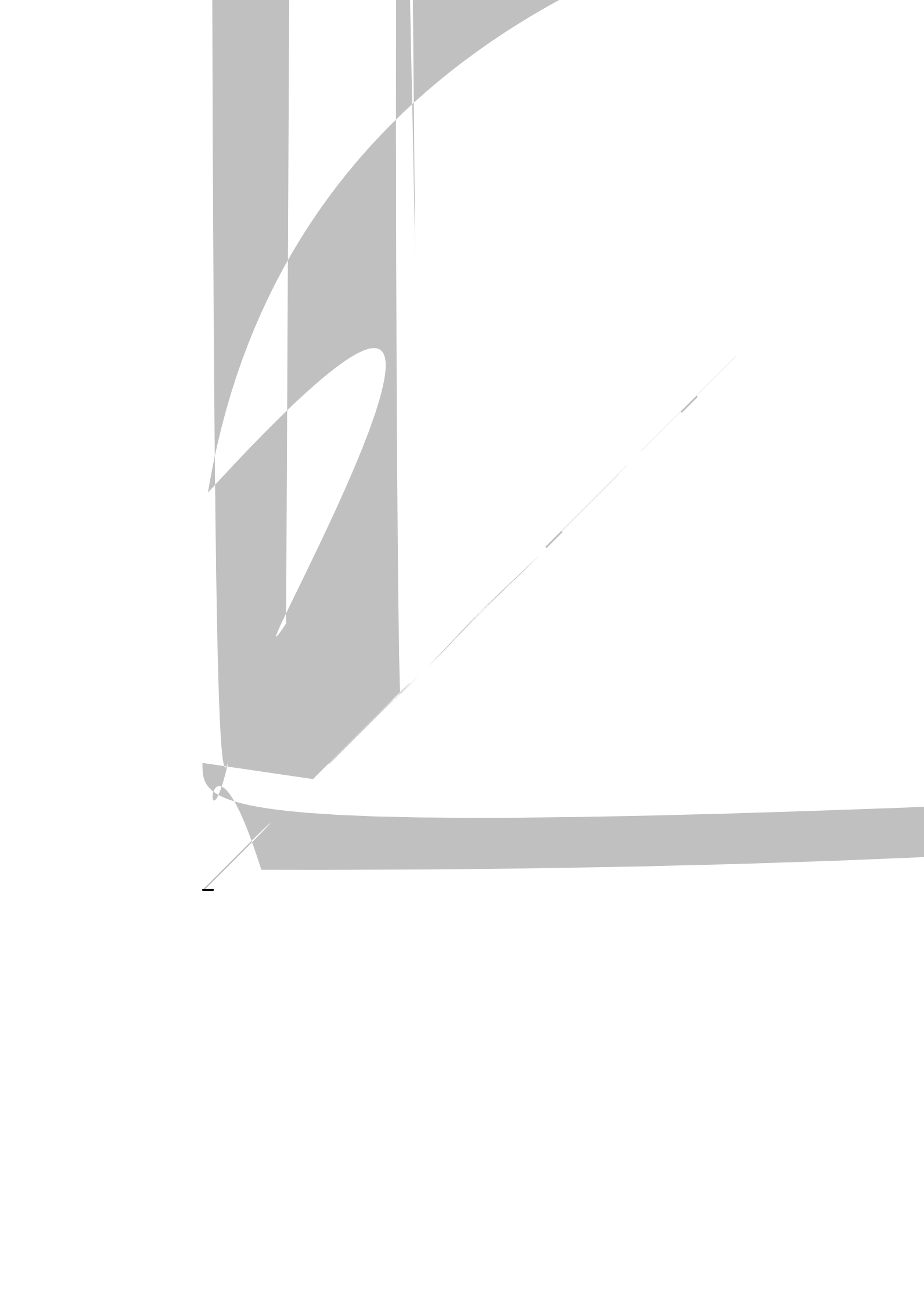
UCFB|GIS*

Safeguarding Under -18's and Adults at Risk Policy

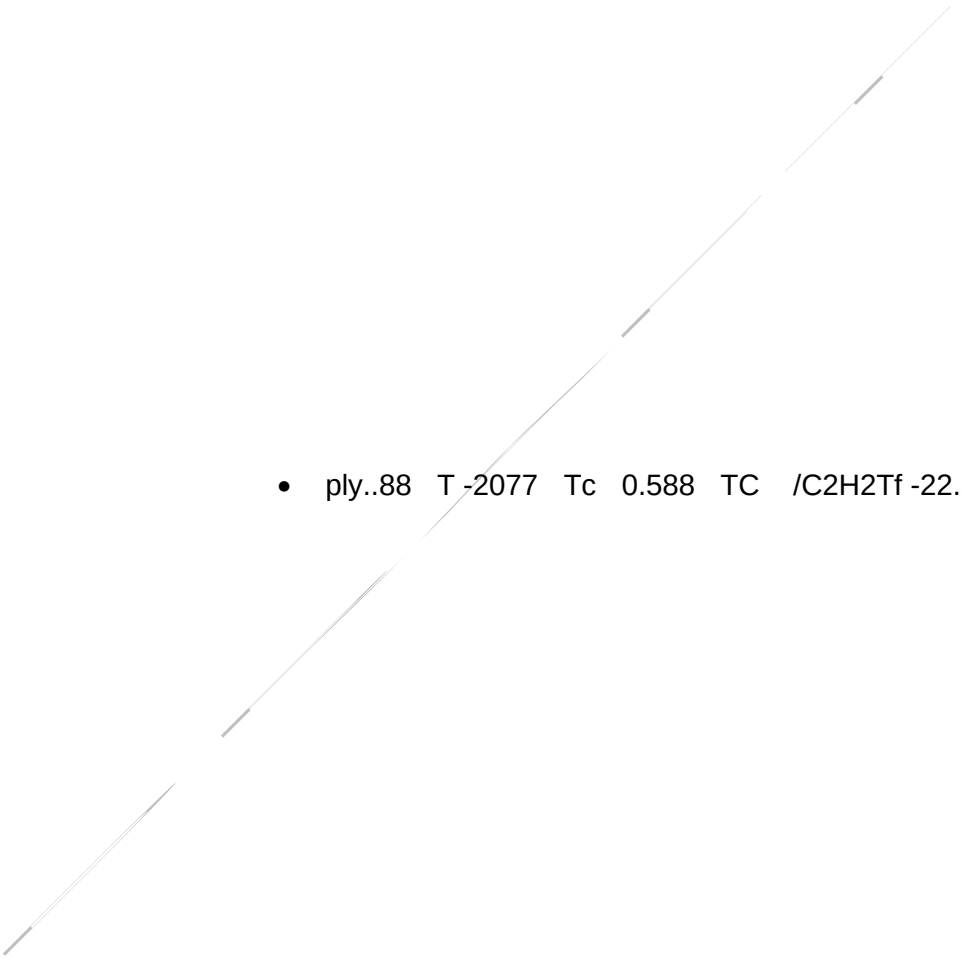
Owner:	Deputy Registrar & Head of Academic Quality
Author:	Head of Student Support, Deputy Registrar & Head of Academic Quality
Version Number:	V2
Approval Date:	16 November 2022
Approved By:	Academic Board
Date of Commencement:	16 November 2022
Date of Last Review:	
Date for Next Review:	01 May 2023

*UCFB and GIS are trading names of University Campus of Football Business Limited



situati ons and encouraging open communication.

- Avoid spending time alone with under -18's or adults at risk away from others. Tutors and support staff should ensure they meet their under - 18's or adult at risk tutees either in a public place or in an office with ot her employees within sight and hearing.
- All under -18's or adults at risk, regardless of any prote (lic)-5(u)- 34.663 otpc 0 Tc ..



- ply..88 T -2077 Tc 0.588 TC /C2H2Tf -22.2655-1.891 T-17.098T

decide whether or not abuse has taken place. However, there is a requirement to act on any concerns.

9.2. Before completing a referral to the DSL , you should inform the student in question that you will be forwarding a concern through this process. If the student does not want to allow a referral, you should explain that you need to do so given the concerns, a nd are unable to support them personally. You may discuss this with the DSL in confidence by speaking about the case without using student name or identifying characteristics to ascertain whether a referral is needed. It is advised if you have questions ab out a case to contact the DSL to discuss.

9.3. The problem should be reported IMMEDIATELY to the DSL who will take the appropriate action. If the DSL cannot be contacted and it is clear that the abuse has occurred or there is any suspicion of abuse or concern, contact should be made with a Dep uty DSL who will liaise with the local authorities.

9.4. If the concerns relate to the DSL , then the matter should be referred to a Deputy DSL, who will in turn refer the matter to the Head of HR.

