

Safeguarding, Prevent and Vulnerable Student Policy

1.0 Introduction

- 1.1 The University of Northampton is committed to ensuring our facilities, services and buildings offer a safe and secure environment to protect the health, safety and wellbeing of the University community. The University aims to minimise activities potentially leading to harmful outcomes, for all staff, researchers, students, visitors and partners. We strive to do all that is reasonably possible, maintaining high standard of experience for everyone.
- 1.2 This Policy outlines how the University discharges its legal obligations to **safeguard** children, young people and vulnerable adults (including those for the Prevent Duty) under the Safeguarding Vulnerable Groups Act 2006, the Protection of Freedoms Act 2012 and the Counter Terrorism and Security Act 2024 (section 2 - detailing the specific responsibilities to have due regard to the need to **prevent** people from being drawn into terrorism).
- 1.3 As the University also has students under 18 years old, apprentices and Adults at Risk, we observe and meet the additional legislative compliance for safeguarding synonymous with these groups.
- 1.4 The Counter-Terrorism and Security Act 2015 has imposed statutory obligations on this and other universities. The University is committed to protecting vulnerable or troubled individuals from being drawn into terrorism or related activities. 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.
- 1.5 In addition, the University must still seek to fulfil its commitment to freedom of speech and freedom to study and to research whilst maintaining a regard to possible risks. These guidelines seek to maintain this approach within the new regulatory framework as outlined in the University's the Policy on Freedom of Expression.

2.0 Definitions

- 2.1 The definition of safeguarding adopted by the University is the 'Protection of students, children, young people and vulnerable adults from harm, abuse or radicalisation'.
- A child is a person under the age of eighteen.

- A young person is someone aged between sixteen and eighteen.
 - A vulnerable adult, as defined in Section 59 of the Safeguarding Vulnerable Groups Act 2006, is someone over the age of eighteen who is or may be unable to take care of themselves, or is or may be unable to protect themselves, against significant harm or exploitation, due to disability, age or illness.
 - Students who may be at risk of harm through other circumstances including sexual or domestic violence, homelessness, criminal exploitation or suicidal ideation.
- 2.2 The definition of terrorism is adopted by this Policy of terrorism is "The use or threat of action designed to influence the government or an international governmental organisation, or to intimidate the public, or a section of the public; made for the purposes of advancing a political, religious, racial or ideological cause."
- 2.3 A student at risk of harm or radicalisation, for the purpose of this policy, is one who is at risk of harm or exploitation relating to their physical, mental, psychological wellbeing or potential for being drawn into criminality.
- 2.4 If children, young people or vulnerable adults are involved reportable safeguarding / radicalisation concerns include the following:

Radicalisation – the process of a person legitimising support for, or use of, terrorist violence.

Financial misconduct – stealing, taking loans and not returning them, gaining money through fraud, stealing advantages, and applying pressure over wills, money, property, and things.

Domestic abuse includes financial, emotional, sexual, psychological, and physical abuse committed by any member of the victim's family. It also includes violence that is allegedly motivated by "honour".

Emotional or psychological abuse – witnessing domestic abuse, receiving threats, intimidation, undermining, insults, harassment, or bullying.

Sexual acts include those committed towards children or those that an adult either didn't consent to or couldn't comprehend. This includes non-contact sexual abuse like exposure to pornography, encouraging others to watch or hear sexual acts, failing to take the necessary precautions to stop others from being exposed to sexual activities, grooming, exploitation, persuading others to engage in sexual activity online, and "flashing."

Physical abuse – causing non-accidental damage or harm, overmedicating, restraints that aren't essential, reckless handling, and female genital mutilation (FGM).

Neglect – failing to recognise a person's physical, emotional, or medical needs, denying them access to treatment, failing to provide proper supervision, and denying them necessities like food, water, heat, and medication.

Self-neglect – the act of not caring for one's own personal hygiene, health, or environment, including engaging in behaviours like hoarding that put oneself or others in danger.

Discriminatory abuse– harassment or unfair treatment based on a person's age, gender reassignment or expression, sex, disability, marriage and civil partnership status, religion and philosophical belief, ethnicity, pregnancy and maternity or parental status, race or sexual orientation (protected characteristics under the Equality Act 2010).

Institutional or organisational failures to provide persons at risk with adequate care and treatment, as well as subpar professional conduct.

Modern slavery – including domestic servitude, forced labour, human trafficking, and slavery.

