

Review date: August 2021

Approved by: St George's Students' Union Board of Trustees on June 2019.

Responsible officer: Education and Welfare Support Officer

1. Introduction

This document builds on the existing St George's, University of London policy on safeguarding children and young people. It sets out the Students' Union (SU) policy and procedures to safeguard students who are members of the St George's Students' Union (SGSU) community or who encounter SU activities, in particular those who are children, young people and vulnerable adults.

2. Definitions

- 2.1 A 'student' is anyone enrolled on a St George's, University of London programme of study.
- 2.2 'Children' are people under the age of 18 years.
- 2.3 'Vulnerable adults' are people over the age of 18 years who require care and support, are at risk or are experiencing abuse or neglect, or are unable to protect themselves from harm.
- 2.4 SGSU recognises its responsibility to safeguard the welfare of students. This includes, but are not limited to, students in the following situations:
- Damaging home environments and domestic violence
 - Physical, emotional or sexual violence or abuse
 - Exploitation or victimisation (including financial)
 - Self-destructive behaviours (addictions, eating disorders, self-harming)
 - Experiencing traumatic or emotional distressing events (bereavement, family break-down)
 - Belonging to a minority background or demographic (sexual orientation, ethnic or religious background)
 - Mental health issues
 - Struggling with the transition to adulthood, university and/or professional life
 - Forced marriages
 - Drawn into illegal activities (including radicalisation)
 - Students acting as carers

3. Policy

SGSU will make every reasonable effort to safeguard students by:

- 3.1 Creating a culture of shared responsibility for the safeguarding of students and to only share information with the purpose of protecting a student from harm.
- 3.2 Developing a safeguarding policy and procedures and ensuring that all SU staff (office, bar and shop), Top 4 officers or students with concerns about another student's welfare or safety have an avenue to raise their concerns.

- 3.3 By giving SU staff, Top 4 officers and executive officers information, training and guidance about how to recognise potential abuse, how to respond appropriately and how to report any safeguarding concerns to the appropriate person as set out in the safeguarding policy and procedures.
- 3.4 Meeting with the student of concern to consider their views as part of the decision-making process on an appropriate course of action.

4. Procedure

4.1 Responsibilities of the safeguarding panel

Membership:

- Safeguarding consultant
- Designated safeguarding lead (DSL)
- Safeguarding officer
- Other colleagues (internal or external) by invitation

Students' Union Safeguarding Panel	
Safeguarding Consultant:	Professor Jane Lindsay Associate Dean (Learning and Teaching) Email: J.F.Lindsay@sgul.kingston.ac.uk Tel: 020 8417 5096
Designated Safeguarding Lead:	Lon Teija Education and Welfare Support Officer Email: lteija@sgul.ac.uk Tel: 020 8725 0641
Safeguarding Officer:	Sarah Jones Vice-President Education and Welfare Email: vpeducation@su.sgul.ac.uk Tel: 020 8725 0451

Safeguarding consultant: Associate Dean (Learning and Teaching)

Responsible for:

- Providing guidance and support relating to safeguarding to the DSL and safeguarding officer

Designated safeguarding lead: Education and Welfare Support Officer

Responsible for:

- The SU following the safeguarding policy and procedures
- Ensuring training is provided for SU staff, Top officers and executive officers regarding safeguarding awareness and reporting processes
- Compliance with all relevant legislation
- Investigating causes for concerns when raised
- Making referrals to relevant alternative regulations or policies
- Consulting with and making appropriate referrals to relevant internal departments and external agencies
- Chairing any meetings in relation to an investigation

- Ongoing monitoring of vulnerable students
- Maintaining detailed, accurate and secure written records of concerns and referrals

Safeguarding officer: VP Education and Welfare

Responsible for:

- In the absence of the DSL, to respond to urgent safeguarding concerns that require an immediate response.
- Where a concern or report is raised, to immediately record details by completing a **Safeguarding Concerns Reporting Form** and send a copy of this report to the DSL without delay.

4.2 Investigation process of safeguarding concerns

- 4.21 The DSL will investigate the matter, consulting with relevant internal departments and external agencies as appropriate.
- 4.22 The DSL will normally meet with the student about whom the concerns have been raised, in order to obtain their views of the situation and will ensure a written record of the meeting is made.
- 4.23 Depending upon the circumstances of the case, the DSL may need to refer to the following St George's, University of London procedures:
- Student concerns and complaints procedure
 - Student disciplinary procedure
 - Procedure for consideration of fitness to study or practise
- 4.24 If the matter is the subject of a criminal investigation, St George's, University of London will lead the processes including any internal confidential enquiries and disciplinary action and liaison with external agencies.
- 4.25 Information in relation to safeguarding will only be shared and discussed between SU safeguarding panel members, staff and relevant external agencies on a need-to-know basis only.
- 4.26 The DSL (at the conclusion of their investigation) may take one or more of the following actions:
- No action
 - Preparation and implementation of a support plan
 - Referral of the student to internal specialist support provision
 - Referral of the student to an external specialist support agency
 - Referral of the matter to external civil authorities
 - Referral of the matter for consideration under alternative procedures such as student concerns and complaints procedure, student disciplinary procedure or procedure for consideration of fitness to study or practise
- 4.27 The written record of the investigation and all associated meetings will be retained by the DSL. In the event of the DSL's death or incapacitation, the nominated professional executor named in the DSL's professional will shall have access to these records.