguarding – there are a broad range of risks that may be present for staff, students, apprenticeships, learners and volunteers at the university, with information on these detailed on the [Safeguarding Resources SharePoint](#) site and our support services and training cover all these.

For the purpose of this policy, safeguarding generally refers to a situation where one or more people are causing some form of risk or harm to another person, but our processes allow for the reporting of Prevent and welfare concerns to be managed through a safeguarding route too.

Staff: References to 'staff' include everyone who has a contract of employment with the university, whether full-time, part-time, permanent or temporary. For the purposes of this document, workers who are engaged on a more 'casual' or irregular basis (such as guest speakers) are also included within this definition.

Student: References to 'student' includes all students, apprentices & learners registered with the university, including those based in partner organisations who are registered with the university to gain a professional qualification and third-party apprentices for whom we provide training. This includes both undergraduate and postgraduate students.

(NB: there are a number of individuals who are both staff and students, for example some apprentices and PGR students work at the University for some or all of their time and we have

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staff who are undertaking a PhD. As members of staff, they are expected to implement this policy, but would also be protected by it as students. Specific advice should be requested from the University Designated Safeguarding Lead (UDSL) for individual cases in this area.)

Contractor: Contractors are employed by third party organisations (including Unitemps or other agencies) to carry out work on behalf of the university. It is the responsibility of the contractor's employer to ensure that all necessary employment and safeguarding suitability checks are completed and to provide assurance to the university that this has been done. Any safeguarding concerns arising will be managed using this policy.

Volunteer: 'Volunteers' are engaged in university activities on an unpaid basis.

Visitor: 'Visitors' are those attending university premises for university led activities, but not in one of the roles noted above (e.g. prospective students).

Employers of Apprentices: there is a specific relationship with companies who employee staff who are apprentices at the university and there is further detail relating to this in the apprenticeship section below.

6. Governance & Oversight

Governance and oversight of safeguarding is maintained through a number of individuals and committees.

As detailed within this policy, Faculty & Apprenticeship safeguarding leads and the University Designated Safeguarding Lead have specific roles and responsibilities, with oversight of this process and the outcomes through the Registrar and Deputy Registrar.

A Safeguarding Steering Group provides oversight and scrutiny of the university's safeguarding policy, practice, risks and outcomes along with leadership and a joined-up approach. The Safeguarding Steering Group reports to the Apprenticeship Committee, University Executive Board (UEB) and University Council.

7. Roles and responsibilities

Embedding a whole university approach to safeguarding requires all staff to have an awareness of safeguarding issues and risks and to know who to share these with, either to agree if any action is required, or to take specific action in line with this policy.

There are a specific number of named roles within the university who will provide this support and take action where required. They are as follows:

The Registrar takes overall accountability for safeguarding, including oversight of the university's safeguarding policy, practice and culture at the university. The University Designated Safeguarding Lead reports into the Deputy Registrar, who reports to the Registrar.

The University Designated Safeguarding Lead (UDSL) is responsible for:

- Receiving all reports of urgent and non-urgent safeguarding concerns, issues or risks
- Taking appropriate action to refer all safeguarding concerns relating to a child or an Adult at Risk to the relevant local authority
- Providing support, advice and guidance to staff who raise safeguarding concerns and particularly to Faculty and Professional Service Department (PSD) Safeguarding Leads
- Leading the safeguarding response and liaising with all relevant internal and external teams to ensure a coordinated safeguarding response to individual concerns (e.g. the Mental

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Health Advisory Team, Registry & Academic Affairs, student well-being services, Occupational Health, HR, the Police, Social Care, etc)

- Reporting to the LADO (Local Authority Designated Officer) and seeking advice in situations where a safeguarding allegation is made that involves a person with access to children
- Keeping a central repository of all safeguarding referrals and outcomes
- Maintain an oversight of all safeguarding notifications, identifying lessons learned and areas of development / good practice and using this to develop the university's policy, practice, training and resources.
- Reporting to and supporting the Registrar, Vice-Chancellor and University Executive Board regarding safeguarding matters
- Reviewing, developing and implementing the safeguarding policy and a range of supporting materials
- Providing safeguarding advice to HR in relation to employment policy & practices that include a safeguarding element (e.g. recruitment, fitness to practice, etc)
- Developing, supporting and liaising with a network of safeguarding contacts or leads across the university (e.g. HR, Students' Union, Faculty & PSD Designated Safeguarding Leads, Apprenticeship Programme Safeguarding leads etc).