3.0 Scope and Purpose

3.1 This Policy and its application applies to the entire University community.

3.2 The University recognises that safeguarding responsibilities arising in relation to children, young people and vulnerable adults may include:

- All current students including apprentices and those on placements overseas.
- Prospective students engaged in UON activities.
- Vulnerable adults registered as current students.
- Children, young people and vulnerable adults engaged in UON activities as prospective students.
- Children, young people (e.g. apprentices) and vulnerable adults engaged in UON activities.
- Participants of Summer Schools, school visits, work experience.
- Outreach and Widening Participation work.
- Placements in professional and clinical settings.
- Activities of student societies and groups.
- Staff during their duties both onsite and offsite.
- External organisations/individuals where the University is engaged in branded activities e.g. field trips or other activities such as volunteering.
- Students / Staff of embedded Colleges of the University of Northampton.

- 3.3 Where students are registered with the University, but a partner institution undertakes the delivery of courses, the University is responsible for ensuring appropriate arrangements are in place for its registered students. It will identify the appropriate level of engagement and alignment of its arrangements across the different partnerships. We will proportionately undertake this alignment.
- 3.4 Where the University validates or accredits qualifications undertaken by students registered at another provider, the validated partner is responsible for its policies and procedures. Where the partner institution is subject to the Prevent duty, the University will aim to align its arrangements with those that apply in the partner's setting as far as possible.
- 3.5 Any subcontractor of the University is required to adhere to the University's Safeguarding and Prevent Policy.

4.0 Responsibilities

- 4.1 All members of staff and students engaged in activities involving students, children and/or young people and/or vulnerable adults, either as a volunteer, researcher, worker or employee, are expected to familiarise themselves with all aspects of this policy and associated policies.
- 4.2 All staff and governors will undergo mandatory Safeguarding and Prevent training upon joining the University and will refresh this training every 36 months. All teaching staff involved with apprentices must complete Safeguarding and Prevent training and repeat their training annually. Records of training must be kept and made available for audit.
- 4.3 It is recognised that some members of the University will be required to familiarise themselves with and adhere to the safeguarding policies of partners with whom the University works. This includes students who are registered for programmes that require them to engage in regulated activity.
- 4.4 It is required 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.
- 4.5 Additional responsibilities for staff and partners engaged in Research can found in our Research Ethics Code and Procedures.
- 4.6 Additional responsibilities for staff and employers involved with Apprenticeship provision can found in our [Apprenticeship Safeguarding Guidelines](#).

- 4.7 Initial Teacher Training programmes are also subject to the Government's statutory guidance. The specific Department for Education criteria the University much follow to ensure suitability of our students to train to teach can be found here.
- 4.8 The University's Health based programmes are subject to safeguarding regulation by the following Professional Statutory and Regulatory Bodies (PSBRs): Nursing and Midwifery Council; Health Professionals Council; Social Work England; British Psychological Society; UK Council for Psychotherapy. The Counselling and Mental Health Team working in Professional Services also have to meet professional body requirements.
- 4.9 The University will appoint a Lead Safeguarding Officer (LSO). This responsibility is assigned to the Head of Student Services. The LSO has the ultimate responsibility for all aspects of safeguarding students at the University. This includes liaison with external agencies (including the Local Authority Designated Officer where applicable) and ensuring highest level of confidentiality while ensuring that information is shared as necessary to safeguard individuals and the University's compliance with legislation; monitoring and reviewing policy and procedures in respect of safeguarding; reporting as necessary to Senate and/or the Board of Governors and having overall oversight of risk assessment activities as required.
- 4.10 In the absence of the designated LSO the Deputy LSO(s) will act as the LSO as defined under paragraph 4.8.
- 4.11 The University will appoint a Lead Prevent Officer (LPO) to have ultimate responsibility for all aspects of the Prevent Duty at the University. This responsibility is assigned to the Academic Registrar. This includes being the central point of contact for the University; attending all external meetings on the University's behalf; receiving and disseminating external updates (e.g. from the Police) on Prevent issues and current threats to appropriate staff; responsible for developing action plans, arranging staff training and ultimate responsibility for reporting issues and threats internally and externally. The Academic Registrar will act as the first point of contact.
- 4.12 In the absence of the designated LPO (Academic Registrar) the Deputy LPO (Director of HR) will act as the first point of contact.
- 4.13 The LSO and LPO are supported by a network of Faculty/Professional Services Safeguarding Leads (see Appendix A). These are appropriately trained members of staff providing support to the LSO and Deputy LSO and Prevent Leads and will provide an additional contact for individuals and university staff wishing to report any incidents of harm or potential harm. They will meet quarterly to share information and best practice. These members of staff will have undergone appropriate training to fulfil their roles effectively.

