

# SAFEGUARDING POLICY 2025

# Contents

Summary.....	4
What is this document about?.....	4
Who is this for?.....	4
How does the University check this is followed?.....	4
Who can you contact if you have any queries about this document?.....	4
Introduction.....	5
Equality, Diversity and Inclusion Commitments.....	5
Purpose.....	6
Scope.....	7
Definitions.....	8
Safeguarding Children and Adults at Risk.....	9
Safeguarding Structure and Responsibilities.....	10
Guidance.....	12
Oversight.....	12
Key Contacts.....	13
Implementation Date.....	15
Appendix 1: Guidance and Procedure.....	18
Appendix 2: Legal Context.....	21
Appendix 3: Safeguarding Structure Detail.....	22

<b>Document title</b>
Safeguarding Policy
<b>Document author and department</b>
Kevin Child Director Student Support Services (Principal Safeguarding Officer / Students)
<b>Approving body</b>
University Executive Board (UEB)
<b>Date of approval</b>
September 2024
<b>Review date</b>
September 2027 [Update March 2026 to reflect staff changes and updated associated documents]
<b>Edition no.</b>
6
<b>ID Code</b>
20
<b>Date of effect</b>
April 2026
<b>EITHER</b> For public access online (internet) YES
External queries relating to the document to be referred in the first instance to the Director Student Support Services: email <a href="mailto:kevin.child@port.ac.uk">kevin.child@port.ac.uk</a>
If you need this document in an alternative format, please email <a href="mailto:kevin.child@port.ac.uk">kevin.child@port.ac.uk</a>

The latest version of this document is always to be found at:

<http://policies.docstore.port.ac.uk/policy-020.pdf>

# Summary

## What is this document about?

This Policy outlines how the University seeks to deliver its social, ethical and legal responsibilities to protect and safeguard children and adults at risk to the highest possible standards.

## Who is this for?

This Policy applies to staff, students, apprentices, volunteers and contractors engaging in University-led activity whether on the University campus or elsewhere. It covers our interaction with children and adults at risk who are current students, prospective students, visitors or who are otherwise participating in University-related activities.

Partner institutions and organisations delivering validated programmes or activities on behalf of the University of Portsmouth are expected to have in place their local safeguarding policies and procedures.

## How does the University check this is followed?

The University will review any safeguarding incidents involving children and adults at risk to ensure that there was full compliance with this Policy and to identify any need to amend or review the Policy in the light of experience.

## Who can you contact if you have any queries about this document?

Further information, guidance and interpretation of this Policy should be sought from the Director Student Support Services by contacting 07792502696 or [kevin.child@port.ac.uk](mailto:kevin.child@port.ac.uk)

# Safeguarding Policy

## 1. Introduction

The University of Portsmouth's principles make it clear that we treat everyone with respect, we will not tolerate sexual misconduct, violence or abuse and we will take all reasonable steps to keep our campus and community safe. It is also a principle that "we" means all of us, students, apprentices and staff.

We recognise that we have a fundamental responsibility to provide an environment in which individuals of all ages, whether staff, student, apprentice, or visitor, may work, learn, and develop in a safe environment. This responsibility includes an ethical and moral duty to safeguard children and adults at risk at any time when they are engaging with our staff, students, apprentices and volunteers in University-led activities, whether on or off our campus. This core value is at the heart of our interaction with our wider community and acknowledges that in all our interactions with children and adults at risk their welfare is of paramount importance.

This policy goes beyond the University's basic legal obligations and seeks to reflect general safeguarding guidance and good practice relating to the higher education sector.

## 2. Equality, Diversity, and Inclusion Considerations

### Equality, Diversity, and Inclusion Considerations

The University is committed to fostering an environment where equality, diversity, and inclusion (EDI) are integral to the safeguarding policy. This section outlines the University's approach to ensuring that safeguarding measures are inclusive and considerate of the diverse needs of its community.

### Commitment to Equality, Diversity, and Inclusion

The University recognizes that safeguarding practices must be inclusive and respectful of the diverse backgrounds and identities of all individuals involved. This commitment is embedded in the University's core values and reflected in the safeguarding policy and procedures.

### Key Principles

1. **Non-Discrimination:** All safeguarding measures will be applied without discrimination based on age, gender, race, disability, sexual orientation, religion or belief, or any other protected characteristic as defined by the Equality Act 2010.
2. **Inclusivity:** The University will ensure that safeguarding training and resources are accessible to all members of the University community, including those with disabilities or who require materials in alternative formats.
3. **Cultural Sensitivity:** Safeguarding practices will be culturally sensitive and respectful, acknowledging and valuing the diverse cultural backgrounds of students, staff, apprentices, and volunteers.
4. **Gender Considerations:** Specific attention will be given to gender-related issues in safeguarding, ensuring that all genders feel equally protected and supported.

