Safeguarding Policy

University College Birmingham

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Original Author: Tracy-Anne Rider (Designated Safeguarding Lead & Head of FE Pastoral Support)
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Introduction

University College Birmingham is committed to safeguarding, promoting the wellbeing of its students and ensuring the safety of everyone involved in its activities. We are committed to providing a safe, supportive and inclusive environment for all students and staff who study and work at the University, as well as for all visitors to our facilities.

The institution recognises that it has social, moral, and legal obligations to safeguard the wellbeing and safety of children, young people and adults at risk involved in any University College Birmingham activity, whether these are conducted in person or online.

University College Birmingham believes that students, staff and visitors have the right to learn and work in a positive environment that is free from harm and all forms of prejudice, harassment, discrimination and bullying.

We recognise that being subjected to harassment, violence, exploitation and/or abuse, is a breach of an individual's rights, as set out in the Human Rights Act 1998.

University College Birmingham recognises that effective partnership working is fundamental to maintaining a child-centred approach to safeguarding. In practice, this means we uphold the key principle that the welfare of the child, young person or adult at risk is paramount. We place their needs and interests at the centre of all decision-making and work collaboratively with them, their families and those who provide them with support.

In line with our duties set out in the Children Act 1989 and 2004, Working Together to Safeguard Children and Keeping Children Safe in Education 2026, we are committed to providing help and support as soon as problems emerge, protecting children from maltreatment whether within or outside the home including online, preventing impairment of children's mental and physical health or development, ensuring children grow up in circumstances consistent with safe and effective care, and taking action to enable all children to have the best outcomes.

We recognise that children and families may require different levels of help, support and protection at different times. Support may be provided through universal services and community-based early help, including targeted early help, and through Family Help, which brings together targeted early help and statutory support under Section 17 of the Children Act 1989.

Where there are concerns that a child is suffering, or is likely to suffer, significant harm, a referral should be made to the relevant local authority children's social care service in accordance with local safeguarding arrangements and procedures. This may lead to statutory child protection enquiries under Section 47 of the Children Act 1989.

Staff should also be aware of the circumstances in which other statutory provisions may apply, including Section 20 (duty to accommodate a child) and Section 31 (care and supervision orders) of the Children Act 1989.

This policy outlines our legal duties to safeguard children, the responsibilities for all staff, and the specific roles and responsibilities for our Designated Safeguarding Leads and Governance.

Safeguarding Culture and Responsibilities

Safeguarding and promoting the welfare of children and young people is everyone's responsibility. All members of the University community, including paid and unpaid staff, governors, learners, apprentices, contractors, sub-contracted and franchised staff, volunteers and visitors, have a role to play in safeguarding and promoting the welfare of children, young people and adults at risk.

All members of the University community will be made aware of the University's Safeguarding Policy and associated procedures and will be expected to understand and fulfil their safeguarding responsibilities, including knowing how to recognise and report concerns.

UCB adopts an "it could happen here" approach to safeguarding and is committed to maintaining an open and positive culture of safeguarding and safety, in which children, young people, adults at risk and all members of the University community are protected from abuse, neglect, exploitation and other forms of harm, including harm occurring online. Safeguarding arrangements will be embedded across all areas of the University's provision and will reflect the University's responsibility to provide a safe environment in which learners can learn, participate and thrive.

The learning environment will be one in which learners feel safe, secure, listened to, valued and respected. Learners will be actively encouraged and supported, through the curriculum, pastoral and support services, work experience, placements and training, to raise concerns about their own safety and welfare and the safety and welfare of others.

All safeguarding concerns must be taken seriously and acted upon promptly. Disclosures, allegations or concerns relating to abuse, neglect, exploitation or other forms of harm, including concerns about online safety, must be reported without delay in accordance with the University's safeguarding procedures. This includes allegations or concerns relating to staff, volunteers, contractors, governors or any other person in a position of trust or authority. Information will be shared appropriately and proportionately, with due regard to confidentiality, data protection and the safety and welfare of the child, young person or adult at risk. Safeguarding and data protection requirements should not prevent information being shared where this is necessary to protect a child or other person from harm.

UCB recognises that safeguarding concerns may affect those who identify or respond to them. The University will therefore support staff and other members of the University community who raise or manage safeguarding concerns by providing appropriate advice, guidance and opportunities to discuss concerns with the Designated Safeguarding Lead (DSL) or an appropriate member of the safeguarding team. This includes providing support to those who have been directly involved in a safeguarding or Prevent concern or case and who require advice, reassurance or additional support.

Legislation and Guidance

This policy is based on the Department for Education's statutory guidance Keeping Children Safe in Education 2026.

- Keeping Children Safe in Education 2026, including Part One. All University College Birmingham staff are required to read in full.
- Working Together to Safeguard Children 2026 statutory guidance, which should be read alongside KCSIE.
- Information Sharing: Advice for Practitioners, including the seven golden rules for sharing information.
- Data Protection laws: Data Protection Act 2018, UK GDPR and the Data (Use and Access) Act 2025.
- Section 175 of the Education Act 2002 and the Apprenticeship, Skills, Children and Learning Act 2009.
- The Equality Act 2010, the Public Sector Equality Duty and the Human Rights Act 1998.
- The Counter-Terrorism and Security Act 2015 and revised Prevent duty guidance.
- The Crime and Policing Act 2026
- The Children's Wellbeing and Schools Act 2026

Definitions: Safeguarding and Child Protection

All staff at University College Birmingham are expected to be familiar with the wide range of policies and procedures we have to keep children, young people and adults at risk safe and promote their wellbeing at all times.

Safeguarding and promoting the welfare of children, as defined in Keeping Children Safe in Education 2026, means: providing help and support to meet the needs of children as soon as problems emerge; protecting children from maltreatment, whether that is within or outside the home, including online; preventing impairment of children's mental and physical health or development; ensuring children grow up in circumstances consistent with safe and effective care; and taking action to enable all children to have the best outcomes.

Family Help means providing support as soon as a problem emerges at any point in a child's life. KCSIE 2026 distinguishes between universal services and community-based Early Help, and the targeted early help level of Family Help. (Early Help Assessment and Our Family Plan - Birmingham Safeguarding Children Partnership).

The Right Help, Right Time guidance document advises what support is available whatever the needs are of children young people and their families. It is the framework and practice guide on how all individuals, agencies, partners and practitioners work together in Birmingham.

Child Protection: under section 47 of the Children Act 1989, where a local authority has reasonable cause to suspect that a child is suffering or is likely to suffer significant harm, it must make enquiries. Such enquiries should be initiated where there are concerns about all forms of abuse, neglect and exploitation, whether taking place in person or online, inside or outside the child's home.

Nudes and semi-nudes: KCSIE 2026 uses this term to refer to the creation, sending or posting of nude or semi-nude images by young people under 18. Images include photographs, videos and livestreams, and may be taken by the child, taken or created by another person, digitally altered or wholly generated using artificial intelligence, including deepfakes or deep nudes.

Victim, alleged perpetrator and perpetrator are recognised terms in KCSIE; however, UCB will be conscious that children may prefer different language and will use appropriate terminology on a case-by-case basis.

Equality Statement: Protected Characteristics

Some children, young people and adults at risk, are at greater risk of harm, both online and offline, and additional barriers can exist for some with respect to recognising or disclosing it. We are committed to anti-discriminatory practice and to ensuring that all learners are provided with appropriate protection regardless of additional needs, barriers or protected characteristics.

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

Children, young people and adults at risk who may benefit from additional support before statutory intervention:

All staff should be particularly alert to the potential need for early help for a child or adult at risk who;

- is disabled or has certain health conditions and has specific additional needs
- has special educational needs, whether or not they have an Education, Health and Care Plan
- has a mental health need
- is a young carer
- is pregnant and/or is a parent themselves
- has exhibited early signs of abusive, violent and/or harmful behaviours
- is showing signs of being drawn into anti-social or criminal behaviour, including county lines
- is frequently missing or goes missing from education, home or care
- has been repeatedly removed from the classroom, experienced multiple suspensions, is on a part-time timetable or is at risk of permanent exclusion from schools, colleges and in Alternative Provision or a Pupil Referral Unit.

- is at risk of exploitation, modern slavery, trafficking, including criminal or sexual exploitation
- is at risk of radicalisation into terrorism
- has a parent or carer in custody or is affected by parental offending
- is in family circumstances presenting challenges such as drug and alcohol misuse, adult mental health issues or domestic abuse
- is misusing alcohol or other drugs
- is at risk of honour or faith-based abuse such as FGM or forced marriage
- is privately fostered

Purpose of the policy

This document sets out our responsibilities and provides the detailed processes and procedures we will follow. It also outlines how we will:

- Provide a safe and supportive environment for all our students, with particular regard to children and adults at risk who engage with our staff, students, contractors and volunteers in the course of our work and University-led activities.
- Ensure that staff and those facilitating or supporting programmes and activities working with children and adults at risk have defined responsibilities.
- Ensure that there is a clear reporting and escalation route should staff or students become aware of a safeguarding concern.
- Ensure that staff and students engaging with children and adults at risk receive relevant safeguarding training and understand their role and responsibilities in safeguarding.

Scope of the policy

This policy and the processes and procedures it sets out apply to all students, staff, governors, volunteers, contractors, subcontractors, and visitors to University College Birmingham (irrespective of age, gender, ethnicity and disability), who come into contact with or encounter the following groups through teaching, professional services and other activities:

Children; for the purposes of safeguarding a child is anyone under the age of 18.

Adults at risk (also referred to as 'vulnerable adults'); an adult at risk is a person aged 18 or over who is in a vulnerable situation and who is receiving, or may require, community care services due to mental health needs, disability, age, illness, or other personal characteristics or circumstances. They are unable or may be unable to care for themselves or protect themselves from significant harm or exploitation.

Examples of relevant activities undertaken or facilitated by the University include, but are not limited to:

- Organised school or university visits, including campus tours and outreach activities.
- Events organised or facilitated by third parties where children and/or adults at risk may access or use University facilities, including sporting facilities and halls of residence.

- Children or adults at risk who study at the University, undertake work experience or placements at the University, or are employed by the University.