The Associate Director of Student Wellbeing deputises for the University Designated Safeguarding Lead as required.

Faculty Pro Vice Chancellors (FPVCs) are responsible for appointing a safeguarding lead for each Faculty and **Directors of Professional Service Departments (PSDs)** are responsible for appointing a safeguarding lead for each Professional Service Department where this is required (i.e. for all student facing services or where there is contact with children or Adults at Risk).

Faculty & Professional Service Department (PSD) Safeguarding Leads are responsible for:

- Identifying which schools / departments within the Faculty / PSD also need a safeguarding lead, focusing on those areas where there are specific safeguarding responsibilities (e.g. relating to student placements, under 18's, student welfare, etc)
- Provide a point of contact for all safeguarding concerns and issues within the Faculty / PSD
- Provide advice and guidance for staff within your Faculty / PSD when they raise safeguarding concerns, agreeing an appropriate course of action and timescales with them
- Ensure all safeguarding concerns raised within the Faculty / PSD are reported to the UDSL within the required timescales (see Section 8 for these) – this will usually be done by the person raising the concern but may require your support or action if they are unable to.
- Working with the UDSL to ensure a coordinated response is provided in relation to all individual safeguarding concerns.
- Maintaining an overview of urgent and non-urgent safeguarding reports from within the Faculty, identifying any themes or lessons learnt.
- Supporting the dissemination of the safeguarding policy, training and resources across the Faculty / PSD.
- providing ongoing support and supervision to staff who raise or are affected by a safeguarding concern

Safeguarding Leads for Apprenticeship programmes

- Provide a point of contact for safeguarding concerns relating to apprentices on specific programmes at the university

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- Ensure all safeguarding concerns are referred to the Apprenticeship Safeguarding Lead and the UDSL.

There are also a number of other groups of staff who will be directly involved in supporting students and therefore potentially identifying safeguarding concerns. These groups of staff should have the appropriate training, support and knowledge. They are as follows:

- Teaching staff
- Student facing APM (Administrative Professional & Management) staff in schools
- Senior & Personal Tutors
- Mental Health Advisory Services
- Counselling Service
- Deputy Registrars Teams that are student facing - Registry and Academic Affairs, Sport, Libraries
- Apprenticeship Teams / Programme Leads
- Technical staff that are student facing
- Hall Management Teams
- ResX Team
- Security Services
- Compliance & Investigation Team
- Teams & individuals working with prospective students

In addition to these roles, HR have an essential role to play in creating our safeguarding culture, with specific responsibility for:

- embedding a safer recruitment approach across the university
- undertaking DBS checks for those posts that have been identified by hiring managers as requiring them
- managing and monitoring the completion of safeguarding training.

8. Reporting concerns.
Immediate protection

If a student, member of staff or member of the public is in immediate danger, at risk from someone else or themselves, immediate action should be taken to contact:

- the relevant emergency services (police, ambulance, and fire and rescue service) by dialling 999
- University Security Control Room in the Trent Building on **0115 951 3013 or for emergencies only 0115 951 8888** (open 24 hours a day, 7 days a week)

If you call the police directly, ensure you have advised Security of this as if the police are unable to find your location on our campus they will revert to Security. If you are off campus – for example on a field trip - call the police locally.

Within 24 hours of the incident, the relevant Faculty / PSD Safeguarding Lead should be informed and a report completed on Report & Support, using the 'Speak to An Advisor' functionality. You should include as much detail as possible within this report, including confirmation of whether the concern relates to a child under 18, an Adult at Risk or a risk of radicalisation under the Prevent Duty.

