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Version	Date	Description of changes and name and job title of person responsible for making changes
1.0	Nov 2021	First version, Sarah Sweeney, Head of Student Support and Wellbeing
1.1	Nov 2022	Reviewed by C-SHAW, no updates required.
1.2	Oct 2023	Revised to include safeguarding in relation to research activity; updates to role description for Local Safeguarding Officers.

Lancaster University [Commitment to Safeguarding](#)

Lancaster University [Safeguarding Children and Adults at Ri8872 5927ul](#)

Individuals may only temporarily meet the definition of 'adult at risk' if this is caused by external factors and in such cases, the University work with external organisations to ensure appropriate support is in place where responsibility for providing such support lies with those organisations.

3.2 Children – anyone under the age of 18 years

3.3 Child protection – child protection is part of the safeguarding process. It focuses on protecting individual children identified as suffering or likely to suffer significant harm.

3.4 Partner body – any organisation or institution working with the University in partnership (either formal or informal) to provide services to groups or individuals at risk. Examples of such organisations would be some external employers providing placements, charitable providers providing services on or off campus or research partners.

3.5 Prevent – statutory guidance issued under section 29 of the Counter-Terrorism and Security Act 2015.³

3.6 Student at risk of harm – for the purpose of this policy one who is at risk of harm or exploitation relating to their physical, mental, psychological wellbeing or potential for being drawn into criminality.

4.1 This policy applies to:

- (a) all students registered on an undergraduate programme, postgraduate taught programme, postgraduate research programme or other programme of study offered by Lancaster University with the Bailrigg campus as their primary affiliation. Students studying through partnership arrangements will be subject to local safeguarding procedures;
- (b) all students registered on programmes through INTO with the Bailrigg campus as their primary affiliation;
- (b) prospective students engaged in LU activities;
- (c) adults at risk registered as students or prospective students (as above);
- (d) children and adults at risk engaged in LU branded activities including research projects or innovation projects.

- (h) partner bodies working with the University to provide services to staff or students, on or off campus, including employers in apprenticeship programme partnerships;
- (i) visitors to the University or volunteers working on or off University premises where, as part of their University work, this will involve contact with children or adults at risk

- 5.5 We will fulfil our legal obligations working in partnership with the subject of the safeguarding concern and appropriate individuals and agencies; this is essential in promoting safeguarding. This includes supporting children and adults at risk to understand how the university keeps them safe from harm.
- 5.6 Safeguarding issues often present alongside issues such as mental health needs, sexual violence or bullying. The University will ensure a collective and co-ordinated response in such situations.
- 6.1 The responsibility for the safety of any child brought onto campus lies with the parent/guardian. The parent/guardian will also be responsible for:
- ensuring that University policies are followed at all times (e.g. Data Protection);
 - the cost of any damages caused by the child.
- 6.2 Where issues arise relating to the safety of a child who is residing in University Residences with their parents, the University will contact Lancashire County Council Social Care for guidance.
- 6.3 The University treats all its students, regardless of age on entry, as independent, mature individuals. However, under 18s living in England are considered by law to be children, which means the University has additional responsibilities towards students it admits who are under the age of 18 prior to the start of their course, until the date at which they turn 18, even if this period is brief. Where this is the case, the University will require the applicant and their parent or guardian to complete the University's Consent Form for Students Under the Age of 18 and return it to the University as confirmation that both parties have read and understood the nature of the obligations which the University owes to its students under the age of 18 and the extent of the services and facilities available to them. Applicants who are under 18 are made aware that they are applying to study in an adult environment and there may be a small number of limitations for them at the University while they are under 18. The University's obligations are outlined fully in the [Policy for the Admission of Students Under the Age of 18](#) which requires that all registered students under the age of 18 have a nominated UK guardian.