### Practical Measures

1. **Accessible Reporting Mechanisms:** The University will provide multiple avenues for reporting safeguarding concerns, ensuring that these mechanisms are accessible to all, including those with disabilities or for whom English is not their first language
2. **Training and Awareness:** Any Safeguarding training will include modules on EDI to ensure that staff, students, apprentices, and volunteers understand the importance of these considerations in safeguarding practices.
3. **Support Services:** The University will offer tailored support services that take into account the diverse needs of individuals, including specialised support for those who may be at higher risk of harm due to their protected characteristics.
4. **Monitoring and Evaluation:** The University will regularly review safeguarding incidents and practices to ensure that EDI considerations are being effectively integrated and that any disparities in safeguarding outcomes are addressed.

5 |

### Responsibilities

1. **University Leadership:** The Deputy Vice-Chancellor for Global Engagement and Student Life, as well as other senior leaders, will champion EDI within safeguarding practices and ensure that policies are implemented consistently across all faculties and departments.

2. **Designated Safeguarding Leads (DSLs):** DSLs will receive specific training on EDI to better understand and address the diverse needs of those they support.
3. **Individual Members of the University Community:** All members are responsible for treating others with respect and ensuring their actions and behaviours contribute to a safe and inclusive environment.

### Conclusion

The University of Portsmouth's safeguarding policy not only aims to protect the welfare of children and adults at risk but also strives to do so in a way that is inclusive and respectful of the diverse needs of its community. By integrating EDI considerations into safeguarding practices, the University ensures that all individuals are afforded the protection and support they need in an equitable and inclusive manner. This section will be reviewed regularly to ensure ongoing alignment with best practices in EDI and safeguarding. For further information, guidance, or queries regarding EDI considerations in safeguarding, please contact the Director of Student Support Services or the Chief People Officer.

## 3. Purpose

The purpose of this Safeguarding Policy and its associated guidance documents is to set out our responsibilities and procedures. It outlines how we will:

- Provide a safe and supportive environment for our staff, students, apprentices, volunteers, and visitors in the course of our work and University-led activities.
- Provide a safe and supportive environment for children, high needs apprentices and adults at risk who engage with our staff, students, apprentices, and volunteers in the course of our work and University-led activities.
- Ensure that staff, students, volunteers, and apprentices engaging with children and adults at risk receive relevant safeguarding training and understand their role and responsibilities.
- Ensure that there is a clear reporting and escalation route should staff, students or apprentices become aware of a safeguarding concern

The policy does not apply to activities undertaken by UPSU, which has separate safeguarding policies and procedures.

The university does not act in loco parentis (in place of a parent) for any student or staff member; however, in legal terms, we recognise the duty to safeguard the welfare of children and adults at risk, as defined in the [Safeguarding Vulnerable Groups Act 2006](#). The university recognises that some adults may have an appointed representative e.g. mental health advocate, legal/enduring power of attorney.

## 4. This policy does not cover:

- Relationships between staff and students (this is dealt with under [The Staff and Students Personal Relationship Policy \(2023\)](#) which prohibits intimate or close personal relationships between staff and students.
- Sexual harassment or bullying in the workplace (this is dealt with under the Sexual Misconduct Policy (in Draft currently), [Dignity and Respect Policy](#) , [Equality, Diversity & Inclusion Policy](#)

The University will keep this policy under review to ensure that it continues to comply with developments in legislation, regulations and good practice.

## 5. Scope

- 5.1. This Policy applies to staff, students, apprentices, volunteers and contractors engaging in University-led activity whether on the University campus, UoP London or elsewhere (this is not an exhaustive list). It covers our interaction with children and adults at risk who are current students, prospective students, staff, visitors or who are otherwise participating in University-related activities. This includes our core activities of teaching and research, as well as University-led sports, holiday schemes, volunteering projects, or outreach and widening participation activities.
- 5.2. The policy provides guidance on our internal procedures but acknowledges that it may be appropriate in certain circumstances to report safeguarding concerns about children or adults at risk to a range of external agencies.
- 5.3. The University recognises that young people particularly can be at risk of being drawn into extremist ideologies which can lead to a risk of radicalisation. In the context of the University's Safeguarding Policy, the risk of being drawn into extremist ideologies and radicalisation is considered to be a significant safeguarding concern which is of equal weight alongside other forms of abuse and mistreatment of children and adults at risk. A safeguarding concern of this nature would also fall within the scope of this policy.
- 5.4. A number of departments also need a "local" safeguarding policy and related local procedures to ensure that they are able to meet specific regulatory requirements that do not apply to the University as a whole, for example Children's Services and the Centre for Teacher Education both of which are subject to Ofsted inspection. Some faculties and departments within the University operate additional procedures for safeguarding in accordance with specific guidance from relevant professional, sponsoring or regulatory bodies.
  - [Degree Apprenticeships](#)
  - [The School of Education Languages & Linguistics](#)
  - [Safeguard Policy Sport & Rec](#)
  - [Pool Changing \(External Bookers\)](#)

They are required to ensure that these additional procedures comply with the requirements of this overarching university policy.