- 4.14 Responsibility for all aspects of safeguarding staff at the University lies with the Director of HR. This includes liaison with external agencies (including the Local Authority Designated Officer where applicable) and ensuring highest level of confidentiality while ensuring that information is shared as necessary to safeguard individuals and the University's compliance with legislation. In cases where a member of staff is the subject of a Safeguarding or Prevent concern, the relevant HR Business Partner should be contacted in the first instance.
- 4.15 The University will maintain single, central registers for Safeguarding and Prevent to record and monitor that appropriate action has been taken in each reported case.
- 4.16 The university will maintain a central register of trained SPCs and other staff who have Safeguarding and/or Prevent experience and training. Role profiles and responsibilities are described in Appendices C, D and E.
- 4.17 The University's policy framework is supported by a series of operating procedures relating to the above activities. Policies associated with this framework are listed at Appendix F.
- 4.18 There are also legal and policy requirements relating to our engagement with others that are not outlined in this policy but must be observed. This Framework has been developed in the context of relevant external legislation listed below in Appendix G.

5.0 Reporting a Safeguarding or Welfare Concern

- 5.1 If any member of staff is concerned someone is at immediate risk of harm they must contact the emergency services on 999, and Campus Security on 2269 and must also inform the Safeguarding Team at concerns@northampton.ac.uk or the Lead Safeguarding Officer (contact details listed in Appendix A).
- 5.2 If any member of staff has concerns that a student is at risk of possible abuse, harm or mistreatment, they must report this to the Safeguarding Team by completing the [Student Welfare and Safeguarding - Emerging Concern Form](#).
- 5.3 If any person discloses an incident of abuse, harm or mistreatment to a member of staff, that member of staff must report this to the Safeguarding Team by completing the [Student Welfare and Safeguarding - Emerging Concern Form](#). If the allegation concerns the LSO, Deputy LSO or a Faculty/ Professional Services Safeguarding & Prevent Lead then the report should be made to the Director of Library, Learning and Student Services or the Academic Registrar as appropriate.

6.0 Reporting a Radicalisation or Prevent Concern

6.1 Individuals can raise their concerns directly with the Lead Prevent Officer, the Deputy Lead Prevent Officer or with a Faculty/Professional Services Safeguarding Lead. Contact details are listed in Appendix A.

7.0 Processing Safeguarding and Prevent Concerns

7.1 When a concern is raised, the LSO, LPO, their Deputies or the Faculty/Professional Services Safeguarding Lead will decide if:-

- Further investigations are required.
- The referral constitutes a safeguarding or prevent concern.
- The referral constitutes a welfare or wellbeing concern.
- The case may be resolved.

7.2 Where concerns are submitted that do not constitute a safeguarding or prevent concern this may be resolved, where all parties involved have been offered referrals, support and guidance. Records of the concerns and any actions taken will be stored centrally and shared with the LSO/ LPO.

7.3 The LSO and/or LPO may decide no further immediate action is required but keep the matter under observation via the Students of Concern meeting to ensure support is on-going if needed.

7.4 Where a student's circumstances are having a profound and detrimental impact upon their ability to study, the Health, Wellbeing and Fitness to Study Policy may be enacted.

7.5 Where concerns are submitted to the Faculty/Professional Services Safeguarding Lead that do constitute a safeguarding or prevent concern, these will be escalated to the LSO and/or LPO or their deputies.

7.6 The Lead Safeguarding or Prevent Officer or their Deputy will conduct a risk assessment and make the decision on how to proceed and record the concern raised. Paramount to this decision-making process will be the risk of immediate threat to the safety of the University community.

7.7 For safeguarding concerns, the LSO may decide additional further action is required and arrange this either via internal and/or external referrals to support the student(s). The student will be added to the Students of Concern register.

7.8 For prevent concerns, the LPO may refer the matter to the Prevent Regional Co-Ordinator, the Police and/or emergency services.

7.9 Throughout the process all parties will be provided with support and detailed in section 8 of this policy.

- 7.10 The University may be obliged to share selected data with external services if there is an immediate danger to an individual or group, if a person has clearly informed us that they plan to take their life within the next 24 hours, or has already taken action which puts their life in danger, but does not want to seek support themselves and does not give their consent for us to do so. We may also share data if a student is physically present on university property and experiencing a crisis so we can immediately get them appropriate support. This may involve contacting any listed emergency contact, a mental health professional or the emergency services. If the person is planning to take action that will put others at risk then we will also contact emergency services.
- 7.11 If the student is presenting a risk to themselves or others and is under 18 their trusted contact and appropriate emergency services will be contacted. We may share information if there is a safeguarding concern that may have a wider impact on the student community, especially if the concern is related to a member of staff. If a trusted contact is not available then external services will be contacted as per 7.10.
- 7.12 We will follow UK GDPR and Data Protection Act 2018 to ensure that personal information about living persons is shared appropriately. Where possible any information we do share will be done so with explicit consent, however we may share information without consent if that lack of consent can be overridden in the public interest or vital interest after we have considered the safety and wellbeing of that individual and other who may be negatively impacted by any identified risk. Any sharing of data for safeguarding purposes will be adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed. Explicit consent will be sought prior to the sharing of any sensitive and or special category data.

