

SAFEGUARDING PROCEDURES

1. SCOPE OF THESE PROCEDURES

1.1 Purpose of these Procedures

These Procedures implement the Safeguarding Policy that sets out Aston University's guiding principles in relation to identifying safeguarding risks and sets out the requirements relating to reporting safeguarding concerns and ensuring that appropriate action is taken where there are concerns that children, young people or adults are or are in danger of becoming vulnerable.

1.2 What is covered by the Procedures

These procedures are to be followed whenever a concern is raised or a disclosure made that a child, young person or adult may be a victim of abuse or exploitation. It should not be used if someone is in immediate danger, when the emergency services should be called.

1.3 Who is covered by these Procedures

These Safeguarding Procedures apply to:

- All currently enrolled students of Aston University including students registered on Degree Apprenticeships
- All contracted staff on Aston University Payroll
- Participants in Aston University activities
- Participants in Aston University research activities
- Visitors to Aston University

Please note:

Aston University Nursery and Aston Institute of Health & Neurodevelopment have their own Safeguarding policy infrastructure and any issue relating to them should be reported through their procedures.

2. DETAILED PROCEDURES STATEMENT

The detailed procedures include:

- How to report a safeguarding concern
- How the University will respond to a safeguarding concern

3. HOW TO REPORT A SAFEGUARDING CONCERN

If staff or students feel they have cause of concern they should share their concerns. They should report their concern to one of the College Safeguarding Leads.

Students should talk to their Personal Tutor or one of the College Safeguarding Leads. When raising a concern please provide sufficient information so that the reason why there is a concern can be understood. Following receipt of a concern, the raiser of said concern will be informed of whether they will need any future involvement in the situation.

In the majority of situations there will not be a report back to the raiser of the concern. Their involvement in the case will end when they pass the concern on. If it is possible to report back to them that their concern has been investigated and found to be baseless that will happen but if that does not happen it does not mean that the concern was un/verified. In the majority of cases it is very likely that the raiser will not see any action occurring, this does not

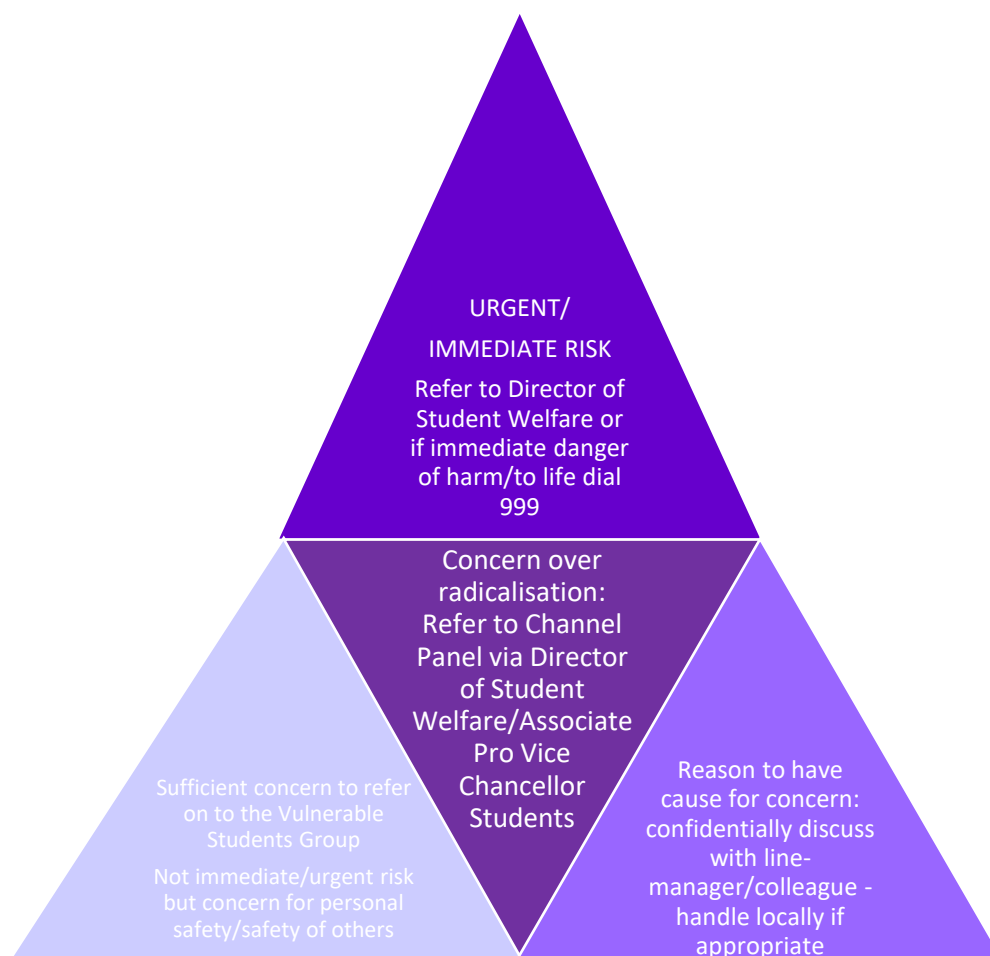
mean that no action is happening but that the case is being handled in the strictest confidence. When reporting a safeguarding concern, please

	I am a student	I am a member of staff	I am a visitor
<i>Who to raise your concern with:</i>	Student Concern mailbox student_concern@aston.ac.uk	Your Line Manager or Your HR Business Partner or College Safeguarding Lead	The Executive Director of Human Resources and Organisational Development

4. HOW THE UNIVERSITY RESPONDS TO A SAFEGUARDING CONCERN

4.1 Priority Pyramid

The University will apply the priority pyramid below to all safeguarding concerns.