- 5.5 In the event that the University-led activity is hosted by another organisation within their own facilities, the host organisation's safeguarding policy and related procedures will normally take precedence. However, members of the University engaging in those programmes must also take note of, and act in accordance with, the University's Safeguarding Policy to the extent that this is possible in the particular circumstances.
- 5.6 The University's approach will be informed by statutory guidance and the six key principles of adult safeguarding in the [Care Act 2014](#).

## 6. Definitions

- 6.1. **Apprentice:** References to "apprentice" includes all students who are registered on one of the University's degree apprenticeship programmes.
- 6.2. **Child:** References to "child" or "children" in this policy means anyone under the age of 18 years.

In defining our approach towards children, the University draws on the definition used by the Department for Education in [Keeping Children Safe in Education 2023 \(KCSiE\)](#). While KCSiE only applies to Schools and Colleges, we will play our part in:

- Protecting children from maltreatment.
- Preventing impairment of children’s mental or physical health or development.
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children to have the best outcomes.

6.3 **High needs apprentice:** The Department of Education defines a “high needs apprentice” as any apprentice who is a young person aged between 18 and 25 and is subject to an Educational Health Care Plan and requires additional support costing over £6,000. The Department for Education expects that safeguarding practices will be applied to high needs apprentices as if they were children.

6.4 **Member of the University:** Reference to a “member of the University” includes staff, students, apprentices.

6.5 **Regulated activity:** Based on the Safeguarding Vulnerable Groups Act 2006 and amended by Protection of Freedoms Act 2012, an individual is undertaking regulated activity if any of the following are true:

- They are responsible on a regular basis for teaching, training, instructing, caring for or supervising children and/or adults at risk.
- They work in a role with opportunity for contact with children and/or adults at risk on a regular basis.
- They engage in intimate or personal care or any overnight activity, even if this happens only once.
- They provide healthcare directly or under the supervision or direction of a regulated healthcare professional.

For reference ‘regular’ has been defined as at least 3 times within 30 days, or approximately once a week.

6.6. **Staff:** References to “staff” includes employees, workers, agency workers, consultants, volunteers, honorary, visiting, and Emeritus professors.

6.7. **Student:** References to “student” includes all students registered with the University, including those based in partner organisations who are registered with the University to gain a professional qualification.

6.8. **Visitors:** “Visitors” are considered to be any external individuals who are participating in University-led activities, this includes prospective students, visitors to the Arts Centre and Portsmouth Sport, or to Portsmouth retail outlets.

6.9. **Volunteer:** “Volunteers” are generally members of the university but may include other associated persons volunteering to lead or support University-led activities for which they are not paid including for example volunteering activity through Portsmouth Volunteers, Portsmouth in Africa or similar initiatives, or supporting recruitment or widening participation and outreach events.

6.10. **Adult at Risk:** Anyone over the age of 18 years who may be unable to protect themselves from abuse, harm or exploitation, which may be by reason of illness, age, mental illness, disability or



other types of physical or mental impairment. Those at risk may live alone, be dependent on others, elderly, socially isolated or have a history of health and social care.

The University draws broadly on the principles of the [Care Act 2014](#) act to inform its policy on safeguarding adults at risk. We will play our part to:

- Ensure that the rights of adults at risk are protected to enable them to live in safety, free from abuse and neglect.
- Ensure that the wellbeing of the vulnerable adult is promoted and that in deciding on any action to be taken we will take into account their views, wishes, feelings and beliefs, for example when considering whether to refer concerns to statutory bodies or when seeking support from charitable organisations.
- We recognise, however, that adults at risk sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances and may not fully appreciate potential risks to their safety or wellbeing and therefore it may not always be possible to fully defer to their wishes when seeking the best way forward.

6.11. **Work with children or adults at risk:** Within this policy “work with children or adults at risk” includes all engagement with children and adults at risk whether in a professional capacity in connection with the work of the University, or in the course of other University-led activities supported by members of the University whether working in a paid or unpaid capacity.

6.12. **Vulnerable:** Vulnerability may result from an environmental or individual’s circumstance or behaviour indicating that there may be a risk to that person or another. Additional factors to vulnerability may include mental health, disability, age or illness. This includes victims, witnesses, or members of the public.

## 7. Safeguarding Children and Adults at Risk

7.1. We have a responsibility to provide a safe environment in which children and adults at risk can live, learn and develop. We **understand** that safeguarding and promoting the welfare of children and adults at risk is everyone’s responsibility and we all have a role to play in protecting them in so far as we are reasonably able to do so within the context of a university environment and in relation to University-led activities.

7.2. The Safeguarding Vulnerable Groups Act (2006) requires the University to protect vulnerable individuals, including under 18s, who might be at risk of harm. This includes:

- thorough background checks for staff working with vulnerable groups.
- establishing lists of individuals deemed suitable to work with these groups.
- promoting a culture of safeguarding within the institution.
- having robust policies and procedures in place to safeguard vulnerable individuals and groups.