8.0 Help and Advice for Students

- 8.1 Being involved in any way in a Safeguarding or Prevent issue can be a worrying time for students. As well as contacting the University Safeguarding Team via concerns@northampton.ac.uk or their Personal Academic Tutor for support, the Students' Union Advice Service su.advice@northampton.ac.uk are available to help.

9.0 Governance Structure and Governance Responsibilities

- 9.1 The University's governance and oversight responsibilities regarding safeguarding and the Prevent duty are discharged through a number of committees and individuals.

9.2 Student Experience Forum (SEF) under the designated accountability to Senate, has responsibility for:

- Provision of guidance and support relating to safeguarding (relating to individuals and to specific populations).
- Development, review, update and dissemination of over-arching policy and procedures.
- Consideration and adoption of specific policies from individual academic areas and departments.
- Delegation of responsibilities to individual academic areas and departments as appropriate.
- Responding to changes in legislation, regulation, and guidance from appropriate external agencies.

9.3 The Safeguarding and Prevent Committee is a meeting chaired by the Academic Registrar/PDO reporting into ULT and meets three times annually. It provides assurance to the Senate, ULT and the Governing Body in respect of compliance with safeguarding and Prevent Duty obligations. It is charged with producing any reports as required internally or externally. This Committee has oversight of all safeguarding and Prevent matters arising in any academic year or on-going, including any policy changes and staff training requirements. It will make recommendations for change as appropriate.

9.4 The Students of Concern meeting involves LSO and Deputy LSO and representatives of Student Services and Estates and Campus Services. It meets regularly to review the Students of Concern Register and review associated actions. It reports to the Safeguarding and Prevent Committee.

9.5 The role of Faculties and Professional Services departments in ensuring good governance is crucial. Faculties and Departments have responsibility for:

- Valuing the needs, views and best interests of those considered to be at risk.
- Adopting relevant protection guidelines through procedures for staff, students and volunteers.
- Recruiting staff and volunteers safely, ensuring all appropriate checks are made.
- Sharing information about safeguarding good practice with staff, students and volunteers and with any external agencies, sub-contractor or individuals as appropriate.
- Sharing information about concerns with LSO and Deputy LSO and other agencies who need to know and involving internal and external individuals appropriately.
- Providing effective management for staff and volunteers through supervision, support and training.
- Identifying SPCs within their own areas as necessary.

10.0 Regulated programmes of study

10.1 In accordance with current policy and legislation, the University will ensure appropriate disclosure and barring checks are in place for regulated programmes of study. These processes are set out in the following:

- Admissions Policy (section 4.8).
- Admission of Students with Criminal Convictions Policy.
- University webpages:
 - <https://www.northampton.ac.uk/student-life/new-students/before-you-arrive/disclosure-and-barring-service-dbs/>
 - <https://www.northampton.ac.uk/undergraduate/how-to-apply/>
 - <https://www.northampton.ac.uk/postgraduate/how-to-apply/>
 - <https://www.northampton.ac.uk/about-us/privacy-policy/>

11.0 Students under 18 years of age

11.1 In accordance with the University's Admissions Policy, the University will admit students who are able to demonstrate the potential to benefit from, and have a reasonable chance of successful, its programmes of study. This may include students who are under the age of 18.

11.2 The University's Students under the age of Eighteen Policy and associated procedures set out how the University approaches matters associated with the recruitment of students under the age of eighteen.

11.3 The University does not allow students under the age of 18 to live in halls of residence as students.

11.4 As per the University's Accommodation Terms and Conditions and the Overnight Guest Policy, the University does not permit guests under the age of 18 to stay overnight in halls of residence when visiting a resident. Nonetheless, individuals under the age of 18 may be permitted to stay on campus as part of other activities (e.g. those run by the Schools Engagement Team and Schools and Colleges Liaison Team). Where this is the case, the policies and procedures of those teams will apply.

12.0 Children and Young People on Campus

12.1 The Safety of Children on Campus Policy provides information on how the University manages risk associated with children and young people being present on campus.