How UCB delivers its safeguarding responsibilities

Legal obligations and good practice

UCB complies with our legal obligations and develops our arrangements to reflect good practice in further education, higher education and other relevant sectors.

This Policy is informed by a collection of legislation and statutory guidance, including, Keeping Children Safe in Education (2026), Working together to safeguard children (2026) Children Act 1989 and 2004, Care Act (2014), Safeguarding Vulnerable Groups Act (2006), Human Rights Act (1998), Equality Act (2010), Data Protection Act 2018, UK General Data Protection Regulation (UK GDPR) and the Data (Use and Access) Act 2025.

University College Birmingham has due regard for the key statutory guidance Keeping Children Safe in Education (2026) and as a University we promote the crucial principles:

- Protecting children from maltreatment.
- Preventing impairment of children's 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.

Our approach to safeguarding adults at risk draws broadly on the Care Act (2014) as we seek to:

- Ensure that the rights of adults at risk are protected to enable them to live in safety, free from abuse, exploitation and neglect.
- Ensure that the wellbeing of the adult at risk is promoted. In doing so, we will take account of their views, feelings and beliefs when determining whether, and what, action is required. We recognise that adults at risk may have complex interpersonal relationships and personal circumstances and may not always fully appreciate or recognise potential risks to their safety or wellbeing. Consequently, while their wishes will be given due consideration, it may not always be possible to follow them where this would not be consistent with safeguarding their wellbeing and ensuring their safety.

Staff checks and safeguarding training

UCB ensures that staff are subject to appropriate checks and are appropriately trained.

University managers:

- Ensure that all members of the safeguarding team hold a Level 3 safeguarding qualification and undertake ongoing continuing professional development (CPD) relevant to their sector, ensuring they maintain and develop the advanced knowledge, skills and expertise required to fulfil their safeguarding responsibilities effectively.
- Ensure that all staff and other adults working within the University receive appropriate safeguarding training.

- Ensure that staff are able to recognise the indicators of abuse, neglect and exploitation, so that they can identify children who may be in need of help or protection, are suffering, or are likely to suffer harm. All staff will receive appropriate safeguarding information and training to develop their knowledge and understanding of the main forms of abuse and neglect, including physical, emotional and sexual abuse and neglect, alongside wider safeguarding concerns such as child criminal exploitation, child sexual exploitation, modern slavery and other forms of extra-familial or contextual harm. Staff will also be supported to understand that safeguarding concerns rarely occur in isolation and may overlap. Staff should be alert to the possibility of harm occurring inside or outside the University, at home, in the community or online, and understand their responsibility to report concerns promptly in accordance with the University's safeguarding procedures.
- Encourage all staff to maintain an attitude of 'it could happen here' where safeguarding is concerned.
- Ensure that staff are aware that behaviours and indicators such as drug taking and/or alcohol misuse, unexplainable and/or persistent absences from education, serious violence, criminal exploitation, radicalisation, and the making or sharing of nudes or semi-nudes may indicate that a child is at risk of harm. Staff should understand that these safeguarding concerns may overlap and should be alert to the wider context in which they occur. Staff are expected to act promptly on any safeguarding concern, report concerns in accordance with the University's safeguarding procedures. Staff should also follow the University's relevant policies, procedures and codes of conduct when responding to safeguarding concerns.
- Provide members of the governing body and trustees with safeguarding training as part of their induction and ensure that this training is regularly updated. The training will equip them with an understanding of their strategic role and legislative responsibilities, including those arising from local multi-agency safeguarding arrangements. This will enable governors and trustees to provide effective strategic challenge, scrutinise and assure themselves that the University's safeguarding policies and procedures are effective, and monitor and challenge the actions of leaders and managers in fulfilling the University's safeguarding responsibilities.
- Ensure that staff understand the safeguarding risks associated with the use of technology, including the internet, and are able to recognise how technology may be used to facilitate bullying, grooming, radicalisation, exploitation and abuse. Staff should understand that children may be at risk of harm both online and offline, and that these risks may occur concurrently.
- Ensure that all staff are aware of the University's systems and procedures that support safeguarding, and that these are explained to them as part of their induction.

The Governing Body:

- Ensure that all adults who have access to students have been checked through the Disclosure and Barring Service (DBS), as to their suitability and that serious concerns are reported to the DBS.

Risk assessments for events and activities

UCB ensures that appropriate risk assessments are undertaken by organisers of events and activities, particularly where children or adults at risk are involved.

Any activity or event that brings children or adults at risk onto University premises or into contact with University staff, students, contractors or volunteers, where those individuals are not registered students of the University, must be subject to appropriate safeguarding arrangements.

Where the University hosts visits from external schools and members of the visiting school's staff are present, the visiting school is responsible for completing its own risk assessment and implementing appropriate safeguarding measures in accordance with its statutory responsibilities and local safeguarding arrangements. The University will, however, retain responsibility for ensuring that appropriate safeguarding arrangements are in place for the activities and environment under its control.

It is the responsibility of the event organiser to ensure that all relevant risk assessments have been completed and, where applicable, that these have been shared by the visiting school prior to the event. The event organiser must complete a risk assessment in accordance with relevant University safeguarding policies and procedures. Advice and guidance should be sought from the Designated Safeguarding Lead (DSL) and any other relevant departments, such as Estates & Facilities, where appropriate.

Upon completion of a University risk assessment, the event organiser must provide details of the event to safeguarding@ucb.ac.uk. This should include the date, time and location of the event, together with the name of the institution or school attending. This information must be provided, a minimum of 7 days prior to the event taking place.

Identifying, reporting and escalating safeguarding concerns

UCB has procedures in place for identifying, reporting and escalating concerns relating to children and adults at risk.

University managers:

Implement effective systems to enable rapid reporting and response to concerns, and to maintain confidential records of all allegations, incidents and the actions taken.

Ensure that all University staff are able to recognise children and adults at risk who may benefit from early help and understand their role in supporting early identification and appropriate intervention. Staff will receive appropriate safeguarding training to enable them to recognise emerging concerns and indicators that a child may require additional support. Staff should report concerns promptly to the Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Leads (DDSL), and work with relevant pastoral, wellbeing and other professionals as appropriate. Staff should understand the importance of timely and proportionate information sharing and should not assume that another professional will take action. Where appropriate, information should be shared with relevant services and professionals to support the early identification, assessment and provision of appropriate support, in accordance with the University's safeguarding procedures and applicable information-sharing requirements.

Alongside the DSL and DDSLs university managers should ensure that any child protection and/or safeguarding concerns are shared immediately with the relevant local authority; Children's Advice and Support Service (CASS); Adult Social Care Contact Centre (ASCCC) and/or the police. If a child, young person or adult at risk is in immediate danger or is at risk of harm, a referral will be made to CASS/ASCCC and/or the police immediately by the DSL or DDSL.

University staff:

All members of the University (staff, students, protocol staff, contractors) are required to report a safeguarding incident/disclosure/concern. Staff members must do this via the online reporting system 'MyConcern', which can be accessed directly on any device, or via the University portal. This alerts the DSL/DDSL immediately.

If an incident or allegation requires an immediate response staff should telephone the DSL or DDSL using the numbers within this policy. If the DSL/DDSL are unavailable, the executive team PA should be contacted. If none of these individuals are available, and the issue is urgent, consideration should be given to contacting the police, Children's Advice and Support Service (CASS) or Adult Social Care Contact Centre (ASCCC), as appropriate. Concerns must ALWAYS be followed up by the member of staff if no reply has been received and staff should never assume that the concern has been dealt with or received.

Students:

Students should contact the DSL/DDSL by one of the following methods:

- Telephone: 0121 232 4151 (this number is printed on the back of the student ID cards and published around campus)
- Email: safeguarding@ucb.ac.uk
- In person: Students can drop in to the ASH (308 SR), a dedicated support hub which offers support and practical help in a safe and confidential space.

Agency staff, Contractors & Visitors:

Should report concerns either by the published safeguarding telephone number or the dedicated safeguarding inbox.

Code of conduct and equal opportunities

UCB promotes its code of conduct across the University and upholds its Equal Opportunities Policy.

We ensure everyone is treated equitably and with respect irrespective of their background, appearance, race, religion or belief; gender identity; marital/civil partnership status; sexual orientation; disability; age; parental, pregnancy or maternity status; social or economic group.

The University has a zero-tolerance approach to sexual violence and sexual harassment, it is never acceptable, and it will not be tolerated. The University is committed to creating a safe environment for learners and staff. The University recognises that even if there are no reports it does not mean this behaviour is not happening. Any report of sexual violence or sexual harassment will be taken seriously. Staff will not dismiss or tolerate sexual violence or sexual

harassment, or pass this behaviour off as “banter,” “just having a laugh,” “a part of growing up” or “boys being boys.” Staff at UCB will challenge physical behaviour such as grabbing bottoms, breasts and genitalia, pulling down trousers, flicking bras and lifting up skirts.

Staff and managers promote positive behaviour consistently through the University’s codes of conduct, policies and by example.

University managers ensure that staff use effective de-escalation techniques and that reasonable force, including restraint, is only used in strict accordance with the legislative framework to protect the individual and those around them.

University managers ensure that all staff abide by the University’s Code of Professional Conduct, ensuring that staff know how to respond with clear boundaries about what is safe and acceptable.

University managers oversee the safe use of technology and act immediately if they are concerned about bullying, student well-being, or the misuse of technology.

Reviewing safeguarding practice and procedures

UCB reviews its practices, policies and procedures, including how the University discharges its safeguarding duties.

The Designated Safeguarding Lead (DSL) provides an annual report to the University’s Governing Body setting out how the University has discharged its duties to students and staff.

The DSL provides a termly report to the Executive Management Team and to the Board of Student Services and Standards Committee.

The DSL leads on reviewing all safeguarding related data, reports, policies and procedures.

The governing body review, at least annually, the policy and procedures for safeguarding children and adults at risk.