7.3. The Children Act (1989) and Protection of Freedoms Act (2012) also relate to safeguarding vulnerable groups and our use of DBS checks as an appropriate safeguard.

## 8. Safeguarding Structure and Responsibilities

- 8.1. The Deputy Vice-Chancellor for Global Engagement and Student Life (Lead Safeguarding Officer) will oversee policy implementation.
- 8.2. The safeguarding structure is established to ensure robust oversight and case monitoring:
  - University Safeguarding Board: Oversees policies and practices, reviews annual reports. Meets quarterly.
  - Student Risk & Safeguarding Review Group: Reviews safeguarding arrangements and incidents for students, identifies improvements. Meets monthly.
  - Staff Risk & Safeguarding Review Group: Reviews staff safeguarding arrangements and incidents, identifies improvements. Meets as required.
  - Students of Concern Meeting: Coordination of support to students of concern. Ongoing response / monitoring of specific concerns, Reports to Student Risk & Safeguarding Review Group: Meet Weekly
  - Safeguarding Forum: Open to all staff and students with safeguarding responsibilities to share best practices. Meets bi-annually.
- 8.3 The Director of Student Support Services and Chief People Officer serve as Principal Safeguarding Officers (PSOs) for students and staff respectively. Deputy PSOs operationally lead safeguarding.
- 8.4 Designated Safeguarding Leads (DSLs) are appointed in each Faculty/Professional Service as contacts for advice and concerns.
- 8.5 The University Safeguarding Structure and Governance will:
  - Ensure that the University Safeguarding Policy and accompanying procedures, advice and guidance are fit for purpose and sufficient to ensure that University meets its statutory obligations and complies generally with good practice and where reasonably possible, with safeguarding guidance issued by relevant statutory bodies.
  - Ensure that Academic and Professional Service departments are aware of their duties under the University Safeguarding Policy and receive appropriate advice and guidance.
  - Ensure that appropriate safeguarding training is available for members of the University who work with children and adults at risk.
    - Ensure that that processes and procedures are in place for relevant recruitment checks and that these are conducted for relevant roles including, but not limited to: DBS checks where lawfully permitted, Certificates of Good Conduct, Teacher Prohibition Orders, safeguarding aspects of Fitness to Practise procedures, and that any issues arising from these checks are resolved before engagement with children or adults at risk commences.
  - Ensure that routes to report or escalate safeguarding concerns are clearly signposted, accessible, and appropriately monitored.
  - Ensure that reported safeguarding concerns are reviewed, specialist guidance sought, and appropriate action taken to escalate internally to the University's Designated Safeguarding Lead and / or to the relevant external agency within statutory time frames.
  - Prepare and submit referrals as appropriate to Ofsted, the Local Authority Designated Officer (LADO), the Multi Agency Safeguarding Hub (MASH) and / or Local Authority Children's or Adults Safeguarding Board.



## 8.6 Responsibilities of Academic Faculties / Schools and Professional Service Units

To meet our safeguarding responsibility towards children and adults at risk under this policy, Academic Faculties and Professional Service departments that work with children and adults at risk must ensure that appropriately trained staff are available and that procedures are in place to ensure that the faculty / department can comply with the University's Safeguarding Policy. It is recognised that the level of engagement with children and adults at risk varies considerably between faculties & departments. Guidance on what arrangements would be appropriate in a range of particular circumstances is provided below, but faculties / departments should also seek advice from the University's Safeguarding leads.

## 8.7 Faculties / Departments must:

- Appoint a Designated Safeguarding Contact (DSC).
- A list of Designated Safeguarding Contacts is available here:
- Departments subject to Ofsted inspection may need to appoint a Designated Safeguarding Lead. Safeguarding Contacts/Safeguarding Leads will need to have undertaken appropriate safeguarding training. The Designated Safeguarding Lead may also act as the Designated Safeguarding Contact.
- Ensure that financial provision is set aside to provide appropriately trained staff to support the department's work with children and adults at risk.
- Ensure that staff, students, apprentices and volunteers who work with children and adults at risk, are selected or recruited in line with Safer Recruitment best practice.
- Ensure that staff, students, apprentices, and volunteers who work with children and adults at risk receive appropriate safeguarding training.
- Ensure that an appropriate Safeguarding Risk Assessment is carried out and that any actions identified by the risk assessment are completed before the activity commences.
- Ensure that staff, students, apprentices, and volunteers who work with children and adults at risk are familiar with local (faculty / professional service) and University safeguarding procedures to report and escalate safeguarding-related concerns.
- Ensure that events or activities that meet the definition of regulated activity receive a higher level of scrutiny; staff, student or volunteers involved in these events may require Disclosure and Barring Service checks.