12.2 Appropriate Staff are DBS checked in line with current legislation.

12.3 DBS paperwork is presented on arrival at all schools/colleges.

12.4 The Schools Engagement and Schools and Colleges Liaison Teams follow the following processes to ensure security of children and young people coming onto campus to participate in University activities, and to ensure security of children and young people interacting with University staff offsite:

- It is made clear to schools/colleges that the team should always be accompanied by an appropriate school/college staff member during any of the outreach activities we offer and at no point are left unaccompanied.
- It is stated that the University is not responsible for the behaviour of students during University outreach activities.
- Where the University holds data or personal information for those under eighteen (including those under sixteen), this is managed through information sharing agreements with relevant organisations. In such circumstances, data held will normally include 1st name, 2nd name, DOB, post code, school, ethnicity and looked after status.
- For schools or colleges visiting the university campus, the expected Staff to student ratio is 1:10, unless the school/college is able to provide a satisfactory school/college policy that states adequate alternative arrangements are in place, and implementation of this remains the school/college responsibility at all times.
- Student ambassadors are fully trained prior to working on any outreach activity and accompanied by staff. It is made clear to the school/college that as student ambassadors and not staff members they are not DBS checked.
- All travel arrangements to on or off campus events are made by the school/college to ensure that the travel company meets their requirements.
- In any instance where an individual expresses/shares information to a member of the team that indicates they are feeling unwell, unsafe or vulnerable this is immediately reported to the accompanying member of staff at/for the school/college. A follow up communication is then sent within a 48 hour period to enquire whether the matter has been addressed/is being addressed.

12.5 Conference organisers are responsible for implementing a system of accredited identification for all persons attending a conference where there are groups of under 18s attending. Appropriate adult to under 18s ratios must be maintained to ensure adequate supervision. Third parties renting space to run conferences or other activities e.g. summer schools, will be advised by Estates and Campus Services.

13.0 Vulnerable Adults

13.1 The University recognises that it is possible that a current student could be/become a vulnerable adult. In such cases, the Health, Wellbeing and Fitness to Study Policy may need to be utilised in order to support academic

engagement. Where this is being considered, the requirements of that policy will be followed.

- 13.2 Concerns around procedures and practice relating to vulnerable adult visitors will be referred to the relevant Dean or Director, depending on the reason for the vulnerable adult being onsite.

14.0 Students on Placements

- 14.1 Students on placement must adhere to the placement's safeguarding policies and procedures. A significant number of our programmes involve student placements e.g. apprenticeships, researchers, teacher training, health, social work, nursing, psychology and psychotherapy. The University's additional guidance and policies together with Government and PSRB regulations can be found linked below:

- Staff and partners engaged in Research can found in our Research Safeguarding Policy
- Staff and employers involved with Apprenticeship provision can found in our Apprenticeship Safeguarding Policy.
- Teacher training programmes are also subject to the Government's statutory guidance Keeping Children Safe in Education 2023 and updated annually, Dept for Education. The specific Department for Education criteria the University much follow to ensure suitability of our students to train to teach can be found here.
- Health based programmes are subject to safeguarding regulation by the following Professional Statutory and Regulatory Bodies (PSBRs): Nursing and Midwifery Council; Health Professionals Council; Social Work England; British Psychological Society; UK Council for Psychotherapy.

- 14.2 Further guidance on managing safeguarding matters on placements is available from the Placements and Work-Based Learning team placements@northampton.ac.uk and 01604 893781. The Placement and Work-Based Learning Team oversees risk assessments for programmes of study involving placement activity.

15.0 Research

- 15.1 Research projects involving children are subject to the University's Research Ethics Code and Procedures
- 15.2 Staff and partners engaged in Research can found in our Research Safeguarding Policy.

16.0 Embedded Colleges of the University of Northampton

- 16.1 Embedded Colleges of The University of Northampton (e.g. University of Northampton International College (UNIC)) are required to have an appropriate Safeguarding and Prevent Policy which meet the University's requirements. This will be confirmed when an embedded college is approved, and monitored as part of ongoing quality assurance processes.

17.0 PREVENT Duty

- 17.1 The University is committed to protect our students and staff from being drawn into terrorist activities of any harmful ideology. This is in line with our obligations to have 'due regard to the need to prevent people from being drawn into terrorism' as set out in Section 26(1) of the Counter-Terrorism and Security Act 2015. This Act has imposed statutory obligations on this and other universities. In addition, the University must still seek to fulfil its commitment to freedom of speech (insert hyperlink to policy). The Prevent Statutory Duty Guidance for 5 Higher Education in England and Wales can be downloaded from the HM Government website.
- 17.2 For the purposes of this Policy, terrorism is interpreted as the definition provided by The Terrorism Act 2000 as "The use or threat of action designed to influence the government or an international governmental organisation, or to intimidate the public, or a section of the public; made for the purposes of advancing a political, religious, racial or ideological cause."
- 17.3 The Prevent Duty has three main objectives:
- a. tackle the ideological causes of terrorism
 - b. intervene early to support people susceptible to radicalisation
 - c. enable people who have already engaged in terrorism to disengage and rehabilitate
- 17.4 The Office for Students is the monitoring body for Prevent for HE providers. Additionally, the Office for Standards in Education, Children's Services and Skills (Ofsted) is the monitoring body for Prevent for Higher Degree Apprenticeship provision.
- 17.5 The University manages Prevent as part of its safeguarding activities. We are committed to maintaining a safe, inclusive and supportive environment where all members of the University community are encouraged to engage in debate and to pursue both academic and non-academic interests. Freedom of speech and academic freedom are central to the University mission to enable students and staff to collaborate. We are also committed to the values of inclusivity, ambition, openness, fairness and respect, as expressed within our Staff and Student Codes

of Conduct. In line with this, we will not tolerate abuse, threats, harassment, incitement to violence, hatred, discrimination or other unlawful acts in exercising these rights.