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If you require advice on whether something is an immediate safeguarding risk or not, contact the Faculty / PSD Safeguarding Lead or the University Designated Safeguarding Lead.

Reporting concerns where there is no immediate risk

Safeguarding concerns can arise in a number of forms, sometimes through a direct disclosure but also as a result of noticing something about a student or member of staff's behaviour and any changes relating to this.

Staff are not expected to investigate any safeguarding concerns or issues that they are aware of, but in working directly with students some staff may be in the position of taking disclosures, witnessing incidents or seeing and hearing things that raise concerns. In providing support to students, this will inevitably involve discussions about their safety, welfare and wellbeing and it is important that relevant staff feel equipped to undertake this work.

For all safeguarding concerns where there is no immediate risk of harm, members of staff & volunteers should:

- Immediately record what you have seen, experienced or been told
- Notify your Faculty / PSD Safeguarding Lead of seeing, witnessing, or being told about a safeguarding concern **within 24 hours** (or sooner if required).
- Discuss the situation with the Faculty / PSD Safeguarding Lead to confirm any actions required and the timescales for these
- For all safeguarding concerns, complete a report on [Report & Support](#) using the 'Speak to an Advisor' functionality.
- The University Designated Safeguarding Lead, working with the Faculty / PSD Safeguarding, will determine any action required.

Students who wish to report a non-emergency safeguarding concern can also notify their Faculty (or school) Safeguarding Lead who would be responsible for taking this forward as described above. Alternatively, they can inform their personal tutor or any member of university staff with whom they have contact.

There may be occasions where you feel a safeguarding concern you have raised is not being actioned within the expectations of this policy and these circumstances, you should contact the UDSL directly.

9. Specific Circumstances

Under 18s

Most students at the university are over the age of 18 years. Any offers made to applicants who are under 18, are made with the parents' consent and on the understanding that they are equipped to study within an adult learning environment and that they can act responsibly, appropriately and within the law and the regulations of the University of Nottingham.

The Director of Campus Life (who is the University Designated Safeguarding Lead), the Head of Accommodation, Admissions / Personal Tutors and Heads of School are informed of those students who have registered to study with the university and are under 18 years. For those living on campus and in university owned / leased accommodation, the ResX and Hall Management Teams are also informed. All students are allocated a personal tutor and if a student is under 18, this will be highlighted to them.

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Very occasionally, applications are received from prospective students who are under 16 years of age, and these will always have a risk assessment completed by the University Designated Safeguarding Lead to consider if it is appropriate for them to attend the university.

There are many occasions when we work with under 18s who are not registered students at the university, for example through our Widening Participation programmes, residential programmes, work experience, libraries & museums and a variety of events such as Open Days, etc. We have a statutory responsibility to safeguard these children and young people and this policy applies to them. Any contact with under 18s who are not students should be well planned to ensure consideration of all safeguarding elements, including, risk assessments, safeguarding training, safeguarding leads and DBSs are in place as required. All staff involved in working with under 18s who are not students at the University, must ensure that safeguarding concerns are reported using the under 18s non-student flowchart.

Apprenticeships

The university offers bachelor's and master's degree apprenticeships across a range of specialities, regional and national businesses. The application and enrolment process for apprentices at the university includes an individual needs assessment leading to a personal plan that details the learning, support and resources they will be offered. Termly tripartite reviews with the apprentice, the university and the employer are undertaken, with a programme of support provided. Apprentices are also able to access all university support services.

Details of employers safeguarding leads are kept on file, the university safeguarding policy is provided to them and they are expected to identify and report any safeguarding concerns using the process detailed in the 'Safeguarding Apprenticeships for Employers & Sub Contractors'. Free safeguarding training is offered to all employers of apprentices to support them in identifying and reporting safeguarding concerns.

A network of safeguarding leads for apprenticeship programmes is in place to support the identification and management of safeguarding issues for apprentices and ensure concerns are passed to the University Designated Safeguarding Lead in line with this policy.

Apprentices are providing with training and resources to support in their understanding of the safeguarding risks they might encounter.