## 8.8 Additionally, faculties / departments offering apprenticeship programmes must:

- Ensure that apprentices have an awareness of Safeguarding and Prevent and understand how to access support services at the University.
- Ensure that safeguarding training is provided for all members of University staff working with apprentices.
- Maintain open communications with employers regarding the safety and wellbeing of apprentices, including to progress reviews/tripartite meetings.
- Ensure that employers that they work with are aware of their safeguarding and Prevent obligations and have appropriate policies in place.

## 8.9 Responsibilities of Individual Members of the University Community

We should ensure that children and adults at risk who engage in University-led activities do so in a safe and supportive environment. All staff members have a responsibility to report any concerns that they may have about children or adults at risk.

8.10 Individual members of the University community must:

1. Ensure that children and adults at risk are treated with respect and supported whenever they engage in University-led activity.
2. Undertake appropriate safeguarding training before engaging in any University-led activity involving children or adults at risk.
3. Ensure that they are aware of their responsibilities to safeguard children and adults at risk whether they are acting as a paid member of University staff or supporting University-led activity in an unpaid capacity as a volunteer.
4. Ensure that they are aware of how to report a safeguarding incident or concern for activities involving children or adults at risk. Any such concerns can be reported via the University's online [Raise a Concern](#) report form.

## 9. Guidance

This policy provides the overall framework and statement of principles regarding the University's approach to safeguarding children and adults at risk. The accompanying documents provide detailed guidance (**Appendix 1**)

Further information, guidance and interpretation of this policy should be sought from the Director Student Services ([sssdirectors@port.ac.uk](mailto:sssdirectors@port.ac.uk)).

## 10. Oversight

- 10.1. The Audit and Risk Committee of the Board of Governors will receive an annual report from the University's Safeguarding Board. This will be considered by the University Executive Board as a prelude to submission to the Committee. The annual report will provide an overview of the wellbeing and safeguarding activities of the previous year and will highlight areas of good practice and those where improvements have been identified. The purpose of the report will be to provide assurance to the Committee and to UEB that the University's policies and approaches for safeguarding are working effectively.
- 10.2. The Director Student Support Services will be responsible for reporting any significant safeguarding incidents to the Audit and Quality Committee and to UEB. The threshold for reporting individual incidents will normally be whether the incident has required a referral either to or from the Local Authority Designated Officer (LADO) or Adult Social Services.

## 11. Implementation Date

This policy is effective from October 2024 and updated in April 2026.. It will be reviewed in July 2027.

## Appendix 1 Guidance: Key Safeguarding Contacts

<b>University level</b>			
<b>University Principal Safeguarding Officer Students</b>	Kevin Child, Director of Student Services	07792502696	<a href="mailto:kevin.child@port.ac.uk">kevin.child@port.ac.uk</a>
<b>University Principal Safeguarding Officer Staff</b>	Fiona Hnatow, Chief People Officer (Staff)	07544 672907 / 023 9284 253	<a href="mailto:fiona.hnatow@port.ac.uk">fiona.hnatow@port.ac.uk</a>
<b>Deputy Principal Safeguarding Officers</b>	Gareth Pearse, Deputy Director Student Services	07935342614	<a href="mailto:gareth.pearse@port.ac.uk">gareth.pearse@port.ac.uk</a>
	Rachael Lyons, Deputy Director Student Services		<a href="mailto:rachael.lyons@port.ac.uk">rachael.lyons@port.ac.uk</a>
<b>Strategic Safeguarding Lead</b>	Chris Chang, Deputy Vice Chancellor- Global Engagement and Student Life	023 9284 3404	<a href="mailto:Chris.Chang@port.ac.uk">Chris.Chang@port.ac.uk</a>
<b>Faculty of Business and Law</b>			
<b>Designated Safeguarding Lead</b>	Charlotte Harrison, Associate Dean (Students)		<a href="mailto:Charlotte.harrison@port.ac.uk">Charlotte.harrison@port.ac.uk</a>
<b>Faculty of Creative and Cultural Industries</b>			
<b>Designated Safeguarding Lead</b>	Simon Brookes Associate Dean (Students)		<a href="mailto:Simon.brookes@port.ac.uk">Simon.brookes@port.ac.uk</a>
<b>Faculty of Humanities and Social Sciences</b>			
<b>Designated Safeguarding Lead</b>	Mary Williams, Associate Dean (Students)	023 9284 6030	<a href="mailto:Mary.Williams@port.ac.uk">Mary.Williams@port.ac.uk</a>