- 17.6 The Safeguarding and Prevent Committee will maintain a risk assessment to identify any potential risks associated with students or staff being drawn into terrorism and an action plan to demonstrate how identified risks are to be mitigated in line with regulatory obligations.
- 17.7 It is anticipated that in most instances the University will provide support, pastoral advice and be safeguarding in nature. However, where the University considers that although not fully involved with radical or terrorist activity, a member of the University is significantly involved in peripheral activity, the Academic Registrar or Director of Human Resources shall notify the Prevent Regional Coordinator for the East Midlands.
- 17.8 The University will continue to provide appropriately resourced spiritual and Chaplaincy support for students. This support will include multi-faith chaplaincy provision and prayer/ quiet reflection space and use of such space will be permitted in so far as it does not override the requirements of this policy (please see the Multi-Faith Chaplaincy Use Policy). The University will continue to liaise with local faith groups and other community groups to ensure on-going cooperation with the local community.
- 17.9 The University's statutory duties will be referenced and form part of our Acceptable IT Use policy.
- 17.10 The University will maintain an External Speaker and Events Policy which will guide the University's actions and decisions in regard to topics including external speakers. This will be reviewed on a regular basis and will align with the Students' Union External Speaker Policy and will set out the joint approval process for speakers on campus. Use of University buildings or grounds will be considered in conjunction with this Policy to identify any risks before acceptance of such use.
- 17.11 The University of Northampton shares responsibility for its Prevent actions with other organisations such as the Police and Local Authorities.

18.0 Criminal convictions

- 18.1 The Admission of Students with Criminal Convictions Policy sets out the way in which the University manages applications from those with criminal convictions. It should be noted that changes to Data Protection legislation in 2018 led to a

fundamental review and revision of this policy and the limitation of when this information is requested.

19.0 Information Sharing

- 19.1 Information will be shared in the case of a safeguarding or prevent issues or in circumstances where the University deems this to be in the public or vital interest. The rationale and parameters of this information sharing are set out in the Student Privacy Notice and such information sharing complies with UK GDPR and Data Protection Act 2018. It should be noted that information sharing related to those under the age of 18 may be managed differently, as per the Students under the Age of Eighteen Policy.
- 19.2 In other circumstances, information sharing will be governed through processes involving explicit consent.
- 19.3 Disclosure concerns must be shared with the LSO and/or the Data Protection Officer.
- 19.4 Relevant information will be shared with external agencies as required or appropriate and in accordance with data protection regulations.
- 19.5 Staff and students need to be aware that the University will report legitimate concerns or suspicions to appropriate agencies, always in accordance with relevant guidance and legislation (including Data Protection legislation). Staff and students should also be aware of their responsibility to advise designated safeguarding officers if they have cause to believe that a person covered by this policy is at risk, and to take action in line with current and relevant guidance as required.

Summary Sheet:

Policy Title:	
Safeguarding Prevent and Vulnerable Student policy	
Purpose of Policy and to whom it applies (please specify cohorts):	
<p>This Policy outlines how the University discharges its legal obligations to safeguard children, young people and vulnerable adults (including those for the Prevent Duty) under the Safeguarding Vulnerable Groups Act 2006, the Protection of Freedoms Act 2012 and the Counter Terrorism and Security Act 2024.</p> <p>It applies to all students, including programmes delivered via Education with Others (except where it has been agreed that a collaborative organisation's own Safeguarding and Prevent Policy will apply).</p>	
Owner and Department:	
Academic Registrar, Academic Registry	
Principal contact:	
Academic Registrar, Academic Registry	
Dissemination and implementation plan:	
Via Student Experience Forum Via web	
Date of initial committee approval (state committee name):	UMT May 2016
Date of initial Senate approval:	July 2016
Date for implementation and cohorts to which it applies:	September 2024 to all taught students
Proposed date of annual update:	March 2025
Date of last annual update:	May 2024
Proposed date of full review:	March 2025
Date of last full review:	May 2024
Version number and date:	6.0 (May 2024)

Appendix A- Key Contacts

If you are concerned someone is at immediate risk of harm, please contact the emergency services on 999, inform Security on 2269 and email concerns@northampton.ac.uk to inform our Safeguarding Team or Lead Prevent Officer as appropriate.

