Safeguarding Policy – version 1

Key Requirements

- Employees of Royal Holloway who work with children or vulnerable adults, either on or off campus, as part of College business, will safeguard the wellbeing of all of these individuals.

- The Designated Safeguarding Lead must: act as a focal point for any child protection concerns, provide advice to those working with children or vulnerable adults as required, investigate any child protection concerns, and communicate with other relevant bodies to ensure safeguarding.

- The Designated Safeguarding Lead must investigate all concerns promptly and sensitively. They will escalate the issue as they see fit, including informing the Police immediately if they believe a child is in immediate danger.

- The Responsible Person nominated for each Department or School whose staff or students work with children or vulnerable adults must define the arrangements for ensuring the safeguarding of children and vulnerable adults within their area.

- Research proposals must include safeguarding as part of the ethics considerations. Where funders require it, specific safeguarding plans must be written.

Definitions

**Child.** A person who is under the age of 18.

**Vulnerable Adults.** A person aged 18 or over who by reason of mental or physical disability or illness may be unable to care for themselves, or protect themselves against significant harm or exploitation.

This could include a person over the age of eighteen ‘who is or may be in need of community care services by reason of disability, age or illness; and is or may be unable to take care of unable to protect him or herself against significant harm or exploitation’.

**Vulnerable Students.** Students who are at risk or who may be a risk to others.

**Adults in a Vulnerable Situation.** Participants in research can be placed in a potentially vulnerable situation by taking part in research, particularly where there may be unequal relationships between the researcher and participant by virtue of their location, economic, social or health status or due to the nature of the research. Principal investigators (PI) and supervisors must also recognise that research staff or students can also be placed in a potentially vulnerable situation e.g. for reasons of gender or sexuality, when carrying out research in the field.

**Designated Safeguarding Lead.** The focal point for safeguarding issues at Royal Holloway and the person who will investigate any incidents of alleged abuse of minors or vulnerable adults.
**Responsible Person.** The nominated individual within each Department who is responsible for creating the specific safeguarding arrangements for that Department, ensuring that they are implemented, and escalating any concerns to the Designated Safeguarding Lead.

**Abuse.** The act of inflicting harm or failing to act to prevent harm.

**Physical abuse.** A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm.

**Sexual abuse.** Involves forcing or enticing a vulnerable person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the vulnerable person is aware of what is happening.

**Emotional abuse.** The persistent emotional maltreatment of a vulnerable person such as to cause severe and persistent adverse effects on the vulnerable person’s emotional development.

**Neglect.** The persistent failure to meet a vulnerable person’s basic physical and/or psychological needs, likely to result in the serious impairment of the vulnerable person’s health or development.
Principles of Safeguarding at Royal Holloway

1. Employees of Royal Holloway who work with children or vulnerable adults, either on or off campus, as part of College business, will safeguard the welfare of all of these individuals.

Children and vulnerable adults should never experience abuse of any kind and Royal Holloway recognises its important role in safeguarding those who could be affected by the College’s work – regardless of any protected characteristics that they may have.

2. Employees of Royal Holloway must report any child protection concerns to the Designated Safeguarding Lead who will investigate as appropriate.

This applies to both children and vulnerable adults and the term child will be used to mean both throughout this document.

Designated Safeguarding Lead

3. The Principal must appoint a Designated Safeguarding Lead for the College as well as Deputy Safeguarding Leads, who will have defined responsibilities for key areas of groups.

4. The Designated Safeguarding Lead must: act as a focal point for any child protection concerns, provide advice to those working with children or vulnerable adults as required, investigate any child protection concerns, and communicate with other relevant bodies to ensure safeguarding.

The Designated Safeguarding Lead should consider how any concerns raised in their absence would be covered. They may appoint a deputy either permanently or for specific periods, to assist them.

5. The Designated Safeguarding Lead must investigate all concerns promptly and sensitively. They will escalate issues as they see fit, including informing the Police immediately if they believe in child is in immediate danger.