<b>Faculty of Social Science &amp; Health</b>			
<b>Designated Safeguarding Lead</b>	Kirsten Farrell, Associate Dean (Students)	02392843540	<a href="mailto:kirsten.farrell@port.ac.uk">kirsten.farrell@port.ac.uk</a>
<b>Faculty of Technology</b>			
<b>Designated Safeguarding Lead</b>	Matt Dennis Associate Dean (Students)	023 9284 6664	<a href="mailto:Matt.dennis@port.ac.uk">Matt.dennis@port.ac.uk</a>
<b>Human Resources</b>			
<b>Designated Safeguarding Lead</b>	Martin Hand Staff Wellbeing Manager	02392 843042 / (Ext 3042)	<a href="mailto:martin.hand@port.ac.uk">martin.hand@port.ac.uk</a>
<b>Academic Services</b>			
<b>Designated Safeguarding Lead</b>	Sarah Kenyon Deputy Director of Academic Services (Student Systems)		<a href="mailto:sarah.kenyon@port.ac.uk">sarah.kenyon@port.ac.uk</a>
<b>Corporate Governance</b>			
<b>Designated Safeguarding Lead</b>	Paul Mould, Executive Director of Corporate Governance	07702 028202	<a href="mailto:paul.mould@port.ac.uk">paul.mould@port.ac.uk</a>
<b>Global</b>			
<b>Designated Safeguarding Lead</b>	Daniel Wightman, Exchanges and Study Abroad Manager	02392843149	<a href="mailto:daniel.wightman@port.ac.uk">daniel.wightman@port.ac.uk</a>
<b>LIS</b>			
<b>Designated Safeguarding Lead</b>	Kath Shakespeare University Librarian Library and Information Services	07355 925 649	<a href="mailto:kath.shakespeare@port.ac.uk">kath.shakespeare@port.ac.uk</a>
<b>Graduate School</b>			
<b>Designated Safeguarding Lead</b>	Vincent Adams Doctoral Development Manager • Graduate School	02392842983	<a href="mailto:vincent.adams@port.ac.uk">vincent.adams@port.ac.uk</a>
<b>Sport and Recreation</b>			
<b>Designated Safeguarding Lead</b>	Zoe Monk, Senior Sports Welfare Safeguarding Officer		<a href="mailto:Zoe.Monk@port.ac.uk">Zoe.Monk@port.ac.uk</a>



<b>Careers &amp; Employability</b>			
<b>Designated Safeguarding Lead</b>	Liz Holford	02392842687	<a href="mailto:liz.holford@port.ac.uk">liz.holford@port.ac.uk</a>
<b>Academic Registry</b>			
<b>Designated Safeguarding Lead</b>	Rebecca Dipancrazio Academic Registrar	02392843282	<a href="mailto:rebecca.dipancrazio@port.ac.uk">rebecca.dipancrazio@port.ac.uk</a>
<b>Recruitment Marketing and Comms</b>			
<b>Designated Safeguarding Lead</b>	Louise Meredith Senior Outreach and Transitions Officer • Recruitment		<a href="mailto:louise.meredith@port.ac.uk">louise.meredith@port.ac.uk</a>
<b>Estates &amp; Campus Services</b>			
<b>Designated Safeguarding Lead</b>	Laura Cowper Health Safety and Wellbeing Adviser	02392845698	<a href="mailto:laura.cowper@port.ac.uk">laura.cowper@port.ac.uk</a>
<b>Finance &amp; Planning</b>			
<b>Designated Safeguarding Lead</b>	Jim Hesbrook Head of Credit Control	<a href="tel:02392843294">02392843294</a>	<a href="mailto:jim.hesbrook@port.ac.uk">jim.hesbrook@port.ac.uk</a>

The relevant policies and guidance that support the University's commitment to safeguarding our community are as follows:

**Safeguarding:**

- [Student Serious Incident Review](#)
- [Safeguarding Raise a Concern form](#)
- [Safeguarding Risk Assessment for Events & Activities Template](#)
- [Safeguarding For Apprentices](#)
- Prevent Policy

**Disclosure and Barring Service**

- [Disclosure and Barring Service for Students \(In Draft\)](#)
- [Disclosure and Barring Service for Staff](#)

**Apprentices:**

- [Apprentice Handbook](#)
- [Employer Handbook](#)

**Health and Safety Policy and associated guidance:**

- [University Health and Safety Policy](#)
- [Work Experience for under 18s \(To be developed\)](#)

**Student Services Policies and associated guidance:**

- [Student Services \(including Mental Health, Disability, and Counselling\)](#)
- [Responding to Students Experiencing Distress: Guidance for Staff](#)

**Fitness to Practice**

- [Fitness to Practice](#)

**Fitness to Study Policy**

- [Fitness to Study Policy](#)

**Report and Support Policies and associated guidance:**

- [Report and Support](#) (used for staff, students and apprentices at Portsmouth to report any incidents or concerns, including those related to sexual misconduct, bullying and harassment, discrimination, hate incidents and hate crime)
- [University of Portsmouth Values](#)
- [Student Conduct Policy](#)
- [University of Portsmouth Student Sexual Misconduct Policy](#)
- [University of Portsmouth Sexual Misconduct Procedure](#)
- [Student Complaints Procedure](#)

### Research & Ethics

- [Research Misconduct](#)
- [Ethics](#)

### Human Resources

- [Staff Grievance Policy and Procedure](#)
- [Dignity and Respect Policy](#)
- [Occupational Health](#)
- [Employee Assistance Programme](#)

### Whistleblowing

- [Whistleblowing Policy](#) (applies to everyone who is a registered student, apprentice, member of staff, or anyone contractually connected with the University)

### Suitability of Staff working with children or adults at risk

- [Recruitment of Ex-Offenders Policy](#)
- [DBS Guidance for Managers](#)

If you feel that you or your team requires access to Safeguarding training of any kind, please contact [sssdirectors@port.ac.uk](mailto:sssdirectors@port.ac.uk) where we will be happy to discuss your requirements.

