

# SAFEGUARDING

## ONE MINUTE GUIDE



Our University considers safety and wellbeing to be paramount.

The University's [Safeguarding Policy](#) sets out [guidance to safeguard children and Adults at Risk](#) who may be engaged in University activities for a variety of reasons. Additionally, the Policy assists the University to meet its obligations under the Prevent Duty. Despite being primarily concerned with the delivery of higher education to adults, our University does engage with **children** and **Adults at Risk**. We have systems in place to support, listen, and act on any safeguarding concerns.

! *The **majority** of students' or apprentices' welfare concerns will not fall within the legal definition of 'safeguarding'. Welfare concerns are dealt in line with our **Student Support Framework**, including our student [incident protocols](#), [consultancy and advice from the Student Wellbeing Team](#), and our '[Support Report Respect](#)' approach.*

### Safeguarding is about:

- **protecting** the safety of **children** and **Adults at Risk** from abuse or neglect
- **promoting** their welfare
- **addressing** and **stopping** all incidents of harm and abuse

**Everyone** who comes into contact with **children** or **Adults at Risk** has a role to play in **protecting** them from harm.

### Key definitions:

- **Children** - any person under the age of 18 years
- **Adults at Risk** - any person aged 18 or over, who:
  - Has needs for care and support (whether or not the local authority is meeting any of those needs);
  - is experiencing or is at risk of abuse or neglect; *and*, as a result of those care and support needs, is unable to protect themselves against abuse or neglect, or the risk of it.

### Dos and Don'ts:

You can protect **children** and **Adults at Risk** by:

- ✓ **Listening** and collecting sufficient **information**, in writing, of any concerns, incidents, or injuries observed. It is important to **record details in the discloser's own words**.
- ✓ **Not promising confidentiality** – you may have to alert others in order to keep the person safe.
- ✓ Ensuring allegations are **recorded, reported** and **acted upon** immediately by **escalating** reports through the channels outlined at the bottom of this document. **Everyone should know how to report safeguarding concerns**.

Importantly, you also need to protect **yourself** by:

- ✓ **Avoiding being alone** with a child or Adult at Risk and instead supporting the person with another colleague in attendance or make other colleagues aware of the situation. Always maintain a safe and appropriate distance, avoiding physical contact or force, and offer verbal reassurance.
- ✓ **Never** making sexually suggestive comments.
- ✓ **Encouraging** and **supporting** children or Adults at Risk to do all that they can for themselves and **avoiding** taking responsibility for personal care tasks for which you are not trained or which the child or Adult at Risk can undertake themselves.
- ✓ **Avoiding inappropriate digital communication** – e.g., not sharing personal phone numbers.

### Reporting concerns and where to go for further advice:

- Any student or apprentice-related concerns may be reported using the [online reporting form](#) or immediate concerns can be raised through the University's Student Wellbeing Team: 0113 812 8507 or [studentwellbeing@leedsbeckett.ac.uk](mailto:studentwellbeing@leedsbeckett.ac.uk). Outside hours concerns should be directed to Security (available 24/7 on 0113 812 3165).
- **In a situation where there is an immediate threat to life, do not delay contacting the emergency services by calling 999**. Security should be informed that the Emergency Services have been contacted.
- Seek further advice from your [Nominated Safeguarding Officer](#) or your [Local Safeguarding Point of Contact](#) at the University.