Designated staff with key responsibility for safeguarding at UCB

Role	Job title	Name and contact details
Designated Safeguarding Lead (DSL)	Designated Safeguarding Lead (DSL) & Head of FE Pastoral Support	Tracy-Anne Rider trider@ucb.ac.uk 07747 317486 0121 232 4104

Role	Job title	Name and contact details
Deputy Designated Safeguarding Lead (DDSL)	Deputy Designated Safeguarding Lead (DDSL)	Jacqui Duggan j.duggan@ucb.ac.uk 07881 300348 0121 232 4314
Deputy Designated Safeguarding Lead (DDSL)	Deputy Designated Safeguarding Lead (DDSL)	Steph Hughes shughes@ucb.ac.uk 07443 793637 0121 232 4483
Deputy Designated Safeguarding Lead (DDSL)	Deputy Designated Safeguarding Lead (DDSL)	Ropa Ponjole rponjole@ucb.ac.uk 0121 269 4805
Executive Team Member responsible for safeguarding	Vice-Chancellor & Principal	Michael Harkin m.harkin@ucb.ac.uk 0121 604 1000 ext. 2329
Governor with specific responsibility for safeguarding	Safeguarding Governor	Phil Romain (Lead SG) Jenny Belza Lorraine Teague via University Secretary & Registrar: Joseph Young j.young@ucb.ac.uk

Key Safeguarding Roles and Responsibilities of the Governing Body and Staff at UCB

Governing Body

The Governing Body has strategic leadership responsibility for safeguarding arrangements and must ensure policies, procedures and training are effective and comply with the law at all times.

The governing body will:

- Ensure that the University promotes an environment and culture in which learners feel safe, secure, valued and respected and know that they will be listened to.
- Review, at least annually, the policy and procedures for safeguarding children and adults at risk.

- Ensure that there is a designated safeguarding lead, University safeguarding team, and that the DSL and any deputies undertake appropriate training every two years.
- Ensure the University has a senior board level lead to take leadership responsibility for the organisation's safeguarding arrangements.
- Ensure that managers and staff take appropriate action to see that young people and adults at risk are kept safe.
- Ensure that staff receive safeguarding training and information which is regularly updated.
- Ensure that all adults who have access to students have been checked through the Disclosure and Barring Service (DBS), as to their suitability and that serious concerns are reported to the DBS.
- Ensure effective procedures for reporting and dealing with allegations of abuse against members of staff are in place.
- Ensure safeguarding is regularly discussed and outcomes recorded at Governor meetings.
- Nominate a Governor to take lead responsibility for safeguarding issues.
- Ensure appropriate safeguarding responses for children who go missing from University
- Should read annually Part One of KCSIE and review the guidance so that they can maintain strategic oversight of the whole document's implementation.
- Ensure that they complete safeguarding and child protection training, which is regularly updated, to equip them with the knowledge to provide strategic challenge to test and assure themselves that the safeguarding policies and procedures in place within the University are effective and support the delivery of a robust whole University approach to safeguarding.
- Regularly review the effectiveness of university filters and monitoring systems and ensure that the leadership team and relevant staff are aware of and understand the systems in place, manage them effectively and know how to escalate concerns when identified.

Designated Safeguarding Lead

The designated safeguarding lead will:

- Lead on all safeguarding issues, providing advice, support and training as required to all staff and students.
- Ensure there is a Deputy Designated Safeguarding Lead (DDSL), with clearly defined responsibilities who will provide support to the DSL and will act as main point of contact in the absence of the DSL.
- Ensure all members of staff know the names of safeguarding staff.
- Ensure all members of staff understand their responsibilities in referring any concerns to the safeguarding team, and how to do so.
- Ensure all staff receive training to the required level which is updated as required (records of safeguarding training to be kept centrally by Human Resources).
- Regularly audit the Single Central Record, at least once per term.
- Ensure all relevant safeguarding procedures and policies are kept up to date in line with legislation and local agency recommendations to ensure they remain fit for purpose and reflect changing statutory requirements and/or changing best practice.
- Develop effective links with relevant agencies and cooperate as required with requests.

- Attend safeguarding meetings and case conferences.
- Keep accurate written records of reported safeguarding issues.
- Ensure all records are kept securely.
- Provide a termly report on safeguarding to Executive Management Team and Governing Body
- Take lead responsibility for online safety and understanding the filtering and monitoring systems and processes in place.

Human Resources

The head of HR is responsible for ensuring that recruitment and selection arrangements comply with Part Three of KCSIE 2026 and any requirements applying to the setting:

- Ensuring the University operates 'safer recruitment' procedures and that appropriate checks are undertaken in respect of all new staff and volunteers.
- Maintaining the single central record for all staff in accordance with government guidelines.
- Regularly reviewing and updating the University's recruitment procedures to ensure that they consider current legislation and best practice in safer recruitment.
- Maintaining records of training provided for staff.

Deans, Deputy Deans and Heads of Department

Deans, deputy deans and heads of department will:

- Read and be familiar with the safeguarding policy and associated procedures.
- Read Part One of KCSIE 2026 and the reviewed version of this guidance at least annually.
- Undertake training as directed by the DSL.
- Be vigilant and professionally curious about the safety and welfare of students.
- Promptly report any concerns or disclosures to the DSL.
- Comply with professional standards, University codes of conduct, policies and procedures.
- Ensure that relevant staff in their teams undertake the required safeguarding training.
- Provide students with appropriate information and training in safeguarding at induction and as part of their wider curriculum and studies.
- Understand the expectations, applicable roles and responsibilities in relation to filtering and monitoring.

Staff

All staff are responsible for:

- Reading and being familiar with the safeguarding policy and associated procedures.
- Read Part One of KCSIE 2026 and the reviewed version of this guidance at least annually.
- Undertaking training as directed by the DSL and their manager.
- Being vigilant and professionally curious about the safety and welfare of students.
- Promptly reporting any concerns or disclosures to the DSL.

- Complying with professional standards, University codes of conduct, policies and procedures.
- Understand the expectations, applicable roles, and responsibilities in relation to filtering and monitoring

UCB Safeguarding Procedures

Confidentiality, communication, record keeping and information sharing.

Information sharing is vital to identifying and responding to concerns about abuse, neglect, exploitation and other forms of harm. Effective safeguarding depends on relevant information being shared appropriately and in a timely way between those who have a role in protecting and promoting the welfare of children and young people.

The UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and the Data (Use and Access) Act 2025 provide a framework for the lawful, fair, secure and proportionate processing and sharing of personal information. Data protection legislation is not a barrier to safeguarding and should not prevent the sharing of information where this is necessary and proportionate to safeguard and promote the welfare of a child.

UCB will comply with the statutory information sharing duty under Section 16LA of the Children Act 2004. The duty requires relevant organisations and practitioners to share information where they hold information about a child, or about another individual in relation to a child, that they consider relevant to safeguarding or promoting the child's welfare, where disclosure may facilitate the recipient's relevant safeguarding or welfare functions.

The information sharing duty is intended to support timely and effective safeguarding and does not replace existing safeguarding procedures or professional responsibilities. Information should be shared proactively where appropriate and should not be withheld because of uncertainty about whether a particular threshold has been met, where the statutory duty applies.

Staff must share information in accordance with the law, the University's safeguarding procedures and relevant statutory guidance. Information should be shared only to the extent necessary and appropriate for the safeguarding or welfare purpose. Staff should consider the relevance, accuracy, security and proportionality of the information being shared and maintain an appropriate record of information-sharing decisions and the rationale for those decisions.

Consent is not always required to share information for safeguarding purposes where another lawful basis for processing applies. Where staff are unsure whether information should be shared, they should seek advice from the Designated Safeguarding Lead (DSL) or an appropriate safeguarding professional without delaying action where a child may be at risk of harm.

Fears about data protection, confidentiality or information sharing must not be allowed to stand in the way of the need to safeguard and promote the welfare of children and young people. Staff should be proactive in sharing relevant information at an early stage where this may assist in identifying need, assessing risk, providing support or taking action to safeguard a child.

Where data on applicants for UCB accommodation needs to be shared by Student Support and Wellbeing, it will be on a strictly confidential and need to know basis. They will make it clear to applicants that this information will be shared on a very restricted basis within UCB.

Where new information becomes known about an enrolled student, which was not available at the point of enrolment, it should be reported to the DSL, who may conduct a Safeguarding Risk Assessment. If such an assessment confirms that the student may pose a risk to the safety of others, the relevant Fitness to Attend procedure in the General Student Regulations will be followed.

Responding to a disclosure or incident

Children, young people and adults at risk are not always ready or able to talk about their experiences of abuse, neglect, or exploitation and/or may not always recognise these experiences as such.

Upon being the witness of an act of suspected abuse, neglect, exploitation or being the person to whom such an act is disclosed/reported, or when reporting concerns of radicalisation:

Always:

- Report via MyConcern as soon as you have a concern.
- Record information verbatim using the actual words of the child/person and noting any questions they raise.
- Note dates, times, who was present, positions in the room, anything factual about the child/person's appearance.
- Any handwritten notes should be passed to the DSL / DDSL.
- If possible and appropriate, use a silent witness.

Never:

- Offer promises of complete confidentiality - you MUST report abuse, neglect, exploitation or concerns of radicalisation if it has been disclosed to you.
- Ask leading questions.
- Ask the child/person to write down their account.
- Investigate with, or without, others.
- Take photographs of marks or injuries.
- Attempt any medical judgement.
- Arrange a medical examination.
- Tape/video record an interview.
- Ask a child/person to remove any clothing. Staff should always be aware of their own vulnerability at this point and should take steps to minimise risk to themselves whilst supporting the child/person.

Reporting an Instance of Abuse, Neglect, Exploitation or Radicalisation

Any suspicion, allegation, disclosure or incident relating to abuse, neglect, exploitation, radicalisation or any other safeguarding concern must be reported to the UCB Safeguarding Team via MyConcern as soon as possible.

Where a concern arises while a learner is attending a placement, the concern must also be reported promptly to the person responsible for safeguarding at the placement organisation, in accordance with the placement's safeguarding procedures. The concern must be reported to the UCB Safeguarding Team via MyConcern as soon as possible.

Where a safeguarding concern is considered to be an emergency or exceptionally time-critical, staff should take immediate action to ensure the safety of the child, young person or adult at risk. This may include contacting the Safeguarding Team directly before submitting a MyConcern report in order to obtain urgent advice and guidance. Where there is an immediate risk of harm or a criminal offence is in progress, staff should contact the emergency services as appropriate.

