

SAFEGUARDING POLICY

Review date: March 2018

Approved by: Council

Responsible officer: Registrar
and Secretary

1. Introduction

Goldsmiths believes that students have a right to learn and develop in a safe environment. This document sets out Goldsmiths' policy and procedures to ensure a safe environment for students, in particular those who are children or vulnerable adults. It is considered that responsibility for providing a safe environment rests with all Goldsmiths staff and students.

2. Definitions

- 2.1 A "student" is anyone enrolled on a Goldsmiths programme of study as defined in the Academic Regulations.
- 2.2 "Children" are people under the age of 18 years.
- 2.3 "Vulnerable Adults" are people over the age of 18 years who meet the Government's definition of such through receipt of regular medical or social care. However Goldsmiths considers that students over the age of 18, whilst not meeting the Government definition, may be vulnerable and may require support and assistance to protect their safety. Vulnerable adult students could, for example, include students experiencing mental health problems, abusing alcohol or drugs, international students newly arrived in London and students experiencing significant life events such as bereavement.
- 2.4 Types of situations from which students should be safeguarded include, but are not limited to, the following:
 - Financial exploitation
 - Sexual abuse or exploitation
 - Physical abuse
 - Emotional/Psychological abuse
 - Recruitment to radical extremist organisations
 - Enticement into illegal activities
 - Domestic violence

3. Policy

Goldsmiths will make every reasonable effort to safeguard students and in particular those who are children and vulnerable adults, through taking the following actions:

- 3.1 By seeking to make Goldsmiths safe and welcoming to all;
- 3.2 By providing good quality support services to students, such as Chaplaincy, Advice and Wellbeing and Inclusion and Learning Support;
- 3.3 By creating a Procedure which ensures that any staff member or student with concerns about the safety of a student can raise these concerns to the attention of Goldsmiths;
- 3.4 By creating a Procedure to ensure any concerns about a student's safety are responded to promptly and appropriate action taken including involvement of external services and authorities where appropriate;
- 3.5 By giving staff information, training and guidance about how to recognise potential abuse, how to respond appropriately and how to report it, and by making staff aware that they have a responsibility to report any concerns they are aware of regarding a safeguarding matter to the appropriate person as set out in the Safeguarding Procedure;
- 3.6 By consulting potential victims of abuse and taking their views into account as part of deciding an appropriate course of action and considering the proportionality of response, as part of making decisions;
- 3.7 By sharing information appropriately and working in partnership with relevant agencies, ensuring that all parties recognise their responsibilities to each other, act upon them and accept collective responsibility for safeguarding.

4. Procedure

4.1 Responsibilities

Lead Safeguarding Officer: University Registrar and Secretary

Responsible for:

- Ensure all Academic and Professional Service Departments follow the Safeguarding Student Policy and Procedures;
- Investigate and remedy any apparent non-compliance;
- Appoint a Safeguarding Coordinator on a standing basis or, where appropriate, for specific events;
- Ensure appropriate training is provided for staff to ensure compliance with all relevant legislation.

Safeguarding Coordinator: Director/Associate Director Student Services

Responsible for:

- Investigating causes for concerns when raised by academic or professional service staff;
- Chair any meetings in relation to an investigation;
- Makes referrals to relevant alternative Regulations or Policies;
- Makes referrals to relevant agencies as appropriate.

Heads of Academic and Professional Services Departments:

Responsible for:

- Ensure that all staff in their area are made aware of the Student Safeguarding Policy and Procedures.
- Ensure staff attend required training.

4.2 Recognising students experiencing abuse or exploitation

There are a number of ways in which abuse of a student can become apparent:

- A student discloses abuse.
- A third party discloses that student has told him or her that abuse is taking place.
- A student or third party raise concerns that they suspect abuse or grooming is taking place
- A student shows signs of physical injury for which there appears to be no satisfactory explanation.
- A student's behaviour leads to suspicion that he or she is being, or has been, abused or exploited or is being groomed.

Staff should always take any concerns seriously and make reference to this Procedure to take action to respond to the concerns.

4.3 Responding to safeguarding concerns

- 4.3.1 This procedure must be followed whenever a concern is raised that a student is a victim or abuse or is being groomed.
- 4.3.2 Where a staff member becomes concerned about a student or receives a report from another student or third party alleging abuse is occurring they should immediately make a written record of all relevant details, this should include the name and student number of the student of concern, details of the person(s) raising the concern and a detailing the reasons for the cause for concern including any specific incidents, actions or observations. This report should be sent to the Designated Safeguarding Officer without delay.
- 4.3.3 The Designated Safeguarding Officer will inform the Lead Safeguarding Officer and will investigate the matter, consulting with relevant internal departments and external agencies as appropriate.
- 4.3.4 The Designated Safeguarding Officer will normally meet with the student about whom concerns have been raised, either alone or with an appropriate professional staff member or external agency, in order to obtain their views of the situation and . A written record will be made of any such meeting.
- 4.3.5 Depending upon the circumstances of the case, and in particular should a member of staff or another student be the alleged abuser, the Designated Safeguarding Officer may need to refer to the following Goldsmiths' Regulations and Policies.
 - Student Complaints Policy
 - Student Conduct Regulations
 - Fitness to Practice Regulations
 - Fitness to Study
 - Student Mental Health Policy (in work)

- 4.3.6 If the matter is the subject of a criminal investigation Goldsmiths is entitled to pursue its own or complementary confidential enquiries and disciplinary action and the Lead Safeguarding Officer will consult with the relevant agencies in such cases.
- 4.3.7 Information in relation to safeguarding will only be shared and discussed between staff and between the Designated Safeguarding Officer and relevant external agencies on a need-to-know basis only and for the purposes of protecting a student from harm.
- 4.3.8 The Designated Safeguarding Officer at the conclusion of their investigation may take one or more of the following actions:
- No action;
 - Referral of the student to the Wellbeing team for the preparation and implementation of a Support Plan;
 - Referral of the student to internal specialist support provision;
 - Referral of the student to an external specialist support agency;
 - Referral of the matter to external civil authorities;
 - Referral of the matter for consideration under alternative Regulations or Policy such as Fitness to Study, Student Conduct etc.
- 4.3.9 The written record of the investigation and all associated meetings will be retained by the Lead Safeguarding Officer.