



Safeguarding Policy

Policy Statement

The University aims to protect and safeguard the welfare of children and vulnerable adults with whom the University's work bring it into contact. This policy, together with those listed below, aims to facilitate the management of the risk associated with the duty to protect such individuals. This policy applies to all staff, students, volunteers, contractors and the staff of subcontractors.

Cranfield University is committed to providing a safe and secure environment for all staff, students and visitors who access its services, grounds and facilities. The University acknowledges in particular its responsibility to safeguard children under the age of 18 and vulnerable adults at any time when they are engaging in University-run activities, whether they are on or off the University's two sites, and to ensure they are protected from abuse.

For the purpose of this policy, a child is defined as a person under the age of 18. This policy considers a vulnerable adult to be someone aged 18 years or over; who may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

The University has various relevant policies and guidance pages that ensure the appropriate arrangements are in place to enable the University to provide a safe and secure environment to prevent abuse, and to respond appropriately to suspected or reported abuse of under-18s or vulnerable adults. This policy applies to all staff, students, volunteers, contractors and the staff of subcontractors. In addition to this policy, some of the relevant policies and guidance pages that support the University's commitment to safeguarding are:

- [Handling of Disclosure and Barring Service Certificate Information](#)
- [University Pre-School practices](#)
- [University Health and Safety Policy and Risk Assessments](#)
- [Work Experience Placements](#) (and associated Risk assessments)
- [Prevent/Worried about a Student/Friend](#)
- [Prevent/Worried about a staff member](#)
- [Student Advice Centre](#)
- [Senate Handbook on Student Welfare](#)
- [Wellbeing at Work](#)
- [Employee Assistance Programme](#)
- [Student Counselling Services](#)
- [Dignity at Work Advisors](#)
- [Dignity at Work Policy](#)
- [Recruitment of ex-offenders Policy](#)
- [Research Passports](#) (working with NHS)
- [Safeguarding CUTE module \(via CUTE Training Library\)](#)
- Risk assessments related to Take your Child to Work Day
- Agreement between Campus Services/Accommodation and Apprentice training provider

Responsibilities of those working closely with Children and/or Vulnerable Adults (including Work Experience Placements)

Any individual working closely (e.g. in a line management or supervisory position) with children and/or vulnerable adults should complete the online Safeguarding training module (via the CUTE Training Library) ideally prior to the commencement of the work in question. They will also be responsible for ensuring that an appropriate risk assessment is in place.

The University is registered with the Disclosure and Barring Service (DBS) and will ensure that where a risk assessment identifies that anyone (as required by the University) working directly with children under the age of 18 and/or vulnerable adults on a regular, unsupervised basis, (which might include regular processing of information) shall be subject to satisfactory checking of relevant criminal convictions undertaken by the DBS subject to their role falling within the eligibility criteria. Should a risk assessment identify that a DBS check may be required, please contact your local HR team in the first instance.

The University will decide whether to carry out a DBS check or not and will take into account aspects of the contact with the child and/or vulnerable adult such as the length of the work/contract, the type of work, the office or work environment and whether the child or vulnerable adult will ever be left on their own with other employees.

Reporting an Incident/Disclosure/Concern relating to the safeguarding of children or vulnerable adults

The University has a Safeguarding Standing Group. The role of the Standing Group is to:

- Provide guidance and support relating to safeguarding individuals
- Consider the needs, views and best interests of those considered to be at risk
- Ensure individuals working with children and/or vulnerable adults in relevant situations meet their responsibilities and ensure all appropriate checks are made
- Promote safeguarding good practice throughout the University
- Share information about safeguarding concerns with agencies who need to know, involving internal and external individuals appropriately
- Review and update this Safeguarding policy as required in response to changes in legislation and guidance from appropriate external agencies

The Safeguarding Standing Group members are:

- University Secretary (Safeguarding Lead)
- Head of Student Support (Deputy Safeguarding Lead)
- Head of HR Compliance, Policy and Data (Deputy Safeguarding Lead)
- Head of Registry Services
- CSA General Manager
- Director of Student Experience
- Head of Health and Safety
- Director of Campus Services
- Member of Research and Innovation Office

For immediate advice and support out of hours, please contact Security on ext. 2222 (or 01234 752999 from a mobile for Cranfield Campus; 01793 785222 from a mobile for Shrivenham Campus) noting that if any child or adult is perceived to be at serious risk of immediate harm, the relevant emergency service should be contacted.

For general inquiries or to report a safeguarding incident, disclosure or concern about a student, please email studentadvice@cranfield.ac.uk.

For general inquiries or to report a safeguarding incident, disclosure or concern about a member of staff, please email hr@cranfield.ac.uk.

All information received in relation to this policy will be stored and processed in line with applicable data protection legislation. To learn more about how we handle your data please review our [Privacy Notice](#).

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Document Review

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