The DSL or DDSL will assess the concern and determine whether a referral should be made to the police and/or the relevant local authority children's social care or adult social care service. The DSL/DDSL may seek advice from the police, local authority or other relevant safeguarding professionals to inform this decision.

Where a referral is required, the DSL/DDSL will make the referral promptly using the appropriate telephone, online or other agreed referral route. The details of the referral, including the date, time, receiving agency, information shared and any advice or actions agreed, will be recorded on MyConcern.

The DSL/DDSL will agree with the police, children's social care or adult social care, as appropriate, whether, when and how parents, carers, guardians or other relevant individuals should be informed of the concern or referral. This decision will take account of the safety and welfare of the child, young person or adult at risk and any potential impact on ongoing enquiries or investigations. The decision, including the rationale and any advice received from external agencies, will be recorded on MyConcern.

Where a decision is made **not** to refer a concern to an external agency, the DSL/DDSL will record the rationale for that decision and any actions or support required to safeguard the individual.

Children Absent from Education and Children Missing Education

Absence from education may be an indicator of abuse, neglect, exploitation, criminal or sexual exploitation, mental health concerns, risk of radicalisation, or other unmet needs. Unexplained, repeated and/or prolonged absence will therefore be treated as a potential concern, with attendance and wellbeing considered together rather than as separate processes.

In line with the University's attendance and safeguarding procedures, first-day contact, appropriate follow-up and welfare checks will be undertaken where required. Where concerns are identified, relevant information will be shared and escalated to the Designated Safeguarding Lead (DSL), with referrals to the Local Authority or Children's Social Care made where appropriate.

Responding to an allegation or disclosure relating to a placement provider

If the matter relates to an act observed by a student or Employability Tutor (Placements) in a placement or is the result of a child or adult in the placement disclosing an allegation of abuse, the student or Employability Tutor (Placements) must immediately comply with the Safeguarding Policy (or similar relevant document) of the placement organisation. Following notification of the matter to the appropriate person at the placement, students should report the matter immediately to their Employability Tutor (Placements).

Where a placement does not have a safeguarding policy or designated safeguarding person, students should report the matter immediately to their Employability Tutor (Placements). If it is a member of UCB staff who has observed an act, or was party to a disclosure, they should then contact the UCB DSL. The UCB DSL will decide if any further action is required. If the allegation relates to a serious matter the UCB DSL will inform the relevant authorities immediately, regardless of any action taken by the placement.

The Employability Tutor (Placements) or HIRED will contact the UCB DSL / DDSL and together they will decide if the student should remain at placement or be removed, taking advice on the placement setting from those with responsibility for co-ordination of placements, if necessary. If the student, or a child or adult at risk in their care, is likely to be in any danger the presumption is that the student will be removed immediately.

The UCB DSL / DDSL will take into consideration all the available information and will decide on the relevant course of action. This may include referral to the appropriate authorities.

The UCB DSL / DDSL will inform the Head of Department responsible for the student's programme. They should also confirm the placement database carries a note that a matter of concern is currently pending at the placement, to ensure that no further students are placed there until the matter has been resolved. No details of the student or nature of the incident may be recorded on this database. Consideration should be given to withdrawal of all other UCB students at the placement, where appropriate.

Record keeping

Safeguarding records will be stored confidentially, safely and securely, in accordance with UCB's Records Retention Schedule and applicable data protection requirements.

All safeguarding concerns, discussions, decisions and the rationale for those decisions must be recorded in writing on MyConcern. These records are maintained separately from the learner's main profile to ensure that sensitive safeguarding information is appropriately managed.

Records should be clear, factual, and accurate. They should clearly distinguish between observed or reported concerns, professional opinions and historical information.

Records should include:

- A clear and comprehensive summary of the concern.
- Details of how the concern was followed up and, where applicable, resolved.
- Details of any action taken, decisions reached and the outcome.
- The rationale for decisions, including where referrals were or were not made to Local Authority Children's Social Care, Prevent or other relevant agencies.

Handwritten notes, documents or other supporting evidence should be scanned and added to the student's MyConcern profile and the original documents destroyed in line with GDPR. In the event that these records cannot be scanned they should be stored safely and securely in a locked cabinet.

Managing Safeguarding Concerns or Allegations made about staff, including supply teachers, trainee teachers, volunteers and contractors

All staff based within UCB will be considered to be either in a position of trust or working with children and adults at risk. Staff must immediately report any level of concern about behaviour or conduct of an adult working or volunteering with children or adults at risk, including supply teachers, trainee teachers, volunteers, contractors and adults using or hiring the University's premises.

Where concerns or allegations relate to a trainee teacher placed within the institution, the expectations set out for schools and colleges apply and teacher training providers are expected to follow the same procedures as supply agencies.

If staff have a safeguarding concern or an allegation that another member of staff, including supply staff, trainee teachers, volunteers or contractors, has harmed or poses a risk of harm to children, this should be referred to the Designated Safeguarding Lead, who will:

- Take such steps as considered necessary to ensure the safety of the child or adult at risk in question and any other child or adult who might be at risk.
- Ensure that a written report is made by the person who originally raised the concern.
- Inform the Chief People Officer if the concern or allegation requires further investigation or if consideration should be given to a referral to the LADO.

If the concern or allegation relates to the Designated Safeguarding Lead then the notification should go directly to the Chief People Officer and the normal procedure should be followed.

Before contacting the LADO, the institution may conduct basic enquiries in line with local procedures to establish facts without jeopardising any future police investigation. This may include whether the individual was at UCB, whether contact with the child or adult at risk could have occurred, whether there were witnesses and whether there is CCTV footage.

Suspension should not be automatic. Alternatives should be considered, including redeployment, supervision, alternative duties, or moving the child or adult at risk to a different class only where this is in their best interests, is not a punishment and parents have been consulted. Immediate suspension must be justified and recorded, including alternatives considered and why they were rejected.

The Vice-Chancellor and Principal will be notified of the concern or allegation as well as the outcome of any subsequent investigation. They will determine whether a referral to LADO is required or whether it is appropriate to initiate disciplinary proceedings.

If a complaint has been made against the Vice-Chancellor and Principal, the University Secretary and Registrar should be notified and follow the normal procedure. Where there is a conflict of interest, it should be reported directly to the LADO.

Where an allegation is substantiated and a person is dismissed, resigns or ceases to provide services, the institution must consider statutory duties to refer to the DBS where criteria are met, and for teaching staff consider referral to the Teaching Regulation Agency. These duties also apply to volunteers where they were engaged in regulated activity.

Low-level Concerns

A low-level concern does not mean the concern is insignificant. It is any concern, however small, including a sense of unease or nagging doubt, that an adult working in or on behalf of UCB may have acted in a way that is inconsistent with the staff code of conduct, including inappropriate conduct outside work, and does not meet the harm threshold or is not serious enough to consider referral to the LADO.

Low-level concerns must be shared responsibly, recorded in writing, kept confidential and reviewed so that patterns of concerning, problematic or inappropriate behaviour can be identified. Concerns about supply staff and contractors should be notified to their employers so potential patterns can be identified.

Use of UCB premises for non-college activities

In the event of UCB facilities being hired or rented out to external organisations or individuals, safeguarding requirements will be included in lease or hire agreements as a condition of use if they are being conducted in a location and a time when they may come into contact with children or adults at risk. Failure to comply will lead to termination of the agreement. Where an allegation arises from an activity on UCB premises, the institution will follow its safeguarding policies and procedures, including informing the LADO where appropriate.

Visitors to UCB, including parents, clients, professionals from external agencies, contractors and guest speakers

All visitors to UCB campuses should report to Reception and adhere to the sign in process. They will be provided with safeguarding guidance and information, which includes how to report safeguarding concerns. Visitors will be issued with a lanyard and a visitors pass which must be worn and visible at all times. The colour of the lanyard may vary depending on the purpose of their visit to campus.

Visitors must be met at Reception by a UCB member of staff and accompanied at all times during their visit. There may be an exception to this for contractors' activities; these will be risk assessed on an individual project basis.

Upon departure the visitor must follow the signing out procedure at Reception and return their lanyard.

Where relevant, the staff member organising a visit from an external guest speaker must comply with the External Guest Speaker Policy and complete all required documentation.

Campus events and activities with external guests

Events and activities taking place on campus, whether during or outside of timetabled hours, that involve external guests must be risk assessed by the member of staff organising the event or activity.

Where an event or activity is taking place at a location and/or time where it is reasonably foreseeable that external guests may come into contact with children, young people or adults at risk, the Safeguarding Team must be notified and consulted as part of the risk assessment process.

The Safeguarding Team must be contacted a minimum of 10 working days prior to the event via mailto:safeguarding@ucb.ac.uk.

Filtering and Monitoring

UCB recognises its duty to provide a safe environment in which learners and staff can learn and work, including when engaging online. We therefore recognise that effective filtering and monitoring are important components of safeguarding, helping to protect learners and staff from potentially harmful, inappropriate or illegal online material.

The use of technology has become an increasingly significant factor in a range of safeguarding concerns, including child sexual exploitation, radicalisation, bullying and grooming. Technology can also provide platforms and opportunities through which harm may be facilitated or perpetrated.

An effective approach to online safety enables UCB to protect and educate learners and staff in the safe and responsible use of technology. It also establishes appropriate mechanisms to identify, respond to, intervene in and escalate concerns or incidents where necessary.

The range of issues that fall within the scope of online safety is considerable; however, these can broadly be categorised into four key areas of risk:

Content: exposure to illegal, inappropriate or harmful content, including pornography, racism, misogyny, self-harm, suicide, antisemitism, radicalisation, extremism, extreme sexual or physical violence, misinformation, disinformation and conspiracy theories.

Contact: harmful online interaction with other users or generative AI applications that simulate this, including peer pressure, commercial advertising and adults posing as children or young adults to groom or exploit them sexually, criminally, financially or otherwise.

Conduct: online behaviour that increases the likelihood of, or causes, harm, including making, sending and receiving explicit images, including those generated using AI, and online bullying.

Commerce: risks such as online gambling, inappropriate advertising, phishing and/or financial scams.