4.2 Responding to safeguarding concerns relating to University staff, students or visitors

Where any member of the University becomes aware of a possible safeguarding concern or receives a disclosure or an allegation they should:

- make a written report of all the relevant details: name, student number (if relevant), detail(s) of the person raising the concern, reasons for the cause for concern including any specific incidents, actions or observations. (See Appendix B)
- contact the relevant Safeguarding Officer without delay and send them the written report.

The Safeguarding Officer will be responsible for responding to the concern and should usually:

- Inform the Designated Safeguarding Lead.
- Wherever possible and appropriate, meet with the person about whom the concerns have been raised, usually (unless in exceptional circumstances where this is impossible or inappropriate) with an appropriate professional member of staff or external agency in order to obtain their views of the situation
- Take a written record of any such meeting
- Reach a decision on what action is required appropriate to the person's safeguarding needs and the situation, including referral to external agencies where appropriate
- Depending on the circumstances of the case and who is involved, the Safeguarding Officer may also need to refer the matter under the relevant University Regulations and Policies.
- If the matter is the subject of a criminal investigation, the University is entitled to pursue its own or complementary confidential enquiries and disciplinary action. The Designated Safeguarding Lead will consult with the relevant agencies in such cases.

General guidance on how to respond to a safeguarding concern includes, but is not limited to:

- Allow the person to speak without interruption, accepting what is said.
- Offer immediate understanding and reassurance, while passing no judgement.
- Advise that you will try to offer support but that you must pass the information on.
- Write careful notes of what was said; use actual words wherever possible.
- Sign, date and pass your notes to the safeguarding officer handling the case you have referred to them as soon as possible.
- Ensure that no University situation arises which could cause any further concern.

4.3 Responding to safeguarding concerns relating to children, young people or adults at risk who are not members of the University

The University may become involved in activities which include children, young people and adults who are not members of the University. For some of these activities, it is likely that the Safeguarding Policy of another organisation may need to be followed.

Where any member of the University staff or student becomes aware of a possible safeguarding concern or receives a disclosure in these circumstances they should:

- make a written report of all the relevant details: name, student number (if relevant), detail(s) of the person raising the concern, reasons for the cause for concern including any specific incidents, actions or observations. This includes completion of the Safeguarding Incident Report Form (See Appendix A).
- contact the relevant Safeguarding Officer without delay and send them the written report

The Safeguarding Officer will be responsible for responding to the concern, primarily in the first instance by referring the matter to the relevant organisation's named contact (for

example, by contacting the Safeguarding Lead of the school where this relates to a school visit at the University).

If the University's Safeguarding Lead cannot be contacted immediately, the Safeguarding Officer will need to take a decision as to whether the matter can wait or whether urgent action needs to be taken to safeguard the individual concerned. The Safeguarding Officer should seek advice from the Designated Safeguarding Lead where appropriate.

General guidance on how to respond to a safeguarding concern includes, but is not limited to, the procedure set out in section 4.2 of these Procedures.

4.4 Recording keeping

Good record keeping is very important. When passing on a concern the safeguarding officer handling the case will need to know what has happened and when. We will also need a clear audit trail of the actions that we have taken as a University in response to these concerns so that any member of staff or student who has raised a concern can be confident that it was followed up. It may often not be possible to report back any action or consequence from a concern being raised due to the need to respect the ongoing confidentiality of the situation. This does not mean that nothing was done.

Good records will help when individuals are unavailable or change role/job and provide an essential tool for others who are responding to the incident. Try and collate your findings in chronological order, demonstrate how the process has been managed and show actions taken (by who, when and why). Records are a good source of evidence for enquiries and could also be used in court proceedings. You should use clear, straight forward language when recording, be concise, and be accurate not only in fact, but also in differentiating between opinion and judgement.

5. VERSION CONTROL

Version	Executive Sponsor	Officer Responsible	Consultation Process	Effective Date
1.1	Executive Director of HR and OD	Pro Vice Chancellor (Students)	Executive Academic Group Executive	11 April 2022

APPENDIX A

SAFEGUARDING INCIDENT REPORT FORM

This form is to be used as a template, to record basic information in light of an allegation, suspicion or disclosure of a potential safeguarding concern. Completing this record should not stand in the way of contacting Police or other agencies in the event of an emergency or urgent safeguarding incident.

Name of the person completing this form (YOU)	
Date of completing this form (dd/mm/year)	
Time of completing this form (hh:mm)	
Your position or relationship to who your safeguarding concern is about	
Your telephone number	
Your email address	
Your address	
Name(s) of the person(s) the safeguarding concern(s) or incident(s) is about	
Age and date of birth (dd/mm/year) of the alleged victim (if known)	
Name and address of parent/carer/guardian of alleged victim (if known and if applicable)	
What have you witnessed or been told?	
Has the alleged victim said anything to you? (do not lead or investigate – just record actual details)	
Have external agencies been contacted? (yes/no)	
Have the emergency services (999) or social services been contact? (yes/no)	
Name and contact details of external agencies/emergency services/social services contacted – included any relevant reference numbers.	
Advice received	