It is important that the Designated Safeguarding Lead shows judgement when dealing with allegations; there can be many innocent explanations for events and not every bruise is evidence of a child being harmed. Accusations of abuse are serious and as such should not be made lightly. If they are in any doubt they should share their concerns with those they deem it appropriate.

After investigation they should take further actions as they deem appropriate, which may include:

- Informing the Police if there is a possible criminal offence.
- Contacting the school or other institution that the child has come from.
- Starting internal disciplinary action where there has been misconduct by a Royal Holloway employee.
- Ensuring that any students involved, either as victims or witnesses, receive appropriate support.

6. The Designated Safeguarding Lead will provide an update to the Prevent Committee quarterly and the Executive Board termly.
7. The Designated Safeguarding Lead will provide an annual report to the Council.

Safeguarding Arrangements

8. The Responsible Person nominated for each Department whose staff or students work with children or vulnerable adults must define the arrangements for ensuring the safeguarding of children and vulnerable adults within their area.

This should include the roles, responsibilities and training required for their staff, including any requirement for a Disclosure and Barring Service (DBS) check. The key concept should be that staff who have contact with children or vulnerable adults are able to recognise the signs of potential abuse, who to report them to, and the need to act quickly.

9. The Responsible Person must have experience, or have been provided training, to allow them to complete their role.

10. The Responsible Person must escalate any concerns to the Designated Safeguarding Lead immediately, using the email address safeguarding@rhul.ac.uk.

The following Departments have, or potentially have, contact with children or vulnerable adults on campus:

<table>
<thead>
<tr>
<th>Department</th>
<th>Groups and Remit</th>
<th>Responsible Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Advisory and Wellbeing</td>
<td>Students. When accessing their services.</td>
<td>Head of SAW (Designated Safeguarding Lead)</td>
</tr>
<tr>
<td>Commercial Services</td>
<td>Students, visitors, clients. When accessing their services.</td>
<td>Sales and Marketing Manager, Commercial Services (Deputy Safeguarding Lead - Visitors)</td>
</tr>
<tr>
<td>Student Union</td>
<td>Students, visitors. When accessing their services.</td>
<td>Head of Membership Support and Engagement</td>
</tr>
<tr>
<td>Human Resources</td>
<td>Staff who are children or vulnerable adults.</td>
<td>Head of Employee Relations (Deputy Safeguarding Lead - Staff)</td>
</tr>
<tr>
<td>Library</td>
<td>Students, visitors. When accessing their services.</td>
<td>Director of Library Learning Support</td>
</tr>
<tr>
<td>Sports Centre</td>
<td>Students, visitors. When accessing their services.</td>
<td>Assistant Head of ALS</td>
</tr>
<tr>
<td>Careers and Employability (incl Volunteering)</td>
<td>Students. When accessing their services.</td>
<td>Deputy Directory of Careers and Employability</td>
</tr>
<tr>
<td>Research and Innovation - Ethics</td>
<td>Management of ethics process for research. Research related policy. Support for safeguarding plans in research proposals.</td>
<td>Head of Research Services</td>
</tr>
<tr>
<td>Schools and Colleges Liaison Team</td>
<td>Students. When accessing their services.</td>
<td>Schools and Colleges’ Liaison Manager</td>
</tr>
<tr>
<td>School</td>
<td>Groups and Remit</td>
<td>Responsible Person</td>
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<tr>
<td>School of Engineering, Physical and Mathematical Sciences</td>
<td>Students, Visitors. When accessing their services.</td>
<td>School Manager.</td>
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<tr>
<td>School of Law and Social Sciences</td>
<td>Students, Visitors. When accessing their services.</td>
<td>Director of Student Experience.</td>
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<tr>
<td>School of Life Sciences and the Environment</td>
<td>Students, Visitors. When accessing their services.</td>
<td>School Manager.</td>
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<tr>
<td>School of Performing and Digital Arts</td>
<td>Students, Visitors. When accessing their services.</td>
<td>School Manager / Director of Student Experience.</td>
</tr>
<tr>
<td>School of Business and Management</td>
<td>Students, Visitors. When accessing their services.</td>
<td>School Manager / Director of Student Experience.</td>
</tr>
<tr>
<td>School of Humanities</td>
<td>Students, Visitors. When accessing their services.</td>
<td>Director of Student Experience.</td>
</tr>
<tr>
<td>Doctoral School</td>
<td>Students, Visitors. When accessing their services.</td>
<td>School Manager.</td>
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While day to day responsibilities will be undertaken by the Responsible Person, Heads of Schools have responsibility for ensuring that students and staff working with children or vulnerable adults on College business as part of their course work are appropriate trained and supervised. This will apply if the work is on or off campus. This includes educational and outreach activities.