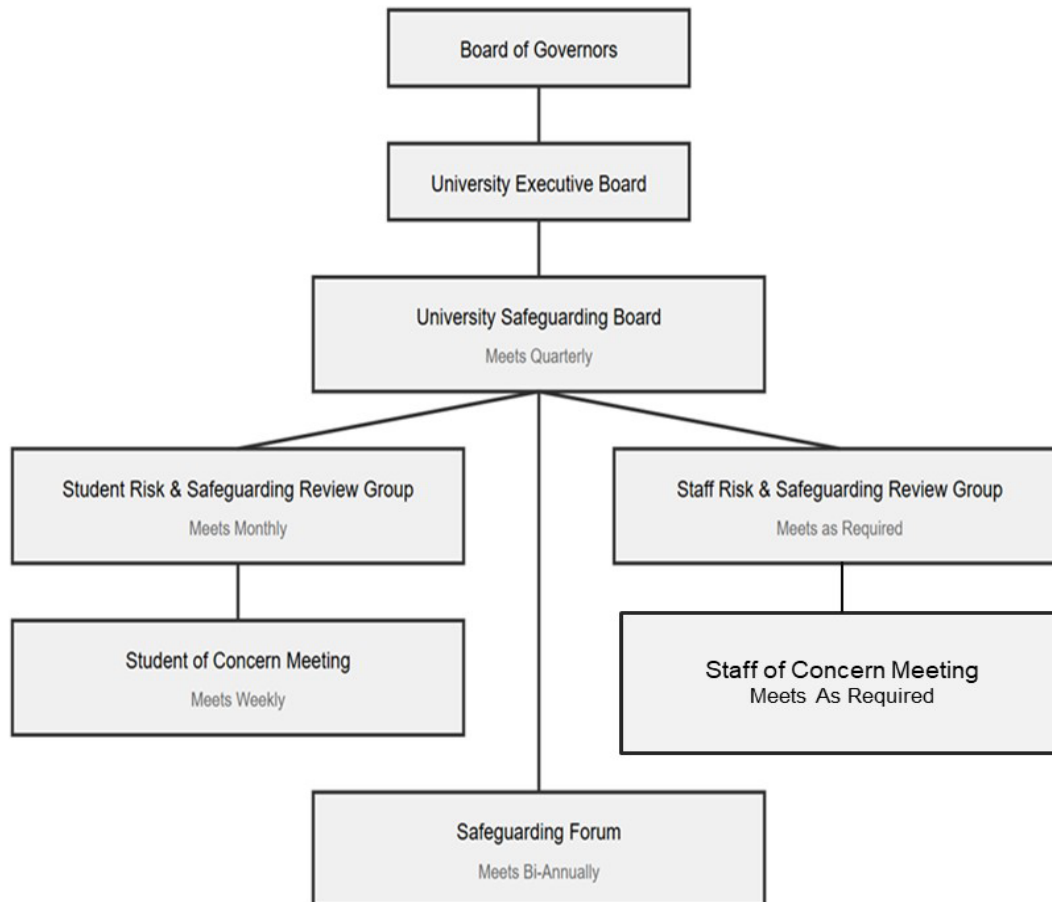
## Appendix 2 - Legal Context

This Policy and related UoP procedures are informed by a collection of legislation and guidance on the protection of children and adults at risk. This includes, but is not limited to:

- [Children Act 1989](#)
- [Children Act 2004](#)
- [Keeping Children Safe in Education 2023](#)
- [Working together to Safeguard Children 2018](#)
- [Safeguarding Policy: Protecting Vulnerable Adults](#)
- [Safeguarding Vulnerable Groups Act 2006](#)
- [Sexual Offences Act 2003](#)
- [Equality Act 2010](#)
- [Protection of Freedoms Act 2012](#)
- [Safeguarding against Sexual Exploitation and Abuse and Sexual Harassment \(SEAH\) Due Diligence Guidance for FCDO implementing partners 2022 \(formerly the Enhanced Due Diligence: Safeguarding for External Partners\)](#)
- [Child Safeguarding Due Diligence: for external partners 2020](#)
- [Counter-Terrorism and Border Security Act 2019](#)
- [The Prevent Duty \(2023\)](#)
- [General Data Protection Regulation](#)
- [Health and Safety at Work Act 1974](#)

## Appendix 3 UoP Safeguarding Structure

### University of Portsmouth Safeguarding Structure



#### University Safeguarding Board:

##### Membership:

- Deputy Vice Chancellor Global Engagement & Student Life (Chair)
- Director Student Support Services (Principal Safeguarding Officer - Students)
- Chief People Officer (Principal Safeguarding Officer - Staff)
- Executive Dean of Faculty (Representing Exec Deans)
- Director of Corporate Governance / Head of Legal Services
- Principal UoPL
- The College / ICP Designated Safeguarding Lead
- CEO University of Portsmouth Students' Union.