UCB recognises that many learners will have unlimited and unrestricted access to the internet through their mobile phone networks, which may increase their vulnerability to online risks or the inappropriate use of technology. The implementation of UCB's Mobile Phone Policy will help to mitigate these risks. To further minimise inappropriate use, UCB educates learners about online risks and harms through its tutorial programme, supporting them to make informed and responsible decisions when accessing online content.

UCB manages online risks by restricting access to websites and online content that are inappropriate or associated with extremist or other harmful material through the use of an effective filtering and monitoring system.

The filtering and monitoring system will be reviewed at least annually, and more frequently where required in response to identified risks or significant changes. Reviews will be conducted by the Executive Director of Student Support and Wellbeing, with support from the Designated Safeguarding Lead (DSL) and IT Support. Reviews should include checks to ensure that filtering and monitoring systems are operating effectively across all internet-connected devices and in all relevant locations. A record of these checks and any actions arising from the review will be maintained.

UCB also recognises its responsibility to consider safeguarding, safety and legal requirements when using generative artificial intelligence (AI), whether in tutor-facing or learner-facing applications. The AI Acceptable Use Policy sets out expectations for the responsible, ethical and lawful use of AI across the institution.

All staff are expected to familiarise themselves with UCB's approach to filtering and monitoring and to have a basic understanding of how these systems support online safety and safeguarding.

All staff are expected to remain vigilant to the potential risk of online harms. If staff become aware of the accessibility of a website that presents a risk of harm, they must inform ITSU providing details of the website and harmful content.

Filtering should not unnecessarily restrict or hinder legitimate educational activities. Where a website is blocked and access is required for legitimate educational purposes, staff should raise an IT ticket providing details of the website and the reasons why access is required.

The request will be reviewed in accordance with UCB's Filtering and Monitoring requirements and, where appropriate, in consultation with the DSL. A decision will then be made as to whether the website should be unblocked or remain blocked. Where access is not permitted, the reasons for the decision will be communicated to the staff member who submitted the request.

Where concerns are raised regarding content that learners are attempting to access or inappropriate internet searches, these will be addressed on an individual basis. Learners will be supported to understand the associated risks and the potential impact of their online activity. Where appropriate, further action will be taken in accordance with UCB's safeguarding and/or disciplinary procedures.

In addition UCB has measures in place to protect personal information and appropriate cyber security systems, approached as part of wider safeguarding responsibilities. Details relating to this can be found in the Cyber Security Strategy 2025 – 2028.

Youth Produced Sexual Imagery (YPSI)

Sharing of nudes or semi-nudes (previously known as sexting) is defined as the production and/or sharing of sexual photos and videos of and by young people who are under the age of 18. It includes nude or nearly nude images and/or sexual acts. It is also referred to as 'youth produced sexual imagery'.

'Sharing of nudes or semi-nudes' does not include the sharing of sexual photos and videos of under-18-year-olds with or by adults. This is a form of child sexual abuse and must be referred to the police.

Staff will never view, download or share the imagery, or ask a child to share or download it – this is illegal. If staff have viewed the imagery by accident (e.g. if a young person has shown it before being asked not to), this must be reported to the Safeguarding Team.

Parents should be informed at an early stage and involved in the process unless there is good reason to believe that involving parents would put the young person at risk of harm.

At any point in the process if there is a concern a young person has been harmed or is at risk of harm a referral should be made, by the Safeguarding Team, to children's social care and/or the police immediately. In some cases, the incident can be handled internally without police involvement.

Please see Sharing nudes and semi-nudes: advice for education settings working with children and young people for further information.

Disclosure and Barring Service

DBS checks for students

UCB will comply with the processes and requirements established by the Disclosure and Barring Service (DBS) in relation to enhanced disclosure checks.

A number of UCB programmes require learners to come into contact with children and/or adults at risk. These groups may be particularly vulnerable to exploitation, abuse or harm. Accordingly, places on programmes that require learners to work with children and/or adults at risk are offered on the condition that an enhanced DBS check is completed for the applicant or learner and that the check does not disclose any convictions, cautions, relevant non-conviction information or other information that indicates that the individual may be unsuitable to work with children and/or adults at risk.

Other programmes, such as the FdSc/BSc Sports Therapy, require learners to undertake placement experience which may involve working with children and/or adults at risk; however, placements involving these groups are not mandatory. Applicants or learners will therefore be required to undergo an enhanced DBS check to enable UCB to assess their suitability to work with children and/or adults at risk. Where an individual is deemed unsuitable, UCB will consider whether an alternative placement, where available and appropriate, can be identified.

For some programmes, completion of an enhanced DBS check forms part of the Fitness to Practise requirements. The outcome of the check may be considered when assessing eligibility for a place on the programme, progression through the programme, or a learner's fitness to practise within the relevant profession.

For certain programmes, learners must have completed an enhanced DBS check before they can enrol. A full list of programmes to which this requirement applies is provided in Appendix B.

Where an enhanced DBS disclosure identifies relevant convictions, cautions, relevant non-conviction information or other information that raises concerns about an individual's suitability to undertake a placement or work with children and/or adults at risk, appropriate action will be taken on a case-by-case basis. This procedure sets out the process to be followed when considering such information and determining the appropriate outcome.

Programmes Requiring DBS Checks

Programmes requiring learners to complete an enhanced DBS check will be approved by, and recorded in the minutes of, the Academic Board's Academic Regulations Sub-Committee. A current list of programmes requiring an enhanced DBS check is available from the University Registry.

Learners enrolled on relevant UCB FE and HE programmes will not normally be required to complete a new enhanced DBS check each year. Instead, they will be required to complete and sign an annual declaration confirming that there have been no changes to their circumstances that may affect their suitability to work with children and/or adults at risk. The annual declaration is provided at Appendix a.

UCB learners progressing from an FE programme to an HE programme will be required to complete a new enhanced DBS check, unless they are registered with the DBS Update Service and hold an appropriate level of check.

Entrants to UCB from other institutions will also be required to complete a new enhanced DBS check, unless they are registered with the DBS Update Service and hold an appropriate level of check.

Exceptions

The above arrangements do not apply to learners studying Physiotherapy, Psychology or Nursing. Learners on these programmes must complete a new enhanced DBS check when required by the programme, and registration with the DBS Update Service will not be accepted as an alternative.

FE Progression

FE learners progressing from Level 2 to Level 3 while remaining on the same programme (for example, Health and Social Care) will not be required to apply for a new enhanced DBS disclosure.

Student Awareness of the Need for the Enhanced Disclosure

Students on programmes which require the completion of the enhanced DBS check will be informed during the recruitment process of this requirement.

Where a student has applied for a course that requires DBS clearance and declared a disclosure on the admissions application form the Admissions Team will refer the student to the Hired Team. The Hired Team will instigate the DBS application process and arrange for the student to go through a referral meeting, ideally prior to the commencement of the course, to ensure they meet the admissions criteria for the course.

It is important to note that notwithstanding when the DBS checks have been submitted all offers of a place on programmes requiring enhanced disclosures will be made conditional on the

student undergoing an enhanced DBS check which reveals no information from which UCB could conclude that the individual is unsuitable to work with children and/or adults at risk.

This means that if the results of the DBS check lead to such a conclusion, the student will not be permitted to take up the place on the course, or where the check is conducted and/or returned after the beginning of the academic year has begun, will not be permitted to continue on the course. In such circumstances the Executive Dean or his/her nominee will inform the student of the decision.

Ideally where working with children and/or adult at risk is a requirement of the programme, DBS checks are submitted prior to a student accepting an offer of a place. Students will not however be permitted to take up a placement in which they have full responsibility for children or adults at risk until UCB has received confirmation of their DBS clearance from the DBS.

Since many DBS checks take some time to complete, a student may be permitted to undertake a modified form of placement in which they are supervised at all times, but only with the approval of the employer who will have been made aware of the lack of return of a DBS certificate. Where a student has declared a disclosure on their Admissions application form, we will start the DBS application process as soon as possible.

At induction students will be reminded of the requirement for DBS disclosures and informed of UCB's commitment to data protection.

Completion of the Enhanced Disclosure Process

Students on programmes requiring the completion of an enhanced DBS check will be sent a link within an email from eSafeguarding to complete an online application. UCB will pay the appropriate administration fee, currently £57.90 (2026). Staff will explain the application process which will validate the entries being made. At all times, the security of the student data will be GDPR compliant.

In exceptional circumstances where a student is unable to provide the identification to meet the online DBS application process students may be asked to use the fingerprinting process to obtain their DBS clearance. Students will be required to complete a hard copy DBS application form.

Identification checks (with what identification is available to the student) will be completed by the Hired Team and the application form will then be sent to UCB's Human Resources department for counter signatory. The form will declare that the student is unable to provide sufficient identification. The DBS will then write to the student and request that they submit two passport photographs and attend an appointment at a local police station to provide fingerprints. This route will only be used when all other avenues of obtaining identification have been exhausted.

Once the application has been submitted by the student, appropriate identity evidence will be seen by authorised administrators at UCB. The verification of this evidence will be recorded on the online application form and the application will be sent electronically to eSafeguarding. eSafeguarding will check the application then will submit the DBS application electronically.

The DBS responds to the applications by sending a certificate to the student. UCB will receive a separate email notification from eSafeguarding (where the eSafeguarding system has been used) to confirm when a DBS has been completed. Where the student has used the fingerprinting process to apply for their DBS, they will be required to get their DBS seen by the Hired Team.

An 'Empty' certificate

A notification is sent to UCB advising that the certificate has been issued and is ready for viewing in the database. Certificates that do not contain information (e.g. convictions) are displayed as 'Certificate contains no information' and list the disclosure certificate number and issue date. Hired team administrators can see that this student is clear for placement. No further action is taken.

A Certificate with a comment (positive DBS)

Certificates that contain information are issued and the notification to UCB advises 'Please wait to view the applicant certificate'. The Hired Team will refer these students to the Executive Dean/Deputy Dean/Head of Department. A panel, including the relevant Employability tutor, will then meet the student, review the DBS and decide on the outcome.

If the certificate reveals information of a very serious nature which clearly shows that the applicant/student may cause a risk to children or adults at risk, the matter will be referred immediately to the Pro-Vice Chancellor (Curriculum, Teaching and Learning) for consideration under the relevant University's Fitness to Practise policy.