11. The name of the Responsible Person and any Department specific procedures must be covered in the induction of all new staff and students were appropriate.

Photography of Children and Vulnerable Adults

12. Marketing and Communication must ensure that any image used by the College that includes children or vulnerable adults is not used unless parental consent has been provided.

In general, best practice is capture consent on a written form but this can be difficult can achieve in some circumstances; it is very difficult to visually identify Vulnerable Adults and as such gaining consent in some cases can be almost impossible.

Where Vulnerable Adults are known to be attending an event then the consent form must be completed. For all other events where filming or photography is taking place, then signs will be put up in prominent positions informing people that filming or photography is taking place. This can be included in any event specific communication and visitors informed verbally at the event. This allows anyone, including Vulnerable Adults, to either avoid the filming or request that their likeness is not used.

13. The Responsible Person must ensure that this is enforced within the remit of their activities.
The written consent form should include:

- Why the photo or video is being taken
- What the image will be used for
- How long the consent is valid for
- How they can withdraw their consent should they wish to (they must also be made aware that if the image is used online or in printed publication it will be very difficult to withdraw)
- That they give their consent for it to be used in line with the information given above

The images should only be kept for as long as they are needed, in line with the usual data protection principles. A copy of the form can be found [here](#).

This also applies to Department owned social media and website content.

**Radicalisation and Prevent**

We acknowledge our statutory duty to have due regard to the need to prevent individuals from being drawn into radicalisation and terrorism. We recognise our role in protecting students from harm whilst maintaining our commitment to freedom of speech, academic freedom and the great importance we place on diversity and the promotion of equal opportunities for all.

The College’s actions to prevent radicalisation of students is managed through the Prevent Committee. The Designated Safeguarding Lead is a member of this Committee.

14. Where Prevent related safeguarding concerns emerge these should be directed to the Responsible Person who will then escalate them to the Prevent Lead.

**Abuse**

Abuse can take many forms and may include physical abuse, emotional abuse, sexual abuse and violence, psychological abuse, neglect, radicalisation, financial abuse, domestic violence, and forced marriage. Vulnerable young adults can also be targeted by groups seeking to take advantage of vulnerability.

15. Any suspicion or allegation of abuse must be reported to the Designated Safeguarding Lead or one of the nominated Responsible Persons named in this Policy.

**Training**

Anyone who will work with children or vulnerable adults, including vulnerable students, must be provided appropriate safeguarding training.

**DBS Checks**

16. Line Managers must ensure that where a role requires a DBS check any individual in that role completes the check before working one on one with any children or vulnerable adults.
Disclosure and Barring Service checks are appropriate for people who it is likely will be in a one to one engagement with Vulnerable Student, such as pastoral support staff and security.

**Sexual Misconduct / Harassment Policy**

Incidents of this nature are covered by a separate policy that can be found here.

**Fieldwork and Travel**

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<th>17.</th>
<th>Safeguarding must be part of the risk assessment for any fieldwork or fieldtrips.</th>
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Where there are no safeguarding concerns the topic should not be omitted but a comment made to the effect that it was considered but there are no issues.

**Research**

<table>
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<th>18.</th>
<th>Research proposals must include safeguarding as part of the ethics considerations. Where funders require it, specific safeguarding plans must be written.</th>
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Once a research project is underway it is the responsibility of the Principal Investigator to raise any issues. From an ethics perspective this is currently done through the School, with the Ethics committee being involved if required.