9.5. It is important to maintain con fidentiality. Suspicions must not be discussed with anyone other than the above -mentioned employees. If none of the above mentioned are available the person with the concerns must not delay, and should contact the Registrar or Dean (s) of Academics.

9.6. If an u nder -18 or adult at risk says something or acts in such a way that abuse is suspected, the person receiving the information should:

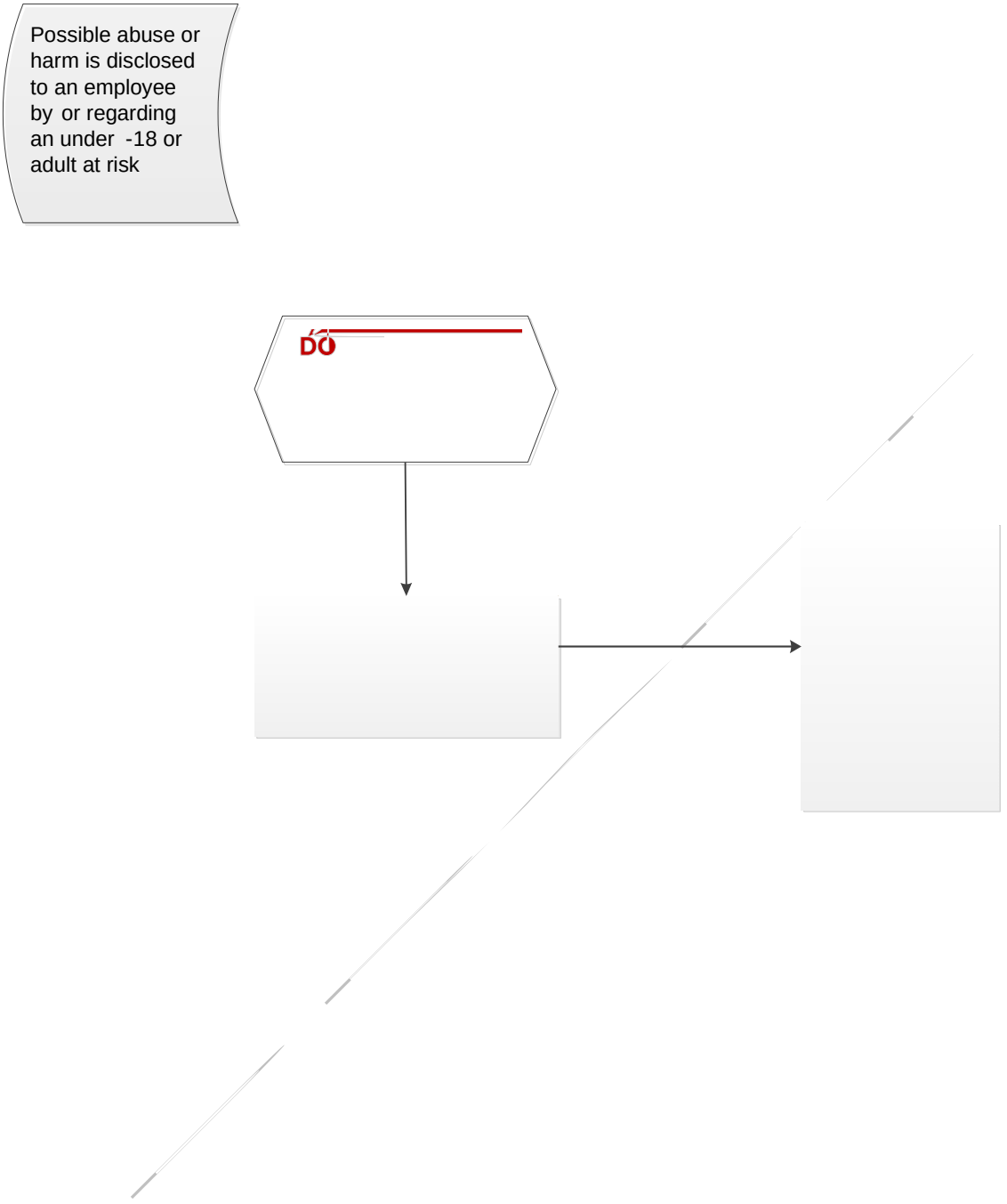
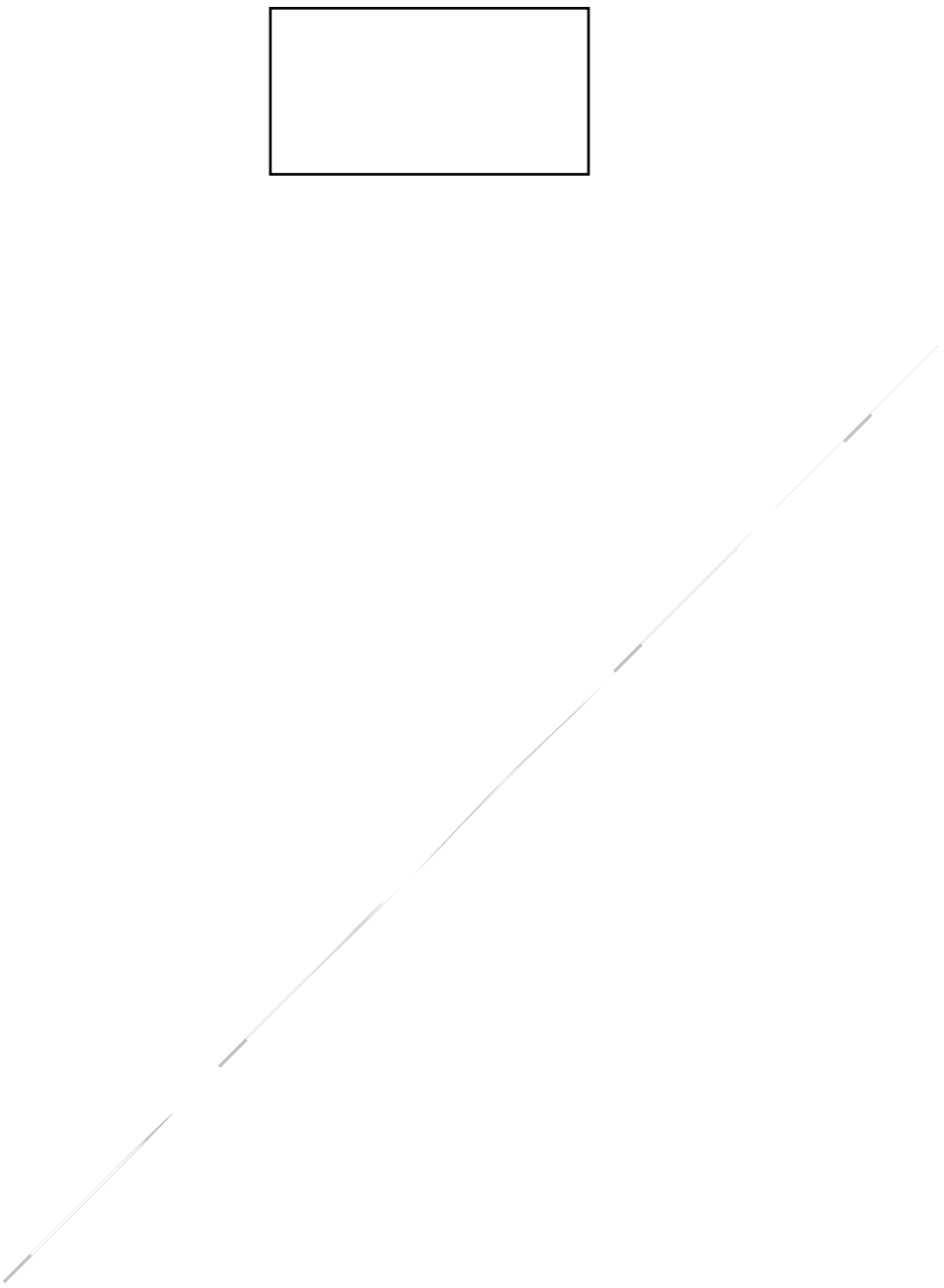
- Not give assurances of confidentiality which cannot be kept but should reassure the under -18 or adult at risk that the infor mat2.1 (n)5.8 (f.1 (ra)2.9 (n)4.8 0.5 065 0 T

- A description of the situation, what the discloser was wearing, where the disclosure took place, what time, who else was present, what prompted the disclosure (e.g. if a particular topic was being x

14. DBS Certificates – which employees should h ave them

14.1. All employees who are expected to have individual responsibility at any point for any under - 18 or adult at risk. These ma2rf[(1).1 Ck.15Tj 11.04m4 38.717 41.785 41.839s wuD [().1 Ckis

Appendix 3: Flowchart 1



Appendix 4: Flowchart 2