In all other cases, the following procedure will apply:

- The Executive Dean/Deputy Dean or Head of Department will write (email) to the student requesting that they attend an interview regarding the information disclosed. The email will remind students that they may bring someone with them to support them at the meeting, for instance, a parent or friend.
- At the meeting, the Executive/Deputy Dean or Head of Department will refer to the certificate provided by the DBS to the student and will discuss with them the information disclosed. A record of the meeting will be made by the Executive/Deputy Dean or Head of Department, a copy of which will be provided to the student who will be asked to sign a statement that they were provided with a copy;
- Factors which the Executive/Deputy Dean or Head of Department may take into account in reaching a conclusion from the meeting are, for example:
    - the relevance of the conviction or other information revealed to the placement activity;
    - the seriousness of the conviction or other matter revealed;
    - the length of time since the offence or other matter occurred;
    - whether there is a pattern of offending behaviour or other relevant matters;
    - the circumstances surrounding the offending behaviour or other matters reported and the explanation offered by the student.

    - the requirements of the placement provider - this is very important as providers may have strict requirements with regard to eligibility of placement students and may ultimately determine the availability of placements.
- On the basis of the information on the certificate and the outcome of the interview, the Executive/Deputy Dean or Head of Department will decide if the student may be:
    - allowed to undertake a placement without further investigation or action because in the opinion of the Executive/Deputy Dean or Head of Department the information does not indicate that the student is unsuitable to work with children and/or adults at risk;
    - offered a placement subject to placement providers being informed of the nature of the disclosure and subject to the placement provider's willingness to provide the placement to the student in view of the DBS certificate;
    - refused a placement because the Executive/Deputy Dean or Head of Department concludes that the student is unsuitable to work with children and/or adults at risk. In cases where placements with children and/or adults at risk are a mandatory requirement of the course, the student will not be permitted to remain on the course because he/she will not have fulfilled the condition of admission as set out above i.e. that DBS checks are conducted and certificates reveal no information from which UCB could conclude that he/she is unsuitable to work with children and/or adults at risk.
- The Executive/Deputy Dean or Head of Department will inform the placement providers. The student will be required to give their consent to this (see below, if the student does not consent), and it shall be the Employability Tutor's responsibility to inform the senior manager at the placement that the student holds a positive DBS. The student will then be required to provide to the employer the full circumstances and nature of the information in the DBS certificate. The student will not commence a period of work placement until the placement provider has contacted the Employability Tutor to confirm that they are happy to allow the student to be placed at their site. The Employability Tutor will ensure, that the precise nature of the information on the certificate has been revealed by the student. The student must inform the Employability Tutor if the provider is not happy to host their placement.
- If a student does not give their consent to the placement provider being informed, it may be impossible for them to satisfy assessment or other requirements, making them ineligible for the award they had intended to achieve. In such cases, they may be required to withdraw from the programme.
- A record will be made on the database that the student has been DBS checked by recording the number of their DBS certificate. Notes of any meetings will be held in an UCB approved e-storage facility. Access to this information will be restricted - see section on Security.
- If, in light of information coming to notice through an enhanced DBS check, the Executive/Deputy Dean or Head of Department needs advice on the suitability of a particular student for a programme, they will discuss the disclosed information with Pro-Vice Chancellor (Curriculum, Teaching and Learning). Further reference to an external specialist advisor is also possible where necessary, and insofar as is reasonably possible, the identity of the student will not be disclosed to the external advisor.

For programmes subject to Professional Statutory and Regulatory Body approval and/or accreditation such as Nursing and Midwifery Council, Health and Care Professions Council and British Psychological Society it will be necessary to hold a panel DBS referral meeting if there is a positive DBS. This will be chaired by Pro-Vice- Chancellor (Curriculum, Teaching and Learning)/Executive Dean and include Programme Manager for Nursing and nominated practice partner. The hired admin team will refer the student to the Executive Dean. The result of the meeting may impact the offer of a place on the course.

Security of personal data

At all times, the security of the personal data involved in this procedure will be ensured.

Information reported in the certificate will not be passed to any other person except:

a) to persons at the placement provider who are authorised to receive it in the course of their duties (where agreed with the student or where in the absence of the student's consent, UCB believes that failure to pass on the information may place children or adults at risk at further risk),
b) to an authorised relevant Senior Manager of UCB (and only to members of staff who can assist in the decision making process with regard to placements or where the information disclosed suggests that there may be a risk to children or adults at risk within UCB). Copies of DBS certificates must not be made.

DBS certificates will only be processed by UCB for the purposes set out in this policy.

Replacement DBS check

Although UCB will pay for all students' initial DBS check, if mislaid, the student must fund any subsequent replacements directly.

DBS checks for staff

Recruitment

UCB has in place safer recruitment policies and procedures which will ensure that every care is taken to protect children and adults at risk and that the University meets its statutory duties. The recruitment procedures will include the following:

- Satisfactory references (all offers)
- Satisfactory Enhanced Disclosure and Barring Service (DBS) Checks (eligible roles only)
- Satisfactory checks of the Children's and/or Adults Barred Lists (eligible roles only)
- Satisfactory UK Residency/Right to work in UK (all offers)

Disclosure and Barring Service Reporting and Referral

Overview

UCB will adhere to the policies, processes and systems as set out by the DBS.

The DBS are responsible for decision-making and maintenance of the Children's Barred List and Adults' Barred List.

DBS Reporting and Referral

UCB has a duty to refer to the DBS any information about individuals who may pose a risk.

Current staff

UCB's duty to refer will apply when the following two conditions have been met:

a) Permission is withdrawn by UCB for an individual to engage in regulated activity, or would have done so had the individual not resigned, retired, been made redundant or been transferred to a position which is not regulated activity;

because

b) UCB thinks the individual has engaged in relevant conduct; satisfied the Harm Test; or received a caution or conviction for a relevant (automatic barring) offence.2

Students

UCB is designated by DBS as a 'Personnel Supplier' and has a duty to make a referral to the DBS in respect of a student who has been supplied to a regulated activity provider, where both of the following conditions are met.

a) UCB ceases to supply a student to a regulated activity provider to engage in regulated activity; or determines that the student should cease to follow a course at UCB; or would have done if the student had not otherwise ceased to engage in regulated activity or ceased to follow the course.

and

b) The reason is that UCB thinks that the student has engaged in relevant conduct; or the harm test is satisfied; or the student has received a caution or conviction for a relevant (automatic barring) offence.

Referral will be made to the DBS when UCB has gathered sufficient evidence as part of their investigations, through the Disciplinary Procedure, to support their reasons for withdrawing permission to engage in regulated activity.

Any referrals to the DBS will be made using the Referral Form as set out in the DBS Referral Guidance document. In all cases the Referral Form would be authorised and submitted by the Head of HR department.

Applicants Declaring a Criminal Conviction

Applicants who indicate that they have a criminal conviction at the time of enrolment will be required to complete a Criminal Conviction Declaration Form and provide the contact details of a professional referee. The referee will be asked to complete a Professional Reference Request Form.

Following receipt of these documents, the Deputy Designated Safeguarding Lead (DDSL) will undertake a Safeguarding Risk Assessment for Criminal Convictions to determine whether the applicant can proceed with their application. The recommendation within the risk assessment must be reviewed and approved by both the DSL and the Executive Director of Student Support and Wellbeing.

All information provided will be processed in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and the Data (Use and Access) Act 2025.

Placements and this Policy

Safety, Risk Assessment and Safeguarding at Placements

The safety of students on placement is a key concern. All placements will be assessed for their suitability and continuing safety by the relevant Employability Tutor (Placements) on an annual basis (or before re-use if more than one year passes between placements).

Students on placement within nursing, physiotherapy and allied health professions will be subject to audit and compliance in line with the Nursing & Midwifery Council (NMC) and Health Care Professions Council (HCPC). The Executive Dean (School of Health, Sport and Food) will ensure that students are fully conversant with these regulations prior to going on placement.

The assessment of the suitability of a work placement is based on a risk rating for new employers using the guidance below. ALL employers are required to sign and return the Health and Safety commitment form prior to placement with the following action taken based on the risk rating:

- **High risk** – health and safety site visit to be completed prior to placement e.g., production kitchens, bakeries, factories.
- **Medium risk** - health and safety site visit to be completed, where possible, prior to placement. Phone call to discuss health and safety if visit not possible.
- **Low risk** - health and safety phone call to discuss health and safety and ensure commitment and understanding prior to placement.

Whilst many placements include a residential element, no student under the age of eighteen will be placed in such a setting, unless under the supervision of a member of the UCB staff, or unless all relevant checks have been carried out on the placement organisation and its staff.

All students under the age of eighteen undertaking placements will be visited where possible or have phone and/or video call contact where it is not. This will check not only on the educational experience being gained by the student, but also their safety.

Where there is a concern over a student's safety on placement, they will immediately be removed and will return to UCB. A note will be placed on the placement organisation's file on

the placement database to ensure that other students are not sent on placement there until an investigation has taken place and the placement declared safe following a full reassessment by an Employability Tutor (Placements). In some cases, it may be necessary to remove the placement from the database altogether.

Where there is a concern over a student on placement within nursing, physiotherapy and allied health professions; a note will be placed on the placement organisation's file on the placement database to ensure that other students are not sent on placement there until an investigation has taken place and the placement declared safe following a full reassessment by the Executive Dean (School of Health, Sport and Food). In some cases, it may be necessary to remove the placement from the database altogether. Any reassessment will also be in line with the Nursing & Midwifery Council (NMC) and Health Care Professions Council (HCPC).

Student Visits and this Policy

All student visit destinations will be risk assessed for their suitability and continuing safety by the relevant Head of Department or their nominee before their use.

Whilst many visits include a residential element, no student under the age of eighteen will be placed in such a setting, unless under the close supervision of a member of the UCB staff, or unless all relevant checks have been carried out on the organisation and its staff.

Advice and guidance should be sought from the safeguarding team in relation to the completion of the risk assessment where appropriate.

All students undertaking visits will be given clear information on the procedures to be used for reporting safety incidents.