##### Responsibilities:

- Oversee policies and practices to deliver the University's duty of care for safeguarding students and staff.

- Review the annual safeguarding report before submission to the University Executive Board, Audit and Quality Committee and Board of Governors.
- Meet quarterly.

#### **Student Risk & Safeguarding Review Group:**

##### **Membership:**

- Director Student Support Services (Chair)
- Deputy Directors, Student Support Services (Vice Chairs)
- Associate Deans (Students) from each Faculty (Designated Safeguarding Leads)
- Heads of StudentLife & Student Wellbeing Service
- Head of Student Services UoPL
- Degree Apprenticeships (DSL)
- Sports and Rec (DSL)
- Health & Safety representative
- Student Accommodation representative
- Academic Registrar's representative
- University of Portsmouth Students' Union representative

##### **Responsibilities:**

- Review and monitor safeguarding arrangements for students at risk.
- Review safeguarding incidents and ensure compliance with policies.
- Identify areas for improvement in policies and practices.
- Report to the University Safeguarding Board
- Meet monthly.

#### **Staff Risk & Safeguarding Review Group:**

##### **Membership:**

- Chief People Officer (Chair)
- Director Student Support Services (Vice Chair)
- Health & Safety representative
- Head of EDI
- DSL in relevant Professional Service / Faculty?
- Head of Staff Wellbeing?

##### **Responsibilities:**

- Review and monitor safeguarding arrangements for staff at risk.
  - Review safeguarding incidents and ensure compliance with policies.
  - Identify areas for improvement in policies and practices.
  - Report to the University Safeguarding Board
  - Meet as required.
-

**Staff of Concern meeting:**

**Membership**

- Staff Wellbeing Manager
- Senior HRBP
- Exec Dean from Faculty or appropriate delegate (*If Academic*)
- Head of Service or appropriate delegate (*If Professional Services*)
- Line Manager (if appropriate) **Responsibility:**
  - Coordination of support to staff member of concern.
  - Ongoing response / monitoring of specific concerns
  - Reports to Staff Risk & Safeguarding Review Group:
  - Meet as required

**Student of Concern meeting:**

**Membership:**

- Head of Student Wellbeing (chair)
- Senior Student Wellbeing Practitioner
- Head of StudentLife
- Head of ASDAC
- ResLife Manager
- Faculty SEO (On Rotation).
- Security

**Responsibility:**

- Coordination of support to students of concern.
- Ongoing response / monitoring of specific concerns
- Reports to Student Risk & Safeguarding Review Group:
- Meet Weekly

**Safeguarding Forum:**

**Membership:**

Open to all staff and students at UoP and UoPL with safeguarding responsibilities or interest, including but not limited to:

- Principal Safeguarding Officer / Deputy Principal Safeguarding Officers (Chair)
  - Designated Safeguarding Leads from Faculties/Departments
  - Members of the University Safeguarding Board and Risk & Safeguarding Review Groups:
  - StudentLife Officers
  - Accommodation Teams
  - Security staff
  - Student representatives
  - Trade union representatives
-

**Responsibilities:**

- Share best practices, experiences and concerns related to safeguarding.
- Raise awareness of safeguarding policies and procedures
- Raise awareness of and direction to access relevant training.
- Provide input to the University Safeguarding Board
- Meet twice per year.

**Proposed Meeting Schedule:**

- University Safeguarding Board: Quarterly meetings in Jan, Apr, Jul, Oct
- Student Risk & Safeguarding Review Group: Monthly meetings.
- Staff Risk & Safeguarding Review Group: As Required
- Students of Concern: Weekly Meeting
- Safeguarding Forum: Bi-Annual Meetings in Mar and Nov

This structure enables strategic & compliance oversight by senior leadership through the Safeguarding Board, regular monitoring of cases through the Risk & Safeguarding Review Groups, Students of Concern Meeting, and engagement of the wider University community through the Forum. The proposed meeting cadence facilitates timely review, discussion and improvement of safeguarding arrangements across all levels.

---



University of Portsmouth:  
Mercantile House  
Hampshire Terrace  
Portsmouth  
PO1 2EG United Kingdom

T: +44 023 9284 3043  
E: [kevin.child@port.ac.uk](mailto:kevin.child@port.ac.uk)

W: [www.port.ac.uk](http://www.port.ac.uk)

---