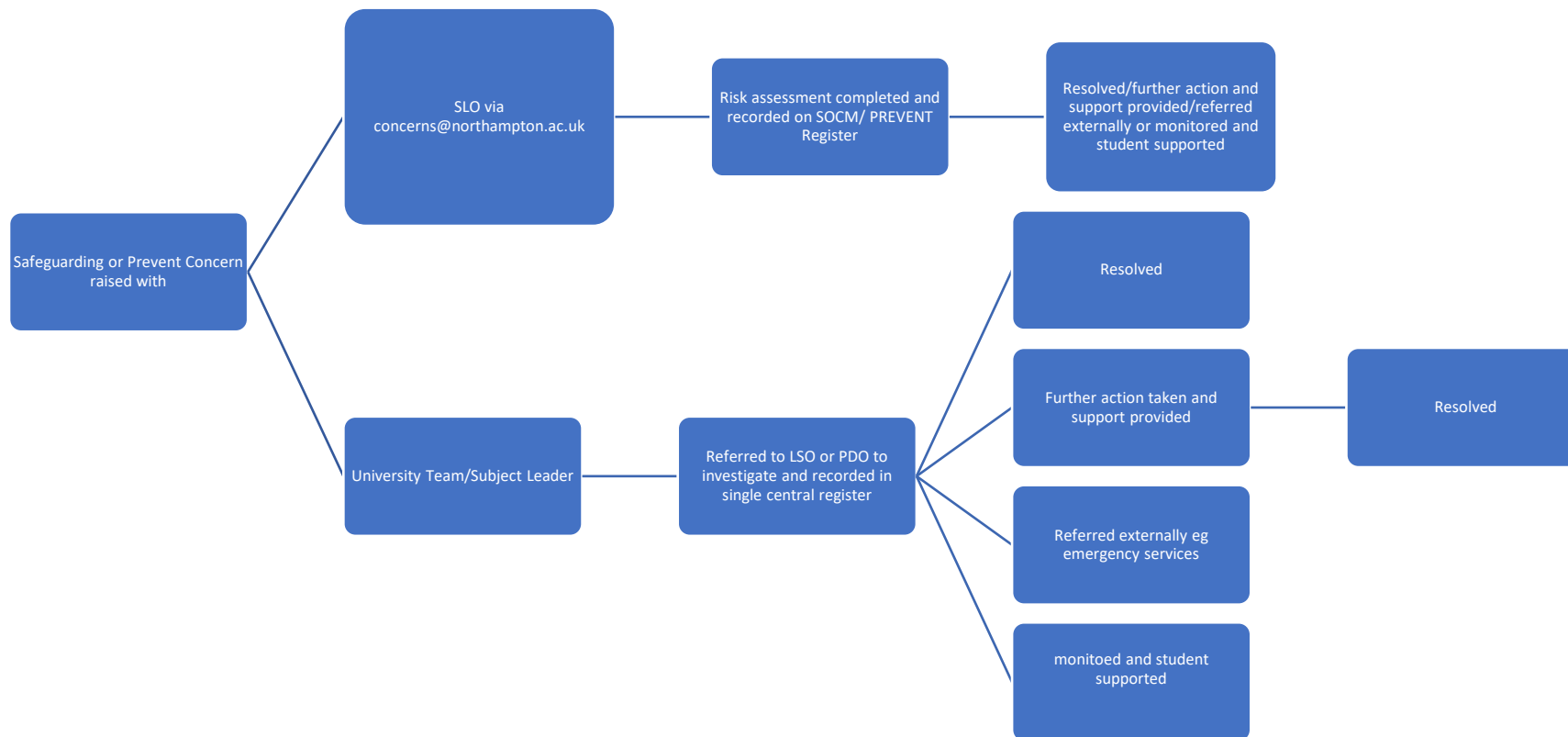
Name	Dept/Role	Number	email
Lead Safeguarding Officer (LSO)	Head of Student Services	01604 892255	Anna.Quinn@northampton.ac.uk
Deputy LSO	Student Welfare and Safeguarding Advisers	01604 893639	concerns@northampton.ac.uk
Lead Prevent Officer (LPO)	Academic Registrar	01604 893440	Academic.Registrar@northampton.ac.uk
Deputy LPO	Director of HR	01604 892773	Peter.Gregory@northampton.ac.uk

Faculty/ Professional Services Safeguarding & Prevent Leads:

Faculty of Arts, Science and Technology	Sian Vollum-Davies
Faculty of Business and Law	Dalbir Khangura & Ginny Field
Faculty of Health, Education and Society	Eunice Lumsden
Registry	Alex Hardwick
Library and Learning Services	Gail Redmond
Global Engagement	Hayley Freeman
Information Technology Services	TBC
Estates including Security and Residential Life	Laura McSherry & Evelyne Mulinge
Student Futures	Julie Martin
Finance	Lucy Bilali
Office of the Vice Chancellor	Nick Allen
Marketing and Student Recruitment	Leah Green
Northampton Students' Union	Rosie Harvey

Appendix B - Summary of the Reporting Process

The diagram below shows the various stages of the University's Safeguarding and Prevent duty reporting process:



If you are concerned someone is at immediate risk of harm please contact the emergency services on 999 or Campus Services 01604 892777

Appendix C - Lead Safeguarding Officer Role Description

- The LSO has the responsibility for oversight of all aspects of safeguarding at the University.
- Advise and support senior management in developing the university's approach to safeguarding.
- Liaison with external agencies, including the Police and Student Union, and maintaining highest level of confidentiality while ensuring that information is shared as necessary to safeguard individuals and the University's compliance with legislation.
- Monitoring and reviewing and promoting policy and procedures in respect of safeguarding.
- Overseeing liaison with Faculty and Professional Service Safeguarding and Prevent Leads, including coordinating training and development and provide appropriate advice and support to staff around safeguarding.
- Chairing Students of Concern meeting and responsibility for maintaining the Students of Concern Register and the management of policies, processes and procedures regarding safeguarding.
- Ensuring that records of Safeguarding and Prevent incidents and concerns are maintained and appropriately secure.
- reporting as necessary to Safeguarding and Prevent Committee, Senate and/or the Board of Governors and having overall oversight of risk assessment activities as required.

Appendix D - Deputy Safeguarding Officer Role Description

- Act as Deputy for the Lead Safeguarding and Prevent Officer as above.
- Monitor reporting via concerns@northampton.ac.uk.
- Undertake risk assessments on all reports, evaluate possible actions and manage cases as appropriate.
- Ensure cases of sexual violence are referred to Sexual Violence Liaison Officers as appropriate.
- Lead liaison activity with LSCs in Faculties and Professional Services.
- Liaise with external agencies on safeguarding as appropriate.

Appendix E - Faculty/Professional Services Safeguarding Leads Role Description

- Providing a point of contact for the Lead and Deputy Safeguarding Officers for all safeguarding concerns and issues within the Faculty or Professional Services departments.
- Providing, with the Lead and Deputy Safeguarding Officers, advice and guidance for staff within a Faculty or Professional Services department when they raise safeguarding concerns, agreeing an appropriate course of action and timescales with them.
- Ensuring all safeguarding concerns raised within the Faculty or Professional Services department are reported to escalated as appropriate.
- Liaising with the LSO/LPO to ensure a coordinated response is provided in relation to all individual safeguarding concerns.
- Work with the LSO and/or Deputy LSO and LPO to review of annual safeguarding reports and assurance that any actions for faculty/department will be taken forward.
- Supporting awareness of the safeguarding policy, training and resources across the Faculty or Professional Services department and ensure that relevant staff within Faculties are appropriately trained.
- Supporting, in conjunction with HR, ongoing support to staff who raise or are affected by a safeguarding concern.

Appendix F - Associated Policies and Procedures

- a) [Admissions](#)
- b) [Placements](#)
- c) [Apprenticeships](#)
- d) [Health, Wellbeing and Fitness to Study.](#)
- e) [Fitness to Practice.](#)
- f) [Children on Campus.](#)
- g) [Students under the age of 18](#)
- h) University of Northampton International College Navitas Europe's Policy NPR M1a: Safeguarding Children and Vulnerable Adults)
- i) [Students in Distress](#)
- j) [Need Help in a Crisis](#)
- k) [Research Ethics Code and Procedure](#) (contains research safeguarding information).

Appendix G - External Legislation

[The Children's Act 2004](#)

Places legislative requirements on local authorities and others to safeguarding and promote the welfare of children under 18 years olds.

[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 2024](#)

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.

[Terrorism Act 2000](#)

Section 58 confirms that 'academic research' is a 'reasonable excuse' for a person to collect, record, possess, or view 'information of a kind likely to be useful to a person committing or preparing an act of terrorism'.

[Keeping Children Safe in Education 2022](#)

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 decision each year by processing and issuing DBS checks and maintaining the Adults' and Children's Barred Lists.

[Mental Capacity Act 2005](#)

The Mental Capacity Act (MCA) 2005 applies to everyone involved in the care, treatment and support of people aged 16 and over living in England and Wales who are unable to make all or some decisions for themselves. The MCA is designed to protect and restore power to those vulnerable people who lack capacity.

[Data Protection Act \(2018\)](#)

Sets out the obligations around use of personal data by organisations.