The Apprenticeship Committee provides oversight and scrutiny of safeguarding practice, issues and outcomes relating to apprentices.

Allegations Against Staff

If there is a safeguarding concern or incident that relates to a member of staff or a volunteer at the university, the Faculty / PSD Safeguarding Lead will liaise with the UDSL, HR and the Registrar to agree how the matter should be dealt with. Where the concern relates to the Faculty / PSD Safeguarding Lead, you should inform the UDSL directly, where the concern relates to the UDSL, you should inform the Registrar directly, when the concern relates to the Registrar, you should inform the Deputy Vice Chancellor (DVC) and if the concern relates to the DVC, you should inform the Vice Chancellor. Staff can also use the whistleblowing policy where required.

Depending on the concern, this may include an investigation using the Staff Disciplinary Procedures and involve contacting relevant external agencies. In accordance with that policy, a

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staff member may be suspended from duty while such an investigation is ongoing, with all decisions regarding suspension to follow the Staff Disciplinary Procedures.

Where an employee is subject to an investigation by the police for an alleged criminal office, the university will work with the police to support their enquiry as well as undertaking any internal investigations that are required, in line with the Staff Disciplinary or other relevant procedures. The UDSL or nominee will consult, where appropriate, with the police in such cases.

For any allegations against staff or volunteers that relate to a child <u>under the age of 18</u>, in line with Working Together 2018, the UDSL will inform the Nottingham City Local Authority Designated Officer (LADO) immediately (and **within one working day** of the allegation being made) to consider if the member of staff / volunteer has:
-   behaved in a way that has harmed a child or may have harmed a child
-   possibly committed a criminal offence against or related to a child
-   behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children: or
-   behaved in a way that indicates s/he is unsuitable to work with children

The concerns should be considered within the context of the four categories of abuse (i.e. physical, sexual and emotional abuse and neglect).

The LADO will contact the UDSL about any allegations or concerns that arise in relation to a member of staff or a volunteer in a different capacity to their work at the university (e.g. within their family, voluntary work or paid / unpaid additional roles).

In these cases, the UDSL and any other staff involved in the investigation, will ensure full engagement with the process coordinated by the LADO. This includes sharing information about the outcomes of any university investigation or disciplinary procedure with LADO.

Allegations Against Students, Learners & Apprentices

If there is an allegation made by a student or learner against another student or learner, the University Designated Safeguarding Lead will liaise with the Registrar or nominee to decide on the best course of action. This will include consideration of whether the matter should be dealt with under the Code of Discipline for Students and if the student is on a course that leads to professional registration whether the Fitness to Practice Procedures should be used.

In line with our disciplinary policies a student may be temporarily suspended from study and/or excluded from campus pending an internal or criminal investigation.

Where a student is subject to an investigation by the police for an alleged criminal office, the university will work with the police to support their enquiry as well as undertaking any internal investigations that are required. The UDSL or nominee will consult, where appropriate, with the police in such cases.

10. Information Sharing

Most facilities and services for students at the university are designed with an adult user group in mind. Therefore, it is assumed that students under 18 are competent to make decisions regarding their personal data and where consent is required, this will be collected as it would be for an adult learner. In line with contract of enrolment, personal information about any student (including those under the age of 18) will only be shared or discussed with third parties, including

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parents or guardians, if there is written consent from the student or a legal basis for doing so, for example an emergency or a serious safeguarding / child protection concern.

The UDSL will determine whether the next of kin, parent/guardian and/or emergency contact should be contacted about a safeguarding incident (based on seriousness, capacity of the person involved and level of emergency). This will include consideration of whether consent can / should be requested, and any action required if it is not provided / available.

If a referral to the Police or Children's / Adult's Social Care is required, the UDSL (or their representative) will generally seek the student's permission to make a referral to them. Where there is an ongoing concern and the student declines permission for such a referral to be made, the UDSL will be responsible for deciding whether a referral must be made regardless of the student's consent. If a child (under 18) is at risk of significant harm or the safeguarding concerns relate to someone who is defined as an Adult at Risk, then this MUST be reported to the Police or to Social Care, without consent, in line with the legal responsibilities laid out in the Children Act 2006 and the Care Act 2014.