Where there is a concern over a student's safety during a visit, an assessment will be made by the accompanying member of staff (or the approved organisation, if relevant). If their continuing safety cannot be confirmed, they will immediately be removed and will return to UCB. The Pro-Vice Chancellor (Curriculum, Teaching and Learning) must be notified whilst a review of the incident is carried out and any necessary action taken by the relevant Executive Dean. If necessary, a report will be made to the Health and Safety Committee with recommendations for future action. No other student will be allowed to visit the location until the Health and Safety Committee believe that it is once again safe.

Examinations and this Policy

All staff involved in the management, administration and conducting of examinations at University College Birmingham are made aware of their safeguarding responsibilities. This includes raising awareness and understanding of their role in safeguarding and promoting the welfare of children whilst they are undertaking their examinations/assessments.

Staff are provided with an invigilation guidebook and an invigilation folder which has emergency contact details for the relevant UCB departments and services. Within the invigilation guidebook the following policies are highlighted:

- Safeguarding Policy (which includes details of how to report a concern)

- General Student Regulations
- Student code of Conduct for Examinations
- Employee code of conduct

University College Birmingham ensures that all staff involved in the management, administration and conducting of examinations are suitably qualified and experienced adults. This is supported by safer recruitment practice.

Professional Development

UCB recognises that safeguarding is everyone's responsibility and therefore understand that robust and appropriate safeguarding training is key to ensuring that all staff understand what safeguarding is and are aware of their significant role within this. It is also vital in ensuring that staff understand their responsibility to take appropriate action, work with other services as needed and use the University's codes of conduct and policies.

Therefore, all permanent UCB employees (regardless of role) will undergo safeguarding training as well as specific training on other key safeguarding issues including 'online safety' and 'radicalisation/Prevent duty,' at induction. This training will be updated at least every two years. The safeguarding team will provide staff with regular safeguarding and child protection updates, (for example, via email, e-bulletins, staff meetings) as required, and at least annually, to continue to provide them with relevant skills and knowledge to safeguard children effectively.

There is also a designated safeguarding page on the University's Canvas site which contains information, resources and signposting in respect of key safeguarding issues that all staff and students can access. UCB will also ensure that all protocol and agency staff working at UCB unsupervised have an appropriate understanding of safeguarding and their responsibilities.

Contractors, agency and protocol staff who work at UCB on an ad hoc basis (i.e., may visit site once to complete work) and are supervised by a member of staff will not be required to undertake this training.

Members of staff with additional safeguarding responsibilities i.e. the Designated Safeguarding Lead and the Deputy Designated Safeguarding Lead, will receive additional safeguarding training relevant to their specific role and attend regular training/webinars/conferences etc. throughout the year to update and refresh their knowledge on key areas to ensure that they are able to carry out their role fully.

The HR Department will maintain a record of staff training.

Recognise and Respond to Abuse, Neglect and Exploitation

All staff are aware of what abuse, neglect and exploitation are and understand the indicators which may suggest a child is suffering or likely to suffer harm.

All staff should be aware of indicators of abuse, neglect, exploitation and modern slavery, recognising that children can be at risk inside and outside UCB, inside and outside the home and online. Abuse, neglect, exploitation and safeguarding issues rarely occur as standalone events and multiple issues often overlap.

Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse, including where they see, hear or experience its effects. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children. Abuse may also include harm caused by a child or adult at risk to other family members, often referred to as child to parent or caregiver abuse.

Physical abuse: a form of abuse which may involve hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. It can include verbal abuse such as persistent criticism, belittling or name-calling. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Sexual abuse: Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex), penetration with an object or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue in education and all staff should be aware of it and of their school or college's policy and procedures for dealing with it.

Neglect: The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy, for example, as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing, and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate

caregivers); or ensure access to appropriate medical care or treatment. It may also include neglect of, unresponsiveness to, a child's basic emotional needs.

Child-on-Child Abuse (including harassment and violence): children can abuse other children, including online. It is a safeguarding issue for both the victim and the alleged perpetrator. It can include serious physical assault and harm, or the threat of harm with a weapon. Harmful sexual behaviour, sexual violence and sexual harassment, which may include misogyny or misandry. It can also involve consensual and non-consensual making or sharing of nudes and sharing abusive images including those generated using AI, online abuse through abusive, harassing and misogynistic and misandrist messages. Sharing of pornography.

Domestic Abuse and Operation Encompass: Domestic abuse can include psychological, physical, sexual, financial or emotional abuse. Children can be victims of domestic abuse where they see, hear or experience the effects of abuse at home and/or suffer domestic abuse in their own intimate relationships, including teenage relationship abuse.

Operation Encompass is an information-sharing scheme between the police and education settings. KCSIE 2026 notes a statutory duty on police to notify a child's education setting, and where relevant local authorities, where they have reasonable grounds to believe a child may be a victim of domestic abuse. The DSL / DDSL are the institution's 'Key Adult' and notifications are sent directly to the dedicated safeguarding inbox. Notifications do not replace statutory safeguarding procedures or referrals.

Mental Health: Mental health problems can, in some cases, develop into safeguarding concerns. This could include self-harm, eating disorder signs, suicidal ideation or risk of suicide, and may also be an indicator that a child has suffered or is at risk of abuse, neglect or exploitation. Education staff are not expected to diagnose mental health problems but are well placed to observe behaviour and identify children who may be struggling and report a concern.

Serious Violence: Serious violence may involve physical assault, carrying, threatening with or using weapons, often in the context of peer conflict or bullying, and can be associated with criminal exploitation. Concerns about a weapon on campus should be reported immediately to the Security Team. Staff should report concerns about a child carrying or using a weapon, or expressing intent to do so, within the community to the DSL / DDSL. Staff should be alert to higher risks for children with disrupted education, including suspensions, permanent exclusions, time in alternative provision or a history of offending.

Harmful Sexual Behaviour, Sexual Harassment and Sexual Violence: Harmful sexual behaviour can occur between children, young people and adults at risk of any age and sex, online or face to face, and may escalate into sexual harassment or sexual violence. HSB should always be considered within a child protection context.

All incidents involving children making or sharing of nudes or semi-nudes require a safeguarding response, regardless of whether they are consensual or non-consensual. The response should be proportionate and consider age, development, coercion, exploitation and vulnerability.

Appendix A – Declaration form

Declaration:

I confirm that I have not received a conviction, caution or reprimand from the police or courts since the date of my last DBS check;

I confirm that I have not been issued with an oral or written warning from any employer (including part-time employment) since the date of my last DBS check;

I confirm that I understand I must inform UCB of any conviction, caution, reprimand, or warning issued to me whilst I am a student at UCB, as required by my acceptance of the Code of Professional Conduct and Fitness to Practise.

First Name (in BLOCK CAPITALS)	
Last Name (in BLOCK CAPITALS)	
Student ID	
Date of Birth	
Year Group & Course	
Student Signature	**Date**

Appendix B - List of courses that require a DBS check to be completed prior to enrolment

Higher Education

- BSc (Hons) Adults Nursing
- BSc (Hons) Nursing Mental Health
- FdSc Nursing Associate
- BSc (Hons) Paramedic Science
- BSc (Hons) Paramedic Science with Foundation
- FdSc Assistant Practitioner in Healthcare
- BSc (Hons) Physiotherapy
- BSc (Hons) Physiotherapy with Foundation
- BSc (Hons) Health and Social Care
- FdSc Health and Social Care
- BA Primary Education
- Early Childhood Studies – Graduate Practitioner
- Early Childhood Studies – without Graduate Practitioner
- BSc (Hons) Psychology
- BSc (Hons) Psychology with Foundation
- BSc (Hons) Psychology with Sport and Exercise
- BSc (Hons) Psychology with Sport and Exercise with Foundation
- BSc (Hons) Psychology with Education
- BSc (Hons) Psychology with Education with Foundation
- BSc (Hons) Psychology with Health
- BSc (Hons) Psychology with Health with Foundation
- BSc (Hons) Sport Therapy
- FdSc Sport Therapy
- MSc Psychology Conversion
- MSc Dietetics (Pre-Registration) (FEBRUARY Intake only)
- MSc Public Health
- MSc Adult Social Care Nursing (Community SPQ in Health and Social Care)
- MSc Homeless & Inclusion Health Nursing (Community SPQ in Health and Social Care)
- Independent and Supplementary prescribing V300 programme
- MA Education