- 7.2 Accountable Senior Manager (University Leadership Team) – The Vice-Chancellor, on behalf of Council. Accountability is exercised by means of recommendations from the relevant committees and management structures and authorised by the Vice-Chancellor.
- 7.3 Responsible Senior Manager – The Deputy Chief Executive (Operations) is responsible for the Professional Services Divisions detailed in this policy.
- 7.4 Lead Division (Students) – The Division of Student, Education and Academic Services will take the lead on this policy where it relates to students/applicants and will hold decision making authority relating to the application of this policy.
- 7.5 Lead Division (Staff) – People and Organisational Effectiveness will take the lead on this policy where it relates to staff and will hold decision making authority relating to the application of this policy.
- 7.6 Lead Division (Research) - the Research and Enterprise Services Division will take the lead on this policy where it relates to research and enterprise activities and will hold decision making authority relating to the application of this policy in relation to the Safeguarding in Research Framework.
- 7.7 Designated Safeguarding Lead – Staff (Strategy and Compliance) – role held by the Director of People and Organisational Effectiveness.
- 7.8 Designated Safeguarding Lead – Students and Applicants (Strategy and Compliance) – role

A list of current Designated Safeguarding Leads, Deputies and Local Safeguarding Officers is available here: [Safeguarding concerns](#)

1.1 The University's Designated Safeguarding Leads have the following responsibilities:

- setting the direction for the University's safeguarding practice for staff/students;
- ensuring the institution is meeting its legal and statutory requirements including the Prevent Duty;
- undertaking higher level safeguarding and Prevent awareness training and leading on this for the institution;
- holding decision making authority on the application of this policy;
- promoting and championing safeguarding to ensure that it is prioritised at a senior level within the institution;
- ensuring safe recruitment and that appropriate checks are made on staff undertaking 'regulated activity';
- making sure safeguarding policies and procedures are fully implemented and followed by staff, students and volunteers;
- ensuring appropriate training on safeguarding, safer recruitment and Prevent is in place as part of induction for all staff, students and volunteers, and that a register of staff who have completed training is maintained and that training is refreshed on a regular basis;
- ensuring that Council members and members of the University senior management team have received safeguarding and Prevent training;
- keeping all staff, students and volunteers

- ensuring effective monitoring and review by ensuring:

3.2 The responsibilities under these roles are:

- undertaking appropriate higher-level safeguarding and Prevent awareness training;
- raising awareness of the university's Safeguarding Children and Adults at Risk Policy, Procedures and Guidance and Safeguarding in Research Framework with staff in their Faculty/College/Division;
- working with Heads of Department/Service to ensure that all staff and students understand their responsibilities in relation to safeguarding and that all relevant activities in their area of activity are correctly safeguarded;
- supporting staff in their Faculty/College/Division to undertake appropriate risk assessments for activities and events to ensure that any child or adult at risk is suitably protected. This includes reasonable adjustments relating to disability-related or other needs;
- supporting staff in their Faculty/College/Division in liaising with partner bodies and external organisations hosting university staff/students to coordinate activities under the Safeguarding Children and Adults at Risk Policy and define the local arrangements for investigations and points of escalations as required;
- supporting staff in their Faculty/College/Division who are undertaking or making arrangements for any DBS or other formal checks that need to be in place in line with the relevant section of the policy;
- working with staff in their Faculty/College/Division to ensure that staff involved in relevant activities or events have been suitably trained in safeguarding;
- ensuring that when working with partner bodies to deliver collaborative activities, staff in their Faculty/College/Division responsible for the activity make sure that any 'handover points' are agreed and joint risk assessments are undertaken with the partner body in advance of the activity or event;
- holding formal responsibility for reporting incidents or concerns arising under the policy;
- supporting staff in their Faculty/College/Division in establishing guidelines for reporting safeguarding incidents relevant to the specific event/activity and ensure that all relevant people are aware of these;
- liaising with the relevant University Deputy Designated Safeguarding Lead or Prevent Safeguarding Officer when necessary.

3.3 Dedicated training will be provided for Local Safeguarding Officers and Deputies. Please contact the University Deputy Designated Safeguarding Leads for more information on training available. Local Safeguarding Officers can also ask for advice from the University's Deputy Designated Safeguarding Leads.