



UWLSU Safeguarding Policy

1.0 Scope

1.1 This policy covers all current UWLSU members and students at the University of West London

1.2 This policy includes all areas where academic teaching, non-academic events or activities UWLSU lead or have remit to support. This includes sports venues, satellite campuses and any other areas determined by UWLSU SMT.

1.3 Where this policy references UWLSU responsibilities or UWLSU staff responsibilities, this references current, permanent support staff of UWLSU

2.0 Context and Definitions

2.1 UWLSU strives to protect and safeguard all students during their academic studies at the University. UWLSU will endeavour to work cooperatively with the University of West London in order to develop processes and systems to ensure that students are well protected and able to obtain immediate support should they be in crises

2.2 This policy aims to complement UWL's [Safeguarding vulnerable adults and children's policy](#) whilst offering guidance to UWLSU staff and students to UWLSU's own procedures within safeguarding

2.3 A safeguarding instance is described where there is an immediate risk of harm to an individual or to others. This includes but is not limited to suicide & suicidal ideations; self-harm or risk of self-harm; domestic, physical or sexual violence; delusions of grandeur or visions of harm.

3.0 Principles

3.1 UWLSU will ensure that all safeguarding instances are prioritised above all other immediate tasks. All staff will respond in accordance with training received and all safeguarding leads will respond immediately to safeguarding instances when called upon



3.2 Safeguarding Leads are designated staff members within UWLSU that are Level 2 Safeguard trained and have been provided with additional contextual training by the nominated UWLSU Safeguarding Officer, normally the Head of Membership.

3.3 A list of current Safeguarding Leads will be reasonably available to all staff, including UWLSU spaces such as offices and commercial outlets. Safeguarding Leads will be chosen on the bases of experience, seniority in the organisation, relevance to area of work and technical competency as determined by the organisations' Safeguarding Officer.

3.4 UWLSU will provide all permanent staff members of UWLSU with basic overarching safeguarding training, at the minimum time period of within their probationary period, normally 3 months.

3.4.1 UWLSU will determine, based on role in the organisation, which staff are required to undertake additional training. This will be determined by the Safeguarding Officer in consultation with UWLSU's SMT and other Safeguarding Leads where necessary.

Additional training may include:

Level 1 Safeguarding Training, sourced by UWLSU's HR team

Level 2 Safeguarding Training, sourced by UWLSU's HR team

Safeguarding Lead workshops ran by the Safeguarding Officer

Safeguarding Out-of-hours workshop ran by the Safeguarding Officer

4.0 Safeguarding Processes

4.1 UWLSU staff will adhere to all safeguarding training and protocols as designed and developed by the Safeguarding Officer. Safeguarding protocols will differ depending on location and method at which safeguarding concerns are raised. Safeguarding processes can be found within UWLSU's Safeguarding Processes document which should be made available to all staff on UWLSU's people management system

4.2 UWLSU will under no circumstances promise confidentiality to any student or persons involved in a safeguarding instance, and will endeavour to communicate reasons why to any persons' involved sensitively. Where possible, Safeguarding Leads should obtain consent from individuals' to share information on circumstances, however should



the Safeguarding Lead determine there is a risk of harm, they may disclose information without the persons' consent.

4.3 UWLSU will keep a record of all safeguarding instances via UWLSU's Safeguarding Log, covering a period of 2 calendar years. This will outline the actions taken and this will be updated within 2 working days of safeguarding instances

4.4 Where appropriate, UWLSU Safeguarding Leads will refer students to other university or external support departments, and will record such referrals by the Safeguarding Log. These include but not limited to UWL Counselling, Welfare or Wellbeing; Samaritans; TogetherAll; Refuge and any others deemed appropriate.

4.5 All students or persons' experiencing a safeguarding instance will be contacted via email to summarise the conversations, actions taken place and any referrals made to other organisations or departments. This should be done within 1 working day .

5.0 Reporting and Contacts

5.1 UWLSU provide a [Incident Reporting](#) platform through the UWLSU website where designated Safeguarding Leads have access to all details of instances where safeguarding may be necessary. Safeguarding Leads are trained to regularly check and respond appropriately to any instances reported

5.2 UWLSU encourage students to utilise UWL's Report and Support platform, allowing students to disclose with identity or anonymously, any safeguarding concerns. These instances are dealt through UWL's procedures.

5.3 All persons within the scope of this policy is able to request information on Safeguarding policies, principles and processes by emailing uwl.su@uwl.ac.uk or directly contacting the Safeguarding Officer, normally the Head of Membership

6.0 Review

6.1 UWLSU's Safeguarding Policy will be reviewed no later than once every 2 years by the Safeguarding Officer in consultation with UWLSU SMT, and must be approved by UWLSU's Compliance Group



Date of last review: May 2024

Written by: Jamal El-kalawy, Head of Membership

Approved by: UWLSU Compliance Group, May 2024