There is further information on the university's Data Protection Policy here.

11. Safer Recruitment – Staff

The university takes a number of measures to ensure safer recruitment of staff, with specific consideration of those who will be working with students under the age of 18 years, including the following for those recruited directly through the university's HR processes:

- All roles have an agreed role profile and person specification, with identified, skills, knowledge, experience & competencies.
- A formal recruitment process is in place across the university to ensuring shortlisting and interviews are in place for all posts.
- Gaps in employment history are requested on application forms and can be explored at interview
- Two written references are requested for all external recruitment and 'right to work' document checks undertaken
- Successful candidates are requested to submit information on unspent criminal convictions
- For all staff applying to work in roles that meet the threshold of 'regulated activity', using the definition below, an enhanced DBS (Disclosure & Barring Scheme) check will be undertaken as part of the recruitment process.
- Where references and a DBS check is not received before the start date of a new member of staff, the recruiting manager will work with HR to undertake a risk assessment and consider restriction of duties (specifically with children or Adults at Risk), or supervision required until a satisfactory DBS is received.
- There may also be occasions where changes in legislation, guidance and / or the responsibilities of an individual role holder changes mean that it is appropriate to require existing staff to apply for a DBS disclosure.
- A record of all staff for whom a DBS check has been made is kept within the HR system

Recruitment through Unitemps also includes a process for undertaking DBS checks where requested by the hiring manager and required for the role. A Young Person's Risk Assessment is also required for any recruitment of an under 18-year-old.

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Decisions on when and if to request a DBS check are for the hiring manager to make based on what the law allows. To make this decision consideration must be given to the activities being carried out by the role-holder to confirm if they are eligible for DBS checks. DBS provides [an electronic eligibility tool](#) which can help with this.

If a member of staff who is working in a role at the university that requires a DBS check, receives a criminal conviction or caution, they are responsible for informing their line manager of these. In these circumstances, the relevant Safeguarding Lead and / or the UDSL should be informed to ensure any action that is appropriate is taken.

Where a role requires a DBS, this will be renewed every 3 years.

12. Safer Recruitment –Volunteers

Volunteers support a range of services at the university and there are clear processes in place to ensure they are provided with the support and guidance they require within their role.

The Campaigns & Alumni Relationships Office (CARO) undertakes recruitment for volunteers in line with the 'Volunteering for the University of Nottingham Policy'. The details of all volunteers are collated at the point of application, with DBS checks undertaken and safeguarding training provided for all roles that require them.

13. Student applicants with criminal convictions.

The UCAS (University & Colleges Admissions Service) application and the University direct application requires applicants applying to regulated courses (those where a DBS check is required) and those students applying to stay in university owned or managed accommodation to declare any relevant criminal convictions. Information on the management of this process is within the [Quality Manual](#).

14. Whistle Blowing

The university is committed to high standards of openness and accountability to tackling any malpractice within the workplace. The UK Government introduced legislation in the form of the Public Interest Disclosure Act 1998, (PIDA), which was amended in June 2013. PIDA is designed to give protection to employees and workers who disclose confidential information about malpractice in the workplace, whether carried out by another employee or the employer. Such disclosures are commonly referred to as whistleblowing and the university policy for this is held on the [HR webpages.](#)

The NSPCC Whistleblowing Advice Line (0800 028 0285 / help@nspcc.org.uk)offers free advice and support to professional with concerns about how child protection issues are being handled in their own or another organisation.

15. Training & Support

A portfolio of up-to-date training and support materials will be available to all staff, at the following levels:

- Online resources available to all university staff, with regular updates and specific focus pieces
- Online / face to face briefing sessions available for all staff

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- Online & face to face training for all staff who have specific roles and responsibilities relating to safeguarding, as detailed in Section 7 above and involved in oversight and governance roles.

Information on specific subjects such as Prevent, sexual & domestic violence and online safety will be included in all awareness raising / training activities as required.

All safeguarding training should be updated every 2 years.

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