



**BRIGHTON**  
STUDENTS' UNION

# **Safeguarding Policy**

BYE LAW of

**UNIVERSITY OF BRIGHTON**  
**STUDENTS' UNION**

Passed by Trustee Board 18/2/22

## 1. Introduction and Purpose

- 1.1. University of Brighton Students' Union (also referred to as 'Union' or 'BSU') actively engages with its members through a variety of activities including societies, activities, support and commercial activities which may sell age restricted items. Occasionally these activities/services may include children and/or adults who may be at risk.
- 1.2. BSU is committed to providing an approachable and inclusive environment for all staff, students and visitors to the Union.
- 1.3. BSU recognise the importance of protecting children and adults who may be at risk from harm, as well as those Union staff and volunteers who have contact with them.
- 1.4. BSU does not assume that all children or adults who may be at risk are automatically at risk or unable to cope. In most situations sensitivity, common sense and awareness of this policy will provide the necessary protection and adjustments for everyone.
- 1.5. This policy applies to anyone working on behalf of Brighton Students' Union, including all staff trustees, volunteers, contractors and agency staff.

## 2. Definitions

- 2.1. For the purpose of this policy, **a child** is defined as anyone under the age of 18 (or under 16 if in employment), including an unborn child.
- 2.2. For the purpose of this policy, **an adult who may be at risk** is defined as a person aged 18 or over and meets three key tests, as defined by the Care Act 2014:
  - a) has needs for care and support (whether or not the local authority is meeting any of those needs)
  - b) is experiencing, or is at risk of, abuse or neglect;
  - c) as a result of their care and support needs, they are unable to protect themselves from either the risk of, or the experience of abuse or neglect.

## 3. Principles

- 3.1. We will seek to keep children and adults who may be at risk safe by:
  - valuing, listening to and respecting them
  - support adults who may be at risk to make choices and have control
  - providing effective management for staff and volunteers through supervision, support and training so that all staff and volunteers know about and follow our policies and procedures confidently and competently
  - recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
  - recording, storing and using information professionally and securely, in line with BSU's data protection policy
  - using our procedures to manage any allegations against staff and volunteers appropriately
  - creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
  - ensuring that we have effective complaints and whistleblowing measures in place
  - building a safeguarding culture where staff and volunteers, children, adults who may be at risk and their families, treat each other with respect and are comfortable about sharing concerns

## 4. General Considerations

4.1. This policy should be read in conjunction with the following:

- BSU Health and Safety Policy
- BSU Data Protection Policy
- BSU Risk Assessment Procedure (?)
- BSU Code of Conduct
- BSU Confidentiality Policy
- BSU Whistleblowing Policy

## 5. Disclosures and Reporting

- 5.1. Operational details about dealing with disclosures are detailed in BSU's Disclosure and Reporting Procedure.
- 5.2. If any BSU staff member receives a disclosure of risk to harm of self or others, then confidentiality may be breached. The individual must be informed that the information cannot be kept confidential, and what information is being shared and with whom. Ideally this should be with consent, but is not required.
- 5.3. The Lead Safeguarding Officer will determine the appropriate agency for any referrals.
- 5.4. Details of any gathered and any shared information will be kept securely on a Safeguarding Register for 6 years, in accordance with the Union's Data Protection Policy.

## 6. Activities and Services

- 6.1. All BSU services have risk assessments that include the risk to children or adults who may be at risk as appropriate. Below are examples of safeguarding measures in place:
- 6.2. **Support Team** - often support students who are in situations which make them more vulnerable and at risk of making impulsive decisions. Such students may not meet the requirements under point 2, but extreme care is given to ensure they are appropriately supported.
- 6.3. **Societies** – Unless age restricted due to the nature of the society, students who are under 18 may join societies. They may not be committee members. Some activities the societies arrange may be age restricted (e.g. social activities), but BSU encourage inclusive activities wherever possible and practicable.
- 6.4. **Engagement Team** - Unless age restricted due to the nature of the activity, students who are under 18 may participate in activities, including Give It a Go and Course Representatives.
- 6.5. **Officer Team** – the Officer Team are also Directors and Trustees of BSU, so post holders must be over 18 and meet the requirement of the Charity Commission.
- 6.6. **Communications** – may receive or notice messages from students that cause them concern. These are likely to be in a message, so the appropriate safeguarding procedure should be followed.
- 6.7. **Events** – some events will be age restricted due to the content or location of the activity. This will be clear on ticket sales and/or advertising materials. Proof of age may be requested at anytime.

- 6.8. **Age Restricted Sales** – risk assessments are in place for all age restricted items, including Challenge 25, till pop ups, incident logs and mandatory staff training.

## 7. Responsibilities

- 7.1. **Lead Safeguarding Officer:** Shall be the CEO. On behalf of the Trustee Board, responsible for the protection of children and adults who may be at risk whilst participating in BSU services and activities. This includes:
- Receiving concerns and disclosures
  - Making appropriate referrals
  - Liaise with appropriate agencies and professionals as necessary
  - Supporting staff and volunteers
  - Keeping accurate records in accordance with BSU's Data Protection Policy
  - Attending safeguarding training
- 7.2. **Deputy Safeguarding Officer:** Shall be the Support Manager. They will support the Lead Safeguarding Officer, deputising in their absence.
- 7.3. **Managers:** ensure all student facing staff are aware of this policy and where to find it.
- 7.4. **All Staff and Volunteers:** ensure they understand this policy, take appropriate measures to safeguard children and adults who may be at risk, report any concerns to the Lead Safeguarding Officer as soon as possible.

## 8. Training

- 8.1. The Lead Safeguarding Officer and Deputy Safeguarding Officer will have regular training, which will be reviewed every 12 months.
- 8.2. The Support team staff will receive annual internal training on disclosure processes.
- 8.3. All staff will receive internal training on the disclosure processes, and have easy access to the Disclosure and Reporting Procedures on SU Share.

## 9. Prevent Duty

- 9.1. BSU are not subject to Prevent Duty, and it is acknowledged that this can be a controversial topic for some of our student demographic.
- 9.2. BSU are invited to attend the University of Brighton Steering Committee, and attendance and engagement is decided by the Officer team.

## 10. Complaints and Whistleblowing

- 10.1. Should an individual be dissatisfied with how their information has been handled, they have a right to complain through BSU's complaints procedure.
- 10.2. Should a member of staff be dissatisfied with how safeguarding information has been handled, they can use the Whistleblowing Policy.