Please see the Ethics website for current policies and guidance.

Douglas Searle  
Director of Health and Safety  
Version 1

Approved by: Executive Board  
Date: 02 March 2020  
Review Risk: High (1 year) – delayed due to Covid-19  
To be reviewed: before March 2022
Appendixes:

Appendix 1: Safeguarding of Students (SAW)
Appendix 2: Maintenance
Appendix 3: Student Union Safeguarding (SU) – to follow
Appendix 4: Staff Safeguarding (HR) – to follow
Appendix 5: Library Services
Appendix 6: Sports Centre Safeguarding (Sports Centre)
Appendix 7: Careers Service
Appendix 8: Safeguarding in Research (Research and Innovation)
Appendix 9: Schools and College Liaison Team
Appendix 10: Security
Appendix 11: Safeguarding for Commercial Services (Commercial)
Appendix 12: Specific Academic Programs (EPMS)
Appendix 13: Specific Academic Programs (LSS)
Appendix 14: Specific Academic Programs (LSE)
Appendix 15: Specific Academic Programs (PDA) – to follow
Appendix 16: Specific Academic Programs (Business and Management)
Appendix 17: Specific Academic Programs (Humanities)
Appendix 18: Specific Academic Programs (Doctoral School)
Appendix 19: Guidance on what to look for
Appendix 20: Guidance for staff
Appendix 21: International Study Group (ISG)
# Roles and Responsibilities

## All Staff

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## The Principal

| 3 | The Principal must appoint a Designated Safeguarding Lead for the College as well as Deputy Safeguarding Leads, who will have defined responsibilities for key areas of groups. |

## Designated Safeguarding Lead

| 4 | The Designated Safeguarding Lead must: act as a focal point for any child protection concerns, provide advice to those working with children or vulnerable adults as required, investigate any child protection concerns, and communicate with other relevant bodies to ensure safeguarding. |
| 5 | The Designated Safeguarding Lead must investigate all concerns promptly and sensitively. They will escalate issues as they see fit, including informing the Police immediately if they believe in child is in immediate danger. |
| 6 | The Designated Safeguarding Lead will update to the Prevent Committee quarterly and the Executive Board termly. |
| 7 | The Designated Safeguarding Lead will provide an annual report to the Council. |
| 9 | Arrange training for Responsible Persons as required. |
| 14 | Where Prevent related safeguarding concerns emerge these should be directed to the Responsible Person who will then escalate them to the Prevent Lead. |

## The Department Responsible Person

| 8 | The Responsible Person nominated for each Department whose staff or students work with children or vulnerable adults must define the arrangements for ensuring the safeguarding of children and vulnerable adults within their area. |
| 9 | The Responsible Person must have experience, or have been provided training, to allow them to complete their role. |
| 10 | The Responsible Person must escalate any concerns to the Designated Safeguarding Lead immediately, using the email address safeguarding@rhul.ac.uk. |
| 13 | The Responsible Person must ensure that the photography of children or vulnerable adults within the remit of their activities does not occur unless parental consent has been recorded on a written form. |
| 14 | Where Prevent related safeguarding concerns emerge these should be directed to the Responsible Person who will then escalate them to the Prevent Lead. |
| 15 | Any suspicion or allegation of abuse must be reported to the Designated Safeguarding Lead or one of the nominated Responsible Persons named in this Policy. |
### Line Managers

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### Health and Safety Coordinators

|   | The name of the Responsible Person and any Department specific procedures must be covered in the induction of all new staff and students were appropriate. |

### Head of Marketing

|   | Marketing and Communication must ensure that any image taken by the College that includes children or vulnerable adults is not used unless parental consent has been recorded on a written form. |

### Fieldwork Leader

|   | Safeguarding must be part of the risk assessment for any fieldwork or fieldtrips. |

### Principal Investigators

|   | Research proposals must include safeguarding as part of the ethics considerations. Where funders require it, specific safeguarding plans must be written. |