Further Education

- BTEC Sport Coaching & Development

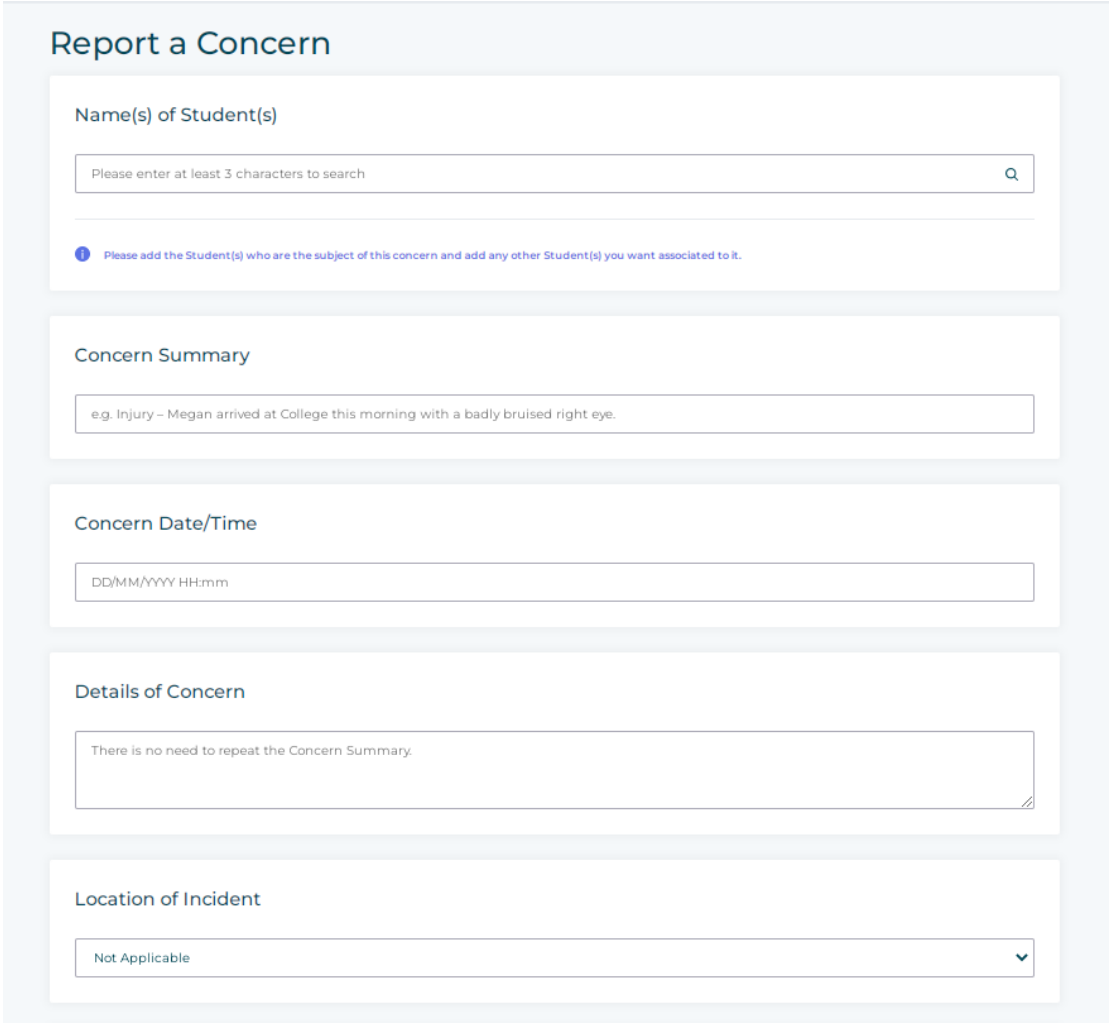
Appendix C - Using 'My Concern'

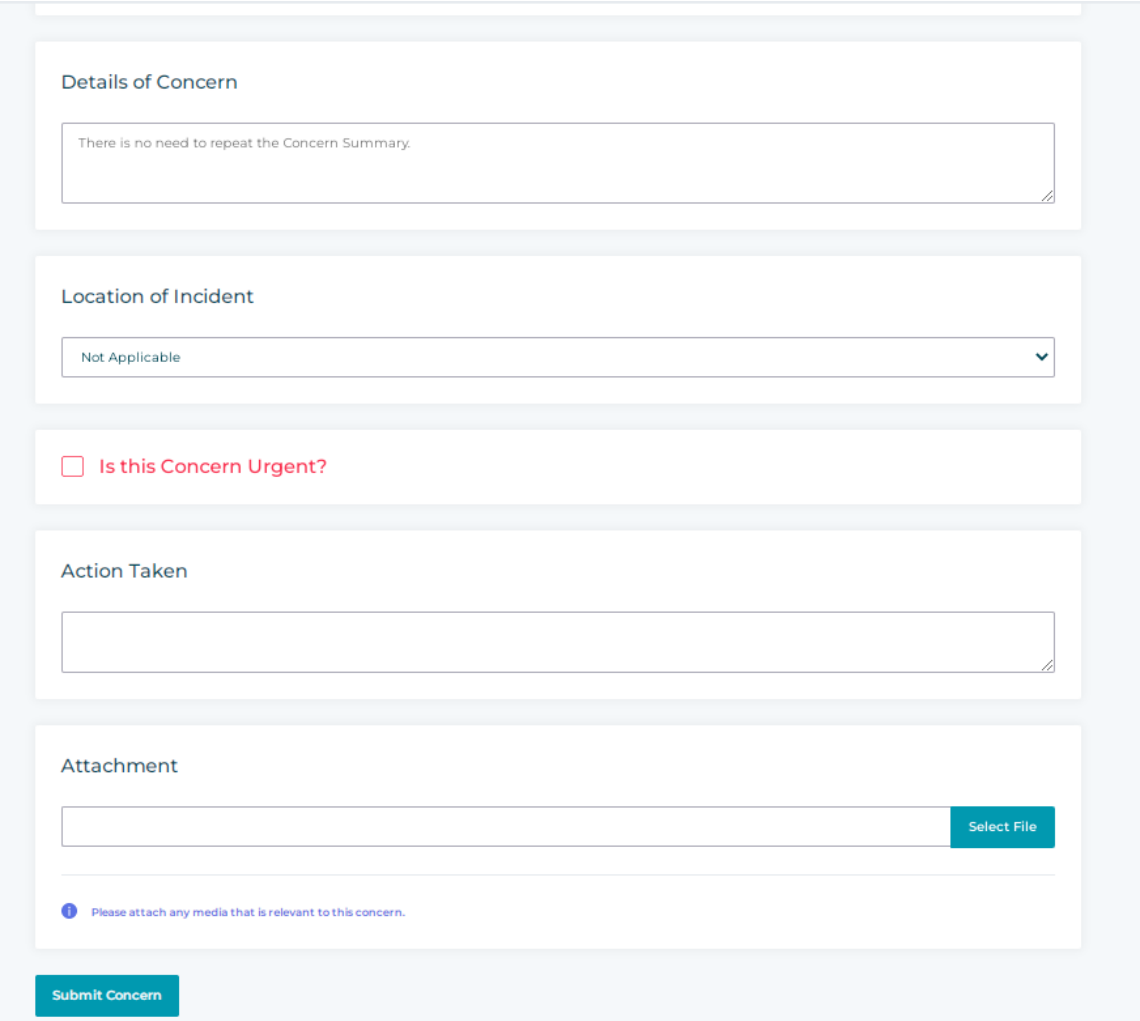
All staff will be assigned a 'My Concern' user account by the safeguarding team. When the account has been created, staff will also receive a User Guide.

Staff will receive an automated email to verify their account – it is likely to come from notifications@oneteamlogic. Please note: It may go into your junk items so please check there as soon as possible before the link expires.

Once you have logged into 'My Concern' you will have a series of boxes available to you as follows:

- Name of student
- Concern summary
- Concern date/time
- Details of Concern
- Location of incident
- Is this Concern Urgent?
- Action Taken
- Attachment





Please provide as much information as possible within each section.

My Concern referral guidance

Name of Student	Please include the name of the student as this will automatically be attached to the concern, ensuring that contact can be made, and action taken.
Concern Summary	Please describe the nature of concern and a brief summary of the concern or disclosure noting key elements.
Concern Date/Time	Please log the accurate date and time of the concern or that the disclosure was made. There is an option to backdate if the report is filled out after the time of disclosure/concern initially raised.

Details of Concern	Please provide an overview of the situation, including any witnesses, times, dates etc. Please also indicate the nature of the concern. Please do not repeat the concern summary here.
Location of Incident	Please ensure that the location of the incident taking place is logged accurately. You will have a series of options to choose from here.
Is this Concern Urgent?	Select as appropriate – please do not log an urgent concern without speaking to the DSL/DDSL first.
Action Taken	Please note any actions you have taken regarding this disclosure/concern. i.e., Spoken with student and signposted to support services; referred to DSL/DDSL; referred to wellbeing team; referred to SHP; called emergency services; reported to security etc.
Attachment	Please use this to add any attachments that relate to the concern/disclosure. i.e., A written statement produced by the student or witnesses, a statement taken by the staff member, email exchanges, images, reports etc.

Appendix D - Mental Health and Wellbeing Support at UCB

UCB have a Health and Wellbeing Team, who are based in Baskerville House, information on the support and services they offer can be found at: Mental Health and Wellbeing Service

Students can self-refer for support related to mental health and/or wellbeing using the simple online registration form which can be found at: Mental Health & Wellbeing Referral

The Student Engagement Team are also available to offer support and guidance regarding accessing academic assistance, mental health and wellbeing provision, financial aid, and any other issues that may be affecting students whilst they are studying.

UCB have partnered with Health Assured to give all students access to a Student Assistance Programme to provide additional mental health support. This is in addition to our existing Wellbeing support.

What is a Student Assistance Programme (SAP)?

This free and confidential service is designed to help students deal with personal or academic problems that could be affecting their home life, health or general wellbeing.

The SAP service provides a complete support network with unlimited access to a 24/7 confidential counselling helpline that offers expert advice and compassionate guidance,

covering a wide range of issues. This includes the option of structured counselling sessions from trained counsellors, over the phone.

To speak to a BACP-accredited counsellor at any time of day or night, students can call 0800 028 3766.

The Health Assured support line is a separate service offered to students at University College Birmingham. Health Assured provides a confidential service and the information discussed with their helpline support workers is not routinely provided to the University unless a student's health, wellbeing or welfare is judged to be at imminent risk. In these circumstances and where the support worker thinks a student needs additional support, they will seek the student's consent to share their name and information about their concerns with the University Health and Wellbeing team service so that they can provide the student with further help. In some circumstances where students are not able to provide consent or refuse consent, Health Assured may still decide to share relevant information with the University where it is necessary to protect them or another person's vital interests. This approach is consistent with the University's Student Emergency Contact Statement which students agree to at registration.

Wisdom Mobile App

Sometimes it can be difficult to balance the pressures of university with the demands of home life. When daily life feels overwhelming, students may need help and support to deal with the practical and emotional challenges they may be facing.

The free Wisdom app offers access to health and wellbeing support at the tap of a finger anywhere and anytime. Support services include.

- Weekly mood tracker
- Support videos and webinars.
- Four-week programmes
- Home life support and advice
- Physical and emotional health
- Mini health checks
- Wellbeing videos and webinars
- Medical information

Visit Wisdom app - Track Your Wellness & Mental Health (healthassured.org) or download 'Wisdom' at the App Store or Google Play, using code MHA182909.

Appendix E - Sexual Harassment and Misconduct Support Service

Experiencing sexual harassment or misconduct can be incredibly difficult, the UCB Speak out and Support Service is there to offer help and support to those students who have been the victim of sexual violence, harassment, stalking, spiking, domestic abuse and discrimination. Students can speak to one of our trained specialist advisers who can help them explore their options and make informed decisions in a safe and confidential space. For more information on the service and how to refer in click on the following link: Speak Out and Support