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# SAFEGUARDING POLICY

1. **Background information**
   1. Safeguarding issues are increasing in the media, as a number of charities have failed in their duty to protect vulnerable individuals in their activities.
   2. The Students’ Union does not currently deliver services or activities centrally that fall within the ‘regulated activities’ definition, and we only have a very small number of under 18-year-olds as members. Some of our activities, however, are higher risk than others – and so it is appropriate for us to consider how we might best ensure any potential safeguarding issues are managed effectively.
   3. HASU represents and provides services and activities for all students at Harper Adams University.
   4. Whilst the vast majority of students are aged 18 years or over, our membership also includes a limited number of individual classed as from a ‘vulnerable group’ (i.e. those under 18, and those over 18 as defined in the Protection of Freedoms Act 2012).
   5. As such, our Safeguarding policy sets out our approach guided by two key principles:
      1. The Students’ Union must endeavour to ensure that all members have access to as many of the Students’ Union services as possible – putting in place appropriate policies and procedure to mitigate any risk.
      2. This must take into account all the relevant legal requirements, as well as sit within the broader approach taken by Harper Adams’ University
2. **Responsibility**
   1. Responsibility for ensuring this policy is adhered to shall rest with the Students’ Union Director, with delegated tasks to managers/staff for specific activities within teams.
   2. Any safeguarding concerns will be logged via the Universities safeguarding policy - [Safeguarding Policy.pdf](file:///C:\Users\00775500\Downloads\Safeguarding%20Policy.pdf)
3. **Overall Policy Statement**
4. The Students’ Union will adopt the Universities Safeguarding Policy in regards to our overall approach, support from trained University safeguarding leads and logging safeguarding concerns via the University form.
   1. The Students’ Union does not currently undertake any central activities formally defined as ‘regulated activity’ with vulnerable persons. If this changes, this policy shall be subject to immediate comprehensive revision and review.
   2. Two activities within the Students’ Union have been identified as higher risk for vulnerable persons (Venues & Late-Night Entertainment and Student Group activity), and therefore specific procedures have been developed in order to manage this effectively.
5. **Venues & Late-Night Entertainment**
   1. Information on new members, including date of birth, is provided by the University to the Students’ Union under our data-sharing agreement. This allows all students under the age of 18 to be identified at the start of each academic year.
   2. All students under the ages of 18 at the point where the new academic term starts will receive direct communication from the University, informing them of their right to access all of our venues, but setting out specific the terms of their entry.
   3. Specific terms of entry will be determined each year with the University but may include:
      1. The requirement for students to complete and sign a declaration form detailing the fact they are unable to purchase or consume alcohol in our venues or enter the venues after having done so elsewhere.
      2. The requirement for them to make door staff aware of their under 18 status at the point of entry.
      3. The requirement for them to leave the venue at midnight for the regular weekly entertainments and 2am for the larger events such as the Summer Ball.
      4. The requirement for them to wear an alternative wristband, which clearly identifies them as under 18 and prevents bar staff from serving them alcohol.
      5. Any student found to have breached this process will be automatically banned for entering the venue and will be processed via the relevant disciplinary procedure.
6. **Student Group Activities**
   1. Student groups run a wide range of activities on both a planned and ad-hoc basis. This means we need to take a bespoke approach to each group.
   2. For the limited number of under 18s, they are automatically prevented from joining any student group via the MSL platform.
   3. If an under 18-year-old (or vulnerable person) wishes to join a student group, the staff team will work alongside the relevant committee to establish:
      1. If any regulated activity might be able to take place.
      2. What action the group needs to take to manage this
      3. What restrictions might be added to the individual regarding their participation (for example not being able to attend overnight events)
   4. Once these actions have been agreed upon in writing the student is then free to join the group and participate as required.
7. **Accusations and Reporting of Abuse**
   1. NB. The Union has already established a formal ‘Whistleblowing Policy’ which should be read in conjunction with this document.
   2. Any concerns or accusations of abuse should be reported directly to a staff member in the first instance. Usually, this should be the direct supervisor of the individual. In other cases, a member of the Union’s Management Team should be made aware.
   3. When an accusation has been made, the Union Director (working with a full-time officer) will initiate an investigation under the jurisdiction of one of the following:
      1. Discipline Policy
      2. (Staff) Disciplinary policy
   4. The Union Director will take responsibility for liaising directly with any relevant authorities, and for making statutory reports as required.
8. Reporting of Safeguarding concerns
   1. Any safeguarding concerns will be logged via the University procedure.
9. **Monitoring and Report**
   1. The Board will receive an update and report at each meeting if any major safeguarding issues have been identified and investigated.
   2. The Board will receive an annual safeguarding report at its spring meeting.